

*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 16th NOVEMBER 2022

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 Julie Christensen	
Cr Adrian Kowald	
Cr Pete Dowdell	
Mr Stan Scott	Chief Executive Officer
Mr Fred Steer	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

Cr Dawson Bradford

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 19th October 2022

OFFICER'S RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held on Wednesday 19th October 2022 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 2022

File Ref. No: NA
Disclosure of Interest: Nil
Date: 10th November 2022
Author: Nichole Gould
Attachments: 9.1.1A List of October Municipal Accounts

Summary

Council is to review payments made under delegation in October 2022.

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 2022.

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 2022 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 \$464,757.27 included at Attachment 9.1.1A**
- 2. a summary of transactions completed on Credit Cards by Council Staff for the period ending 4th October 2022 included at Attachment 9.1.1B**
- 3. a summary of transactions completed on Coles Cards and Petty Cash for the period ending 19th October 2022.**

LIST OF OCTOBER 2022 MUNICIPAL FUND ACCOUNTS

Chq/EFT	Name	Description	Amount
818	Police Licensing	Police Licensing Payments	75.90
818	Police Licensing	Police Licensing Payments	163.50
818	Police Licensing	Police Licensing Payments	80.05
818	Police Licensing	Police Licensing Payments	24.35
818	Police Licensing	Police Licensing Payments	890.70
818	Ato Clearing Account Bas	Ato Clearing Account Bas	5,669.00
818	Police Licensing	Police Licensing Payments	133.55
818	Police Licensing	Police Licensing Payments	117.85
818	Police Licensing	Police Licensing Payments	1,657.55
818	Police Licensing	Police Licensing Payments	2,018.85
818	Police Licensing	Police Licensing Payments	321.60
818	Police Licensing	Police Licensing Payments	368.75
818	Police Licensing	Police Licensing Payments	266.10
818	Police Licensing	Police Licensing Payments	260.85
818	Police Licensing	Police Licensing Payments	30.50
818	Police Licensing	Police Licensing Payments	2,344.85
818	Police Licensing	Police Licensing Payments	94.05
818	Police Licensing	Police Licensing Payments	901.20
818	Police Licensing	Police Licensing Payments	608.50
EFT7381	Afgri Equipment Australia Pty Ltd	John Deere Rear Window (Lvu26037) As Per Quote 614893	1,167.23
EFT7382	Bks Electrical	Removal Of Physical Telstra Landline Cable From House Back To The Street Pit	308.00
EFT7383	Corsign (Wa) Pty Ltd	4 X Road Plant Ahead Signs Role Up Banner Style As Per Quote 00067930	748.00
EFT7384	Cuby Roadhouse	Dceo Vehicle Cn039 - Fuel	724.64
EFT7385	Department Fire And Emergency Services	ESL Charges - Dryandra Regional Equestrian Centre	1,767.00
EFT7386	Great Southern Fuel Supplies	Bulk Diesel Fuel Delivery	5,518.16
EFT7387	Kevrek Pty Ltd	Service Kevrek Crane	1,529.55
EFT7388	Lg Corporate Solutions Pty Ltd	Balance 22/23 Statutory Budget And Reconcile Budget Back To Synergy	13,142.50
EFT7389	Lgis Risk Management	Onsite Audiometric Testing For Shire Employees. Conducted By Work Health Professionals In Accordance With Lgis Health And Wellbeing Program Guidelines	1,759.88
EFT7390	Makit Narrogin Hardware	Phillips Bits, Screws, Plugs, Bathroom Silicone And Inlet Valve	113.60

EFT7391	Mcdougall Weldments	Install Safety Chains To Howard Mower (Stops Debris Coming Out Of Cutting Deck)	789.64
EFT7392	Melchiorre Plumbing And Gas	Unblocking Ladies Toilet At The Public Conveniences And Clearing Drains. Drain Machine and Trailer Hire	493.90
EFT7393	Rural Traffic Services Pty Ltd	Supply Traffic Control For Cuballing East Road Wsfm As Per Quote 22-33	22,149.82
EFT7394	Sai Global	2022/2023 National Construction Codes - Annual Subscription for Building Surveyor	3,272.13
EFT7395	South West Fire Units	Cn1990, Cn1991 and Cn1992 'B' Service & Repairs. Cuballing 2.4b	20,732.09
EFT7396	Westrac	500 Hr Service For Cat Grader	2,249.69
EFT7397	Zircodata Pty Ltd	Archive Monthly Storage Fees - Month Of September 2022	16.55
EFT7398	Bmr Mechanical Pty Ltd	Replace Two Fuel Filters And Reset Computer for CN 272	596.30
EFT7399	Builders Registration Board	September 2022 Building Forms	56.65
EFT7400	Crown Perth - Burswood	Accommodation - Local Government Convention for CEO	3,565.05
EFT7401	Dx Print Group Pty Ltd	Fire Break Notice As Per Quote#43,890/1	594.00
EFT7402	Great Southern Fuel Supplies	Bulk Diesel Fuel Delivery	12,885.63
EFT7403	Great Southern Waste Disposal	Rubbish Removal - Recycling Service X 259 @ \$3.86 Each	6,335.18
EFT7404	Hersey Safety Pty Ltd	150 X Guide Posts And Delineators	4,235.00
EFT7405	Itr Pacific Pty Ltd	Cutting Edges Teeth And Keepers Bolts Nuts And Pins As Per Quote 492240	81.79
EFT7406	Kalexpress & Quality Transport	Freight Charges - Dx Print Group Fire Notices And Community Feedback Cards	82.54
EFT7407	Landgate	Monthly Interim Uv & Grv Scheduled Roll. 2022/2023	304.29
EFT7408	Mcdougall Weldments	Supply Of Parts - Bolts, Lock Nuts, Hex Zinc And Zinc Flat Washer	24.81
EFT7409	Narrogin Agricultural Repairs	Repair & Service Husqvarna Ts142t Ride On Mower	255.00
EFT7410	Narrogin Auto Electrics	Find And Fix/Repair Electrical Fault To Roller As Discussed With Bruce/Morty	373.00
EFT7411	Narrogin Earthmoving And Concrete	30 Days Rubber Tyred Roller Hire With Operator For Shoulder Grading As Per Quote12/4/22	15,268.00
EFT7412	Narrogin Toyota & Mazda	Service Of Cn0 25,000km	430.34
EFT7413	Narrogin Embroidery	Embroidering Of 3 Shirts Terry	42.00
EFT7414	Narrogin Pumps Solar And Spraying	Parts As Per Quote/Order 43463	1,609.10
EFT7415	O'rourke Electric Services	Hire Of Portable Power Board	220.00

EFT7416	Parrys Narrogin	3x Long Pants For Tim Bradford	652.65
EFT7417	Reinforced Concrete Pipes	Culvert Pipes And Headwalls As Per Quote 100900 For Wsfm	5,709.90
EFT7418	Rural Traffic Services Pty Ltd	Supply Traffic Control For Cuballing East Road Wsfm As Per Quote 22-33	4,707.56
EFT7419	Stallion Homes	September Progress Claim For Works Complete At The Cuballing Independent Living Units	99,809.31
EFT7420	Wallis Computer Solutions	Cleaning Dusting The Server Cabinet And It Equipment As Per Support Log By Leanne See Attached	165.00
EFT7421	Air Response	Repairs To Fridge	260.16
EFT7422	Central Country Zone Of Walga	Central Country Zone Annual Subscription	2,200.00
EFT7423	Cuby Tavern	Roast Lamb, Gravy And Vegetables For Approx 12pax	245.00
EFT7424	Edge Planning & Property	Town Planning Service - September 2022	1097.25
EFT7425	Farmworks Narrogin	20x Gal 165 Steel Posts 1 X Pliers 1 X 200m Tie Wire	429.89
EFT7426	Great Southern Fuel Supplies	Bulk Diesel Fuel Delivery	5647.79
EFT7427	Lgis Insurance	Lgis Workcare - 2nd Installment (2022 - 2023 Renewal)	96,802.51
EFT7428	Mary Caunt	Face Painting Kid's Day 9.30am To 12.30pm 28 September 2022	260.00
EFT7429	Narrogin Freightlines	Freight Charges - Rcpa Concrete Pipes, Rubber Rings, Headwalls	919.29
EFT7430	Narrogin Country Fresh Meats	12x Scotch Fillet Steak, 12x Chicken Kebabs	145.68
EFT7431	Narrogin Glass & Quickfit Windscreens & Narrogin Window Tinting	1 X Side Windscreen Cat Loader	560.12
EFT7432	R Munns Engineering Consulting Services	Complete Design And Draft 85% For Popanyinning East Bunmulling Roads New Bridge Alignment 5420	11,761.26
EFT7433	Trevor Wayne Tapping	Reimbursement For New Employee - Pre-Employment Medical - Police Clearance	278.70
EFT7434	Winc Australia Pty Limited	Suspension Files And File Box	73.55
EFT7435	Bks Electrical	Connect Split System Air conditioner Supplied By Air Response	326.70
EFT7436	Bmr Mechanical Pty Ltd	Gearbox Linkage Adjustment	196.00
EFT7437	Best Office Systems	Monthly Photocopier Charges. 2022/2023	890.62
EFT7438	Dews Mini Excavations	Excavator Hire To Install Culverts On The Cuballing East Road Excavator Hire For Installing Culverts On The Cuballing East Road	4,620.00

EFT7439	G.S. Hobbs Contracting	Hire Of Final Trim Grader Operator & Machine Gd655-5 As Per Quote 16/8/2022 This Is To Go Through Walga Preferred Supplier Program 17th, 18th, 19th, 20th, 21st, 24th And 25th Of October	11,583.00
EFT7440	H+H Architects	Design Services For Independent Aged Living Units	4,933.50
EFT7441	It Vision	Renew Syndergysoft Annual License 01/07/2022 - 30/06/2023. 6 Users	26,482.83
EFT7442	Joanne Fay Lindley	Reimbursement For Pre-Employment Medical John Parry Medical - 20/10/2022	216.70
EFT7443	Kalexpress & Quality Transport	Monthly Freight Charges - Quality Press	42.78
EFT7444	Neat (Narrogin Electrical Appliance Testing)	Testing And Tagging All Electrical Appliances In All Shire Buildings - Depot	1,020.80
EFT7445	Peter John Denton	Rates Incentive Prize - \$50.00 Chris Horton	50.00
EFT7446	Pingelly Tyre Service	Repair To Both Front Tyres On Komatsu Loader	514.80
EFT7447	R Munns Engineering Consulting Services	Cuballing East Road Re Do All Cost Estimates And Variations To Wsfm Due To Recent Cost Escalations As Per Quote Rm22-019	5,233.15
EFT7448	Stanley Scott	Reimbursement For Accommodation For It Vision Innovate Conference 21/10/2022 Accommodation For The 20th And 21st Of October @ \$175.50 Per Night	351.00
EFT7449	Wa Local Government Association (Walga)	Local Government Convention 2022, Cr Dowdell	7,830.01
20165	Synergy	Electricity Charges - Ceo House, Lot 468 Brundell Street	2,456.01
20166	Shire Of Cuballing	Standpipe Charges - Popayinning Standpipe Card No. 10710158	8.60
20167	Synergy	Electricity Charges - Street Lights X 43	705.17
20168	Water Corporation	Water Charges - Depot At 10 Austral Street Cuballing	1,068.77
20169	Shire Of Cuballing	Petty Cash and Coles Card	830.72
20170	Water Corporation	Water Charges - Private Standpipe At Ridley Street Cuballing	1,403.21
20171	Water Corporation	Water Charges - Community Standpipe At Cuballing East Rd Narrogin Fl Lot Adj Lot 13920	48.96
DD3263.1	National Australia Bank	Mws Credit Card - Allwest Training Staff Training For 4 X 4 Vehicle Recovery And Safe Working Of Minor Plant	5,647.97
DD3265.1	Hostplus Super	Payroll Deductions	863.20
DD3265.2	Matrix Superannuation	Superannuation Contributions	218.46
DD3265.3	Aware Super Pty Ltd	Payroll Deductions	4,808.07
DD3265.4	Australian Super	Payroll Deductions	1,208.06
DD3265.5	Colonial First State	Superannuation Contributions	574.17

DD3272.1	linet Limited	Monthly Nbn Internet Service Ceo Residence - September 2022	89.99
DD3273.1	Telstra	Landline Charges	286.26
DD3274.1	Telstra	Mobile Charges	282.86
DD3284.1	Hostplus Super	Payroll Deductions	823.53
DD3284.2	Matrix Superannuation	Superannuation Contributions	195.21
DD3284.3	Australian Super	Payroll Deductions	2,065.52
DD3284.4	Aware Super Pty Ltd	Payroll Deductions	5,112.09
DD3284.5	Colonial First State	Superannuation Contributions	574.17

CREDIT CARD TRANSACTIONS

SUPPLIER	DETAIL OF PURCHASE	TOTAL
Live Taxi Australia	Taxi Service for Local Government Week	20.84
GM Cabs Pty Ltd	Taxi Service for Local Government Week	27.46
Merrewell Crown Perth	Dinner for Local Government Week	116.00
Crown Perth	Incorrectly charged, crown have refunded the money	151.28
City of Perth	Parking for IT Vision	23.22
Air Response	Inspect fault with air conditioner at CEO residence	107.47
Coles Narrogin	Tea, Coffee, Milk and other Office Refreshments	96.90
Aussie Broadband	Monthly Internet Services – September	79.00
Coastmac Wangara	Spring assist and Ramp for Trailer	522.96
Mainroads WA	RAV Class 1 Vehicle permit	50.00
Sydney Tools	Milwaukee Tool Kit	711.70
Metric Industries	Ziggy Remotes	460.00
Aussie Broadband	Monthly Internet Services – October	79.00
		2445.83

PETTY CASH

Item details	Refreshments	Office Maintenance	Fire Brigade training functions	GST10%	Total
	04105	J4114	1051040		
Groceries					
Misc (Cleaning supplies)					
Stationery/Postage					
Outside Staff Goods	132.00			11.27	132.00
STAFF					
				11.27	132.00

COLES CARD

Item details	Refreshments	Office Main	Events	Events	GST10%	Total
	04105	J4114	J132S	1042420.5		
Groceries – Admin Office	66.40				0	66.40
Outside Staff Goods	84.95				7.30	84.95
	151.35				7.30	151.35

9.1.2 Statement of Financial Activity

Applicant:	N/A
File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	10 th November 2022
Author:	Fred Steer, Deputy Chief Executive Officer
Attachments:	9.1.2A Statement of Financial Activity

Summary

Council is to consider the Statement of Financial Activity for October 2022.

