


# SHIRE OF CUBALLING



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

## MINUTES

for the

**Ordinary Meeting of Council**

held

**3PM, WEDNESDAY 20 MARCH 2024**

Shire of Cuballing  
CWA Hall  
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:**

Meeting opened 3.00 pm

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

**2.1.1 Attendance**

Cr Eliza Dowling  
Cr Robert Harris  
Cr Scott Ballantyne  
Cr Adrian Kowald

President  
Deputy President

Mr Stan Scott  
Mr Narelle Rowe  
Mr Bruce Brennan

Chief Executive Officer  
Deputy Chief Executive Officer  
Manager of Work and Services

**2.1.2 Apologies**

Nil

**2.1.3 Leave of Absence**

Cr Steve Sexton

**3. STANDING ORDERS:**

**OFFICER'S RECOMMENDATION /COUNCIL RESOLUTION 2024/15**

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

**Moved Cr Kowald**

**Seconded Cr Ballantyne**

**CARRIED 4/0**

**Cr Ballantyne, Cr Harris, Cr Dowling, Cr Kowald Voted in Favour**

**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 21st February 2024

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2024/16**

**That the Minutes of the Ordinary Meeting of Council held on Wednesday 21 February 2024 be confirmed as a true record of proceedings.**

**Moved Cr Ballantyne**

**Seconded Cr Kowald**

**CARRIED 4/0**

**Cr Ballantyne, Cr Harris, Cr Dowling, Cr Kowald Voted in Favour**

**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 – February 2024
-------	----------------------------------

File Ref. No:	NA
Disclosure of Interest:	Nil
Date:	13 March 2024
Author:	Careese Raneri
Attachments:	9.1.1.1A List of Municipal Accounts 9.1.1.1B List of Credit Card Transactions 9.1.1.1C Petty Cash and Coles Card

#### **Summary**

**Council is to review payments made under delegation in February 2024.**

Background – Nil

Comment

Council is provided with details of payments and credit card transactions made during the month of February 2024 as listed in the attachments.

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 / COUNCIL RESOLUTION 2024/17**

**That Council receives:**

- 1. the List of Accounts paid in February 2024 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 \$458068.66 included at Attachment 9.1.1.1A.**
- 2. a summary of transactions completed on Credit Cards by Council Staff for the period ending 29 February 2024 included at Attachment 9.1.1.1B.**
- 3. a summary of transactions completed on Coles Cards and Petty Cash for the period ending 29 February 2024.**

**Moved Cr Kowald**

**Seconded Cr Ballantyne**

**CARRIED 4/0**

**Cr Ballantyne, Cr Harris, Cr Dowling, Cr Kowald Voted in Favour**

### LIST OF FEBRUARY 2024 MUNICIPAL FUND ACCOUNTS

Chq/EFT	Date	Name	Description	Amount
835	01/02/2024	Police Licensing Payments	Police Licensing Payments	-5919.60
835	02/02/2024	Police Licensing Payments	Police Licensing Payments	-31.10
835	05/02/2024	Police Licensing Payments	Police Licensing Payments	-50.00
20248	06/02/2024	Synergy	Electricity Charges - U 3 22 Campbell Street Cuballing	-2306.47
EFT8643	06/02/2024	Dews Mini Excavations	Drainage On Cuballing East - 300m Trench	-1320.00
EFT8642	06/02/2024	Cuby Tavern	Rates Incentive Prize Voucher	-200.00
EFT8641	06/02/2024	Cohesis Pty Ltd	Assisting The Shire of Cuballing As Part Of a Group Of 6 Local Governments	-5225.00
EFT8651	06/02/2024	Wallis Computer Solutions	Support Hours in Addition To Original Quotation	-161.41
EFT8650	06/02/2024	Regional Communication Solutions	1 X Cel Wifi Booster Kit	-1350.00
EFT8649	06/02/2024	Narrogin Pumps Solar and Spraying	1 X 50mm Joiner and 6 X Retic Wire Joiners	-48.29
EFT8648	06/02/2024	Narrogin Carpets and Curtains	Installation Of Curtains as Per Quote	-5758.50
835	06/02/2024	Police Licensing Payments	Police Licensing Payments	-162.00
EFT8640	06/02/2024	C. Moore	Reimbursement For Accidental Payment	-66.00
EFT8647	06/02/2024	Melchiorre Plumbing and Gas	Repair Leaking Outlet Pipe in Ladies Toilet in Popanyinning	-187.00
EFT8646	06/02/2024	McLeods Barristers & Solicitors	Application for New Title - CONTRACT OF SALE LOT (NO. 20) COWCHER STREET	-471.57
EFT8645	06/02/2024	Lo-Go Appointments	Contract - Temporary Rates Officer	-2007.34
EFT8644	06/02/2024	Farmworks Narrogin	1 X 20l Arrow 1 X 1lt Surround 1 X 10kg Pindone	-565.40
EFT8637	06/02/2024	Works Manager	50% Reimbursement Synergy	-167.20
EFT8638	06/02/2024	Burgess Rawson (WA) Pty Ltd	Water Consumption - Cuballing War Memorial - 02/11/2023 To 25/01/2024	-217.60
EFT8639	06/02/2024	Birds Silos & Shelters	Repairs To Damaged Shed Doors - Claim	-1573.00
835	07/02/2024	Police Licensing Payments	Police Licensing Payments	-35081.00
EFT8652	07/02/2024	Cloud Collections Pty Ltd	Debt Collection Services - September 2023	-440.00
EFT8653	07/02/2024	Great Southern Waste Disposal	Rubbish Removal - Recycling Service X 269 @ \$3.86 Each	-6276.20
EFT8654	07/02/2024	Mandurah Safety & Training Services Pty Ltd	4 Day Dogging Course (2 Participants)	-3828.93
20249	08/02/2024	Shire Of Cuballing	Cutlery, Plates, Cooking Utencils And Other Materials For The CWA Hall	-333.65
EFT8660	08/02/2024	Winc Australia Pty Limited	Stationary Order for Shire Office	-110.67
EFT8659	08/02/2024	Southpoint Nominees Pty Ltd T/As Acumentis South West (WA)	Valuation Of Land - Blackspot (Wandering-Narrogin Road)	-3850.00

EFT8655	08/02/2024	Builders Registration Board Building Commission	January Building Services Levy Remittance	-269.00
EFT8656	08/02/2024	Best Office Systems	Monthly Photocopier Charges	-340.76
EFT8658	08/02/2024	Great Southern Fuel Supplies	Bulk Diesel Fuel Delivery - Docket Number D2167600	-12659.53
EFT8661	08/02/2024	Zircodata Pty Ltd	Storage Of Records - Period 26/12/2023 To 25/01/2024	-22.43
EFT8657	08/02/2024	Eco-Edge Environmental Services	Fauna Habitat Assessment Wandering Narrogin Road	-993.93
835	09/02/2024	Police Licensing Payments	Police Licensing Payments	-977.50
835	12/02/2024	Police Licensing Payments	Police Licensing Payments	-193.70
835	13/02/2024	Police Licensing Payments	Police Licensing Payments	-993.20
DD4006.5	14/02/2024	Australian Super	Payroll Deductions	-1640.64
DD4006.4	14/02/2024	Hesta	Superannuation Contributions	-681.72
DD4006.3	14/02/2024	Hostplus Super	Superannuation Contributions	-568.91
DD4006.7	14/02/2024	MLC Super Fund	Superannuation Contributions	-272.10
DD4006.8	14/02/2024	Anz Smart Choice Super	Superannuation Contributions	-144.91
835	14/02/2024	Police Licensing Payments	Police Licensing Payments	-1781.10
DD4006.6	14/02/2024	Colonial First State	Superannuation Contributions	-272.09
DD4006.1	14/02/2024	Aware Super Pty Ltd	Payroll Deductions	-5216.51
DD4006.2	14/02/2024	Matrix Superannuation	Superannuation Contributions	-347.33
EFT8664	15/02/2024	Birds Silos & Shelters	12 X Gear Bags for Fire Uniforms	-858.00
EFT8665	15/02/2024	Cuballing Building Company	Cover In Eaves with Gutter Guard Cuballing Town Hall	-550.00
EFT8666	15/02/2024	Great Southern Fuel Supplies	MWS Fuel Card Usage - January 2024	-193.48
EFT8667	15/02/2024	Narrogin Auto Centre / Narrogin Ford, Mitsubishi and Nissan	45,000 Km Service - Works Supervisor	-515.00
EFT8668	15/02/2024	Narrogin Earthmoving and Concrete	Smooth Drum Roller Wet Hire for Stratherne Road	-4048.00
EFT8669	15/02/2024	Narrogin Pumps Solar and Spraying	4 Inch To 3 Inch Adaptor for Rear Off Tanker to Stabilizer Suction.	-157.51
EFT8670	15/02/2024	DCEO	Reimbursement Of Internet Costs	-70.83
EFT8671	15/02/2024	Parrys Narrogin	Work Wear for outside Workers	-655.55
EFT8663	15/02/2024	BMR Mechanical Pty Ltd	Repair Or Replace Faulty Brake Booster	-737.67
EFT8662	15/02/2024	BKS Electrical	Replace Broken Screen Review and Upload Footage from Fire Insert Line Crossings CCTV	-1045.00
DD4015.1	15/02/2024	Telstra	Sign Board Charges - March 2024	-14.50
835	15/02/2024	Police Licensing Payments	Police Licensing Payments	-92.65
DD4014.1	15/02/2024	Telstra	Landlines - Shire Office	-285.07
DD4012.1	15/02/2024	Telstra	SMS Message Harvest Ban Service - Feb 2024	-205.83
20250	15/02/2024	Synergy	Street Lights X 43	-669.11
835	16/02/2024	Police Licensing Payments	Police Licensing Payments	-1329.30
DD4022.1	16/02/2024	Telstra	Mobile Charges for February 2024	-408.83

EFT8672	16/02/2024	Stallion Homes	50% Retention Release for The Cuballing Independent Living Units	-58147.98
835	19/02/2024	Police Licensing Payments	Police Licensing Payments	-161.60
20252	20/02/2024	Water Corporation	Water Charges - Standpipe at Ridley Street Cuballing	-7474.82
20251	20/02/2024	Synergy	Electricity Charges - Street Light X 43	-4012.40
835	20/02/2024	Police Licensing Payments	Police Licensing Payments	-32.20
EFT8683	21/02/2024	R Munns Engineering Consulting Services	Engineer Consult for Design and Drawings for Austral St	-4188.82
EFT8685	21/02/2024	Westrac	Repair Cat 930g Loaders Fuel Pump	-8351.88
EFT8676	21/02/2024	McDougall Weldments	Monthly Account - Various Materials	-270.00
EFT8675	21/02/2024	Goodyear Autocare Narrogin	Repair 2 X Roller Compacting Tyres	-190.00
EFT8679	21/02/2024	Narrogin Pumps Solar and Spraying	2.5m Clear Tubing and 2 X Hose Clamps	-28.16
EFT8684	21/02/2024	S W Young Farming Co	Purchase Of 3,500m3 Gravel for Stratherne Road Shoulder Widening	-14300.00
EFT8682	21/02/2024	Pingelly Quality Meats	Bacon For Australia Day 2024 8kg	-248.00
EFT8674	21/02/2024	BMR Mechanical Pty Ltd	1 X Set of Suzi Coils for UD Truck	-98.47
EFT8673	21/02/2024	BKS Electrical	Call Out to Repair Popanyinning Standpipe	-209.00
EFT8681	21/02/2024	PYNC Invasive Animal Control	Trapping Of Possums in Cuballing Hall Roof	-82.50
EFT8680	21/02/2024	Narrogin Embroidery	Embroidery Of Shire Logo and Name On 3 X Shirts	-42.00
EFT8677	21/02/2024	McPest Pest Control	Spider Spraying	-440.00
EFT8678	21/02/2024	Narrogin Auto Electrics	Call Out to Inspect Cat Steel Roller	-1400.46
835	22/02/2024	Police Licensing Payments	Police Licensing Payments	-159.45
835	23/02/2024	Police Licensing Payments	Police Licensing Payments	-1204.75
EFT8687	26/02/2024	Western Stabilisers	Part Payment of Works on Stratherne Road	-122195.90
EFT8686	26/02/2024	Bitutek	Primer Seal Strathern Rd	-68763.20
DD4043.1	26/02/2024	Aussie Broadband	Monthly Internet Charges - Shire Office - March 2024	-79.00
835	28/02/2024	Police Licensing Payments	Police Licensing Payments	-431.20
DD4028.1	28/02/2024	Australian Super	Payroll Deductions	-1666.07
DD4028.2	28/02/2024	Aware Super Pty Ltd	Superannuation Contributions	-4750.29
DD4028.3	28/02/2024	Matrix Superannuation	Superannuation Contributions	-338.38
DD4028.4	28/02/2024	Hostplus Super	Superannuation Contributions	-568.91
DD4028.5	28/02/2024	Hesta	Superannuation Contributions	-681.72
DD4028.6	28/02/2024	Colonial First State	Superannuation Contributions	-272.09
DD4028.7	28/02/2024	MLC Super Fund	Superannuation Contributions	-272.10
DD4028.8	28/02/2024	Anz Smart Choice Super	Superannuation Contributions	-212.86
DD4028.9	28/02/2024	Mercer Superannuation	Superannuation Contributions	-328.94
835	29/02/2024	Police Licensing Payments	Police Licensing Payments	-1392.55
Total				-419915.32

### CREDIT CARD TRANSACTIONS

<b>Creditor</b>	<b>Description</b>	<b>Amount</b>
Booking.Com	Accommodation for excel training	\$ 330.63
Thing-a-me-bobs	Felt Stickers for Shire Furniture	\$ 19.96
Cuby Tavern	Dinner for Council Meeting on the 21st of February	\$ 366.70
BP Kewdale	Fuel for CEO vehicle	\$ 234.01
Booking.com	Accommodation for Project Officer for Grant Training	\$ 392.70
Public transport Authority	Transport for Admin Officer for Trelis training	\$ 58.70
Ampol Narrogin	Fuel for DCEO Vehicle	\$ 30.07
Seek	Advertisement for Admin Safety Position	\$ 401.50
Return to Taxed Pty Ltd	FBT Conference	\$ 385.00
Moore Australia	2024 Budget Workshop	\$1,320.00
Shire of Cuballing	Annual renewal for CN10015	\$ 25.30
Knightline Computers	Adaptor cord for DCEO Computer	\$ 37.95
Harvey Norman	Dash Cams for Fire Shire Vehicles	\$1,096.00
Reece	Graded Gully pit for Drainage	\$ 658.49
Coles	Batteries	\$ 27.50
Australia Post	SD Cards x 2	\$ 78.00
Bunnings Warehouse	Paint for the Cuballing Entry Statement	\$ 159.40
Bunnings Warehouse	Jumper Leads for Depot	\$ 39.00
McIntosh & Sons	Parts FOR Shire Fire Truck	\$ 165.55
Mainroads	RAV Permit for CN10015	\$ 432.00
<b>Total</b>		<b>\$6,258.46</b>

## PETTY CASH AND COLES CARD PAYMENTS

Item details	CWA Hall	IT & Computer Maintenance	Total
	<b>C164-999-3001</b>	<b>1042930.520</b>	
Groceries			
Misc (Cleaning supplies)			
Stationery/Postage			
Materials	295.70	37.95	333.65
Licensing			
<b>Total</b>			<b>333.65</b>

## Coles Card

Item details	Refund	Refreshment	Total
	<b>1042510.17</b>	<b>04105</b>	
Groceries		488.20	
Misc (Cleaning supplies)			
Stationery/Postage			
Outside Staff Goods			
Staff			
Licensing			
<b>Total</b>			<b>488.20</b>



## 9.1.2 Statement of Financial Activity

Applicant: N/A  
File Ref. No: ADM214  
Disclosure of Interest: Nil  
Date: 14 March 2024  
Author: Narelle Rowe, Deputy Chief Executive Officer  
Attachments: 9.1.2A Statement of Financial Activity

### **Summary**

**Council is to consider the Statement of Financial Activity for February 2024.**

### **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**

Nil.

**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: 2024/18**

**That the Statement of Financial Activity, as included at Attachment 9.1.2A for the Shire of Cuballing for period ending 29 February 2024 be received.**

**Moved Cr Kowald**

**Seconded Cr Ballantyne**

**CARRIED 4/0**

**Cr Ballantyne, Cr Harris, Cr Dowling, Cr Kowald Voted in Favour**

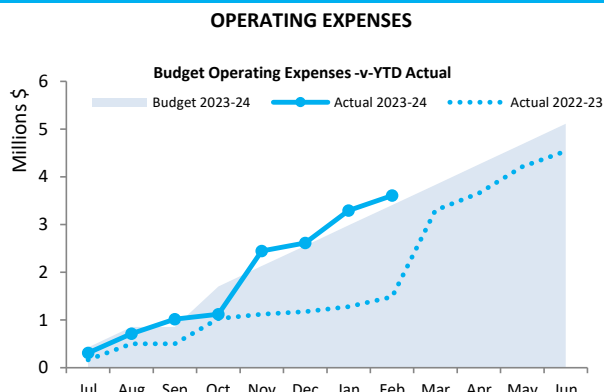
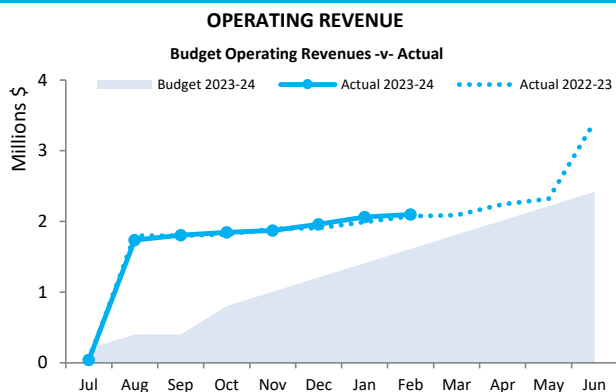
**SHIRE OF CUBALLING**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 29 February 2024**

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

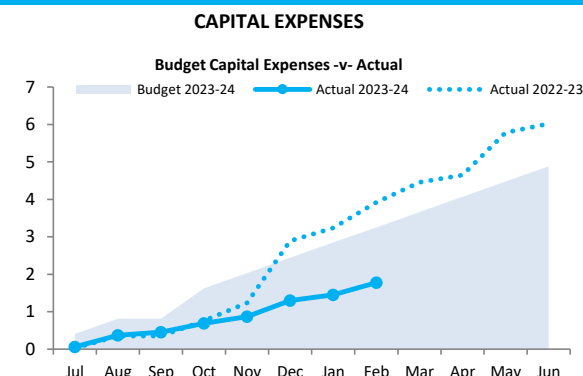
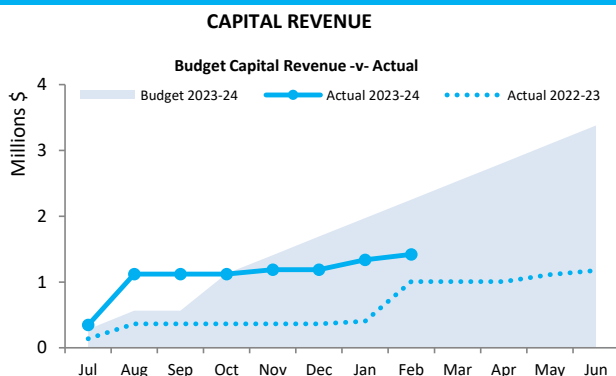
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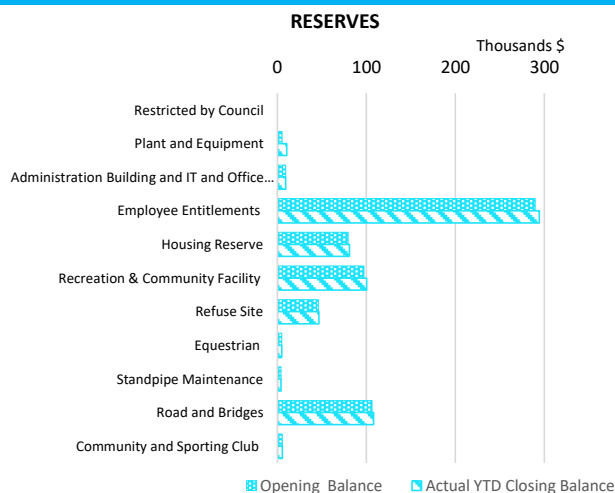
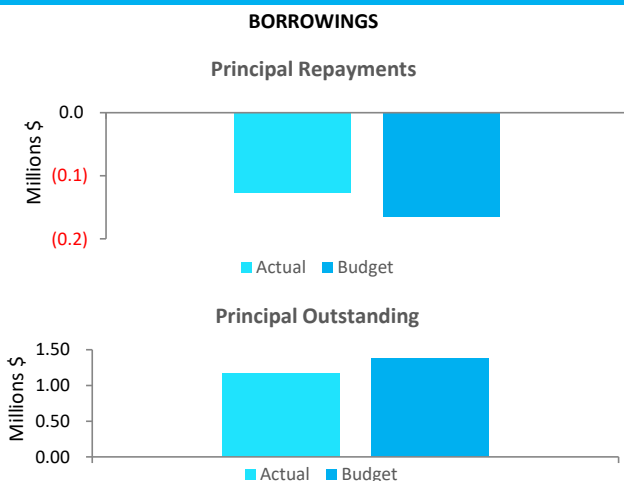
**OPERATING ACTIVITIES**



