

# SHIRE OF CUBALLING

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

## MINUTES

of the

### Ordinary Meeting of Council

held at

**3PM, THURSDAY 21<sup>st</sup> May 2015**

Shire of Cuballing  
Council Chambers  
Campbell Street, Cuballing

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# Minutes

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## 1. **DECLARATION OF OPENING:**

The Shire President, Cr Conley, declared the meeting open at 3.02pm.

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

### 2.1.1 Attendance

Cr Mark Conley	President
Cr Roger Newman	Deputy President
Cr Scott Ballantyne	
Cr Tim Haslam	
Cr Eliza Dowling	
Cr Dawson Bradford	
Mr Gary Sherry	Chief Executive Officer
Ms Tonya Williams	Deputy Chief Executive Officer
Mr Bruce Brennan	Works Supervisor
Mr Alan Lansdell	
Mr Colin Hawksley	
Mr Sheldon Paice	
Mr Grant Alcock	
Mrs Fran Alcock	
Mrs Glenda Vukomanovic	
Ms Filipa Walmsley	
Ms Joy	

### 2.1.2 Apologies

Nil

### 2.1.3 Leave of Absence

Nil

## 3. **STANDING ORDERS:**

### 3.1.1 Suspension of Standing Orders

#### **OFFICER'S RECOMMENDATION:**

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

**Moved: Cr Haslam**

**Seconded: Cr Ballantyne**

**Carried 6/0**

#### **4. PUBLIC QUESTION TIME:**

#### **4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:**

4.1.1	Questions Taken On Notice - Ms Glenda Vukomanovic – Proposed Regional Waste Disposal Site
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At the Council meeting held on 23<sup>rd</sup> April 2015, nine written questions provided by Ms Glenda Vukomanovic, were taken on notice for a later response.

The questions and the according response provided to Ms Vukomanovic are outlined below.

1. It has always been our plan to build on our block and want to apply for a building permit in 2015. As we have since discovered that a Regional Refuse Facility is now planned to be at our front gate and in front of our planned home what guidelines can the Shire of Cuballing provide as to how this will affect our setbacks and general building requirements?

I am not directly aware of the requirements of the Shire of Narrogin and any specific impacts on your development setbacks and building requirements. For a detailed answer I would urge that you take this matter up with the Shire of Narrogin direct.

The Environmental Protection Authority (EPA) Guidance Statement No. 3 Separation Distances between Industrial and Sensitive Land Uses recommends a generic buffer distance of 500 metres from “sensitive” uses (e.g. subdivisions), 150 metres from single residences and an internal buffer of 35 metres from boundaries.

Given the zoning of the area is “General Agriculture” or “Farming” and there are no residential or rural residential subdivisions, the appropriate generic buffer distance is considered to be 150 metres, with a buffer of at least 130 metres to be provided on the application site.

Based on the EPA guidelines, the Council in part resolved to request the applicant to provide advice on “providing a buffer of at least 130 metres and ideally 150 metres on the application site between the edge of the waste disposal facility and neighbouring properties”.

With implementation of a buffer of 150 metres on the application site between the edge of the waste disposal facility and neighbouring properties, I expect that there would no impact on the setbacks required by the Shire of Narrogin on your property. However, again I would urge that you seek the advice of the Shire of Narrogin on this matter.

2. As the previous owner of the now Bendering Refuse Site. which takes a much smaller amount of refuse has stated that if you live within 1 kilometre of a similar site you will have problems as he is having ongoing problems, with no appropriate resolutions and no interest in any of the parties in addressing the matters, how can we have confidence in not being continually suffering the same fate?

The Shire of Cuballing and the other members of the Great Southern Regional Waste Group currently operate 11 waste disposal sites in locations that are inside townsites in our region. To date I am not aware of extensive, ongoing issues with any of these sites, although I am aware that from time to time issue does occur.

The operation of any Regional Waste Disposal Site would also operate under the review of the Department of Environment Regulation (DER). The site would need to comply with the conditions of any approval to operate granted by the DER. Failure to do so would have penalty for the operator or licensee.

3. Is the Shire of Cuballing aware that the requirement for buffer distance for a Regional Refuse Site in the Wagin Shire was set at 2 km with a line of sight buffer of 1 km?

I wasn't aware of the previous deliberations of the Shire of Wagin where the Shire of Wagin set requirements for buffer distances in their Shire.

While it is open for Council to impose conditions on a Regional Waste Disposal Site greater than those conditions normally applied by Western Australian standards, it is open for such conditions to be overturned on appeal to the State Administrative Tribunal.

4. Similarly the Cuballing proposal, being a Regional Refuse Site proposal with the Wagin Council being a signatory, is it appropriate, fair and just that the same buffer distances should apply to all residents in all participating shires?

The Development Application for the proposed Regional Waste Disposal Site is being made to the Shire of Cuballing and is required to comply with the requirements of the Shire of Cuballing. The most significant requirement of the Shire of Cuballing is to meet the requirements of the Shire of Cuballing Town Planning Scheme.

5. Our first question at the previous meeting was not really addressed. Why is their no mention of our intention to build in any document even at this stage?

Given that your property is located in the Shire of Narrogin, the Shire of Cuballing has no record of any intention or contact with you to establish your intention. Therefore the Shire of Cuballing could not advise anyone of your intention.

The Shire of Narrogin, at the request of the Shire of Cuballing, provided the Shire of Cuballing with a list of 17 property owners in the Shire of Narrogin within 5 km of the Proposed Regional Waste Disposal Site on 27th November 2014. Until this time the Shire of Cuballing was unaware of any details, including such basic details as property ownership, of nearby properties in the Shire of Narrogin.

6. Also in the same answer to the question there appears to be an error with the date, (27th November 2015) as this date has not yet arrived. Could you please clarify the date.

The correct date is 27th November 2014.

7. Referring to Wagin Group Regional Landfill Draft Works Application of Jan 2015 Part2, Map Fig 2 showing Potential Future Landfill Area on south side of hill with slope and aspect facing directly into our planned front yard; How can the Cuballing Shire assure us against further negative impacts? How can the Cuballing Shire guarantee buffer zones are maintained?

I am unable to locate the exact diagram in the Draft Works Application to which you refer.

While not being able to assure you that there will not be any negative impacts on your property from the operation of the Proposed Regional Waste Disposal Site, currently 11 waste disposal sites operate within townsites within our region with minimal impact on residents that often much closer than your site.

Should Council give an approval to the Proposed Regional Waste Disposal Site, the operation of that site will need to be within the conditions of that approval. That includes the setbacks and buffer zones imposed.

8. With the entrance and weighbridge and other facilities does this then render the refuse site having no actual buffer with our property?

The required buffer distances imposed under the Environmental Protection Authority (EPA) Guidance Statement No. 3 Separation Distances between Industrial and Sensitive Land Uses refers to the distance from the actual landfill activity. There is no requirement for a buffer distance from the other activities or constructions on the site such as the entrance gate.

9. Our (Q.14 of March meeting) was not answered. We realise there are existing sites. Our question is are any councillors or council officers willing to have a Regional Refuse Site located in front of their current residence? Or are any willing to have it on their land even at a considerable distance from their homes?

I do believe that your question of the March Meeting 2015 was answered. You asked how Council could allow such a facility so close to your property. I answered that Council currently both allows and operates two similar facilities closer to residences than your situation with the proposed waste disposal site. Therefore I consider Council's consideration of allowing a facility so close to your property is equal consideration to that given by Council to those residences that exist closer to the two existing facilities in the shire.

In response to this question I cannot speak to the individual choices of Councillors or other officers. I currently live in a Council residence that is 1.2 kilometres from the Cuballing Waste Disposal Site.

4.1.2 Questions Taken On Notice - Ms Filipa Walmsley – Proposed Regional Waste Disposal Site
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At the Council meeting held on 23<sup>rd</sup> April 2015, four written questions provided by Ms Filipa Walmsley, were taken on notice for a later response.

The questions and the according response provided to Ms Filipa Walmsley are outlined below.

1. Given that affected landowners were not informed until December 2014 of the planning application and were supposed to be informed in April 2014 and Mr Sherry has indicated that we were not informed in May 2014 due to the recent turnover of senior staff, then what occurred in June to December of 2014 that we were not informed over such a long period of time?

Mr Sherry did not indicate that “we were not informed in May 2014 due to the recent turnover of senior staff”. Mr Sherry’s response advised you that “Given the recent turnover of senior staff, the reason behind the Shire failing to complete Council’s request to advise nearby landholders in May 2014 is not known.”

The failure to complete Council’s request to inform local residents was not discovered until November 2014. Upon discovery, Council was already in receipt of the planning application from the Great Southern Regional Waste Group and extensive public notice of the planning application was completed

2. Can a submission from an anonymous source be counted as a pro-proposed tip one especially since the authors believe misguidedly that recycling will occur at the site?

Staff have not evaluated the content of submissions received by Council in the comment period for the Proposed Regional Waste Disposal Site for validity and accuracy at this time. Council has, as indicated in the report to Council at the March 2015 Ordinary Council Meeting and subsequent decision, sought further information from the applicants based in part on the submissions received.

The submission provided with a request to be anonymous was included after much consideration with the public submissions because it did represent an opinion provided to Council. I believe that is open for Councillors in their review of submissions to place less weight on the opinion provided in such a submission by a ratepayer than other, clearly identified submissions.

3. After our trip to Kulin, Kondinin and Corrigin transfer stations and the Bending Regional Tip site, should the proponents be directed to investigate the best method for the control of windborne rubbish which will be an issue at the proposed site since it is elevated and windy?

Control of windborne waste from Waste Disposal sites is a matter for assessment and evaluation in the process of applying for Works Approval to the Department of Environment Regulation (DER). The DER are also the responsible body for enforcement of their approval conditions relating to windborne waste from licenced or registered waste disposal sites. Should Council seek to impose condition greater than the DER requirement such a condition could be overturned on appeal to the State Administrative Tribunal.

4. Will the Shire of Cuballing reveal whether they have had advice from their town planning consultant as to how the proposed site can sit with their own town planning scheme?

