

*A progressive, diverse and caring community,
with access to modern services and infrastructure,
in a unique part of the world*

AGENDA

for the

Ordinary Meeting of Council

to be held

2PM, WEDNESDAY 17th NOVEMBER 2021

Shire of Cuballing
Council Chambers
Campbell Street, Cuballing

COUNCIL MEETING PROCEDURES

1. All Council meetings are open to the public, except for matters raised by Council under “Confidential Matters”.
2. Members of the public may ask a question at an ordinary Council meeting at “Public Question Time”.
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceedings, just raise your hand when the Presiding Member announces Public Question Time.
4. All other arrangements are in accordance with the Council’s standing orders, policies and decisions of the town.

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Cuballing for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Cuballing disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person’s or legal entity’s own risk.

In particular, and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Cuballing during the course of any meeting is not intended to be and is not taken as notice or approval from the Shire of Cuballing. The Shire of Cuballing warns that anyone who has an application lodged with the Shire of Cuballing must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of that application and any conditions attaching to the decision made by the Shire of Cuballing in respect of the application.

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1. DECLARATION OF OPENING:

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:

2.1.1 Attendance

Cr Eliza Dowling	President
Cr Robert Harris	Deputy President
Cr Dawson Bradford	
Cr Julie Christensen	
Cr Adrian Kowald	
Cr Pete Dowdell	

Mr Gary Sherry	Chief Executive Officer
Ms Bronwyn Dew	Deputy Chief Executive Officer
Mr Bruce Brennan	Manager of Works and Services

2.1.2 Apologies

Nil at this time

2.1.3 Leave of Absence

Nil

3. STANDING ORDERS:

OFFICER'S RECOMMENDATION:

That Standing Orders be suspended for the duration of the meeting to allow for greater debate on items.

4. PUBLIC QUESTION TIME:

4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:

Nil

4.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:

Nil

4.3 PUBLIC QUESTIONS FROM THE GALLERY:

Nil at this time.

5. APPLICATIONS FOR LEAVE OF ABSENCE:

Nil at this time.

6. CONFIRMATION OF MINUTES:

6.1.1 Ordinary Meeting of Council held on Wednesday 20th October 2021

OFFICER'S RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held on Wednesday 20th October 2021 be confirmed as a true record of proceedings.

7. PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS:

Nil at this time.

8. DISCLOSURE OF FINANCIAL INTEREST:

DISCLOSURE OF FINANCIAL INTEREST AND PROXIMITY INTEREST

Members must disclose the nature of their interest in matters to be discussed at the meeting.

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting.

DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the Member or employee has given or will give advice.

9. REPORTS OF OFFICERS AND COMMITTEES:

9.1 DEPUTY CHIEF EXECUTIVE OFFICER:

9.1.1 List of Payments – October 2021

File Ref. No:	NA
Disclosure of Interest:	Nil
Date:	2 nd August 2021
Author:	Nichole Gould
Attachments:	9.1.1A List of June Municipal Accounts 9.1.1B Credit Card Transactions

Summary

Council is to review payments made under delegation in October 2021.

Background – Nil

Comment

Council is provided at Attachments 9.1.1A with a list of payments made from Council's bank account during the month of October 2021.

Strategic Implications – Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications – Nil

Economic Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

Options

Council may resolve:

1. the Officer's Recommendation; or
2. to not note the list of accounts.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That Council receives:

1. **the List of Accounts paid in October 2021 under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, including payments from Council's Municipal Fund totalling \$485,941.33 included at Attachment 9.1.1A; and**
2. **a summary of transactions completed on Credit Cards by Council Staff for the period ending 30th September included at Attachment 9.1.1B.**

LIST OF OCTOBER 2021 MUNICIPAL FUND ACCOUNTS

Chq/EFT	Name	Description	Amount
05/10/2021	Police Licensing	Police Licensing Payments	965.10
06/10/2021	Police Licensing	Police Licensing Payments	939.00
07/10/2021	Police Licensing	Police Licensing Payments	625.00
07/10/2021	Interest on Graders	Interest on Graders	67.50
13/10/2021	Police Licensing	Police Licensing Payments	422.55
14/10/2021	Private Health Member Fees	Private Health Member Fees	239.00
14/10/2021	Police Licensing	Police Licensing Payments	242.35
15/10/2021	Police Licensing	Police Licensing Payments	56.95
18/10/2021	Police Licensing	Police Licensing Payments	74.90
19/10/2021	Police Licensing	Police Licensing Payments	1,413.80
20/10/2021	Police Licensing	Police Licensing Payments	1,330.05
21/10/2021	Police Licensing	Police Licensing Payments	3,775.15
22/10/2021	ATO Clearing Account BAS	ATO Clearing Account BAS	5,942.00
22/10/2021	Police Licensing	Police Licensing Payments	525.10
25/10/2021	Police Licensing	Police Licensing Payments	181.30
26/10/2021	Police Licensing	Police Licensing Payments	1,155.50
27/10/2021	Police Licensing	Police Licensing Payments	1,603.95
28/10/2021	Police Licensing	Police Licensing Payments	8,795.45
29/10/2021	Police Licensing	Police Licensing Payments	359.55
07/10/2021	Loan Repayment No. 63 Graders	Loan Repayment No. 63 Graders	3,646.78
EFT6475	Katherine Napier	Rates refund	81.84
EFT6476	BKS Electrical	Electrical work for renovation.	3,028.28
EFT6477	Chubb Fire & Security	2 x FLIR K@ Thermal Imaging Camera	5,313.00
EFT6478	Cuby Roadhouse	Postage	479.68
EFT6479	Cuby Tavern	Catering	167.00
EFT6480	Donna Lee Harvison	3rd Hep B Needle	95.00
EFT6481	DX Print Group Pty Ltd	Fire Break Notice 2021-22	316.80
EFT6482	Great Southern Fuel Supplies	Monthly Fuel Card - August 21	750.96
EFT6483	LG Corporate Solutions Pty Ltd	Assist with 2021 Audit	1,980.00
EFT6484	Makit Narrogin Hardware	Monthly Account - Roll Shade Cloth, Timbers, Screws, Drill bits, Cable Ties	1,446.70
EFT6485	Mary Caunt	Face Painting - Go for 2&5 Event	210.00
EFT6486	Narrogin Bearing Services	1 x Battery jump starter 12v & 24v	799.00
EFT6487	Narrogin Packaging and Motorcycles & Accessories	4 x boxes toilet rolls 2 x boxes hand towels	548.90

Chq/EFT	Name	Description	Amount
EFT6488	Narrogin Hire Service and Reticulation	Hire of 2x portable toilets Go for 2&5 Cuballing Family Festival 29th September 2021	170.00
EFT6489	Narrogin Panel Beating Service	Excess on repairs to CN1 WS ute	1,000.00
EFT6490	Old Macdonald's Travelling Farms	Go for 2&5 Event	935.00
EFT6491	One Music Australia	Licence fees	88.22
EFT6492	Parrys Narrogin	Staff Uniforms	293.10
EFT6493	Shire of Narrogin	2021/22 Contribution Narrogin Library Service	8,564.12
EFT6494	Shire of Beverley	2021/22 Subscription I'm Alert food safety program.	110.00
EFT6495	Wallis Computer Solutions	Annual IT Support	39,415.86
EFT6496	Allan's Bobcat & Truck Hire	Excavator hire to dig Grave	770.00
EFT6497	BMR Mechanical Pty Ltd	Diagnose Clutch fault and install New Clutch UD Truck	9,025.10
EFT6498	Builders Registration Board Building Commission	September 21 Building Forms	296.40
EFT6499	Building & Construction Industry Training	BCITF Forms September 2021	431.75
EFT6500	Bronwyn Dew	50% reimbursement electricity	339.83
EFT6501	Corsign (WA) Pty Ltd	10 x T1 Traffic Hazzard 1200 x 600 B/Y CL1 B/E 6 x MMS- RC-9 Traffic Hazzard B/Y CL1 corflute 6 x MMS- RC-9 MOD Size Traffic Hazzard 1200 x 600 B/Y CL1 corflute 10 x Multi message frames 1200 x 900	1,260.60
EFT6502	Cuballing Building Company	Supply and install door with digital lock	688.60
EFT6503	Dews Mini Excavations	Excavator Hire slot digging for soil samples	4,158.00
EFT6504	Department Fire and Emergency Services	2021/22 ESL Levy	1,672.00
EFT6505	Edge Planning & Property	Town Planning Service - September 2021	809.60
EFT6506	Fire Mitigation Services	Fire Mitigation works	53,160.00
EFT6507	Farmworks Narrogin	3 x 15kg bags of Simazine	584.10
EFT6508	Giri Sequoya	Balloon animals - go for 2 & 5 Event	180.00
EFT6509	Great Southern Fuel Supplies	Bulk Diesel Fuel Delivery	9,412.04
EFT6510	Instant Weighing	Calibration of Weighing scales on Komatsu Loader	1,320.00
EFT6511	Jason John Crossley	Reimbursement of training expenses	25.80