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 in July 2022;
- Transport – MRWA Direct Grant amount received
- Transport – First 40% of Regional Road Group claim has been submitted;
- Transport – First 40% of the 2022/2023 Wheatbelt Secondary Freight Network claim has been submitted;
- Financial Assistance Grants – early payment of 2022/23 grant has been received;
- FESA – ESL grant funding – early payment of 2022/23 grant has been received;

Operating Expenses – The key items of variance include:

- Employee costs are overbudget due to Public Works overheads;
- Insurance expenses are over budget due premiums paid in 2 instalments but allocated in budget over 12 months;
- Materials and Contracts are underbudget due timing for commencement of programs
- Capital acquisitions are underbudget – due to timing of major projects.

Detailed breakdown of material variances provided in Note 15 of the Statement of Financial Activity.

Administration Allocations have been calculated to 31st October 2022.

Depreciation expense is calculated to 31st October 2022.

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 2022 be received.

SHIRE OF CUBALLING

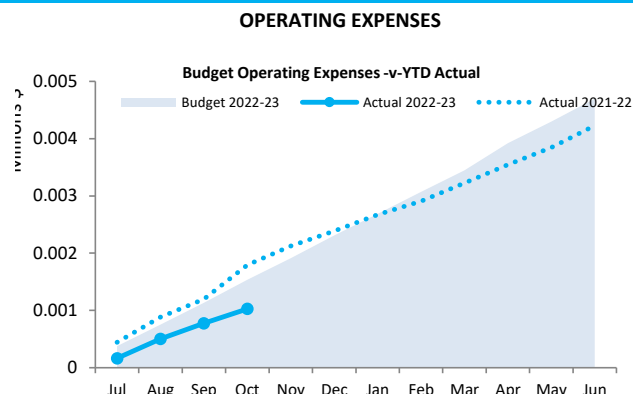
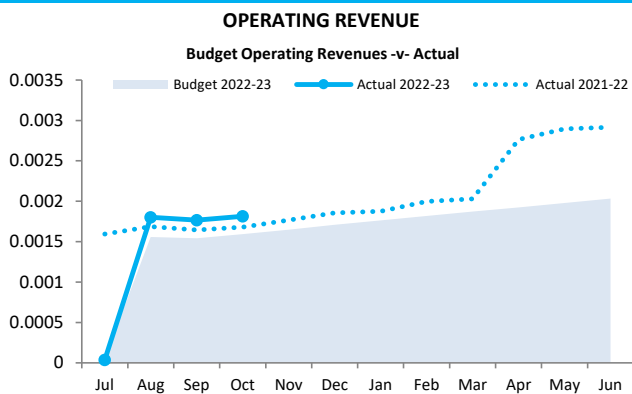
MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the period ending 31 October 2022

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

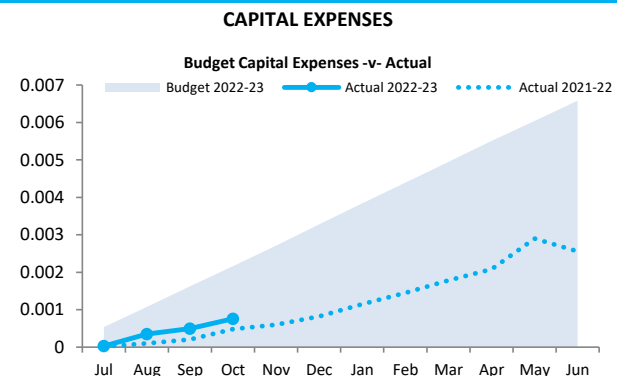
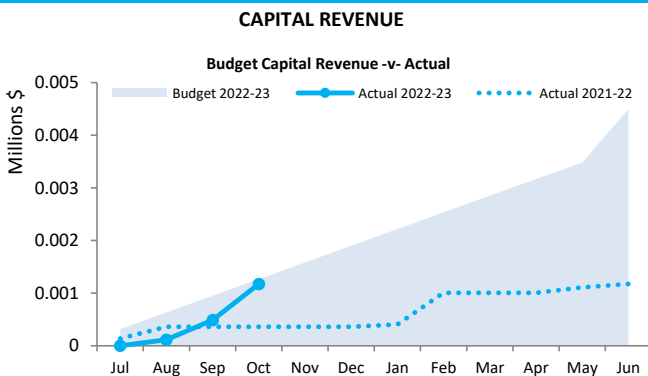
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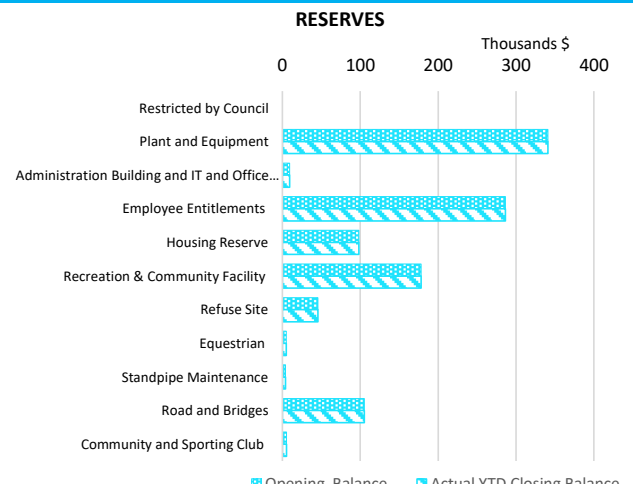
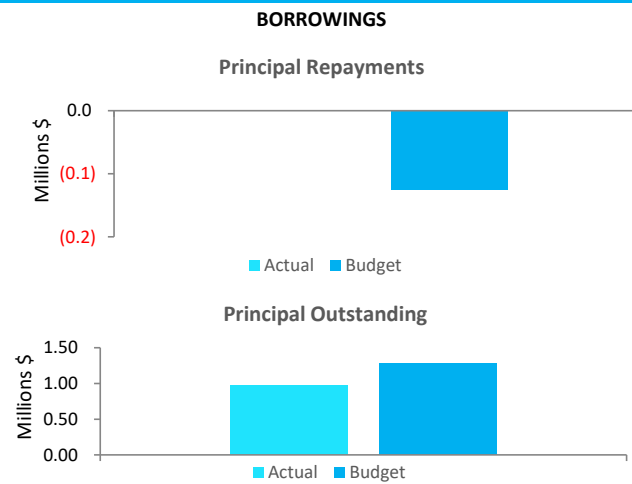
OPERATING ACTIVITIES



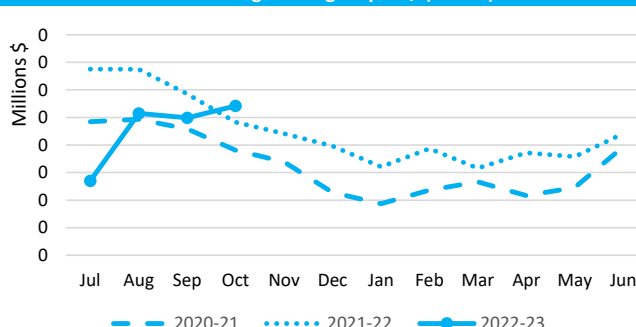
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.51 M	\$1.51 M	\$1.51 M	\$0.00 M
Closing	(\$0.30 M)	\$1.30 M	\$2.71 M	\$1.41 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$1.73 M	43.2%
Restricted Cash	\$2.27 M	56.8%

Refer to Note 2 - Cash and Financial Assets

Payables	
	% Outstanding
Trade Payables	100.0%
0 to 30 Days	0.0%
Over 30 Days	0%
Over 90 Days	0%

Refer to Note 5 - Payables

Receivables	
	% Collected
Rates Receivable	79.4%
Trade Receivable	61.4%
Over 30 Days	0.9%
Over 90 Days	

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.72 M)	\$0.69 M	\$0.79 M	\$0.10 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$1.43 M	3.6%
YTD Budget	\$1.38 M	

Refer to Statement of Financial Activity

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.22 M	51.5%
YTD Budget	\$0.15 M	

Refer to Note 11 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.14 M	174.5%
YTD Budget	\$0.05 M	

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.83 M)	(\$0.90 M)	\$0.41 M	\$1.31 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.00 M	
Adopted Budget	\$0.25 M	(100.0%)

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$0.76 M	(88.5%)
Adopted Budget	\$6.58 M	

Refer to Note 7 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$1.17 M	(73.9%)
Adopted Budget	\$4.50 M	

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.75 M	\$0.00 M	\$0.00 M	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
	\$
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.97 M

Refer to Note 8 - Borrowings

Reserves	
	\$
Reserves balance	\$1.08 M
Interest earned	\$0.00 M

Refer to Note 9 - Cash Reserves

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 2022

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers 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 identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

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, and 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 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, reimbursements etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

EXPENSES

EMPLOYEE COSTS

All costs associated 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, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, 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)

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

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets. Excluding Land.

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, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022**

BY NATURE OR TYPE

	Ref	Adopted Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,506,177	1,506,177	1,507,177	1,000	0.07%	
Revenue from operating activities							
Rates		1,378,840	1,378,590	1,427,913	49,323	3.58%	
Operating grants, subsidies and contributions	11	441,431	147,128	222,833	75,705	51.46%	▲
Fees and charges		149,696	49,856	136,866	87,010	174.52%	▲
Interest earnings		11,300	3,756	14,370	10,614	282.59%	▲
Other revenue		42,930	14,304	12,076	(2,228)	(15.58%)	
Profit on disposal of assets	6	8,833	0	0	0	0.00%	
		2,033,030	1,593,634	1,814,058	220,424	13.83%	
Expenditure from operating activities							
Employee costs		(1,234,563)	(411,336)	(456,066)	(44,730)	(10.87%)	▼
Materials and contracts		(1,174,371)	(396,096)	(341,959)	54,137	13.67%	▲
Utility charges		(62,635)	(20,812)	(19,758)	1,054	5.06%	
Depreciation on non-current assets		(2,035,605)	(678,504)	0	678,504	100.00%	▲
Interest expenses		(47,954)	0	0	0	0.00%	
Insurance expenses		(161,952)	(53,932)	(178,687)	(124,755)	(231.32%)	▼
Other expenditure		(61,810)	(20,592)	(30,174)	(9,582)	(46.53%)	▼
Loss on disposal of assets	6	(116,000)	(18,500)	0	18,500	100.00%	▲
		(4,894,890)	(1,599,772)	(1,026,644)	573,128	(35.83%)	
Non-cash amounts excluded from operating activities	1(a)	2,142,772	697,004	0	(697,004)	(100.00%)	▼
Amount attributable to operating activities		(719,088)	690,866	787,414	96,548	13.97%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	12	4,496,101	1,267,280	1,173,623	(93,657)	(7.39%)	
Proceeds from disposal of assets	6	250,000	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	7	(6,580,923)	(2,162,856)	(758,660)	1,404,196	64.92%	▲
Amount attributable to investing activities		(1,834,822)	(895,576)	414,963	1,310,539	(146.33%)	
Financing Activities							
Proceeds from new debentures	8	440,000	0	0	0	0.00%	
Transfer from reserves	9	444,887	0	0	0	0.00%	
Repayment of debentures	8	(124,980)	0	0	0	0.00%	
Transfer to reserves	9	(14,245)	0	0	0	0.00%	
Amount attributable to financing activities		745,662	0	0	0	0.00%	
Closing funding surplus / (deficit)	1(c)	(302,071)	1,301,467	2,709,554	1,408,087	(108.19%)	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 15 for an explanation of the reasons for the variance.

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

BASIS OF PREPARATION

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying Regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has 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 Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 13 to these financial statements.

SIGNIFICANT ACCOUNTING POLICES

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 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 not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

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.