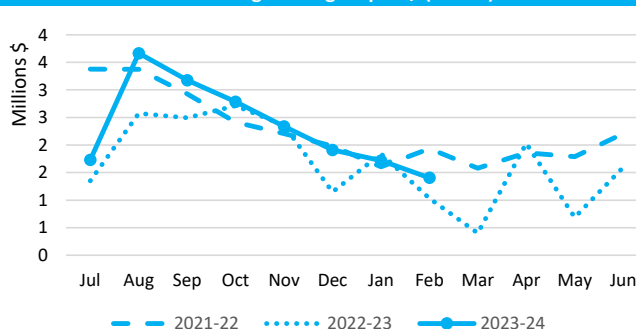
**INVESTING ACTIVITIES**



**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)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.81 M	\$1.81 M	\$1.68 M	(\$0.13 M)
Closing	\$0.03 M	\$1.04 M	\$1.41 M	\$0.37 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$0.73 M	49.1%
Restricted Cash	\$0.76 M	50.9%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$	% Outstanding
Trade Payables	\$0.04 M	
0 to 30 Days		100.0%
Over 30 Days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$	% Collected
Rates Receivable	\$0.21 M	87.3%
Trade Receivable	\$0.31 M	
Over 30 Days		99.4%
Over 90 Days		97.3%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.39 M)	(\$0.26 M)	\$0.22 M	\$0.48 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$1.47 M	
YTD Budget	\$0.95 M	55.7%

Refer to Statement of Financial Activity

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.25 M	
YTD Budget	\$0.32 M	(21.8%)

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.20 M	
YTD Budget	\$0.25 M	(17.5%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.42 M)		(\$0.35 M)	(\$0.35 M)

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.00 M	
Amended Budget	\$0.08 M	(94.0%)

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$1.78 M	
Amended Budget	\$4.88 M	(63.6%)

Refer to Note 7 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$1.42 M	
Amended Budget	\$3.38 M	(58.0%)

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.03 M	\$0.18 M	(\$0.14 M)	(\$0.33 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.13 M
Interest expense	\$0.02 M
Principal due	\$1.16 M

Refer to Note 8 - Borrowings

Reserves	
Reserves balance	\$0.66 M
Interest earned	\$0.02 M

Refer to Note 10 - Cash Reserves

Lease Liability	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M

Refer to Note 9 - Lease Liabilities

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

## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 29 FEBRUARY 2024

## 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.

#### 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 29 FEBRUARY 2024**

**BY NATURE OR TYPE**

	Ref	Amended Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	1,805,569	1,805,569	1,677,435	(128,134)	(7.10%)	
<b>Revenue from operating activities</b>							
Rates		1,417,951	945,296	1,471,940	526,644	55.71%	▲
Operating grants, subsidies and contributions	12	476,885	317,896	248,439	(69,457)	(21.85%)	▼
Fees and charges		367,691	245,048	202,284	(42,764)	(17.45%)	▼
Interest earnings		83,550	55,688	48,090	(7,598)	(13.64%)	▼
Other revenue		88,270	58,824	128,285	69,461	118.08%	▲
Profit on disposal of assets	6	5,137	3,424	0	(3,424)	(100.00%)	
		<b>2,439,484</b>	<b>1,626,176</b>	<b>2,099,038</b>	<b>472,862</b>	<b>29.08%</b>	
<b>Expenditure from operating activities</b>							
Employee costs		(1,086,640)	(724,024)	(827,693)	(103,669)	(14.32%)	▼
Materials and contracts		(1,201,509)	(800,064)	(704,066)	95,998	12.00%	▲
Utility charges		(180,803)	(120,392)	(57,885)	62,507	51.92%	▲
Depreciation on non-current assets		(2,277,131)	(1,518,000)	(1,720,296)	(202,296)	(13.33%)	▼
Interest expenses		(52,020)	(34,664)	(17,753)	16,911	48.79%	▲
Insurance expenses		(226,979)	(151,224)	(209,144)	(57,920)	(38.30%)	▼
Other expenditure		(76,245)	(50,808)	(60,754)	(9,946)	(19.58%)	▼
Loss on disposal of assets	6	(10,840)	(7,224)	(8,793)	(1,569)	(21.72%)	
		<b>(5,112,167)</b>	<b>(3,406,400)</b>	<b>(3,606,384)</b>	<b>(199,984)</b>	<b>5.87%</b>	
Non-cash amounts excluded from operating activities	1(a)	2,282,834	1,521,800	1,729,089	207,289	13.62%	▲
<b>Amount attributable to operating activities</b>		<b>(389,849)</b>	<b>(258,424)</b>	<b>221,743</b>	<b>480,167</b>	<b>(185.81%)</b>	
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	3,379,313	2,252,848	1,420,043	(832,805)	(36.97%)	▼
Proceeds from disposal of assets	6	75,955	308,079	4,545	(303,534)	(98.52%)	▼
Payments for property, plant and equipment and infrastructure	7	(4,880,044)	(3,253,168)	(1,775,409)	1,477,759	45.43%	▲
<b>Amount attributable to investing activities</b>		<b>(1,424,776)</b>	<b>(692,241)</b>	<b>(350,821)</b>	<b>341,420</b>	<b>(49.32%)</b>	
<b>Financing Activities</b>							
Proceeds from new debentures	8	250,000	0	0	0	0.00%	
Transfer from reserves	10	0	444,887	0	(444,887)	(100.00%)	▼
Payments for principal portion of lease liabilities	9	(2,000)	0	0	0	0.00%	
Repayment of debentures	8	(164,504)	(124,980)	(126,646)	(1,666)	(1.33%)	
Transfer to reserves	10	(48,921)	(135,727)	(16,621)	119,106	87.75%	▲
<b>Amount attributable to financing activities</b>		<b>34,575</b>	<b>184,180</b>	<b>(143,267)</b>	<b>(327,447)</b>	<b>(177.79%)</b>	
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>25,519</b>	<b>1,039,084</b>	<b>1,405,090</b>	<b>366,006</b>	<b>(35.22%)</b>	▲

**KEY INFORMATION**

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

Refer to Note 16 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 14 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 14 March 2024



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

**(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	Amended Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	6	(5,137)	(3,424)	0
Add: Loss on asset disposals	6	10,840	7,224	8,793
Add: Depreciation on assets		2,277,131	1,518,000	1,720,296
<b>Total non-cash items excluded from operating activities</b>		<b>2,282,834</b>	<b>1,521,800</b>	<b>1,729,089</b>

**(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.

		Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 29 February 2024
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	10	(648,026)	(648,026)	(664,647)
Add: Borrowings	8	164,504	327,535	36,385
Add: Provisions employee related provisions	11	270,754	284,448	284,448
Add: Lease liabilities	9	2,000	2,000	0
<b>Total adjustments to net current assets</b>		<b>(210,768)</b>	<b>(34,043)</b>	<b>(343,814)</b>

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

**Current assets**

Cash and cash equivalents	2	1,940,452	2,003,638	1,496,204
Rates receivables	3	155,806	155,806	206,017
Receivables	3	532,361	153,286	308,290
Other current assets	4	224,383	244,461	244,461

**Less: Current liabilities**

Payables	5	(302,841)	(135,164)	(88,672)
Borrowings	8	(164,504)	(327,535)	(36,385)
Contract liabilities	11	(96,566)	(96,566)	(96,566)
Lease liabilities	9	(2,000)	(2,000)	0
Provisions	11	(270,754)	(284,448)	(284,448)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(210,768)</b>	<b>(34,043)</b>	<b>(343,811)</b>

**Closing funding surplus / (deficit)**

**1,805,569      1,677,435      1,405,090**

**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		321,981	96,566	418,547		NAB	TBA	N/A
Municipal Cash Investments (Online and at call account)		412,309	0	412,309		NAB	TBA	N/A
Term Deposits - Restricted Funds		1	664,647	664,648		NAB	TBA	TBA
Term Deposits - Unrestricted Funds		0	0	0		NAB	TBA	TBA
Petty Cash		700	0	700		N/A	N/A	N/A
<b>Total</b>		<b>734,991</b>	<b>761,213</b>	<b>1,496,204</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		734,991	761,213	1,496,204	0			
		<b>734,991</b>	<b>761,213</b>	<b>1,496,204</b>	<b>0</b>			

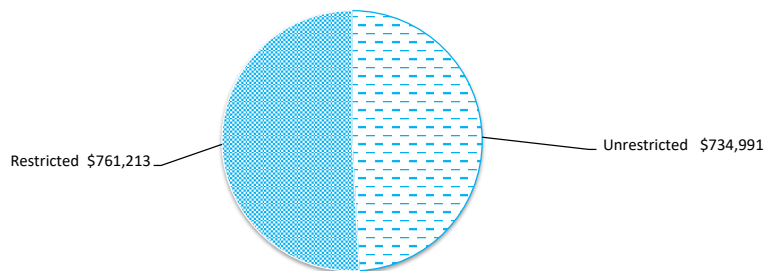
**KEY INFORMATION**

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.

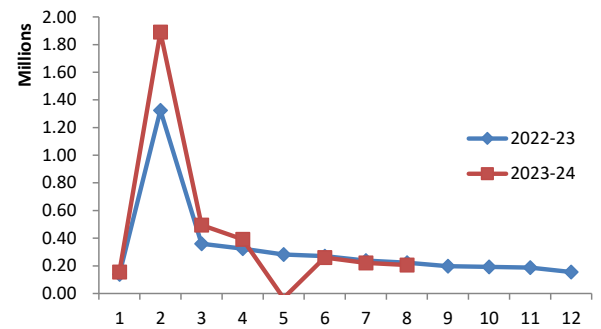
The local government classifies financial assets at amortised cost if both of the following criteria are met:

- 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 June 2023	29 Feb 2024
	\$	\$
Opening arrears previous years	155,806	155,806
Levied this year	1,966,471	1,471,940
Less - collections to date	(1,966,471)	(1,421,729)
<b>Gross rates collectable</b>	<b>155,806</b>	<b>206,017</b>
<b>Net rates collectable</b>	<b>155,806</b>	<b>206,017</b>
% Collected	92.7%	87.3%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(975)	1,542	2,200		101,383	104,150
Percentage	(0.9%)	1.5%	2.1%	0%	97.3%	
<b>Balance per trial balance</b>						
Sundry receivable						104,150
GST receivable						204,140
<b>Total receivables general outstanding</b>						<b>308,290</b>

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

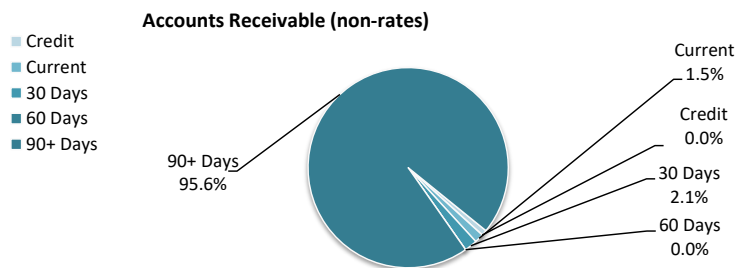
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 2023	Asset Increase	Asset Reduction	Closing Balance 29 February 2024
<b>Other current assets</b>	\$	\$	\$	\$
<b>Inventory</b>				
Fuel	33,510	0	0	33,510
<b>Total other current assets</b>	<b>244,461</b>	<b>0</b>	<b>0</b>	<b>244,461</b>

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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

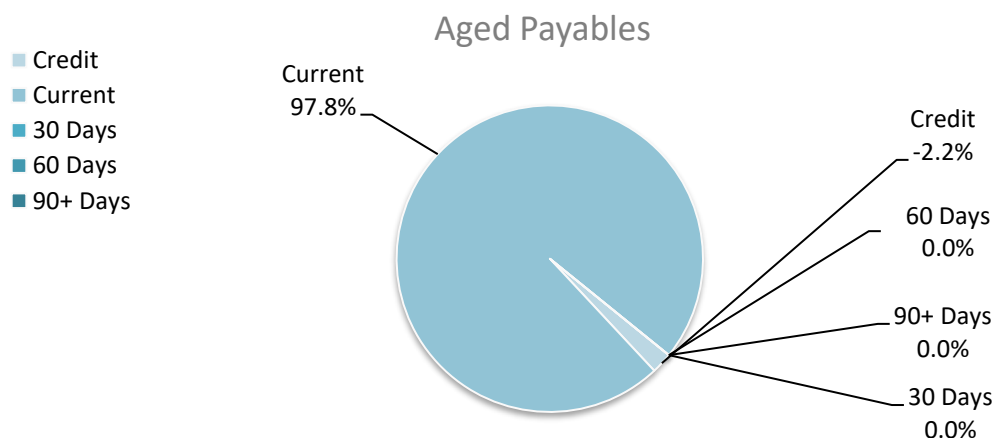
**OPERATING ACTIVITIES  
NOTE 5  
PAYABLES**

<b>Payables - general</b>	<b>Credit</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	\$	\$	\$	\$	\$	\$
Payables - general	(82)	3,603	0	0	0	3,521
Percentage	-2.3%	102.3%	0%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						44,061
ATO liabilities						33,467
Bonds & Deposits						11,144
<b>Total payables general outstanding</b>						<b>88,672</b>

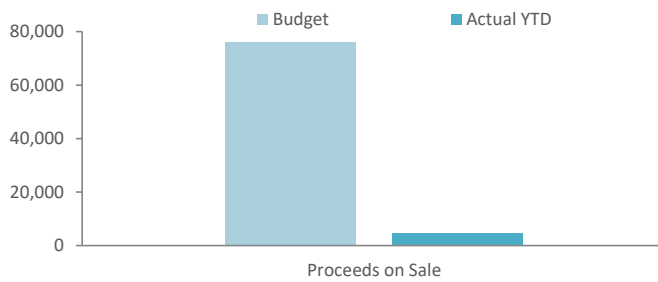
**Amounts shown above include GST (where applicable)**

**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)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Transport</b>								
	Generator	5,700	2,500	0	(3,200)	5,302	2,274	0	(3,028)
	Hino Truck	27,000	25,000	0	(2,000)	0	0	0	0
	Traffic Lights	8,640	3,000	0	(5,640)	8,036	2,271	0	(5,765)
	Works Utility	40,318	45,455	5,137	0	0	0	0	0
		<b>81,658</b>	<b>75,955</b>	<b>5,137</b>	<b>(10,840)</b>	<b>13,338</b>	<b>4,545</b>	<b>0</b>	<b>(8,793)</b>



Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	735,316	490,192	403,745	(86,447)
Plant and equipment	316,168	210,760	120,202	(90,558)
Infrastructure - roads	3,733,560	2,488,896	1,245,603	(1,243,293)
Infrastructure - bridges	40,000	26,664	5,350	(21,314)
Infrastructure - parks, ovals & playgrounds	25,000	16,664	0	(16,664)
Infrastructure - other	10,000	6,664	509	(6,155)
<b>Payments for Capital Acquisitions</b>	<b>4,880,044</b>	<b>3,253,168</b>	<b>1,775,409</b>	<b>(1,477,759)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	3,379,313	2,252,848	1,420,043	(832,805)
Borrowings	250,000	0	0	0
Other (disposals & C/Fwd)	75,955	308,079	4,545	(303,534)
Contribution - operations	1,168,776	692,241	350,821	(341,420)
<b>Capital funding total</b>	<b>4,880,044</b>	<b>3,253,168</b>	<b>1,775,409</b>	<b>(1,477,759)</b>

#### 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.

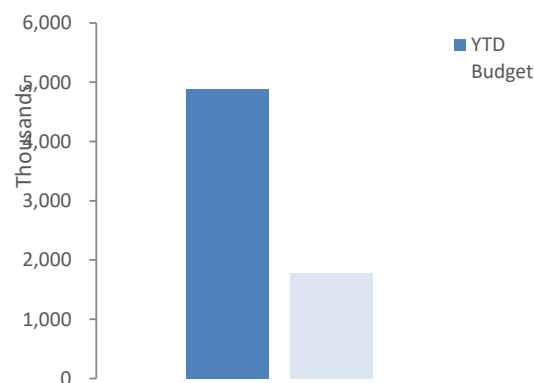
#### Initial recognition and measurement for assets held at cost

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



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

Account Description		Amended			Variance (Under)/Over	
		Budget	YTD Budget	YTD Actual		
		\$	\$	\$	\$	
<b>Land &amp; Buildings</b>						
	C214	Land Purchase - Light Industrial Area	250,000	166,664	1,000	(165,664)
	J4114D	Administration Office Refurbishment	19,141	12,760	18,016	5,256
	C084	Aged Persons Accommodation Capital Expense	213,000	142,000	174,002	32,002
	C158	Cuballing Transfer Station 17/18 - Waste Oil Facility	0	0	28	28
	C165	Building Renewal - Cuballing Recreation Centre	0	0	155	155
	C212	Ceo Residence - Solar Panels	5,000	3,328	4,864	1,536
	C205	Golf Club Facility Upgrade (Lrci Funds)	0	0	9,767	9,767
	11057	CCTV Camera's	0	0	25,510	25,510
	C213	Ceo Residence - Air Conditioner	11,418	7,608	11,419	3,811
	C162	Cuballing Town Hall - Capital Works	50,332	33,552	27,175	(6,377)
	C164	Building Renewal - Cuballing Cwa Hall	176,225	117,480	131,809	14,329
	C173	Skate Park Refurbishment	10,200	6,800	0	(6,800)
	<b>Total Buildings</b>		<b>735,316</b>	<b>490,192</b>	<b>403,745</b>	<b>(86,447)</b>
<b>Furniture &amp; Equipment</b>						
	04270	Capital Expenditure - Furniture & Equipment	20,000	13,328	0	(13,328)
	<b>Total Furniture &amp; Equipment</b>		<b>20,000</b>	<b>13,328</b>	<b>0</b>	<b>(13,328)</b>
<b>Plant &amp; Equipment</b>						
	11300	Capital Expenditure - Plant & Equipment - Generator	26,350	17,560	23,120	5,560
	12411	Two Way system for Plant	25,000	16,664	0	(16,664)
	12416	Capital Expenditure - Plant & Equipment - Hino Truck	97,540	65,024	0	(65,024)
	12421	Capital Expenditure - Plant & Equipment - Traffic Lights	37,000	24,664	36,052	11,388
	12428	Capital Purchase - Sewell Sweeper TB2000E	61,500	41,000	61,030	20,030
	12429	Capital Expenditure - Plant & Equipment - Plant Trailer	8,500	5,664	0	(5,664)
	12430	Capital Expenditure - Plant & Equipment - Utility	60,278	40,184	0	(40,184)
	<b>Total Plant &amp; Equipment</b>		<b>316,168</b>	<b>210,760</b>	<b>120,202</b>	<b>(90,558)</b>
<b>Roads</b>						
	R001E	Rrg Stratherne Rd 2022/23	179,695	119,784	226,709	106,925
	R001F	Stratherne Road 23-24 - Reconstruction & Shoulder Widening Slk	580,200	386,776	362,826	(23,950)
	R001C	Rrg Stratherne Road 2020/21 Shoulder Widening	0	0	2,760	2,760
	R129F	Wandering-Narrogin Road 2022/23	0	0	9,290	9,290
	R129G	Wandering Narrogin Road 23/24 - Final Seal	43,200	28,792	650	(28,142)
	RTR096	Roads To Recovery - Austral Street	142,500	94,992	4,489	(90,503)
	RTR140	Roads To Recovery - Campbell Street	28,359	18,880	0	(18,880)
	RTR004	Roads To Recovery Popanyinning Road East Gravel Sheeting	46,879	31,240	7,000	(24,240)
	BS129	Blackspot - Wandering Narrogin Road	15,000	10,000	4,772	(5,228)
	WF006R	Cuballing East Road 2021/22 Final Seal Works	160,050	106,696	0	(106,696)
	WF007R	Wheatbelt Secondary Freight Network - 2023/24 Cuballing East R	230,181	153,456	0	(153,456)
	WF007D	Wheatbelt Secondary Freight Network 2022/23 Cuby East Road-C	0	0	8,105	8,105
	WSF008	Wheatbelt Secondary Freight - Cuballing East Reconstruction Slk's	2,077,627	1,385,056	613,695	(771,361)
	WF129D	Wheatbelt Secondary Freight 2022/23 Narrogin Wandering Road-	229,869	153,224	5,307	(147,917)
	<b>Total Roads</b>		<b>3,733,560</b>	<b>2,488,896</b>	<b>1,245,603</b>	<b>(1,243,293)</b>
<b>Bridges</b>						
	11214	Bridge Improvements - Capital Upgrades	40,000	26,664	5,350	(21,314)
	<b>Total Bridges</b>		<b>40,000</b>	<b>26,664</b>	<b>5,350</b>	<b>(21,314)</b>
<b>Parks, Ovals &amp; Playgrounds</b>						
	C207	Heritage Walk Trail	10,000	6,664	0	(6,664)
	C209	Cuballing Skate Park Precinct Master Plan	15,000	10,000	0	(10,000)
	<b>Total Parks, Ovals &amp; Playgrounds</b>		<b>25,000</b>	<b>16,664</b>	<b>0</b>	<b>(16,664)</b>
<b>Other Infrastructure</b>						
	C203	Cuballing War Memorial	0	0	509	509
	C210	Cuballing Niche Wall	10,000	6,664	0	(6,664)
	<b>Total Other Infrastructure</b>		<b>10,000</b>	<b>6,664</b>	<b>509</b>	<b>(6,155)</b>
	<b>TOTAL CAPITAL EXPENDITURE</b>		<b>20,880,044</b>	<b>3,253,168</b>	<b>1,775,409</b>	<b>28 (1,477,759)</b>



Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2023	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Education and welfare</b>										
Aged Accommodation	65	781,151	0	0	(35,604)	(72,017)	745,547	709,134	(18,533)	(34,723)
<b>Transport</b>										
Grader	67	407,025	0	0	(83,186)	(76,689)	323,839	330,336	1,209	(15,209)
<b>Other property and services</b>										
Austral Land	64	100,111	0	0	(7,856)	(15,798)	92,255	84,313	(429)	(2,087)
Industrial Land	68	0	0	250,000	0	0	0	250,000	0	0
<b>Total</b>		<b>1,288,287</b>	<b>0</b>	<b>250,000</b>	<b>(126,646)</b>	<b>(164,504)</b>	<b>1,161,641</b>	<b>1,373,783</b>	<b>(17,753)</b>	<b>(52,019)</b>
Current borrowings		164,504					36,385			
Non-current borrowings		<u>1,123,783</u>					<u>1,125,256</u>			
		1,288,287					1,161,641			

All debenture repayments were financed by general purpose revenue.

The Shire has no unspent debenture funds as at 30th June 2023, nor is it expected to have unspent funds as at 30th June 2024.

**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.

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2023	New Leases		Principal Repayments		Principal Outstanding payments		Interest payments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and culture</b>										
Springhill Dam	LPF No.2	0	0	6,000	0	(2,000)	0	4,000	0	0
<b>Total</b>		0	0	6,000	0	(2,000)	0	4,000	0	0

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 29 FEBRUARY 2024

OPERATING ACTIVITIES  
NOTE 10  
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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>									
Plant and Equipment	5,106	1,204	5,258	22,000	0	0	0	28,310	10,364
Administration Building and IT and Office	9,270	371	141	0	0	0	0	9,641	9,411
Employee Entitlements	289,812	11,592	4,415	0	0	0	0	301,404	294,227
Housing Reserve	79,491	3,180	1,516	0	0	0	0	82,671	81,007
Recreation & Community Facility	97,430	3,897	2,748	0	0	0	0	101,327	100,178
Refuse Site	46,015	1,841	701	0	0	0	0	47,856	46,716
Equestrian	4,974	199	76	0	0	0	0	5,173	5,050
Standpipe Maintenance	4,149	166	62	0	0	0	0	4,315	4,211
Road and Bridges	106,394	4,256	1,622	0	0	0	0	110,650	108,016
Community and Sporting Club	5,385	215	82	0	0	0	0	5,600	5,467
	<b>648,026</b>	<b>26,921</b>	<b>16,621</b>	<b>22,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>696,947</b>	<b>664,647</b>

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 29 February 2024
<b>Other current liabilities</b>		\$		\$	\$	\$
<b>Other liabilities</b>						
- Capital grant/contribution liabilities		96,566	0	0	0	96,566
<b>Total other liabilities</b>		96,566	0	0	0	96,566
<b>Employee Related Provisions</b>						
Annual leave		112,204	0	0	0	112,204
Long service leave		172,244	0	0	0	172,244
<b>Total Employee Related Provisions</b>		284,448	0	0	0	284,448
<b>Total other current assets</b>		<b>381,014</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>381,014</b>
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13

#### 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

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	Amended Budget Revenue	YTD Budget	YTD Revenue
	1 July 2023		(As revenue)	29 Feb 2024	29 Feb 2024			Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>Governance</b>								
Income - Grant - Youth Development Traineeship Funding	0	0	0	0	0	0	0	38,000
<b>General purpose funding</b>								
Income - Grants Commission	0	0	0	0	0	117,254	78,168	19,673
<b>Law, order, public safety</b>								
Income - Fire Prevention - Grants	0	0	0	0	0	51,891	34,592	42,918
Income Fire Mitigation Grants	0	0	0	0	0	72,700	48,464	0
Income - DFES Aware Grant	0	0	0	0	0	0	0	20,900
<b>Education and welfare</b>								
Income Relating to Aged & Disabled - Age Friendly	0	0	0	0	0	6,120	4,080	6,120
<b>Recreation and culture</b>								
Income - Youth Activity Funding	0	0	0	0	0	1,000	664	0
INCOME - Community Development & Events	0	0	0	0	0	19,000	12,664	0
Community Development & Events - Grants	0	0	0	0	0	10,000	6,664	2,000
Community Development & Events - Other	0	0	0	0	0	4,000	2,664	0
<b>Transport</b>								
Income - Grant - MRWA Direct	0	0	0	0	0	102,932	68,616	102,932
Income - Grants Commission Local Road Grant	0	0	0	0	0	71,988	47,992	15,618
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>456,885</b>	<b>304,568</b>	<b>248,161</b>
<b>Operating contributions</b>								
<b>Other property and services</b>								
Income - Less Workers Compensation Claimed	0	0	0	0	0	20,000	13,328	278
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>13,328</b>	<b>278</b>
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>476,885</b>	<b>317,896</b>	<b>248,439</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 29 FEBRUARY 2024

NOTE 13

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 29 Feb 2024	Current Liability 29 Feb 2024	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>General purpose funding</b>								
Income - Community Infrastructure Grant - Commonwealth	0	0	0	0	0	24,777	16,512	0
Income - Phase 2 Community Infrastructure Grant - LRCI	0	0	0	0	0	18,752	12,496	0
Income - Phase 3 community Infrastructure Grant - LRCI	0	0	0	0	0	123,884	82,584	74,330
<b>Transport</b>								
Regional Road Grants	0	0	0	0	0	499,642	333,088	391,340
Wheatbelt Secondary Freight Network	0	0	0	0	0	2,404,741	1,603,160	954,373
WSFN - Income Wandering Narrogin Road	96,566	0	0	96,566	0	0	0	0
2022/23 Cuballing East Road Wheatbelt Secondary Freight	0	0	0	0	0	96,566	64,376	0
Roads to Recovery	0	0	0	0	0	210,951	140,632	0
	<b>96,566</b>	<b>0</b>	<b>0</b>	<b>96,566</b>	<b>0</b>	<b>3,379,313</b>	<b>2,252,848</b>	<b>1,420,043</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

**NOTE 14  
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 2023	Amount Received	Amount Paid	Closing Balance 29 Feb 2024
	\$	\$	\$	\$
Cuballing Cricket Club	200	0	0	200
Department of Transport - Licensing	658	176,239	(168,569)	8,328
	0			0
	<b>858</b>	<b>176,239</b>	<b>(168,569)</b>	<b>8,528</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

**NOTE 15  
BUDGET AMENDMENTS**

Proposed 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
				\$	\$	\$	\$
	<b>Budget Adoption</b>						25,519
	Opening Surplus(Deficit)		Opening Surplus(Deficit)				
	Nil Changes						
				0	0	0	25,519

**KEY INFORMATION**

Nil



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

**NOTE 16  
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 2023-24 year is \$5,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Timing/Permanent	Explanation of positive variances
				Comments
	\$	%		
<b>Opening funding surplus / (deficit)</b>	<b>(128,134)</b>	<b>(7.10%)</b>		
<b>Revenue from operating activities</b>				
Rates	526,644	55.71% ▲	Timing	Not material
Operating grants, subsidies and contributions	(69,457)	(21.85%) ▼	Timing	Budget estimate incorrect
Fees and charges	(42,764)	(17.45%) ▼	Timing	Aged Accommodation Units - Occupancy
Interest earnings	(7,598)	(13.64%) ▼	Timing	Maturity of Investments
Other revenue	69,461	118.08% ▲	Timing	BAS Reconciliation refund
Profit on disposal of assets	(3,424)	(100.00%)	Timing	Disposal of traffic lights, generator
<b>Expenditure from operating activities</b>				
Employee costs	(103,669)	(14.32%) ▼	Timing	WSFN discontinued, private works,
Materials and contracts	95,998	12.00% ▲	Timing	Not material
Utility charges	62,507	51.92% ▲	Timing	Water Corp credit applied
Depreciation on non-current assets	(202,296)	(13.33%) ▼	Timing	Depreciation on revaluation of Roads & Infrastructure
Interest expenses	16,911	48.79% ▲	Timing	Loan repayments - (budget allocated over 12 months)
Insurance expenses	(57,920)	(38.30%) ▼	Timing	Premiums paid in 2 instalments (budget allocated over 12 months)
Other expenditure	(9,946)	(19.58%) ▼	Timing	Timing - Budget allocated over 12 mths
Loss on disposal of assets	(1,569)	(21.72%)	Timing	Sale of Isuzu Generator
Non-cash amounts excluded from operating activities	207,289	13.62% ▲	Timing	Depreciation on revaluation of Roads & Infrastructure
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	(832,805)	(36.97%) ▼	Timing	WSFN - Awaiting Govt sign off
Proceeds from disposal of assets	(303,534)	(98.52%) ▼	Timing	Sale of Isuzu Generator (No.10092)
Payments for property, plant and equipment and infrastru	1,477,759	45.43% ▲	Timing	Road construction projects delayed, due to funding
Non-cash amounts excluded from investing activities	0	0.00%		Not Applicable
<b>Financing activities</b>				
Proceeds from new debentures	0		Timing	Not Applicable
Transfer from reserves	0	0.00% ▼	Timing	Not Applicable
Payments for principal portion of lease liabilities	0	0.00%	Timing	Not Applicable
Repayment of debentures	(1,666)	(1.33%)	Timing	Not Material
Transfer to reserves	119,106	87.75% ▲	Timing	Transfers to be completed in June 2024
<b>Closing funding surplus / (deficit)</b>	<b>366,006</b>	<b>(35.22%) ▼</b>	<b>Timing</b>	<b>As per the above explanations</b>

### 9.1.3 Budget Review 2023/2024

Applicant: N/A  
File Ref. No: ADM102  
Disclosure of Interest: Nil  
Date: 14 March 2024  
Author: Narelle Rowe  
Attachments: 9.2.1A Budget Review Statutory Report

#### **Summary**

The annual review of Council's budget is presented for adoption by Council.

#### **Background**

The Local Government (Financial Management) Regulations 1996, regulation 33A, requires:

- that Local Governments conduct a budget review between 1 January and last day of February each financial year.
- The review is to be presented to council for consideration within 30 days of completion; and
- A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

This review considers the financial position as at 29 February and projects Council's position by the end of the financial year.

#### **Comment**

The budget review has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards. Council adopted a 10% and a \$5,000 minimum for the reporting of material variances to be used in the statements of financial activity and the annual budget review.

These projections are estimates done to the best of the abilities of the staff involved consulting with current accounts, forecasted expenditures and current budgets. These estimates do not guarantee that the 2023/2024 projected results will match the end of year result.

The attached report provides an explanation for predicted variances shown in the Budget Review forecasts for this financial year.

The major variances found in the Budget Review, and reasons for them are set out below. Other variances are set out in attachment 9.2.1A.

#### **Grants Commission**

Financial Assistance Grants were overestimated during 2023/24 Budget preparation. undertaken.

- COA 3200, Grants Commission – Reduced INCOME \$91,023

### **Wheatbelt Secondary Freight Network (WSFN)**

Following commencement of WSFN projects, balance of funding for WSFN postponed to 2024/25 financial year due to failure of Federal Minister to sign necessary documentation.

- COA 12164 Wheatbelt Secondary Freight Network Governance - Reduced INCOME \$1,445,461.48

### **Standpipe Charges**

Standpipe income budgeted for increased water usage for WSFN road projects. Following postponement of WSFN funding, standpipe charges reduced accordingly.

- COA 13455 Standpipe Income – Reduce INCOME \$110,000.

### **Summary**

After working through the changes and corrections, including the significant changes to the WSFN funding some reductions have been identified as necessary in the budget review process.

In short, capital funding decreased by \$1,448,497 however this was offset by decreased capital expenditure of \$1,622,418 resulting in a net movement of \$76,435.

The Budget Review Report document is at Attachment 9.2.1A.

Strategic Implications - Nil

Statutory Environment

Local Government (Financial Management) Regulations 1996

Part 3 Annual budget — s. 6.2

33A. Review of budget

(1) Between 1 January and last day of February in each year a local government is to carry out a review of its annual budget for that year.

(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

(3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*\*Absolute majority required.*

(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Policy Implications - Nil

Financial Implications

The proposed amendments are largely based on things that we know have occurred or will occur. It has been challenging adopting the budget to accommodate the loss of substantial WSFN funding. Fortunately, staff have been able to reallocate resources and reduce expenditure to produce an acceptable result.

Economic Implication - Nil

Environmental Considerations - Nil

Consultation - Nil

Options

Council may resolve:

1. the Officer's Recommendation; or
2. not to receive the Budget Review for 2023/2024.

Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION: COUNCIL RESOLUTION 2024/19**

**That Council adopt the Budget Review for the financial year 2023/2024 that was conducted in accordance with Regulation 33A (2) and (3) of the Local Government (Financial Management) Regulation 1996.**

**Moved Cr Ballantyne**

**Seconded Cr Kowald**

**CARRIED 4/0**

**Cr Ballantyne, Cr Harris, Cr Dowling, Cr Kowald Voted in Favour**

**SHIRE OF CUBALLING  
BUDGET REVIEW REPORT  
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

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

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**SHIRE OF CUBALLING**  
**STATEMENT OF BUDGET REVIEW**  
**(NATURE OR TYPE)**  
**FOR THE PERIOD ENDED 29 FEBRUARY 2024**

	Note	Budget v Actual		Predicted		
		Annual Budget (a)	YTD Actual (b)	Variance Permanent (c)	Year End (a)+(c)	
		\$	\$	\$	\$	
<b>OPERATING ACTIVITIES</b>						
<b>Net current assets at start of financial year</b>		1,805,569	1,677,435	(128,134)	1,677,435	▼
<b>Revenue from operating activities (excluding rates)</b>						
Operating grants, subsidies and contributions	4.1.3	476,885	248,439	(115,287)	361,598	▼
Profit on asset disposals	4.1.1	5,138	0	0	5,138	
Fees and charges	4.1.2	367,691	202,284	(120,213)	247,478	▼
Interest earnings	4.1.4	83,550	48,090	12,626	96,176	▲
Other revenue	4.1.5	88,270	128,286	62,230	150,500	▲
		1,021,533	627,099	(160,644)	860,889	
<b>Expenditure from operating activities</b>						
Employee costs	4.2.1	(1,086,640)	(827,693)	3,195	(1,083,445)	▲
Materials and contracts	4.2.2	(1,201,509)	(704,066)	(51,237)	(1,252,746)	▼
Utility charges	4.2.3	(180,803)	(57,885)	100,750	(80,053)	▲
Depreciation on non-current assets	4.2.4	(2,277,131)	(1,720,296)	0	(2,277,131)	
Interest expenses	4.2.5	(52,020)	(17,753)	0	(52,020)	
Insurance expenses	4.2.6	(226,979)	(209,144)	0	(226,979)	
Loss on asset disposals	4.2.7	(10,840)	(8,793)	0	(10,840)	
Other expenditure	4.2.8	(76,245)	(60,753)	(12,000)	(88,245)	▼
		(5,112,167)	(3,606,384)	40,708	(5,071,458)	
Non-cash amounts excluded from operating activities	4.5.3	2,282,833	1,729,088	0	2,282,833	
<b>Amount attributable to operating activities</b>		(2,231)	427,239	(248,070)	(250,301)	
<b>INVESTING ACTIVITIES</b>						
Non-operating grants, subsidies and contributions	4.3.1	3,379,313	1,420,043	(1,448,497)	1,930,816	▼
Purchase land held for resale	4.4.1	0	0	0	0	
Purchase land and buildings	4.4.2	(735,316)	(403,744)	(6,786)	(742,102)	▼
Purchase plant and equipment	4.4.3	(316,168)	(120,202)	1,500	(314,668)	▲
Purchase furniture and equipment	4.4.4	(20,000)	0	0	(20,000)	
Purchase and construction of infrastructure - roads	4.4.5	(3,733,560)	(1,245,604)	1,622,418	(2,111,141)	▲
Purchase and construction of infrastructure - bridges	4.4.6	(40,000)	(5,350)	0	(40,000)	
Purchase and construction of infrastructure - parks & gardens	4.4.7	(10,000)	0	0	(10,000)	
Purchase and construction of infrastructure - other	4.4.8	(25,000)	(509)	3,000	(22,000)	▲
Proceeds from disposal of assets	4.3.2	75,955	4,545	0	75,955	
<b>Amount attributable to investing activities</b>		(1,424,776)	(350,821)	171,635	(1,253,141)	
<b>FINANCING ACTIVITIES</b>						
Repayment of borrowings	4.4.9	(164,504)	(126,646)	0	(164,504)	
Payments for principal portion of lease liabilities	4.4.9	(2,000)	0	0	(2,000)	
Proceeds from new borrowings	4.3.3	250,000	0	0	250,000	
Transfers to cash backed reserves	4.3.4	(48,921)	(16,622)	0	(48,921)	
Transfers from cash backed reserves	4.3.5	0	0	0	0	
<b>Amount attributable to financing activities</b>		34,575	(143,267)	0	34,575	
<b>Budget deficiency before general rates</b>		(1,392,432)	(66,849)	(76,435)	(1,468,867)	
<b>Estimated amount to be raised from general rates</b>		1,417,951	1,471,940	76,436	1,494,387	▲
<b>Closing funding surplus(deficit)</b>	3	25,519	1,405,090	0	25,519	

**SHIRE OF CUBALLING**  
**NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT**  
**FOR THE PERIOD ENDED 29 FEBRUARY 2024**

**1. BASIS OF PREPARATION**

The budget review report has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this budget review report are presented below and have been consistently applied unless stated otherwise.

The 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 of Cuballing controls resources to carry on its functions have been included in the financial statements forming part of this budget review.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**2023/24 ACTUAL BALANCES**

Balances shown in this budget review report as 2023/24 Actual are as forecast at the time of budget review preparation and are subject to final adjustments.

**ROUNDING OFF FIGURES**

All figures shown in this budget review report are rounded to the nearest dollar.