Chq/EFT	Name	Description	Amount
EFT6512	Kalexpress & Quality Transport	Freight Charges	155.60
EFT6513	Komatsu Australia Pty Limited	1 x Mirror for Komatsu Grader	213.25
EFT6514	LGIS Insurance	Workers Compensation Insurance	55,221.92
EFT6515	Local Government Professionals Australia WA	LG Professionals State Conference	1,200.00
EFT6516	Melchiorre Plumbing and Gas	Supply and fit new toilet cistern at Cuballing Recentre change rooms	1,176.56
EFT6517	Narrogin Bearing Services	4 x V Belts for Howard mower	177.33
EFT6518	Narrogin Carpets and Curtains	Supply & install carpet to office	6,105.00
EFT6519	Narrogin Earthmoving and Concrete	Supply Rubber tyred roller	12,782.00
EFT6520	Narrogin Toyota & Mazda	30,000 Service OCN	469.90
EFT6521	Narrogin Country Fresh Meats	Catering	135.73
EFT6522	Narrogin Embroidery	Staff Uniforms Embroidery	56.00
EFT6523	Narrogin South Regional TAFE	Secure cargo training	190.80
EFT6524	R Munns Engineering Consulting Services	Pavement assessment number 2	15,410.83
EFT6525	Sebel Furniture	3 X Duralite tables for Rec Centre	1,447.60
EFT6526	Shire of Narrogin	500lt of Emulsion	1,766.00
EFT6527	Toll Ipec (Courier Australia)	Freight Charges	26.49
EFT6528	Total Undercar	4x tyres, disposal of old tyres & alignment	1,032.00
EFT6529	Westrac	Supply of 1x new Cat CS68B Roller	175,439.00
EFT6530	Whitford Fertilisers Narrogin	Weighbridge - Waste Management	38.50
EFT6531	Winc Australia Pty Limited	Stationery	135.95
EFT6532	Woodlands Distributors & Agencies Pty Ltd	40 x rectangle bollards - Yornaning Dam	3,826.90
EFT6533	Zircodate Pty Ltd	Freight	1,417.73
20097	SYNERGY	Monthly Electricity Charge Street Lightning	680.66
20098	Shire of Cuballing	Standpipe Charges	138.60
20099	Water Corporation	Water Charges - Standpipe Ridley St Cuballing	1,325.89
DD2774.1	Hostplus Super	Superannuation contributions	345.19
DD2774.2	Aware Super Pty Ltd	Payroll deductions	6,035.40
DD2774.3	Matrix Superannuation	Superannuation contributions	251.69
DD2774.4	Australian Super	Superannuation contributions	671.81
DD2774.5	CBUS	Superannuation contributions	490.41
DD2774.6	MLC	Superannuation contributions	18.53
DD2774.7	Colonial First State	Superannuation contributions	218.58

Chq/EFT	Name	Description	Amount
DD2775.1	National Australia Bank	DCEO Credit Card	3,694.27
DD2777.1	linet Limited	Monthly NBN Internet Service CEO Residence	89.99
DD2783.1	Telstra	Mobile Charge - New Mobile Phone Handsets - MWS & CEO	3,429.98
DD2787.1	Hostplus Super	Superannuation contributions	298.94
DD2787.2	Aware Super Pty Ltd	Payroll deductions	5,996.87
DD2787.3	Matrix Superannuation	Superannuation contributions	184.96
DD2787.4	Australian Super	Superannuation contributions	647.22
DD2787.5	CBUS	Superannuation contributions	490.41
DD2787.6	Colonial First State	Superannuation contributions	218.58
			485,941.33

CREDIT CARD TRANSACTIONS

Supplier	DETAIL OF PURCHASE	TOTAL
Bunnings	Garden Supplies	63.26
Adobe Systems Pty	Adobe PDF Program Subscription	35.19
Phone Geek Pty Ltd	Mobile Phone Cover	35.00
Crown Promenade	LG Week Conference - Accommodation CEO	15.18
The Camfield Bar	LG Week Conference - Meal	30.45
Crown Promenade	LG Week Conference - Accommodation Cr Dowling	58.59
Crown Promenade	LG Week Conference - Accommodation Cr Harris	60.72
Crown Promenade	LG Week Conference - Accommodation CEO	202.40
Crown Promenade	LG Week Conference - Accommodation Cr Conley	409.86
Slimline Warehouse	Notice Board, Freestand Sanitiser, Acrylic Magazine Stand	1,332.57
Milkcan Letterbox	Drop Box for admin office	183.43
Wattle Grove Motel	Traffic Management Course - Accommodation – Works Staff	516.00
Wattle Grove Motel	Traffic Management Course - Accommodation – Works Staff	527.00
Aussie Broadband	Monthly NBN Internet Subscription	79.00
Coles Narrogin	Food for Kids Day Event 29/09/21	95.62
Haiou Group	Mobile Phone Cover & Screen Protector	50.00
	TOTALS	3,694.27

9.1.2 Statement of Financial Activity – October 2021

Applicant:	N/A
File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	10 th October 2021
Author:	Bronwyn Dew, Deputy Chief Executive Officer
Attachments:	9.1.2A Statement of Financial Activity

Summary

Council is to consider the Statement of Financial Activity for October 2021.

Background

As per the Financial Management Regulation 34 each Local Government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1) (d), for that month with the following detail

- The annual budget estimates,
- The operating revenue, operating income, and all other income and expenses,
- Any significant variations between year to date income and expenditure and the relevant budget provisions to the end of the relevant reporting period,
- Identify any significant areas where activities are not in accordance with budget estimates for the relevant reporting period,
- Provide likely financial projections to 30 June for those highlighted significant variations and their effect on the end of year result,
- Include an operating statement, and
- Any other required supporting notes.

Comment

Operating Revenue key points include.

- General Purpose Funding – Rates were raised on 28th July 2021;
- Transport – MRWA Direct Grant amount received \$87,145;
- Transport – First 40% of Regional Road Group claims have been received;
- Transport – 100% of Roads to Recovery funding for 2021/22 has been received;
- Financial Assistance Grants – early payment of 2021/22 grant has been received;
- FESA – ESL grant funding – early payment of 2021/22 grant has been received; and
- Youth Traineeship Grant Funding for 2021/22 has been received.

Operating Expenses – The key items of variance include:

- Employee costs are overbudget due to timing of training new staff;
- Repairs overbudget due to repairs to fire vehicles annual service;
- Road maintenance overbudget due to repairs to roads damaged by rain; and
- Capital acquisitions are underbudget – due to timing of major projects.

Detailed breakdown of all variances provided in Note 2 of the Statement of Financial Activity.

Administration Allocations have been calculated to 31st October 2021.

Depreciation expense is calculated to 31st October 2021.

Strategic Implications – Nil

Statutory Environment – Nil
Policy Implications – Nil
Financial Implications – Nil
Economic Implication – Nil
Environmental Considerations – Nil
Consultation – Nil

Options

Council may resolve:

1. the Officer's Recommendation; or
2. not to receive the Statement of Financial Activity.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That the Statement of Financial Activity, as included at Attachment 9.1.2A for the Shire of Cuballing for period ending 31st October 2021 be received.

SHIRE OF CUBALLING

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 October 2021

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 OCTOBER 2021

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 September 2021

Prepared by: Bronwyn Dew, Deputy Chief Executive Officer

Reviewed by: Gary Sherry, Chief Executive Officer

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34. Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

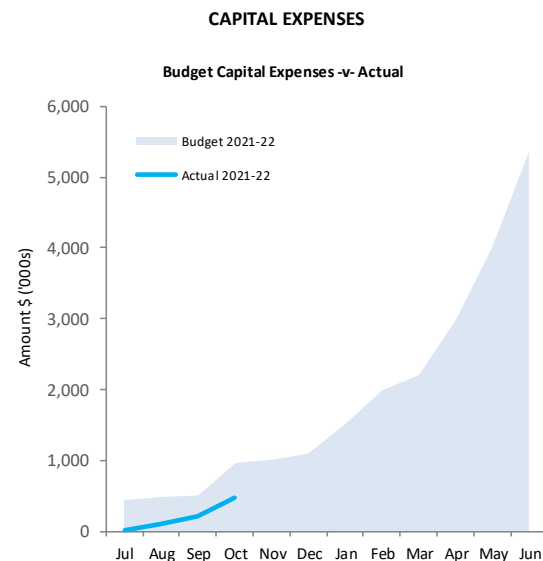
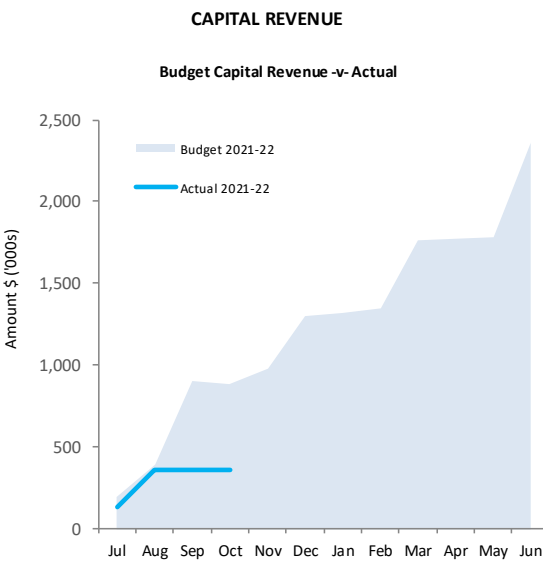
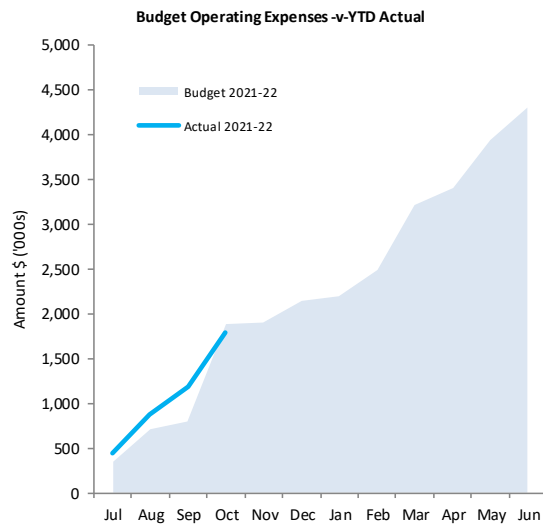
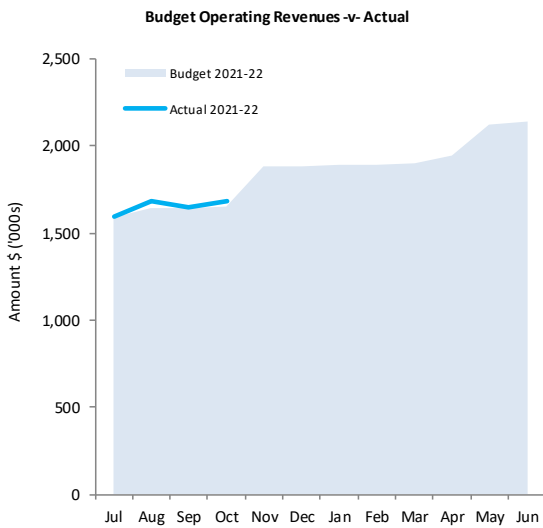
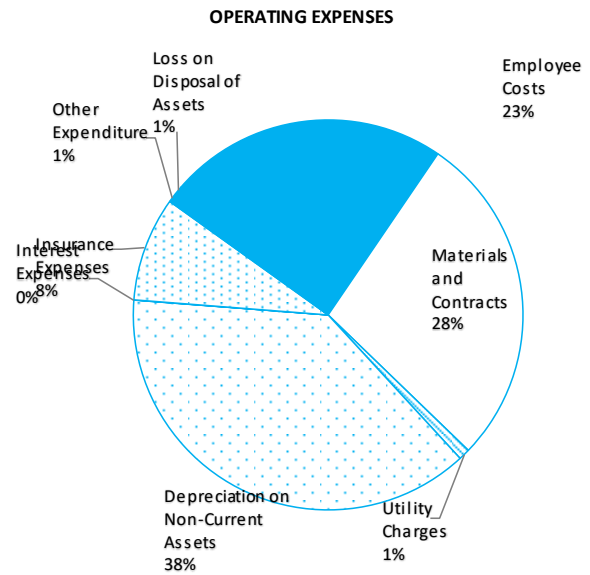
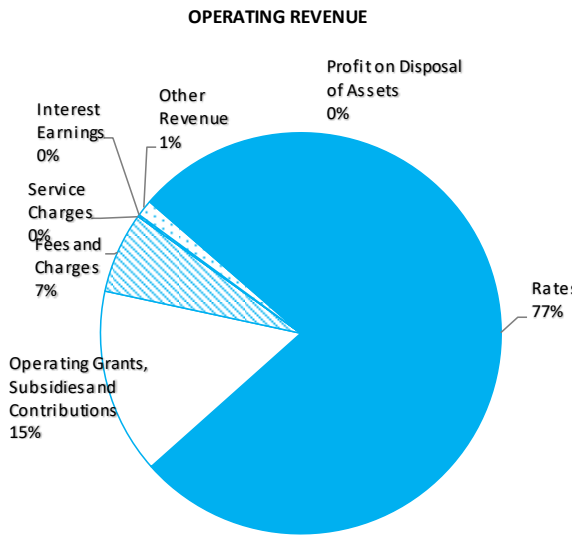
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 OCTOBER 2021**

SUMMARY GRAPHS



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 OCTOBER 2021

STATUTORY REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME	OBJECTIVE	ACTIVITIES
GOVERNANCE	Administration and operation of facilities and services to members of council, other costs that relate to tasks of elected members and ratepayers on matters which do not concern specific council activities	Complete Council meetings, Complete all Administration activities, Lobby other levels of government to support the aims of the Shire of Cuballing
GENERAL PURPOSE FUNDING	Rates, general purpose government grants and interest revenue	Manage Rates and collection. Maintain Property Data
LAW, ORDER, PUBLIC SAFETY	Supervision of various local laws, fire prevention, emergency services and animal control.	Provide ranger service, bush fire and emergency management
HEALTH	Inspections of septic and food control	Inspect food premises.
EDUCATION AND WELFARE	Support school activities	Provide activities of support of local schools
HOUSING	Provision and maintenance of staff housing	Provide staff & other housing
COMMUNITY AMENITIES	Operation of refuse sites, noise control and administration of Town Planning Scheme	Provision of waste & recycling services including the operation of the Cuballing & Popanyinning transfer stations. Also includes the provision of town planning services.
RECREATION AND CULTURE	Maintenance of halls, recreation centre and various reserves. Support library services in Narrogin.	Maintain halls & Civic buildings, parks and gardens and recreational facilities including managing the Dryandra Equestrian Centre lease.
TRANSPORT	Construction and maintenance of streets, roads, bridges, footpaths, drainage works, traffic signs, bus shelters and depot maintenance.	Maintain and protect local environmentally significant areas including the maintenance of Council roads and footpaths. Also includes the provision of vehicle licensing services.
ECONOMIC SERVICES	The regulation and provision of tourism, area promotion, building control, noxious weeds, vermin control and standpipes.	Control of noxious weeds on council property, DrumMuster and provision of building registration services. Includes tourism and promotion and supporting the Dryandra Country Visitors Centre.
OTHER PROPERTY AND SERVICES	Private works operation, plant repairs and operation costs.	Includes private works, overhead and plant allocations and the provision of building surveying services.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021**

STATUTORY REPORTING PROGRAMS

	Ref Note	Annual Budget	YTD Budget	YTD Actual	Variance (\$)	Variance (%)	
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	1(b)	1,904,205	1,904,205	1,934,871	30,666	2%	
Revenue from operating activities							
General Purpose Funding	5	1,539,977	1,363,593	1,371,477	7,884	1%	
Governance		44,950	38,312	46,035	7,723	20%	▲
Law, Order and Public Safety		133,112	22,121	17,307	(4,814)	(22%)	
Health		800	264	731	467	177%	
Education and Welfare		2,500	0	0	0		
Housing		0	0	0	0		
Community Amenities		75,516	74,648	79,880	5,232	7%	
Recreation and Culture		12,773	7,437	8,240	803	11%	
Transport		249,755	128,647	139,498	10,851	8%	
Economic Services		38,700	5,338	7,107	1,769	33%	
Other Property and Services		45,000	10,414	9,713	(701)	(7%)	
		2,143,083	1,650,774	1,679,988			
Expenditure from operating activities							
General Purpose Funding		(88,500)	(25,496)	(23,284)	2,212	9%	
Governance		(138,957)	(108,910)	(105,107)	3,803	3%	
Law, Order and Public Safety		(298,263)	(150,086)	(176,126)	(26,040)	(17%)	▼
Health		(45,907)	(15,292)	(14,990)	302	2%	
Education and Welfare		(45,708)	(14,888)	(5,764)	9,124	61%	▲
Housing		(40,711)	(14,592)	(10,530)	4,062	28%	
Community Amenities		(353,068)	(115,818)	(103,503)	12,315	11%	▲
Recreation and Culture		(378,844)	(146,465)	(148,826)	(2,361)	(2%)	
Transport		(2,715,046)	(1,124,099)	(1,124,165)	(66)	(0%)	
Economic Services		(162,367)	(62,422)	(50,473)	11,949	19%	▲
Other Property and Services		(34,500)	(52,432)	(30,835)	21,597	41%	▲
		(4,301,871)	(1,830,499)	(1,793,604)			
Operating activities excluded from budget							
Add Back Depreciation		2,060,628	686,836	682,569	(4,267)	(1%)	
Adjust (Profit)/Loss on Asset Disposal	6	42,073	42,073	12,633	(29,440)	(70%)	▼
Adjust Provisions and Accruals		0	0	0	0		
Amount attributable to operating activities		(56,086)	549,184	581,586			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	10	2,360,758	881,753	362,772	(518,981)	(59%)	▼
Proceeds from Disposal of Assets	6	115,000	115,000	26,518	(88,482)	(77%)	▼
Land Held for Resale		0	0	0	0		
Capital Acquisitions	7	(5,353,726)	(961,789)	(477,902)	483,887	50%	▲
Amount attributable to investing activities		(2,877,968)	34,964	(88,612)			
Financing Activities							
Proceeds from New Debentures		850,000	850,000	0	(850,000)	(100%)	▼
Repayment of Debentures	8	(77,812)	(14,507)	(14,507)	0	0%	▲
Transfer from Reserves	9	353,507	83,139	83,139	0	0%	
Transfer to Reserves	9	(93,911)	(83,189)	(83,189)	0	0%	
Amount attributable to financing activities		1,031,784	835,443	(14,557)			
Closing Funding Surplus(Deficit)	1(b)	1,935	3,323,796	2,413,287			

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021/22 year is \$5,000 or 10% whichever is the greater.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 OCTOBER 2021

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

FEES AND CHARGEES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

EXPENSES

EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021**

BY NATURE OR TYPE

	Ref Note	Annual Budget	YTD Budget	YTD Actual	Variance (\$)	Variance (%)	
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1(b)	1,904,205	1,904,205	1,934,871	30,666	2%	
Revenue from operating activities							
Rates	5	1,241,412	1,286,085	1,294,118	8,032	1%	
Operating Grants, Subsidies and Contributions	10	702,067	252,462	251,272	(1,190)	(0%)	
Fees and Charges		143,279	92,467	109,599	17,132	19%	▲
Interest Earnings		10,575	3,516	2,846	(670)	(19%)	
Other Revenue		45,750	16,244	22,153	5,909	36%	▲
Profit on Disposal of Assets	6	0	0	0	0		
		2,143,083	1,650,774	1,679,988			
Expenditure from operating activities							
Employee Costs		(1,027,922)	(405,128)	(414,884)	(9,756)	(2%)	
Materials and Contracts		(865,829)	(490,261)	(496,826)	(6,565)	(1%)	
Utility Charges		(62,565)	(20,788)	(16,861)	3,927	19%	
Depreciation on Non-Current Assets		(2,060,628)	(686,836)	(682,569)	4,267	1%	
Interest Expenses		(23,708)	(7,896)	(350)	7,546	96%	▲
Insurance Expenses		(159,902)	(159,783)	(155,282)	4,501	3%	
Other Expenditure		(59,245)	(17,735)	(14,200)	3,535	20%	
Loss on Disposal of Assets	6	(42,073)	(42,073)	(12,633)	29,440		
		(4,301,871)	(1,830,499)	(1,793,604)			
Operating activities excluded from budget							
Add back Depreciation		2,060,628	686,836	682,569	(4,267)	(1%)	
Adjust (Profit)/Loss on Asset Disposal	6	42,073	42,073	12,633	(29,440)	(70%)	▼
Adjust Provisions and Accruals		0	0	0	0		
Amount attributable to operating activities		(56,086)	549,184	581,586			
Investing activities							
Non-operating grants, subsidies and contributions	10	2,360,758	881,753	362,772	(518,981)	(59%)	▼
Proceeds from Disposal of Assets	6	115,000	115,000	26,518	(88,482)	(77%)	▼
Land held for resale		0	0	0	0		
Capital acquisitions	7	(5,353,726)	(961,789)	(477,902)	483,887	50%	▲
Amount attributable to investing activities		(2,877,968)	34,964	(88,612)			
Financing Activities							
Proceeds from New Debentures		850,000	850,000	0	(850,000)	(100%)	▼
Repayment of Debentures	8	(77,812)	(14,507)	(14,507)	0	0%	
Transfer from Reserves	9	353,507	83,139	83,139	0	0%	
Transfer to Reserves	9	(93,911)	(83,189)	(83,189)	0	0%	
Amount attributable to financing activities		1,031,784	835,443	(14,557)			
Closing Funding Surplus (Deficit)	1(b)	1,935	3,323,796	2,413,287			

KEY INFORMATION

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This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

EMPLOYEE BENEFITS

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave
(Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the City has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the City expects to pay and includes related on-costs.

(ii) *Annual Leave and Long Service Leave (Long-term Benefits)*

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

PROVISIONS

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

INVENTORIES

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

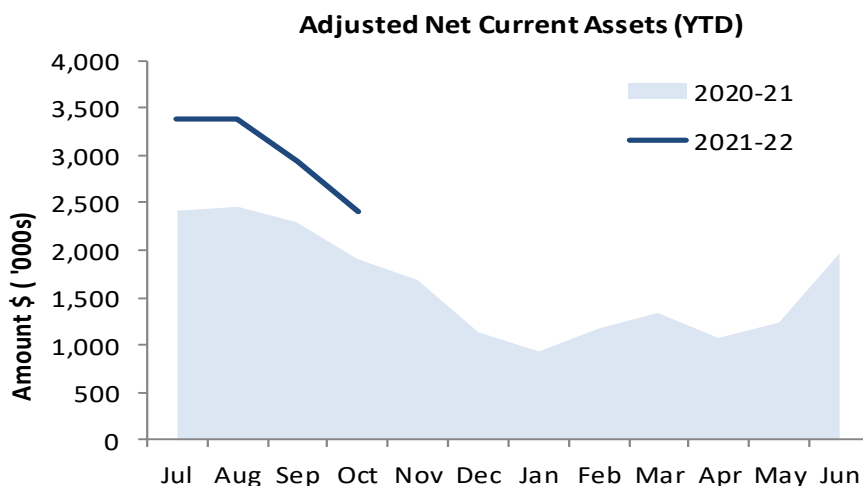
		Last Years Closing 30 June 2021	This Time Last Year 31 Oct 2020	Year to Date Actual 31 Oct 2021
	Note	\$	\$	\$
Adjusted Net Current Assets				
Current Assets				
Cash Unrestricted	3	1,831,039	1,521,512	2,114,623
Cash Restricted	3	1,076,895	1,319,714	1,076,945
Receivables - Rates	4	122,255	230,557	300,146
Receivables - Other	4	92,407	164,339	8,162
Loans receivable		0	0	0
ATO Receivable		0	0	35,463
Inventories		5,613	6,061	5,613
		3,128,210	3,242,184	3,540,952
Less: Current Liabilities				
Payables		(116,110)	(10,185)	(27,655)
ATO Payables		0	0	(22,594)
Provisions - employee		(260,765)	(196,543)	(260,765)
Long term borrowings		(44,358)	(43,191)	(29,850)
Bonds & Deposits		(334)	(3,710)	(470)
		(421,566)	(249,919)	(341,335)
Unadjusted Net Current Assets		2,706,643	2,992,265	3,199,617
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(1,076,895)	(1,319,714)	(1,076,945)
Less: Loans receivable		0	0	0
Add: Provisions - employee		260,765	196,543	260,765
Add: Long term borrowings		44,358	43,191	29,850
Adjusted Net Current Assets		1,934,871	1,912,284	2,413,288

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.

**This Year YTD****Surplus(Deficit)****\$2.41 M****Last Year YTD****Surplus(Deficit)****\$1.91 M**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**NOTE 2
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2021/22 year is \$5,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Variance	Timing/ Permanence	Explanation of Variance
	\$	%			
Revenue from operating activities					
Governance	7,723	20%	▲	Permanent	Trainee subsidy & LSL reimbursement
General Purpose Funding	7,884	1%		Permanent	Grant Commission income less than budgeted - Discount expenses higher than budgeted.
Law, Order and Public Safety	(4,814)	(22%)		Timing	Timing of Fire Prevention Grant Payments
Health	467	177%		Timing	Not Material
Education and Welfare	0			Timing	Not Material
Housing	0			Timing	Not Material
Community Amenities	5,232	7%		Permanent	Cemetery income & waste income higher than budgeted
Recreation and Culture	803	11%		Timing	Not Material
Transport	10,851	8%		Permanent	Local Road grant higher than budgeted & sale of scrap
Economic Services	1,769	33%		Timing	Local building fees higher than budgeted
Other Property and Services	(701)	(7%)		Timing	Private Works income lower than budgeted
Expenditure from operating activities					
Governance	3,803	3%		Timing	Administration salaries lower than budgeted.
General Purpose Funding	2,212	9%		Timing	Not Material
Law, Order and Public Safety	(26,040)	(17%)	▼	Timing	Repairs to fire vehicles overbudget (recoverable cost)
Health	302	2%		Timing	Not Material
Education and Welfare	9,124	61%	▲	Permanent	Aged Persons Accommodation Loan not drawn down so no repayments made for 2021/22.
Housing	4,062	28%		Timing	CEO Housing Maintenance
Community Amenities	12,315	11%	▲	Timing	Refuse site maintenance expenses below budget
Recreation and Culture	(2,361)	(2%)		Timing	Oval Maintenance
Transport	(66)	(0%)		Timing	Not Material
Economic Services	11,949	19%	▲	Timing	Timing of invoicing for noxious weed spraying
Other Property and Services	21,597	41%	▲	Timing	Outside crew wages underbudget due to timing of payroll
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(518,981)	(59%)	▼	Timing	Timing of project progress - unable to claim grants as per Note 10
Proceeds from Disposal of Assets	(88,482)	(77%)	▼	Timing	Timing on Sale of Assets
Land Held for Resale	0				
Capital Acquisitions	483,887	50%	▲	Timing	Timing of Capital Works Program
Financing Activities					
Proceeds from New Debentures	(850,000)	(100%)	▼	Timing	Aged Persons Accommodation
Transfer from Reserves	0	0%		Timing	Not material
Repayment of Debentures	0	0%		Timing	Not material
Transfer to Reserves	0	0%		Timing	Not material

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021

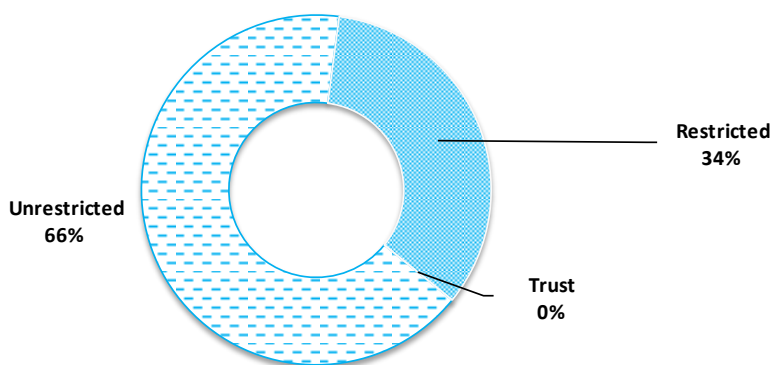
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	700			700	NAB	0.00%	At Call
At Call Deposits							
Municipal Fund	2,113,923			2,113,923	NAB	0.00%	At Call
Term Deposits							
Reserve Funds		1,076,945		1,076,945	NAB	0.20%	08-Feb-22
Total	2,114,623	1,076,945	0	3,191,569			

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.



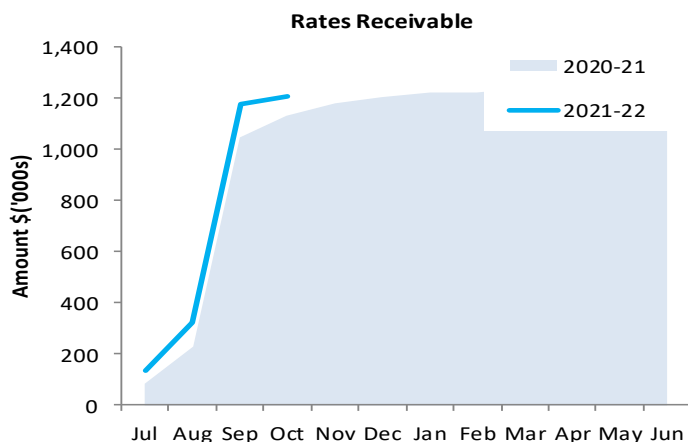
Total Cash	Unrestricted
\$3.19 M	\$2.11 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021

Rates Receivable	30 June 2020	31 Oct 21
	\$	\$
Opening Arrears Previous Year	84,880	122,255
Levied this year	1,258,745	1,386,062
Less Collections to date	(1,221,370)	1,208,171
Equals Current Outstanding	122,255	300,146
Net Rates Collectable	122,255	300,146
% Collected	90.29%	78.35%

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.