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 10 November 2022

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022**

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(8,833)	0	0
Add: Loss on asset disposals	6	116,000	18,500	0
Add: Depreciation on assets		2,035,605	678,504	0
Total non-cash items excluded from operating activities		2,142,772	697,004	0

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Adopted Budget Opening 30 June 2022	Last Year Closing 30 June 2022	Year to Date 31 October 2022
Adjustments to net current assets				
Less: Reserves - restricted cash	9	(1,078,080)	(1,078,080)	(1,078,080)
Add: Borrowings	8	124,980	(1)	(1)
Add: Provisions employee related provisions	10	260,765	260,766	260,766
Total adjustments to net current assets		(692,335)	(817,315)	(817,315)

(c) Net current assets used in the Statement of Financial Activity

Current assets				
Cash and cash equivalents	2	3,007,541	3,007,541	4,002,260
Rates receivables	3	144,603	144,603	324,486
Receivables	3	126,456	126,456	262,794
Other current assets	4	5,613	5,613	5,613
Less: Current liabilities				
Payables	5	(5,732)	(4,732)	(113,295)
Borrowings	8	(124,980)	1	1
Contract liabilities	10	(694,224)	(694,224)	(694,224)
Provisions	10	(260,765)	(260,766)	(260,766)
Less: Total adjustments to net current assets	1(b)	(692,335)	(817,315)	(817,315)
Closing funding surplus / (deficit)		1,506,177	1,507,177	2,709,554

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. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal Cash at Bank		1,067,512	500,000	1,567,512		NAB	TBA	N/A
Municipal Cash Investments (Online and at call account)		660,080	694,224	1,354,304		NAB	TBA	N/A
Term Deposits		1,664	1,078,080	1,079,744		NAB	TBA	TBA
Petty Cash		700	0	700		N/A	N/A	N/A
Total		1,729,956	2,272,304	4,002,260	0			
Comprising								
Cash and cash equivalents		1,729,956	2,272,304	4,002,260	0			
		1,729,956	2,272,304	4,002,260	0			

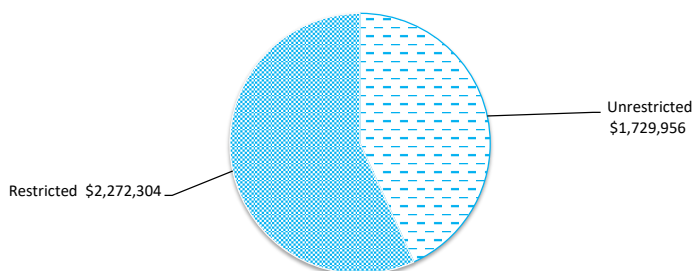
KEY INFORMATION

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

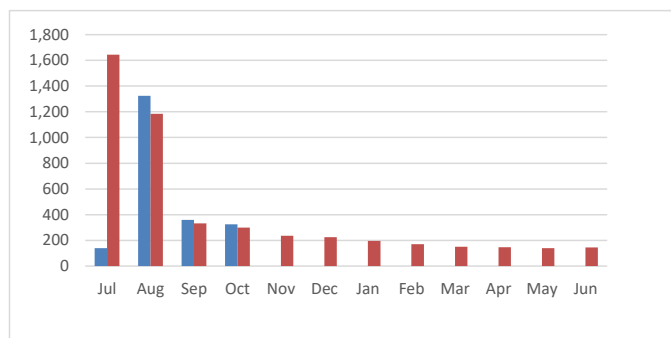
The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



Rates receivable	30 Jun 2022	31 Oct 2022
	\$	\$
Opening arrears previous years	143,603	144,603
Levied this year	1,012,792	1,427,913
Less - collections to date	(1,011,792)	(1,248,030)
Gross rates collectable	144,603	324,486
Net rates collectable	144,603	324,486
% Collected	87.5%	79.4%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(63)	86,680	3,420	132,720	2,085	224,842
Percentage	0.0%	38.6%	1.5%	59%	0.9%	
Balance per trial balance						
Sundry receivable						224,842
GST receivable						37,952
Total receivables general outstanding						262,794

Amounts shown above include GST (where applicable)

KEY INFORMATION

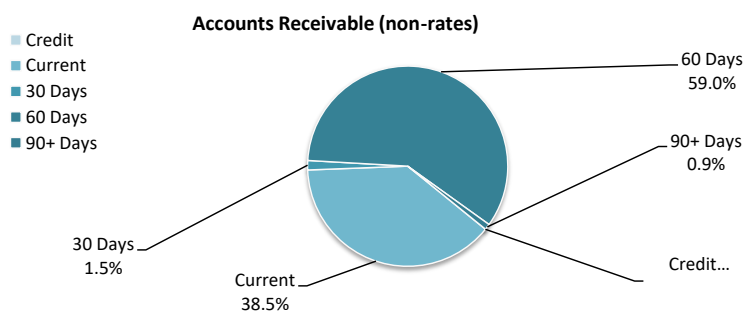
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 31 October 2022
Other current assets	\$	\$	\$	\$
Inventory				
Fuel	5,613	0	0	5,613
Total other current assets	5,613	0	0	5,613

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

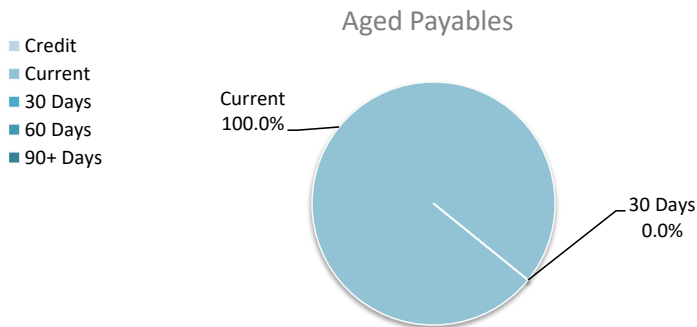
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	3,272	0	0	0	3,272
Percentage	0%	100%	0%	0%	0%	
Balance per trial balance						
Sundry creditors						(4,434)
Accrued salaries and wages						10,809
ATO liabilities						94,689
Bonds & Deposits						12,230
Total payables general outstanding						113,294

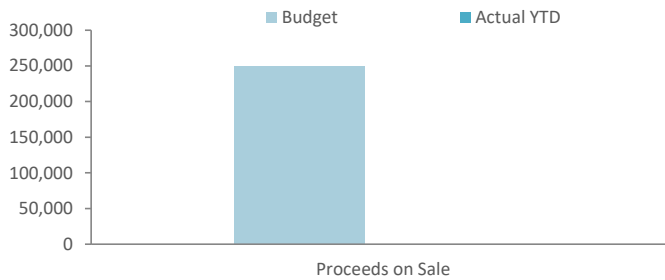
Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Transport								
	Komatsu Grader	197,500	100,000	0	(97,500)	0	0	0	0
	Komatsu Loader	118,500	100,000	0	(18,500)	0	0	0	0
	Toyota Prado	41,167	50,000	8,833	0	0	0	0	0
		357,167	250,000	8,833	(116,000)	0	0	0	0



Capital acquisitions	Adopted		YTD Actual	Forecast 30 June Closing	YTD Actual Variance
	Budget	YTD Budget			
	\$	\$	\$		\$
Buildings	2,047,255	654,068	395,796	1,788,983	(258,272)
Plant and equipment	874,217	291,392	4,682	587,507	(286,710)
Infrastructure - roads	3,580,451	1,191,064	339,190	2,728,577	(851,874)
Infrastructure - bridges	55,000	18,332	18,992	55,660	660
Infrastructure - parks, ovals & playgrounds	24,000	8,000	0	16,000	(8,000)
Payments for Capital Acquisitions	6,580,923	2,162,856	758,660	5,176,727	(1,404,196)
Capital Acquisitions Funded By:					
	\$	\$	\$		\$
Capital grants and contributions	4,496,101	1,267,280	1,173,623	4,402,444	(93,657)
Borrowings	440,000	0	0	440,000	0
Other (disposals & C/Fwd)	250,000	0	0	250,000	0
Cash backed reserves					
Plant and Equipment	(340,000)		0	(340,000)	0
Housing Reserve	(20,000)		0	(20,000)	0
Recreation & Community Facility	(84,887)		0	(84,887)	0
Contribution - operations	1,839,709	895,576	(414,963)	529,170	(1,310,539)
Capital funding total	6,580,923	2,162,856	758,660	5,176,727	(1,404,196)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

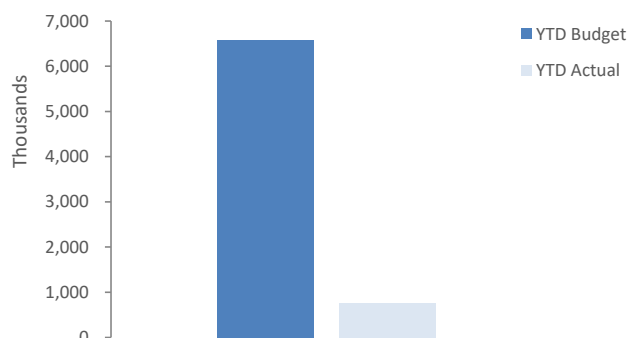
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

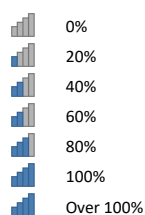
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions



Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

Account Description	Adopted			Variance (Under)/Over
	Budget	YTD Budget	YTD Actual	
	\$	\$	\$	\$
Buildings				
C084 Aged Persons Accommodation Capital Expense	1,149,064	383,020	384,780	1,760
C162 Cuballing Town Hall - Capital Works	250,000	83,332	5,720	(77,612)
C164 Building Renewal - Cuballing Cwa Hall	293,304	97,764	0	(97,764)
C173 Skate Park Refurbishment	15,000	5,000	0	(5,000)
C186 Yornaning Dam Stage 4	0	0	3,271	3,271
C197 Yornaning Mountain Bike Track	0	0	1,410	1,410
C203 Cuballing War Memorial	99,887	33,288	318	(32,970)
J163A Popanyinning Hall Toilets	100,000	33,332	0	(33,332)
11057 CCTV Camera's	30,000	15,000	0	(15,000)
J4114D Shire Office Back Area Upgrade	100,000	0	0	0
12145 Capital Expenditure - Depot Upgrade	10,000	3,332	297	(3,035)
Total Buildings	2,047,255	654,068	395,796	(258,272)
Furniture & Equipment				
Nil	0	0	0	0
Total Furniture & Equipment	0	0	0	0
Plant & Equipment				
12411 Two Way system for Plant	20,000	6,664	0	(6,664)
12412 Capital Purchase - Grader	440,000	146,664	0	(146,664)
12414 Capital Purchase - CEO Vehicle Prado GXL	57,717	19,236	0	(19,236)
12419 Capital Expenditure - Plant & Equipment - Loader and Attachmen	350,000	116,664	0	(116,664)
12420 Capital Expenditure - Plant & Equipment - Mower	6,500	2,164	4,682	2,518
Total Plant & Equipment	874,217	291,392	4,682	(286,710)
Roads				
R001E Rrg Stratherne Rd 2022/23	210,600	70,184	8,253	(61,931)
R001D Rrg Stratherne Rd 2022/23	0	0	665	665
R129F Wandering-Narrogin Road 2022/23	269,400	89,792	13,911	(75,881)
RTR014 Contine Siding Floodway	41,750	13,908	0	(13,908)
RTR042 Dent Road Floodway	37,424	12,460	0	(12,460)
RTR052 Youngs Road Floodway	40,660	13,540	0	(13,540)
RTR056 Lol Gray Soak Road Floodway	74,927	24,968	17,246	(7,722)
RTR129 R2R Wandering Narrogin Road Final Seal	40,050	13,348	0	(13,348)
BS129 Blackspot - Wandering Narrogin Road	7,000	0	0	0
WSF006 Wheatbelt Secondary Freight Network Cuballing East Road	1,090,148	363,376	212,513	(150,863)
WSF007 Wheatbelt Secondary Freight Network 2022/23 Cuby East Road	1,509,832	503,268	85,585	(417,683)
WSF129 Wheatbelt Secondary Freight Narrogin Wandering Road	258,660	86,220	1,017	(85,203)
Total Roads	3,580,451	1,191,064	339,190	(851,874)
Bridges				
11214 Bridge Improvements - Capital Upgrades	55,000	18,332	18,992	660
Total Bridges	55,000	18,332	18,992	660
Parks, Ovals & Playgrounds				
11128 Expenditure - Sporting Club Upgrades	24,000	8,000	0	(8,000)
Total Parks, Ovals & Playgrounds	24,000	8,000	0	(8,000)
TOTAL CAPITAL EXPENDITURE	6,580,923	2,162,856	758,660	(1,404,196)

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2022	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Education and welfare										
Aged Accommodation	65	850,000	0	0	0	(68,849)	850,000	781,151	0	(37,891)
Transport										
Grader	67	0	0	440,000	0	(40,671)	0	399,329	0	(7,639)
Other property and services										
Austral Land	64	115,572	0	0	0	(15,460)	115,572	100,112	0	(2,424)
Total		965,572	0	440,000	0	(124,980)	965,572	1,280,592	0	(47,954)
Current borrowings		124,980					(1)			
Non-current borrowings		840,592					965,573			
		965,572					965,572			

All debenture repayments were financed by general purpose revenue.