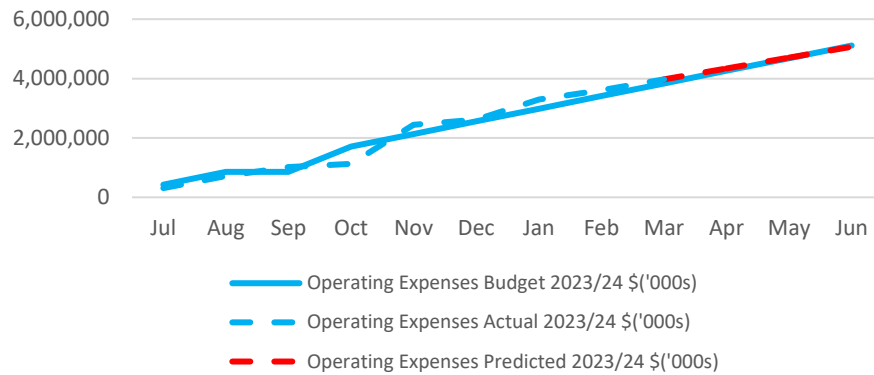
**BUDGET COMPARATIVE FIGURES**

Unless otherwise stated, the budget comparative figures shown in this budget review report relate to the original budget estimate for the relevant item of disclosure.

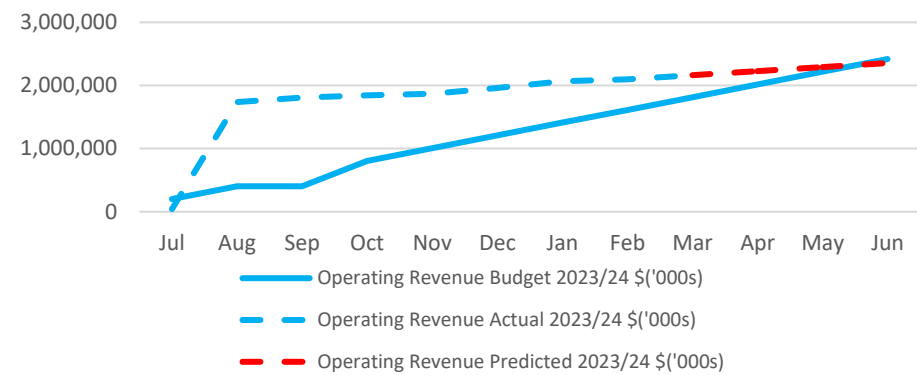
**SHIRE OF CUBALLING  
SUMMARY GRAPHS - BUDGET REVIEW  
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

**2. SUMMARY GRAPHS - BUDGET REVIEW**

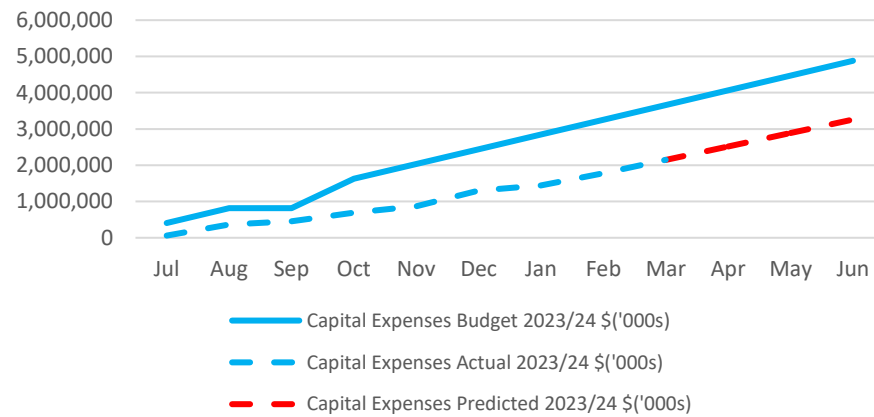
**Operating Expenses**



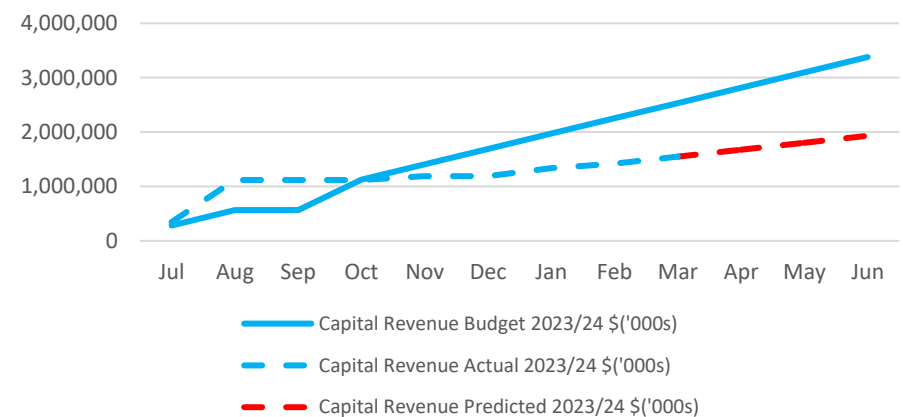
**Operating Revenue**



**Capital Expenditure**



**Capital Revenue**



This information is to be read in conjunction with the accompanying financial statements and notes.

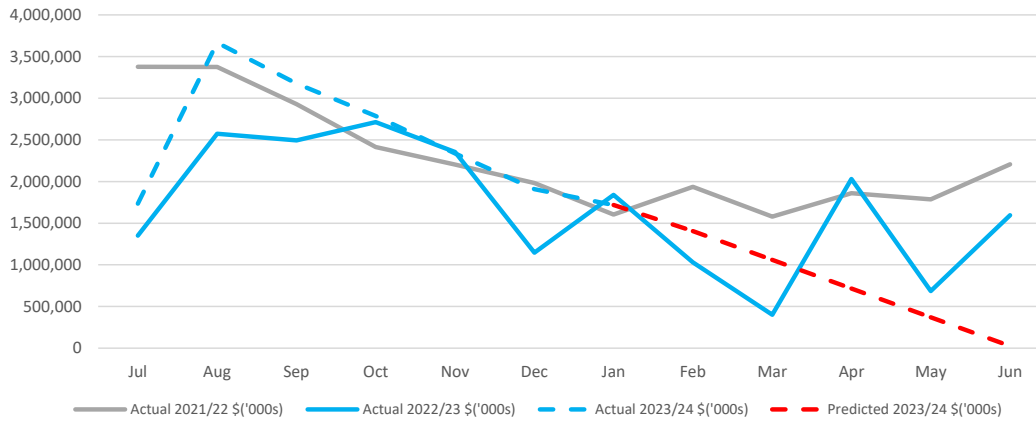


**SHIRE OF CUBALLING  
NOTES TO THE BUDGET REVIEW REPORT  
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

**3. NET CURRENT FUNDING POSITION**

	Last Years Closing Jun-23	This Time Last Year Feb-23	Year to Date Actual Feb-24
	\$	\$	\$
<b>Current assets</b>			
Cash unrestricted	1,355,611	1,270,786	831,556
Cash restricted	648,027	1,083,937	664,648
Receivables - rates and rubbish	155,806	222,492	206,017
Receivables - other	295,996	140,821	308,290
Inventories	33,510	13,432	33,510
Other Assets	210,951	0	210,951
	<u>2,699,902</u>	<u>2,731,468</u>	<u>2,254,973</u>
<b>Less: current liabilities</b>			
Payables	(113,698)	(26,657)	(44,061)
ATO Payables	(142,797)	(26,656)	(33,467)
Other Payables	(21,380)	(26,655)	(11,144)
Contract Liabilities	(96,566)	(26,654)	(96,566)
Long term borrowings	(163,031)	(26,653)	(36,385)
Provisions - employee	(284,448)	(26,652)	(284,448)
	<u>(821,920)</u>	<u>(159,927)</u>	<u>(506,072)</u>
<b>Adjustments and exclusions permitted by FM Reg 32</b>			
Less: Cash reserves	(648,026)	(1,083,937)	(664,645)
Add: Provisions - employee	284,448	26,652	284,448
Add: Long term borrowings	163,031	26,653	36,385
	<u>1,677,435</u>	<u>1,540,909</u>	<u>1,405,090</u>
<b>Net current funding position</b>			

Liquidity Over the Year



**SHIRE OF CUBALLING  
NOTES TO THE BUDGET REVIEW REPORT  
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

**SIGNIFICANT ACCOUNTING POLICIES**

**CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities note of the budget.

**TRADE AND OTHER RECEIVABLES**

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

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**INVENTORIES**

**General**

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.

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

**LOANS AND RECEIVABLES**

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

**TRADE AND OTHER PAYABLES**

Trade and other payables represent liabilities for goods and services

financial year that are unpaid and arise when the Shire of Cuballing 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.

**EMPLOYEE BENEFITS**

**Short-Term Employee Benefits**

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 of Cuballing's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current of financial trade and other payables in the statement position. Shire of Cuballing's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

**PROVISIONS**

Provisions are recognised when the Shire of Cuballing has a 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.

**RATES, GRANTS, DONATIONS AND OTHER CONTRIBUTIONS**

Rates, grants, donations and other contributions are recognised as revenues when the Shire of Cuballing obtains control over the assets comprising the contributions.

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**SHIRE OF CUBALLING**  
**NOTES TO THE REVIEW OF THE ANNUAL BUDGET**  
**FOR THE PERIOD ENDED 29 FEBRUARY 2024**

**4. PREDICTED VARIANCES**

<b>Comments/Reason for Variance</b>	<b>Variance \$ Permanent</b>
<b>4.1 OPERATING REVENUE (EXCLUDING RATES)</b>	
<b>4.1.1 PROFIT ON ASSET DISPOSAL</b>	
No Material Variance	0
<b>4.1.2 FEES AND CHARGES</b>	
Dog registrations	(1,000)
Aged Accommodation Units - Rent	(17,400)
Cemetery Fees	8,000
Hall Hire	2,000
Rec Centre	1,000
Winter Ball	3,687
Tourism & Area Promotion	3,000
Building - Licence Fees	(2,500)
Building - Dispute Fee	1,500
Standpipe Charges	(110,000)
Standpipe Swipe Cards	500
Private Works	(9,000)
<b>4.1.3 GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>	
Financial Assistance Grants - General Purpose	(91,023)
Traineeship Grant	38,000
AWARE Grant - Joint LEMC	20,900
Thank A Volunteer	(1,000)
Live and Local Music Festival	(19,000)
Kids Festival	(8,000)
Thank a Volunteer, Movie Night, small events	(4,000)
Financial Assistance Grants - Roads Component	(51,164)
<b>4.1.4 INTEREST EARNINGS</b>	
Rates Penalty Interest	7,000
Rates Instalment Interest	626
Muni Bank Interest	5,000
<b>4.1.5 OTHER REVENUE</b>	
Contributions & Reimbursements	60,230
LGIS Golf Day	2,000

**SHIRE OF CUBALLING**  
**NOTES TO THE REVIEW OF THE ANNUAL BUDGET**  
**FOR THE PERIOD ENDED 29 FEBRUARY 2024**

**4. PREDICTED VARIANCES**

<b>Comments/Reason for Variance</b>	<b>Variance</b> <b>\$</b> <b>Permanent</b>
	<b>Permanent</b>
<b>4.2 OPERATING EXPENSES</b>	
<b>4.2.1 EMPLOYEE COSTS</b>	
Super - Admin	10,229
Health Checks	(1,000)
Training & Conferences	9,000
Land & Building Maintenance	(1,000)
EHO Salary	2,500
Health Training	500
Cemetery Maintenance	(8,500)
Halls Maintenance	(1,200)
Parks & Gardens Maintenance	(10,000)
Dryandra Equestrian Centre	(3,000)
Cuballing Rec Centre & Oval Maintenance	(3,000)
Recreation Maintenance	(7,000)
Community Events	10,000
Streets & Roads Maintenance	(3,000)
Depot Maintenance	(3,000)
Tourism & Area Promotion	(500)
Building Services	5,000
Private Works	2,500
Long Service Leave	(18,000)
Allowances	3,000
Service Pay	4,666
Staff Training	15,000
Protective Clothing	3,000
Internal Repair Wages	(3,000)
<b>4.2.2 MATERIAL AND CONTRACTS</b>	
Members Training & Conferences	(15,000)
Audit Expenses	(2,000)
Revaluation for Fair Value	1,775
Admin Support Services	(10,000)
Computer, Dash Cam, Mobile Phone	(2,500)
Admin Office Maintenance	(6,677)
Computer Equipment Maintenance	(10,000)
Vehicle/Trailer Maintenance	(15,000)
Fire Prevention - Clothing/Accessories	(5,000)
Ranger & Advertising	2,000
CEO Housing Maintenance	(3,300)
Sanitation - Household Refuse	2,500
Tip Maintenance	(10,000)
Protection of Environment	1,500

**SHIRE OF CUBALLING**  
**NOTES TO THE REVIEW OF THE ANNUAL BUDGET**  
**FOR THE PERIOD ENDED 29 FEBRUARY 2024**

**4. PREDICTED VARIANCES**

<b>Comments/Reason for Variance</b>	<b>Variance</b> <b>\$</b> <b>Permanent</b>
	<hr/>
Popo Toilets	10,000
Cemetery Maintenance	(3,275)
Men's Shed Maintenance	4,000
Hall Maintenance	4,500
Parks & Reserves Maintenance	3,000
Dryandra Equestrian Centre	1,000
Cuballing Rec Centre & Oval	(5,000)
Community Events	(10,000)
Depot Maintenance	(10,000)
General Maintenance	(10,500)
Tourism & Area Promotion	10,000
Building Services	(1,760)
Building Other Costs	(1,500)
Standpipe Costs	(5,000)
Private Works	1,000
Staff Training	4,000
Minor Plant & Equipment	5,000
Fuel & Oils	50,000
Tyres & Tubes	5,000
Parts & Repairs	(30,000)
<b>4.2.3 UTILITY CHARGES</b>	
Parks & Reserves Maintenance	3,500
Recreation Maintenance	(1,000)
Street Lighting	(1,750)
Standpipe Costs	100,000
<b>4.2.4 DEPRECIATION (NON CURRENT ASSETS)</b>	
No Material Variance	0
<b>4.2.5 INTEREST EXPENSES</b>	
No Material Variance	0
<b>4.2.6 INSURANCE EXPENSES</b>	
No Material Variance	0
<b>4.2.7 LOSS ON ASSET DISPOSAL</b>	
No Material Variance	0
<b>4.2.8 OTHER EXPENDITURE</b>	
Members Training & Conferences	(9,000)
Members Refreshments/Civic Functions	(1,000)
Advertising	(2,000)

**SHIRE OF CUBALLING**  
**NOTES TO THE REVIEW OF THE ANNUAL BUDGET**  
**FOR THE PERIOD ENDED 29 FEBRUARY 2024**

**4. PREDICTED VARIANCES**

<b>Comments/Reason for Variance</b>	<b>Variance \$ Permanent</b>
<b>4.3 CAPITAL REVENUE</b>	
<b>4.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>	
Wheatbelt Secondary Freight Network	(1,445,461)
22/23 WSNF Cuballing East Road	(29,827)
Roads to Recovery (RTR)	26,791
<b>4.3.2 PROCEEDS FROM DISPOSAL OF ASSETS</b>	
No Material Variance	0
<b>4.3.3 PROCEEDS FROM NEW DEBENTURES</b>	
Nil	0
<b>4.3.4 TRANSFER TO RESERVES (RESTRICTED ASSETS)</b>	
No Material Variance	0
<b>4.3.5 TRANSFER FROM RESERVES (RESTRICTED ASSETS)</b>	
No Material Variance	0
<b>4.4 CAPITAL EXPENSES</b>	
<b>4.4.1 LAND HELD FOR RESALE</b>	
No Material Variance	0
<b>4.4.2 LAND AND BUILDINGS</b>	
Aged Care Units	38,998
Cuby Golf Club Upgrade - LRCI	(10,000)
CCTV	(30,000)
Popo School House - LRCI	(10,000)
Cuballing Ag Hall - LRCI	(40,467)
Cuballing CWA - LRCI	44,682
<b>4.4.3 PLANT AND EQUIPMENT</b>	
Generator	1,500
<b>4.4.4 FURNITURE AND EQUIPMENT</b>	
No Material Variance	0

**SHIRE OF CUBALLING**  
**NOTES TO THE REVIEW OF THE ANNUAL BUDGET**  
**FOR THE PERIOD ENDED 29 FEBRUARY 2024**

**4. PREDICTED VARIANCES**

<b>Comments/Reason for Variance</b>	<b>Variance \$ Permanent</b>
<b>4.4.5 INFRASTRUCTURE ASSETS - ROADS</b>	
Stratherne Rd 23-24 Reconstruction/Shoulders	(27,013)
Wandering-Narrogin 23/24 - Final Seal	(4,296)
RTR - Austral St	(41,791)
RTR - Campbell St	(6,118)
Blackspot - Wandering-Narrogin Rd	(8,000)
Cuby East Rd 21/22 Final Seal	36,730
WSFN - Cuby East Rd 23/24 Final seal	230,181
WSFN - Cuby East - Reconstruction	1,442,726
<b>4.4.6 INFRASTRUCTURE ASSETS - BRIDGES</b>	
No Material Variance	0
<b>4.4.7 INFRASTRUCTURE ASSETS - PARKS &amp; OVALS</b>	
No Material Variance	0
<b>4.4.8 INFRASTRUCTURE ASSETS - OTHER</b>	
Cuballing Niche Wall	3,000
<b>4.4.9 REPAYMENT OF DEBENTURES</b>	
No Material Variance	0
<b>4.5 OTHER ITEMS</b>	
<b>4.5.1 RATE REVENUE</b>	
Rates - GRV	27,041
Rates - UV - Minimum	3,645
Rates - GRV - Minimum	20,000
Rates - GRV - Interim	17,000
Rates Discount	8,750
<b>4.5.2 OPENING FUNDING SURPLUS (DEFICIT)</b>	
During the compilation of the annual financial statements, amendments resulted in a permanent change to the balance brought forward.	(128,134)
<b>4.5.3 NON-CASH WRITE BACKS</b>	
Profit on Sale of Assets	0
Loss on Sale of Assets	0
<b>Total Predicted Variances as per Annual Budget Review</b>	<b>0</b>

**SHIRE OF CUBALLING  
NOTES TO THE BUDGET REVIEW REPORT  
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

**5. BUDGET AMENDMENTS**

GL Acc	Program	Description	Council Resolution	Classification	Non Cash Adjustments	Increase in Available Cash	Decrease in Available Cash	Amended Budget	Explanation
								Running Balance	
						\$	\$	\$	\$
<b>Budget Adoption</b>								1,805,569	
Opening Surplus(Deficit)				Opening Surplus(Deficit)			(128,134)	1,677,435	Contract liability for LRCI funding at 30 June 2023
03120	General Purpose Funding	Income - Gross Rental Value Rates	Proposed	Operating Revenue		27,041		1,704,476	Rates - GRV
03130	General Purpose Funding	Income - Minimum Unimproved	Proposed	Operating Revenue		3,645		1,708,121	Rates - UV - Minimum
03131	General Purpose Funding	Income - Minimum Gross Rental Value	Proposed	Operating Revenue		20,000		1,728,121	Rates - GRV - Minimum
03141	General Purpose Funding	Income - Interim Rates - GRV	Proposed	Operating Revenue		17,000		1,745,121	Rates - GRV - Interim
03168	General Purpose Funding	Income - Less Discount Allowed	Proposed	Operating Revenue		8,750		1,753,871	Rates Discount
03200	General Purpose Funding	Income - Grants Commission	Proposed	Operating Revenue			(91,023)	1,662,848	Finalisation of financial assistance grants for 23/24
04254	Governance	Income - Grant - Youth Development Traineeship Funding	Proposed	Operating Revenue		38,000		1,700,848	Traineeship Grant
05351	Law, Order & Public Safety	Income - AWARE - Emergency Risk Management	Proposed	Operating Revenue		20,900		1,721,748	AWARE Grant - Joint LEMC
11170	Recreation & Culture	Income - Youth Activity Funding	Proposed	Operating Revenue			(1,000)	1,720,748	Thank A Volunteer
11700	Recreation & Culture	INCOME - Community Development & Events	Proposed	Operating Revenue			(19,000)	1,701,748	Live and Local Music Festival
11701	Recreation & Culture	Community Development & Events - Grants	Proposed	Operating Revenue			(8,000)	1,693,748	Kids Festival
11702	Recreation & Culture	Community Development & Events - Other	Proposed	Operating Revenue			(4,000)	1,689,748	Thank a Volunteer, Movie Night, small events
12185	Transport	Income - Grants Commission Local Road Grant	Proposed	Operating Revenue			(51,164)	1,638,584	Finalisation of financial assistance grants for 23/24
05252	Law, Order & Public Safety	Income - Dog Registration Fees and Contributions	Proposed	Operating Revenue			(1,000)	1,637,584	Dog registrations
08404	Education & Welfare	Aged Accommodation Units - Rental Income	Proposed	Operating Revenue			(17,400)	1,620,184	Aged Accommodation Units - Rent
10750	Community Amenities	Income - Cemetery Charges	Proposed	Operating Revenue		8,000		1,628,184	Cemetery Fees
11050	Recreation & Culture	Income - Hall Hire	Proposed	Operating Revenue		2,000		1,630,184	Hall Hire
11052	Recreation & Culture	Income - Recreation Complex	Proposed	Operating Revenue		1,000		1,631,184	Rec Centre
11704	Recreation & Culture	INCOME - Winter Ball	Proposed	Operating Revenue		3,687		1,634,871	Winter Ball
13250	Economic Services	Income Relating to Tourism & Area Promotion	Proposed	Operating Revenue		3,000		1,637,871	Tourism & Area Promotion
13350	Economic Services	Income - Local Building Licence Fees	Proposed	Operating Revenue			(2,500)	1,635,371	Building - Licence Fees
13351	Economic Services	Income - Local Building Dispute Fee	Proposed	Operating Revenue		1,500		1,636,871	Building - Dispute Fee
13455	Economic Services	Income - Standpipe - Charges	Proposed	Operating Revenue			(110,000)	1,526,871	Standpipe Charges
13465	Economic Services	Income - Standpipe Swipe Cards	Proposed	Operating Revenue		500		1,527,371	Standpipe Swipe Cards
14150	Other Property & Services	Income - Private Works	Proposed	Operating Revenue			(9,000)	1,518,371	Private Works
03160	General Purpose Funding	Income - Penalty Interest Raised on Rates	Proposed	Operating Revenue		7,000		1,525,371	Rates Penalty Interest
03164	General Purpose Funding	Income - Instalment Interest Received	Proposed	Operating Revenue		626		1,525,997	Rates Instalment Interest
03201	General Purpose Funding	Income - Interest Received - Municipal Account	Proposed	Operating Revenue		5,000		1,530,997	Muni Bank Interest
04251	Governance	Income - Contributions and Reimbursements	Proposed	Operating Revenue		60,230		1,591,227	Contributions & Reimbursements
11185	Recreation & Culture	INCOME - GOLF DAY	Proposed	Operating Revenue		2,000		1,593,227	LGIS Golf Day
04236	Governance	Expenditure - Administration Super	Proposed	Operating Expenses		10,229		1,603,456	Super - Admin
04258	Governance	Expenditure- Health Checks for Staff	Proposed	Operating Expenses			(1,000)	1,602,456	Health Checks
04297	Governance	Expenditure - Training and Conferences Admin	Proposed	Operating Expenses		9,000		1,611,456	Training & Conferences
05102	Law, Order & Public Safety	Expenditure - Maintenance of Land and Buildings	Proposed	Operating Expenses			(1,000)	1,610,456	Land & Building Maintenance
07110	Health	Expenditure - EHO Contract - Salary	Proposed	Operating Expenses		2,500		1,612,956	EHO Salary
07700	Health	Expenditure - Health Training and Other	Proposed	Operating Expenses		500		1,613,456	Health Training
10715	Community Amenities	Expenditure - Cemetery Maintenance	Proposed	Operating Expenses			(8,500)	1,604,956	Cemetery Maintenance
11010	Recreation & Culture	Expenditure - Halls Maintenance	Proposed	Operating Expenses			(1,200)	1,603,756	Halls Maintenance
11105	Recreation & Culture	Expenditure - Maintenance - Parks and Reserves	Proposed	Operating Expenses			(10,000)	1,593,756	Parks & Gardens Maintenance
11110	Recreation & Culture	Expenditure - Dryandra Equestrian Centre	Proposed	Operating Expenses			(3,000)	1,590,756	Dryandra Equestrian Centre
11120	Recreation & Culture	Expenditure - Maintenance Cuballing Rec Centre & Oval	Proposed	Operating Expenses			(3,000)	1,587,756	Cuballing Rec Centre & Oval Maintenance
11125	Recreation & Culture	Expenditure - Maintenance - Recreation	Proposed	Operating Expenses			(7,000)	1,580,756	Recreation Maintenance
11705	Recreation & Culture	Community Events	Proposed	Operating Expenses		10,000		1,590,756	Community Events
12205	Transport	Expenditure - Maintenance on streets and roads	Proposed	Operating Expenses			(3,000)	1,587,756	Streets & Roads Maintenance
12210	Transport	Expenditure - Maintenance - Depot	Proposed	Operating Expenses			(3,000)	1,584,756	Depot Maintenance



GL Acc	Program	Description	Council Resolution	Classification	Non Cash Adjustments	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running	Explanation
								Balance	
						\$	\$	\$	\$
13205	Economic Services	Expenditure - Relating to Tourism & Area Promotion	Proposed	Operating Expenses			(500)	1,584,256	Tourism & Area Promotion
13310	Economic Services	Expenditure - Building Services	Proposed	Operating Expenses		5,000		1,589,256	Building Services
14105	Other Property & Services	Expenditure - Private works	Proposed	Operating Expenses		2,500		1,591,756	Private Works
14207	Other Property & Services	Expenditure - Long Service Leave Wages	Proposed	Operating Expenses			(18,000)	1,573,756	Long Service Leave
14215	Other Property & Services	Expenditure - Allowances	Proposed	Operating Expenses		3,000		1,576,756	Allowances
14216	Other Property & Services	EXPENDITURE SERVICE PAY	Proposed	Operating Expenses		4,666		1,581,422	Service Pay
14225	Other Property & Services	Expenditure - Staff training	Proposed	Operating Expenses		15,000		1,596,422	Staff Training
14230	Other Property & Services	Expenditure - Protective Clothing	Proposed	Operating Expenses		3,000		1,599,422	Protective Clothing
14325	Other Property & Services	Expenditure - Internal Repair Wages	Proposed	Operating Expenses			(3,000)	1,596,422	Internal Repair Wages
04101	Governance	Expenditure - Members Training & Conference	Proposed	Operating Expenses			(15,000)	1,581,422	Members Training & Conferences
04241	Governance	Expenditure - Audit Expenses	Proposed	Operating Expenses			(2,000)	1,579,422	Audit Expenses
04245	Governance	Expenditure - Revaluation for Fair Value	Proposed	Operating Expenses		1,775		1,581,197	Revaluation for Fair Value
04248	Governance	Expenditure - Administration Support Services	Proposed	Operating Expenses			(10,000)	1,571,197	Admin Support Services
04288	Governance	Expenditure - Computer, Mobile Phone & Dash Camera Upgrades	Proposed	Operating Expenses			(2,500)	1,568,697	Computer, Dash Cam, Mobile Phone
04289	Governance	Expenditure - Administration Office Maintenance now part of J4114 office maintenance	Proposed	Operating Expenses			(6,677)	1,562,020	Admin Office Maintenance
04293	Governance	Expenditure - Computer Equipment - Mtnce	Proposed	Operating Expenses			(10,000)	1,552,020	Computer Equipment Maintenance
05101	Law, Order & Public Safety	Expenditure - Mtnce of Vehicles and Trailers	Proposed	Operating Expenses			(15,000)	1,537,020	Vehicle/Trailer Maintenance
05107	Law, Order & Public Safety	Expenditure - Clothing and Accessories	Proposed	Operating Expenses			(5,000)	1,532,020	Fire Prevention - Clothing/Accessories
05205	Law, Order & Public Safety	Expenditure - Ranger and Advertising	Proposed	Operating Expenses		2,000		1,534,020	Ranger & Advertising
09105	Housing	Expenditure - CEO Housing Maintenance	Proposed	Operating Expenses			(3,300)	1,530,720	CEO Housing Maintenance
10100	Community Amenities	Expenses Relating to Sanitation - Household Refuse	Proposed	Operating Expenses		2,500		1,533,220	Sanitation - Household Refuse
10105	Community Amenities	Expenditure - Tip Maintenance Costs	Proposed	Operating Expenses			(10,000)	1,523,220	Tip Maintenance
10500	Community Amenities	Expenses Relating to Protection Of Environment	Proposed	Operating Expenses		1,500		1,524,720	Protection of Environment
10705	Community Amenities	Expenditure - Maintenance - Public Conveniences Popo toilets	Proposed	Operating Expenses		10,000		1,534,720	Popo Toilets
10715	Community Amenities	Expenditure - Cemetery Maintenance	Proposed	Operating Expenses			(3,275)	1,531,445	Cemetery Maintenance
10720	Community Amenities	Expenditure - Mens Shed Maintenance	Proposed	Operating Expenses		4,000		1,535,445	Men's Shed Maintenance
11010	Recreation & Culture	Expenditure - Halls Maintenance	Proposed	Operating Expenses		4,500		1,539,945	Hall Maintenance
11105	Recreation & Culture	Expenditure - Maintenance - Parks and Reserves	Proposed	Operating Expenses		3,000		1,542,945	Parks & Reserves Maintenance
11110	Recreation & Culture	Expenditure - Dryandra Equestrian Centre	Proposed	Operating Expenses		1,000		1,543,945	Dryandra Equestrian Centre
11120	Recreation & Culture	Expenditure - Maintenance Cuballing Rec Centre & Oval	Proposed	Operating Expenses			(5,000)	1,538,945	Cuballing Rec Centre & Oval
11705	Recreation & Culture	Community Events	Proposed	Operating Expenses			(10,000)	1,528,945	Community Events
12210	Transport	Expenditure - Maintenance - Depot	Proposed	Operating Expenses			(10,000)	1,518,945	Depot Maintenance
12230	Transport	Expenditure - Maintenance General	Proposed	Operating Expenses			(10,500)	1,508,445	General Maintenance
13205	Economic Services	Expenditure - Relating to Tourism & Area Promotion	Proposed	Operating Expenses		10,000		1,518,445	Tourism & Area Promotion
13310	Economic Services	Expenditure - Building Services	Proposed	Operating Expenses			(1,760)	1,516,685	Building Services
13320	Economic Services	Expenditure - Building Other Costs	Proposed	Operating Expenses			(1,500)	1,515,185	Building Other Costs
13410	Economic Services	Expenditure - Standpipe costs	Proposed	Operating Expenses			(5,000)	1,510,185	Standpipe Costs
14105	Other Property & Services	Expenditure - Private works	Proposed	Operating Expenses		1,000		1,511,185	Private Works
14225	Other Property & Services	Expenditure - Staff training	Proposed	Operating Expenses		4,000		1,515,185	Staff Training
14238	Other Property & Services	Expenditure - Minor Plant and Equipment < \$1,000	Proposed	Operating Expenses		5,000		1,520,185	Minor Plant & Equipment
14310	Other Property & Services	Expenditure - Fuel & Oils	Proposed	Operating Expenses		50,000		1,570,185	Fuel & Oils
14315	Other Property & Services	Expenditure - Tyres and Tubes	Proposed	Operating Expenses		5,000		1,575,185	Tyres & Tubes
14320	Other Property & Services	Expenditure - Parts & Repairs	Proposed	Operating Expenses			(30,000)	1,545,185	Parts & Repairs
11105	Recreation & Culture	Expenditure - Maintenance - Parks and Reserves	Proposed	Operating Expenses		3,500		1,548,685	Parks & Reserves Maintenance
11125	Recreation & Culture	Expenditure - Maintenance - Recreation	Proposed	Operating Expenses			(1,000)	1,547,685	Recreation Maintenance
12235	Transport	Expenditure - Power - Street Lighting	Proposed	Operating Expenses			(1,750)	1,545,935	Street Lighting
13410	Economic Services	Expenditure - Standpipe costs	Proposed	Operating Expenses		100,000		1,645,935	Standpipe Costs
04101	Governance	Expenditure - Members Training & Conference	Proposed	Operating Expenses			(9,000)	1,636,935	Members Training & Conferences
04105	Governance	Expenditure - Members Refreshments & Civic Functions	Proposed	Operating Expenses			(1,000)	1,635,935	Members Refreshments/Civic Functions
04240	Governance	Expenditure - Advertising	Proposed	Operating Expenses			(2,000)	1,633,935	Advertising
12164	Transport	Wheatbelt Secondary Freight Network	Proposed	Capital Revenue			(1,445,461)	188,473	Wheatbelt Secondary Freight Network
12167	Transport	2022/23 Cuballing East Road Wheatbelt Secondary Freight	Proposed	Capital Revenue			(29,827)	158,646	22/23 WSN Cuballing East Road
12175	Transport	Roads to Recovery	Proposed	Capital Revenue		26,791		185,437	Roads to Recovery (RTR)
C084	Land & Buildings	Aged Persons Accommodation Capital Expense	Proposed	Capital Expenses		38,998		224,436	Aged Care Units
C205	Land & Buildings	Golf Club Facility Upgrade (Lrci Funds)	Proposed	Capital Expenses			(10,000)	214,436	Cuby Golf Club Upgrade - LRCI

GL Acc	Program	Description	Council Resolution	Classification	Non Cash Adjustments	Increase in Available Cash	Decrease in Available Cash	Amended Budget	Explanation	
								Running Balance		
					\$	\$	\$	\$		
11057	Land & Buildings	CCTV Camera's	Proposed	Capital Expenses			(30,000)	184,436	CCTV	
C215	Land & Buildings	Popanyinning School House (Lrci Funding)	Proposed	Capital Expenses			(10,000)	174,436	Popo School House - LRCI	
C162	Land & Buildings	Cuballing Town Hall - Capital Works	Proposed	Capital Expenses			(40,467)	133,969	Cuballing Ag Hall - LRCI	
C164	Land & Buildings	Building Renewal - Cuballing Cwa Hall	Proposed	Capital Expenses		44,682		178,651	Cuballing CWA - LRCI	
11300	Plant & Equipment	Capital Expenditure - Plant & Equipment - Generator	Proposed	Capital Expenses		1,500		180,151	Generator	
R001F	Roads	Stratherne Road 23-24 - Reconstruction & Shoulder Widening Slk 7.04 - 10.25	Proposed	Capital Expenses			(27,013)	153,138	Stratherne Rd 23-24 Reconstruction/Shoulders	
R129G	Roads	Wandering Narrogin Road 23/24 - Final Seal	Proposed	Capital Expenses			(4,296)	148,842	Wandering-Narrogin 23/24 - Final Seal	
RTR096	Roads	Roads To Recovery - Austral Street	Proposed	Capital Expenses			(41,791)	107,051	RTR - Austral St	
RTR140	Roads	Roads To Recovery - Campbell Street	Proposed	Capital Expenses			(6,118)	100,933	RTR - Campbell St	
BS129	Roads	Blackspot - Wandering Narrogin Road	Proposed	Capital Expenses			(8,000)	92,933	Blackspot - Wandering-Narrogin Rd	
WF006R	Roads	Cuballing East Road 2021/22 Final Seal Works	Proposed	Capital Expenses		36,730		129,663	Cuby East Rd 21/22 Final Seal	
WF007R	Roads	Wheatbelt Secondary Freight Network - 2023/24 Cuballing East Rd Final Seal	Proposed	Capital Expenses		230,181		359,844	WSFN - Cuby East Rd 23/24 Final seal	
WSF008	Roads	Wheatbelt Secondary Freight - Cuballing East Reconstruction Slk'S 0.10 - 10.48 & 2.42 - 12.80	Proposed	Capital Expenses		1,442,726		1,802,569	WSFN - Cuby East - Reconstruction	
C210	Other Infrastructure	Cuballing Niche Wall	Proposed	Capital Expenses		3,000		1,805,569	Cuballing Niche Wall	
<b>Amended Budget Cash Position as per Council Resolution</b>						<b>0</b>	<b>2,328,657</b>	<b>(2,328,657)</b>	<b>1,805,569</b>	

## 9.2 CHIEF EXECUTIVE OFFICER:

### 9.2.1 Financial Management Review and Regulation 17 Review

Applicant:	Shire of Cuballing
File Ref. No:	ADM143
Disclosure of Interest:	Nil
Date:	12 March 2024
Author:	CEO- Stan Scott
Attachments:	9.2.1A Review of Financial Management Risk Management Legislative Compliance and Internal Controls – Moore Australia – Commercial in Confidence 9.2.1B Priority Actions from FMR

#### **Purpose**

Council is asked to note the Review of Financial Management Risk Management Legislative Compliance and Internal Controls prepared by Moore Australia on behalf of the CEO.

#### **Background**

In receiving the Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls Council will note that there are a number of recommendations for changes in policy that will in due course come before Council for consideration. The reasons and justifications for the proposed changes are included in the report.

Council should note that the report is marked as commercial in confidence and the contents should remain confidential. This is particularly important to ensure that third parties do not seek to exploit, and vulnerabilities or weaknesses identified.

It is also important to note the high level findings that do not reveal any specific details of identified weaknesses include:

- *Financial Management*

Systems and processes were assessed as largely appropriate and generally effective given the scale of the Shire's operations, subject to identified weaknesses being addressed.

- *Risk Management*

The documented risk management policy and process is considered appropriate but gaps in implementation limit effectiveness. Some improvements are suggested.

- *Internal Controls*

Controls in place or in the process of being implemented were considered appropriate and effective, though some gaps were identified and these are addressed in recommendations.

- *Legislative Compliance*

The current approach is overly reliant on senior staff, and while presently effective would be improved with some policy support setting out Council's expectations.

#### **Priority Actions**

The review made a number of recommendations. These recommendations have been assigned a priority based on the level of risk. Those with the highest level of risk have been set out in Attachment 9.2.1B. Many of the recommendations involve the adoption of a new policy, or review of an existing policy. A common theme in a number of the recommendations is policies that are too administrative in nature, or step outside Council's governance role and into the CEO's management role.

These policies will be reviewed and new policies or policy changes will be brought to Council progressively over the next few months. Other recommendations will be considered and where necessary Council will be consulted on changes.

Council is also requested to note any comment from the Audit Committee in relation to matters raised.

### Statutory Environment

The CEO is required at least once every 3 years to review the effectiveness of financial management systems and procedures and report the findings to Council. The CEO is also required, at least once every 3 years, to review the appropriateness and effectiveness of the systems and procedures in relation to risk management, internal controls and legislative compliance, and report the findings to the Audit Committee. We have combined these two reviews as part of a single report prepared by Moore Australia. Extracts from the regulations appear below.

#### ***Local Government (Financial Management) Regulations 1996***

##### **5. CEO's duties as to financial management**

- (2) The CEO is to —
  - (a) ensure that the resources of the local government are effectively and efficiently managed; and
  - (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and
  - (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

#### ***Local Government (Audit) Regulations 1996***

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
  - (a) risk management; and
  - (b) internal control; and
  - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
- (3) The CEO is to report to the audit committee the results of that review.

In each case the CEO is required to report on the results of the reviews. The only requirement is for Council and the Audit Committee to receive the results of the reviews.

### Policy Implications

There have been a number of recommendations for changes to various Council policies. Some of the proposed changes are a higher priority than others. There are also recommendations for new policies. These will all be brought to Council over the course of the next few months.

Financial Implications

There are no notable financial implications from the reports.

Economic Implication - Nil

Environmental Considerations - Nil

Consultation

The consultants met with Shire staff several months ago to do the testing associated with the two reviews.

Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2024/20**

**That Council:**

1. Receives the Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls prepared for the CEO by Moore Australia.
2. Notes any comment from the Audit Committee in relation to matters raised.

**Moved Cr Kowald**

**Seconded Cr Harris**

**CARRIED 4/0**

**Cr Ballantyne, Cr Harris, Cr Dowling, Cr Kowald Voted in Favour**

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Component	Purpose/Goal	Risk Assessment Category Risk Issue and Failure Modes	Risk Category	Mitigation and Management Strategy (Possible Future Controls)
2.2 Purchasing Policy	Policy providing a best practice approach and procedures for purchasing. Ensure consistency for all purchasing activities that integrates with all operational areas. Requires compliance with the Local Government Act 1995 and Local Government (Functions and	The policy provides limited direction regarding contract variations and extensions awarded or against a written specification not awarded by tender. Extension of contracts and associated price changes are also not covered by the policy. For contracts awarded by tender, legislation provides minimum requirements for variations.	High	Prohibit price variations to existing contracts awarded by tender other than those provided within the original contract, as required by regulation 11(2) (j) (iv) of the Local Government (Functions and General) Regulations 1996.
2.2 Purchasing Policy	Policy providing a best practice approach and procedures for purchasing. Ensure consistency for all purchasing activities that integrates with all operational areas. Requires compliance with the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996.	Policy document control history has not been recorded to indicate when the policy has been reviewed / amended. This may result in limitations where compliance checks are performed in understanding policy requirements at a given point in time.	High	Policy providing a best practice approach and procedures for purchasing. Ensure consistency for all purchasing activities that integrates with all operational areas. Requires compliance with the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996. Include document control history on the policy to provide evidence and an accurate record of when the policy was reviewed, amended and adopted.
2.7 Purpose & Funding of Reserve Accounts	To set out long term reserve fund considerations.	The policy statement does not align with information included in the notes supporting the 2022-23 adopted budget relating to financially backed reserves. We note some of the reserves currently held have varied purposes and / or names, and some of the transfer amounts may have also varied through various reporting periods.	High	Consider reviewing and updating the policy to clearly convey the policy intent. Alternatively, consider rescinding the policy and address long term reserve fund considerations through the long term financial plan to avoid policy conflict and non compliance.
2.9 Credit Cards	Policy to regulate the use of corporate credit cards issued to employees.	The policy makes reference to potential deductions through an authorised cardholder's salary for unauthorised or inappropriate transactions. Matters relating to employees are the responsibility of the CEO and in this instance, Council do not have any administrative authority to impose such a condition.	High	Update the policy to provide for the CEO to implement and maintain appropriate financial management controls relating to credit card transactions and to minimise the risk unauthorised and erroneous purchases etc.
4.6 Staff Gratuity Payments	To provide guidelines for gratuity payments to employees whose employment with the Shire is finishing.	Policy provides a gratuity shall not exceed 50% of the employee's annual salary or wage being paid at termination. This may not align with the limits prescribed by legislation in some circumstances.	High	Review and update the policy to ensure clear alignment with section 5.50 of the Local Government Act 1995 and Regulation 19A of the Local Government (Administration) Regulations 1996.
Corporate Business Plan	A plan to guide the internal operations of the Shire in delivering services to the community.	The Corporate Business Plan has not been reviewed annually as required by Local Government (Administration) Regulations 1996 19DA (4).	High	To help ensure compliance and provide sound planning direction to the organisation, the Corporate Business Plan should be reviewed annually.
Corporate Business Plan	A plan to guide the internal operations of the Shire in delivering services to the community.	The plan includes a section titled 'risk management' which refers to a superseded risk management standard.	High	Update references to risk management considerations within the plan, to ensure they align and are consistent with the Shire's risk management policy and framework.
ICT Strategic Plan	Plan to guide the future development and delivery of ICT services.	An ICT Plan highlighting and addressing ICT risks and how they are to be addressed was not available for inspection.	High	Develop an ICT Strategic Plan identifying and documenting key ICT risks along with the treatments to reduce the risk to an acceptable level. Consider independent review of identified ICT risks.

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Component	Purpose/Goal	Risk Assessment Category Risk Issue and Failure Modes	Risk Category	Mitigation and Management Strategy (Possible Future Controls)
Risk Management Procedures	Procedures and practices to set out a uniform approach to the identification, assessment, management, reporting and monitoring of risks.	Risk management activities currently undertaken are largely undocumented with existing procedures based on a superseded risk management standard. These activities are sometimes performed independently within individual departments which may not align with desired risk management practices.	High	Risk management procedures be updated, and a process developed in accordance with any update to the risk management policy to ensure procedures align to the policy. Communicate throughout the organisation any updates to risk management procedures and processes to assist with routine and consistent applications in accordance with adopted policy. A key function of the Audit and Risk Committee should be to review updates to risk reports, as well as to monitor and evaluate risks, particularly where changes occur. Risk reports and updates should be routinely reported and reviewed by the Audit and Risk Committee.
Fixed Assets Register	Procedures for the identification and recording of fixed assets to comply with the Australian Accounting Standards (AAS).	Information to support selected fixed asset additions and disposal samples were not available for our examination to test for timely, accurate and legislatively compliant recording of fixed assets.	High	Undertake a review of asset acquisition and disposal procedures to ensure timely capitalisation of assets in the Shire's accounting system in accordance with AAS. Ensure processes provide for asset disposals to be in accordance with the requirements of section 3.58 of the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996.
Bank Reconciliations	Processes for the control of the Shire's cash at bank.	Reconciliations for the bank were not always conducted in a timely manner from samples selected for our review. Staff representations detail this was being due to issues with software components utilised to perform the task. Bank reconciliations are a key control and any untimely, non-reconciled bank accounts are considered a high risk to an organisation.	High	Review systems and processes for the regular and timely completion and review of bank reconciliations. Where software issues prevent timely completion of bank reconciliations, ensure staff capacity to manually perform the reconciliations.
Trust Fund	Controls to ensure that Trust Fund transactions are appropriately processed, controlled and reported.	Evidence to support a separate bank account being maintained for the trust fund as required by legislation was not available for our review.	High	Establish and maintain a separate account to account for money required to be held in the trust fund, as required by regulation 8 of the Local Government (Financial Management) Regulations 1996.
Electronic Banking Transactions	Process to reduce opportunity for fraudulent activity with electronic banking.	We noted access to the ABA file from the time of generation to the time of upload to the bank is not adequately restricted, with a limited verification process undertaken to ensure the ABA file is unmodified when uploaded to the bank. This presents a risk where fraudulent manipulation of the ABA file may occur.	High	Improve controls to minimise the risk of electronic banking details being fraudulently manipulated through secure storage of ABA banking files. Controls should exist to restrict access to these files, and to detect and prevent any unauthorised changes being made.
Changes to Banking Details	Controls to validate banking change requests.	We identified weaknesses in the formal procedure to change employee and supplier banking details due to some limitations to segregation of duties. There is also limited independent review of changes made.	High	Formal procedures relating to changes to banking details for employees and creditors should be updated to ensure sufficient controls exist in both substantiating the change request and the changes performed within the Shire's ERP system. Review and update procedures to ensure the following matters are appropriately considered, documented and controls are adequate to: <ul style="list-style-type: none"> <li>•Validate the change request and its origin;</li> <li>•Evidence authority exists for the change request; and</li> <li>•Validate and control the changes once completed.</li> </ul>

**Copy of Shire of Cuballing - Risk Assessment Reg 17 FMR Review V1.0 - Draft 1.0**

Component	Purpose/Goal	Risk Assessment Category	Risk Category	Mitigation and Management Strategy (Possible Future Controls)
		Risk Issue and Failure Modes		
Record Keeping Practices	To demonstrate compliance of record keeping systems and practices with legislative requirements.	Staff representations indicate electronic records are stored in various locations such as shared drives, rather than the Shire's electronic document and records management system (EDRMS). Where compliance with required record keeping controls is low, information may become compromised where deletions, loss and compromised security or confidentiality of records may occur.	High	Review, update and communicate procedures for the record keeping practices and enforce individual accountability for compliance with established procedures.
Record Keeping Practices	To demonstrate compliance of record keeping systems and practices with legislative requirements.	Based on our enquiries with staff, no regular refresher training for the use of the records system is currently in place to support and direct staff to the appropriate procedures to save records in accordance with the Shire's record keeping plans and policies. This may increase risks associated with compliance with required record keeping controls. Where compliance with required controls is low, information may become compromised in that deletions, loss and compromised security or confidentiality of records may occur.	High	Review, update and communicate procedures for the record keeping practices and enforce individual accountability for compliance with established procedures.
Record Keeping Practices	To demonstrate compliance of record keeping systems and practices with legislative requirements.	Upon inspection of record storage areas for hard copy records held by the Shire, measures to consider risks such as vermin control and fire suppression were not evident. Access to archived records are not maintained in a safe and secure location where access is limited to authorised officers	High	Review systems and processes through a risk based approach when undertaking review of the Record Keeping Plan. This should include planned implementation of any improvements noted within the plan, self evaluated improvements and any actions noted by the State Records Office.
Employee Identity and Credentials	Systems and controls for screening of new employees and monitoring existing employees for changes in their circumstances which may impact their employment.	Practices and procedures for verifying employee identity, right to work in Australia, verification of employment history and qualifications are not consistently applied or documented.	High	Develop, implement and maintain appropriate processes and procedures to reduce the risk of unqualified or unsuitable staff being employed by the Shire, in line with the Western Australian Auditor General's Report in June 2019 relating to Verifying Employee Identity and Credentials.
Personnel Records	Ensure employee records are securely stored to prevent unauthorised access.	Hard copy personnel records are not securely stored and electronic records are not adequately restricted. Management representations indicate efforts are being undertaken to improve access restrictions through the EDRMS.	High	Secure electronic personnel records by restricting access and limiting permissions to share drives only to officers who are appropriately authorised to access these records or an appropriate alternate security control. Access to hard copy records should be restricted and limited to officers who are appropriately authorised to access personnel records.
Payroll Audit Trails	Procedure to allow for appropriate review and approval of changes made within the payroll system.	Limited review of changes made to employee details and parameters is currently undertaken when each payroll is processed.	High	Procedures to minimise risk of unauthorised changes to employee details should be implemented. A regular review of software audit trails is one form of control and should be undertaken as a minimum. Where possible, segregation of duties should exist where employees responsible for processing payroll transactions are unable to make changes to employee banking details.
List of Payments	Lists of payments presented to Council each month in accordance with legislative requirements	Council resolutions to consider the payments made under delegated authority did not always accurately reflect the payments made since the last meeting. This included: •Council resolution in October 2022 referring to an incorrect period (August 2022 rather than September 2022); and •Incorrect payment total with a discrepancy of \$34,921.29 for November 2022 list of payments recorded in the officer recommendation and Council resolution in December 2022.	High	Update systems and controls for agenda items to clearly and accurately convey matters being presented for consideration by Council, and to comply with regulation 13 of the Local Government (Financial Management) Regulations 1996.



**Copy of Shire of Cuballing - Risk Assessment Reg 17 FMR Review V1.0 - Draft 1.0**

Component	Purpose/Goal	Risk Assessment Category	Risk Category	Mitigation and Management Strategy (Possible Future Controls)
		Risk Issue and Failure Modes		
Contracts Register	Provide a record of contracts entered into by the Shire.	A contracts register was not available for our inspection detailing the status of contracts held by the Shire.	High	Maintain a register to record details of all contracts (current and expired) and their status in a form to assist with ensuring contracts are monitored and actioned as required and reflecting the value of the contracts.
Financial Interest Register	Records details required under the Act relating to financial circumstances of relevant persons.	We noted primary returns were completed for two relevant persons where one of the returns did not record a start date, and another where the recorded start date reflected an employment commencement date rather than the date where the individual was considered to commence as a relevant person. We were unable to verify the returns have been completed within three months of the documented start date.	High	Establish procedures to ensure all returns are properly completed at the time of providing acknowledgement of receipt of the returns.
Tender Register	Provide a record of the receipt and status of applications received	A tender register was not available for our inspection to test compliance with the Local Government (Functions and General) Regulations 1996.	High	Review and update controls relating to maintenance of the tender register, ensuring it contains information required to comply with regulation 16 & 17 of the Local Government (Functions and General) Regulations 1996.
Tender Register	Provide a record of the receipt and status of applications received	At the time of our review, the tender register had not been published on the official local government website as required by regulation 17 of the Local Government (Functions and General) Regulations 1996.	High	Publish the tender register on the official local government website as required by legislation.
Compliance Audit Return	Checklist concentrating on areas of compliance considered "high risk" of a local government's compliance with the requirements of the Act and its Regulations.	Evidence was not available to support the 2020 and 2021 CARs being reviewed by the Audit committee prior to being adopted by Council as required by legislation.	High	Ensure future CARs are reviewed and reported by the Audit Committee prior to Council consideration for adoption as required by regulation 14 of the Local Government (Audit) Regulations 1996.
Compliance Audit Return	Checklist concentrating on areas of compliance considered "high risk" of a local government's compliance with the requirements of the Act and its Regulations.	The 2022 CAR was completed on 29 March 2023. Our limited testing and examination of minutes did not evidence the 2022 CAR being reviewed by the Audit Committee or consideration for adoption by Council by 31 March 2023, as required by legislation.	High	Ensure future CARs are reviewed and reported by the Audit Committee prior to Council consideration for adoption as required by regulation 14 of the Local Government (Audit) Regulations 1996.

## 9.2.2 2023 Compliance Audit Return

Applicant:	N/A
File Ref. No:	ADM 35
Disclosure of Interest:	Nil
Date:	13 March 2024
Author:	Stan Scott - CEO
Attachments:	6.1A Draft 2023 Compliance Audit Return (from, Audit Committee Agenda)

### **Summary**

**The Shire of Cuballing is to consider the Compliance Audit Return for the period 1<sup>st</sup> January 2023 to 31<sup>st</sup> December 2023 and authorise the Shire President and CEO to certify and lodge the completed CAR.**

### **Background**

The Compliance Audit Return (CAR) is a Department of Local Government, Sport and Cultural Industries (DLGSCI) prepared checklist setting out some of the statutory requirements that Local Governments were required to comply with in the twelve months to 31<sup>st</sup> December 2024.

Regulation 14 of the Local Government (Audit) Regulations requires that a local government's Audit Committee reviews the CAR and reports the results of that review to the Council prior to adoption by Council and submission to the DLGC.

The Statutory Compliance Audit Return is to be:

1. presented to the Audit Committee for consideration at a meeting of the Audit Committee; by Council;
2. recommended for Adoption by Council at an Audit Committee Meeting;
3. presented to the Council at a meeting of Council;
4. adopted by the Council; and
5. the adoption recorded in the minutes of the meeting at which it is adopted.

After the Compliance Audit Return has been presented to Council, a certified copy of the return, along with the relevant section of the minutes and any additional information explaining or qualifying the compliance audit is to be submitted to the Department of Local Government, Sport and Cultural Industries, by 31<sup>st</sup> March 2024.

### **Comment**

The Audit Committee considered the CAR 2023 and made recommendations to the this Council Meeting. The draft Compliance Audit Return 2023 is included at Attachment 8.2.1A.

The 2023 Compliance Audit Return included the following matters of non-compliance:

### **Delegation of Power/Duty**

12. Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2022/2023 financial year?

**No**

**Comments:** Delegations were reviewed in June 2022 and December 2023

## Other

1. Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2023?

**No**

**Comment:** Review completed 13 December 2023, will be presented to Council March 2024

2. Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2023?

**No**

**Comment:** Review completed 13 December 2023, will be considered by Council March 2024

It is notable that the November 2023 review of delegations and the Financial Management Review and Regulation 17 Review presented for consideration at this meeting will ensure that the Shire of Cuballing is compliant in relation to these matters for its next CAR.

Strategic Implications – Nil

Statutory Environment

### **Local Government Act 1995**

#### 7.13. Regulations as to audits

(1) Regulations may make provision —

- (aa) as to the functions of the CEO and the audit committee in relation to audits carried out under this Part and reports made on those audits;
- (ab) as to the functions of audit committees, including the selection and recommendation of an auditor;
- (ac) as to the procedure to be followed in selecting an auditor;
- (ad) as to the contents of the annual report to be prepared by an audit committee;
- (ae) as to monitoring action taken in respect of any matters raised in a report by an auditor;
  - (a) with respect to matters to be included in agreements between local governments and auditors;
  - (b) for notifications and reports to be given in relation to agreements between local governments and auditors, including any variations to, or termination of such agreements;
- (ba) as to the copies of agreements between local governments and auditors being provided to the Department;

- (c) as to the manner in which an application may be made to the Minister for approval as an auditor;
  - (d) in relation to approved auditors, for —
    - (i) reviews of, and reports on, the quality of audits conducted;
    - (ii) the withdrawal by the Minister of approval as an auditor;
    - (iii) applications to the State Administrative Tribunal for the review of decisions to withdraw approval;
  - (e) for the exercise or performance by auditors of their powers and duties under this part;
  - (f) as to the matters to be addressed by auditors in their reports;
  - (g) requiring auditors to provide the Minister with such information as to audits carried out by them under this Part as is prescribed;
  - (h) prescribing the circumstances in which an auditor is to be considered to have a conflict of interest and requiring auditors to disclose in their reports such information as to a possible conflict of interest as is prescribed;
    - (i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —
      - (i) of a financial nature or not; or
      - (ii) under this Act or another written law.
- (2) Regulations may also make any provision about audit committees that may be made under section 5.25 in relation to committees.

**Local Government (Audit) Regulations**

13. Prescribed statutory requirements for which compliance audit needed (Act s. 7.13(1)(i))

For the purposes of section 7.13(1)(i) the statutory requirements set forth in the Table to this regulation are prescribed.

Table

<b>Local Government Act 1995</b>		
s. 3.57	s. 3.58(3) and (4)	s. 3.59(2), (4) and (5)
s. 5.16	s. 5.17	s. 5.18
s. 5.36(4)	s. 5.37(2) and (3)	s. 5.42
s. 5.43	s. 5.44(2)	s. 5.45(1)(b)
s. 5.46	s. 5.67	s. 5.68(2)
s. 5.70	s. 5.73	s. 5.75
s. 5.76	s. 5.77	s. 5.88
s. 5.89A	s. 5.103	s. 5.120
s. 5.121	s. 7.1A	s. 7.1B
s. 7.3	s. 7.6(3)	s. 7.9(1)
s. 7.12A		
<b>Local Government (Administration) Regulations 1996</b>		

r. 18A	r. 18C	r. 18E
r. 18F	r. 18G	r. 19
r. 19C	r. 19DA	r. 22
r. 23	r. 28	r. 34B
r. 34C		
<b>Local Government (Audit) Regulations 1996</b>		
r. 7	r. 10	
<b>Local Government (Elections) Regulations 1997</b>		
r. 30G		
<b>Local Government (Functions and General) Regulations 1996</b>		
r. 7	r. 9	r. 10
r. 11A	r. 11	r. 12
r. 14(1), (3) and (5)	r. 15	r. 16
r. 17	r. 18(1) and (4)	r. 19
r. 21	r. 22	r. 23
r. 24	r. 24AD(2), (4) and (6)	r. 24AE
r. 24AF	r. 24AG	r. 24AH(1) and (3)
r. 24AI	r. 24E	r. 24F
<b>Local Government (Rules of Conduct) Regulations 2007</b>		
r. 11		

14. Compliance audits by local governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
  - (a) presented to the council at a meeting of the council; and
  - (b) adopted by the council; and
  - (c) recorded in the minutes of the meeting at which it is adopted.

Policy Implications – Nil

Financial Implications – Nil

Economic Implications – Nil

Social Implications – Nil

Environmental Considerations – Nil

Consultation – Nil

Options

The Committee can resolve:

1. the Officer's Recommendation; or
2. Seek additional information, noting statutory deadlines.

Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2024/21**

**That Council:**

- 1. adopts the completed Local Government Compliance Audit Return for the period 1<sup>st</sup> January 2023 to 31<sup>st</sup> December 2023 and the President and Chief Executive Officer be authorised to sign the joint certification and return to the Director General of the Department of Local Government and Communities as required; and**
- 2. notes the non-compliance matters and requests that the Chief Executive Officer ensure the areas of non-compliance are addressed**
- 3. notes any additional recommendations from the Audit Committee.**

**Moved Cr Ballantyne**

**Seconded Cr Kowald**

**CARRIED 4/0**

**Cr Ballantyne, Cr Harris, Cr Dowling, Cr Kowald Voted in Favour**

## **DRAFT COMPLIANCE AUDIT RETURN – CUBALLING 2023**

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Local Government	Cuballing, Shire of
Created By	Stan Scott
Year of Return	2023
Status	Draft

### **Commercial Enterprises by Local Governments**

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1. Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2023?

N/A

2. Has the local government prepared a business plan for each major land transaction that was not exempt in 2023?

N/A

3. Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2023?

N/A

4. Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2023?

N/A

5. During 2023, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?

N/A

### **Delegation of Power/Duty**

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1. Were all delegations to committees resolved by absolute majority?

N/A

2. Were all delegations to committees in writing?

N/A

3. Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?

N/A

4. Were all delegations to committees recorded in a register of delegations?

N/A

5. Has council reviewed delegations to its committees in the 2022/2023 financial year?

N/A

6. Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?

**Yes**

7. Were all delegations to the CEO resolved by an absolute majority?

**Yes**

8. Were all delegations to the CEO in writing?

**Yes**

9. Were all delegations by the CEO to any employee in writing?

**Yes**

10. Were all decisions by the Council to amend or revoke a delegation made by absolute majority?

**Yes**

11. Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?

**Yes**

12. Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2022/2023 financial year?

**No**

**Comments:** Delegations were reviewed in June 2022 and December 2023

13. Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?

**Yes**

### **Disclosure of Interest**

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1. Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?

**Yes**



2. Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?

N/A

3. Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?

**Yes**

4. Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?

**Yes**

5. Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2023?

**Yes**

6. On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?

**Yes**

7. Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?

**Yes**

8. Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?

**Yes**

9. When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?

**Yes**

10. Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?

**Yes**

11. Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?

**Yes**

12. Did the CEO publish an up-to-date version of the gift register on the local government's website?

**Yes**

13. When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?

**Yes**

14. Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?

**Yes**

15. Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?

**N/A**

16. Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?

**N/A**

17. Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?

**N/A**

18. Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?

**Yes**

19. Did the local government adopt additional requirements in addition to the model code of conduct?

**No**

20. Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?

**Yes**

21. Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government?

**Yes**

21a. Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?

**Yes**

### **Disposal of Property**

---

1. Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?

**N/A**

2. Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) in the required local public notice for each disposal of property?

**N/A**

### **Elections**

---

1. Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulation 30G(1) and regulation 30G(2) of the Local Government (Elections) Regulations 1997?

**Yes**

2. Did the CEO remove any disclosure of gifts forms relating to unsuccessful candidates, or successful candidates that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?

**N/A**

3. Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?

**N/A**

### **Finance**

---

1. Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?

**Yes**

2. Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?

**N/A**

3. Was the auditor's report for the financial year ended 30 June 2023 received by the local government by 31 December 2023?

**Yes**

4. Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?

**Yes**

5. Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?

**Yes**

6. Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?

**Yes**

7. Was the auditor's report for the financial year ending 30 June 2023 received by the local government within 30 days of completion of the audit?

**Yes**

### **Integrated Planning and Reporting**

---

1. Has the local government adopted by absolute majority a strategic community plan?

**Yes**

Please provide the adoption date or the date of the most recent review

**20/11/2019**

**Comment:** New Strategic Plan under development for last 12 months was adopted by Council on 21 Feb 24

2. Has the local government adopted by absolute majority a corporate business plan?

**Yes**

Please provide the adoption date or the date of the most recent review

**17/06/2020**

**Comment:** New CBP will be developed to support newly adopted SCP

3. Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?

**Yes**

### **Local Government Employees**

---

1. Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?

**N/A**

2. Was all information provided in applications for the position of CEO true and accurate?

**N/A**

3. Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?

**N/A**

4. Did the CEO inform council of each proposal to employ or dismiss senior employee?

**N/A**

5. Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?

**N/A**

### **Official Conduct**

---

1. Has the local government designated an employee to be its complaints officer?

**No**

**Comment:** Per 5.120 (2) the CEO is the Complaints Officer

2. Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?

**Yes**

3. Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?

**Yes**

4. Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?

**Yes**

**Comment:** No Complaints Received in 2023

#### **Other**

---

1. Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2023?

**No**

**Comment:** Review completed 13 December 2023, will be presented to Council March 2024

2. Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2023?

**No**

**Comment:** Review completed 13 December 2023, will be considered by Council March 2024

3. Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?

**N/A**

4. Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?

**Yes**

5. Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?

**Yes**

6. Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?

**Yes**

7. Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2023?

**Yes**

8. By 30 September 2023, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2023?

**Yes**

9. When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?

**Yes**

### **Tenders for Providing Goods and Services**

---

1. Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?

**Yes**

**Comment:** There were no purchases that exceeded the \$250,000 threshold that were not exempt transactions under the provisions of Local Government (Functions and General) Regulations 1996, Regulation 11 (2).

2. Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?

**N/A**

3. When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?

**N/A**

4. Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?

**N/A**

5. If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?

**N/A**

6. Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?

**N/A**

7. Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?

**N/A**

8. Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?

**N/A**

9. Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?

**N/A**

10. Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?

**N/A**

11. Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?

**N/A**

12. Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?

**N/A**

13. Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?

**N/A**

14. Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?

**N/A**

15. Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE?

**No**



16. If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?

**N/A**

17. Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?

**N/A**

18. Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?

**N/A**

19. Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?

**N/A**

20. Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?

**N/A**

21. Did the CEO send each applicant written notice advising them of the outcome of their application?

**N/A**

22. Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?

**Yes**

**Comment:** Existing compliant Regional Price Preference Policy was not modified during the period.

### 9.2.3 Oversized Shed at 60 Carton Street Cuballing

Applicant: Gareth Keeling  
File Ref. No: A808  
Disclosure of Interest: Nil  
Date: 13 March 2024  
Author: CEO- Stan Scott  
Attachments: 9.2.3A Application for Development Approval

#### **Summary**

**Planning Approval is recommended for an oversized outbuilding at 60 Carton Street, Cuballing.**

#### **Background**

##### 1. *The application site*

The site is located on the east side of Cuballing. The property is 5,475 square metres in area and is largely cleared with some significant sized remnant trees.

The property has one existing outbuilding, and the proposed development is an extension of that building, and replaces a small annex to the existing shed. While the lot is largely cleared, some large vegetation remains on the property.

##### 2. *The application*

The application seeks approval for an extension measuring 72 square metres to an existing shed with a 144 square metre footprint, for a combined size of 216 square metres. The extension will have a wall height of 4 metres, with a height of 4.58 metres at the peak of the gable.

The outbuilding extension if proposed to have two high roller doors.

The Planning Application is included at Attachment 9.2.3B.

##### 3. *Public consultation and submissions*

There has been no public consultation. The closest neighbours are over 60 metres away and there are substantial trees between the proposed shed and neighbouring properties.

##### 4. *Planning context*

The site is zoned "Rural Residential" in the *Shire of Cuballing Town Planning Scheme No. 2* (TPS2).

Council's *Local Planning Policy – Outbuildings* (LPPO) in part states planning approval may be granted where:

- (b) that for properties in the Rural Residential Zone, where the lot size is over 1,500m<sup>2</sup>;
  - (i) Zincalume construction, where the total outbuilding does not exceed 85m<sup>2</sup> in total floor area;
  - (ii) Colourbond construction, where the total outbuilding does not exceed 120m<sup>2</sup> in total floor area;

(iii) Masonry construction and/or where the total outbuilding has walls constructed of the same materials and appearance as the house and does not exceed 170m<sup>2</sup> in total floor area.

(c) Wall height of any outbuildings not to exceed 3 metres. In the case of gable roof construction, the maximum height is not to exceed 4 metres.

...

(f) Any application for planning approval which does not comply with the above shall be referred to Council for consideration.

The proposed combines are area for this outbuilding is 216 m<sup>2</sup>, the proposed wall height is 4 meters, and gable height is 4.58 metres all of which exceed the threshold for Council consideration..

60 Carton Street, CUBALLING 6311  
Strata:  
Reserve:

#### Details

Polygon Number  
978275

Land Usage  
Land Act (Type 2)

Address  
60 Carton Street, CUBALLING 6311

House Numbers  
60

Parent House Number  
60

Lot Numbers  
331

Parent Lot Number  
331

Locality  
CUBALLING

Strata Number

Reserve No

Land Area (m<sup>2</sup>)  
5,475



### Comment

While noting that the proposed outbuilding exceeds the maximum permitted height under the Local Planning Policy approval of the building is within the purview of Council. Approval would be consistent with previous approvals. It is recommended that the Council approve the Planning Application subject to conditions.

This follows assessment against the Shire of Cuballing TPS2, Council policy, information provided by the applicant, the submissions relating to the Planning Application and the site characteristics. Conditional approval is recommended given:

- The 206m<sup>2</sup> area of the outbuilding exceeds the 120 m<sup>2</sup> by a substantial amount. The lot in question is 5,475 square metres which is large enough to accommodate a building of that scale. It is notable that the request is to build a 72 square metre extension. If the extension was not connected to the existing shed the scale would not be an issue.
- The 4.58 metre height of the outbuilding is greater than LPP limit of 4 metres. The wall height on the sides of the building is 4 metres. While the shed is only 3.2 metres

from the side boundary, that boundary is the road reserve to an unbuilt road. There is no impact on neighbours either now or in the future.

Approving this application would be consistent with previous applications where larger sheds have been approved on rural residential blocks with the size of the property, location of the shed on the block and separation from neighbouring residences has been sufficient to mitigate any impacts.

The applicant is not seeking approval to operate a home occupation or home business. If the use of the outbuilding were to change to that of a home occupation or home business, rather than for storage of vehicles and machinery, the applicant is required to apply for Planning Approval and meet the requirements of a home occupation or home business as set by LPS2. Should such an application be received, the Shire would invite comment from neighbours.

### Strategic Implications

There are no notable strategic implications.

### Statutory Environment

*Shire of Cuballing Town Planning Scheme No. 2*

### Policy Implications

Local Planning Policy – Outbuildings

Local Planning Policies are non-statutory documents which provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by LPPO, but is required to have regard to the policy in determining the Planning Application.

Financial Implications – Nil

Economic Implication – Nil

Social Implication – Nil

Environmental Considerations – Nil

### Consultation

As the proposed building is more than 60 metres from the nearest neighbour and the shed is for domestic use, neighbours were not consulted.

### Options

Council may resolve:

1. the Officer's Recommendation to approve the Planning Application with conditions;
2. to approve the Planning Application with no conditions;
3. to refuse the Planning Application (providing reasons); or
4. to defer and seek additional information.

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION 2024/22**

**That Council approve the Planning Application for a 72 square metre extension to and existing outbuilding for a combined size of 206 square metres at 60 Carton Street, Cuballing subject to the following conditions:**

- 1. this approval shall expire if the development hereby approved has not been substantially commenced within a period of two years from the date hereof, or within any extension of that time (requested in writing prior to the approval expiring) that may be granted by Council. Where the Planning Approval has lapsed, no further development is to be carried out;**
- 2. the development hereby approved must be carried out in accordance with the plans and specifications submitted with the application (addressing all conditions) or otherwise amended by the Council and shown on the approved plan and these shall not be altered and/or modified without the prior knowledge and written consent of the Council;**
- 3. the provision of details with the Building Permit as to how stormwater will be addressed for the proposed development to the satisfaction of Shire. The Shire will require that all stormwater from the outbuilding shall be collected, detained and suitably treated on site to the satisfaction of the Shire prior to occupation. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the Council; and**
- 4. the outbuilding is used for storage and personal recreation activities and is to be not used for commercial, industrial or habitable purposes or for accommodating livestock.**

**ADVICE**

- A) In relation to Condition 3, stormwater from the proposed outbuilding is to be suitably detained on site (e.g. rainwater tanks, soak wells). Further, the proponent should in general, effectively manage run-off onto the adjoining properties or roads.**
- B) The proponent is advised that this Planning Approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.**
- 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.**

**Moved Cr Kowald**

**Seconded Cr Ballantyne**

**CARRIED 4/0**

**Cr Ballantyne, Cr Harris, Cr Dowling, Cr Kowald Voted in Favour**

**APPLICATION FOR DEVELOPMENT APPROVAL**

A808

<b>Owner Details</b>		
Name: Gareth Keeling		
ABN (if applicable):		
Address: 60 CARTON STREET CUBALLING..... .....PO BOX 180 CUBALLING..... Postcode: ..6312.....		
Phone: Work: 0420 981 140..... Home: ....NIL..... Mobile: 0420 981140....	Fax: .....NIL.....	Email: gareth@keelingelectrical.com.au.....
Contact person for correspondence: Gareth Keeling		
Signature: 		Date: 20/2/2024
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>		

<b>Applicant Details (if different from owner)</b>		
Name: Gareth Keeling		
Address: AS ABOVE..... ..... Postcode: .....		
Phone: Work: ..... Home: ..... Mobile: .....	Fax: .....	Email: .....
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. * Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Signature:		Date:

<b>Property Details</b>		
Lot No:	House/Street No: 60	Location No:
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants): .....		
Street name: CARTON STREET	Suburb: CUBALLING	
Nearest street intersection: RUSSELL STREET CUBALLING		

<b>Proposed Development</b>	
Nature of development:	<input type="checkbox"/> Works <input checked="" 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 checked="" 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: .....Residential property, shed for storage of vehicles and machinery .....	
Description of exemption claimed (if relevant): .....	
Nature of any existing buildings and/or land use: ..... Residential property, shed for storage of vehicles and machinery.....	
Approximate cost of proposed development: .....	
Estimated time of completion: .....	

Acceptance Officer's initials:	<i>OFFICE USE ONLY</i>
Local government reference No:	Date received:







Date: **01/01/2024**  
 Quote: **BONBL40044**  
 Quoted By: **Leigh Ballard - 0428832095**  
 Date Quoted: **01/01/2024**

# QUOTATION

**CUSTOMER DETAILS**

Name: **Gareth Keeling**  
 Address: **Carton Street**  
 Suburb: **Cuballing** State: **WA** P/C: **6311**  
 Phone (H): \_\_\_\_\_ Mobile: **0420981140** Phone (O): \_\_\_\_\_  
 Email: \_\_\_\_\_

**SITE ADDRESS**

Address: **Carton Street**  
 Suburb: **Cuballing** State: **WA** P/C: **6311**

**YOUR ENDURANCE SHED DETAILS**

Structure Type: **Premier Garage**  
 Wind Region: **A0** Open Design: **Yes**  
 Terrain Category: **2** Vsite: **41 m/s**  
 Importance Level: **2** Ms: **1.00**  
 Mt: **1.00**

SPECIFICATIONS:	Main Shed	Awning Front	Awning Back
Span (Width):	<b>9000 mm</b>	<b>#N/A</b>	<b>#N/A</b>
Height:	<b>4000 mm</b>	<b>#N/A</b>	<b>#N/A</b>
Roof Pitch:	<b>7.5 deg</b>	<b>#N/A</b>	<b>#N/A</b>
Nominal Bay Spacing:	<b>4000 mm</b>	<b>#N/A</b>	<b>#N/A</b>
No. of Bays:	<b>2</b>	<b>#N/A</b>	<b>#N/A</b>
Length:	<b>8000 mm</b>		
Wall Sheeting Type:	<b>0.42 TL-5</b>		
Roof Sheeting Type:	<b>0.48 TL-5</b>		
Downpipe Type:	<b>PVC</b>		
Base Type:	<b>In Slab</b>		
Footing Type:	<b>Cast-in Strap</b>		

**COLOUR CHOICES**

Main Shed	Options
Roof Colour: <b>Surfmist</b>	Window Colour: <b>Surfmist</b>
Wall Colour: <b>Surfmist</b>	PA Door Colour: <b>Surfmist</b>
Barge / Fascia Colour: <b>Surfmist</b>	Roller Door Colour: <b>Surfmist</b>
Gutter Colour: <b>Surfmist</b>	Sliding Door Colour: <b>Surfmist</b>
Downpipe Colour: <b>White</b>	Dividing Wall Colour: <b>Surfmist</b>

**OPTION ITEMS LIST:**

2 x Roller Doors  
 - 2 x H3000xW3100 - A Curtain  
 1 x Open End  
 (E1) 1 x Eng - Certificate (WA) - Enduro

**QUOTE NOTES:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_

Signed: \_\_\_\_\_  
 Date: \_\_\_\_\_

THIS QUOTATION INCLUDES:	DEPOSIT:	PROGRESS PAYMENT:	BALANCE:	SUPPLY KIT ONLY:	TOTAL PRICE: (incl extra charges listed)
Council Fees: <b>No</b>	<b>\$1,665.22</b> (incl GST)	<b>\$6,660.88</b> (incl GST)	<b>\$8,326.10</b> (incl GST)	<b>\$16,652.20</b> (incl GST)	<b>\$16,652.20</b>  (incl GST)
Engineering Costs: <b>Yes</b>					
Rubbish Removal: <b>No</b>					
Delivery: <b>Yes</b>					
Demolition: <b>No</b>					
Stormwater and Earthworks: <b>No</b>					
Labour: <b>No</b>					
Accommodation: <b>No</b>					

## GENERAL SPECIFICATION

1. **BUILDING UPGRADES.** Due to ongoing development Endurance reserves the right to modify the design from the date of quotation and up to the date of delivery modification.
2. **STANDARDS & CODES.** All buildings are designed in accordance with the following standards:
  - AS/NZS1170.1 - Dead & Live Loads
  - AS/NZS1170.2 - Wind Loads
  - AS/NZS4600 - Cold-formed Steel Structures
  - AS1397 - Steel Sheet & Strip
3. **WIND REGION.** It is the customers responsibility to check with the local Authority of the correct design criteria. The building quoted has been designed to the wind category stated on the attached quotation.
4. **ADDITIONAL LOADINGS.** No allowance has been made for Snow Loading, Ceiling Loads and earthquakes unless specifically stated on the attached quotation.
5. **DIMENSIONS SHEDS.** The dimensions stated are nominal sizes only, but generally they are from the overall girts for the width and length and to the top of fascia for the height. We reserve to right to adjust these dimensions slightly due to door/ window combinations etc. The exact dimensions are those shown on the plans issued when the building goes to production. On the Carports, the dimensions stated are: span over columns and length overall dimension from the outside of the end columns.
6. **ROOF AND WALL CLADDING.** The Building Roof can be clad with a choice of two profiles. Fielders TL5 or Fielders Corri. Minimum thickness 0.42 BMT. Thicker Steel is available on request. The Building Walls can be clad in the choice of 3 wall profiles Fielders TL5 0.42 or 0.35 BMT . Fielders Corri 0.42BMT or Fielders Low Profile 0.35BMT. All these profiles are available in the base Zinalume finish or Colorbond finish. Thicker profiles special coatings are available on request. Check your Quotation for details. The sheeting fixings to be accordance with manufacturer's recommendations.
7. **FLASHINGS.** All flashings are manufactured from 0.55mm BMT material. The profile is selected from one of our standard profiles designed to suit the application. Should additional or non standard profiles are requested than an additional charge will apply.
8. **GUTTERS.** A wide selection of gutter profiles are available (dependant on State). Please check you Quotation for details .
9. **DOWNPIPES.** A choice of either 100 x 75 or 90mm diameter PVC downpipes are supplied (check your Quotation for details). Downpipes discharge at ground level.
10. **GALVANISED STEEL SECTIONS.** All Cold Rolled sections specified have a minimum coating of 350g/m2. SHS & RHS sections have a pre-Galvanised minimum coating of 125g/m2.
11. **FASTENERS & SCREWS.** All screws supplied are a Class 4 and in accordance with the Engineering design. All in accordance with AS/NZ 3566. Cyclone screws are use in Region C & D. Most major connections are bolted. These bolts to be 16 diameter 8.8. All other bolts ie Purlin & Girt fixings to be 12 diameter 4.6 bolts.
12. **PORTAL FRAMES.** Endurance has a large selection of frame designs. Including Knee Brace and NO knee brace (Haunch Design). Apex Plate with or without a collar tie. Plus a varied selection of Base Plate Types ie On-Slab or In-Slab. Check your Quotation and Engineering plans for details.
13. **BRACING.** Our designs use either strap bracing of various sizes and or a combination of threaded rod. These braces are positioned in locations shown on the standard engineering plans. Should these braces have to be repositioned to your special requirements then additional costs shall apply.
14. **FOOTINGS & SLAB.** The foundation sizes and slab details provided are for Soil Types except Type E and type P. Refer to the Engineering Plan for details .
15. **ACCESSORIES.**
  - **ROLLER DOORS.** All Roller Doors are steel wrapped to prevent damage with delivery. There are three types of Roller doors – Series A and Series AA (centre lift lock-no chains) and Series B – chain operation. (open from inside). The size shown on the Quotation is the curtain size. All doors are available with electric motors and or windlocks.
  - **PA DOORS.** There is a wide selection of PA Doors. Check your Quotation for type quoted.
  - **WINDOWS.** There is a selection of window sizes available. A header flashing is supplied as standard. Class 1 windows are fully flashed and fully framed. All windows are positioned with the head at approx 2100mm from top of slab.
  - **SLIDING DOORS.** There is a vast variety of sliding door combinations available. Top Hung Standard on all Premier and Z Series Buildings. Bottom Rail System for Aircraft Hangars. Sliding Doors are not wind rated.
  - **SKYLIGHTS.** They are available in either Fiberglass (2400gm/m2 ) or Polycarbonate ( maximum length 8m) to match the profile of the roof. Safety mesh is included if stated in the quote otherwise to be supplied by others.
  - **INSULATION.** Either Fiberglass Wool or Bubble included mesh if included in quote.
  - **VENT RIDGE.** A selection of ridge vents is available. Check Quotation for size. The vent ridge colour is to match the roof finish.
  - **MEZZANINE FLOOR.** Supply is for bearers & joists only. No flooring or balustrade is supplied. The mezzanine floor generally is based on the grid to match the position of the end wall columns. Check column locations are suitable for your layout. Standard floor assumes 1.5kpa Live Load. Heavier loads available on request.

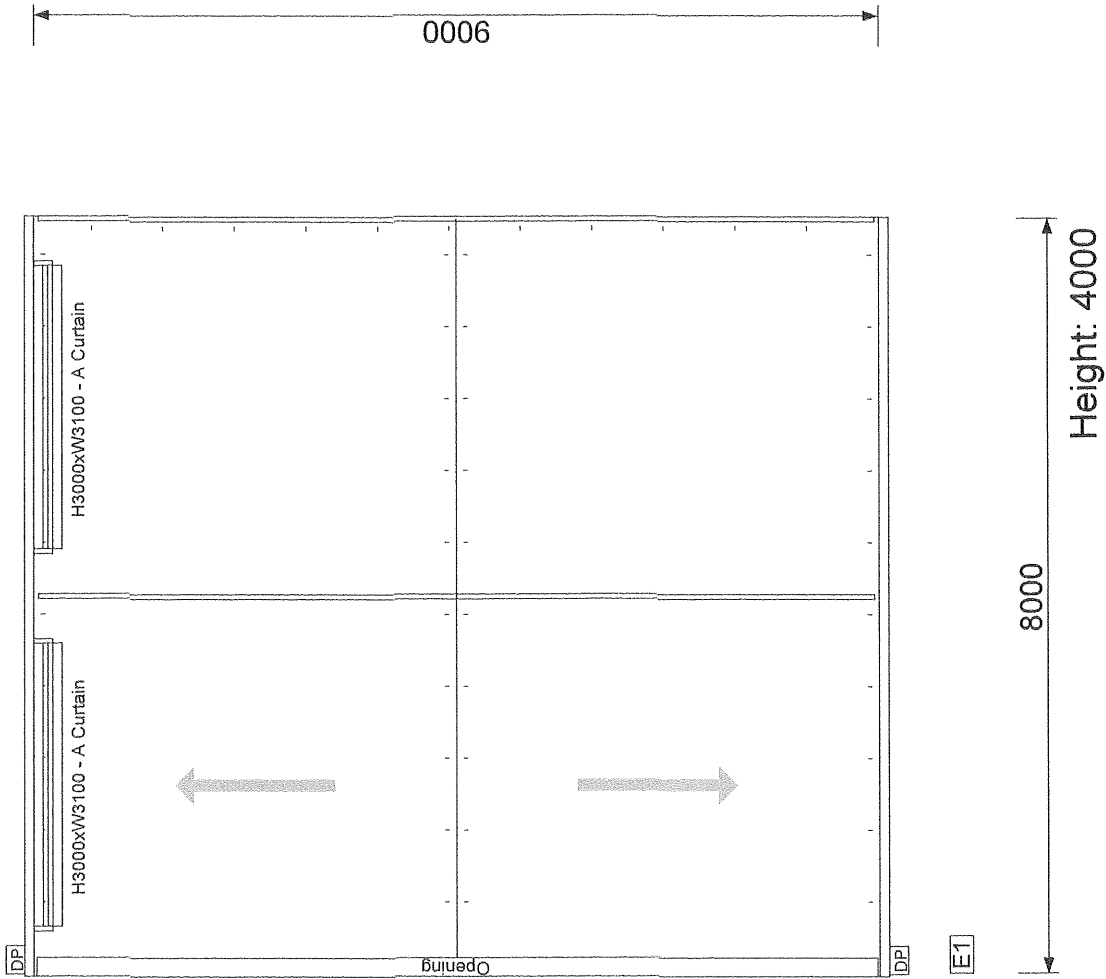
## CONDITIONS OF SALE

1. The attached price is valid for a period of 30 days from the date of this quotation.
2. The price is based on data listed on the layout plans & engineering plan number nominated on the quotation.
3. It is the clients responsibility to gain Council approval unless stated on the quotation.
4. The price is based on 'site unseen'. If the price includes delivery to site we assume the site is accessible for a semi trailer and the goods can be unloaded within 3m of the building area. We do not accept any cost or consequential damages to the purchaser for damage to access driveways, landscape and the like.
5. The dimensions stated on the quotation and shown on the plans included Engineering Plans are nominal and are not to be used for construction. ONLY the dimensions shown on the construction plans are to be used for building.
6. Any variation to the quotation must be in writing and agreed by all parties.
7. Should the cancellation occur we reserve the right to charge a cancellation fee based on the amount of work done at the time of cancellation. Minimum fee 10% of contract price.
8. Should a delivery date be stated it is done in good faith and intentions. We will not be held responsible for any consequential damages should we fail to deliver on the stated date.
9. Any claim for shortages or damage to material in transit are to be made within 3 days of delivery. These claims to be in writing with photos of damaged items attached.
10. Payment terms require a 50% deposit at the time of placing the order into manufacture. This deposit is non refundable. The remaining balance must be paid prior to delivery.

Client Signature: .....

**OPTION ITEMS LIST:**

- 2 x Roller Doors
- 2 x H3000xW3100 - A Curtain
- 1 x Open End
- (E1) 1 x Eng - Certificate (WA) - Enduro



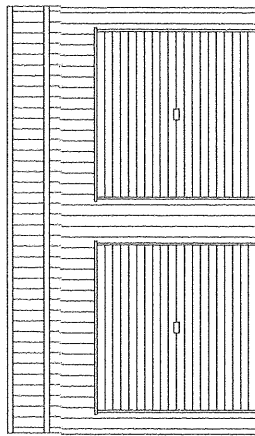
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QUOTE No: <b>BONBL40044</b>	SCALE: <b>NTS</b>	PAGES: <b>1 of 2</b>
DATE: <b>01/01/2024</b>		

CLIENT SIGNATURE: .....

CLIENT NAME: **Gareth Keeling**  
 SITE ADDRESS: **Carlton Street  
 Cuballing, WA, PC: 6311**

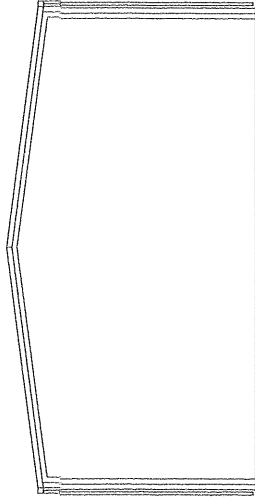


Company: **Ballard Seeds**  
 Address: **PO Box 1137**  
 Phone: **08 9881 5711**  
 Email: **leigh@ballardseeds.com.au**



8000

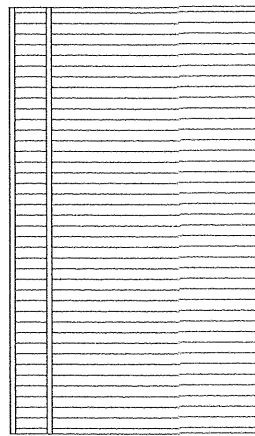
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9000

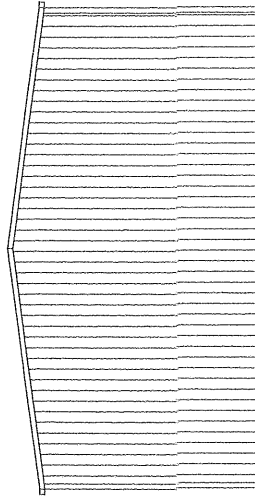
4592  
4000

Left



8000

Front



9000

4592  
4000

Right

Company: Ballard Seeds  
Address: PO Box 1137  
Phone: 08 9881 5711  
Email: leigh@ballardseeds.com.au



CLIENT NAME: Gareth Keeling  
SITE ADDRESS: Carlton Street  
Cuballing, WA, PC: 6311

CLIENT SIGNATURE:

TITLE: Elevations View  
QUOTE No: BONBL40044  
DATE: 01/01/2024  
SCALE: NTS  
PAGES: 2 of 2  
REV: A



P ROAD  
2.5602 ha  
Canton

3142

1025

DP222347 331  
5475 m<sup>2</sup>

2515

1185

2.6502 ha

5025

1189

P ROAD  
2.3057 ha

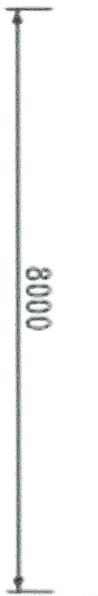
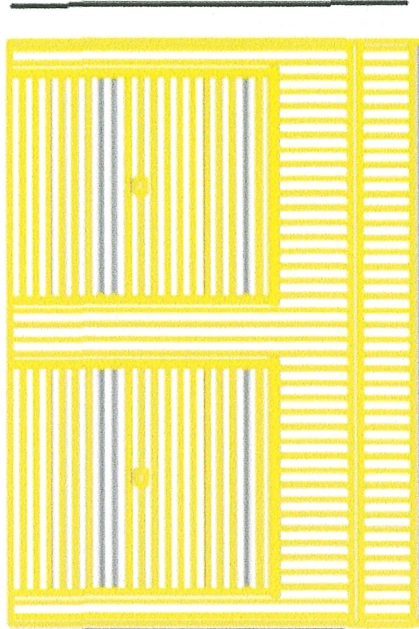
DP222347 324  
5515 m<sup>2</sup>

1189

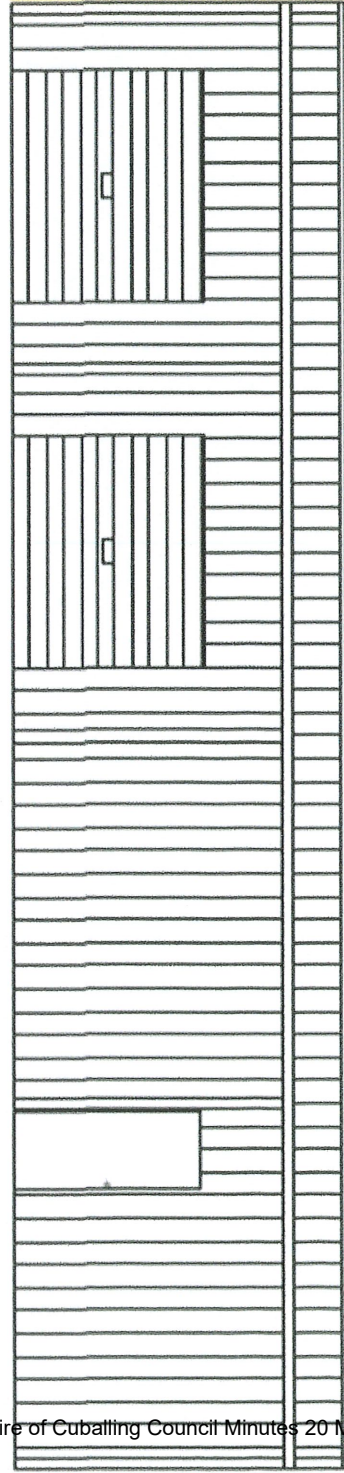
Estates



Additional 8x9m,  
4m Gutter height



Existing 16x9m, 3m gutter height



**9.3 MANAGER OF WORKS AND SERVICES:**

Nil

**9.4 COMMITTEE REPORTS:**

Nil

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

Nil

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

**11.1 Late Item**

For Council to consider a late item, Council must be satisfied that the item is of sufficient urgency that it could not simply be dealt with during the normal course of business at the next ordinary meeting.

In this case the item is considered urgent because the application was lodged on 17 February 2024 and was overlooked.

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION 2024/23**

**That Council consider new business of an Urgent Nature**

**Moved Cr Ballantyne**

**Seconded Cr Harris**

**CARRIED 4/0**

**Cr Ballantyne, Cr Harris, Cr Dowling, Cr Kowald Voted in Favour**

## 11.2 Outbuilding at 52 Clifford Street, Cuballing

Applicant:	David Shanks
File Ref. No:	ADM289
Disclosure of Interest:	N/A
Date:	19 Feb 2024
Author:	Stan Scott - CEO
Attachments:	11.2A Development Application

### **Summary**

#### **Council is requested to approve a new outbuilding.**

#### **Background**

Mr Shanks has lodged an application for a new shed on his rural residential property. The application requires Council approval as it involves the exercise of discretion which is not delegated to the CEO.

#### **The Proposal**

##### *2. The application site*

The site is located on the east side of Cuballing. The property is 14,169 square metres in area and contains a significant remaining cover of remnant vegetation.

The property has one substantial existing outbuilding, and a couple of smaller buildings.

##### *3. The application*

The application seeks approval for a new outbuilding measuring 16 metres by 9 metres (144 Square metres) with a 3 metre wall height. The shed will have 4 large sliding doors each measuring 3.6 metres by 3 metres.

The Planning Application is included at Attachment 11.1A.

##### *4. Public consultation and submissions*

The Applicant has included letter from the neighbouring properties in Clifford Street indicating that there is no objection to the proposal.

##### *5. Planning context*

The site is zoned "Rural Residential" in the *Shire of Cuballing Town Planning Scheme No. 2* (TPS2).

Council's *Local Planning Policy – Outbuildings* (LPPO) in part states planning approval may be granted where:

*(b) that for properties in the Rural Residential Zone, where the lot size is over 1,500m<sup>2</sup>;*



- (i) Zinacalume construction, where the total outbuilding does not exceed 85m<sup>2</sup> in total floor area;
  - (ii) Colourbond construction, where the total outbuilding does not exceed 120m<sup>2</sup> in total floor area;
  - (iii) Masonry construction and/or where the total outbuilding has walls constructed of the same materials and appearance as the house and does not exceed 170m<sup>2</sup> in total floor area.
- (c) Wall height of any outbuildings not to exceed 3 metres. In the case of gable roof construction, the maximum height is not to exceed 4 metres.
- ...
- (f) Any application for planning approval which does not comply with the above shall be referred to Council for consideration.

The proposal requires the exercise of Council discretion as follows:

The proposed side setback is between 3.4 metres and 5 metres.

The Shire of Cuballing Local Planning Scheme no 2 specifies as follows:

*(5) Unless otherwise specified by an approved structure plan, local development plan or approved building envelope plan, the building setbacks from lot boundaries in the Rural Residential Zone shall be a minimum of -*

- (a) 15 metres from primary street boundaries; and*
- (b) 10 metres from other boundaries.*

*(6) A reduction of the setbacks requirements may be permitted in the Rural Residential Zone where, in the opinion of the local government, the topography, soil conditions, location or shape of the lot are such as to make adherence to the setback impractical, and the proposal otherwise meets the requirements of the Scheme.*

In this case the lot has substantial remnant vegetation, and the new outbuilding is an area of the lot that will require minimal clearing. It is also notable that there is an adjacent small outbuilding that is even closer to the boundary than the propped new shed. The neighbour on that side has indicated no objection.

The outbuilding is proposed to be constructed with colourbond cladding in lieu of masonry.

The Outbuildings LPP stipulates masonry construction for outbuildings exceeding 120 square metres in the Rural Residential zone. This building is proposed to be colourbond. It is not clear why this requirement is included in the policy.

Height of roof ridge exceeds 4 metres

While the wall height of 3 metres is compliant with the policy, the height of the building at the ridge of the roof is 4093mm, This exceeds the maximum building height in the Local Planning Policy by 93mm

Description  
52 Clifford Street, CUBALLING 6311  
Strata:  
Reserve:

Details

Polygon Number  
976288

Land Usage  
Land Act (Type 2)

Address  
52 Clifford Street, CUBALLING 6311

House Numbers  
52

Parent House Number  
52

Lot Numbers  
411

Parent Lot Number  
411

Locality  
CUBALLING

Strata Number

Reserve No

Land Area (m<sup>2</sup>)  
14,169



## Comment

While noting that the proposed outbuilding does not comply with all of the requirements of the Local Planning Policy, and is closer to the side boundary than specified in the Local Planning Scheme approval of the building is within the purview of Council. Approval would be consistent with previous approvals. It is recommended that the Council approve the Planning Application subject to conditions.

This follows assessment against the Shire of Cuballing TPS2, Council policy, information provided by the applicant, the submissions relating to the Planning Application and the site characteristics. Conditional approval is recommended given:

- The 3.4 metre setback requires the exercise of Council discretion. It is notable that the affected neighbour has established a residence 47 metres from that boundary, so the risk of future impacts is negligible.
- The 4.093 metre height of the outbuilding is greater than LPP limit of 4 metres. The wall height on the sides of the building is 3 metres. This is not a significant departure from the standard;
- The building is 144 square metres which is within the limit specified in the LPP. It does not however meet the requirement of masonry construction for outbuildings exceeding 120 square metres.

Approving this application would be consistent with previous applications where larger sheds have been approved on rural residential blocks with the size of the property, location of the shed on the block and separation from neighbouring residences has been sufficient to mitigate any impacts.

The applicant is not seeking approval to operate a home occupation or home business. If the use of the outbuilding were to change to that of a home occupation or home business, rather than for residential storage, the applicant is required to apply for Planning Approval and meet the requirements of a home occupation or home business as set by LPS2. Should such an application be received, the Shire would invite comment from neighbours.

### Strategic Implications

There are no notable strategic implications.

### Statutory Environment

*Shire of Cuballing Town Planning Scheme No. 2*

### Policy Implications

Local Planning Policy – Outbuildings

Local Planning Policies are non-statutory documents which provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by LPPs, but is required to have regard to the policy in determining the Planning Application.

Financial Implications – Nil

Economic Implication – Nil

Social Implication – Nil

Environmental Considerations – Nil

### Consultation

The proposed building is more than 50 metres from the nearest neighbour and the shed is for domestic use. Both neighbours on Clifford Street have indicated that they have no objection.

### Options

Council may resolve:

2. the Officer's Recommendation to approve the Planning Application with conditions;
3. to approve the Planning Application with no conditions;
4. to refuse the Planning Application (providing reasons); or
5. to defer and seek additional information.

Voting Requirements – Simple Majority

### **OFFICER RECOMMENDATION / COUNCIL RESOLUTION 2024/24**

**That Council approve the Planning Application for a 144 square metre outbuilding at 52 Clifford Street, Cuballing subject to the following conditions:**

- 1. this approval shall expire if the development hereby approved has not been substantially commenced within a period of two years from the date hereof, or within any extension of that time (requested in writing prior to the approval expiring) that may be granted by Council. Where the Planning Approval has lapsed, no further development is to be carried out;**

2. the development hereby approved must be carried out in accordance with the plans and specifications submitted with the application (addressing all conditions) or otherwise amended by the Council and shown on the approved plan and these shall not be altered and/or modified without the prior knowledge and written consent of the Council;
3. the provision of details with the Building Permit as to how stormwater will be addressed for the proposed development to the satisfaction of Shire. The Shire will require that all stormwater from the outbuilding shall be collected, detained and suitably treated on site to the satisfaction of the Shire prior to occupation. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the Council; and
4. the outbuilding is used for storage and personal recreation activities and is to be not used for commercial, industrial or habitable purposes or for accommodating livestock.

#### **ADVICE**

- A) In relation to Condition 3, stormwater from the proposed outbuilding is to be suitably detained on site (e.g. rainwater tanks, soakwells). Further, the proponent should in general, effectively manage run-off onto the adjoining properties or roads.
- B) The proponent is advised that this Planning Approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.
- 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.

Moved Cr Ballantyne

Seconded Cr Kowald

CARRIED 4/0

Cr Ballantyne, Cr Harris, Cr Dowling, Cr Kowald Voted in Favour

## **12. CONFIDENTIAL MATTERS:**

Nil

## **13. NEXT MEETING:**

Ordinary Council Meeting, 3.00pm. Wednesday 17 April 2024 at the Shire of Cuballing CWA Hall, Campbell Street, Cuballing

## **14. CLOSURE OF MEETING:**

Meeting closed 4.00pm.