The Shire of Cuballing has had advice that the activity of the Proposed Regional Waste Site may be an activity possible under the Shire of Cuballing Town Planning Scheme No. 2 (TPS2). “Waste disposal facility” and “landfill” are not included in the Zoning Table of TPS2 (clause 4.3) or defined in Schedule One of TPS2. Accordingly, the Shire considers that the proposed landfill facility is a use not mentioned or listed in accordance with clause 4.4.2 of TPS2.

## **4.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:**

Nil

### **4.3 PUBLIC QUESTIONS FROM THE GALLERY:**

#### **4.3.1 Proposed Regional Waste Disposal Site**

Mr Sheldon Paice outlined the personal impact of the Regional Waste Disposal Site proposal on his family. His family are currently building a house and had a number of meetings with Shire of Cuballing staff in completing this. At no time was he informed of the Council's intention to locate the Regional Waste disposal Site in this area. Why didn't the Great Southern Regional Waste Group inform my family of the proposal?

The Shire President, Cr Conley, apologised that the decision of Council in April 2014 to advise neighbours was not implemented by staff. It was Council's intention to inform neighbours at this time.

#### **4.3.2 Proposed Regional Waste Disposal Site**

Ms Fran Alcock outlined the Shire of Wagin's adopted a requirement of a regional landfill site to not be within 1 km of a residence in any direction or with be within 2km along a line of sight to the site. Ms Alcock asked how the Shire of Wagin could have different rules to the Shire of Cuballing? Mrs Alcock asked why the Shire of Cuballing had not accepted the Shire of Wagin's requirement that such a buffer be imposed on the regional waste disposal site located in other Shires?

The Shire President, Cr Conley, advised that he hadn't been aware of the Shire of Wagin's buffer requirement and wasn't aware of the Shire of Wagin ever having informed the Shire of Cuballing of such a requirement.

The Chief Executive Officer, Mr Gary Sherry, advised that the refusal by Council of a planning application based on requirements that were greater than clearly established guidelines would be grounds for an appeal of that Council decision to the State Administrative Tribunal. Therefore should the Shire of Cuballing refuse the planning application of the Great Southern Regional Waste Group for a Regional Waste Disposal Site because the application did not provide buffers based on the Shire of Wagin's requirements, an appeal by the applicant to State Administrative Tribunal to overturn the Shire of Cuballing's refusal would almost certainly be upheld.

#### **4.3.3 Proposed Regional Waste Disposal Site**

Mr Grant Alcock asked if the Shire of Cuballing had completed any further investigation of the possibility of transportation of waste to the PerthWaste site at North Bannister.

The Shire President, Cr Conley, advised that there had been no further investigation.

#### **4.3.4 Proposed Regional Waste Disposal Site**

Ms Filipa Walmsley asked that since the Memorandum of Understanding between the land owners of the site of the Proposed Regional Waste Disposal Site would expire in August 2015, had the Shire of Cuballing or the Great Southern Regional Waste Group made any approaches to the landowner to extend or renew the Memorandum of Understanding?

The Chief Executive Officer, Mr Gary Sherry, advised that he had had an informal discussion with the landowners about a new Memorandum of Understanding upon expiry of the existing Memorandum of Understanding. They advised him, informally, that they would consider such an approach, but did not either agree or refuse to enter into a new Memorandum of Understanding.

#### 4.3.5 Proposed Regional Waste Disposal Site

Mr Sheldon Paice asked what recent research has been done recently to prove that the amount requiring to be disposed of from the region of the Great Southern Regional Waste Group was the 7,000 tonne per annum included in the application to the Shire of Cuballing? The Strategic Waste Management Plan completed some time ago has the amount of waste being generated in the region being over 20,000 tonne.

The Chief Executive Officer advised that he wasn't aware of any other research to justify the 7,000 tonne per annum of waste to be deposited at a Regional Waste Site. The annual amount of waste to be accepted was still to be formally advised to the Shire of Cuballing, because the Planning application included an annual amount of waste of only 5,000 tonne.

#### 4.3.6 Proposed Regional Waste Disposal Site

Ms Filipa Walmsley asked who the Shire of Cuballing representatives to the Great Southern Regional Waste Group are?

The Shire President, Cr Conley, advised that he was the delegate and Cr Newman was the proxy delegate.

#### 4.3.7 Proposed Regional Waste Disposal Site

Mr Colin Hawksley asked why no Elected Member from the Shire of Cuballing attended the most recent meeting of the Great Southern Regional Waste Group?

The Shire President, Cr Conley, advised that the delegates were busy on the day of the meeting and the Chief Executive Officer did attend the meeting.

#### 4.3.8 Proposed Regional Waste Disposal Site

Ms Glenda Vukomanovic provided the following questions:

- 1 As we need to URGENTLY complete a business proposal in the next week in which our farm block is an integral part of the deal and requires that our farm NOT be opposite a Regional Rubbish Dump what level of compensation will the Cuballing Shire provide if the Dump Proposal goes ahead and we are required to breach the agreement? Will the Shire cover the total costs of this?
- 2 As this deal provides a substantially increased income for years to come and we need this income to make progress as a family will the Shire guarantee us against any losses should we be successful with this deal and then incur a huge expense in relocation?

- 3 If we make no effort to complete this deal due to either the certainty of the Regional Refuse Site going ahead or the uncertainty of the Site going ahead will the Shire likewise fully compensate us for our losses?
- 4 As we had no reasonable expectation when we bought this property that a Regional Rubbish Dump would ever be proposed here, or enthusiastically supported by the Cuballing Shire and no expectation that the Shire would only notify us after they had signed a MOU, which again in our view was not complied with, is it not totally reasonable the Shire compensate us for our losses?
- 5 As the Shire of Cuballing is delaying and preventing us from using our land for the purposes for which we purchased it and this is causing us loss of business, health and suffering family, what recompense does the Shire propose in the interim?
- 6 As in the future we may want to build a second house on the farm (as has occurred on other farms) will the Proposed Regional Dump prevent us from this option due to it being inside DER Residential buffer zone?
- 7 Our neighbour has indicated he would like the option of subdividing his land at the back of us (given the life of proposed Dump is 60-70years and agriculture may change its dynamics), there could be 6 homes on our side of road even though these would still be relatively large acreages, but possibly prevented because they would be within the present DER Residential Buffer. What level of compensation are we to receive now as this restricts opportunities forever and the property value will drastically decline with the event of a Regional Dump?
- 8 We have protected and preserved the environment on our farm with the aim of flora and fauna preservation and enhancement. We particularly all looked forward to enhance this aspect by living on the property and ensuring it's progress. As I see landholders destroy and clear their remnant native bush especially through the use of fire, do you not feel it is imperative to encourage those few residents who are willing to forgo some profit and preserve and enhance what precious little that remains seeing it diminishes in my area each year?
- 9 With such an obviously controversial Site Proposal why was there not a commitment by Shire of Cuballing to keep affected property owners informed from the outset?
- 10 I believe this duty of care and disclosure to nearby landholders should have been shown from the beginning before vast sums of Public Funds was expended, to allow input by ratepayers. Do you agree?
- 11 Where you aware that if this Proposal goes ahead it will be sandwiched between four properties and another just a few metres over the road on a 45 degree angle?
- 12 How can we confidence in the Cuballing Shire given they are unable to locate the diagram to which I refer, despite having significant public funded resources to which I am not privileged to avail?
- 13 Do the Cuballing Shire Councillors and President care what is happening to our family's health and wellbeing?
- 14 I have already consulted with a medical doctor who understands why I am not sleeping well, feeling tired and mentally drained, which he attributes to the energy expended by

having this Regional Dump Proposal consuming my energy. What resources can the Shire provide to the most severely impacted family by this Proposal?

- 15 What help and assurances can the Shire give my 5 year old son who keeps asking to move to the farm house without a Regional Refuse Dump in front of his house, at his front gate, the front gate of Regional Refuse Dump being opposite each other, and at his school bus stop? It is affecting him badly as this is always his thoughts to live in his house at the farm.
- 16 Are the Shire President or the Shire Councillors willing to have this Regional Rubbish Dump at your front gate outside your family residence? What would be your objection? (please note I just refer to this Regional Rubbish Tip and not to existing local tips)
- 17 What Duty of Care do the President and Councillors accept for the most severely negatively impacted landholders?
- 18 As I understand it landholders have a duty of disclosure to any buyer to inform them of any event that may adversely affect a property they are selling. Where is the Duty of Disclosure of Shire of Cuballing to to inform affected property owners of any event that may adversely us?

The Shire President, Cr Conley, took the questions on notice.

#### 4.3.9 Proposed Regional Waste Disposal Site

Ms Filipa Walmsley provided the following questions:

1. Why were the Cuballing and Narrogin Shire Landowners/Rate payers adjacent to and in the vicinity of the proposed regional tip site on Nebrikinning Road not advised as soon as the decision was made to actively consider the site (portion of Lot 23, Wandering-Narrogin Road, Cuballing) instead of finding out in mid-December 2014?

To Quote from Lindsay Stephens your WVGC consultant/adviser....

"The choice of the site was very constrained as other sites were selected and even drilled, but had to be abandoned following sustained community pressure on the individual landholders involved.

Each time a site was found the adjoining and nearby landholders, in summary thought a regional landfill was a good idea, but would not accept it in their location/shire.

This site chosen has been found to be highly suitable for the proposed landfill and meets all Government Guidelines.

The Local Governments involved are highly respectable and caring representatives of their community and strive very hard to protect all aspects of the community and the wider factors such as lifestyle, biodiversity, conservation, water resources. The selection of Lot 23 represents near seven years of work and compromise to find a suitable regional landfill site."

In August 2014 at your OCM Mr Gary Sherry represented previous motions to council including the motion about notifying nearby landholders. The same six councillors that are sitting now were all involved at that and previous meetings. Supposedly the failure to notify nearby land owners was not found until November 2014. What minutes were councillors reading and did not one councillor think it strange that there had been no community input or contact from nearby landowners in all that time and that they personally had not received notification from the Shire of Cuballing as post office box holders in Cuballing and representatives of community groups etc...

- 2 What experience and qualifications does Lindsay Stephens have in the design and site selection of landfill sites?
- 3 How was Lindsay Stephens engaged to consult on the landfill and design. Is he on the WA Local Govt Association list of preferred suppliers for services list or was it put to an open tender process?
- 4 How much is Lindsay Stephens being paid and who holds the funds as we cannot find any record of a legal registered entity called either the "Wagin Voluntary Group of Councils" or "Great Southern Regional Waste Group"?
- 5 Why can't Lindsay Stephens agree with himself on which stages and what order they are going to progress in?

Letter to Office of Appeals Convenor..

Two separate envelopes / cells are proposed to accommodate the new regional 'Waste Disposal Facility' which will developed in four (4) separate stages. Stage 1 will be developed in Envelope / Cell 1 which is located in the eastern portion of the site and will comprise a total area of approximately 6.6 hectares. Envelope I Cell 2 is located in the western portion of the site. It contains proposed Stages 2 to 6 of the facility and will comprise a total area of approximately 3.6 hectares

- 6 Have the Shire of Cuballing contemplated what it will mean should the GSRWG appeal their decision?

## **5. APPLICATIONS FOR LEAVE OF ABSENCE:**

Nil at this time

## **6. CONFIRMATION OF MINUTES:**

6.1.1 Ordinary Meeting of Council held on Thursday 23<sup>rd</sup> April 2015

### **OFFICER'S RECOMMENDATION:**

**That the minutes of the Ordinary Meeting of Council held on Thursday 23<sup>rd</sup> April 2015 be confirmed as a true record of proceedings.**

**Moved: Cr Haslam**

**Seconded: Cr Bradford**

**Carried 6/0**

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

Nil

8. **DISCLOSURE OF 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.

Nil

## **9. REPORTS OF OFFICERS AND COMMITTEES:**

### **9.1 DEPUTY CHIEF EXECUTIVE OFFICER:**

#### **9.1.1 List of Accounts Submitted for Council Approval and Payment – April 2015**

File Ref. No: Finance 11  
Disclosure of Interest: Nil  
Date: 11<sup>th</sup> May 2015  
Author: Nichole Gould  
Attachments: 9.1.1A List of April Accounts

#### **Summary**

**Council is to consider the April 2015 List of Accounts.**

Background - Nil

Comment

Council is provided at Attachment 9.1.1A with a list of payments made from each of Council's bank accounts during the month of April 2015.

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 note the list of accounts.

Voting Requirements – Simple Majority

#### **OFFICER'S RECOMMENDATION:**

**That Council notes the Chief Executive Officer's List Of Accounts for April 2015 paid under Delegated Authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 included at Attachment 9.1.1A including payments from:**

1. the Municipal fund totalling \$118,706.80; and
2. the Trust Fund totalling \$26,290.65

**Moved: Cr Haslam**

**Seconded: Cr Ballantyne**

**Carried 6/0**

## LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL

Chq/EFT	Name	Description	Trust	Credit Card	Muni	Total
010415	4 - Police Licensing Payments	Police Licensing Payments	-174.70			-174.70
170415	4 - Police Licensing Payments	Police Licensing Payments	-1032.15			-1032.15
200415	4 - Police Licensing Payments	Police Licensing Payments	-326.80			-326.80
210415	4 - Police Licensing Payments	Police Licensing Payments	-865.00			-865.00
220415	4 - Police Licensing Payments	Police Licensing Payments	-1499.55			-1499.55
230415	4 - Police Licensing Payments	Police Licensing Payments	-4846.70			-4846.70
280415	4 - Police Licensing Payments	Police Licensing Payments	-4603.15			-4603.15
290415	4 - Police Licensing Payments	Police Licensing Payments	-466.60			-466.60
300415	4 - Police Licensing Payments	Police Licensing Payments	-808.35			-808.35
020415	4 - Police Licensing Payments	Police Licensing Payments	-1153.80			-1153.80
070415	4 - Police Licensing Payments	Police Licensing Payments	-5771.10			-5771.10
080415	4 - Police Licensing Payments	Police Licensing Payments	-638.50			-638.50
090415	4 - Police Licensing Payments	Police Licensing Payments	-921.45			-921.45
130415	4 - Police Licensing Payments	Police Licensing Payments	-443.65			-443.65
140415	4 - Police Licensing Payments	Police Licensing Payments	-40.70			-40.70
150415	4 - Police Licensing Payments	Police Licensing Payments	-1282.35			-1282.35
160415	4 - Police Licensing Payments	Police Licensing Payments	-1416.10			-1416.10
EFT1348	Able Sales	Purchase Of Replacement Generator - Diesel Silent Isuzu 25KVA 3 Phase 1 Year Or 1,000 Hours Warranty			-9900.00	-9900.00
EFT1349	Air Liquide PTY LTD	Cylinder F&G Sizes, Rental			-107.32	-107.32
EFT1350	Asphalt Surfaces Pty Ltd	4 Tonne Cold Mix			-713.54	-713.54
EFT1351	Avon Waste	Bulk Bin Service And Rent X4			-1310.33	-1310.33
EFT1352	Belvedere Nursery	Plants For Popo Toilets			-412.35	-412.35
EFT1353	Bill & Bens Hot Bread Shop	50 X Hot Dog Rolls For Youth Day Event			-36.00	-36.00
EFT1354	Builders Registration Board Building Commission	March Building Forms			-628.50	-628.50
EFT1355	Burgess Rawson (WA) PTY LTD	Water Usage War Memorial 10/02/15 - 14/04/15			-203.74	-203.74
EFT1356	Cannon Hygiene Australia PTY LTD	Sanitary Unit Monthly Service, Bi Annual Invoice			-395.69	-395.69
EFT1357	Child Support Agency	Payroll Deductions			-302.66	-302.66
EFT1358	Cuby Roadhouse	March Account - CEO Fuel			-815.50	-815.50
EFT1359	Cuby Tavern	Council Meeting March Meal			-649.55	-649.55

## LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL

Chq/EFT	Name	Description	Trust	Credit Card	Muni	Total
EFT1360	Edge Planning & Property	March 15 - 31 Hours @ \$120p/Hr - Preparing Agendas For Regional Waste Facility And Bird Silos, Review EPA Decision, Draft Responses To Questions To Council, Next Steps For Zoning And Road Reserve Closures For Bird Silos			-4092.00	-4092.00
EFT1361	Farmworks Ruralco	10 X Roundup, Gesatop 900, 3x Metsulfron 600			-5508.80	-5508.80
EFT1362	Great Southern Fuel Supplies	March Fuel Account - Bulk			-9698.72	-9698.72
EFT1363	Hancocks Home Hardware	Hand Rail, Popo Toilets			-71.25	-71.25
EFT1364	Hygiene Concepts	1x Wall Mounted Lockable Sharps, 5x 1.4L Sharps Disposable Containers, 1x 5L Sharps Disposable Container			-372.90	-372.90
EFT1365	JR & A Hersey P/L	Rigger Gloves, Safety Vests, Spray And Mark White, Citra Gel, PUC Tape, Glass Cleaner, Metal Drills			-1864.31	-1864.31
EFT1366	Kareem Pty Ltd	Sand, Self Loaded 06/03, 09/03 And 02/04			-517.00	-517.00
EFT1367	Landgate	Schedule R2015/4			-62.35	-62.35
EFT1368	LGIS Risk Management	Regional Risk Coordination Programme Project 9471, Jan - June 15			-2272.60	-2272.60
EFT1369	Lawn Doctor	Soil Test, Results And Recommendations For Cuballing Oval			-187.00	-187.00
EFT1370	Makit Narrogin Hardware	2x Rubber Mats. Clasps			-154.60	-154.60
EFT1371	Machine Man Fencing	1x Flat Top Fence Panel Of Pool Fencing - No Posts			-250.00	-250.00
EFT1372	McDougall Weldments	Guttering For Tennis Club Roof			-3345.37	-3345.37
EFT1373	Narrogin Agricultural Repairs	Chainsaw Chains			-270.00	-270.00
EFT1374	Narrogin Auto Electrics	New Starter Motor, Solenoid			-1563.75	-1563.75
EFT1375	Narrogin Floral Studio	ANZAC Day Wreath - 16" Native			-85.00	-85.00
EFT1376	Narrogin Smash Repairs	Replacement Windscreen For CN027			-401.50	-401.50
EFT1377	Narrogin Gardening Services	Professional Services - Load Roman Data - 11.75 Hours			-1598.00	-1598.00
EFT1378	Narrogin Packaging	Duluxe Toilet Roll, Style Slimline Towel, 240Lt Bin Liner			-446.03	-446.03
EFT1379	Narrogin Pumps Solar And Spraying	Camlock E 50mm, Camlock Alum Type C 50mm, H/ Dutyhose Clamp 56-59mm			-92.07	-92.07
EFT1380	Page Truck Hire	Bobcat And Loader Hire To			-1650.00	-1650.00

## LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL

Chq/EFT	Name	Description	Trust	Credit Card	Muni	Total
		Push Up The Popo Tip March 2015				
EFT1381	Phill Watts Bulldozing	Dozer Hire To Push Gravel			-4812.50	-4812.50
EFT1382	Reinforced Concrete Pipes	RCPA Headwall 600			-844.80	-844.80
EFT1383	Retravision	Bluetooth Amplifier Speaker - Lennox PA System			-299.00	-299.00
EFT1384	Richard James McDougall	Tennis Club Clubrooms Roof			-540.00	-540.00
EFT1385	Road Signs Australia	Road Signs - Hydrant Stickers (X10), Markers (X10) And Triangle (X5)			-275.00	-275.00
EFT1386	Ray White Real Estate	Water Consumption 10/02/15 - 14/04/15, 64 Days 30 Units			-48.22	-48.22
EFT1387	SOS Office Equipment	Meter Readings For Xerox DCVC4475 To 31/03/2015			-383.09	-383.09
EFT1388	Security Man Pty Ltd	Quarterly Monitoring For Security System			-110.00	-110.00
EFT1389	Seek	Advertising For Admin Officer On Seek			-280.50	-280.50
EFT1390	Sunny Brushware Supplies	2x 6fttractor Brooms			-1500.40	-1500.40
EFT1391	Toll Ipec (Courier Australia)	Filters Plus Delivery			-65.46	-65.46
EFT1392	WA Local Government Association	Advertising For Plant/ Grader Operator			-1592.29	-1592.29
EFT1393	Westrac	1x 178.0603 Seat Loader			-1197.44	-1197.44
EFT1394	Wacker Neuson	4x Rubber Damper			-95.39	-95.39
EFT1395	Whitford Fertilisers Narrogin	1.8t Off Spec Fertiliser \$680 P/T Ex GST			-1348.40	-1348.40
751	14 - Rent On Forrest Street	Rent On Forrest Street			-600.00	-600.00
751	11 - Interest On Graders	Interest On Graders			-974.93	-974.93
751	12 - Loan Repayment No. 63 Graders	Loan Repayment No. 63 Graders			-2739.35	-2739.35
751	10 - Big Air Cloud Management	Big Air Cloud Management			-116.49	-116.49
751	14 - Rent On Forrest Street	Rent On Forrest Street			-600.00	-600.00
751	13 - ATO Clearing Account BAS	ATO Clearing Account BAS			-30312.00	-30312.00
14687	Australian Communications And Media Authority	Licence Renewal Fees For Land Mobile (Radio communications)			-106.00	-106.00
14688	Building & Construction Industry Training	March Forms			-1323.50	-1323.50
14689	Frank Weston & Co	200 X Tek screws, 1x Can Touch Up Paint			-50.40	-50.40
14690	Synergy	Streetlights March			-1038.49	-1038.49
14691	Shire Of Cuballing (CASH)	Building Services For Shire Time 28.75 @ 99, Travel 108 @ 0.95			-2948.85	-2948.85

**Attachment 9.1.1A**

**LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL**

<b>Chq/EFT</b>	<b>Name</b>	<b>Description</b>	<b>Trust</b>	<b>Credit Card</b>	<b>Muni</b>	<b>Total</b>
14692	Total Undercar	Wheel Alignment			-93.50	-93.50
14693	Telstra	Purchase of new Phone For Works Supervisor & Mobile Charges			-2066.66	-2066.66
14694	Water Corporation	Standpipe Water Usage - Ridley St, Cuballing			-2012.86	-2012.86
14695	WA Local Government Super Plan	Superannuation Contributions			-8698.32	-8698.32
14696	Hostplus Super	Superannuation Contributions			-386.98	-386.98
14697	Matrix Superannuation	Superannuation Contributions			-150.11	-150.11
14698	Prime Super	Superannuation Contributions			-342.44	-342.44
14699	Westscheme	Superannuation Contributions			-775.00	-775.00
27/04/15	Commonwealth Bank	Training Course (Building), Fuel		-556.93		-556.93
			-26290.65	-556.93	-118706.8	-144440.52

## 9.1.2 Statement of Financial Activity

Applicant:	N/A
File Ref. No:	CMR1
Disclosure of Interest:	Nil
Date:	5 <sup>th</sup> May 2015
Author:	Tonya Williams, Deputy Chief Executive Officer
Attachments:	9.1.2A Statement of Financial Activity 9.1.2A

### Summary

**Council is to consider the Statement of Financial Activity for April 2015.**

### 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

#### General Purpose Funding - Rates

An amount of \$1,002,487 has been raised in rates for the year. \$58,809.73 was given as a discount on rates. At the end of April rate debtors were \$33,294.43, final instalments were due 3<sup>rd</sup> March. The discount has increased slightly due to some rate notices being sent out later due to new valuations received for several properties after the initial rate run.

#### Governance - Contributions and Reimbursements

This includes the reimbursement from the Shire of Mt Marshall for Mrs Eva Haydon's LSL contribution of \$12,932. Higher than budgeted Workers Compensation claims (paid out). Relocation costs are lower than budgeted. However, costs for Office Maintenance will increase in May for email migration costs.

#### Health

Environmental Health Services are costing less than budgeted.

#### Housing

Expenditure is lower than budgeted as less money spent on Deputy CEO housing to date, due to a December start date.

#### Community Amenities

A Transfer Station Grant for \$20,000 was budgeted for and may not be received this financial year.

#### Transport

Income is expected for the final portion of the Regional Road Grant (20%) in May. Maintenance costs are lower than expected, as the focus is now on maintenance for streets and roads with all major capital projects completed this figure is expected to rise in coming months.

**Economic Services - Building Wages and Other Costs**

This includes the cost and Darryle's wages and associated costs such as training, publications, superannuation etc.

**Income – Building Surveyor Services**

Schedule 13 Economic Services contains only work carried out for the Shire of Cuballing for Building Services.

**Other Property and Services - Expenditure PWO Other**

Main expenditure is the subscription to Roman for an amount of \$5,311 and the LGIS Regional Risk Co-ordination program for \$4,132.

**Other Property and Services - Parts and Repairs**

To date \$78,020.28 has been spent on parts and repairs, this now includes the \$10,000 bill for the Isuzu.

**Other Property and Services - Internal Repair wages**

This now includes the servicing of vehicles carried out by the outside staff which previously went under parts and repairs.

Administration Allocations done to April 2015.

Strategic Implications - Nil

Statutory Environment – Nil

Policy Implications

Financial Implications

Economic Implication - Nil

Environmental Considerations - Nil

Consultation - Nil

Options

Council may resolve:

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

Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION:**

**That the Statement of Financial Activity, as included at Attachment 9.1.2A for the Shire of Cuballing for period ending 30<sup>th</sup> April 2015 be received.**

**Moved: Cr Ballantyne**

**Seconded: Cr Newman**

**Carried 6/0**

## Bank Reconciliation for the month of April 2015

	Municipal Fund	Trust Fund	Reserve Accts
Opening balance	\$523,462.43	\$29,521.21	\$1,043,507.85
Income	\$204,313.07	\$37,432.05	-
Add interest	\$859.56	-	\$1,767.62
Adjustment	\$0.00	-	
Expenditure	-\$173,817.36	-\$26,290.65	
Closing balance	\$554,817.70	\$40,662.61	\$1,045,275.47
Bank account	\$176,117.41	\$28,468.25	\$2,893.89
Investments	\$395,496.55	0.00	\$1,042,381.58
Plus O/S deposits	\$3,196.85	12,194.35	
Less O/S cheques	-\$19,993.11	\$0.00	
Closing balance	\$554,817.70	\$40,662.60	\$1,045,275.47

## Investments 30 April 2015

Account Number	Maturity Date	Interest Rate	Fund/Account		
			Municipal	Trust	Reserve
3445506	Cash Deposit	2.25%	-		1,042,381.58
34681402	Cash Deposit	2.25%	300,000.00		
	Online account	2.50%	95,496.55		
Total			395,496.55	0	1,042,381.58

**SHIRE OF CUBALLING**

**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2014 TO 30 APRIL 2015**

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

**SHIRE OF CUBALLING**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**FOR THE PERIOD 1 JULY 2014 TO 30 APRIL 2015**

	NOTE	30-Apr 2015 Actual	30-Apr 2015 Y-T-D Budget	2014/2015 Budget	Variences Budget to Actual Y-T-D
		\$	\$	\$	%
<b>Operating Revenues</b>					
Governance		18,268	16,548	16,637	(10.39%)
General Purpose Funding		382,789	333,961	598,900	(14.62%)
Law, Order, Public Safety		23,962	21,625	26,500	(10.81%)
Health		2,094	1,278	1,500	(63.85%)
Education and Welfare		-	-	-	
Housing		-	-	-	
Community Amenities		1,705	21,803	22,350	92.18%
Recreation and Culture		3,465	8,438	9,100	58.94%
Transport		758,992	768,735	838,860	1.27%
Economic Services		135,332	49,633	64,200	(172.66%)
Other Property and Services		189,075	114,707	143,713	(64.83%)
<b>Total</b>		<b>1,515,682</b>	<b>1,336,728</b>	<b>1,721,760</b>	
<b>Operating Expenses</b>					
Governance		(93,936)	(113,048)	(129,030)	16.91%
General Purpose Funding		(38,888)	(39,241)	(69,477)	0.90%
Law, Order, Public Safety		(93,288)	(109,303)	(142,488)	14.65%
Health		(18,550)	(32,790)	(43,712)	43.43%
Education and Welfare		(10,040)	(10,834)	(13,606)	7.33%
Housing		(28,737)	(31,968)	(41,555)	10.11%
Community Amenities		(135,911)	(150,610)	(203,262)	9.76%
Recreation & Culture		(198,007)	(203,736)	(262,980)	2.81%
Transport		(1,273,091)	(1,482,118)	(1,974,307)	14.10%
Economic Services		(181,437)	(83,033)	(107,528)	(118.51%)
Other Property and Services		(35,323)	70,592	(92,106)	150.04%
<b>Total</b>		<b>(2,107,207)</b>	<b>(2,186,089)</b>	<b>(3,080,051)</b>	
<b>Funding Balance Adjustment</b>					
(Profit)/Loss on Asset Disposals		9,854	(27,500)	(27,500)	
Depreciation on Assets		762,643	718,101	957,491	
Movement current leave entitlements		-	-	-	
<b>Net Operating</b>		<b>180,972</b>	<b>(158,760)</b>	<b>(428,300)</b>	
<b>Capital Revenue and (Expenditure)</b>					
Purchase Land Held for Resale		-	-	-	
Purchase Land and Buildings		(66,064)	(231,156)	(231,156)	
Purchase Infrastructure Assets - Roads & Footpaths, Other		(840,317)	(879,641)	(879,641)	
Other		-	-	-	
Purchase Plant and Equipment		(400,334)	(369,000)	(369,000)	
Purchase Furniture and Equipment		-	-	-	
Proceeds from Disposal of Assets		86,388	57,500	57,500	
Repayment of Debentures		(28,345)	(70,551)	(70,551)	
Repayment of Debentures		(26,947)	-	-	
Proceeds from New Debentures		-	-	-	
Transfers to Reserves (Restricted Assets)		(18,466)	(79,000)	(79,000)	
Transfer to/from Reserves		-	-	-	
Transfer to restricted assets		-	-	-	
Transfers from Reserves (Restricted Assets)		-	259,000	259,000	
Transfer from Restricted Cash		297,044	298,338	298,338	
<b>Net Capital</b>		<b>(997,041)</b>	<b>(1,014,510)</b>	<b>(1,014,510)</b>	
ADD Net Current Assets July 1 B/Fwd		498,339	496,502	496,502	
LESS Net Current Assets Year to Date		(621,401)	-	-	
<b>Amount Raised From Rates</b>		<b>(939,132)</b>	<b>(676,768)</b>	<b>(946,308)</b>	

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

**SHIRE OF CUBALLING**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2014 TO 30 APRIL 2015**

**1. SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

**(a) Basis of Accounting**

This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

**(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

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

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 9.

**(c) Rounding Off Figures**

All figures shown in this statement, other than a rate in the dollar, are rounded to the nearest dollar.

**(d) Rates, Grants, Donations and Other Contributions**

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

**(e) Goods and Services Tax**

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

**(f) Cash and Cash Equivalents**

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

**(g) Trade and Other Receivables**

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectibility of trade 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.

**SHIRE OF CUBALLING**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2014 TO 30 APRIL 2015**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(h) Inventories**

***General***

Inventories are valued 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.

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

***Land Held for Resale***

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**(i) Fixed Assets**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Municipality includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**SHIRE OF CUBALLING**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2014 TO 30 APRIL 2015**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(j) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets clearing and earthworks	not depreciated
construction/road base original surfacing and major re-surfacing	50 years
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
clearing and earthworks	not depreciated
construction/road base	50 years
gravel sheet	12 years
Formed roads (unsealed)	
clearing and earthworks	not depreciated
construction/road base	50 years
Footpaths - slab	40 years
Sewerage piping	100 years
Water supply piping & drainage systems	75 years

**(k) Impairment**

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 "Impairment of Assets" and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of preparing this report, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2009.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on the Monthly Statement of Financial Position from a budgetary perspective.

**(l) Trade and Other Payables**

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

**SHIRE OF CUBALLING**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2014 TO 30 APRIL 2015**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(m) Employee Benefits**

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

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

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

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

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

**(n) Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

***Borrowing Costs***

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.

**(o) Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

**(p) Current and Non-Current Classification**

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

**SHIRE OF CUBALLING**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2014 TO 30 APRIL 2015**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(m) Employee Benefits**

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

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

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

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

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

**(n) Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

***Borrowing Costs***

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.

**(o) Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be

**(p) Current and Non-Current Classification**

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

**SHIRE OF CUBALLING  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2014 TO 30 APRIL 2015**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(q) Reporting of Monthly Financial Variances**

That the Shire of Cuballing adopts a material variance of +-10% with a minimum dollar value of \$5,000 from the base figure for the financial year 2010/2011, and report variances by way of supporting note in the Monthly Statement of Financial Activity.

**SHIRE OF CUBALLING**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2014 TO 30 APRIL 2015**

**2. STATEMENT OF OBJECTIVE**

In order to discharge its responsibilities to the community, the Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

**GOVERNANCE**

Administration and operation of facilities and services to members of council; other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific activities.

**GENERAL PURPOSE FUNDING**

Rates, general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY**

Supervision of various local laws, fire prevention, emergency services

**HEALTH**

Food control.

**EDUCATION AND WELFARE**

Support of school activities.

**HOUSING**

Provision and maintenance of housing.

**COMMUNITY AMENITIES**

Operation of refuse site, noise control and administration of the Town Planning Scheme.

**RECREATION AND CULTURE**

Maintenance of halls, recreation centre and various reserves. Support library services in Narrogin.

**TRANSPORT**

Construction and maintenance of streets, roads, bridges, footpaths, drainage works, parking facilities, traffic signs and bus shelters. Depot maintenance.

**ECONOMIC SERVICES**

The regulation and provision of tourism, area promotion, building control, noxious weeds, vermin control and standpipes.

**OTHER PROPERTY & SERVICES**

Private works operations, plant repairs and operation costs.

## SHIRE OF CUBALLING

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 APRIL 2015

		30-Apr	30-Jun
		Actual	Budget
		\$	\$
<b>3. ACQUISITION OF ASSETS</b>			
The following assets have been acquired during the period under review:			
<b><u>By Program</u></b>			
<b>Governance</b>		58,610	55,000
<b>Community Amenities</b>		-	140,000
<b>Recreation and Culture</b>		75,064	91,154
<b>Transport</b>		1,139,405	1,151,643
<b>Economic Services</b>		33,636	42,000
	<b>Total</b>	<b>1,306,715</b>	<b>1,479,797</b>
<b><u>By Class</u></b>			
Land and Buildings		66,064	231,156
Infrastructure Assets		840,317	879,641
Plant and Equipment		400,334	369,000
Furniture and fittings		-	-
	<b>Total</b>	<b>1,306,715</b>	<b>1,479,797</b>

## SHIRE OF CUBALLING

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 APRIL 2015

## 4. DISPOSALS OF ASSETS

	Net Book Value	Sale Proceeds	Profit (Loss)
	30-Apr 2015 Actual	30-Apr 2015 Actual	30-Apr 2015 Actual
	\$	\$	\$
<b>By Program</b>			
<b>Transport</b>			
Toyota Hilux CN157	6,000	2,364	(3,636)
Vermeer Woodchipper	8,500	8,636	136
Holden Berlina	14,922	10,909	(4,013)
Isuzu Tip Truck CN272	43,000	44,091	1,091
Holden Colorado (Insurance)	23,820	20,388	(3,432)
<b>Total</b>	<b>96,242</b>	<b>86,388</b>	<b>(9,854)</b>

	Net Book Value	Sale Proceeds	Profit (Loss)
	30-Apr 2015 Actual	30-Apr 2015 Actual	30-Apr 2015 Actual
	\$	\$	\$
<b>By Class</b>			
<b>Plant and Equipment</b>			
Toyota Hilux CN157	6,000	2,364	(3,636)
Vermeer Woodchipper	8,500	8,636	136
Holden Berlina	14,922	10,909	(4,013)
Isuzu Tip Truck CN272	43,000	44,091	1,091
Holden Colorado (Insurance)	23,820.00	20,388	(3,432)
-	-	-	-
-	-	-	-
<b>Total</b>	<b>96,242</b>	<b>86,388</b>	<b>(9,854)</b>

	30-Apr 2015 Actual
	\$
<b>Summary</b>	
Profit on Asset Disposals	1,227
Loss on Asset Disposals	(11,081)
<b>Total</b>	<b>(9,854)</b>

**SHIRE OF CUBALLING**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2014 TO 30 APRIL 2015**

**5. INFORMATION ON BORROWINGS**

## (a) Debenture Repayments

Particulars	Loan Date	Years	Principal 1-Jul-13	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
					Actual	Budget	Actual	Budget	Actual	Budget
					\$	\$	\$	\$	\$	\$
<b>Recreation &amp; Culture</b>										
Loan #61 Change Rooms	31/10/2005	10	12,749		7,543	10,127	5,206	2,623	434	505
<b>Transport</b>										
Loan #62 - Loader	11/08/2008	10	123,885		20,802	27,969	103,083	95,916	5,854	9,362
Loan#63 - Graders	7/02/2014	8	289,495	-	26,947	32,455	262,549	257,040	10,196	10,349
			<b>426,129</b>	<b>-</b>	<b>55,292</b>	<b>70,551</b>	<b>370,837</b>	<b>355,579</b>	<b>16,485</b>	<b>20,216</b>

All debenture repayments were financed by general purpose revenue.

## SHIRE OF CUBALLING

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 APRIL 2015

	30-Apr 2015 Actual	2014/15 Budget
	\$	\$
<b>6. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Plant and Equipment Reserve</b>		
Opening Balance	283,089	283,088
Amount Set Aside / Transfer to Reserve	5,114	44,157
Amount Used / Transfer from Reserve	-	(254,000)
	<b>288,203</b>	<b>73,245</b>
<b>(b) IT and Office Equipment Reserve</b>		
Opening Balance	29,246	29,245
Amount Set Aside / Transfer to Reserve	524	20,194
Amount Used / Transfer from Reserve	-	-
	<b>29,770</b>	<b>49,439</b>
<b>(c) Employee Entitlements Reserve</b>		
Opening Balance	123,397	123,389
Amount Set Aside / Transfer to Reserve	2,219	2,489
Amount Used / Transfer from Reserve	-	-
	<b>125,616</b>	<b>125,878</b>
<b>(d) Housing Reserve</b>		
Opening Balance	7,631	7,629
Amount Set Aside / Transfer to Reserve	137	160
Amount Used / Transfer from Reserve	-	-
	<b>7,768</b>	<b>7,789</b>
<b>(e) Recreation and Community Facility Res</b>		
Opening Balance	292,959	292,950
Amount Set Aside / Transfer to Reserve	5,267	6,123
Amount Used / Transfer from Reserve	-	(5,000)
	<b>298,226</b>	<b>294,073</b>
<b>(f) Refuse Site Reserve</b>		
Opening Balance	58,624	58,624
Amount Set Aside / Transfer to Reserve	1,054	1,225
Amount Used / Transfer from Reserve	-	-
	<b>59,678</b>	<b>59,849</b>
<b>(g) Grain Freight Reserve</b>		
Opening Balance	106,989	106,989
Amount Set Aside / Transfer to Reserve	1,923	564
Amount Used / Transfer from Reserve	-	-
	<b>108,912</b>	<b>107,553</b>
<b>(h) Equestrian Reserve</b>		
Opening Balance	2,000	2,000
Amount Set Aside / Transfer to Reserve	158	2,042
Amount Used / Transfer from Reserve	-	-
	<b>2,158</b>	<b>4,042</b>

## SHIRE OF CUBALLING

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 APRIL 2015

6. RESERVES	30-Apr 2015 Actual	2014/15 Budget
	\$	\$
<b>Cash Backed Reserves continued</b>		
<b>(i) General Purpose Reserve</b>		
Opening Balance	122,888	122,888
Amount Set Aside / Transfer to Reserve	2,064	2,046
Amount Used / Transfer from Reserve	-	-
	<b>124,952</b>	<b>124,934</b>
<b>Total Cash Backed Reserves</b>	<b>1,045,283</b>	<b>846,802</b>

All of the above reserve accounts are supported by money held in financial institutions.

6. RESERVES (Continued)	30-Apr 2015 Actual	2014/15 Budget
	\$	\$
<b>Summary of Transfers To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Plant and Equipment Reserve	5,114	44,157
Office Equipment Reserve	524	20,194
Employee Entitlement Reserve	2,219	2,489
Housing Reserve	137	160
Recreation and Community Facility Reserve	5,267	6,123
Refuse Site Reserve	1,054	1,225
Grain Freight Reserve	1,923	564
Equestrian Reserve	158	2,042
General Purpose Reserve	2,064	2,046
	<b>18,459</b>	<b>79,000</b>
<b>Transfers from Reserves</b>		
Plant and Equipment Reserve	-	(254,000)
IT and Office Equipment Reserve	-	-
Employee Entitlements Reserve	-	-
Housing Reserve	-	-
Recreation and Community Facility Reserve	-	(5,000)
Refuse Site Reserve	-	-
Grain Freight Reserve	-	-
Equestrian Reserve	-	-
General Purpose Reserve	-	-
	-	<b>(259,000)</b>
<b>Total Transfer to/(from) Reserves</b>	<b>18,459</b>	<b>(180,000)</b>

**SHIRE OF CUBALLING**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2013 TO 30 JUNE 2014**

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Plant and Equipment Reserve

- to be used for the purchase and replacement of major items..

IT and Office Equipment Reserve

- to be used for the purchase of new and/or replacement of office equipment or furniture items.

Long Service Leave Reserve

- to be used to fund long service leave requirements.

Housing Reserve

- to be used to fund the construction of new shire housing.

Recreation and Community Facility Reserve

- to be used to fund the upgrade of the oval and associated facilities.

Refuse Site Reserve

- to be used to fund the upgrade of the refuse site.

Grain Freight Reserve

- to be used to maintain the grain freight route through the district.

Equestrian Reserve

- to be used for the maintenance and upkeep of the equestrian centre.

General Purpose Reserve

- to be used to maintain/fund various facilities throughout the district.

## SHIRE OF CUBALLING

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 APRIL 2015

	30-Apr 2015 Actual	Brought Forward 1-Jul
	\$	\$
<b>7. NET CURRENT ASSETS</b>		
<b>Composition of Estimated Net Current Asset Position</b>		
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	557,509	488,032
Cash - Restricted Reserves	1,045,283	1,026,811
Cash - Restricted Cash	-	297,044
Receivables	72,525	74,675
Inventories	11,032	11,032
	<b>1,686,349</b>	<b>1,897,594</b>
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	<b>(19,665)</b>	<b>(75,400)</b>
<b>NET CURRENT ASSET POSITION</b>	1,666,684	1,822,194
Less: Cash - Reserves - Restricted	<b>(1,045,283)</b>	<b>(1,026,811)</b>
Less: Cash - Restricted Municipal	-	<b>(297,044)</b>
<b>NET CURRENT ASSET POSITION</b>	<b>621,401</b>	<b>498,339</b>

**SHIRE OF CUBALLING**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2014 TO 30 APRIL 2015**

**8. RATING INFORMATION**

RATE TYPE	Rate in	Number of Properties	Rateable Value	2014/2015 Rate Revenue	2014/2015 Interim Rates	2014/2015 Back Rates	2014/2015 Total Revenue	2014/2015 Budget
	\$	#	\$	\$	\$	\$	\$	\$
<b>General Rate</b>								
UV - Cuballing	0.006733	224	100,116,000	674,081	-	-	674,081	674,081
GRV Cuballing	0.072742	176	1,848,542	134,467	(2,756)	-	131,711	134,467
<b>Sub-Totals</b>		<b>400</b>	<b>101,964,542</b>	<b>808,548</b>	<b>(2,756)</b>	<b>-</b>	<b>805,792</b>	<b>808,548</b>
<b>Minimum Rates</b>								
<b>Minimum \$</b>								
UV - Cuballing	760	128	10,366,627	97,280	-	-	97,280	97,280
GRV Cuballing	620	154	702,131	95,480	-	-	95,480	95,480
<b>Sub-Totals</b>		<b>282</b>	<b>11,068,758</b>	<b>192,760</b>	<b>-</b>	<b>-</b>	<b>192,760</b>	<b>192,760</b>
Ex gratia rates							998,552	1,001,308
Specified Area Rates							-	-
Discounts							998,552	1,001,308
<b>Totals</b>							<b>(58,850)</b>	<b>(55,000)</b>
							<b>939,702</b>	<b>946,308</b>

All land except exempt land in the Shire of Cuballing is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2014/15 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

## SHIRE OF CUBALLING

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 APRIL 2015

## 9. TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

Detail	Balance 1-Jul-14	Amounts Received	Amounts Paid	Balance
	\$	\$	\$	\$
Bonds - Building	14,389			14,389
Bonds - Hall Hire	1,050	50	(50)	1,050
Commodine Tennis Club	3,090			3,090
Cuballing Country Festival	1,099	-	-	1,099
Cuballing Cricket Club	200			200
Popo Plates	0	2,400	(2,400)	-
Cuballing Football Asson	566			566
Environment and Townscape Trust Fund	5,713	648		6,361
Police Licensing	5,148	317,572	(310,360)	12,359
Swipe cards	1,545	15	(15)	1,545
	<b>32,800</b>			<b>40,660</b>

## 10. SUPPLEMENTARY INFORMATION

May include (not exhaustive) the following:

- Operating Statement;
- Balance Sheet;
- Debtors listings;
- Creditors listings;
- Cash/Investment summaries;
- Plant reports;
- Ratio analysis; and
- Other information considered relevant.

### 9.1.3 Rates Debtors Write Off Delegation

Applicant: N/A  
File Ref. No: CMR7  
Disclosure of Interest: Nil  
Date: 15<sup>th</sup> April 2015  
Author: Tonya Williams, Deputy Chief Executive Officer  
Attachments: Nil

#### **Summary**

**Council is to consider changing Council's Delegation relating to the write off of Rates Debtors.**

#### **Background**

The Policy Manual (2.0 Administrative Finance - 2.13 Write Offs & Adjustments) currently allows for the Chief Executive Officer to write off debtor accounts under fifty dollars where it is not economically practical to pursue payment and amounts under fifty dollars that have been raised in error. Any other amounts need to be referred to Council. This policy currently does not cover Rates Debtors.

#### **Comment**

Adjustment of this policy would allow for the write off of minor outstanding amounts in the Rates system, usually small amounts of penalty interest. Penalty interest accrues daily and in some instances the small outstanding amount is the difference between the total quoted on an outstanding notice or provided over the phone and the total on the day payment is actually received. Adjustment of this policy would allow the CEO to approve these small amounts to be written off from accounts.

#### **Strategic Implications** - Nil

#### **Statutory Environment**

Delegation Register  
F1: Outstanding Debtors

The Chief Executive Officer is delegated the authority to write off uncollectable or economically uncollectable debts, excluding rates and service charges, up to \$50.

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

#### **Policy Implications**

Policy Manual  
2.13 Write Offs & Adjustments  
SEPTEMBER 2011

- a) Where debtor accounts have a balance under one hundred dollars and, in the Chief Executive Officer's opinion, it will not be economically practical to pursue payment of the account through the court system, the Chief Executive Officer may approve that the amount be written off.
- b) Where an amount, under fifty dollars, was raised in error, the Chief Executive Officer may approve that the amount be written off.

Financial Implications - Nil  
Economic Implication - Nil  
Environmental Considerations - Nil  
Consultation – Nil

Options

Council may resolve:

1. the Officer's Recommendation;
2. an amended Officers Recommendation; or
3. to not make any changes to Policy 2.13

Voting Requirements – Absolute Majority

**OFFICER'S RECOMMENDATION:**

**That Council's Delegation Register be amended as follows:**

**F1: Outstanding Debtors**

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

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

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

**Moved: Cr Dowling**

**Seconded: Cr Bradford**

**Carried 6/0**

## 9.2 CHIEF EXECUTIVE OFFICER:

### 9.2.1 RoadWise Road Crash Trailers

Applicant: N/A  
File Ref. No: CS3  
Disclosure of Interest: Nil  
Date: 12<sup>th</sup> May 2015  
Author: Gary Sherry  
Attachments: Nil

#### Summary

**Council's support for the purchase of two regional RoadWise Road Crash Trailers is requested.**

#### Background

Currently there are a number of crash car trailers which are registered to the Commissioner of Police and located in strategic locations. Unfortunately the Wheatbelt South region does not have access to such trailers for promotion of road safety messages.

#### Comment

The Wheatbelt South (WBS) Road Safety Advisor, Rodney Thornton has researched the option of crash car trailers being built to assist the region in promoting road safety messages at community events and other strategic locations.

The WBS Regional Road Group has been approached in regard to the project, with both the Shires of Kulin and Pingelly accepting the role of host Councils for the trailers for ease of availability and access by other local governments in the WBS region.

Participating Council's would be able to obtain the RoadWise Road Crash Trailers for display within their Shire at no ongoing hire cost.

In the first instance grant funding will be applied for to assist with the capital cost of the trailers, however in the event this funding is not forthcoming it is envisaged that each of the LG's will contribute to the capital cost of the trailers and the host LG's will license, insure and maintain the trailers.

For the purpose of the grant funding applications all participating local governments will be required to present a Letter of Support for the project prior to the end of May 2015.

Strategic Implications - Nil

#### Statutory Environment

A Memorandum of Understanding between the local governments will be required to ensure a suitable trailer booking policy is adhered to and any other possible issues regarding the trailers are highlighted to ensure fairness to all local governments involved.

Policy Implications – Nil at this time

### Financial Implications

In the first instance grant funding is to be applied for by the RoadWise host local government (Shire of Kulin) through the Office of Road Safety Funding Program (closing date 5th June 2015) and the RAC (closing date: 29th June 2015) with assistance from WBS Road Safety Advisor, Rodney Thornton.

If this funding is not successful or there is a funding shortfall, each of the LG's in the WBS will contribute to the capital cost of the trailers. The capital cost is estimated to be \$1,100 per local government or the lesser amount if part funded by grants. The initial license and registration of the trailers are included in this cost.

Ongoing costs to the host local governments will be approximately \$235 per annum per trailer for the licensing. Insurance costs are subject the individual local governments insurance policy.

Maintenance of the trailers is to be carried out by the host local government.

Economic Implication - Nil

Environmental Considerations - Nil

Consultation - Nil

This matter has the support of the WBS Regional Road Group.

### Options

Council may resolve:

1. the Officer's Recommendation; or
2. to not support the RoadWise Road Crash Trailers Project.

Voting Requirements – Simple Majority

### **OFFICER'S RECOMMENDATION:**

**That Council:**

- 1. Support the RoadWise Road Crash Trailers project including a cash contribution of up to \$1,500; and**
- 2. Agree to participate in an MOU for the ongoing management of the Road Crash Trailers of up to \$500 per annum.**

**Moved: Cr Dowling**

**Seconded: Cr Bradford**

**Carried 6/0**

## 9.2.2 East Yornaning LCDC – Proposed Winding Up

Applicant: N/A  
File Ref. No: Community Organisations 1  
Disclosure of Interest: Nil  
Date: 12<sup>th</sup> May 2015  
Author: Gary Sherry  
Attachments: Nil

### **Summary**

**Council is to consider supporting the proposed winding up of the East Yornaning LCDC.**

### **Background**

The East Yornaning Land Conservation District Committee was a statutory committee established under Sections 22 and 23 of the Soil and Land Conservation Act 1945 to manage activities in the East Yornaning Land Conservation District that was proclaimed by the Governor in 1988.

The Department of Agriculture and Food advised Council in May 2013 that the term of appointment for the members of the East Yornaning LCDC was due to expire on 31<sup>st</sup> May 2013. The Commissioner of Soil and Land Conservation requested nominations for re-appointment to the Committee.

There was provision to appoint two representatives from the Shire of Cuballing, but Council decided in the following manner.

#### **COUNCIL DECISION:**

That;

The Department of Agriculture and Food (DAF) be advised this LCDC has not met for at least 5 years.

Moved: Cr Newman

Seconded: Cr Wittwer

Carried by Absolute Majority 5/0

### **Comment**

When the members' term of appointment expired on 31<sup>st</sup> May 2013, the East Yornaning LCDC ceased to exist. Since that time the LCDC has had no authority to operate. As it is apparent that there is now a lack of interest in continuing the LCDC, the Commissioner of Soil and Land Conservation must move to have it wound up.

Before presenting our recommendation to the Minister, the Commissioner needs to obtain support for the proposal from the local governments within the district.

As the Shire of Cuballing is within the East Yornaning Land Conservation District, the Commissioner has accordingly requested Council support for the proposal.

### **Strategic Implications**

Whilst the East Yornaning LCDC has completed valuable work in the past, given that the committee has not met for seven years, there appears no reason for Council to not support the proposal to wind up the Committee.

Statutory Environment – Nil  
Policy Implications – Nil  
Financial Implications – Nil  
Economic Implication - Nil

Environmental Considerations

Whilst the East Yornaning LCDC has completed valuable environmental work in the past, local land owners are now completing soil conservation of their properties via other methods.

Consultation - Nil

Options

Council may resolve:

1. the Officer's Recommendation;
2. to seek to re-establish the East Yornaning LCDC including locating local members to participate and request the Soil Commissioner to reappoint representatives.

Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION:**

**That Council support the recommendation of the Commissioner of Soil and Land Conversation to wind up the East Yornaning Land Conservation District Committee.**

**Moved: Cr Haslam**

**Seconded: Cr Bradford**

**Carried 6/0**

## 9.2.3 Request to Close Right of Way - Popanyinning

Applicant: N/A  
File Ref. No: A906  
Disclosure of Interest: Nil  
Date: 12<sup>th</sup> May 2015  
Author: Gary Sherry  
Attachments: 9.2.3A Location Plan

### **Summary**

**Council is to consider proposing to close the unnamed road right of way adjoining freehold and leased lots owned by WG Bird in Popanyinning.**

### **Background**

Mr Wayne Bird has been seeking to expand his land holding in Popanyinning associated with his fabrication business for some years. Mr Bird's landholding of leased and freehold titles in Popanyinning is shown in the location plan shown at Attachment 9.2.3A.

Mr Bird has previously lodged a request to purchase UCL lots adjoining his property, however he was advised that his request had been refused due to access issues to those lots. Main Roads WA are reluctant to agree to any proposal that allows additional access to Francis Street.

In December 2013 Council's position was sought on amalgamating Mr Bird's leasehold land with existing freehold properties. Council considered the amalgamation of two additional leased lots, being 330 and 331, because Mr Bird wished to not go through another amalgamation process in the future. It was thought that it was unlikely that Mr Bird would require access to Francis Street from these lots and the Right of Way could be closed to the Northern boundary of lot 330 with no inconvenience to the neighbouring landowners of Lots 323 and 30.

Therefore at the December 2013 Ordinary Council Meeting, Council resolved that:

#### **COUNCIL DECISION:**

That the Department of Lands be advised Council has no objection to the proposal to amalgamate leasehold Lots 24, 25, 26 & 32 into freehold Lots 33, 328, 35, 36 and 201, together with part of the Right of Way, and sees no reason why Lots 330 and 331 could not be amalgamated with the aforementioned Lots as there are no access issues.

Moved: Cr Newman

Seconded: Cr Ballantyne

Carried 6/0

In March 2015, whilst considering another matter at this location Council considered that:

- Bird's Silos & Shelters have operated from their Popanyinning site for decades, with their business now extending over a number of smaller lots. During this time, various buildings have been built over property boundaries. Better practice is that buildings are fully contained within lots as this reduces future issues including if there is a change of ownership.
- There is an unnamed laneway that runs north-south between Francis Street and Forrest Street that is largely engulfed by the Bird's Silos & Shelters business. The laneway does however provide secondary legal access to Lot 323 Forrest Street and Lot 30 Francis Street which are not owned by Bird's Silos & Shelters.

Staff suggested that Bird's Silos & Shelters and the Council commence consideration of matters including:

- whether it is preferable for any existing lots to be amalgamated to address buildings extending over property boundaries and to provide greater flexibility in locating future development;
- whether the laneway should be retained to provide alternative access to properties in the area or whether it should be amalgamated into adjoining properties;
- the preparation of a concept plan or development guide plan to set out anticipated future development for the Bird Silos & Shelters site. This could provide greater certainty for Bird Silos & Shelters, the community, other stakeholders and the Shire regarding the nature of development and how it will be a "good neighbour"; and
- whether the Rural Townsite Zone provides the appropriate balance of flexibility and certainty for all stakeholders.

### Comment

In light of Council's December 2013 decision, Council has now been advised by the Department of Lands that it is incumbent on Council to formally close the unnamed right of way bounded by the properties owned and leased by Mr Bird to allow the amalgamation process to continue.

The unnamed right of way to be considered for closure is shown in red on the Location plan at Attachment 9.2.3A.

It is proposed that the entire right of way be advertised for closure. This is greater than the request from the Department of Lands. This course of action is proposed because:

- Currently the right of way is impacted by the activities of Birds Silo's and is very difficult to use for members of the public. There are no known issues or local concern arising from this use.
- The right of way significantly impacts on all of activities conducted by Bird Silo's and all of the property that they own. Closure of the entire Right of way will allow Bird Silo's to resolve all of their access issues with the Department of Lands without further reference to Council. It is expected that with closure of the ROW, Bird Silo's will be able to negotiate purchase of the ROW and amalgamation into their existing freehold property(ies).

The section of ROW immediately adjacent to Spragg Street may be available for purchase by either of the property owners adjacent should they wish. It is not expected, or should it be supported by Council to allow access by Bird Silo's from any amalgamated property onto Spragg Street.

### Strategic Implications - Nil

The proposal to amalgamation will indirectly assist a local business and has the potential to assist in retaining jobs in the local economy.

### Statutory Environment

Section 58 of the Land Administration Act (1997) applies to this matter.

The process for a local government to close a Right Of Way is:

1. Council decides at Council meeting to consider closing a road.
2. Advertises intention to consider closing a road in local publication, such as the Narrogin Observer, giving a period of notice to provide submissions.
3. Council would write to advise service agencies of the road closure. This would include Water Corporation, Western Power, Alinta Gas, Telstra, the Dept. of Industry and Resources, Dampier to Bunbury Natural Gas Pipe Land Access Minister and the Department of Land. Notice would normally also be provided to adjacent or nearby local land owners as well.
4. Council make decision to close road. This must be at least 35 days after the notice was publicised in the local newspaper. Any objections must be considered by the local government.
5. Write to Minister (with plans of road to be closed, copies of advice to service agencies, copy of the Council minutes, copies of any submissions, any other relevant information) requesting closure of road.

Policy Implications – Nil

Financial Implications

Because Mr Bird has leased crown land for some years, rate income has been received by Council for the leased lots.

Amalgamation with Mr Bird's existing freehold land and any closed Right of Way is unlikely to alter the GRV valuation of the combined property or therefore result in any significant change in Council rate revenue.

Economic Implication

If approved and implemented, the amalgamation of the right of way will assist a locally operating business and assist with local job creation

Environmental Considerations

It is suggested there are limited environmental issues associated with this proposal. Previously Mr Bird has outlined that it is in his business interest to retain native vegetation as shelter for storing fabricated equipment on his property.

Consultation

Council will conduct wide spread consultation in keeping with the requirements of the Land Administration Act.

Options

Council may resolve:

1. the Officer's Recommendation;
2. to advertise a smaller area of the unnamed Right of Way for closure; or
3. to not propose to close any of the unnamed Right of Way.

Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION:**

**That Council proposes to close the entire unmade Right of Way between Spragg and Howard Streets in Popanyinning as shown on the location plan included at Attachment 9.2.3A.**

**Moved: Cr Dowling**

**Seconded: Cr Newman**

**Carried 6/0**



- Pink & Yellow – Freehold Land owned by Mr Bird
- Green – Land leased from the Crown by Mr Bird
- Orange – land Leased from Telstra
- Red – Unnamed Road Reserve to be considered for permanent closure
- Blue – Freehold Property owned by other individuals

9.2.4	EEO Management Plan – 2015 - 2017
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Applicant: N/A  
File Ref. No: Staff 11  
Disclosure of Interest: Nil  
Date: 13<sup>th</sup> May 2015  
Author: Gary Sherry  
Attachments: 9.2.4A Draft EEO Management Plan 2015-2017

### **Summary**

**Council is to consider a draft Equal Employment Opportunity Management Plan.**

### **Background**

The Shire of Cuballing's current Equal Employment Opportunity Management Plan (EEOMP) expired on 31 December 2014.

### **Comment**

Council is required to adopt a new plan to remain compliant with Part IX of the Equal Opportunity Act 1984

A Draft EEOMP, based on the template provided by the Public Sector Commission is included at Attachment 9.2.4A.

### **Strategic Implications** - Nil

### **Statutory Environment** – Nil

The draft EEOMP has been developed in accordance with Part IX of the Equal Opportunity Act 1984 and is aligned with the Director of Equal Opportunity in Public Employment's EEO and Diversity Outcome Standards Framework.

Equal Opportunity Act 1984, Part IX, Division 3 – Equal Employment Opportunity Management Plans –

#### 145. Preparation and implementation of management plans

- (1) Each authority shall prepare and implement an equal opportunity management plan in order to achieve the objects of this Part.
- (2) The management plan of an authority shall include provisions relating to —
  - (a) the devising of policies and programmes by which the objects of this Part are to be achieved; and
  - (b) the communication of those policies and programmes to persons within the authority; and
  - (c) the collection and recording of appropriate information; and
  - (d) the review of personnel practices within the authority (including recruitment techniques, selection criteria, training and staff development programmes, promotion and transfer policies and patterns, and conditions of service) with a view to the identification of any discriminatory practices; and
  - (e) the setting of goals or targets, where these may reasonably be determined, against which the success of the management plan in achieving the objects of this Part may be assessed; and
  - (f) the means, other than those referred to in paragraph (e), of evaluating the policies and programmes referred to in paragraph (a); and

- (g) the revision and amendment of the management plan; and
  - (h) the appointment of persons within the authority to implement the provisions referred to in paragraphs (a) to (g).
- (3) The management plan of an authority may include provisions, other than those referred to in subsection (2), which are not inconsistent with the objects of this Part.
- (4) The preparation of a management plan shall take place and the implementation of the management plan shall commence without delay and —
- (a) in the case of an authority referred to in section 139(1)(a), (b), (c) or (d), other than an authority which is an institution of tertiary education, on or before such day as is specified in the regulations in respect of that authority and if no day is so specified in respect of an authority on or before the day that is 3 years after the day when this Part comes into operation; and
  - (b) in the case of an institution of tertiary education or an authority the subject of regulations under section 139(1)(e), on or before such day as is specified in the regulations.
- (5) An authority may, from time to time, amend its management plan.
- (6) Each authority shall send a copy of its management plan, and any amendment of the plan, to the Director as soon as practicable after the management plan or the amendment, as the case may be, has been prepared.

Policy Implications

Nil at this time.

Financial Implications - Nil

Economic Implication - Nil

Environmental Considerations - Nil

Consultation

Ashley Flugge, Senior Consultant, Accountability Policy and Performance, Public Sector Commission

Options

Council may resolve:

- 4. the Officer's Recommendation;
- 5. not accept the Draft EEOMP included at Attachment 9.2.4A and direct staff to prepare an alternative Draft EEOMP for Council to consider.

Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION:**

**That Council adopt the draft Equal Employment Opportunity Management Plan included at Attachment 9.2.4A.**

**Moved: Cr Dowling**

**Seconded: Cr Haslam**

**Carried 6/0**

Local Government  
Equal Employment Opportunity Management Plan  
Creating a workplace that is equitable and diverse

**Agency Name:** Shire of Cuballing

**Plan Life: 2015 to 2017**

**EEO Outcomes to be achieved during the period of the plan**

Existing	To be Reviewed	Proposed	Tick box indicates my authority has: <ul style="list-style-type: none"> <li>• <u>existing</u> initiatives in place</li> <li>• initiatives in place that need <u>to be reviewed</u></li> <li>• <u>proposed</u> initiatives that are yet to be developed.</li> </ul>
<b>Outcome 1: The organisation values EEO and diversity and the work environment is free from sexual and racial harassment</b>			
<input type="checkbox"/>	<input type="checkbox"/>	X	Equal Employment Opportunity (EEO) and Diversity values are incorporated into corporate values, business planning processes and human resource workforce plans.
X	<input type="checkbox"/>	<input type="checkbox"/>	A positive, inclusive and harassment-free workplace culture is communicated and promoted within the organisation.
<input type="checkbox"/>	<input type="checkbox"/>	X	Performance management criteria for managers includes an ability to recruit a diverse workforce and promote an inclusive work culture.
X	<input type="checkbox"/>	<input type="checkbox"/>	Implementation of strategies within this EEO Management Plan occurs throughout the organisation.
X	<input type="checkbox"/>	<input type="checkbox"/>	There is an effective grievance resolution process where staff are able to raise concerns and issues.
<input type="checkbox"/>	<input type="checkbox"/>	X	Workplace culture is monitored and assessed to determine that it is inclusive and free from harassment and unlawful discrimination.
<b>Outcome 2: Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees</b>			
<input type="checkbox"/>	<input type="checkbox"/>	X	Organisational structure and job design provide career paths for all diversity groups.
X	<input type="checkbox"/>	<input type="checkbox"/>	Recruitment and selection practices provide appropriate flexibility for all diversity groups.
<input type="checkbox"/>	<input type="checkbox"/>	X	Mechanisms are in place to identify the needs of diversity groups to operate effectively in the workplace. (e.g. diversity surveys, review of exit interview feedback).
X	<input type="checkbox"/>	<input type="checkbox"/>	Retention practices are in place to identify, develop and retain staff from all diversity groups (e.g. induction processes, training and development opportunities, working hours and conditions, flexible work options and performance management).
<input type="checkbox"/>	<input type="checkbox"/>	X	The organisation monitors and assesses employment practices to ensure they contribute positively to attracting and retaining a diverse workforce.
<b>Outcome 3: Employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity</b>			
<input type="checkbox"/>	<input type="checkbox"/>	X	Demographic data is systematically collected to monitor and report on progress of all

			diversity groups.
<input type="checkbox"/>	<input type="checkbox"/>	X	Diversity objectives are identified to reflect the agency's business needs.
<input type="checkbox"/>	<input type="checkbox"/>	X	Strategies have been developed to improve employment outcomes for the following diversity groups: <input type="checkbox"/> Women in Management <input type="checkbox"/> People from Culturally Diverse Backgrounds <input checked="" type="checkbox"/> Indigenous Australians <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> People with a Disability <input type="checkbox"/> Other (please specify): (Different organisations have different priorities according to their existing diversity profile and service delivery. The priorities for the organisation may not necessarily cover all diversity groups).

**Outcome 4: Maintain a relevant and achievable EEO Management Plan through communication, review/amendment and evaluation.**

X	<input type="checkbox"/>	<input type="checkbox"/>	The Plan and its policies and programs are communicated to all staff.
<input type="checkbox"/>	<input type="checkbox"/>	X	Each initiative/strategy/task is linked to a measure of success and a timeframe for completion.
X	<input type="checkbox"/>	<input type="checkbox"/>	The Plan is monitored, reviewed and amended to ensure strategies remain relevant to the operations of the organisation.
<input type="checkbox"/>	<input type="checkbox"/>	X	The Plan and its policies and programs are evaluated to determine the effectiveness of the Plan.

**CEO LEADERSHIP STATEMENT**

It is with pleasure I present to you the **Shire of Cuballing EEO Management Plan for 2015 – 2017**.

This EEO Management Plan has been developed in accordance with Part IX of the *Equal Opportunity Act 1984* and is aligned with the Director of Equal Opportunity in Public Employment's EEO and Diversity Outcome Standards Framework.

Workforce diversity is a business imperative and is part of good human resource management practice. An inclusive and accepting workplace has benefits for all employees. A diverse workforce will attract and retain quality employees, which translates into effective business decisions and effective service delivery.

Our EEO Management Plan is the foundation for a working environment free from harassment and discrimination. Through the implementation of this Plan we will strive to build a workforce and supporting organisational culture that reflects the diversity of the greater community. Our Plan is a live document that we will continue to develop and build on for our future success.

I encourage all staff to embrace equity and diversity within the organisation. We value EEO/diversity and aim to ensure that the work environment is free from racial and sexual harassment and that employment practices are not biased or discriminate unlawfully against employees or potential employees. Our employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity.

I look forward to ongoing commitment and involvement from all staff in implementing this EEO Management Plan.

**CEO Name:**

Gary Sherry

**CEO Signature:**

**Date:**

21<sup>st</sup> May 2015

**9.3 WORKS SUPERVISOR'S REPORT:**

Nil

**9.4 ENVIRONMENTAL HEALTH OFFICER:**

Nil

**9.5 BUILDING OFFICER:**

Nil

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

Nil

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

Nil

**12. CONFIDENTIAL ITEM:**

Nil

**13. NEXT MEETING**

3pm, Thursday 18<sup>th</sup> June 2015 at the Shire of Cuballing Council Chambers, Campbell Street, Cuballing.

**14. CLOSURE OF MEETING:**

There being no further business, the Shire President, Cr Conley, closed the meeting at 3.55pm