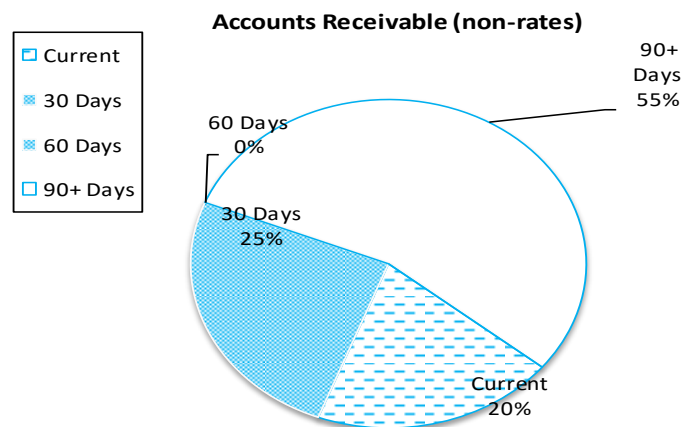
Collected	Rates Due
78%	\$300,146

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	1,628	2,066	0	4,468	8,162
Percentage	20%	25%	0%	55%	
Balance per Trial Balance					
Sundry debtors					8,162
GST receivable					35,463
Total Receivables General Outstanding					43,624

Amounts shown above include GST (where applicable)

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



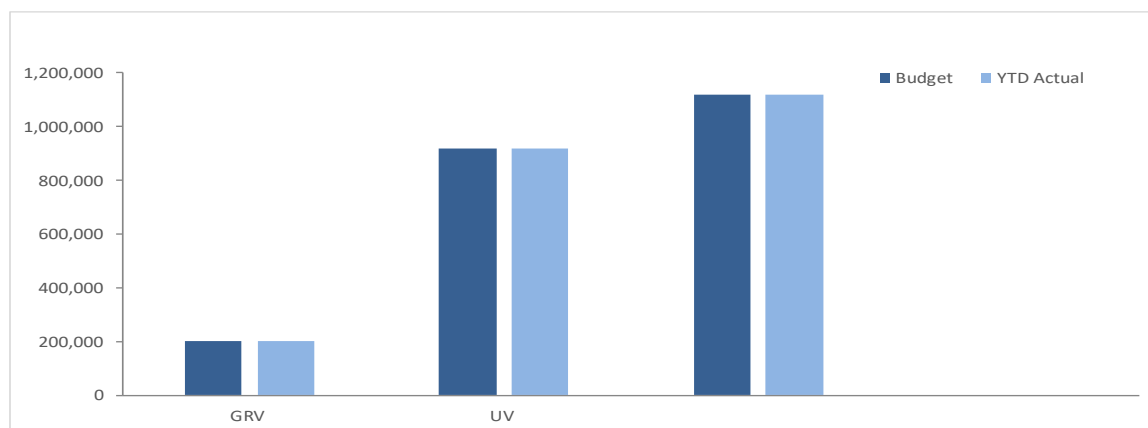
Debtors Due
\$43,624
Over 30 Days
80%
Over 90 Days
55%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021

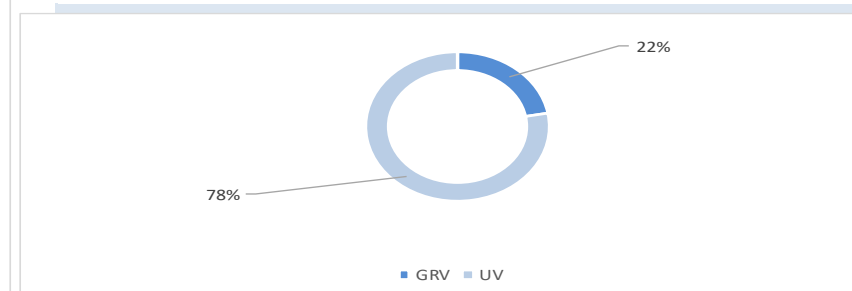
General Rate Revenue	Annual Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV	0.083965	188	2,369,718	198,973	0	0	198,973	198,973	0	0	198,973
UV	0.006846	182	134,494,000	920,746	0	0	920,746	920,746	0	0	920,746
Sub-total		370	136,863,718	1,119,719	0	0	1,119,719	1,119,719	0	0	1,119,719
Minimum	\$										0
GRV	759	142		107,778	0	0	107,778	107,778	0	0	107,778
UV	1,023.00	155		158,565	0	0	158,565	158,565	0	0	158,565
		297	0	266,343	0	0	266,343	266,343	0	0	266,343
Sub-Totals		667	136,863,718	1,386,062	0	0	1,386,062	1,386,062	0	0	1,386,062
Discount							(85,000)				(90,799)
Concession / Write Offs							(58,900)				(44)
COVID Subsidy							(1,000)				(91)
Interim Rates							250				(1,011)
Ex-Gratia Rates							490				0
Amount from General Rates							1,241,412				1,294,117
Ex-Gratia Rates											0
Total General Rates							1,241,412				1,294,117

SIGNIFICANT ACCOUNTING POLICIES

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.



General Rates		
Budget	YTD Actual	%
\$1.24 M	\$1.29 M	104%

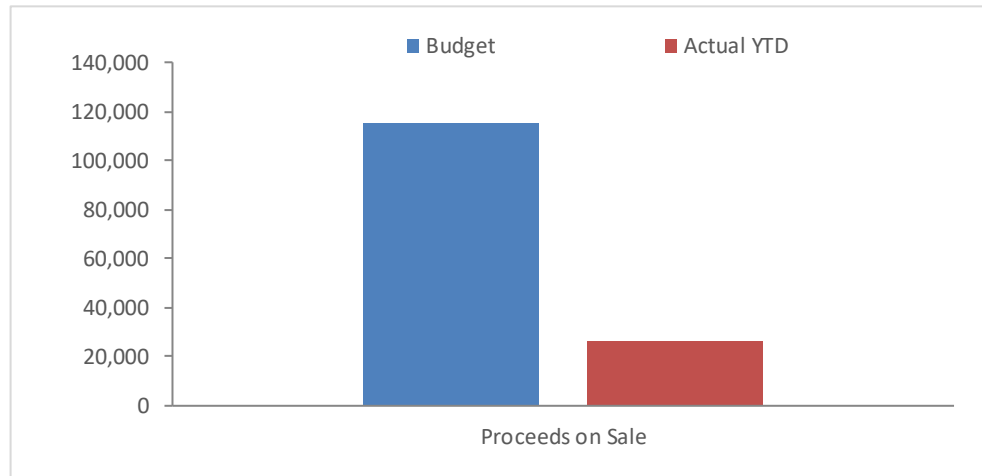


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021

Attachment 9.1.2A
OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS

Asset Ref.	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	
10089	Isuzu Giga	60,000	35,000		(25,000)				
10051	Bomag Roller	40,000	30,000		(10,000)	39,151	26,518	(12,633)	
16	CN0 Dual Cab Utility	27,058	25,000		(2,058)				
103	CN1 Dual Cab Utility	30,015	25,000		(5,015)				
		157,073	115,000	0	(42,073)	39,151	26,518	0	(12,633)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$115,000	\$26,518	23%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021

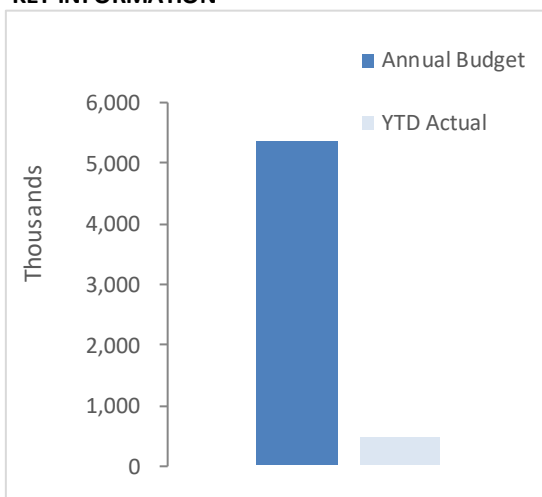
INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS

Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land & Buildings	2,549,561	197,461	175,090	22,371
Plant & Equipment	486,000	0	159,490	(159,490)
Furniture & Equipment	0	0	0	0
Roads	2,190,879	730,248	76,665	653,583
Recreation	0	0	0	0
Parks, Gardens, Recreation Facilities	72,286	24,084	64,184	(40,100)
Other Infrastructure	55,000	9,996	2,474	7,522
Capital Expenditure Totals	5,353,726	961,789	477,902	483,887
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	2,360,758	881,753	362,772	(518,981)
Borrowings	850,000	850,000	0	(850,000)
Other (Disposals & C/Fwd)	115,000	115,000	26,518	(88,482)
Cash Backed Reserves				
Infrastructure Reserve	121,000	0	0	0
Pensioner Unit Maintenance Reserve	0	0	0	0
Plant Replacement Reserve	40,000	0	0	0
Contribution - operations	1,866,968	(884,964)	88,612	973,576
Capital Funding Total	5,353,726	961,789	477,902	(483,887)

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$5.35 M	\$0.48 M	9%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$2.36 M	\$0.36 M	15%

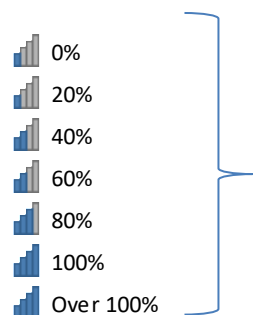
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021

INVESTING ACTIVITIES
NOTE 7

CAPITAL ACQUISITIONS (CONTINUED)

Capital Expenditure Total





















Level of Completion Indicators



Percentage YTD Actual to Annual Budget

Expenditure over budget highlighted in red.

Level of completion indicator	Acc / Job	Annual Budget	YTD Budget	YTD Actual	Variance
Capital Expenditure					
Land					
Cuballing Railway Reserve Business Case	C176A	35,000	11,664	0	11,664
Buildings					
Administration Building Disabled Access	J4114C	62,833	62,833	66,200	(3,367)
Building Renewal - Cuballing Memorial Park	C203	85,368	28,444	924	27,520
Cuballing Transfer Station Shed Floor	C160	9,960	3,312	0	3,312
Administration Building Refurbishment	J4114D	73,211	24,400	39,023	(14,623)
Popanyinning Main Street Refurbishment	C193	200,465	66,808	5,837	60,971
Aged Persons Accommodation	C084	1,587,188	0	63,106	(63,106)
LRCI Phase 3 Projects	C300	495,536	0	0	0
Total Land & Buildings		2,549,561	197,461	175,090	22,371

Plant & Equipment						
	Prime Mover	12407	200,000	0	0	0
	Bomag Roller	12426	170,000	0	159,490	(159,490)
	Two Way System	12411	15,000	0	0	0
	MWS Vehicle	12406	53,000	0	0	0
	WS Vehicle	12417	48,000	0	0	0
	Total Plant & Equipment		486,000	0	159,490	(159,490)
Furniture & Equipment						
	Nil		0	0	0	0
	Total Furniture & Equipment		0	0	0	0
Infrastructure - Roads						
	RRG - Narrogin Wandering Road	R129E	352,151	117,380	13,584	103,796
	RRG - Stratherne Road 20/21	R001C	103,604	34,532	17,497	17,035
	RRG - Wandering Narrogin Road	R001D	160,343	53,440	25,899	27,541
	RTR - Popanyinning East Road Gravel Sheeting	RTR004	35,113	11,696	1,483	10,214
	RTR - Popanyinning West Widening	RTR002	215,044	71,668	0	71,668
	BS - Narrogin Wandering Road Black Spot	BS129	7,000	2,332	0	2,332
	WSFN - Cuballing East Road	WSF006	1,317,624	439,200	18,203	420,997
	Total Road Infrastructure		2,190,879	730,248	76,665	232,586
Recreation						
	Nil		0	0	0	0
	Total Recreation		0	0	0	0
Parks, Ovals & Playgrounds						
	Yornaning Dam - Stage 3	C189	66,079	22,024	60,072	(38,048)
	Yornaning Dam - Stage 4	C186	0	0	2,354	(2,354)
	Yornaning Dam - Mountain Bike Track	C197	6,207	2,060	1,758	302
	Total Parks, Ovals & Playgrounds		72,286	24,084	64,184	(40,100)
Other Infrastructure						
	Bridge Improvements - Capital Upgrade	11214	30,000	9,996	0	9,996
	Transfer Station Bin Lids	C163	0	0	2,474	(2,474)
	Depot Fencing & Gates - Eastern Boundary	10744	25,000	8,332	0	8,332
	Total Other Infrastructure		55,000	9,996	2,474	9,996
	TOTAL CAPITAL EXPENDITURE		5,353,726	961,789	477,902	65,363

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Information on Borrowings Particulars	2020/21	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport									
Loan 63 - Graders	29,228	0	0	14,507	29,228	14,721	29,228 0	350	485
Economic Services									
Loan 64 - Lot 74 Austral St	130,702			0	15,130	130,702	130,702	0	2,755
Education and Welfare									
Loan 65 - Aged Persons Housing			850,000	0	33,454	0	850,000	0	20,468
Total	159,930	0	850,000	14,507	77,812	145,423	1,009,930	350	23,708

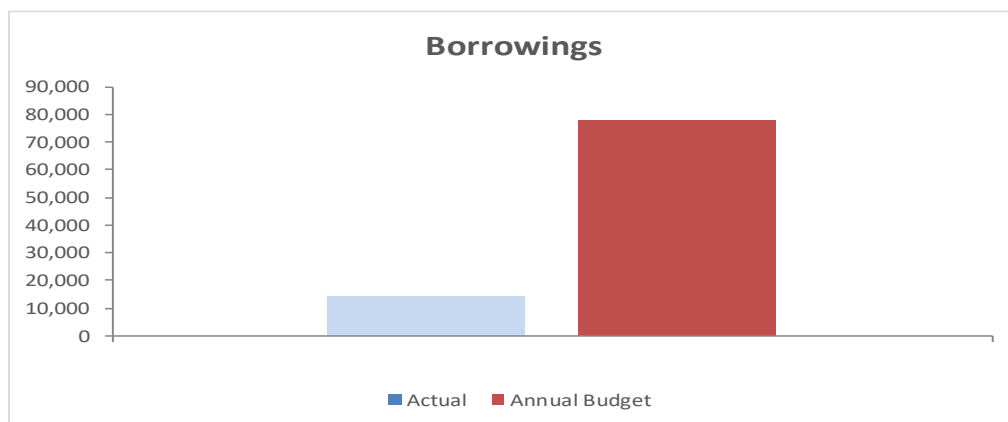
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



Principal Repayments	\$14,507
Interest Earned	\$2,846
Reserves Bal	\$1.08 M
Interest Expense	\$350
Loans Due	\$.15 M

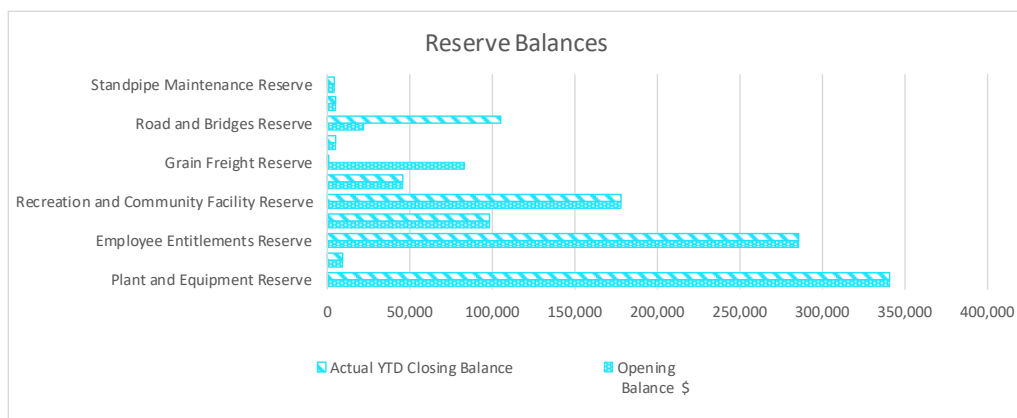
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021

OPERATING ACTIVITIES
NOTE 9
CASH AND INVESTMENTS

Cash Backed Reserve

Reserve Name	Opening	Budget Interest	Actual Interest	Budget Transfers	Actual Transfers	Budget Transfers	Actual Transfers	Budget Closing	Actual YTD
	Balance	Earned	Earned	In (+)	In (+)	Out (-)	Out (-)	Balance	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant and Equipment Reserve	340,654	1,960	16		16	(121,000)	0	221,614	340,670
IT and Office Equipment Reserve	9,149	32	0		0	0	0	9,181	9,149
Employee Entitlements Reserve	286,072	1,067	13		13	(20,000)	0	267,139	286,085
Housing Reserve	98,208	367	5		5	(40,000)	0	58,575	98,213
Recreation and Community Facility Reserve	178,046	792	8		8	(85,368)	0	93,470	178,054
Refuse Site Reserve	45,422	205	2		2		0	45,627	45,424
Grain Freight Reserve	83,139	0	0		0	(83,139)	(83,139)	0	0
Equestrian Reserve	4,910	50	0	4,772	0	0	0	9,732	4,910
Road and Bridges Reserve	21,883	486	5	83,139	83,143		0	188,651	105,026
Community & Sporting Club Reserve	5,316	21	0	1,000	0	(4,000)	0	2,337	5,316
Standpipe Maintenance Reserve	4,096	20	0		0	0	0	4,116	4,096
	1,076,895	5,000	50	88,911	83,189	(353,507)	(83,139)	900,442	1,076,945

KEY INFORMATION



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021

NOTE 10
GRANTS AND CONTRIBUTIONS

Grants and Contributions

Description	Annual Budget	YTD Budget	YTD Actual	Variance
Operating grants, subsidies and contributions				
General Purpose Funding				
Grants Commission - General Purpose	276,000	69,000	63,574	(5,426)
CBH - Grass Roots Funding	0	0	5,000	5,000
Governance				
Insurance & Other Reimbursements	0	0	0	0
Department Primary Industries & Regional Development	35,000	35,000	35,000	0
Law, Order & Public Safety				
DFES - Bush Fire Brigades	31,547	7,887	14,516	6,629
Fire Mitigation Grant	84,825	0	0	0
Fire Prevention	12,990	12,990	0	(12,990)
Education & Welfare				
Stay on your feet	2,500	0	0	0
Community Amenities				
Other Income - Reimbursements	0	0	0	0
Recreation & Culture				
Mountain Bike Track Income	4,000	0	222	222
Youth Week Funding	1,000	0	0	0
Transport				
Main Roads - Direct Grant	87,145	87,145	87,145	0
Grants Commission - Roads Component	152,360	38,090	43,316	5,226
Economic Services				
Community Events	4,700	2,350	2,500	150
Other Property & Services				
Workers Compensation	10,000	0	0	0
Operating grants, subsidies and contributions Total	702,067	252,462	251,272	(1,190)
Non-operating grants, subsidies and contributions				
Education & Welfare				
Recreation & Culture				
Yornaning Dam Stage 4	15,156	15,156	15,156	0
Transport				
Main Roads - RRG	361,790	144,716	136,664	(8,052)
Roads to Recovery (RTR)	210,951	210,951	210,952	1
Black Spot (BS)	0	0	0	0
Wheatbelt Secondary Freight Network	1,171,254	468,502	0	(468,502)
Other Infrastructure				
Community Infrastructure Grants	49,815	19,926	0	(19,926)
Community Infrastructure Grants Phase 2	56,256	22,502	0	(22,502)
Community Infrastructure Grants Phase 3	495,536	0	0	0
Non-operating grants, subsidies and contributions Total	2,360,758	881,753	362,772	(496,479)
Grand Total	3,062,825	1,134,215	614,044	(497,669)

KEY INFORMATION

Some reclassification between Operating & Capital grants, contributions & reimbursements is required

9.2 CHIEF EXECUTIVE OFFICER:

9.2.1 Employment of CEO – Job Description Form & Selection Criteria

Applicant:	N/A
File Ref. No:	ADM140
Disclosure of Interest:	Nil
Date:	9 th November 2021
Author:	Gary Sherry
Attachments:	9.2.1A Standards For Chief Executive Officer Recruitment, Performance And Termination 9.2.1B Draft CEO Employment Selection Criteria 9.2.1C Draft Job Description Form

Summary

Council is to consider the statutory requirements of the job description and selection criteria to allow advertising of the position of Chief Executive Officer of the Shire of Cuballing.

Background

Council employed current Chief Executive Officer (CEO), Mr Gary Sherry, in August 2014.

In February 2021 the state government enacted new legislation and regulations requiring all local governments to adopt mandatory minimum standards that cover the recruitment, selection, performance review and early termination of local government Chief Executive Officers. Council adopted *Standards For Chief Executive Officer Recruitment, Performance And Termination* (The Standards) at the March 2021 Ordinary Council Meeting. The Standards are included at Attachment 9.2.1A for Councillors Information.

At the October Ordinary Meeting Council accepted Mr Sherry's resignation on effective on 15th January 2021.

In consultation with the Shire President, Cr Dowling, the Shire of Cuballing has accepted the proposal of Lo-Go Appointments to provide the necessary HR services to assist Council in the search for a replacement CEO. Representatives of Lo-Go Appointments have met with most Councillors to review the employment process.

Comment

In commencing the CEO employment search, The Standards and regulation require Council confirming a Job Description Form and Selection Criteria prior to the commencement of an advertising process for the Shire of Cuballing CEO vacancy.

The Standards define:

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;\

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

Draft Selection Criteria are included at Attachment 9.2.1B for Council consideration. These draft Selection Criteria were prepared in a workshop attended by most Councillors on Tuesday 9th November 2021 and seek to reflect Council's expectations of the knowledge, experience,

qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the Shire of Cuballing.

A draft Job Description Form is included at Attachment 9.2.1C for Council consideration.

The Standards set out that Council is required to establish a selection panel to conduct the recruitment and selection process for the employment of a CEO. The selection panel can include as many Councillors as desired by Council but must include that includes at least one independent member.

The Officer has recommended that all Councillors are members of the Selection Panel to allow all Councillors to participate in the process.

It has been suggested to the Officer that Mr Mark Conley be considered for the position of Independent Member of the Selection Panel. Mr Conley is a former Councillor and Shire President of the Shire of Cuballing with experience in managing and reviewing CEO's. Mr Conley also has experience in more complex employment matters through the operation of his piggery business.

Strategic Implications

Shire of Cuballing Strategic Community Plan 2017-2027

GOVERNANCE & ORGANISATION - Our Council, Services, Policies and Engagement.

Goals

- An independent Council that is supported by an excellent organisation.
- Governance structures that ensure accountable, transparent and ethical decision making.

	Strategy	Outcome
4.1	Councillors provide strong and visionary leadership.	A clear direction for the future.
4.2	Maintain a clear, transparent and ethical decision making process.	Openness and transparency in Council decisions.
4.5	Be innovative in the management of Shire operations, services, staff and resources to create a resilient and financially stable Shire.	A Shire that is progressive, sustainable, resilient and adaptive to changes.
4.6	Employees actively contribute to improved operational service delivery and ensure excellent customer service.	Employees continually improve the operational service delivery and the community receives excellent customer service.

Statutory Environment

Council has adopted The Standards, included at Attachment 9.2.1A, identify the statutory requirements in dealing with the employment of a CEO.

Policy Implications – Nil

Financial Implications

The employment process for a CEO is anticipated to cost in the region of \$10,000. Known and estimated costs are included below.

From	Service	Cost (GST Exempt)
Consultant	HR Consultant Services	5,763.00
Consultant	Psychometric Testing - Optional	500.00
Consultant	Travel - 2 visits	909.09
Advertising	West Australian - Feature Advert - 1 Week	2,727.27
Advertising	Seek	272.73
Advertising	Other	272.73
Other		272.73
Total		10,717.55

Staff have allocated this cost to Other Administration expenditure and anticipate that the expenditure can be accommodated within the budget allocation.

Economic Implication – Nil

Social Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

Options

Council may resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with minor amendments; or
3. to defer consideration at this time and seek further information on the CEO employment process prior to advertising the position. Deferral will extend the commencement of advertising for the new CEO.

Voting Requirements –

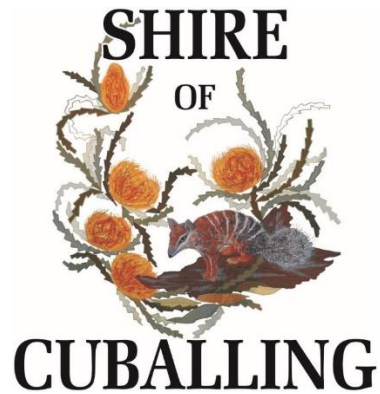
Council must adopt the Job Position Form and Section Criteria by Absolute Majority.

The appointment of the members of the Selection Panel can be decided by Simple Majority.

OFFICER'S RECOMMENDATION:

That Council, for the employment of a new Chief Executive Officer:

- 1. adopt the Section Criteria included at Attachment 9.2.1B.**
- 2. adopt the Job Position Form included at Attachment 9.2.1C;**
- 3. appoint all Councillors as members of the Selection Panel; and**
- 4. appoint Mr Mark Conley of Cuballing as the Independent Member of the Selection Panel.**



STANDARDS FOR CHIEF EXECUTIVE OFFICER RECRUITMENT, PERFORMANCE AND TERMINATION

Adopted: 17th March 2021

Division 1 — Preliminary provisions

1. Citation

These are the Shire of Cuballing *Standards for CEO Recruitment, Performance and Termination*.

2. Terms used

(1) In these standards —

Act means the *Local Government Act 1995*;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the Shire of Cuballing;

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — Standards for Recruitment of CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
 - (a) the duties and responsibilities of the position; and
 - (b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (1) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (2) if the person advises the local government that the person is unable to access that website address —
 - (a) email a copy of the job description form to an email address provided by the person; or
 - (b) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

- (1) In this clause —

independent person means a person other than any of the following —

- (a) a council member;
 - (b) an employee of the local government;
 - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

- (3) The selection panel must comprise —
 - (a) council members (the number of which must be determined by the local government); and
 - (b) at least 1 independent person.

9. Recommendation by selection panel

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
 - (a) a summary of the selection panel's assessment of each applicant; and
 - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
 - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
 - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
 - (a) in an impartial and transparent manner; and
 - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
 - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
 - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
 - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
 - (a) clause 5 does not apply to the new recruitment and selection process; and
 - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (1) the making of the offer of employment to the applicant; and
- (2) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the *negotiated contract*) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause —

commencement day means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.

- (2) This clause applies if —
 - (a) upon the expiry of the contract of employment of the person (the *incumbent CEO*) who holds the position of CEO —
 - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
 - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;

and

- (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

- (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (1) the results of the review; and
- (2) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
 - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
 - (b) notifying the CEO of any allegations against the CEO; and
 - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
 - (d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
 - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the *performance issues*) related to the performance of the CEO; and

- (b) informed the CEO of the performance issues; and
 - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
 - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

THE SHIRE OF CUBALLING

a progressive, diverse and caring community with access to modern infrastructure and services in a unique part of the world.

SELECTION CRITERIA

1. High level Strategic Planning skills and knowledge of corporate management.
2. Proven leadership experience with the Planning and Delivery of Major Capital Projects.
3. Demonstrated strong working relationship with Councils/Board of Management.
4. Demonstrated capacity to administer the provisions of the Local Government Act (1995) and associated legislation relevant to the Local Government Sector.
5. Demonstrated experience in overseeing the development and implementation of Financial Plans, Asset Management Plans and Annual Budgets.
6. Demonstrated experience in developing and maintaining strategic relationships and partnerships with key government and non-government agencies, businesses, organisations and the community.
7. Demonstrated understanding of issues facing Regional and Rural Communities.
8. Tertiary qualifications in relevant Management, Business and/or Public Sector Administration discipline or experience that is accepted as comparable.

THE SHIRE OF CUBALLING

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- | | | |
|----------|---|--|
| 1 | POSITION TITLE: | CHIEF EXECUTIVE OFFICER |
| 2 | LEVEL | NEGOTIATED |
| 3 | DEPARTMENT | Office of the Chief Executive Officer |
| 4 | PRIMARY FUNCTIONS OF THE CHIEF EXECUTIVE OFFICER | |

Provide executive leadership and strategic management and direction for the Shire of Cuballing.

Commits to and leads the Shire's organisational values i.e. to be a progressive, diverse and caring community with access to modern infrastructure and services in a unique part of the world.

Fulfil the statutory requirements of the CEO with responsibility for advising Council on its compliance with the Local Government Act and other statutes.

Ensure on behalf of Council the implementation of its strategic objectives, policies and statutory requirements by managing, facilitating and evaluating activities and the resources available to the respective program areas.

Provide and support assistance to the Council and act as the principal advisor to Council on all matters of policy and give advice to Council on their statutory powers, responsibilities and limitations.

Manage the relationships between Council and the Administration to ensure the highest levels of governance and accountability throughout the organisation and compliance with the Code of Conduct.

Foster and maintain public relations to provide the highest standards of service to ratepayers, the community and other bodies with whom the council is associated.

Provide the primary link through communication and consultation between the Council, Staff and the Community to achieve the Shire's goals and objectives.

Develop and implement effective and equitable human resource policies and ensure people are properly employed and developed.

Assist and advice Council on the development of responsible and appropriate corporate objectives and policies, including a reporting framework for monitoring performance.

Management of a multidisciplinary team to achieve a competent and cost-effective service to stakeholders.

Enhance the Shire's image and working relationships with the general public, Government Departments, authorities and other key stakeholders.

Advise Council in the development and implementation of an effective Community Engagement Framework.

5. COMPETENCY REQUIREMENTS

Note: all requirements are essential unless otherwise stated.

Leadership

- Proven leadership at the Chief Executive Officer/General Manager/Senior Executive Level, with the demonstrated intellectual capacity to develop an understanding of legislation impacting on Local Government.
- High Level Strategic Planning Skills and knowledge of corporate management requirements.
- Delegation skills to ensure the achievement of outcomes, accountability of staff and the development of employees' abilities.
- Demonstrated capacity to administer contemporary human resource management.
- Comprehension of current structural reform issues.
- *Desirable:* Basic knowledge of Local Government Road maintenance and construction Programs.

Policy Implementation

- Good knowledge of public policy issues as they impact on Local Government.

Governance and Compliance

- Demonstrated capacity to administer the Local Government Act (1995) and associated Legislation.
- Proven provision of professional and timely advice to support Council in making the most informed decisions on behalf of constituents.
- Knowledge of statutory, legal and contractual obligations.

Financial Results

- Extensive experience in the area of strategic financial management.

Community Development

- Considerable experience in dealing with community members and stakeholders.
- Considerable experience encouraging, promoting and facilitating sustainable business development and fostering investment opportunities.
- Knowledge of the natural features, built environment and cultural heritage.
- A proven record of building and maintaining positive strategic relationships.

General Management

- Excellent interpersonal and communication skills focussing on maintaining good relationships.
- Employment in or involvement with regional and rural communities.
- Degree in relevant Management, Business and/or Public Sector Administration discipline or appropriate experience that is accepted as comparable.

6. KEY RESPONSIBILITIES

- 6.1 Management of existing projects and research into and development of future project opportunities that serve the Shire.

- 6.2 In consultation with Council, initiate and implement strategic and service delivery plans for the Shire of Cuballing.
- 6.3 To co-ordinate an overall system of fiscal management to reflect Council's aims and objectives.
- 6.4 Continued development and implementation of the Human Resources Management Program, which ensures the appropriate supervision and management of departments.
- 6.5 Continued development and implementation of the staff training program for continuous improvement of staff skills, which will assist staff in focusing on service delivery to the Community.
- 6.6 Administer the legal, statutory and election process of the Local Government's operations and be the chief advisor to Council on these matters to ensure the Local Government is operating within the statutes and all legal requirements of the election process are maintained.
- 6.7 Responsible for effective day to day operations of the Local Government.
- 6.8 Ensure all legal and statutory compliances are met including, but not limited to:
 - 6.8.1 Compliance Audit Return
 - 6.8.2 Annual Audit Management Report items
- 6.9 On behalf of the Local Government, make effective representation of the issues, views, policies and needs of the Local Government, as necessary.
- 6.10 Ensure the development and maintenance of sound communications and good relationships between the Shire, Government Departments and the Community at large.
- 6.11 Provides the appropriate leadership to the organization.
- 6.12 Provides Council with timely and appropriate information and advice on relevant statutory requirements.
- 6.13 The reports and recommendations submitted to Council are well written and based on sound judgment with appropriate recommendations and options.

7 PERFORMANCE CRITERIA

All items included at 6 Key Duties and Responsibilities.

8 ORGANISATIONAL RELATIONSHIPS

- 8.1 Responsible to Shire of Cuballing President and Councillors
- 8.2 Supervision of all staff
- 8.3 Internal and external liaison

Internal

- President and Councillors
- All committees
- All Staff

External

- Community, Ratepayers, Public, Business Groups, Retailers
- Indigenous communities
- Business Community
- Sporting Groups
- Federal & State Governments Departments and Agencies
- Local Governments
- Media
- Primary Contractors and suppliers

9 EXTENT OF AUTHORITY

- All authority vested in a Chief Executive Officer under the Local Government Act and associated Regulations and all other relevant Acts State and Federal Parliament and Shire of Cuballing Local Laws.
- Authority to sign all legal documents and cheques as delegated and properly directed by Council.

9.2.2 Out of Budget Expense – 2020/21 Local Government Standards Panel Costs

Applicant: N/A
File Ref. No: ADM349
Disclosure of Interest: Nil
Date: 11th November 2021
Author: Gary Sherry
Attachments: Nil

Summary

Council is to consider out of budget expenditure for payment of quasi legal costs associated with a vexatious complaint made under the Local Government (Rules of Conduct) Regulations 2007.

Background

Cr Deb Hopper was a Shire of Cuballing Council from 2019 to 2021.

Because of her position as Shire of Cuballing Councillor, after application, Cr Hopper was appointed by the Local Government Minister of the day as a Deputy Member of the Local Government Standards Panel (LGSP).

In April 2021 Council received an official complaint against Cr Hopper for an alleged breach of regulation 7 of the Local Government (Rules of Conduct) Regulations 2007. The complaint was related to Cr Hopper relating to Cr Hopper's service on the LGSP, lodged by a person who had appeared before the LGSP.

As required the CEO, as Council's Complaints Officer, provided the complaint the LGSP for investigation.

The LGSP investigated the complaint and advised Council in July 2021 that:

At its meeting of 14 May 2021, the Local Government Standards Panel (the Panel) refused to deal with this matter in accordance with section 5.110(3A) of the Local Government Act 1995 (the Act) as the complaint was found to be vexatious.

The LGSP also provided the detailed findings that justified this decision.

Comment

In November 2021 the Department of Local Government, Sport and Cultural Industries formally advised that under Schedule 5.1, clause 9(3) of the Local Government Act 1995, remuneration paid to members of the Standards Panel is to be paid by the local government of the council member who is the subject of that complaint.

The DLGSC have provided their invoice for 897.60, GST Inclusive, for the Shire of Cuballing's share of the fees and expenses associated with the LGSP in 2020/21. The complaint against Cr Hopper was the only complaint made against a Shire of Cuballing elected member in 2020/21.

Council has made no allocation in their 2021/22 Annual Budget for this expense. However, it would be appropriate that, in future years, Council consider an allocation for this type of legal expense in protection of the lawful service of the Council's elected members.

Therefore the Officer has recommended creating a new ledger account in the Members of Council sub-programme of the Governance programme.

Strategic Implications – Nil

Statutory Environment

Local Government Act (1995)

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

Schedule 5.1 — Provisions about standards panels

9. Remuneration and allowances

- (1) Members are entitled to any remuneration and allowances that the Minister from time to time determines on the recommendation of the Public Sector Commissioner.
- (2) Subclause (1) does not apply to a member who is an officer of the Public Service.
- (3) To the extent that a member's remuneration and allowances relate to a particular complaint, they are to be paid by the local government of the council member who is the subject of that complaint.
- (4) If the remuneration and allowances for members of a standards panel relate to 2 or more complaints dealt with by that standards panel on the same occasion, liability for payment is to be apportioned between the relevant local governments as the standards panel determines.

Policy Implications – Nil

Financial Implications

Council can meet the out of budget expenditure of \$897.60 from savings in similar, administrative accounts.

Economic Implication – Nil

Social Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

Options

Council may resolve:

1. the Officer's Recommendation;
2. to not support creation of a specific ledger account for legal expenses associated with Elected and allocate the expense to an existing ledger account with sufficient budget allocation to make the payment.

Voting Requirements – Absolute Majority

OFFICER'S RECOMMENDATION:

That Council:

- 1. approve out of budget expenditure of up to \$900 for the costs associated with the Local Government Standards Panel investigating and reporting on an official complaint against an elected member of the Shire of Cuballing in 2020/21; and**
- 2. Acknowledge that this unforeseen, out of budget expenditure will allocated to the new GL account 04120 Expenses - Members Complaints/Legal Costs and be offset with similar savings in other administration expense accounts through 2021/22.**

9.3 MANAGER OF WORKS AND SERVICES:

Nil

10. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

Nil

11. URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING:

12. CONFIDENTIAL MATTERS:

12.1.1 Purchase of land under Roads - Wandering Narrogin Road, near the intersection of Springhill and Nebrikinning Roads

Applicant: N/A
File Ref. No: ADM151
Disclosure of Interest: Nil
Date: 11th November 2021
Author: Gary Sherry
Attachments: 12.1.1A Site Survey Plan
12.1.1B Location plan
12.1.1C Valuation Report

OFFICER'S RECOMMENDATION:

That Council offer up to the following:

- | | | | |
|-----------|---------------------------------|-----------------------------|-----------------|
| 1. | portion of Location 9657 | Hillcroft WA Pty Ltd | \$15,200 |
| 2. | portion of Location 1779 | BM Fitt, D Fitt | \$1,200 |
| 3. | portion of Location 2235 | CG & HB Hanson | \$1,600 |

for the purchase of land associated with the road realignment of the Wandering Narrogin Road, near the intersection of Springhill and Nebrikinning Roads.

13. NEXT MEETING:

Ordinary Council Meeting, 2.00pm, Wednesday 15th December 2021 at the Shire of Cuballing Council Chambers, Campbell Street, Cuballing.

14. CLOSURE OF MEETING: