



*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**

**WEDNESDAY 15<sup>th</sup> APRIL 2020**

by Teleconference

## **DISCLAIMER**

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

The Shire President, Cr Conley, declared the meeting open at 2:03pm.

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

### 2.1.1 Attendance

Cr Mark Conley  
Cr Eliza Dowling  
Cr Scott Ballantyne  
Cr Dawson Bradford  
Cr Robert Harris  
Cr Deb Hopper

President  
Deputy President

Mr Gary Sherry  
Ms Bronwyn Dew  
Mr Bruce Brennan

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

### 2.1.2 Apologies

Nil

### 2.1.3 Leave of Absence

Nil

## 3. **PUBLIC QUESTION TIME:**

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

Nil

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

#### 3.2.1 Email Security of Councillors Emails

Mr John Robertson by email on 28<sup>th</sup> March 2020, has asked:

1. What action has Council taken in regard to personal emails between ratepayers and councillors being intercepted and in some cases not passed on by Council staff?

2. Apart from my father and myself how many other ratepayers emails have unknowingly been compromised by being opened by staff.
3. Who authorised the interception of personal emails between ratepayers and councillors?
4. As an arm of responsible Government does council consider these breaches of privacy to be lawful?

In response to Mr John Robertson's question:

1. Emails sent to Councillors published contact email addresses on Council's website are not reviewed initially by Shire staff. These email addresses are either held privately by Councillors or password protected by passwords only known to Councillors. Any emails required to be entered into Council's record system are provided by Councillors to staff in accordance with Council policy.
2. Therefore, given the response to question 1, no emails from ratepayers sent to Councillors are opened or actually can be opened by staff.
3. Therefore, given the response to question 1 and question 2, no authority for staff to open emails from ratepayers sent to Councillors has been or can be given.
4. Therefore, given the response to question 1, question 2 and question 3, no breach of any privacy has occurred or could occur.

Further as a general response it should be noted that:

- Council's Record Keeping Plan that allows Council to comply with the State Records Act, requires that should a Councillor receive any record – email, letter or some other record - that record is Council business and is required to be entered into Council's record system.
- Council policy 3.12 -*Tablet Devices for Councillor Use* requires that:  
All emails sent from a tablet are subject to the same records keeping requirements as hard copy documents. Users are to ensure that emails are managed according to the Shire's Records Keeping Plan, State Records Office guidelines and in accordance with internal records procedures. Emails that constitute a record are to be sent to the Administration (Records) Officer or the relevant administration officer for registration into the Shire's electronic records management system..
- Compliance with Council's Record Keeping Plan and policy requires that Councillors provide all Council records to staff for entering into records. Therefore to comply all emails to Councillors from members of the public regarding Council matters need to be disclosed to staff and not kept by Councillors.

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

Nil

#### **4. STANDING ORDERS:**

While Council normally sets aside standing orders to allow for greater debate on items, as this is the first official electronic Council Meeting, the Presiding Member may need to decide on aspects of Standing Orders such as determining the order of debate or voting by a show of hands.

Administration Regulation 7(2) requires that public question time take precedence over any matter of debate that requires a decision. Therefore any Council decision to set aside Standing Orders must occur after public question time.

Local Government (Administration) Regulations 1996

7. Question time for public, procedure for (Act s. 5.24(2))

(2) The time allocated to the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) is to precede the discussion of any matter that requires a decision to be made by the council or the committee, as the case may be.

#### **COUNCIL DECISION – 2020/28:**

**That Standing Orders be suspended for the duration of the meeting to allow for greater debate on items and these matters be determined by the Presiding Member.**

**Moved: Cr Hopper**

**Seconded: Cr Dowling**

**Carried 6/0**

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

Nil

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

6.1.1 Ordinary Meeting of Council held on Wednesday 18<sup>th</sup> March 2020

#### **COUNCIL DECISION – 2020/29:**

**That the Minutes of the Ordinary Meeting of Council held on Wednesday 18<sup>th</sup> March 2020 be confirmed as a true record of proceedings.**

**Moved: Cr Bradford**

**Seconded: Cr Harris**

**Carried 6/0**

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

Nil

8. **DISCLOSURE OF FINANCIAL INTEREST:**

Nil

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

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

#### **9.1.1 List of Payments – March 2020**

File Ref. No: NA  
Disclosure of Interest: Nil  
Date: 2<sup>nd</sup> April 2020  
Author: Nichole Gould  
Attachments: 9.1.1A List of March 2020 Municipal Accounts

#### **Summary**

**Council is to review payments made under delegation in March 2020.**

Background – Nil

#### Comment

Council is provided at Attachments 9.1.1A with a list of payments made from Council's Municipal Fund during the month of March 2020.

Strategic Implications – Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications – Nil

Economic Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

#### Options

Council may resolve:

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

Voting Requirements – Simple Majority

#### **COUNCIL DECISION – 2020/30:**

**That Council receives the List of Accounts paid in March 2020 under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, including payments from Council's Municipal Fund totalling \$298,638.14 included at Attachment 9.1.1A.**

**Moved: Cr Hopper**

**Seconded: Cr Ballantyne**

**Carried 6/0**



## LIST OF MARCH 2020 MUNICIPAL FUND ACCOUNTS

Chq/EFT	Description	Amount
20200303	Police Licensing Payments	4,237.40
20200304	Rent for Grader Driver House	360.00
20200304	Police Licensing Payments	457.10
20200305	Police Licensing Payments	7,020.10
20200306	Police Licensing Payments	3,395.55
20200309	Loan Repayment No. 63 Graders	3,401.26
20200309	Police Licensing Payments	5,509.05
20200309	Interest on Graders	313.02
20200310	Police Licensing Payments	126.65
20200311	Police Licensing Payments	7,868.60
20200312	Police Licensing Payments	724.80
20200313	ATO Clearing Account BAS	16,361.00
20200313	Police Licensing Payments	15.60
20200317	Police Licensing Payments	656.75
20200318	Rent for Grader Driver House	360.00
20200318	Police Licensing Payments	1,380.40
20200319	Police Licensing Payments	222.65
20200320	Police Licensing Payments	80.10
20200323	ATO Clearing Account BAS	9,065.00
20200323	Police Licensing Payments	893.55
20200324	Police Licensing Payments	322.25
20200325	Police Licensing Payments	23,383.60
20200326	Police Licensing Payments	217.40
20200327	Police Licensing Payments	618.80
20200330	Police Licensing Payments	873.30
20200331	Police Licensing Payments	8,674.20
EFT5031	Gate for depot fencing	3,151.50
EFT5032	Remove and replace storm damaged pump controller Cuballing Oval Dam	3,940.06
EFT5033	February 2020 Building Forms	111.45
EFT5034	BCITF Forms February 2020	161.75
EFT5035	Monthly Copier Charges	944.17
EFT5036	50% Reimbursement of Internet as per contract	55.00
EFT5037	Monthly Legal Fee Costs for Rates Debt Recovery	85.00
EFT5038	1 x Stevens Road sign	46.86
EFT5039	1 x 4lt of Black Enamel Paint, 1 x 4lt of Etch Grey Paint 1 x 4lt Thinners	219.17
EFT5040	2hrs Scissor lift and person to inspect storm damage with Engineer Cuballing Hall	240.00
EFT5041	Catering- Bush Fire Training Sessions DFES 5/02/2020 & 6/02/2020	2,540.80
EFT5042	Engineers report after storm damage on hall	605.00

<b>Chq/EFT</b>	<b>Description</b>	<b>Amount</b>
EFT5043	Service of Fire Extinguishers & Equipment	1,174.80
EFT5044	Pre employment medical	220.00
EFT5045	Monthly Fuel Delivery to Above Ground Tank	2,894.22
EFT5046	Rubbish Removal - Household Service	5,804.20
EFT5047	1 x Frog for turntable	150.00
EFT5048	Training	812.90
EFT5049	Supply and install Chainmesh Fencing and Electric sliding gate to Shire Depot	6,417.40
EFT5050	Freight Charges – Corsign	128.70
EFT5051	Hotham River – Bunmulling Road Pre-construction design. Bridge 3179	19,726.70
EFT5052	35m Garden Hose	159.50
EFT5053	Monthly Computer Licenses & Backup Charges	1,076.70
EFT5054	Advertising – Planning Proposal 290 Gath Road, Cuballing	227.48
EFT5055	Bolts ,nuts ,flat bar and inch pipe for hose reel handles	102.49
EFT5056	1 x Argon 52 mig gas	279.00
EFT5057	Popo Hall – Storm damage repairs	108.65
EFT5058	15m Fuel Delivery hose	305.25
EFT5059	15 x 20lt Roundup power max	2,725.80
EFT5060	Isuzu Truck – CXZDBA-D GIGA 240-460 CXZ Premium AMT8	119,764.00
EFT5061	WALGA Salary & Workforce Survey	1,089.00
EFT5062	Use of Weighbridge for waste management	44.00
EFT5063	Stationery	63.66
EFT5064	Monthly Legal Fee Costs for Rates Debt Recovery	2,567.84
EFT5065	6 x D4-2-1 Hazzard Markers	574.20
EFT5066	9 x Safety Glasses 1x bag of rags 1x box ear plugs 12 x grinding discs 5 x ratchet straps 24 magic trees	732.05
EFT5067	GRV Schedule No G2020/1 Dated 15/06/19 to 7/02/2020	114.60
EFT5068	2 x Bottle Jacks	305.80
EFT5069	3 x boxes toilet rolls & hand towels, ,	265.10
EFT5070	Refund of Bond	100.00
EFT5071	Ranger Services	526.50

<b>Chq/EFT</b>	<b>Description</b>	<b>Amount</b>
EFT5072	2 x gearbox linkages for UD truck	132.92
EFT5073	3 x Female quick coupler fittings	422.27
EFT5074	Record Boxes for Destruction	42.24
14818	Mobile Enhanced SMS Message Harvest Ban Service	273.87
14819	Water Charges – Standpipe Cuballing East Road	49.79
14820	Annual renewal of post box. 1/4/2020-31/3/2021	93.00
14821	Monthly Electricity Charge Street Lightning x 42 Lights	737.00
14822	Service Charge – Shire Office	272.18
14823	Water Charges – Standpipe Francis Street	2,134.71
DD2208.1	Superannuation contributions	231.08
DD2208.2	Payroll deductions	5,884.55
DD2208.3	Superannuation contributions	170.58
DD2208.4	Superannuation contributions	450.28
DD2208.5	Superannuation contributions	426.79
DD2208.6	Superannuation contributions	202.75
DD2217.1	Monthly Internet Wireless Limitless Inc Calls	89.99
DD2222.1	Superannuation contributions	231.08
DD2222.2	Payroll deductions	5,597.12
DD2222.3	Superannuation contributions	170.58
DD2222.4	Superannuation contributions	450.28
DD2222.5	Superannuation contributions	430.62
DD2222.6	Superannuation contributions	206.53
DD2224.1	Superannuation contributions	763.52
DD2239.1	JR & A Hersey – Hand Sanitiser & Gloves	2,074.98
		<b>298,638.14</b>

## 9.1.2 Statement of Financial Activity

Applicant:	N/A
File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	6 <sup>th</sup> April 2020
Author:	Bronwyn Dew, Deputy Chief Executive Officer
Attachments:	9.1.2A Statement of Financial Activity

### **Summary**

**Council is to consider the Statement of Financial Activity for March 2020.**

### **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**

Revenue from operating activities exceeded year to date budget estimates to 30th June 2020 in a positive manner. Some key points include;

- General Purpose Funding – Rates were raised on 31<sup>st</sup> July 2019;
- Governance – Youth Traineeship Funding received \$30 000;
- Governance – LGIS Rebates received;
- Transport – MRWA Direct Grant amount received \$115 490;
- Transport – eligible claims for Regional Road Group have been submitted;
- Transport – 100% of Roads to Recovery funding has been claimed & received;
- Recreation and Culture – Yornaning Dam grant funding has been received;
- Grants commission funding is less than anticipated during budget preparations;
- Standpipe charges are higher than budgeted, with increased consumption of water due to the dry season.
- Private Works income is less than budgeted – this is offset by the Private Works expenses also being well under budget.

Operating Expenses – The key items of variance include:

- Insurance expenses are showing as higher than YTD budget due premiums being paid in full;
- Housing Maintenance well underbudget;
- Depreciation on road plant is higher than budgeted;

- Capital expenses are below YTD budget due to the delays in obtaining the clearing permits holding up the road works capital program, plus a delay in taking ownership of some road plant.

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

Administration Allocations have been calculated to 31<sup>st</sup> March 2020.

Depreciation expense is calculated to 31<sup>st</sup> March 2020.

Strategic Implications – Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications – Nil

Economic Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

#### Options

Council may resolve:

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

Voting Requirements – Simple Majority

#### **COUNCIL DECISION – 2020/31:**

**That the Statement of Financial Activity, as included at Attachment 9.1.2A for the Shire of Cuballing for period ending 31<sup>st</sup> March 2020 be received.**

**Moved: Cr Bradford**

**Seconded: Cr Ballantyne**

**Carried 6/0**

**SHIRE OF CUBALLING**

**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 March 2020**

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

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## MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 MARCH 2020

## INFORMATION

### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 March 2019  
Prepared by: Bronwyn Dew, Deputy Chief Executive Officer  
Reviewed by: Gary Sherry, Chief Executive Officer

### BASIS OF PREPARATION

#### REPORT PURPOSE

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

#### BASIS OF ACCOUNTING

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

#### THE LOCAL GOVERNMENT REPORTING ENTITY

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

### SIGNIFICANT ACCOUNTING POLICES

#### GOODS AND SERVICES TAX

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

#### CRITICAL ACCOUNTING ESTIMATES

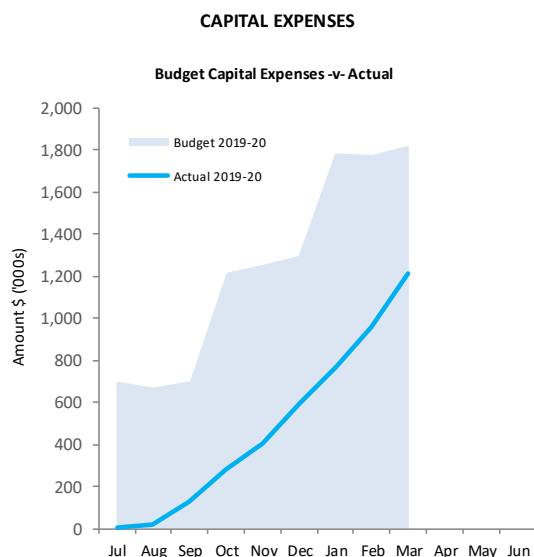
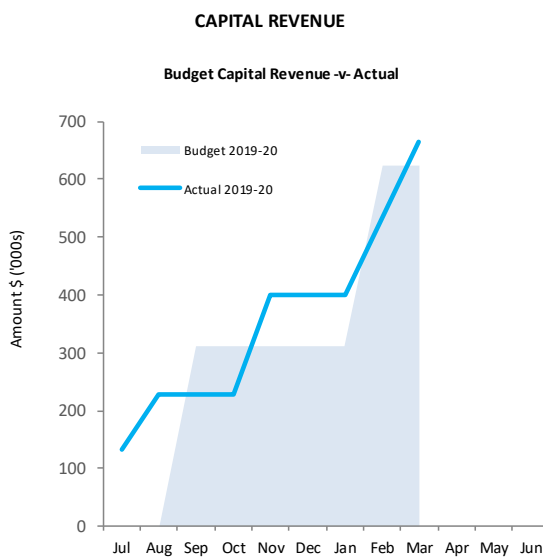
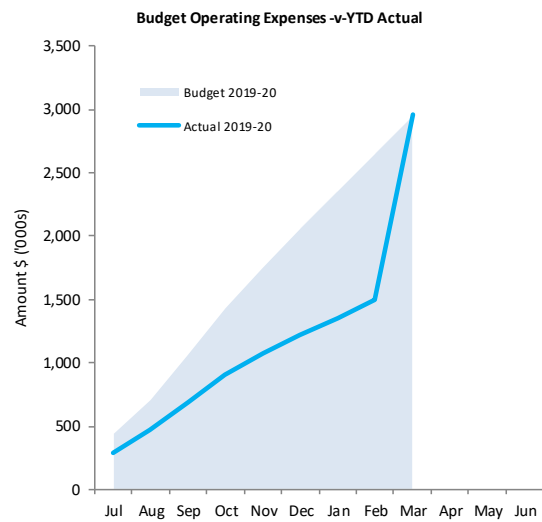
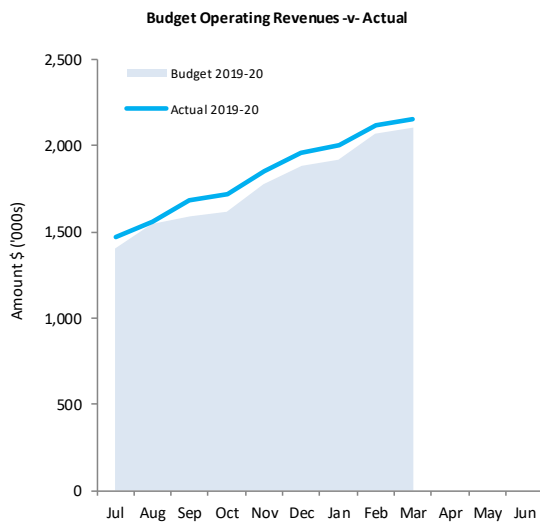
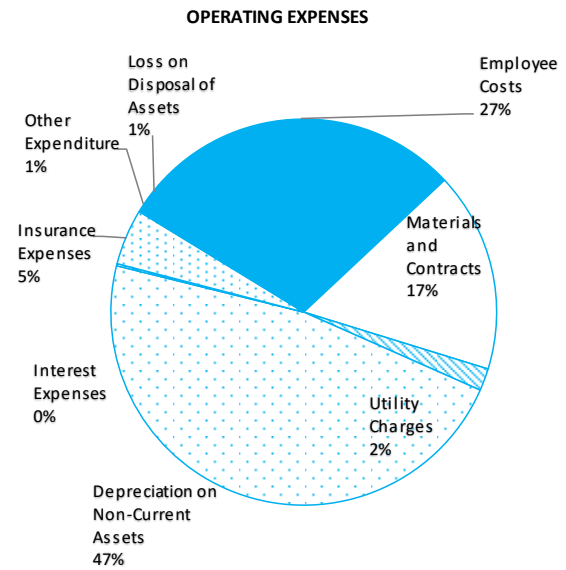
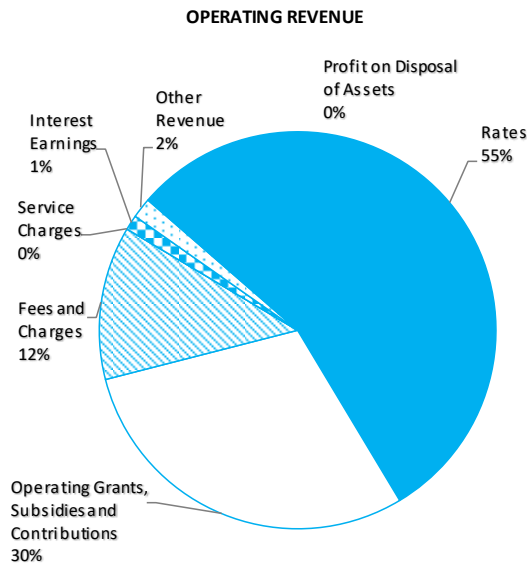
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions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

#### ROUNDING OFF FIGURES

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

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MARCH 2020**

**SUMMARY GRAPHS**



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



## KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 MARCH 2020

## STATUTORY REPORTING PROGRAMS

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

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Annual Budget	YTD Budget	YTD Actual	Variance (\$)	Variance (%)	
<b>Opening Funding Surplus(Deficit)</b>	1(b)	\$ 687,002	\$ 687,002	\$ 643,815	\$ (43,187)	(6%)	
<b>Revenue from operating activities</b>							
General Purpose Funding	5	1,497,676	1,418,733	1,408,685	(10,048)	(1%)	
Governance		1,295	954	63,325	62,371	6,538%	▲
Law, Order and Public Safety		28,019	21,006	33,103	12,097	58%	▲
Health		800	594	1,416	822	138%	
Education and Welfare		2,500	1,000	0	(1,000)	(100%)	
Housing		4,680	3,510	3,420	(90)	(3%)	
Community Amenities		77,382	75,462	88,830	13,368	18%	▲
Recreation and Culture		84,877	83,237	90,105	6,868	8%	
Transport		310,631	261,833	247,571	(14,262)	(5%)	
Economic Services		38,250	28,638	34,394	5,756	20%	▲
Other Property and Services		284,380	213,264	180,320	(32,944)	(15%)	▼
		<b>2,330,490</b>	<b>2,108,231</b>	<b>2,151,169</b>			
<b>Expenditure from operating activities</b>							
General Purpose Funding		(75,915)	(56,925)	(46,179)	10,746	19%	▲
Governance		(149,640)	(127,865)	(117,470)	10,394	8%	
Law, Order and Public Safety		(186,043)	(139,401)	(144,046)	(4,645)	(3%)	
Health		(41,600)	(31,185)	(32,971)	(1,786)	(6%)	
Education and Welfare		(14,300)	(12,210)	(10,643)	1,567	13%	
Housing		(43,610)	(32,670)	(22,597)	10,073	31%	▲
Community Amenities		(343,128)	(257,130)	(254,574)	2,556	1%	
Recreation and Culture		(376,688)	(281,961)	(277,352)	4,609	2%	
Transport		(2,210,019)	(1,656,798)	(1,909,925)	(253,127)	(15%)	▼
Economic Services		(180,605)	(132,969)	(140,816)	(7,847)	(6%)	
Other Property and Services		(239,064)	(215,761)	(174,741)	41,020	19%	▲
		<b>(3,860,611)</b>	<b>(2,944,874)</b>	<b>(3,131,316)</b>			
<b>Operating activities excluded from budget</b>							
Add Back Depreciation		1,500,557	1,125,351	1,479,203	353,852	31%	▲
Adjust (Profit)/Loss on Asset Disposal	6	24,437	18,324	38,362	20,038	109%	▲
Adjust Provisions and Accruals		0	0	0	0		
<b>Amount attributable to operating activities</b>		<b>(5,127)</b>	<b>307,032</b>	<b>537,419</b>			
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions	10	1,650,739	622,992	665,190	42,198	7%	
Proceeds from Disposal of Assets	6	96,334	96,334	96,123	(211)	(0%)	
Land Held for Resale		0	0	0	0		
Capital Acquisitions	7	(3,226,666)	(1,820,268)	(1,208,876)	611,392	34%	▲
<b>Amount attributable to investing activities</b>		<b>(1,479,593)</b>	<b>(1,100,942)</b>	<b>(447,563)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		310,000	310,000	0	(310,000)	(100%)	▼
Repayment of Debentures	8	(69,160)	(37,373)	(37,373)	0	0%	
Transfer from Reserves	9	563,826	0	0	0		
Transfer to Reserves	9	(19,545)	(16,478)	(16,478)	0	0%	
<b>Amount attributable to financing activities</b>		<b>785,121</b>	<b>256,149</b>	<b>(53,851)</b>			
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>(12,597)</b>	<b>149,241</b>	<b>679,820</b>			

**KEY INFORMATION**

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

The material variance adopted by Council for the 2019/20 year is \$5,000 or 10% whichever is the greater.

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

## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 MARCH 2020

## NATURE OR TYPE DESCRIPTIONS

### REVENUE

#### RATES

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

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

#### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

#### PROFIT ON ASSET DISPOSAL

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

#### FEES AND CHARGES

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

#### SERVICE CHARGES

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

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

#### INSURANCE

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

#### LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

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

#### OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020**

**BY NATURE OR TYPE**

	Ref Note	Annual Budget	YTD Budget	YTD Actual	Variance (\$)	Variance (%)	
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	1(b)	687,002	687,002	643,815	(43,187)	(6%)	
<b>Revenue from operating activities</b>							
Rates	5	1,175,270	1,176,948	1,183,277	6,329	1%	
Operating Grants, Subsidies and Contributions	10	733,442	596,513	637,056	40,543	7%	
Fees and Charges		347,392	279,006	269,044	(9,963)	(4%)	
Interest Earnings		32,887	24,651	26,183	1,532	6%	
Other Revenue		41,500	31,113	35,610	4,497	14%	
Profit on Disposal of Assets	6	0	0	0	0		
		<b>2,330,490</b>	<b>2,108,231</b>	<b>2,151,169</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(1,140,325)	(853,439)	(833,964)	19,475	2%	
Materials and Contracts		(896,675)	(694,840)	(524,215)	170,625	25%	▲
Utility Charges		(64,076)	(47,310)	(58,299)	(10,989)	(23%)	▼
Depreciation on Non-Current Assets		(1,500,557)	(1,125,351)	(1,479,203)	(353,852)	(31%)	▼
Interest Expenses		(7,520)	(5,625)	(5,587)	38	1%	
Insurance Expenses		(143,652)	(133,907)	(146,749)	(12,842)	(10%)	
Other Expenditure		(83,370)	(66,078)	(44,937)	21,141	32%	▲
Loss on Disposal of Assets	6	(24,437)	(18,324)	(38,362)	(20,038)		
		<b>(3,860,611)</b>	<b>(2,944,874)</b>	<b>(3,131,316)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,500,557	1,125,351	1,479,203	353,852	31%	▲
Adjust (Profit)/Loss on Asset Disposal	6	24,437	18,324	38,362	20,038	109%	▲
Adjust Provisions and Accruals		0	0	0	0		
<b>Amount attributable to operating activities</b>		<b>(5,127)</b>	<b>307,032</b>	<b>537,419</b>			
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions	10	1,650,739	622,992	665,190	42,198	7%	
Proceeds from Disposal of Assets	6	96,334	96,334	96,123	(211)	(0%)	
Land held for resale		0	0	0	0		
Capital acquisitions	7	(3,226,666)	(1,820,268)	(1,208,876)	611,392	34%	▲
<b>Amount attributable to investing activities</b>		<b>(1,479,593)</b>	<b>(1,100,942)</b>	<b>(447,563)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		310,000	310,000	0	(310,000)	(100%)	▼
Repayment of Debentures	8	(69,160)	(37,373)	(37,373)	0	0%	
Transfer from Reserves	9	563,826	0	0	0		
Transfer to Reserves	9	(19,545)	(16,478)	(16,478)	0	0%	
<b>Amount attributable to financing activities</b>		<b>785,121</b>	<b>256,149</b>	<b>(53,851)</b>			
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>(12,597)</b>	<b>149,241</b>	<b>679,820</b>			

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reason: Wardering Road Bridge Widening  
This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020**

**NOTE 1(a)  
NET CURRENT ASSETS**

**SIGNIFICANT ACCOUNTING POLICIES**

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

**EMPLOYEE BENEFITS**

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

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

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

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

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

**PROVISIONS**

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

**INVENTORIES**

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020

OPERATING ACTIVITIES  
NOTE 1(b)  
ADJUSTED NET CURRENT ASSETS

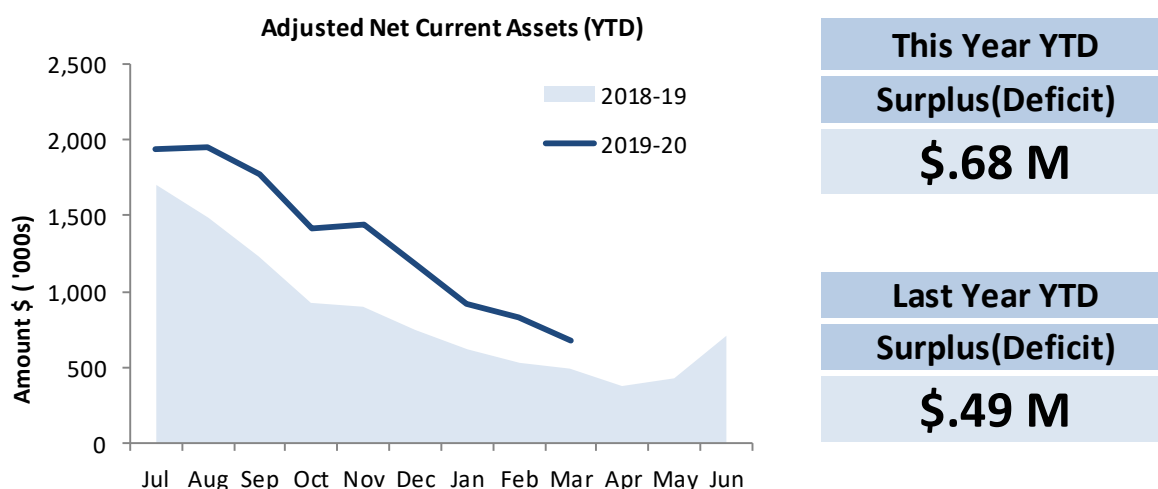
		Last Years Closing	This Time Last Year	Year to Date Actual
	Note	30 June 2019	31 Mar 2019	31 Mar 2020
		\$	\$	\$
<b>Adjusted Net Current Assets</b>				
<b>Current Assets</b>				
Cash Unrestricted	3	669,181	412,363	530,856
Cash Restricted	3	1,609,762	1,553,958	1,590,630
Receivables - Rates	4	63,701	75,247	119,963
Receivables - Other	4	32,263	11,821	110,169
Loans receivable		0	0	0
ATO Receivable		0	0	17,525
Inventories		8,986	8,391	8,986
Land held for resale - current		0	0	0
		2,383,893	2,061,780	2,378,129
<b>Less: Current Liabilities</b>				
Payables		(130,316)	(17,721)	(73,160)
ATO Payables		0	1,091	(34,520)
Provisions - employee		(209,084)	(246,020)	(209,084)
Long term borrowings		(54,937)	(9,836)	(17,564)
		(394,337)	(272,486)	(334,328)
<b>Unadjusted Net Current Assets</b>		<b>1,989,556</b>	<b>1,789,294</b>	<b>2,043,801</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Cash reserves	3	(1,609,762)	(1,553,958)	(1,590,630)
Less: Land held for resale		0	0	0
Less: Loans receivable		0	0	0
Add: Provisions - employee		209,084	246,020	209,084
Add: Long term borrowings		54,937	9,836	17,564
<b>Adjusted Net Current Assets</b>		<b>643,815</b>	<b>491,192</b>	<b>679,819</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020**

**NOTE 2  
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2019/20 year is \$5,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Vi	Timing/ Permane	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
Governance	62,371	6,538%	▲	Permanent	LSL Reimbursement Narrogin Shire & Traineeship grant funding, LGIS Surplus rebate
General Purpose Funding	(10,048)	(1%)		Permanent	Grants Commission Funding
Law, Order and Public Safety	12,097	58%	▲	Timing	ESL Funding
Health	822	138%		Timing	Septic Tank Applications
Education and Welfare	(1,000)	(100%)		Permanent	Grant Funding Not Received
Housing	(90)	(3%)		Timing	Not Material
Community Amenities	13,368	18%	▲	Timing	Protection of Environment Grant (not budgeted)
Recreation and Culture	6,868	8%		Permanent	Yornaning Dam Grant
Transport	(14,262)	(5%)		Permanent	Local Roads Grant
Economic Services	5,756	20%	▲	Timing	Standpipe charges
Other Property and Services	(32,944)	(15%)	▼	Timing	Private Works
<b>Expenditure from operating activities</b>					
Governance	10,394	8%		Timing	FBT Payment (Budget Profiling)
General Purpose Funding	10,746	19%	▲	Timing	Under Budget - Legal fees & Valuation expenses
Law, Order and Public Safety	(4,645)	(3%)		Timing	Maintenance on Fire Vehicles
Health	(1,786)	(6%)		Timing	Pandemic Expenses
Education and Welfare	1,567	13%		Timing	Under budget in general administration
Housing	10,073	31%	▲	Timing	Maintenence underbudget
Community Amenities	2,556	1%		Timing	Expenses relating to protection of environment
Recreation and Culture	4,609	2%		Timing	Depreciation
Transport	(253,127)	(15%)	▼	Timing	Depreciation on road plant
Economic Services	(7,847)	(6%)		Timing	Expenditure - Standpipe costs
Other Property and Services	41,020	19%	▲	Timing	Private work expenditure (under budget)
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	42,198	7%		Timing	Timing - Budget Profiling. Roads to Recovery funding received earlier than expected.
Proceeds from Disposal of Assets	(211)	(0%)		Timing	Not Material
Land Held for Resale	0				Not Applicable
Capital Acquisitions	611,392	34%	▲	Timing	Budget Profiling - Capital Works Program
<b>Financing Activities</b>					
Proceeds from New Debentures	(310,000)	(100%)	▼	Timing	Relates to - Aged Persons Accommodation
Transfer from Reserves	0			Timing	Not material
Repayment of Debentures	0	0%		Timing	Not material
Transfer to Reserves	0	0%		Timing	Not material



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020

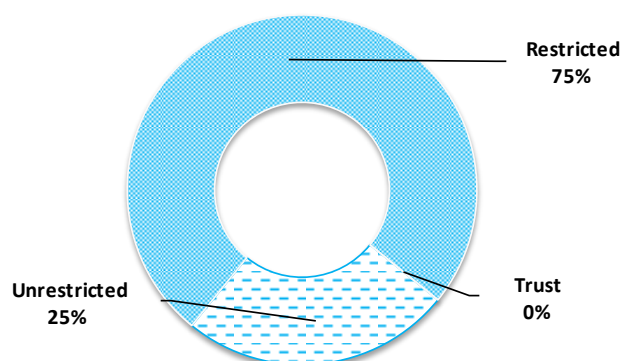
Cash and Investments	Unrestricted	Restricted	Trust	Total	Institution	Interest Rate	Maturity Date
				YTD Actual			
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	700			700	CBA	1.50%	At Call
<b>At Call Deposits</b>							
Municipal Fund	530,156			530,156	CBA	1.90%	At Call
Trust Fund			0		CBA	0.00%	At Call
<b>Term Deposits</b>							
Reserve Funds		1,590,630		1,590,630	CBA	2.39%	24-Oct-19
<b>Total</b>	<b>530,856</b>	<b>1,590,630</b>	<b>0</b>	<b>2,121,486</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



Total Cash	Unrestricted
<b>\$2.12 M</b>	<b>\$0.53 M</b>



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020

OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES

Rates Receivable	30 June 2019	31 Mar 20
Opening Arrears Previous Year:	\$ 51,735	\$ 63,701
Levied this year	1,199,303	1,258,745
Less Collections to date	(1,187,337)	1,202,483
Equals Current Outstanding	<b>63,701</b>	<b>119,963</b>
<b>Net Rates Collectable</b>	<b>63,701</b>	<b>119,963</b>
% Collected	94.69%	90.47%
	(0)	

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
Receivables - General	\$ 108,580	\$ 0	\$ 15	\$ 1,574	\$ 110,169
Percentage	99%	0%	0%	1%	
<b>Balance per Trial Balance</b>					
Sundry debtors					110,169
GST receivable					17,525
<b>Total Receivables General Outstanding</b>					<b>127,694</b>

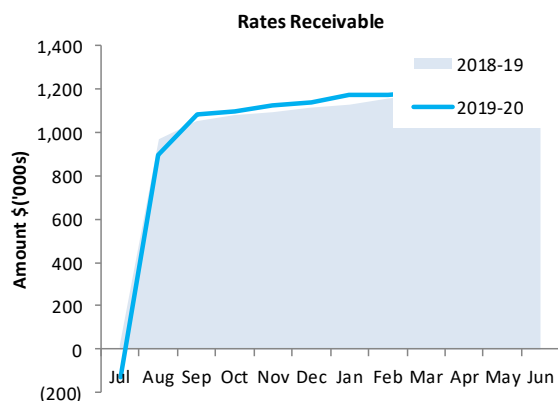
Amounts shown above include GST (where applicable)

KEY INFORMATION

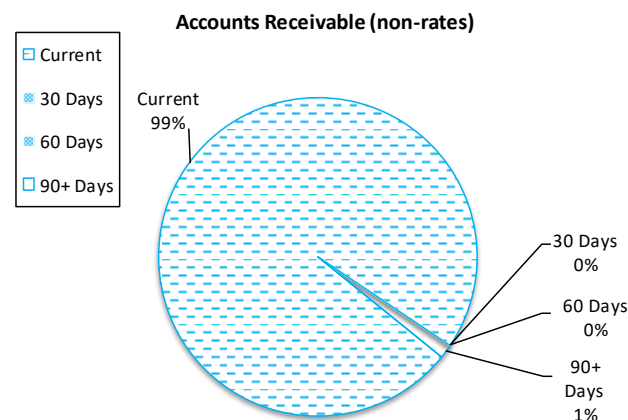
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

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



Collected	Rates Due
<b>90%</b>	<b>\$119,963</b>



<b>Debtors Due</b>
<b>\$127,694</b>
<b>Over 30 Days</b>
<b>1%</b>
<b>Over 90 Days</b>
<b>1%</b>

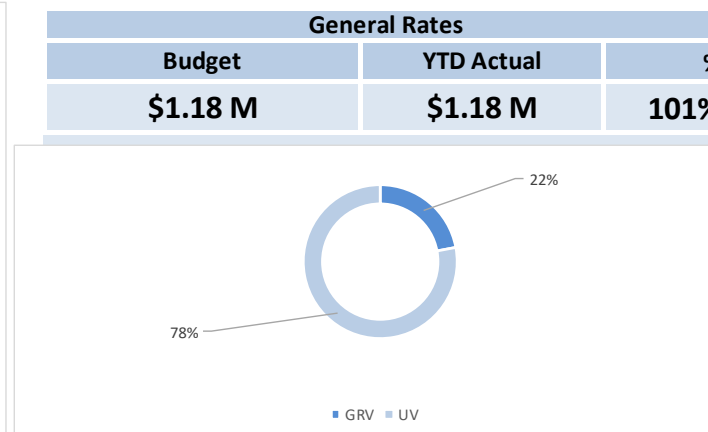
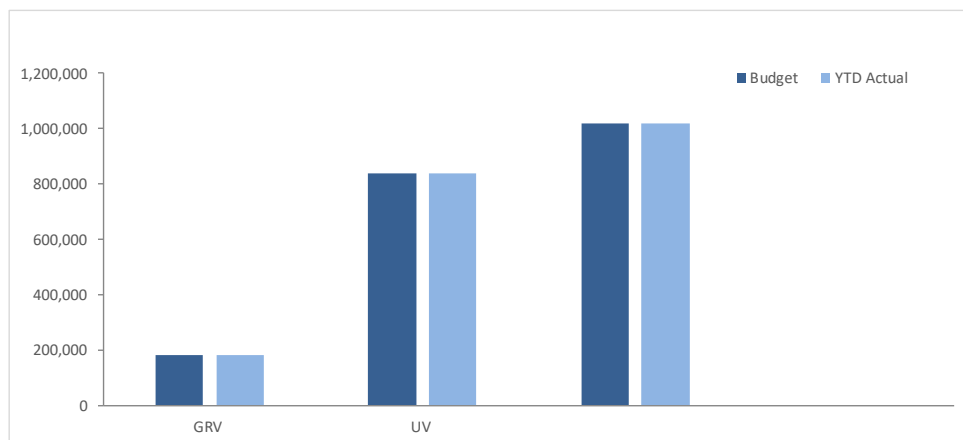
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020

OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE

General Rate Revenue	Annual Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
<b>RATE TYPE</b>	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV	0.0770	187	2,350,114	180,881	0	0	180,881	180,881	0	0	180,881
UV	0.0073	188	115,229,000	839,904	0	0	839,904	839,904	0	0	839,904
<b>Sub-total</b>		<b>375</b>	<b>117,579,114</b>	<b>1,020,785</b>	<b>0</b>	<b>0</b>	<b>1,020,785</b>	<b>1,020,785</b>	<b>0</b>	<b>0</b>	<b>1,020,785</b>
<b>Minimum</b>	\$										0
GRV	690	140	622,278	96,600	0	0	96,600	96,600	0	0	96,600
UV	930	152	13,308,900	141,360	0	0	141,360	141,360	0	0	141,360
		<b>292</b>	<b>13,931,178</b>	<b>237,960</b>	<b>0</b>	<b>0</b>	<b>237,960</b>	<b>237,960</b>	<b>0</b>	<b>0</b>	<b>237,960</b>
<b>Sub-Totals</b>		<b>667</b>	<b>131,510,292</b>	<b>1,258,745</b>	<b>0</b>	<b>0</b>	<b>1,258,745</b>	<b>1,258,745</b>	<b>0</b>	<b>0</b>	<b>1,258,745</b>
Discount							(76,775)				(75,410)
Concession / Write Offs							(6,700)				(59)
<b>Amount from General Rates</b>							<b>1,175,270</b>				<b>1,183,276</b>
Ex-Gratia Rates							0				0
<b>Total General Rates</b>							<b>1,175,270</b>				<b>1,183,276</b>

SIGNIFICANT ACCOUNTING POLICIES

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



## OPERATING ACTIVITIES

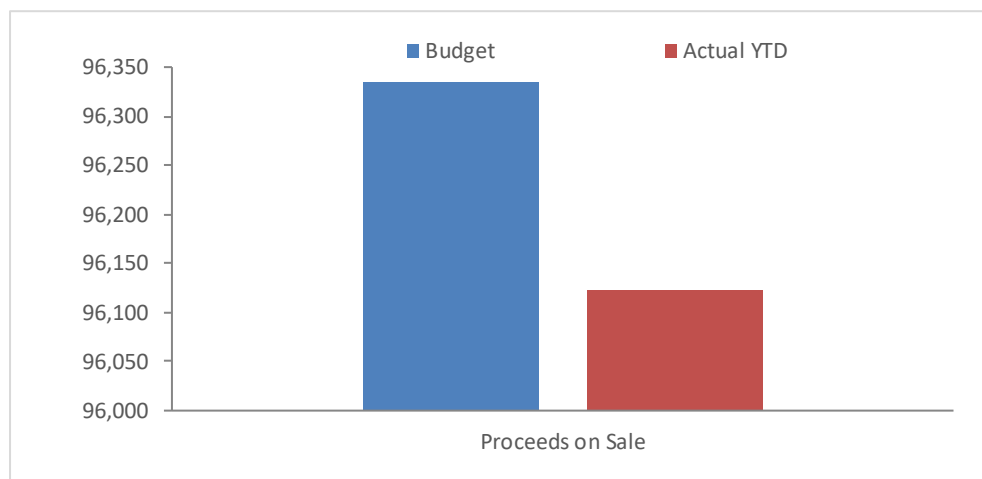
## NOTE 6

## DISPOSAL OF ASSETS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020

Asset Ref.	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
10074	CN047 UD Nissan GW 400	77,905	50,000		(27,905)	74,674	57,273		(17,401)
10096	CN027 Holden Colorado Crew Cab 2016	16,587	19,227		2,640	15,958	13,988		(1,970)
10101	CN0 Holden Colorado Ute 4X4	26,279	27,107		828	34,000	24,862		(9,138)
13066	Fuji Xerox Copier	0	0		0	2,200	0		(2,200)
16036	Yornaning Dam Old Playgournd	0	0		0	7,653	0		(7,653)
		<b>120,771</b>	<b>96,334</b>	<b>0</b>	<b>(24,437)</b>	<b>134,485</b>	<b>96,123</b>	<b>0</b>	<b>(38,362)</b>

## KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
<b>\$96,334</b>	<b>\$96,123</b>	<b>100%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020

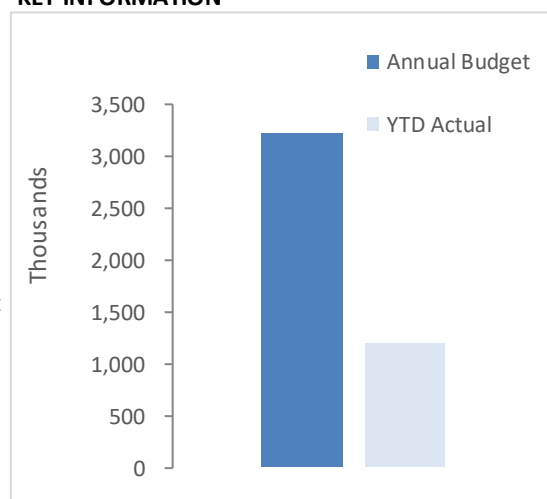
INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS

Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land & Buildings	1,618,460	279,146	154,419	124,727
Plant & Equipment	544,000	544,000	360,249	183,751
Furniture & Equipment	11,825	0	11,217	(11,217)
Roads	1,007,381	997,122	652,371	344,751
Recreation	0	0	0	0
Parks, Gardens, Recreation Facilities	0	0	0	0
Other Infrastructure	45,000	0	30,620	(30,620)
<b>Capital Expenditure Totals</b>	<b>3,226,666</b>	<b>1,820,268</b>	<b>1,208,876</b>	<b>611,392</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,650,739	622,992	665,190	42,198
Borrowings	310,000	310,000	0	(310,000)
Other (Disposals & C/Fwd)	96,334	96,334	96,123	(211)
Cash Backed Reserves				
Plant & Equipment Reserve	244,000	0	0	0
IT and Office Equipment Reserve	15,675	0	0	0
Housing Reserve	43,000	0	0	0
Recreation and Community Facility Reserve	261,151			
Contribution - operations	605,767	790,942	447,563	(343,379)
<b>Capital Funding Total</b>	<b>3,226,666</b>	<b>1,820,268</b>	<b>1,208,876</b>	<b>(611,392)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**



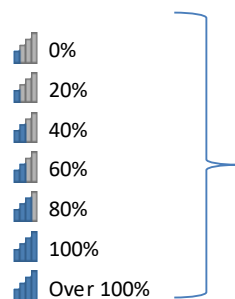
Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$3.23 M</b>	<b>\$1.21 M</b>	<b>37%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$1.65 M</b>	<b>\$.67 M</b>	<b>40%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020

INVESTING ACTIVITIES  
NOTE 7

CAPITAL ACQUISITIONS (CONTINUED)

Capital Expenditure Total  
Level of Completion Indicators




















Percentage YTD Actual to Annual Budget

Expenditure over budget highlighted in red.

% of  
Completion Level of completion indicator

	Acc / Job	Annual Budget	YTD Budget	YTD Actual	Variance
<b>Capital Expenditure</b>					
<b>Land</b>					
0.67	Lot 74 Austral Street	12126	10,500	10,500	3,420
0.00	Cuballing Railway Reserve Design	C176A	20,000	14,994	14,994
<b>Buildings</b>					
0.00	Popanyinning Hall Front Entrance	J163A	26,046	19,530	19,530
0.05	Building Renewal - Cuballing Memorial Park	C176	153,209	114,903	107,315
0.36	Building Renewal - Yornaning Dam	C188	140,323	105,219	54,566
0.97	Administration Building - Solar Panels	J4114B	14,000	14,000	364
1.00	Cuballing Transfer Station Surface Water Treatment	C159	0	0	(39,860)
0.72	Cuballing Cemetery Upgrade 2019/20	C161	12,382	9,283	324
1.17	Cuballing Town Hall - Septics Upgrade	C162	20,000	0	(23,430)
0.00	Aged Persons Accommodation	C084	1,222,000	22,000	18,786
	<b>Total Land &amp; Buildings</b>		<b>1,618,460</b>	<b>279,146</b>	<b>196,769</b>

Plant & Equipment						
1.97	 Dual Cab Utility with Canopy (Building)	12405	20,000	20,000	39,433	(19,433)
1.78	 Dual Cab Utility (MWS)	12406	24,000	24,000	42,681	(18,681)
0.55	 Prime Mover	12407	300,000	300,000	166,190	133,810
1.12	 Side Tipper - Tri Axle Trailer	12408	100,000	100,000	111,945	(11,945)
0.00	 Water Tanker - Tri Axle Trailer	12409	100,000	100,000	0	100,000
	<b>Total Plant &amp; Equipment</b>		<b>544,000</b>	<b>544,000</b>	<b>360,249</b>	<b>183,751</b>
Furniture & Equipment						
0.96	 Photocopier	4247	9,075	0	8,720	(8,720)
0.91	 Shredder	4160	2,750	2,750	2,497	253
	<b>Total Furniture &amp; Equipment</b>		<b>11,825</b>	<b>0</b>	<b>11,217</b>	<b>(8,720)</b>
Infrastructure - Roads						
0.42	 RRG _ Narrogin Wandering Road	R129B	350,729	346,628	147,980	198,648
0.41	 RRG - Stratherne Road 19/20	R001B	150,942	149,430	61,994	87,436
0.88	 RTR - Wandering Narrogin Road	R129C	81,045	79,904	71,696	8,208
1.12	 RTR - Popanyinning West Reseal	R004E	14,000	10,494	15,646	(5,152)
0.86	 BS - Narrogin Wandering Road Black Spot	BS129	410,666	410,666	355,055	55,610
	<b>Total Road Infrastructure</b>		<b>1,007,381</b>	<b>997,122</b>	<b>652,371</b>	<b>344,751</b>
Recreation						
1.00	 Nil					
	<b>Total Recreation</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Parks, Ovals & Playgrounds						
1.00	 Nil					
	<b>Total Parks, Ovals &amp; Playgrounds</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other Infrastructure						
1.02	 Bridge Improvements - Capital Upgrades	11214	30,000	0	30,620	(30,620)
0.00	 Depot Fencing & Gates - Capital Upgrades	10744	15,000	15,000	0	15,000
	<b>Total Other Infrastructure</b>		<b>45,000</b>	<b>0</b>	<b>30,620</b>	<b>(30,620)</b>
0.37	 <b>TOTAL CAPITAL EXPENDITURE</b>		<b>3,226,666</b>	<b>1,820,268</b>	<b>1,208,876</b>	<b>685,931</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020

## FINANCING ACTIVITIES

## NOTE 8

## BORROWINGS

Information on Borrowings	2018/19	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget
<b>Transport</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$
Loan 63 - Graders	111,951	0	0	30,167	40,446	81,784	71,505 0	3,851	4,126
<b>Economic Services</b>									
Loan 64 - Lot 74 Austral St	160,000			7,206	14,491	152,794	138,145	1,736	3,394
<b>Education and Welfare</b>									
Loan 65 - Aged Persons Housing			310,000		14,223		295,777		2,775
<b>Total</b>	271,951	0	310,000	37,373	69,160	234,578	505,427	5,587	10,295

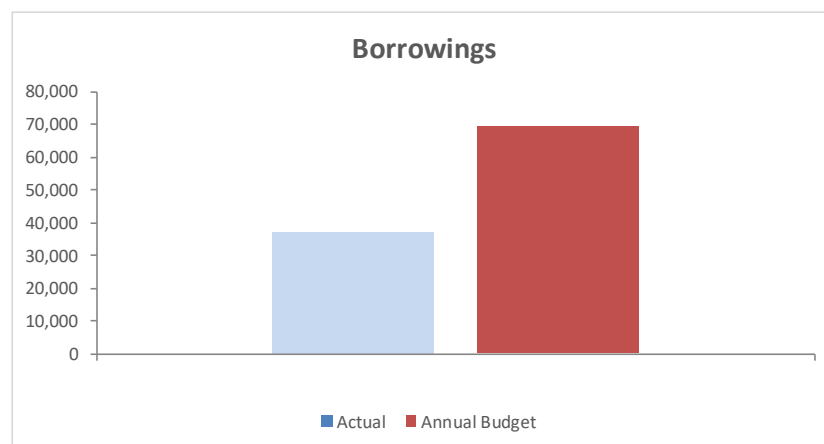
All debenture repayments were financed by general purpose revenue.

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



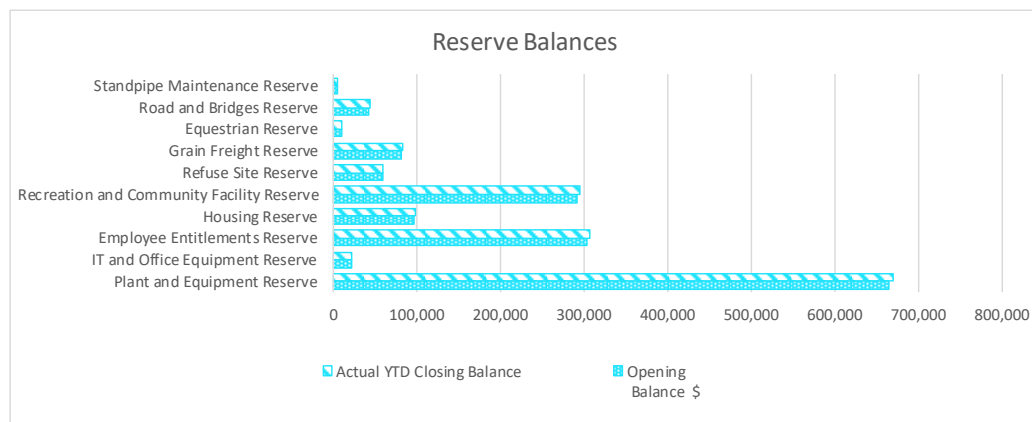
<b>Principal Repayments</b>	<b>\$37,373</b>
<b>Interest Earned</b>	<b>\$26,183</b>
<b>Interest Expense</b>	<b>\$5,587</b>
<b>Reserves Bal</b>	<b>Loans Due</b>
<b>\$1.59 M</b>	<b>\$.23 M</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MARCH 2020**

**Cash Backed Reserve**

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant and Equipment Reserve	664,195	5,456	5,994		5,994	(244,000)		425,651	670,189
IT and Office Equipment Reserve	21,068	169	186		186	(15,675)		5,562	21,254
Employee Entitlements Reserve	303,437	2,998	3,293		3,293	0		306,435	306,730
Housing Reserve	96,817	870	956		956	(43,000)		54,687	97,773
Recreation and Community Facility Reserve	291,199	2,996	3,291		3,291	(261,151)		33,044	294,490
Refuse Site Reserve	58,763	971	1,066		1,066	0		59,734	59,829
Grain Freight Reserve	81,912	776	852		852	0		82,688	82,764
Equestrian Reserve	10,166	49	54	4,545	54			14,760	10,220
Road and Bridges Reserve	42,542	696	765		765	0		43,238	43,307
Standpipe Maintenance Reserve	4,052	19	21		21	0		4,071	4,073
	<b>1,574,151</b>	<b>15,000</b>	<b>16,478</b>	<b>4,545</b>	<b>16,478</b>	<b>(563,826)</b>	<b>0</b>	<b>1,029,870</b>	<b>1,590,629</b>

**KEY INFORMATION**





Grants and Contributions

Description	Annual Budget	YTD Budget	YTD Actual	Variance
<b>Operating grants, subsidies and contributions</b>				
<b>General Purpose Funding</b>				
Grants Commission - General Purpose	285,073	213,804	191,641	(22,163)
<b>Governance</b>				
Great Southern Business Development Group	0	0	0	0
Insurance & Other Reimbursements	595	441	30,010	29,569
Department Primary Industries & Regional Development	0	0	30,000	30,000
<b>Law, Order &amp; Public Safety</b>				
DFES - Bush Fire Brigades	24,769	18,576	28,736	10,160
<b>Education &amp; Welfare</b>				
Good Things Foundation	2,500	1,000	0	(1,000)
<b>Housing</b>				
Rental Income	4,680	3,510	3,420	(90)
<b>Community Amenities</b>				
Cemetery	6,362	4,769	7,917	3,148
Protection of the Environment	0	0	7,366	7,366
<b>Recreation &amp; Culture</b>				
Yornaning Dam Stage 2	73,832	73,832	80,924	7,092
Sport & Recreation	3,500	2,619	0	(2,619)
<b>Transport</b>				
Main Roads - RRG	0	0	0	0
Main Roads - Direct Grant	115,490	115,490	115,490	0
Grants Commission - Roads Component	185,141	138,855	124,461	(14,394)
<b>Economic Services</b>				
Youth Day	4,000	2,995	1,000	(1,995)
Volunteers Day	1,000	750	0	(750)
Digital Literacy Workshops	1,500	1,125	0	(1,125)
<b>Other Property &amp; Services</b>				
Workers Compensation	25,000	18,747	16,091	(2,656)
<b>Operating grants, subsidies and contributions Total</b>	<b>733,442</b>	<b>596,513</b>	<b>637,056</b>	<b>40,543</b>
<b>Non-operating grants, subsidies and contributions</b>				
<b>Education &amp; Welfare</b>				
Aged Person Accommodation Funding	872,000	0	0	0
<b>Recreation &amp; Culture</b>				
Wardering Road Bridge Widening	0	0	0	0
<b>Transport</b>				
Main Roads - RRG	334,630	267,704	267,702	(2)
Roads to Recovery (RTR)	211,000	168,800	211,000	42,200
Black Spot (BS)	233,109	186,488	186,488	0
<b>Law, Order &amp; Public Safety</b>				
DFES - Bush Fire Brigades	0	0	0	0
<b>Non-operating grants, subsidies and contributions Total</b>	<b>1,650,739</b>	<b>622,992</b>	<b>665,190</b>	<b>42,198</b>
<b>Grand Total</b>	<b>2,384,181</b>	<b>1,219,505</b>	<b>1,302,246</b>	<b>82,741</b>

KEY INFORMATION

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

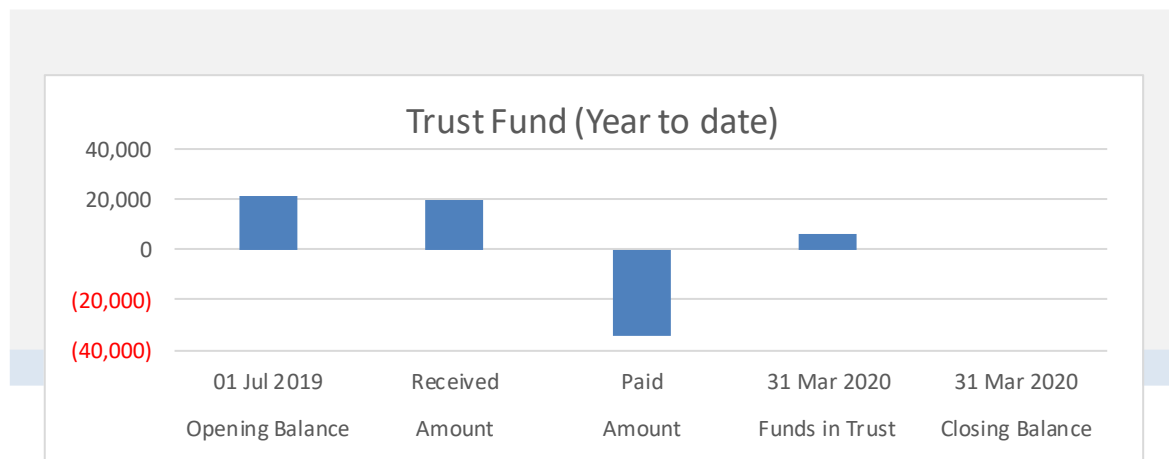
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020**

**NOTE 11  
TRUST FUND**

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

Description	Opening	Amount	Amount	Funds in	Closing
	Balance			Trust	Balance
	01 Jul 2019	Received	Paid	31 Mar 2020	31 Mar 2020
	\$	\$	\$	\$	\$
Bonds - Building	6,889	0	(6,799)	90	0
Bonds - Hall Hire	1,150	500	(1,650)	0	0
Badminton Club		0	0	0	0
Commodine Tennis Club	2,890	0	0	2,890	0
Cuballing Progress Association	1,094	0	0	1,094	0
Cuballing Cricket Club	200	0	0	200	0
Yornaning Dam	0	0	0	0	0
Cuballing Football Association	566	0	0	566	0
Environment and Townscape Trust Fund	6,362	250	(6,612)	0	0
Police Licensing	355	18,701	(19,056)	0	0
Swipe Cards	1,550	0	0	1,550	0
Reimbursements	0	560	(560)	0	0
	<b>21,056</b>	<b>20,011</b>	<b>(34,677)</b>	<b>6,390</b>	<b>0</b>

**KEY INFORMATION**



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Opening Surplus				0
	<b>Permanent Changes</b>						
	Nil						0
	Nil						0
	Nil						0
	Nil						0
				0	0	0	

**ADDITIONAL INFORMATION**

Note 12 to be completed as part of budget review process and/or as per Council Resolutions during the financial year

### 9.1.3 Sundry Debtor Write Off

Applicant: Nil  
File Ref. No: ADM19  
Disclosure of Interest: Nil  
Date: 2nd April 2020  
Author: Bronwyn Dew, Deputy Chief Executive Officer  
Attachments: Nil

#### **Summary**

**Council is to consider writing off a sundry debtor that has been incorrectly charged.**

#### **Background**

A town planning application for Lot 446 Townsend Road has been submitted to the Shire of Cuballing for approval. Consideration of this advertising has commenced.

The fees for a planning application are 0.32% of the value of the application. The amount used in creating the first debtor invoice to charge the planning fees was calculated incorrectly at 3.20% of the value of the application and raised in error.

#### **Comment**

Although the error was discovered quickly, the debtor batch had been finalised in the system meaning Invoice 5061 for \$1,440 was created.

A new invoice for the correct amount of \$144 and provided to the applicant.

#### **Strategic Implications** – Nil

#### **Statutory Environment**

Council's Delegation Register provides limited delegated authority for the Chief Executive Officer. Delegation F1 has application to this matter:

##### F1: Outstanding Debtors

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

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

4. Where a Rates debtor amount, less than ten dollars, was raised in error, the Chief Executive Officer may approve that the amount be written off.

Policy Implications – Nil

Financial Implications

There are no financial implications for Council in writing off Invoice 5061 because it was incorrectly raised and would never have been received.

Economic Implications – Nil

Social Implications – Nil

Environmental Considerations – Nil

Consultation – Nil

Options

The Council can resolve:

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

Voting Requirements – Simple Majority

**COUNCIL DECISION – 2020/32:**

**That, because the invoice was raised in error, Council write off Invoice 5061 for Debtor 810 being an amount of \$1,440.00.**

**Moved: Cr Hopper**

**Seconded: Cr Dowling**

**Carried 6/0**

## 9.1.4 Sale of Property – Outstanding Rates – 76 Francis Street, Popanyinning

Applicant: N/A  
File Ref. No: ADM132  
Disclosure of Interest: Nil  
Date: 2<sup>nd</sup> April 2020  
Author: Bronwyn Dew, Deputy Chief Executive Officer  
Attachments: Nil

### **Summary**

**Council is to consider the transfer of property to recover the costs for unpaid Rates and recovery fees.**

### **Background**

The owner of the 76 Francis Street, Popanyinning property has been deceased for some considerable time.

Investigations undertaken by both Shire Staff, AMPAC Debt Recovery and Cloud Payment Group have failed to establish a direct linkage to a next of kin for the owner of this property.

With all avenues for collecting the outstanding debt exhausted, Council has only the options provided under Section 6.64(1) of the Local Government Act to recover the outstanding rates.

Council's current contractor, Cloud Payment Group, have recommended for Council to apply to have ownership of the property transferred to the Shire of Cuballing.

Council has not received any payment on this property since the property again became Rateable in 2009.

Total outstanding as at 1<sup>st</sup> April 2020 is \$10,573.42. This amount is made up of:

• Rates 2019/20	\$ 690.00
• Rates Previous Years	\$ 3,344.00
• ESL Current	\$ 84.00
• ESL Penalty Current	\$ 31.68
• ESL Arrears	\$ 320.00
• ESL Penalty Arrears	\$ 89.93
• Penalty Interest	\$ 3,455.31
• Legal Charges	\$ 273.50
• Back Rates	\$ 2,285.00

### **Comment**

Taking possession of any property to recover unpaid rates and service charges is a course of action that the Shire normally wishes not to pursue; however, other legal proceedings haven't been successful in this case.

Ample opportunity will exist for next of kin, should they be found, to pay outstanding rates in full or offered a suitable payment plan to stop the transfer of land.

The Shire's Rates Department will be handling all matters in relation to the transfer of the property in conjunction with the CEO and Council's Debt Recovery agent. Costs to transfer the property will be incurred and is expected to be an additional \$4,000. The process can take up to 18 months to complete.

Upon transfer of ownership, Council could then decide to sell the property. In the future, it is anticipated that private treaty would be the most suitable method of sale where Council could negotiate a sale with potential owners.

It is open to Council to force the sale of the property, without taking control. Under this course of action, the property would be sold by auction, where, if there is a limited number of buyers, the funds recovered at auction may not cover the rates debt.

Strategic Implications – Nil

Statutory Environment

Local Government Act 1995

Section 6.64 – Actions to be taken

- (1) If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and —
  - (a) from time to time lease the land; or
  - (b) sell the land; or
  - (c) cause the land to be transferred to the Crown; or
  - (d) cause the land to be transferred to itself.
- (2) On taking possession of any land under this section, the local government is to give to the owner of the land such notification as is prescribed and then to affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.
- (3) Where payment of rates or service charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.

\* Absolute majority required.

Section 6.68 – Exercise of power to sell land

- (1) Subject to subsection (2), a local government is not to exercise its power under section 6.64(1)(b) (in this Subdivision and Schedule 6.3 referred to as the power of sale) in relation to any land unless, within the period of 3 years prior to the exercise of the power of sale, the local government has at least once attempted under section 6.56 to recover money due to it.
- (2) A local government is not required to attempt under section 6.56 to recover money due to it before exercising the power of sale where the local government —
  - (a) has a reasonable belief that the cost of the proceedings under that section will equal or exceed the value of the land; or
  - (b) having made reasonable efforts to locate the owner of the property is unable to do so.
- (3A) A local government is to ensure that a decision to exercise a power of sale without having, within the period of 3 years prior to the exercise of the power of sale, attempted under section 6.56 to recover the money due to it and the reasons for the decision are recorded in the minutes of the meeting at which the decision was made.
- (3) Schedule 6.3 has effect in relation to the exercise of the power of sale.

Policy Implications – Nil

### Financial Implications

The successful transfer of this property would settle bad debts for money owed to the Shire for outstanding Rates and recovery processes. Any costs incurred as a result of this process would be borne by the Shire of Cuballing.

Economic Implication – Nil

Environmental Considerations – Nil

### Consultation

Cloud Payment Group

### Options

Council may resolve:

1. the Officer's Recommendation;
2. to seize the land and lease it to recover outstanding Rates;
3. cause the land to be sold immediately or
4. defer this matter and seek further information.

Voting Requirements – Absolute Majority

### **COUNCIL DECISION – 2020/33:**

#### **That Council:**

1. pursuant to Section 6.64(1)(d) of the Local Government Act 1995, proceed with the transfer of the property at 76 Francis Street Popanyinning WA 6309, which has rates and services in arrears for 3 or more years to the Shire of Cuballing; and
2. delegate the authority to the CEO required to finalise this transaction.

**Moved: Cr Bradford**

**Seconded: Cr Hopper**

**Carried 6/0**



## 9.1.5 Establish Increased Overdraft Facility

Applicant:	N/A
File Ref. No:	ADM112
Disclosure of Interest:	N/A
Date:	9 <sup>th</sup> April 2020
Author:	Bronwyn Dew
Attachments:	N/A

### Summary

**Council is to consider endorse Management's actions in establishing an increased Bank Overdraft Facility for \$100,000.**

### Background

Council currently has an existing overdraft facility with the Commonwealth Bank of Australia (CBA) of \$30,000 to assist with cashflow. The Shire has not used this facility in recent years.

Council has previously selected the National Australia Bank (NAB) to take over banking services.

### Comment

In establishing the banking services with NAB, staff have reviewed the requirement for an overdraft facility and in particular the potential impacts on the Shire of Cuballing's cash flow in 2020/21 arising from the COVID-19 Pandemic.

It has become apparent that some residents and business owners will be adversely affected by the measures implemented by the Federal and State Governments to fight the COVID-19 Pandemic leaving them in financial difficulty. Ratepayers are increasingly choosing to pay rates by either instalments or payment plans and this could increase if they have been financially affected by the pandemic. There is also potential that the preparation of Council's 2020/21 Budget and subsequent issue of Council's rates or collection of other income could be delayed by an outbreak of the virus amongst Shire staff. This could negatively impact the Shire's cashflow in 2020/21.

Given the uncertainty around cashflow, the Officer's Recommendation is to increase the size of the overdraft facility from the \$30,000 currently with the CBA to \$100,000 with the set up of new accounts with NAB. Council can reduce/increase the overdraft facility at any time and would normally consider this option as part of the annual review with Council's banking service provider.

It should be noted that purpose of the proposed overdraft facility is to assist with the management of Council's cash flow and any drawings made on the overdraft facility would be of a temporary nature only and repaid within the financial year.

### Strategic Implications

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

#### Goals

- Governance structures that ensure accountable, transparent and ethical decision making.
- Building the organisation and managing its structure, finances and assets in a sustainable manner.

	Strategy	Outcome
4.5	Be innovative in the management of Shire operations, services, staff and resources to create a resilient and financially stable Shire.	A Shire that is progressive, sustainable, resilient and adaptive to changes.
4.6	Employees actively contribute to improved operational service delivery and ensure excellent customer service.	Employees continually improve the operational service delivery and the community receives excellent customer service.

## Statutory Environment

### Local Government Act 1995

#### Part 6 – Financial Management

#### Division 5 – Financial Local Government Activities

#### Subdivision 3 – Borrowings

#### 6.20 *Power to borrow*

- (1) Subject to this Act, a local government may –
  - (a) borrow or re-borrow money; or
  - (b) obtain credit; or
  - (c) arrange for financial accommodation to be extended to the local government in ways additional to or other than borrowing money or obtaining credit,
 to enable the local government to perform the functions and exercise the powers conferred on it under this Act or any other written law.
- (2) Where, in any financial year, a local government proposes to exercise a power under subsection (1) (“power to borrow”) and details of that proposal have not been included in the annual budget for that financial year –
  - (a) Unless the proposal is of a prescribed kind, the local government must give one month’s local public notice of the proposal; and
  - (b) The resolution to exercise that power is to be by absolute majority.
- (3) Where a local government has exercised a power to borrow a –
  - (a) It does not wish to proceed with the performance of the function or the exercise of the power for which the power to borrow was exercised; or
  - (b) After having completed the performance of the function or the exercise of the power for which the power to borrow was exercised, any part of the money borrowed, credit obtained or financial accommodation arranged has not been expended or utilized,
 the local government may resolve(\*) to expend the money or utilize the credit or financial accommodation for another purpose if one month’s local public notice is given of the proposed change of purpose.

#### *\*Absolute majority required*

- (4) A local government is not required to give local public notice under subsection (3) –
  - (a) where the change of purpose has been disclosed in the annual budget of the local government for the relevant financial year; or
  - (b) in such other circumstances as are prescribed
- (5) A change of purpose referred to in subsection (3) is to be disclosed in the annual financial report for the year in which the change occurs.

### Local Government (Financial Management) Regulations 1996

#### 20. *When local public notice not required for exercise of power to borrow (Act s. 6.20 (2)(a))*

- (1) A local government is not required to give local public notice of a proposal to exercise a power to borrow when the power is to be exercised to re-finance a loan or to continue other financial accommodation (whether with the same or another bank or financial institution) except where the re-financing or continuation is a major variation.
- (2) In this regulation –

*major variation* means a variation in the terms of a loan or other financial accommodation which is --

- (a) A capitalisation of interest accruals; or
- (b) An increase in the term of the loan or other financial accommodation;

*re-finance* in relation to a loan or other financial accommodation (the existing loan), means to borrow an amount (the new loan) which is, at the date of the new loan -

- (a) Equal to the principal amount owing on the existing loan; or
- (b) Not more than \$5 000 more or less than the principal amount owing on the existing loan,

for the principal purpose of paying out the existing loan or preserving the credit originally provided by the existing loan.

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

21. *When a local public notice not required for change of use of borrowed money (Act s. 6.20 (4)(b))*

A local government is not required to give local public notice of a proposed change of use of money borrowed where the amount to be used for a purpose other than the purpose for which it was borrowed --

- (a) Does not exceed \$5 000 in a financial year; or
- (b) Where the money proposed to be borrowed by the local government is to be used to meet expenditure authorised by the mayor or president under section 6.8(1)(c).

The Department of Local Government, Sport and Cultural Industries (DLGSC) has indicated that in response to the COVID-19 pandemic the government will make amendments to the Local Government Regulation Amendments to Removes, during a State of Emergency, the public notice requirements for:

- re-purposing financial reserves;
- borrowing money and
- changing the use of borrowed money,

where the funds are used for emergency response purposes. At the time of preparation of this report the exact amendments had not been gazetted.

Policy Implications – Nil

Financial Implications

Establishing An increased overdraft facility will ensure that any cash flow issues will be able to be addressed in an efficient manner.

Interest Rate Indicative	6.47%
Application Fee	\$600 applicable to any additional increase.
Service Fees Ongoing	\$ Nil
Unused Limit fee	\$ Nil
Annual Review Fee	\$ Nil

Economic Implication – Nil

Environmental Considerations – Nil

Social Implications – Nil

Consultation

Michelle Halstead, Agribusiness Manager, National Australia Bank  
DLGSC – LG Alert publication

## Options

Council may resolve:

1. the Officer's Recommendation;
2. An alternate view to the Officer's Recommendation; or
3. Not endorse the increase to the overdraft facility.

Voting Requirements – Absolute Majority

### **COUNCIL DECISION – 2020/34:**

**That Council:**

1. **pursuant to section 6.20 of the Local Government Act 1995 delegate authority to the Chief Executive Officer to establish an increased bank Overdraft Facility with a limit of \$100,000 for the Shire of Cuballing with the National Australia Bank; and**
2. **prior to 30<sup>th</sup> June 2021 review this Overdraft Facility and the continued requirement an overdraft facility with a limit of \$100,000 beyond the 2020/21 financial year.**

**Moved: Cr Dowling**

**Seconded: Cr Harris**

**Carried 6/0**

## 9.2 CHIEF EXECUTIVE OFFICER:

### 9.2.1 Memorial Policy

Applicant:	N/A
File Ref. No:	ADM 118
Disclosure of Interest:	Nil
Date:	9 <sup>th</sup> April 2020
Author:	Gary Sherry
Attachments:	9.2.1A draft policy 8.2 – Memorials on Local Government Property

#### Summary

#### **Council is to consider adopting a formal position in relation to the erection and maintenance of memorials on Local Government Property**

#### Background

It is apparent that throughout the Shire of Cuballing, memorial plaques have been placed in numerous localities. Examples include:

- formal memorials such as war memorials in Cuballing and Popanyinning;
- plaques on park furniture in Cuballing and Popanyinning (indicating who donated seating or as a memorial to a deceased person);
- memorial plinths (similar to cemetery grave markers) nearby a park bench in Cuballing
- plaques on natural rock to commemorate some family event or the like.

There is no issue with formal memorials that serve the broader community such as war memorials, however with other, more personal types of memorials, some level of issue has arisen in recent time as a result of having to have them removed because:

- of their dilapidated or damaged state of the furniture or feature on which a memorial park is placed;
- the plaque has been stolen; or
- they interfere with Council operations; or
- issues arise with the what is seen as neglect of a memorial by persons who have interest in that memorial.

It is hard to determine what formal approvals many of the memorials ever received. Certainly some of them would never have been approved for erection, and probably have been placed as a result of misplaced belief in proprietorship over a public land.

#### Comment

It is believed that some form of policy position by Council will assist in the administration of memorials on public land controlled by Council.

A draft policy is included at Attachment 9.2.1A has been compiled from similar policies of other Councils. This policy will/would have assisted Staff in:

- removing home made seating that became a safety risk in the railway reserve Popanyinning;
- replacing the dilapidated seating adjacent to the Memorial Park in Cuballing; or
- relocating seating at Yornaning Dam to an alternative site and to allow improved seating to be installed at that site.

It is anticipated that in the future Shire staff will be able to provide a Council policy to people seeking to erect a memorial in public areas within the Shire of Cuballing so that they can be aware of the constraints at the time of erecting the memorial.

Strategic Implications – Nil

Statutory Environment

The Shire of Cuballing Local Government Property Local Law in effect requires that a permit is required to erect or place anything of a permanent nature on Local Government Property

Shire of Cuballing Local Government Property Local Law

*local government property* means anything except a thoroughfare –

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the *Land Administration Act 1997*; or
- (c) which is an 'otherwise unvested facility' within section 3.53 of the Act;

Policy Implications – Nil

The draft policy *8.2 Memorials on Local Government Property*, included at Attachment 9.2.1A, will be included in Council Policy Manual.

Financial Implications – Nil

Economic Implication – Nil

Social Implication

Memorials in a public space can be a valuable reminders of community members who have made a contribution to that community.

Environmental Considerations – Nil

Consultation

Staff have had no specific consultation about this policy, but many individual consultations with Councillors and community members over memorials.

Options

Council may resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with minor amendments: or
3. to resolve not to adopt the draft policy 8.2– Memorials on Local Government Property as included at Attachment 9.2.1A.

Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION:**

That Council adopt the draft policy 8.2– Memorials on Local Government Property as included at Attachment 9.2.1A.

**COUNCIL DECISION – 2020/35:**

**That Council:**

- 1. adopt the draft policy 8.2 Memorials on Local Government Property as included at Attachment 9.2.1A; and**
- 2. establish a register of new Memorials on Shire of Cuballing property including the names and contacts of the donors.**

**Moved: Cr Hopper**

**Seconded: Cr Harris**

**Carried 6/0**

## 8.2 Memorials on Local Government Property

### Objective

To provide clear administrative guidelines for dealing with private memorials or commemorative plaques on Local Government Property.

### Policy Statement

#### 1. Memorial Plaques

The installation or erection of memorial plaques on Local Government Property is generally not supported unless it is to be located upon a suitable piece of park furniture that is donated (e.g. park seat, table setting or the like). The plaque is to be located upon the donated furniture.

The furniture is to be of a type and style approved by Council and the donor is to meet all costs associated with its purchase, delivery and installation. The siting of donated memorial furniture will be as approved by Council.

The inscription plaque shall be no greater than 100mm x 100mm and be made of brass or bronze

No memorials are to be erected on Council property without approval. Any memorials that are erected without approval may be removed without reference to the person erecting the memorial.

#### 2. Maintenance of Memorials

Council bears no responsibility for the maintenance of memorials in parks, except to the extent of its general obligation in relation to maintenance of its property and the improvements thereon.

If plaques are stolen, replacement will be at the expense of the original donor.

If the furniture or feature upon which the plaques is erected become unserviceable or a hazard for whatever reason, it shall be removed. Replacement of a feature or furniture will be at the discretion of Council, and replacement will not necessarily contain the memorial plaque.

If, for operational reasons, it is determined that an existing memorial needs to be relocated, this action will be at the discretion of Council. Generally a new site will be selected for the memorial near to its original site, unless:

- the original memorial is no longer serviceable;
- the original memorial has become a hazard for whatever reason; or
- no suitable near site for its relocation can be identified.

### Guidelines

This policy has no application to Memorials which serve a wide community purpose such as war memorials, or signage erected indicating place names that have been approved by a nomenclature advisory board of WA.

Memorials serve an important role for sections of the community, however unless a memorial serves a broad community interest (ego war memorials) it is not appropriate that the



Community take on responsibility for the installation, maintenance and upkeep of such installations.

Further, any approval to have any form of memorial on public land does not infer any ongoing rights for proprietorship. A memorial generally will be able to remain whilst it does not interfere with the broader community interest.

Broadly the term that a memorial will be permitted to remain at the site it is located will be determined but the service life of the object upon which it is located and the operational needs of Council.

Resolution No:

Resolution Date:

## 9.2.2 Cuballing Tennis Courts Lighting Upgrade

Applicant: N/A  
File Ref. No: ADM331  
Disclosure of Interest: Nil  
Date: 9<sup>th</sup> April 2020  
Author: Gary Sherry  
Attachments: Nil

### Summary

**Council is to consider advising of a contribution to a project to replace the lights at the Cuballing Tennis Courts as part of a CSRFF application.**

### Background

The Department of Local Government, Sport and Cultural Industries' (DLGSC) Community Sporting and Recreation Facilities Fund (CSRFF) provides financial assistance to community groups and local government authorities to develop basic infrastructure for sport and recreation. The program aims to increase participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well-designed and well-utilised facilities. The CSRFF program provides up to a third of project funding.

The CSRFF program has a small grants round, for projects less than \$450,000 in size in March and September each year and a single large grants round in September. Under the CSRFF program, successful applicants have until the end of the next financial year to complete their project.

### Comment

Shire staff, in conjunction with the Cuballing Tennis Club have prepared a CSRFF application for the replacement of the lights at the Cuballing Tennis Courts. These lights are becoming increasingly unreliable and because of their age, are often unrepairable. This project will replace all the lights on the existing poles.

Council has obtained two indicative quotes to complete the project. The indicative price is \$31,916 (GST exclusive) including:

- installing 16 LED 600watt floodlights replacing the existing 8 existing halogen floodlights;
- all elevated work platform hire; and
- a lighting plan that provides 400lux lighting to the tennis court area.

A 10% cost escalation has also been included because the lights are sourced from overseas and an exchange rate fluctuation may occur. During the period the quotes were being obtained, the indicative price increased by more than 15% with a decrease in the Australian Dollar.

The CSRFF application features

• A CSRFF grant (GST Exclusive)	\$11,702
• Contributions from Cuballing Tennis Club (GST Exclusive)	\$11,703
• Shire of Cuballing – cash contribution (GST Exclusive)	<u>\$11,703</u>
• Total project Income	\$35,108

### Strategic Implications

SOCIAL – Our Community, Neighbourhoods, Recreation and Culture.  
Goals

- A healthy and caring community which has strong support for all ages and abilities.
- A healthy community engaging in positive and rewarding lifestyles with access to recreational and leisure opportunities.
- A vibrant community, enjoying access to a wide range of quality arts and cultural activities.

	Strategy	Outcome
1.1	Create a vibrant social environment that is accessible and inclusive for all ages and abilities.	The community feel welcome involved and connected to each other.
1.2	Create a vibrant built environment that is accessible and inclusive and reflects the Shire's identity and local heritage.	Active, attractive and affordable towns which the community are proud of and engaged in.
1.3	Encourage and support volunteers and community groups.	Active and growing volunteer and community groups.
1.5	Provide and promote sport, recreation and leisure facilities and programs.	A variety of accessible sport and recreation opportunities and activities.

**ECONOMY – Our Economy, Infrastructure, Systems and Services.**

**Goals**

- Community infrastructure and services delivered in a timely manner, are well utilised, effective and meet the expectations of the community.
- Managing community assets in a whole of life and economically sustainable manner.

	Strategy	Outcome
3.1	Deliver a diverse range of affordable services and infrastructure across the Shire.	A range of services, facilities and programs that the broadest community can access.
3.2	Ensure essential services and infrastructure are aligned to community needs now and in the future.	Services and infrastructure which meets the needs of the broadest community and responds to changing priorities.
3.4	Create and strengthen partnerships to advocate for and deliver community facilities, and services and major infrastructure.	The community has access to a range of education, health, cultural, recreational and transport opportunities to maximise their potential.
3.5	Maintain a robust asset management practices and maintenance programs.	Assets which meet the expectations of the community.

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications

Council's commitment at this time to the project, given the project is successful, requires Council to make an allocation in the 2020/21 Budget.

Economic Implication

There is potential for minor economic benefit to Cuballing from the activities at the Cuballing tennis courts.

Social Implication

Having a facility such as Cuballing tennis courts provides benefits for those residents with an interest in playing tennis.

Environmental Considerations – Nil

Consultation

Staff have met or discussed this application with:

- Ms Jenifer Collins, Manager – Wheatbelt, DLGSC;
- Mr Tim Short, President, Cuballing Tennis Club;
- Ms Jodie George, Secretary Cuballing Tennis Club;
- Mrs Simone Lansdell, Treasurer Cuballing Tennis Club.

Options

Council may resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with minor amendments; or
3. not support the project.

Voting Requirements – Simple Majority

**COUNCIL DECISION – 2020/36:**

**That Council:**

- 1. support the Cuballing Tennis Lights Upgrade Project; and**
- 2. commit to allocating funds of up to \$11,703 in the 2020/21 budget for this project.**

**Moved: Cr Dowling**

**Seconded: Cr Harris**

**Carried 6/0**

## 9.2.3 Council Meeting Schedule 2020

Applicant: N/A  
File Ref. No: ADM239  
Disclosure of Interest: Nil  
Date: 7<sup>th</sup> April 2020  
Author: Gary Sherry  
Attachments: Nil

### **Summary**

**Council is to consider changing the schedule of Ordinary Meeting dates given the move to electronic meetings as a response to the COVID-19 corona virus pandemic.**

### **Background**

It is a legislative requirement for the public in general to be advised in advance of all meeting dates, place and starting times to facilitate attendance or participation in Council Meetings. Unforeseen circumstances may dictate a change to this schedule and local advertising will inform Electors accordingly.

At their December 2019 Ordinary Meeting, Council resolved the following Council Meeting schedule for 2020:

Wednesday 19 February 2020	Ordinary Meeting	2:00 PM	Council Chambers
Wednesday 18 March 2020	Ordinary Meeting	2:00 PM	Council Chambers
Wednesday 15 April 2020	Ordinary Meeting	2:00 PM	Popanyinning Hall
Wednesday 20 May 2020	Ordinary Meeting	2:00 PM	Council Chambers
Wednesday 17 June 2020	Ordinary Meeting	2:00 PM	Council Chambers
Wednesday 15 July 2020	Ordinary Meeting	2:00 PM	Council Chambers
Wednesday 19 August 2020	Ordinary Meeting	2:00 PM	Council Chambers
Wednesday 16 September 2020	Ordinary Meeting	2:00 PM	Council Chambers
Wednesday 21 October 2020	Ordinary Meeting	2:00 PM	Council Chambers
Wednesday 18 November 2020	Ordinary Meeting	2:00 PM	Council Chambers
Wednesday 16 December 2020	Ordinary Meeting	2:00 PM	Council Chambers

### **Comment**

Given the public regulations requiring social distancing in response to the COVID COVID-19 corona virus pandemic, the Shire President, after consultation with the CEO, has authorised under Local Government (Administration) Regulations 1996 14(2)(ii) that the April 2020 Ordinary Meeting of Council be held as an electronic meeting by teleconference.

The social distancing requirements in response to the COVID COVID-19 corona virus pandemic are expected to consider for at least the next 2 months and Council is in a position to reconsider their meeting schedule.

The Officer's Recommendation includes:

- Holding in at least May and June Ordinary Meetings as electronic meetings. This may need to be extended and this can be done at a later time;
- Holding May and June Ordinary Meetings by teleconference. Alternative technological options exist, such as Zoom videoconferencing. Using such a technology relies upon Councillors' technology and internet connection at their premises. Using Zoom may allow members of the public to join the videoconference, although publication of the

meeting connection details on social media or the Council website is not advised for security purposes; and

- extending the Meeting start times to 3pm. It is open for Councillors to choose a radically different time, much earlier or much later to fit with the requirements of Councillors. A video conference starting at 6pm may attract interest in the community.

#### Strategic Implications – Nil

#### Statutory Environment

##### Local Government (Administration) Regulations 1996

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

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

##### 14C. Attendance by electronic means in public health emergency or state of emergency

- (1) In this regulation — meeting means —
  - (a) an ordinary meeting of the council; or
  - (b) a special meeting of the council; or
  - (c) a meeting of a committee of the council; or
  - (d) a meeting of an audit committee of a local government.
- (2) A member of a council or committee may attend a meeting by electronic means if —
  - (a) a public health emergency or a state of emergency exists in the whole or a part of the area of the district of a local government; and
  - (b) because of the public health emergency or state of emergency, the member is unable, or considers it inappropriate, to be present in person at a meeting; and
  - (c) the member is authorised to attend the meeting by electronic means by —
    - (i) the mayor; or
    - (ii) the president; or
    - (iii) the council.
- (3) A person who attends a meeting by electronic means is taken to be present at the meeting.

##### 14D. Meetings held by electronic means in public health emergency or state of emergency (Act s. 5.25(1)(ba))

- (1) In this regulation — meeting means —
  - (a) an ordinary meeting of the council; or
  - (b) a special meeting of the council; or

- (c) a meeting of a committee of the council; or
  - (d) a meeting of an audit committee of a local government.
- (2) A meeting may be held by electronic means —
- (a) if —
    - (i) a public health emergency or a state of emergency exists in the whole or a part of the area of the district of a local government; and
    - (ii) because of the public health emergency or state of emergency, the mayor, president or council considers it appropriate for the meeting to be held by electronic means;
  - or
  - (b) if —
    - (i) a direction is issued under the Public Health Act 2016 or the Emergency Management Act 2005 that prevents the meeting from being held in person; and
    - (ii) the mayor, president or council authorises the meeting to be held by electronic means.
- (3) The electronic means by which the meeting is to be held include by telephone, video conference or other instantaneous communication, as determined by —
- (a) the mayor; or
  - (b) the president; or
  - (c) the council.
- (4) The CEO must be consulted before a determination is made under subregulation (3).

14E. Modification of Act if meeting held by electronic means (Act s. 5.25(2))

- (1) In this regulation —  
 electronic meeting means a meeting held by electronic means under regulation 14D.
- (2) If a council or a committee is to hold an electronic meeting, the council or committee is taken to have complied with the requirement to give notice of the place of the meeting under section 5.5 and regulation 12 if the local government gives notice that the meeting will be conducted by electronic means.
- (3) If a council or a committee holds an electronic meeting —
- (a) a person who attends the meeting by the electronic means determined under regulation 14D(3) is taken to attend the meeting for the purposes of the Act and these regulations; and
  - (b) the meeting is open to the members of the public under section 5.23(1) if —
    - (i) the council or committee complies with the requirement to make the unconfirmed minutes of the meeting available for public inspection under regulation 13; or
    - (ii) the council or committee publicly broadcasts the meeting on a website; or
    - (iii) the meeting or a broadcast of the meeting is otherwise accessible to the public.
- (4) If a council or a committee holds an electronic meeting, section 5.24 is modified so that the council or committee allocates time for raising questions by members of the public, and the asking of and responding to those questions, if —
- (a) the council or committee provides a means to submit a question prior to the meeting; and
  - (b) the council or committee determines at the meeting —
    - (i) to respond to the question submitted by the member of the public at the meeting in accordance with the procedure determined by the council or committee; or
    - (ii) that, given the public health emergency, state of emergency or direction issued under the Public Health Act 2016 or the Emergency Management Act 2005, it is not appropriate to respond to the question at the meeting.
- (5) If a council or a committee holds an electronic meeting, for the purposes of regulation 14, a notice paper, agenda, report or other document may be —

- (a) tabled at the meeting, or produced by the local government or a committee for presentation at the meeting, in any manner determined by the council or committee, including by electronic means; and
- (b) made available to members of the council or committee, or for inspection by members of the public, in any manner determined by the council or committee, including by electronic means.

Policy Implications – Nil

Financial Implications

Local advertising in the Narrogin Observer of the meeting dates adopted in December 2019 cost \$267.48. A slightly smaller charge, arising because of the reduced amount of content in each advert, would be incurred with each following advertisement by of meeting times by Council.

Holding electronic meetings will significantly reduce other meeting costs.

Economic Implication – Nil

Social Implication

Council has had a number of local residents and interested people attend Council's meetings in 2019. Council should seek to encourage this to occur in 20 if there is community interest.

Environmental Considerations – Nil

Consultation – Nil

Options

Council may resolve:

1. the Officer's Recommendation;
2. to alter the publicly advertised meeting schedule in an alternative way; or
3. to not alter the publicly advertised meeting schedule.

Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION:**

That Council adopt the following Schedule of Council Meetings for the remainder of 2020:

Wednesday 20 May 2020	Ordinary Meeting	3:00 PM	Teleconference
Wednesday 17 June 2020	Ordinary Meeting	3:00 PM	Teleconference
Wednesday 15 July 2020	Ordinary Meeting	2:00 PM	Council Chambers
Wednesday 19 August 2020	Ordinary Meeting	2:00 PM	Council Chambers
Wednesday 16 September 2020	Ordinary Meeting	2:00 PM	Council Chambers
Wednesday 21 October 2020	Ordinary Meeting	2:00 PM	Council Chambers
Wednesday 18 November 2020	Ordinary Meeting	2:00 PM	Council Chambers
Wednesday 16 December 2020	Ordinary Meeting	2:00 PM	Council Chambers



**COUNCIL DECISION – 2020/37:**

**That Council not alter the publicly advertised Meeting schedule.**

**Moved: Cr Bradford**

**Seconded: Cr Ballantyne**

**Carried 6/0**

**9.3 MANAGER OF WORKS AND SERVICES:**

Nil

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

Nil

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

Nil

**12. CONFIDENTIAL MATTERS:**

Nil

**13. NEXT MEETING:**

Ordinary Council Meeting, 2.00pm, Wednesday 20<sup>th</sup> May 2020 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 3.16pm.