The Shire has no unspent debenture funds as at 30th June 2021, nor is it expected to have unspent funds as at 30th June 2022.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

OPERATING ACTIVITIES
NOTE 9
RESERVE ACCOUNTS

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Plant and Equipment	341,028	1,960		0	0	(340,000)	0	2,988	341,028
Administration Building and IT and Office	9,160	32		0	0	0	0	9,192	9,160
Employee Entitlements	286,388	1,067		0	0	0	0	287,455	286,388
Housing Reserve	98,316	367		0	0	(20,000)	0	78,683	98,316
Recreation & Community Facility	178,242	792		0	0	(84,887)	0	94,147	178,242
Refuse Site	45,472	205		0	0	0	0	45,677	45,472
Equestrian	4,915	50		5,245	0	0	0	10,210	4,915
Standpipe Maintenance	4,100	20		0	0	0	0	4,120	4,100
Road and Bridges	105,137	486		0	0	0	0	105,623	105,137
Community and Sporting Club	5,322	21		4,000	0	0	0	9,343	5,322
	1,078,080	5,000	0	9,245	0	(444,887)	0	647,438	1,078,080

	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 October 2022
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Capital grant/contribution liabilities		694,224	0	0	0	694,224
Total other liabilities		694,224	0	0	0	694,224
Employee Related Provisions						
Annual leave		108,129	0			108,129
Long service leave		152,637	0			152,637
Total Employee Related Provisions		260,766	0	0	0	260,766
Total other current assets		954,990	0	0	0	954,990
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget Revenue	YTD Budget	YTD Revenue
	1 July 2022		(As revenue)	31 Oct 2022	31 Oct 2022			Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
Income - Grants Commission	0	0	0	0	0	131,532	43,844	47,918
Law, order, public safety								
Income - Fire Prevention - Grants	0	0	0	0	0	38,997	12,996	35,262
Income Fire Mitigation Grants	0	0	0	0	0	40,000	13,332	0
Education and welfare								
Income Relating to Aged & Disabled - Senior Citizens	0	0	0	0	0	2,500	832	0
Recreation and culture								
Income - Youth Activity Funding	0	0	0	0	0	1,000	332	0
Income - Sporting Club Grants & Contributions	0	0	0	0	0	16,000	5,332	0
Transport								
Income - Grant - MRWA Direct	0	0	0	0	0	93,646	31,212	95,660
Income - Grants Commission Local Road Grant	0	0	0	0	0	103,056	34,352	20,674
	0	0	0	0	0	426,731	142,232	199,514
Operating contributions								
Recreation and culture								
Income - Relating to Other Recreation & Sport	0	0	0	0	0	0	0	323
Economic services								
Income Relating to Tourism & Area Promotion	0	0	0	0	0	4,700	1,564	3,500
Other property and services								
Income - Less Workers Compensation Claimed	0	0	0	0	0	10,000	3,332	19,496
	0	0	0	0	0	14,700	4,896	23,319
TOTALS	0	0	0	0	0	441,431	147,128	222,833

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

NOTE 12

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2022	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Oct 2022	Current Liability 31 Oct 2022	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
General purpose funding								
Income - Phase 3 community Infrastructure Grant - LRCI	0	0	0	0	0	495,536	165,176	371,652
Income - Phase 3 Extension LRCI	0	0	0	0	0	247,768	82,588	0
Education and welfare								
Aged Accommodation	694,224	0	0	694,224	694,224	694,224	0	0
Transport								
Regional Road Grants	0	0	0	0	0	321,225	107,072	116,366
Cuballing East Wheatbelt Secondary Freight Network	0	0	0	0	0	705,958	235,316	685,605
WSFN - Income Wandering Narrogin Road	0	0	0	0	0	240,554	80,184	0
2022/23 Cuballing East Road Wheatbelt Secondary Freight	0	0	0	0	0	1,580,836	526,944	0
Roads to Recovery	0	0	0	0	0	210,000	70,000	0
	694,224	0	0	694,224	694,224	4,496,101	1,267,280	1,173,623

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022**

**NOTE 13
TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2022	Amount Received	Amount Paid	Closing Balance 31 Oct 2022
	\$	\$	\$	\$
Cuballing Cricket Club	200	0	0	200
Department of Transport - Licensing	658	101,408	(90,036)	12,030
				0
	858	101,408	(90,036)	12,230

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022**

**NOTE 14
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption						24,427
	Revised Budget Net Deficit position					(326,498)	(302,071)
				0	0	(326,498)	(302,071)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022**

**NOTE 15
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 Actual materially.

The material variance adopted by Council for the 2022-23 year is \$5,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Timing/Permanent	Explanation of positive variances	
				Comments	
	\$	%			
Revenue from operating activities					
Operating grants, subsidies and contributions	75,705	51.46%	▲	Timing	Main Roads Direct Grant
Fees and charges	87,010	174.52%	▲	Timing	Rubbish collection fees
Expenditure from operating activities					
Employee costs	(44,730)	(10.87%)	▼	Timing	Public Works Overheads
Depreciation on non-current assets	678,504	100.00%	▲	Timing	21/22 Valuations still to be processed
Insurance expenses	(124,755)	(231.32%)	▼	Timing	Premiums paid in 2 instalments (budget has allocated over 12 months)
Other expenditure	(9,582)	(46.53%)	▼	Timing	Elected Members Fees
Non-cash amounts excluded from operating activities	(697,004)	(100.00%)	▼	Timing	Depreciation not processed in 22/23
Investing activities					
Proceeds from non-operating grants, subsidies and contributions	(93,657)	(7.39%)		Timing	WSFN funding
Payments for property, plant and equipment and infrastr	1,404,196	64.92%	▲	Timing	WSFN projects

9.1.3 Sundry Debtor Write Off

Applicant: Nil
File Ref. No: ADM19
Disclosure of Interest: Nil
Date: 9th November 2022
Author: Fred Steer, Deputy Chief Executive Officer
Attachments: Nil

Summary

Council is to consider writing off a sundry debtor for Main Roads, Wheatbelt Secondary Freight Network funds.

Background

The Wheatbelt Secondary Freight Network is a regional strategy to improve road freight safety and efficiency across the key transport routes that support the region's major industries. A joint project between 42 Wheatbelt local governments, the collaboration will see 950km of high priority routes upgraded over the next six years in five stages.

The \$187.5 million Stage Two of the Wheatbelt Secondary Freight Network is currently underway and local governments in the region are on target to deliver upgrades to 15 of the 54 routes included in the overall plan.

Funding for Wheatbelt Secondary Freight Network is based on approved project allocations with Federal contribution at 80%, State contribution at 13.333% and Local Government contribution at 6.667%.

Funding is claimed in 3 payments. Claim No 1 – 40%, Claim No 2 – 40%, Final Claim No 3 – Final Total Project Actual Cost.

Comment

The project is overseen by a steering committee comprised of the Wheatbelt Development Commission, Main Roads WA, Regional Development Australia Wheatbelt, and the WA Local Government Association.

The Final Project Costs should be the actual amount the Shire spent on the project and not the allocated funding). The LG Contribution should be the balance of the Final Actual costs less the Federal and State contribution.

Invoices for the Final Project Costs are raised and submitted with a Certificate of Completion based on the allocated funding including GST rather than funding plus GST for the first 40% claim and unfortunately the forms recorded incorrect Project Numbers.

The invoices raised are therefore no longer accurate and need to be written off. Shire staff will raise new invoices for Wheatbelt Secondary Freight Network and submit new Certificates of Completion.

Strategic Implications - Nil

Statutory Environment

Council's Delegation Register provides limited delegated authority for the Chief Executive Officer

F1: Outstanding Debtors

The Chief Executive Officer is delegated the authority to write off uncollectable, economically uncollectable, or erroneously created debts, in the following manner:

1. Where a Sundry Debtor invoice has:
 - a. a value of less than two hundred and fifty dollars;
 - b. has been outstanding for at least 90 days; and
 - c. in the Chief Executive Officer's opinion, will not be economically practical to pursue payment of the account through the court system;the Chief Executive Officer may approve that the invoice be written off.
2. Where a Sundry Debtor invoice, less than two hundred and fifty dollars in value, has been raised in error, the Chief Executive Officer may approve that the invoice be written off.
3. Where Rates Debtor accounts have a balance less than ten dollars and, in the Chief Executive Officer's opinion, it will not be economically practical to pursue payment of the account through the court system, the Chief Executive Officer may approve that the amount be written off.
4. Where a Rates debtor amount, less than ten dollars, was raised in error, the Chief Executive Officer may approve that the amount be written off.

Policy Implications – Nil

Financial Implications

The Officer's Recommendation suggests writing off income of \$128,003. New invoices totalling \$148,667.46 to be raised and issued.

Economic Implications - Nil

Social Implications - Nil

Environmental Considerations – Nil

Consultation - Nil

Options

The Council can resolve:

1. the Officer's Recommendation;
2. an amended Officer's Recommendation; or
3. to not write off any income.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That Council write off Invoices 5765 & 5766 for Debtor 78 being an amount of \$128,003 for Wheatbelt Secondary Freight Network funding.

New Invoices for Debtor 78 for an amount of \$148,667.46 to be issued.

9.1.4 Sundry Debtor Write Off

Applicant: Nil
File Ref. No: ADM19
Disclosure of Interest: Nil
Date: 4th November 2022
Author: Fred Steer, Deputy Chief Executive Officer
Attachments: Nil

Summary

Council is to consider writing off a sundry debtor for Dryandra Pony Club Inc for annual changeroom hire.

Background

The Dryandra Pony Club Inc pay an annual lease fee for use of the equestrian grounds. The club also pays for emptying of the manure pits and mowing of the cross country course on an ad hoc basis.

When raising the annual invoice for the 2022/2023 year, Shire staff inadvertently raised a charge for the hire of changerooms. The changerooms are not utilised by the club.

Comment

Jacqui Early, on behalf of the Dryandra Pony Club has contacted the Shire to advise that the club do not use the toilets/changerooms and wish the fee to be written off and a new invoice issued to them.

Shire staff will raise a new invoice for the for Dryandra Pony Club Inc for the annual grounds lease for 2022/2023.

Strategic Implications - Nil

Statutory Environment

Council's Delegation Register provides limited delegated authority for the Chief Executive Officer

F1: Outstanding Debtors

The Chief Executive Officer is delegated the authority to write off uncollectable, economically uncollectable, or erroneously created debts, in the following manner:

1. Where a Sundry Debtor invoice has:
 - a. a value of less than two hundred and fifty dollars;
 - b. has been outstanding for at least 90 days; and
 - c. in the Chief Executive Officer's opinion, will not be economically practical to pursue payment of the account through the court system;
the Chief Executive Officer may approve that the invoice be written off.
2. Where a Sundry Debtor invoice, less than two hundred and fifty dollars in value, has been raised in error, the Chief Executive Officer may approve that the invoice be written off.

3. Where Rates Debtor accounts have a balance less than ten dollars and, in the Chief Executive Officer's opinion, it will not be economically practical to pursue payment of the account through the court system, the Chief Executive Officer may approve that the amount be written off.
4. Where a Rates debtor amount, less than ten dollars, was raised in error, the Chief Executive Officer may approve that the amount be written off.

Policy Implications – Nil

Financial Implications

The Officer's Recommendation suggests writing off income of \$3,420. A new invoice totalling \$2,885 to be raised and issued.

Economic Implications - Nil

Social Implications - Nil

Environmental Considerations – Nil

Consultation - Nil

Options

The Council can resolve:

4. the Officer's Recommendation;
5. an amended Officer's Recommendation; or
6. to not write off any income.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

**That Council write off Invoice 5783 for Debtor 56 being an amount of \$3,420 for the 2022/2023 annual lease fee and changeroom hire.
A new invoice of \$2,885 to be issued for the 2022/2023 annual lease fee.**

9.2 CHIEF EXECUTIVE OFFICER:

9.2.1 Shire of Cuballing Cat Local Law 2022 – Undertaking to Joint Standing Committee on Delegated Legislation

Applicant:	Joint Standing Committee on Delegated Legislation
File Ref. No:	ADM 357
Disclosure of Interest:	Nil
Date:	24 October 2022
Author:	CEO- Stan Scott
Attachments:	9.2.1A Confidential Attachment – correspondence from Joint Standing Committee on Delegated Legislation

Summary

The Purpose of this report is for Council to adopt an undertaking to correct an outdated reference on the *Shire of Cuballing Cat Local Law 2022*.

Background

On 17th August 2022 Council completed the process of adopting its Cat Local Law. Between the commencement of the process in April 2022 and the final adoption of the Local Law in August 2022 one of the pieces of legislation referenced by the Local Law was repealed and replaced by another Act.

Comment

The request by the Joint Standing Committee on delegated legislation is that Council adopt an undertaking that:

- 1. When the local law is next reviewed or amended, delete the reference to the Veterinary Surgeons Act 1960 in clause 3.2(1)(c) and replace it with a reference to any equivalent provisions in the Veterinary Practice Act 2022.*
- 2. Ensure any consequential amendments arising from the undertaking are made.*
- 3. Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking.*

This undertaking is to be communicated in writing to the Committee by the Shire President.

The relevant provision in the Local Law is:

3.1 Prescribed premises

- (1) *This local law limits the number of cats that may be kept at prescribed premises within the district except -*
 - (a) a cat management facility operated by a body prescribed as a cat management facility operator under the Cat Regulations 2012; or*
 - (b) a cat management facility operated by the local government; or*
 - (c) a veterinary clinic or veterinary hospital as defined under section 2 of the Veterinary Surgeons Act 1960.*

When the Local Law is next reviewed 3.1 (1) (c) would be replaced with the following:

- (a) a veterinary practice business or veterinary premises as defined under section 2 of the Veterinary Practice Act 2022.*

Strategic Implications - Nil

Statutory Environment:

The specific legislative changes are:

- The *Veterinary Surgeons Act 1960*, was repealed on 18 June 2022; and
- The *Veterinary Practice Act 2022* commenced on 1 July 2022.

Policy Implications Nil

Financial Implications

In due course Council will need to adopt an amendment Local Law to change the clause in question. The process is the same as for the adoption of the Local Law.

Economic Implication - Nil

Environmental Considerations Nil

Consultation Nil

Submissions Joint Standing Committee on Delegated Legislation

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

The Council of the Shire of Cuballing resolves to undertake to the Joint Standing Committee on Delegated Legislation that the Shire will:

- 1. When the local law is next reviewed or amended, delete the reference to the Veterinary Surgeons Act 1960 in clause 3.2(1)(c) and replace it with a reference to any equivalent provisions in the Veterinary Practice Act 2021.**
- 2. Ensure any consequential amendments arising from the undertaking are made.**
- 3. Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking.**

9.2.2 Council Meeting Schedule 2023

Applicant: N/A
File Ref. No: ADM238
Disclosure of Interest: Nil
Date: 31 October 2022
Author: Stan Scott - CEO
Attachments: Nil

Summary

Council is to consider Council Meeting dates, locations and starting time for 2023.

Background

It is a legislative requirement for Council to advertise at least once per year the dates times and location of its Ordinary Council Meetings through a Local Public Notice.

Should it be necessary to change the date, time or location of any meeting the change must also be advertised.

Comment

This current meeting schedule has Council's Ordinary meetings held every month with no meeting held in January.

Since 2018 Council has held its meetings on the third Wednesday of each month, except where there is a clash with a public holiday. There is no clash in 2023.

In 2022 Council held all of its meetings in the Council chambers with the exception of the May meeting which was held at the Popanyinning Hall. It is proposed to do the same in 2023.

While council currently holds all its meetings at the Council Chambers at the Cuballing Administration Centre. It would be relatively easy to hold a Council meeting in a different location as a one-off event if Council thought there was benefit in such a move.

It is proposed to continue to commence meetings at 2 pm.

The proposed schedule does not include dates for:

- An Annual Electors Meeting. The timing of this meeting is dependent on actions of Council's auditors and outside the direct control of Council;
- A Special Council Meeting to consider the Draft 2023/24 Budget. The date and time of this meeting is dependent on the progress developing the Annual Budget. This year it was held on 22 June 22 and set some priorities for the final budget. The budget was formally adopted at the July Ordinary Council Meeting.
- Meetings of Committees of Council not required to be open to the public including Council's Audit Committee;
- Plant committee meetings which are ad hoc and not based on a set schedule. These will be advertised by Local Public Notice when scheduled; and
- Occasions where Councillors informally gather for Elected Member development or to inspect, review or workshop individual matters.

Dates for the Cemeteries Advisory Committee have been scheduled for the last Friday of April and October. These will be included in the advertisement.

The proposed Council meeting schedule is:

Wednesday, 15 February 2023
Wednesday, 15 March 2023
Wednesday, 19 April 2023
Wednesday, 17 May 2023
Wednesday, 21 June 2023
Wednesday, 19 July 2023
Wednesday, 16 August 2023
Wednesday, 20 September 2023
Wednesday, 18 October 2023
Wednesday, 15 November 2023
Wednesday, 20 December 2023

All meetings commence at 2pm. All meetings to be held in the Council Chambers with the exception of the May Meeting which will be held at the Popanyinning Hall.

Meetings of the Cemeteries Advisory Committee will be held in the Council Chambers as follows:

2.00 pm, Friday 28th April 2023
2.00pm, Friday 27th October 2023

Strategic Implications – Nil

Statutory Environment

Local Government (Administration) Regulations 1996

12. Public notice of council or committee meetings — s. 5.25(1)(g)

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
 - (a) the ordinary council meetings; and
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.
- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).
- (3) Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.
- (4) If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable.

Policy Implications – Nil

Financial Implications

Local advertising in the Narrogin Observer will occur a relatively small charge that can be met with Council's budget allocation.

Economic Implication – Nil

Social Implications

Advertising Council Meetings is a statutory requirement but may encourage some members of the public to attend.

Environmental Considerations – Nil

Consultation – Nil

Options

The Council can resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with minor amendments to times or venues; or
3. a different schedule of meetings, giving reasons for not accepting the Officer's Recommendation.

Voting Requirements – Simple Majority

OFFICER RECOMMENDATION

That Council adopt and advertise the following schedule of Ordinary Council Meetings for 2023:

1	Wednesday, 15 February 2023	2:00 PM	Council Chambers
2	Wednesday, 15 March 2023	2:00 PM	Council Chambers
3	Wednesday, 19 April 2023	2:00 PM	Council Chambers
4	Wednesday, 17 May 2023	2:00 PM	Popanyinning Hall
5	Wednesday, 21 June 2023	2:00 PM	Council Chambers
6	Wednesday, 19 July 2023	2:00 PM	Council Chambers
7	Wednesday, 16 August 2023	2:00 PM	Council Chambers
8	Wednesday, 20 September 2023	2:00 PM	Council Chambers
9	Wednesday, 18 October 2023	2:00 PM	Council Chambers
10	Wednesday, 15 November 2023	2:00 PM	Council Chambers
11	Wednesday, 20 December 2023	2:00 PM	Council Chambers

That Council Advertise the following Schedule of meetings for the Cemeteries Advisory Committee for 2023:

1	Friday, 28 April 2023	2.00 PM	Council Chambers
2	Friday, 27 October 2023	2.00 PM	Council Chambers

9.2.3	Application for Development Approval for Panel Beating, Spray Painting and Wrecking Business
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Location: 48 & 91 Schoolars Road, Cuballing
Applicant: Lawrence John O'Connell
File Ref. No: A412
Disclosure of Interest: Nil
Date: 8 November 2022
Author: Stan Scott - CEO
Attachments 9.2.3A Application for Planning Approval & Site Plans
9.2.3B Schedule of Submissions

Summary

Mr O'Connell presently operates a farming enterprise in Schoolars Road and wishes to establish a smash repair and automotive dismantling business at his farm. The business will consist of reuse of an existing shed for panel beating, spray painting, vehicle wrecking and the establishment of vehicle storage in a disused gravel pit.

Background

Schoolars Road as a low volume road and there is no other residence nearby that would be affected by the proposal. There are no plans for any new buildings and smash repair work will be undertaken in an existing shed.

Planning context

The proposal has been advertised by Local Public Notice.

Shire of Cuballing Town Planning Scheme No. 2

The site is zoned "General Agriculture". The proposed use would best match the definition of

"industry" means premises used for the manufacture, dismantling, processing, assembly, treating, testing, servicing, maintenance or repairing of goods, products, articles, materials or substances and includes facilities on the premises for any of the following purposes -

- (a) the storage of goods;
- (b) the work of administration or accounting;
- (c) the selling of goods by wholesale or retail;
- (d) the provision of amenities for employees;
- (e) incidental purposes;

"industry – light" means premises used for an industry where impacts on the amenity of the area in which the premises is located can be mitigated, avoided or managed

Under the zoning table **Industry – light** is an "A" use in the General Agriculture Zone.

Under the Local Planning Scheme, 'A' means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice in accordance with clause 64 of the deemed provisions. Clause 64 of the deemed provisions says as follows:

64. Advertising applications

Clause 64 or the Deemed provisions requires that an development application listed as an A use in the planning table should be advertised using any or all of the following:

- (a) publishing in accordance with clause 87 —
 - (i) a notice of the proposed development in the form set out in clause 86(3); and
 - (ii) the application for development approval; and
 - (iii) any accompanying material in relation to the application that the local government considers should be published;
- (b) giving notice of the proposed development to owners and occupiers of properties in the vicinity of the development who, in the opinion of the local government, are likely to be affected by the granting of development approval;
- (c) erecting, in the manner and form approved by the Commission, a sign or signs in a conspicuous place on the land the subject of the application giving notice of the proposed development in the form set out in clause 86(3).

Clause 4.2(b) of TPS2 sets out the following objectives for the General Agricultural Zone:

(b) General Agriculture Zone

- *to preserve productive land suitable for grazing, cropping and other compatible productive rural uses in a sustainable manner;*
- *to allow for the extraction of basic raw materials where it is environmentally and socially acceptable;*
- *to ensure the preservation of the rural character and rural appearance of land within the zone;*
- *to encourage intensive agriculture where soil conditions and location are appropriate and it can be demonstrated that off-site impacts (if any) will not adversely affect existing agricultural activities;*
- *to protect the economic viability of rural zoned land through a presumption against subdivision except where such subdivision will enhance and/or promote the viability and diversity of general farming activity;*
- *to preserve and protect the natural undeveloped land areas throughout the zone; and*
- *to ensure that natural drainage patterns/catchments throughout the Shire are recognised in land management practices.*

Shire of Cuballing Local Planning Strategy (endorsed in June 2019)

The Local Planning Strategy has as one of its objectives:

assist with growing the district's economic and employment base by encouraging greater diversification and promoting a resilient and increasingly robust economy;

Comment

The applicant has previously operated a smash repair business in Narrogin. When that business was sold there was a non-compete clause which has now expired. This is in any event a civil matter between Mr O'Connell and the new owners and is not a planning consideration.

The vehicle storage is proposed in a disused gravel pit across the road from the workshop. No clearing is involved, and the area is screened from the road by trees.

The applicant has a current Motor Vehicle Dealer's License, which includes the capacity to operate a vehicle dismantling (wrecking) business. (License number MD25033). The applicant also operates a mobile windscreen repair and replacement business, and the proposal will compliment this existing automotive business.

Cuballing does not have a light industrial area. Supporting appropriate diversification on rural properties is consistent with the Local Planning Strategy.

While this is not the ideal location for a smash repair business it has the capacity to be approved with appropriate conditions to mitigate against any potential impacts. The main issue is the suitability of the road for additional traffic. The road has a clay base and is prone to be slippery when wet. This could be resolved to a degree through the addition of more gravel. It is notable that the proposed location of the business is only 500 metres from Great Southern Highway (Northam Cranbrook Road).

Further conditions will control the management of oils, lubricants and chemicals associated with the business.

Strategic Implications - Nil

Statutory Environment

Planning and Development Act 2005, TPS2 and Planning and Development (Local Planning Schemes) Regulations 2015.

Policy Implications – Nil

Financial Implications - Nil

Economic Implications

The proposal provides another viable local business from the property.

Social Implications - Nil

Environmental Considerations

The only real concern is the potential for oil or lubricant spills, but this is no more likely than for parked up farm equipment.

Consultation

The proposal has been advertised by Local Public Notice.

There are 3 other residents on Scholars Road, though the nearest residence is 1.35 km away. That Resident, Mr Kim Boothey has lodged a written submission objecting to the proposal. His objections mostly relate to the increased traffic on a relatively quiet unsealed

no through road. The road can be very dusty in summer and slippery in winter. His objection is not to a new business in Cuballing, just the location.

Ms Bronwyn O’Sullivan who also lives on Scholars Road echoed the concerns about the quality of the road and the impact of additional traffic, particularly people who are unfamiliar with the road.

Mr Gerald Quartermaine, the remaining resident also called in to express his concern particularly in relation to the extra traffic. He suggested the installation of No Through Road – Local Traffic only signage after the O’Connell property to help discourage additional traffic on the rest of the road.

Options

The Council can resolve:

1. the Officer’s Recommendation:
2. to approve the Development Application with amended conditions (providing reasons);
3. to refuse the Development Application (providing reasons).

Voting Requirements - Simple Majority

OFFICER RECOMMENDATION

That Council approve the establishment of a Smash Repair business at 48 Scholars Road, Cuballing including panel beating, spray painting and vehicle dismantling (wrecking) and a vehicle storage yard at 91 Scholars Road Cuballing., subject to the following conditions:

- 1. The development hereby approved must be carried out in accordance with the approved conditions;**
- 2. If the development, the subject of this approval, is not substantially commenced within a period of 24 months from the date of the approval, the approval will lapse and be of no further effect. For the purposes of this condition, the term “substantially commenced” has the meaning given to it in the Planning and Development (Local Planning Schemes) Regulations 2015 as amended from time to time.**
- 4. The applicant/operator is to ensure that noise levels are considerate of adjoining and nearby properties at all times which comply with the Environmental Protection (Noise) Regulations 1997 (and any associated amendments);**
- 5. The use hereby approved must not adversely affect the amenity of the subject locality by reason of (or the appearance or emission of) smoke, fumes, vibration, odour, vapour, dust, wastewater, waste products or other pollutants. In particular the applicant will ensure that all used oils and lubricants are captured and disposed of at an approved oil recycling facility, and that all paint and solvent waste and containers are appropriately disposed of;**
- 6. The hours of operation are limited to between 7.30am to 5.30pm Monday to Friday and 8.30am to 5.30pm Saturday, not including any public holidays;**
- 7. The applicant is required to pay for the gravel sheeting of Scholar’s Road between Great Southern Highway (Northam Cranbrook Road) and the business**

entry, a distance of approximately 500 metres. This work may be completed by the Shire of Cuballing at a cost of \$12,500 or the applicant may arrange for a private contractor to complete the work to the satisfaction of the Shire of Cuballing.


- 8 The applicant is to install 5 parking bays to the satisfaction of the Local Government so that customers are not parking in Schoolars Road.
- 9 No more than 10 vehicles are permitted for wrecking at any time.

ADVICE:

- A) The applicant should note that any advertising signs on the premises shall be in accordance with Schedule 5 the Shire of Cuballing Local Planning Scheme No 2 or a separate planning application will be required.
- B) Advertising signs that are visible from the Great Southern Highway (Northam Cranbrook Road) may need approval from Main Roads WA. Further information is available from Main Roads WA.
- C) If the applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

APPLICATION FOR DEVELOPMENT APPROVAL

A412

Owner Details		
Name: <i>Lawrence John O'Connell</i>		
ABN (if applicable): <i>35986299587</i>		
Address: <i>48 Schoolars Road Cuballing</i> Postcode: <i>6311</i>		
Phone:	Fax:	Email:
Work: <i>0417179744</i>	<i>info@narrogin.towing.com</i>
Home:		
Mobile:		
Contact person for correspondence:		
Signature: 	Date: <i>10/12/2022</i>	
Signature:	Date:	
<i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i>		

Applicant Details (if different from owner)		
Name:		
Address: Postcode:		
Phone:	Fax:	Email:
Work:
Home:		
Mobile:		
Contact person for correspondence:		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Signature:	Date:	

Property Details		
Lot No:	House/Street No:	Location No:
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):		
Street name: <i>Schoolars</i>	Suburb: <i>Cuballing</i>	
Nearest street intersection: <i>great Southern HWY</i>		

Proposed Development	
Nature of development:	<input type="checkbox"/> Works <input type="checkbox"/> Use <input type="checkbox"/> Works and use
Is an exemption from development claimed for part of the development? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, is the exemption for:	<input type="checkbox"/> Works <input type="checkbox"/> Use
Description of proposed works and/or land use: <i>wrecking yard for the storage of vehicles that are unwanted for the proposed & dismantling</i>	
Description of exemption claimed (if relevant):	
Nature of any existing buildings and/or land use: <i>Farming (livestock/croppy), Primary residence, Workshop and Storage</i>	
Approximate cost of proposed development:	
Estimated time of completion:	

Acceptance Officer's initials:	OFFICE USE ONLY Date received:
Local government reference No:	

48 Schoolars Rd Cuballing WA 6311

LOT on Plan P233183 14

Land id Number 1959958

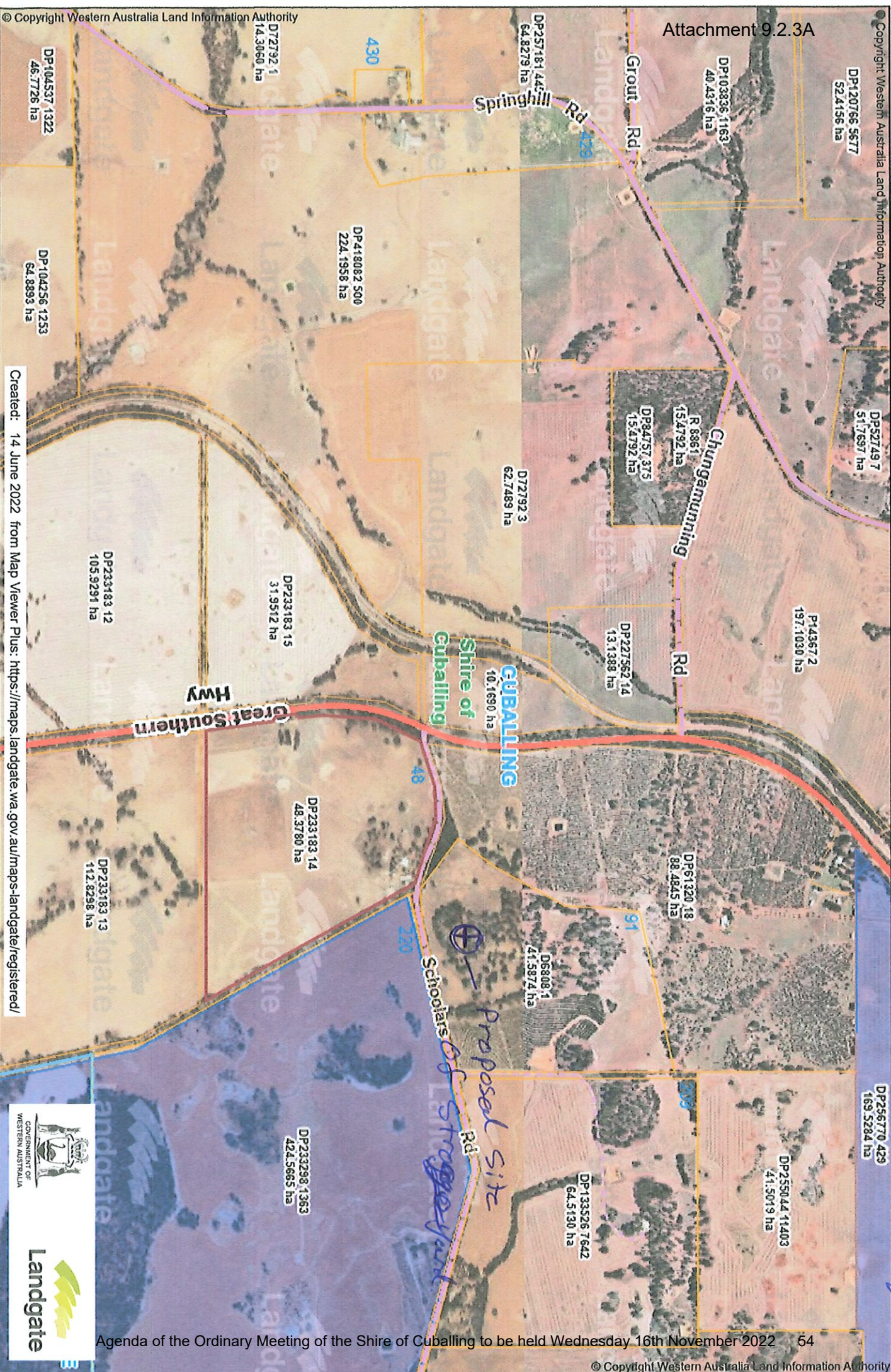
Area 48.3780(HA)

91 Scholar Rd Cuballing WA 6311

lot on Plan 0006808 1

Land ID Number 1171356

Area 41.5874(HA)

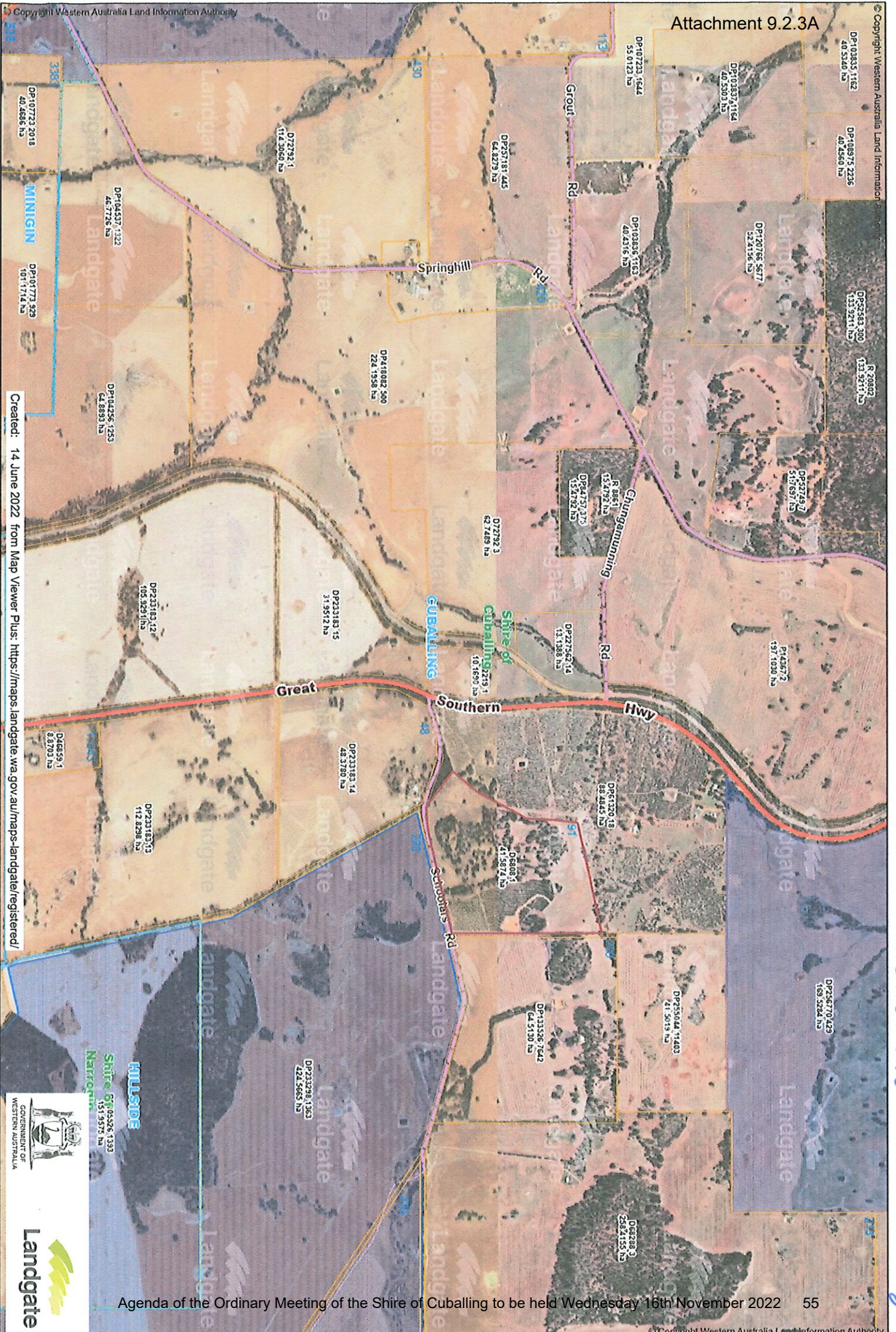


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Created: 14 June 2022 from Map Viewer Plus: <https://maps.landgate.wa.gov.au/maps-landgate/registered/>



91 Schoolars Road Cuballing



VEHICLE STORAGE



WORKSHOP



481 Schoolars Rd,
Cuballing WA 6311

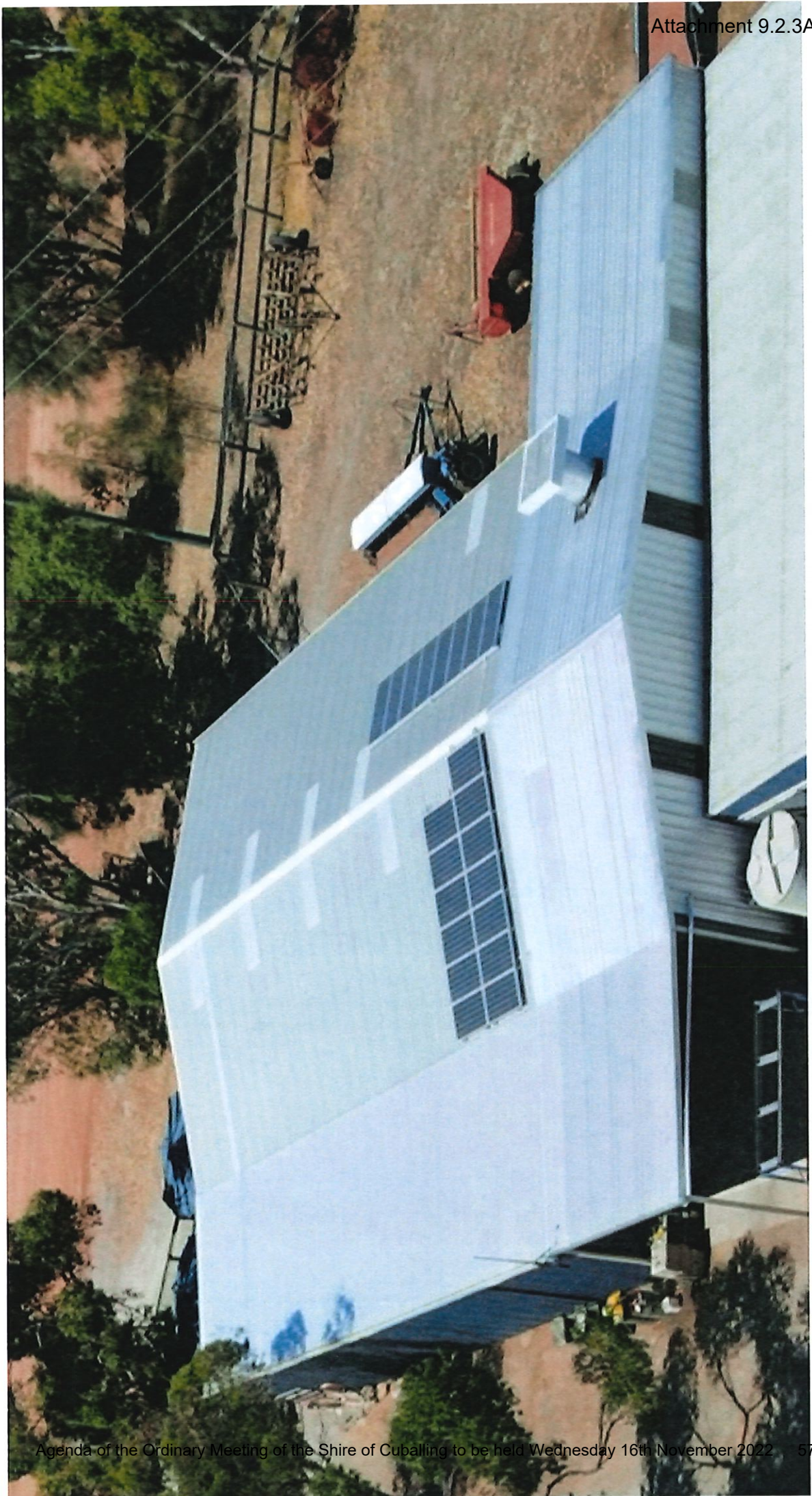
Schoolars Rd

Schoolars Rd

Schoolars Rd

Schoolars Rd

Google



8/11/2022

Kim Boothey

PO Box 202

Cuballing

Stan Scott

Chief Executive Officer

To whom it may concern,

My Name is Kim Reginald Boothey of 209 Schoolars Road Cuballing WA 6312

I am writing to the shire in response to the proposal of a Smash Repair and Wrecking Business at 48 Schoolars Road being applied for acceptance.

My family and I have lived and owned our property for over 25 years and are the adjoining property to this application.

Schoolars road is a very quiet no through rural gravel road for our country lifestyle.

We love the location, the local shire guidelines and brought this 160 acre property to raise our family

The narrow dirt road itself only just copes with normal traffic in the summertime but is very hazardous in the wet season. The added traffic on this narrow road especially would be very hazardous to people not knowing it during our grain season.

This proposal would be an ideal opportunity to have this type of business established in the Cuballing town site area to enhance our local community to support the town itself.

My family and I are opposed to this application because it is zoned semi- rural not commercial.

Thank you for taking the time to read my letter.

Yours Sincerely,

Kim and Roslyn Boothey

0488991157

(email kimros60@bigpond.com)

Stan Scott

From: Bronwen O'Sullivan <bronwen@lbh.net.au>
Sent: Wednesday, 9 November 2022 12:05 PM
To: Stan Scott
Subject: Proposal for Jack O'Connell to run a Smash Repairs

Thank you for taking my call. As discussed I had not been notified of this proposal prior to receiving a call this morning from another neighbour.

While I have no concern for Jack to run a business I have concerns in relation to the condition of Schoolers road and the effect any additional traffic will have on the road. The road is quite dangerous and have very loose gravel and those unfamiliar with the conditions may have difficulty driving on it. The road regularly has farm machinery driving along it which increases the danger to the casual user of the road.

The Shire had needed for some time to consider this road and how it can be improved for users, any rain event causes huge washouts and at times the road can be almost impassable due to the cracks that occur. Concerns in relation to the road have already been put both to the Shire and Main Roads.

Increase in traffic will cause further deterioration to the road and increase the likelihood of an accident occurring.

Yours faithfully

Bronwen O'Sullivan
Principal Solicitor

Suite 6, 2 Williams Road Narrogin WA 6312 | PO Box 182 Narrogin WA 6312
P: 08 9881 1633 | F: 08 9881 2745 | E: narrogin@lbh.net.au



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Summary Of Discussion with Gerald Quartermaine

Mr Quartermaine is a resident on Schoolars Road.

He became aware of the application for a Smash Repair Business today. He called in to express his concern not about the business but the impact of additional traffic on the road. In particular:

- The road already struggles with the small amount of traffic it currently experiences.
- The intersection with Great Southern Highway is already dangerous with limited sight lines when turning right (north) toward Cuballing;
- Schollars is a no through road and he is concerned that the additional traffic may lead to more sight seers or trespassers. There has been some vandalism and pilfering in the past. This may be opportunistic as there is often no-one around.

He suggested that if the application is approved then signs after the business indicating – No Through Road – Local Traffic Only may assist.

Mr Quartermaine does not have access to email and requested that I make a note of his concerns



Stan Scott
CEO

9 November 2022

9.2.4 Revised Policy Setting – Christmas Arrangements

Applicant:	Shire of Cuballing
File Ref. No:	ADM 118
Disclosure of Interest:	The CEO as a staff member would receive the Bonus.
Date:	8 November 2022
Author:	CEO- Stan Scott
Attachments:	9.2.4A Draft Camping on Council Property Policy 9.2.4B Current Camping on Council Property Policy

Purpose

Council is asked to clarify policy intentions around Christmas arrangements.

Background

There are 3 different policies that refer specifically to staff Christmas arrangements.

1.7 Shire Administration Services – Christmas New Year Period (reviewed 2016)

This policy allows the Shire Administration to close between Christmas and New Year

1.9 Provision of Refreshments (reviewed 2019)

This policy includes the following in relation to an annual Christmas celebration.

3.1 Annual Christmas Function

During December each year, Council will conduct Christmas Function attended by staff and Councillors and their partners and pre-school or school-age families. The Shire President may invite other people with links to Council.

4.7 Service Allowance (reviewed 2016)

In addition to making provision for allowances to reward long service this policy includes the following:

All employees will receive a \$50 Christmas bonus to contribute to the Council Christmas Function whether they attend or not;

Discussion

These policies have been read collectively to mean that staff will be awarded a Christmas bonus of \$50, but \$30 will be deducted to help pay for the Christmas function whether or not you are able to attend. We have staff who will be on leave at the time who are a wee bit peeved.

The suggestion has been made, though it is nowhere in the policy documents, that this bonus / contribution arrangement will mitigate any potential FBT obligation arising out of the staff Christmas function.

What we end up with is a series of mixed messages. The message we want to send is that we value and appreciate staff contributions. The net \$20 Christmas bonus sends the opposite message.

There is no FBT obligation arising from a staff Christmas function unless the cost per head exceeds \$300. Our modest celebration is nowhere near that threshold and the staff contribution from the Christmas bonus serves no useful purpose. Our present arrangement where the Christmas celebration is held during working hours on the afternoon of the last working day for the outside crew prior to the Christmas shutdown is sufficient incentive. Staff who are scheduled to work and do attend will be paid, while those who do not attend do not

get paid. Staff who are not scheduled to work are invited but are not paid. There is no penalty for not attending.

The Christmas Bonus is in the CEO's view an entirely separate matter and should have no bearing on the Christmas function. Some staff put in a very good year's work and do not for whatever reason attend the Christmas function. This should not affect whether or not they receive a bonus, or the amount of that bonus.

The amount of the Christmas Bonus has not been reviewed for 6 years and was set at \$50 in 2016. We have experienced a very challenging almost 3 years of COVID. There have also been substantial increases in the CPI, but particularly in fuel and mortgages. It is proposed that the Christmas Bonus be set at \$100 per staff member without any deduction for the Christmas function. This is less than 0.2% of the average staff member's annual salary

Proposed Policy

It is proposed to modify policy 4.7 Service Allowance as follows:

Replace:

All employees will receive a \$50 Christmas bonus to contribute to the Council Christmas Function whether they attend or not;

With:

All employees will receive a \$100 Christmas bonus which will be paid as part of their final pay of the calendar year.

Statutory Environment - Nil

Policy Implications

A change to policy 4.7 Service Allowance is proposed.

Financial Implications

The proposed change will cost in the order of \$1,000 extra compared to last year.

Economic Implication - Nil

Environmental Considerations - Nil

Consultation

This proposal is as a result of concerns raised by some staff.

Options

Council may resolve to

1. Adopt the proposed policy change
2. Retain the existing policy without the reference to the contribution to the Christmas function; or
3. Make a different policy.

If Council opts not to support the Officer's Recommendation Council will need to provide reasons.

OFFICER'S RECOMMENDATION:

That Council Adopts the Revised Policy 4.7 Service Allowance as follows:

4.7 Service Allowance

Policy Statement:

All staff employed by the Shire of Cuballing shall be entitled to receive a Service Allowance, in accordance with the following:

- 1. Staff employed for a minimum period of six (6) months to receive a Service Allowance of \$150 per annum paid on a fortnightly basis;**
- 2. After two (2) years' service, a bonus of \$7.00 per week;**
- 3. After five (5) years' service, a bonus of \$10.00 per week;**
- 4. After ten (10) years' service, a bonus of \$15.00;**
- 5. After fifteen (15) years' service a bonus of \$20.00 per week;**

All employees will receive a \$100 Christmas bonus which will be paid as part of their final pay of the calendar year.

9.2.4A Attachment - Revised Policy Setting – Christmas Arrangements

Proposed Policy

4.7 Service Allowance

Policy Statement:

All staff employed by the Shire of Cuballing shall be entitled to receive a Service Allowance, in accordance with the following:

6. Staff employed for a minimum period of six (6) months to receive a Service Allowance of \$150 per annum paid on a fortnightly basis;
7. After two (2) years' service, a bonus of \$7.00 per week;
8. After five (5) years' service, a bonus of \$10.00 per week;
9. After ten (10) years' service, a bonus of \$15.00;
10. After fifteen (15) years' service a bonus of \$20.00 per week;

All employees will receive a \$100 Christmas bonus which will be paid as part of their final pay of the calendar year.

Existing Policy

4.7 Service Allowance

Policy Statement:

All staff employed by the Shire of Cuballing shall be entitled to receive a Service Allowance, in accordance with the following:

11. Staff employed for a minimum period of six (6) months to receive a Service Allowance of \$150 per annum paid on a fortnightly basis;
12. After two (2) years' service, a bonus of \$7.00 per week;
13. After five (5) years' service, a bonus of \$10.00 per week;
14. After ten (10) years' service, a bonus of \$15.00;
15. After fifteen (15) years' service a bonus of \$20.00 per week;

All employees will receive a \$50 Christmas bonus to contribute to the Council Christmas Function whether they attend or not;

Resolution No: 9.2.6
Resolution Date: 21st April 2016

9.2.5 Revised Policy Setting – Change to Outstanding Debtors Delegation

Applicant: Shire of Cuballing
File Ref. No: ADM 22
Disclosure of Interest: Nil
Date: 9 November 2022
Author: CEO- Stan Scott
Attachments: Nil

Purpose

Council is asked to clarify policy intentions around delegated authority in relation to outstanding debtors.

Background

There have now been a couple of occasions where it has been necessary to withdraw an invoice raised in error only to replace it with another invoice for a similar, albeit smaller amount. The way this delegation is phrased these matters need to be brought to Council before the error can be corrected. Further this delays the collection of the outstanding amounts.

It is the CEO's view that the intent of the delegation is to allow small outstanding debts to be written off, rather than creating barriers to correcting errors. Correcting errors does not constitute a 'write off' of a bad or uncollectable debt.

Proposal

The existing delegation says the following:

F1: Outstanding Debtors

The Chief Executive Officer is delegated the authority to write off uncollectable, economically uncollectable or erroneously created debts, in the following manner:

1. Where a Sundry Debtor invoice has:
 - a. a value of less than two hundred and fifty dollars;
 - b. has been outstanding for at least 90 days; and
 - c. in the Chief Executive Officer's opinion, will not be economically practical to pursue payment of the account through the court system;

the Chief Executive Officer may approve that the invoice be written off.

2. Where a Sundry Debtor invoice, less than two hundred and fifty dollars in value, has been raised in error, the Chief Executive Officer may approve that the invoice be written off.
3. Where Rates Debtor accounts have a balance less than ten dollars and, in the Chief Executive Officer's opinion, it will not be economically practical to pursue payment of the account through the court system, the Chief Executive Officer may approve that the amount be written off.
4. Where a Rates debtor amount, less than two hundred and fifty dollars, was raised in error, the Chief Executive Officer may approve that the amount be written off.

Reference: Local Government Act 1995 sections 5.42 & 6.12(c)

The proposed new delegation is as follows, with changes highlighted:

F1: Outstanding Debtors

The Chief Executive Officer is delegated the authority to write off uncollectable, economically uncollectable or erroneously created debts, in the following manner:

1. Where a Sundry Debtor invoice has:
 - a. a value of less than two hundred and fifty dollars;
 - b. has been outstanding for at least 90 days; and
 - c. in the Chief Executive Officer's opinion, will not be economically practical to pursue payment of the account through the court system;

the Chief Executive Officer may approve that the invoice be written off.

2. Where a Sundry Debtor invoice, ~~less than two hundred and fifty dollars in value~~, has been raised in error, the Chief Executive Officer may approve that the invoice be cancelled. The circumstances of the error and the corrective action will be fully documented for audit purposes.
3. Where Rates Debtor accounts have a balance less than ten dollars and, in the Chief Executive Officer's opinion, it will not be economically practical to pursue payment of the account through the court system, the Chief Executive Officer may approve that the amount be written off.
4. Where a Rates debtor amount, less than two hundred and fifty dollars, was raised in error, the Chief Executive Officer may approve that the amount be written off.

Reference: Local Government Act 1995 sections 5.42 & 6.12(c)

Discussion

Nothing in this proposal involves relaxing arrangements in relation to bad debts. However with the substantial scale of grants over the next 5 years delays in correcting invoicing errors can have an impact on cash flows. Waiting for the next Council meeting, or calling a special meeting before the corrected invoice can be raised is unnecessarily cumbersome.

Statutory Environment - Nil

Policy Implications

A change to delegation F1: Outstanding Debtors is proposed.

Financial Implications

No impact on financial position, though the change may improve cash flow.

Economic Implication - Nil

Environmental Considerations - Nil

Consultation

The proposed change was flagged with Council when it considered the last correction.

Options

Council may resolve to

1. Adopt the proposed delegation, or
2. Retain the existing delegation.

If Council opts not to support the Officer's Recommendation Council will need to provide reasons.

Voting Requirements – Absolute Majority

OFFICER'S RECOMMENDATION:

That Council replaces Delegation F1: Outstanding Debtors with the following:

F1: Outstanding Debtors

The Chief Executive Officer is delegated the authority to write off uncollectable, economically uncollectable or erroneously created debts, in the following manner:

1. **Where a Sundry Debtor invoice has:**
 - a. **a value of less than two hundred and fifty dollars;**
 - b. **has been outstanding for at least 90 days; and**
 - c. **in the Chief Executive Officer's opinion, will not be economically practical to pursue payment of the account through the court system;**

the Chief Executive Officer may approve that the invoice be written off.
2. **Where a Sundry Debtor invoice has been raised in error, the Chief Executive Officer may approve that the invoice be cancelled. The circumstances of the error and the corrective action will be fully documented for audit purposes.**
3. **Where Rates Debtor accounts have a balance less than ten dollars and, in the Chief Executive Officer's opinion, it will not be economically practical to pursue payment of the account through the court system, the Chief Executive Officer may approve that the amount be written off.**
4. **Where a Rates debtor amount, less than two hundred and fifty dollars, was raised in error, the Chief Executive Officer may approve that the amount be written off.**

Reference: Local Government Act 1995 sections 5.42 & 6.12(c)

9.3 MANAGER OF WORKS AND SERVICES:

Nil at this time

9.4 CEMETERY ADVISORY COMMITTEE

9.4.1	Recommendation from the October 2022 Meeting of the Cemeteries Advisory Committee
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Applicant:	Cemeteries Advisory Committee
File Ref. No:	ADM 326
Disclosure of Interest:	Nil
Date:	28 October 2022
Author:	Stan Scott - CEO
Attachments:	Minutes of the Cemeteries Advisory Committee 28 October 2022

Summary

Council is requested to consider the recommendations from the inaugural Meeting of the Cemeteries Advisory Committee.

Background

The Cemeteries Advisory Committee was formed in 2019. Covid restrictions imposed during 2020 and 2021 meant the committee never had the opportunity to meet. Following the 2021 Ordinary Election Council decided to continue with the committee and appointed Cr Julie Christensen as its delegate to the committee, and Cr Adrian Kowald as proxy.

The committee met for the first time on 28 October 2022 and will meet every 6 months on the last Friday of April and October. Cr Christensen was elected as the presiding member

Committee Business

There are a number of established graves at the Cuballing Cemetery, together with a list of burials. However, it is not clear which person is interred in which grave. Community members have attempted to resolve this through a public invitation to the cemetery for a morning tea and busy bee. This did not result in any new information.

There is proposed to be further consultation with staff and former staff from Dawson's Funeral Home in Narrogin. It is proposed that we allow until the end of 2022 for any new information. If nothing is forthcoming it is proposed that the Shire Purchase grave markers in the names of those known to be buried and place the markers on the unmarked graves based of the best available information.

Comment

The Cemeteries Advisory Committee was formed with the following remit.

This new committee will be established to make recommendations to Council on matters relating to the Popanyinning Cemetery, the Cuballing Cemetery, lonely and heritage graves,

niche facilities, the Shire of Cuballing Cemeteries Local Law 1998 generally, including but not limited to;

- *Fees and charges;*
- *Maintenance quality, practices and procedures;*
- *Infrastructure requirements;*
- *Design elements;*
- *Relevant and required Policies;*
- *Availability of supply and;*
- *Trends in cemetery management and community expectations and needs*

This Committee has one Council delegate and 4 delegates appointed by Council. This Committee was scheduled to meet in March 2020 but was interrupted by COVID.

Strategic Implications - Nil

Statutory Environment – Nil

Council's Cemetery obligations are set out in the *Cemeteries Act 1986*. The Act sets out the requirements for managing cemeteries by Cemetery Boards. Section 6 of the Act provides for the Council of the Local Government to perform the functions of the board for cemeteries vested in the Local Government.

The *Shire of Cuballing Local Law relating to the Cuballing and Popanyinning Cemeteries* provides that, subject to any directions given by Council, the CEO will perform all the powers and functions of the board.

Policy Implications Nil

Financial Implications

The Shire makes an annual budget allocation to the maintenance of the cemeteries.

Economic Implication - Nil

Environmental Considerations - Nil

Consultation

There has been some recent public consultation to attempt to determine which graves are occupied by which people. Little new information was forthcoming.

Options

The Council can resolve to accept or reject the committee's recommendations. Both Resolution 1 and Resolution 2 were in line with officer recommendations. Resolution 3 arose from committee deliberations and has the support of the CEO.

Voting Requirements - Simple Majority

Committee Recommendation 1:

That Committee meet every 6 months on the last Friday in April and October.

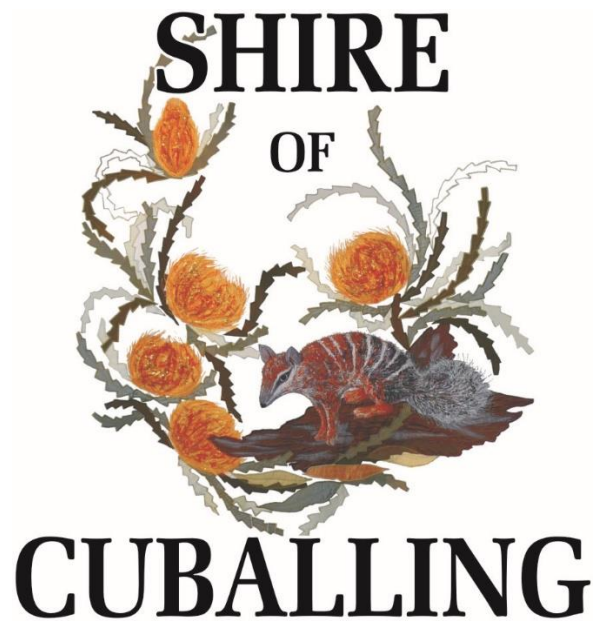
Committee Recommendation 2:

That Council authorise the CEO to:

- **Advertise in the Cuby News seeking any additional information;**
- **Invite current or former staff of Dawson's Funeral Home to provide any information they may have on the location of particular burials;**
- **Purchase grave markers based on the list of burials – Metal plaques on rocks preferred.**
- **Based on the best information available by 31 December 2022, place markers on the unmarked graves; and**
- **In the event new information becomes available move grave markers to reflect the best available information.**

Committee Resolution 3:

That Council schedule a review of the Shire of Cuballing Cemeteries Local Law.



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

Minutes

for the

Cemeteries Advisory Committee

held at

2.00 Pm Friday 28th October 2022

Shire of Cuballing
Council Chambers
Campbell Street, Cuballing

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1. **DECLARATION OF OPENING:**

The CEO declared the meeting open at 2.02 pm.

1.1 Election of Office Bearers

As this is the inaugural meeting of the Cemeteries Advisory Committee the CEO will take the Chair and invite nominations for the position of Presiding Member.

The CEO invited nominations for the position of Presiding Member. Cr Christensen was nominated. As there were no further nominations Cr Christensen was declared Elected unopposed.

The committee was asked to determine whether to elect a Deputy Presiding Member.

*The Committee decided **not** to elect a Deputy Presiding member.*

As no Deputy was elected the committee will choose a member to chair the meeting if the presiding member is absent.

2. **ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:**

2.1.1 Attendance

Members

Cr Julie Christensen (Presiding Member)
Mr Reis Chattillon
Ms Helen Elliott
Ms Monique D'Alton

Others

Cr Adrian Kowald
Mr Stan Scott (CEO – Minutes)

2.1.2 Apologies

Ms Dianne Ferguson

2.1.3 Leave of Absence

Nil

3. **STANDING ORDERS:**

Committee Resolution:

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

Moved Mr Chattillon

Seconded Ms Elliott

Carried 4/0

4. PUBLIC QUESTION TIME:**4.1 Response to Previous Questions Taken On Notice:**

Not applicable – inaugural meeting

4.2 Written Questions Provided in Advance:

Nil

4.3 Public Questions from the Gallery:

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE:

Nil

6. CONFIRMATION OF MINUTES:

Not applicable – inaugural meeting

**7. PETITIONS/DEPUTATIONS/PRESENTATIONS/
SUBMISSIONS:**

Nil

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:**

9.1	Business of the Committee
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Applicant: Shire of Cuballing
 File Ref. No: ADM 326
 Disclosure of Interest: Nil
 Date: 24 October 2022
 Author: Stan Scott - CEO
 Attachments:

Summary

This is the inaugural Meeting of the Cemeteries Advisory Committee. The committee can determine its proposed meeting schedule and matters of interest to the committee.

Background

The Cemeteries Advisory Committee was formed in 2019. Covid restrictions imposed during 2020 and 2021 meant the committee never had the opportunity to meet. Following the 2021 Ordinary Election Council decided to continue with the committee and appointed Cr Julie Christensen as its delegate to the committee, and Cr Adrian Kowald as proxy.

The committee is requested to determine its proposed meeting schedule.

There are a number of established graves at the Cuballing Cemetery, together with a list of burials. However, it is not clear which person is interred in which grave. Community members have attempted to resolve this through a public invitation to the cemetery for a morning tea and busy bee. This did not result in any new information.

There is proposed to be further consultation with staff and former staff from Dawson's Funeral Home in Narrogin. It is proposed that we allow until the end of 2022 for any new information. If nothing is forthcoming it is proposed that the Shire Purchase grave markers in the names of those known to be buried and place the markers on the unmarked graves based of the best available information.

Comment

The Cemeteries Advisory Committee was formed with the following remit.

This new committee will be established to make recommendations to Council on matters relating to the Popanyinning Cemetery, the Cuballing Cemetery, lonely and heritage graves, niche facilities, the Shire of Cuballing Cemeteries Local Law 1998 generally, including but not limited to;

- *Fees and charges;*
- *Maintenance quality, practices and procedures;*
- *Infrastructure requirements;*
- *Design elements;*
- *Relevant and required Policies;*
- *Availability of supply and;*

- *Trends in cemetery management and community expectations and needs*

This Committee has one Council delegate and 4 delegates appointed by Council. This Committee was scheduled to meet in March 2020 but was interrupted by COVID.

With appointment of a Council delegate this Committee is will decide their own meeting schedule. This is expected to be several times each year.

The purpose of the committee, as set out by Council, is quite broad. The committee has no delegated authority and all decisions will become recommendations to Council.

Strategic Implications - Nil

Statutory Environment – Nil

Council's Cemetery obligations are set out in the *Cemeteries Act 1986*. The Act sets out the requirements for managing cemeteries by Cemetery Boards. Section 6 of the Act provides for the Council of the Local Government to perform the functions of the board for cemeteries vested in the Local Government.

The *Shire of Cuballing Local Law relating to the Cuballing and Popanyinning Cemeteries* provides that, subject to any directions given by Council, the CEO will perform all the powers and functions of the board.

Policy Implications Nil

Financial Implications

The Shire makes an annual budget allocation to the maintenance of the cemeteries.

Economic Implication - Nil

Environmental Considerations - Nil

Consultation

There has been some recent public consultation to attempt to determine which graves are occupied by which people. Little new information was forthcoming.

Options

The committee may resolve:

1. the Officer's Recommendation; OR
2. an alternative resolution with reasons.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

1. That Committee meet every 6 months on the last Friday in April and October;
2. That Council authorise the CEO to:
 - Advertise in the Cuby News seeking any additional information;
 - Invite current or former staff of Dawson's Funeral Home to provide any information they may have on the location of particular burials;
 - Purchase grave markers based on the list of burials;
 - Based on the best information available by 31 December 2022, place markers on the unmarked graves; and
 - In the event new information becomes available move grave markers to reflect the best available information.

Committee Resolution 1:

That Committee meet every 6 months on the last Friday in April and October;

Moved Ms D'Alton

Seconded Ms Elliott

Carried 4/0

Committee Resolution 2:

That Council authorise the CEO to:

- **Advertise in the Cuby News seeking any additional information;**
- **Invite current or former staff of Dawson's Funeral Home to provide any information they may have on the location of particular burials;**
- **Purchase grave markers based on the list of burials – Metal plaques on rocks preferred.**
- **Based on the best information available by 31 December 2022, place markers on the unmarked graves; and**
- **In the event new information becomes available move grave markers to reflect the best available information.**

Moved Mr Chattillon

Seconded Ms D'Alton

Carried 4/0

Committee Resolution 3:

That Council schedule a review of the Shire of Cuballing Cemeteries Local Law.

Moved Mr Chattillon

Seconded Ms D'Alton

Carried 4/0

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

Nil

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

Nil

12. CONFIDENTIAL ITEM:

Nil

13. NEXT MEETING

Committee members to meet on site at Popanyinning Cemetery Saturday 29th October and Cuballing Cemetery on Saturday 5th November. Committee Members are aware that a formal meeting is required to make recommendations to Council.

Next Meeting 2.00 pm, Friday 28th April 2022.

Prior to the next meeting the CEO will check on the status of existing cemetery plans and review signage at the pioneer cemetery.

14. CLOSURE OF MEETING: 3.10pm

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:

Nil at this time.

12. CONFIDENTIAL MATTERS:

Nil at this time

13. NEXT MEETING:

Ordinary Council Meeting, 2.00pm. Wednesday 21st December 2022 at the Shire of Cuballing Council Chambers, Campbell Street, Cuballing

14. CLOSURE OF MEETING: