

*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 19<sup>th</sup> AUGUST 2020**

Shire of Cuballing  
Council Chambers  
Campbell Street, Cuballing

# COUNCIL MEETING PROCEDURES

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

## DISCLAIMER

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

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

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

The Shire President, Cr Conley, declared the meeting open at 2:02pm.

## **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. STANDING ORDERS:**

### **COUNCIL DECISION – 2020/79:**

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

Moved: Cr Dowling

Seconded: Cr Bradford

Carried 6/0

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

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

Nil

**4.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:**

Nil

**4.3 PUBLIC QUESTIONS FROM THE GALLERY:**

Nil

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

Nil

**6. CONFIRMATION OF MINUTES:**

6.1.1 Ordinary Meeting of Council held on Wednesday 22<sup>nd</sup> July 2020

**COUNCIL DECISION – 2020/80:**

**That the Minutes of the Ordinary Meeting of Council held on Wednesday 22<sup>nd</sup> July 2020 be confirmed as a true record of proceedings.**

**Moved: Cr Dowling**

**Seconded: Cr Hopper**

**Carried 6/0**

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

Nil

**8. DISCLOSURE OF FINANCIAL INTEREST:**

Cr Dowling declared an Impartiality Interest in 9.2.3 in that she is a member of the Dryandra Pony Club who use the Dryandra Regional Equestrian Centre.

Cr Hopper declared an Impartiality Interest in 11.1.2 in that she is a member of the Popanyinning Progress Association.

Cr Ballantyne declared an Impartiality Interest in 11.1.3 in that he is a member of the Cuballing Golf Club.

Cr Harris declared an Impartiality Interest in 11.1.3 in that he is a member of the Cuballing Golf Club.

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

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

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

File Ref. No:	NA
Disclosure of Interest:	Nil
Date:	7 <sup>th</sup> August 2020
Author:	Nichole Gould
Attachments:	9.1.1A List of July 2020 Municipal Accounts 9.1.1B Credit Card Transactions

#### **Summary**

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

Background – Nil

Comment

Council is provided at Attachments 9.1.1A with a list of payments made from Council's bank account during the month of July 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 – 2020/81:**

**That Council receives:**

1. the List of Accounts paid in July 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 \$266,831.13 included at Attachment 9.1.1A; and
2. a summary of transactions completed on Credit Cards by Council Staff for the period ending 31<sup>st</sup> July 2020.

**Moved: Cr Hopper**

**Seconded: Cr Dowling**

**Carried 6/0**

## LIST OF JULY 2020 MUNICIPAL FUND ACCOUNTS

Chq/EFT	Description	Amount
01/07/2020	Police Licensing Payments	290.60
03/07/2020	Police Licensing Payments	6,126.90
06/07/2020	Police Licensing Payments	1,613.05
07/07/2020	Interest on Graders	262.74
07/07/2020	Loan Repayment No. 63 Graders	3,451.54
07/07/2020	Police Licensing Payments	784.40
08/07/2020	Police Licensing Payments	699.45
08/07/2020	Rent for Grader Driver House	360.00
09/07/2020	Police Licensing Payments	1,916.00
10/07/2020	Police Licensing Payments	107.50
13/07/2020	Police Licensing Payments	1,022.15
14/07/2020	Police Licensing Payments	47.05
15/07/2020	Police Licensing Payments	2,461.15
17/07/2020	Police Licensing Payments	1,803.45
20/07/2020	Police Licensing Payments	1,064.35
21/07/2020	Police Licensing Payments	691.00
22/07/2020	Rent for Grader Driver House	360.00
22/07/2020	Police Licensing Payments	921.30
23/07/2020	ATO Clearing Account BAS	29,605.61
23/07/2020	Police Licensing Payments	983.85
24/07/2020	Police Licensing Payments	242.20
28/07/2020	Police Licensing Payments	671.70
29/07/2020	Police Licensing Payments	2,266.50
30/07/2020	Police Licensing Payments	133.20
31/07/2020	Police Licensing Payments	218.60
EFT5287	Plant for new garden near Popo toilets	350.02
EFT5288	June 2020 Building Forms	257.15
EFT5289	BCITF Forms June 2020	291.75
EFT5290	Monthly Copier Charges	919.22
EFT5291	Reimbursement of Internet - July 2020	55.00
EFT5292	CCZ of WALGA Annual Subscription 2020/21	3,058.00
EFT5293	Monthly Legal Fee Costs for Rates Debt Recovery	5,433.36
EFT5294	1 x Yornaning West Street Sign plus brackets and bolts	187.44
EFT5295	Catering	176.00

Chq/EFT	Description	Amount
EFT5296	2020-21 A5 Tip Pass Token Sheets	396.00
EFT5297	Service CNO Colorado ute 36,000km	480.00
EFT5298	Town Planning - General	457.60
EFT5299	Monthly Bulk Diesel Supply	3,870.14
EFT5300	Rubbish Removal - Household Service	6,500.55
EFT5301	Annual License Fee - It Vision Synergy Software System	23,838.10
EFT5302	Freight Charges - Komatsu	26.84
EFT5303	Repair tyre 0CN	27.50
EFT5304	1 x door lock assembly 1 x mirror	674.06
EFT5305	Prepare Long Term Financial Plan, Asset Management Plan & Corporate business plan	19,008.00
EFT5306	Account for June 2020 - Door Closer, Water pipe, Coupling, junction, elbow, neck	373.40
EFT5307	Monthly computer license & backup July 2020	1,379.75
EFT5308	Advertisement - RFT1/2020 The West, Saturday 30 <sup>th</sup> May 2020	754.35
EFT5309	Fix urinal and replace basin mixer	415.80
EFT5310	Telephone Conferences - Council, LEMC Meetings	14.91
EFT5311	Subscription to GrantGuru services	467.50
EFT5312	Annual Subscription 1/7/2020 to 30/06/2021	7,762.19
EFT5313	Annual Contribution to library service 2019/20	6,416.50
EFT5314	Quarterly Monitoring for Security System July - September 2020	110.00
EFT5315	Freight Charges - Paramount Safety	10.73
EFT5316	2 x New Tyres fitted and balanced and Wheel Alignment	1,076.00
EFT5317	Donation- Student Awards Sponsorship 2020	100.00
EFT5318	Introduction to Local Government - Isabella Symonds	215.00
EFT5319	Parts for Cat 930G loader	59.25
EFT5320	Use of Weighbridge for waste management	203.50



Chq/EFT	Description	Amount
EFT5321	National Construction Codes - Annual Subscription	2,995.30
EFT5322	1000hr Service on Bomag roller	6,191.55
EFT5323	Synergy Reimbursement - MWS	231.74
EFT5324	2 x Aero White Gloss 2 x Etch Primer Grey 2 x Aero Black Gloss	65.56
EFT5325	Supply and lay skirting boards in Cuballing hall	851.07
EFT5326	Supply of Catering for DFES Bush Fire Volunteer Training	1,789.27
EFT5327	Waste Collection Calendars 2020-21	308.00
EFT5328	Monthly Bulk Diesel Supply - 5,500Lts	7,485.23
EFT5329	Annual membership 2020/21	748.00
EFT5330	Management Liability Insurance	14,660.34
EFT5331	Workcare Insurance - 1 <sup>st</sup> Instalment	46,832.04
EFT5332	1 x Right hand Headlight	345.48
EFT5333	Monthly computer support charges	68.75
EFT5334	1 x new cutter belt for ride on mower (deck belt)	75.00
EFT5335	2 x 6amp hr Batteries Milwaukee	398.00
EFT5336	Multi Tyre roller hire with operator	9,614.00
EFT5337	3 x boxes toilet rolls 2 x hand towels	265.10
EFT5338	22 ton of Cracker Dust	205.70
EFT5339	Hunter Controller indoor	410.10
EFT5340	Licence for 2020/21 year	350.00
EFT5341	Disposal of Kerbside Collection Waste - April to June 2020	9,000.47
EFT5342	Stationery	145.56
14844	Transfer to Muni as Per Council Resolution 2020-47	90.00
20006	Monthly Electricity Charge Street Lightning x 42 Lights	626.38
20008	Water Charges - Standpipe Francis Street	612.92
20009	Standpipe Charges- Water Collection Apr to Jun 20	2,898.70
20010	Vehicle Licensing - 1 Month	318.75
20011	Groceries	298.00

<b>Chq/EFT</b>	<b>Description</b>	<b>Amount</b>
20012	Electricity Charge - Lot 20 Howard St Popanyinning	556.27
20013	Service Charge - Shire Office	676.42
DD2333.1	Superannuation contributions	233.13
DD2333.2	Payroll deductions	5,217.97
DD2333.3	Superannuation contributions	185.22
DD2333.4	Superannuation contributions	454.51
DD2333.5	Superannuation contributions	46.42
DD2333.6	Superannuation contributions	433.93
DD2333.7	Superannuation contributions	129.85
DD2338.1	Monthly Internet Connection - July 2020	89.99
DD2350.1	Superannuation contributions	235.12
DD2350.2	Payroll deductions	5,338.48
DD2350.3	Superannuation contributions	191.65
DD2350.4	Superannuation contributions	458.17
DD2350.5	Superannuation contributions	106.31
DD2350.6	Superannuation contributions	437.36
DD2350.7	Superannuation contributions	130.84
DD2352.1	MWS Credit Card - Wattle Grove Motel - Training Accommodation	558.58
		<b>266,831.13</b>

**CREDIT CARD TRANSACTIONS****Period Ending 31<sup>st</sup> July 2020**

<b>Supplier</b>	<b>DETAIL OF PURCHASE</b>	<b>TOTAL</b>
Caltex	Fuel – CEO Vehicle	62.98
Trinity Crawley	Report Writing Training – Accommodation	110.00
Bunnings	Ladder for depot	26.60
Wattle Grove Motel	Traffic Control Training - Accommodation	343.00
Makit Hardware	Key cutting - CWA Hall	16.00
<b>GRAND TOTAL</b>		<b>558.58</b>

## 9.1.2 Statement of Financial Activity – Period Ending 31<sup>st</sup> July 2020

Applicant:	N/A
File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	10 <sup>th</sup> August 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 July 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**

Operating Revenue key points include;

- General Purpose Funding – Rates were raised on 31<sup>st</sup> July 2020;
- Transport – MRWA Direct Grant amount received \$81,920;
- Transport – First 40% claim for Regional Road Group have been submitted;
- Transport – Initial Roads to Recovery funding has been claimed;
- Recreation and Culture – Yornaning Dam grant funding has been claimed;
- Financial Assistance Grants – early payment of 2020/21 grant has been received;
- FESA – ESL grant funding – early payment of 2020/21 grant has been received; and
- Income from the sale of the Building Officers Vehicle has been received.

Operating Expenses – The key items of variance include:

- Overall the month expenditure is below the YTD budget.

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> July 2020.

Depreciation expense is calculated to 30<sup>th</sup> June 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 – 2020/82:**

**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> July 2020 be received.**

**Moved: Cr Bradford**

**Seconded: Cr Harris**

**Carried 6/0**

**SHIRE OF CUBALLING**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 July 2020**

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

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**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 JULY 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.

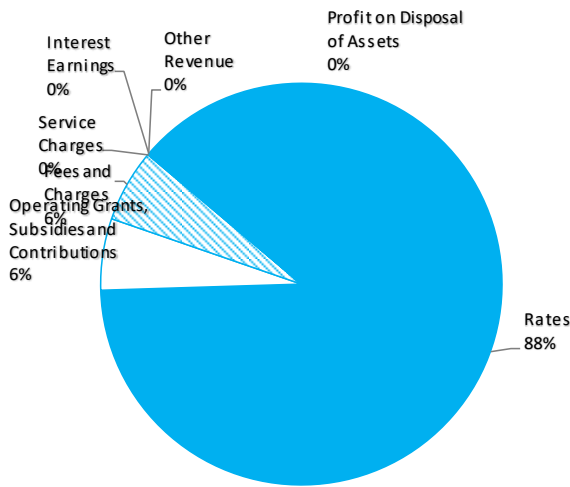
**ROUNDING OFF FIGURES**

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

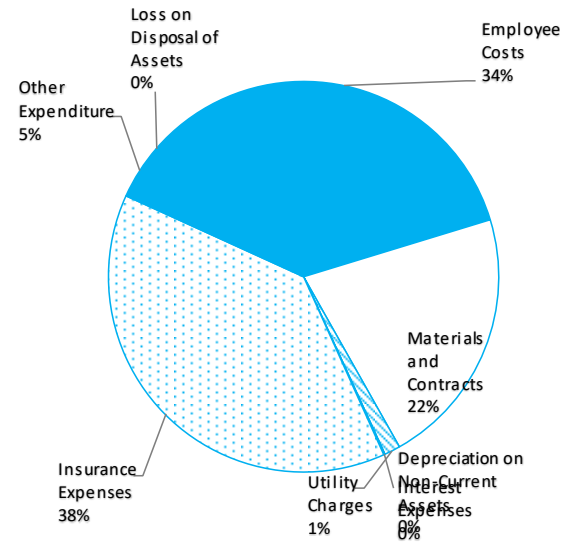
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 JULY 2020**

**SUMMARY GRAPHS**

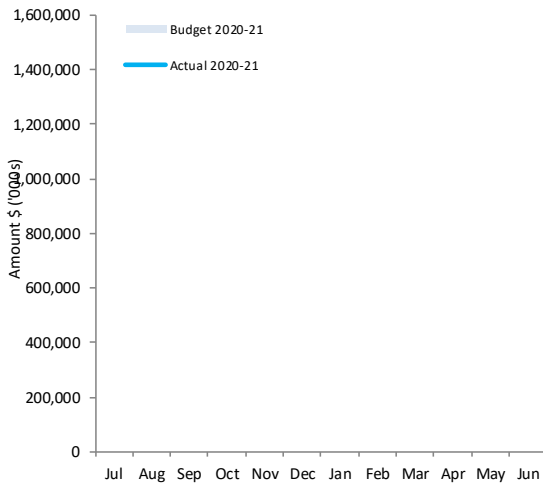
**OPERATING REVENUE**



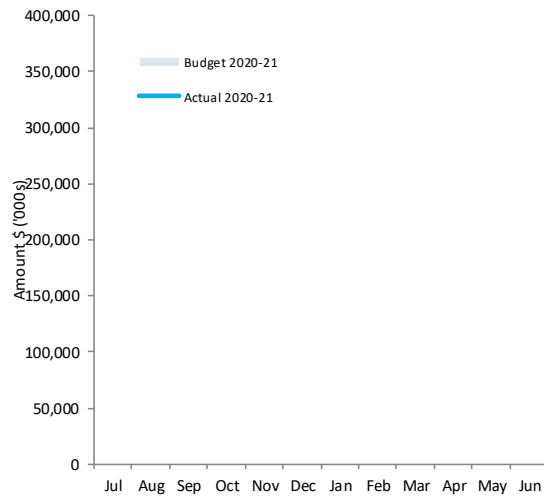
**OPERATING EXPENSES**



**Budget Operating Revenues -v- Actual**

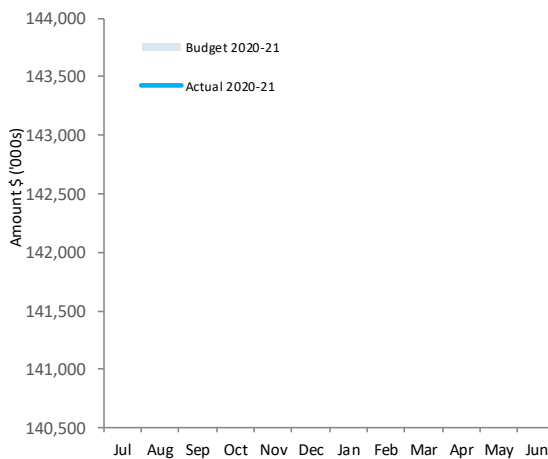


**Budget Operating Expenses -v- YTD Actual**



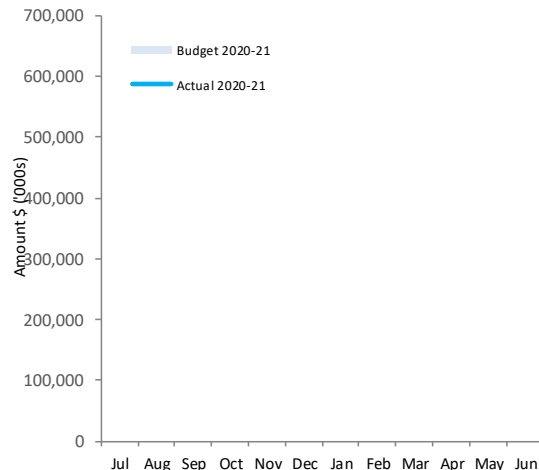
**CAPITAL REVENUE**

**Budget Capital Revenue -v- Actual**



**CAPITAL EXPENSES**

**Budget Capital Expenses -v- Actual**



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



**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 JULY 2020**

**STATUTORY REPORTING PROGRAMS**

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

<b>PROGRAM NAME</b>	<b>OBJECTIVE</b>	<b>ACTIVITIES</b>
<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 JULY 2020**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Annual Budget	YTD Budget	YTD Actual	Variance (\$)	Variance (%)
		\$	\$	\$	\$	%
<b>Opening Funding Surplus(Deficit)</b>	1(b)	945,522	945,522	<b>1,096,180</b>	150,658	16%
<b>Revenue from operating activities</b>						
General Purpose Funding	5	1,484,292	1,261,856	<b>1,259,243</b>	(2,613)	(0%)
Governance		1,780	147	<b>874</b>	727	494%
Law, Order and Public Safety		35,444	270	<b>220</b>	(50)	(19%)
Health		800	66	<b>300</b>	234	355%
Education and Welfare		1,000	83	<b>0</b>	(83)	(100%)
Housing		4,680	390	<b>360</b>	(30)	(8%)
Community Amenities		71,830	70,638	<b>71,220</b>	582	1%
Recreation and Culture		25,150	7,232	<b>7,387</b>	155	2%
Transport		283,262	82,752	<b>86,252</b>	3,500	4%
Economic Services		38,650	3,217	<b>1,192</b>	(2,025)	(63%)
Other Property and Services		92,000	666	<b>64</b>	(602)	(90%)
		<b>2,038,889</b>	<b>1,427,317</b>	<b>1,427,112</b>		
<b>Expenditure from operating activities</b>						
General Purpose Funding		(78,415)	(6,533)	<b>(7,253)</b>	(720)	(11%)
Governance		(131,679)	(34,463)	<b>(30,173)</b>	4,290	12%
Law, Order and Public Safety		(182,585)	(25,677)	<b>(24,127)</b>	1,550	6%
Health		(45,440)	(3,784)	<b>(6,205)</b>	(2,421)	(64%)
Education and Welfare		(21,728)	(1,807)	<b>(1,882)</b>	(75)	(4%)
Housing		(37,745)	(3,140)	<b>(2,633)</b>	507	16%
Community Amenities		(337,403)	(28,097)	<b>(18,723)</b>	9,374	33% ▲
Recreation and Culture		(380,209)	(40,888)	<b>(34,224)</b>	6,664	16% ▲
Transport		(2,770,985)	(101,403)	<b>(66,624)</b>	34,779	34% ▲
Economic Services		(152,740)	(12,705)	<b>(8,874)</b>	3,832	30%
Other Property and Services		(59,000)	(63,971)	<b>(65,809)</b>	(1,838)	(3%)
		<b>(4,197,928)</b>	<b>(322,468)</b>	<b>(266,529)</b>		
<b>Operating activities excluded from budget</b>						
Add Back Depreciation		1,962,282	33,426	<b>0</b>	(33,426)	(100%) ▼
Adjust (Profit)/Loss on Asset Disposal	6	155,513	12,959	<b>(874)</b>	(13,833)	(107%) ▼
Adjust Provisions and Accruals		0	0	<b>0</b>	0	
<b>Amount attributable to operating activities</b>		<b>(41,245)</b>	<b>1,151,235</b>	<b>1,159,710</b>		
<b>Investing Activities</b>						
Non-operating Grants, Subsidies and Contributions	10	1,702,022	137,427	<b>143,584</b>	6,157	4%
Proceeds from Disposal of Assets	6	138,000	138,000	<b>33,760</b>	(104,240)	(76%) ▼
Land Held for Resale		0	0	<b>0</b>	0	
Capital Acquisitions	7	(3,530,068)	(747,359)	<b>(6,060)</b>	741,299	99% ▲
<b>Amount attributable to investing activities</b>		<b>(1,690,046)</b>	<b>(471,932)</b>	<b>171,284</b>		
<b>Financing Activities</b>						
Proceeds from New Debentures		310,000	310,000	<b>0</b>	(310,000)	(100%) ▼
Repayment of Debentures	8	(57,073)	(3,452)	<b>(3,452)</b>	0	0%
Transfer from Reserves	9	551,774	0	<b>0</b>	0	
Transfer to Reserves	9	(17,545)	(941)	<b>(941)</b>	0	0%
<b>Amount attributable to financing activities</b>		<b>787,156</b>	<b>305,608</b>	<b>(4,392)</b>		
<b>Wardering Road Bridge Widening</b>						
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>1,387</b>	<b>1,930,433</b>	<b>2,422,782</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 2018/19 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 JULY 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 CHARGEES

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

#### SERVICE CHARGES

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

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

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

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

#### INSURANCE

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

#### LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

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

#### OTHER EXPENDITURE

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

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

**BY NATURE OR TYPE**

	Ref Note	Annual Budget	YTD Budget	YTD Actual	Variance (\$)	Variance (%)	
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	1(b)	945,522	945,522	<b>1,096,180</b>	150,658	16%	▲
<b>Revenue from operating activities</b>							
Rates	5	1,171,584	1,259,130	<b>1,257,636</b>	(1,494)	(0%)	
Operating Grants, Subsidies and Contributions	10	615,168	83,148	<b>82,280</b>	(868)	(1%)	
Fees and Charges		166,672	80,784	<b>83,851</b>	3,067	4%	
Interest Earnings		20,800	1,731	<b>1,608</b>	(123)	(7%)	
Other Revenue		64,665	2,524	<b>864</b>	(1,660)	(66%)	
Profit on Disposal of Assets	6	0	0	<b>874</b>	874		
		<b>2,038,889</b>	<b>1,427,317</b>	<b>1,427,112</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(996,469)	(82,994)	<b>(90,349)</b>	(7,355)	(9%)	
Materials and Contracts		(804,728)	(73,379)	<b>(57,418)</b>	15,961	22%	▲
Utility Charges		(67,601)	(5,618)	<b>(3,546)</b>	2,072	37%	
Depreciation on Non-Current Assets		(1,962,282)	(33,426)	<b>0</b>	33,426	100%	▲
Interest Expenses		(5,383)	(448)	<b>(263)</b>	185	41%	
Insurance Expenses		(147,848)	(99,639)	<b>(102,715)</b>	(3,077)	(3%)	
Other Expenditure		(58,105)	(14,005)	<b>(12,237)</b>	1,768	13%	
Loss on Disposal of Assets	6	(155,513)	(12,959)	<b>0</b>	12,959		
		<b>(4,197,928)</b>	<b>(322,468)</b>	<b>(266,529)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,962,282	33,426	<b>0</b>	(33,426)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	155,513	12,959	<b>(874)</b>	(13,833)	(107%)	▼
Adjust Provisions and Accruals		0	0	<b>0</b>	0		
<b>Amount attributable to operating activities</b>		<b>(41,245)</b>	<b>1,151,235</b>	<b>1,159,710</b>			
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions	10	1,702,022	137,427	<b>143,584</b>	6,157	4%	
Proceeds from Disposal of Assets	6	138,000	138,000	<b>33,760</b>	(104,240)	(76%)	▼
Land held for resale		0	0	<b>0</b>	0		
Capital acquisitions	7	(3,530,068)	(747,359)	<b>(6,060)</b>	741,299	99%	▲
<b>Amount attributable to investing activities</b>		<b>(1,690,046)</b>	<b>(471,932)</b>	<b>171,284</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		310,000	310,000	<b>0</b>	(310,000)	(100%)	▼
Repayment of Debentures	8	(57,073)	(3,452)	<b>(3,452)</b>	0	0%	
Transfer from Reserves	9	551,774	0	<b>0</b>	0		
Transfer to Reserves	9	(17,545)	(941)	<b>(941)</b>	0	0%	
<b>Amount attributable to financing activities</b>		<b>787,156</b>	<b>305,608</b>	<b>(4,392)</b>			
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>1,387</b>	<b>1,930,433</b>	<b>2,422,782</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: Wandering 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 JULY 2020**

**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 JULY 2020

OPERATING ACTIVITIES  
NOTE 1(b)  
ADJUSTED NET CURRENT ASSETS

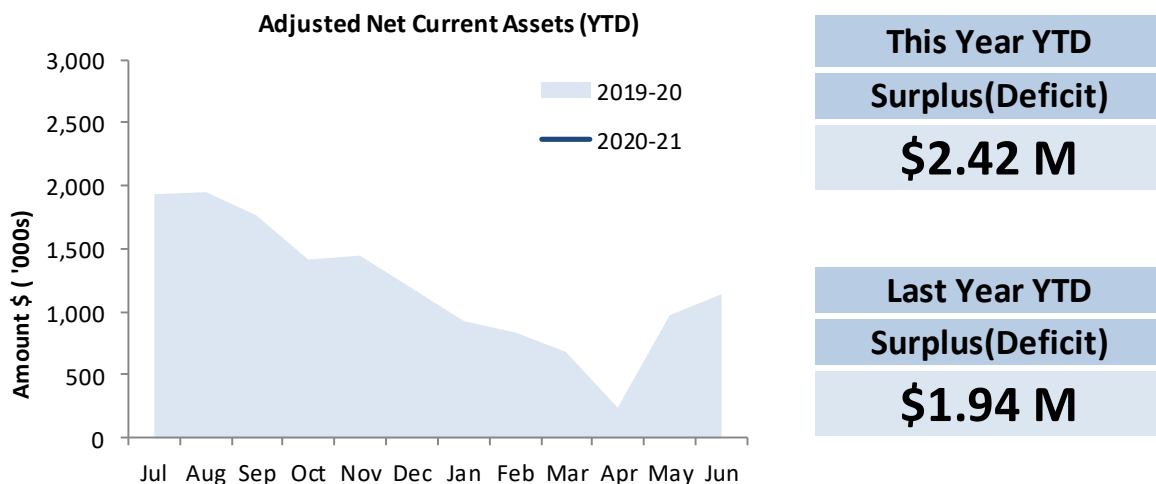
		Last Years Closing	This Time Last Year	Year to Date Actual
	Note	30 June 2020	31 Jul 2019	31 Jul 2020
		\$	\$	\$
<b>Adjusted Net Current Assets</b>				
<b>Current Assets</b>				
Cash Unrestricted	3	1,006,158	582,251	945,484
Cash Restricted	3	1,316,404	1,574,152	1,317,345
Receivables - Rates	4	101,076	1,448,519	1,482,842
Receivables - Other	4	113,119	29,169	170,893
Loans receivable		0	0	0
ATO Receivable		51	0	18,387
Inventories		6,061	8,986	6,061
Land held for resale - current		0	0	0
		2,542,869	3,643,076	3,941,013
<b>Less: Current Liabilities</b>				
Payables		(130,284)	(129,493)	(163,263)
ATO Payables		0	0	(37,623)
Provisions - employee		(196,543)	(209,084)	(196,543)
Long term borrowings		0	(51,634)	3,452
		(326,827)	(390,211)	(393,978)
<b>Unadjusted Net Current Assets</b>		<b>2,216,042</b>	<b>3,252,865</b>	<b>3,547,035</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Cash reserves	3	(1,316,404)	(1,574,152)	(1,317,345)
Less: Land held for resale		0	0	0
Less: Loans receivable		0	0	0
Add: Provisions - employee		196,543	209,084	196,543
Add: Long term borrowings		(0)	51,634	(3,452)
<b>Adjusted Net Current Assets</b>		<b>1,096,180</b>	<b>1,939,432</b>	<b>2,422,781</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 JULY 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 2018/19 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	727	494%		Timing	Not Material
General Purpose Funding	(2,613)	(0%)		Timing	Not Material
Law, Order and Public Safety	(50)	(19%)		Timing	Not Material
Health	234	355%		Timing	Not Material
Education and Welfare	(83)	(100%)		Timing	Not Material
Housing	(30)	(8%)		Timing	Not Material
Community Amenities	582	1%		Timing	Not Material
Recreation and Culture	155	2%		Timing	Not Material
Transport	3,500	4%		Timing	Timing of road grants payments
Economic Services	(2,025)	(63%)		Timing	Not Material
Other Property and Services	(602)	(90%)		Timing	Not Material
<b>Expenditure from operating activities</b>					
Governance	4,290	12%		Timing	Not Material
General Purpose Funding	(720)	(11%)		Timing	Not Material
Law, Order and Public Safety	1,550	6%		Timing	Not Material
Health	(2,421)	(64%)		Timing	Not Material
Education and Welfare	(75)	(4%)		Timing	Not Material
Housing	507	16%		Timing	Not Material
Community Amenities	9,374	33%	▲	Timing	Depreciation not yet run
Recreation and Culture	6,664	16%	▲	Timing	Maintenance costs
Transport	34,779	34%	▲	Timing	Depreciation not yet run
Economic Services	3,832	30%		Timing	Not Material
Other Property and Services	(1,838)	(3%)		Timing	Not Material
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	6,157	4%		Timing	Timing of grant income payments
Proceeds from Disposal of Assets	(104,240)	(76%)	▼	Timing	Relates to timing of plant changeover
Land Held for Resale	0				Not Applicable
Capital Acquisitions	741,299	99%	▲	Timing	Capital works program & capital purchases
<b>Financing Activities</b>					
Proceeds from New Debentures	(310,000)	(100%)	▼	Timing	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 JULY 2020

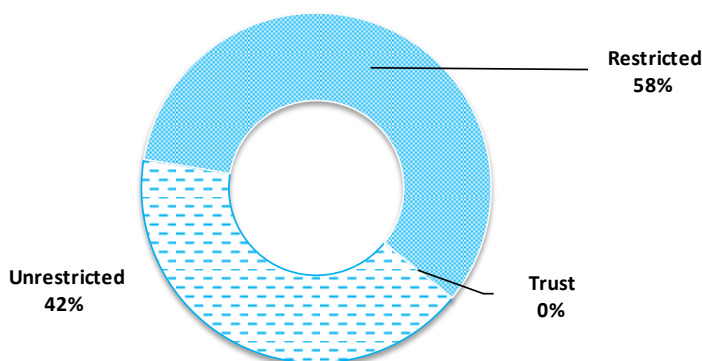
Cash and Investments	Unrestricted	Restricted	Trust	Total	Institution	Interest Rate	Maturity Date
				YTD Actual			
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	700			700	NAB	0.00%	At Call
<b>At Call Deposits</b>							
Municipal Fund	944,784			944,784	NAB	0.00%	At Call
<b>Term Deposits</b>							
Reserve Funds		1,317,345		1,317,345	NAB	0.80%	24-Oct-20
<b>Total</b>	<b>945,484</b>	<b>1,317,345</b>	<b>0</b>	<b>2,262,829</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>\$2.26 M</b>	<b>\$0.95 M</b>



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

OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES

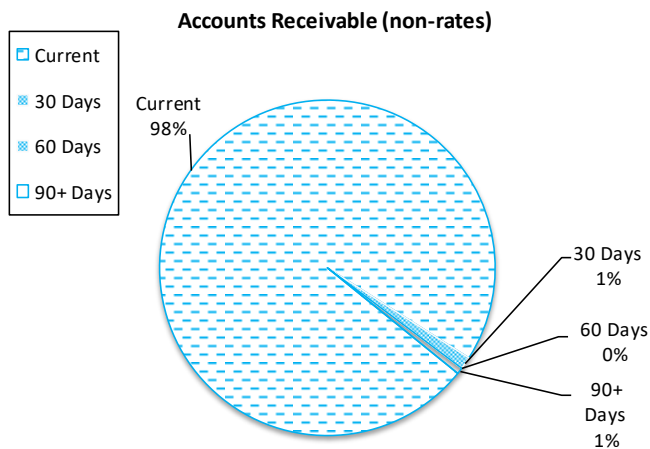
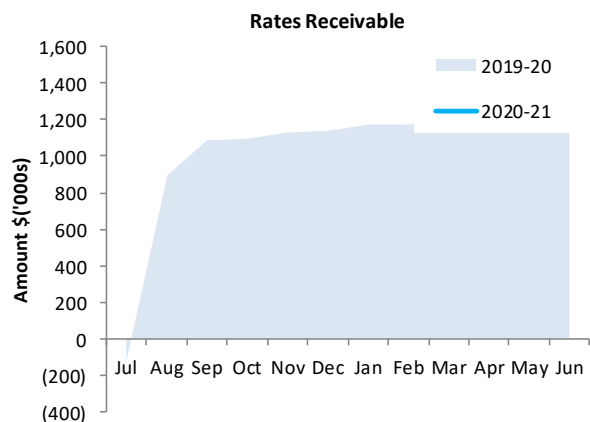
Rates Receivable	30 June 2020	31 Jul 20	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Year	63,701	101,076	Receivables - General	167,801	2,041	0	1,051	170,893
Levied this year	1,258,745	1,260,109	Percentage	98%	1%	0%	1%	
Less Collections to date	(1,221,370)	(121,657)	<b>Balance per Trial Balance</b>					
Equals Current Outstanding	<b>101,076</b>	<b>1,482,842</b>	Sundry debtors					170,893
			GST receivable					18,387
<b>Net Rates Collectable</b>	<b>101,076</b>	<b>1,482,842</b>	<b>Total Receivables General Outstanding</b>					<b>189,280</b>
% Collected	91.97%	-17.68%	<b>Amounts shown above include GST (where applicable)</b>					

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.



<b>Debtors Due</b>
<b>\$189,280</b>
<b>Over 30 Days</b>
<b>2%</b>
<b>Over 90 Days</b>
<b>1%</b>

<b>Collected</b>	<b>Rates Due</b>
<b>-18%</b>	<b>\$1,482,842</b>

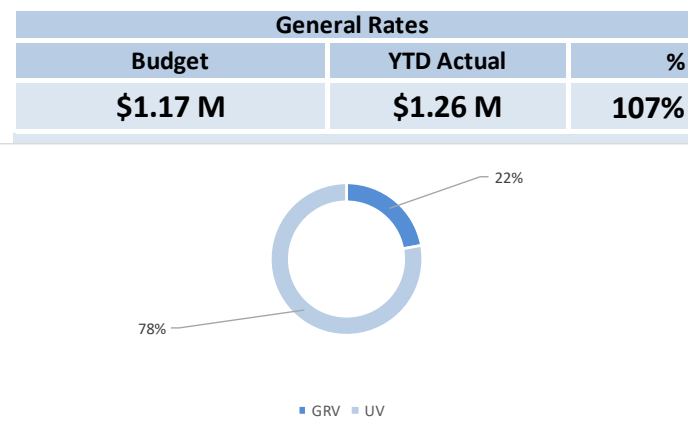
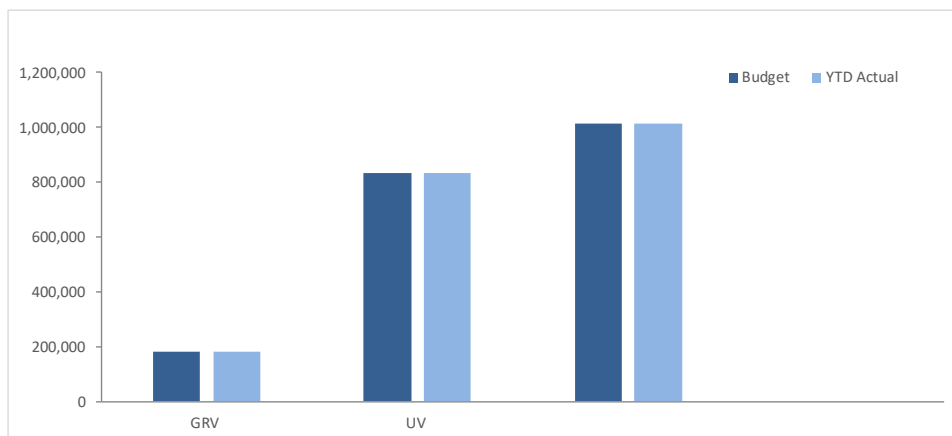
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020

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	180,888	0	0	180,888	180,888	0	0	180,888
UV	0.0068	181	122,755,879	835,231	0	0	835,231	835,231	0	0	835,231
<b>Sub-total</b>		<b>368</b>	<b>125,105,993</b>	<b>1,016,119</b>	<b>0</b>	<b>0</b>	<b>1,016,119</b>	<b>1,016,119</b>	<b>0</b>	<b>0</b>	<b>1,016,119</b>
	<b>Minimum</b>										
	\$										0
GRV	690	142		97,980	0	0	97,980	97,980	0	0	97,980
UV	930	157		146,010	0	0	146,010	146,010	0	0	146,010
		299	0	243,990	0	0	243,990	243,990	0	0	243,990
<b>Sub-Totals</b>		<b>667</b>	<b>125,105,993</b>	<b>1,260,109</b>	<b>0</b>	<b>0</b>	<b>1,260,109</b>	<b>1,260,109</b>	<b>0</b>	<b>0</b>	<b>1,260,109</b>
Discount							(76,775)				(74)
Concession / Write Offs							(7,000)				0
COVID Subsidy							(5,000)				(2,400)
Interim Rates							250				0
<b>Amount from General Rates</b>							<b>1,171,584</b>				<b>1,257,635</b>
Ex-Gratia Rates							0				0
<b>Total General Rates</b>							<b>1,171,584</b>				<b>1,257,635</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.

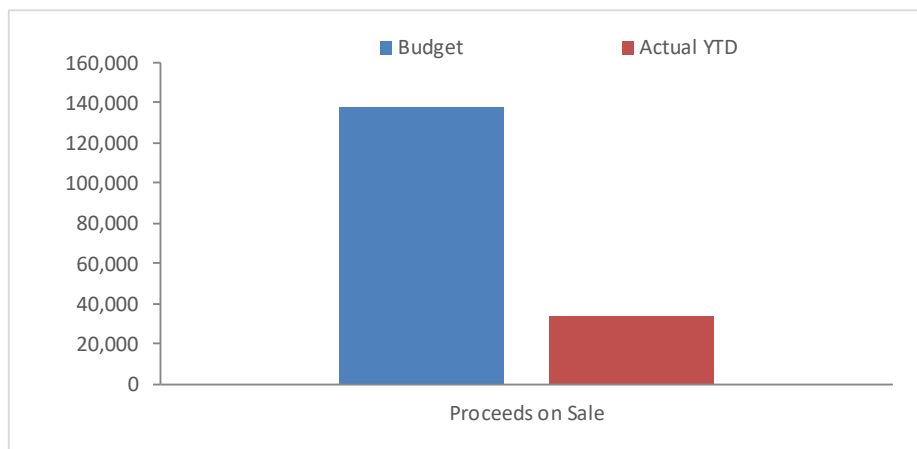


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020**

**OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS**

Asset Ref.	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	
10074	Komatsu Grader	232,500	90,000		(142,500)				0
10096	CEO Vehicle	28,127	17,000		(11,127)				0
15	CNO Holden Colorado Ute 4X4	32,886	31,000		(1,886)	32,886	33,760	874	
		<b>293,513</b>	<b>138,000</b>	<b>0</b>	<b>(155,513)</b>	<b>32,886</b>	<b>33,760</b>	<b>874</b>	<b>0</b>

**KEY INFORMATION**



Proceeds on Sale		
Budget	YTD Actual	%
<b>\$138,000</b>	<b>\$33,760</b>	<b>24%</b>

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

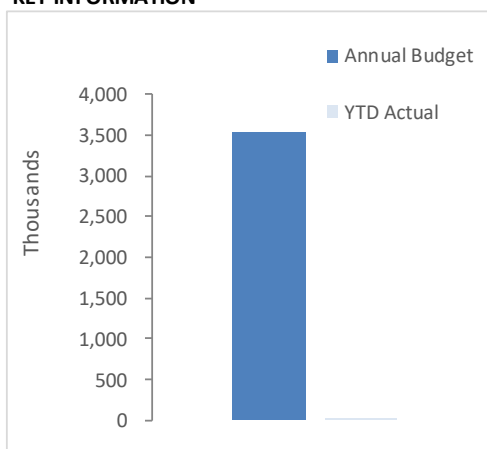
INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS

Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land & Buildings	1,518,697	126,550	1,280	125,270
Plant & Equipment	494,424	494,424	0	494,424
Furniture & Equipment	0	0	0	0
Roads	1,336,233	111,329	4,780	106,549
Recreation	31,065	2,588	0	2,588
Parks, Gardens, Recreation Facilities	112,150	9,344	0	9,344
Other Infrastructure	37,500	3,124	0	3,124
<b>Capital Expenditure Totals</b>	<b>3,530,068</b>	<b>747,359</b>	<b>6,060</b>	<b>741,299</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,702,022	137,427	143,584	6,157
Borrowings	310,000	310,000	0	(310,000)
Other (Disposals & C/Fwd)	138,000	138,000	33,760	(104,240)
Cash Backed Reserves				
Infrastructure Reserve	329,311	0	0	0
Pensioner Unit Maintenance Reserve	0	0	0	0
Plant Replacement Reserve	40,000	0	0	0
Contribution - operations	1,010,735	161,932	(171,284)	(333,216)
<b>Capital Funding Total</b>	<b>3,530,068</b>	<b>747,359</b>	<b>6,060</b>	<b>(741,299)</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**



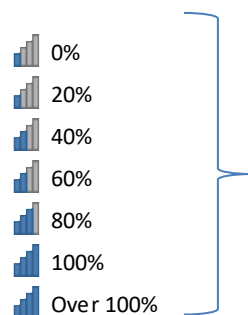
Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$3.53 M</b>	<b>\$.01 M</b>	<b>0%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$1.7 M</b>	<b>\$.14 M</b>	<b>8%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 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.

Level of completion indicator

	Acc / Job	Annual Budget	YTD Budget	YTD Actual	Variance
<b>Capital Expenditure</b>					
<b>Land</b>					
Cuballing Railway Reserve Design	C176A	30,000	2,500	0	#REF!
<b>Buildings</b>					
Administration Building Disabled Access	J4114C	62,833	5,236	0	5,236
Building Renewal - Cuballing Memorial Park	C176	99,309	8,273	0	8,273
Cuballing Town Hall Drainage	C162A	25,879	2,153	0	2,153
Cuballing Town Hall - Paint Exterior	C162B	14,400	1,200	0	1,200
Cuballing Cemetery Upgrade 2019/20	C161	5,000	416	0	416
Popanyinning Main Street Refurbishment	C193	73,800	6,150	1,280	4,870
Aged Persons Accommodation	C084	1,207,475	100,622	0	100,622
<b>Total Land &amp; Buildings</b>		<b>1,518,697</b>	<b>126,550</b>	<b>1,280</b>	<b>125,270</b>

<b>Plant &amp; Equipment</b>						
	Grader	12412	395,000	395,000	0	395,000
	Rake For Loader	12410	18,500	18,500	0	18,500
	Two Way System	12411	20,000	20,000	0	20,000
	CEO Vehicle	12414	55,924	55,924	0	55,924
	Tank for Depot	12413	5,000	5,000	0	5,000
	<b>Total Plant &amp; Equipment</b>		<b>494,424</b>	<b>494,424</b>	<b>0</b>	<b>494,424</b>
<b>Furniture &amp; Equipment</b>						
	Nil		0	0	0	0
	<b>Total Furniture &amp; Equipment</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Infrastructure - Roads</b>						
	RRG - Narrogin Wandering Road	R129B	158,635	13,216	0	13,216
	RRG - Stratherne Road 20/21	R001C	150,944	12,575	733	11,842
	RRG - Wandering Narrogin Road	R129D	350,069	29,170	2,023	27,147
	RTR - Popanyinning East Road Gravel Sheeting	RTR004	76,266	6,353	0	6,353
	RTR - Reeds Road Gravel Sheeting	RTR017	63,335	5,274	0	5,274
	RTR - Wandering Narrogin Rod - Final Seal Stevens Road	RTR129	6,804	567	0	567
	BS - Narrogin Wandering Road Black Spot	BS129	472,670	39,387	2,023	37,364
	Congelin Road Culvert Renewal	CUL029	35,856	2,985	0	2,985
	Popanyinning East Road Drainage	R004H	21,654	1,802	0	1,802
	<b>Total Road Infrastructure</b>		<b>1,336,233</b>	<b>111,329</b>	<b>4,780</b>	<b>106,549</b>
<b>Recreation</b>						
	Tennis Club Lighting Upgrade	11128	31,065	2,588	0	2,588
	<b>Total Recreation</b>		<b>31,065</b>	<b>2,588</b>	<b>0</b>	<b>2,588</b>
<b>Parks, Ovals &amp; Playgrounds</b>						
	Yornanaing Dam - Stage 3	C189	77,150	6,428	0	6,428
	Yornaning Dam - Shade Sails	C195	35,000	2,916	0	2,916
	<b>Total Parks, Ovals &amp; Playgrounds</b>		<b>112,150</b>	<b>9,344</b>	<b>0</b>	<b>9,344</b>
<b>Other Infrastructure</b>						
	Bridge Improvements - Capital Upgrade	11214	30,000	2,499	0	2,499
	Trasnfer Station Bin Lids	C163	7,500	625	0	625
	<b>Total Other Infrastructure</b>		<b>37,500</b>	<b>3,124</b>	<b>0</b>	<b>3,124</b>
	<b>TOTAL CAPITAL EXPENDITURE</b>		<b>3,530,068</b>	<b>747,359</b>	<b>6,060</b>	<b>741,299</b>

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

## FINANCING ACTIVITIES

## NOTE 8

## BORROWINGS

Information on Borrowings	2019/20	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	71,505	0	0	3,452	42,266	68,053	29,239 0	263	2,305
<b>Economic Services</b>									
Loan 64 - Lot 74 Austral St	145,509			0	14,807	145,509	138,145	0	3,078
<b>Education and Welfare</b>									
Loan 65 - Aged Persons Housing			310,000				310,000		
<b>Total</b>	217,014	0	310,000	3,452	57,073	213,562	477,384	263	5,383

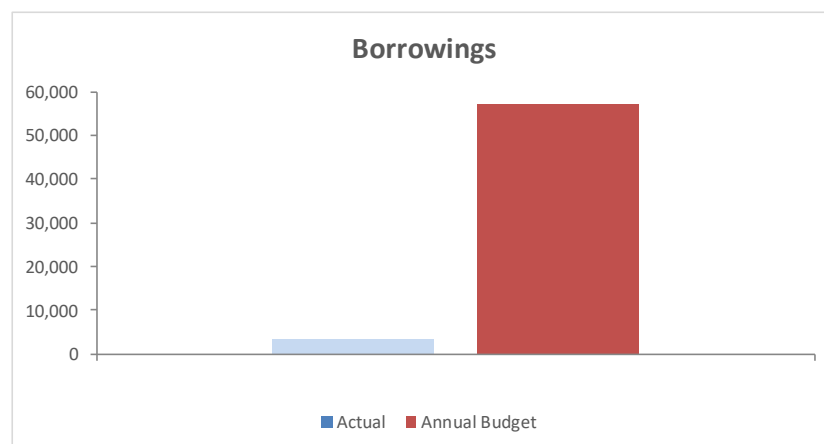
All debenture repayments were financed by general purpose revenue.

## 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.



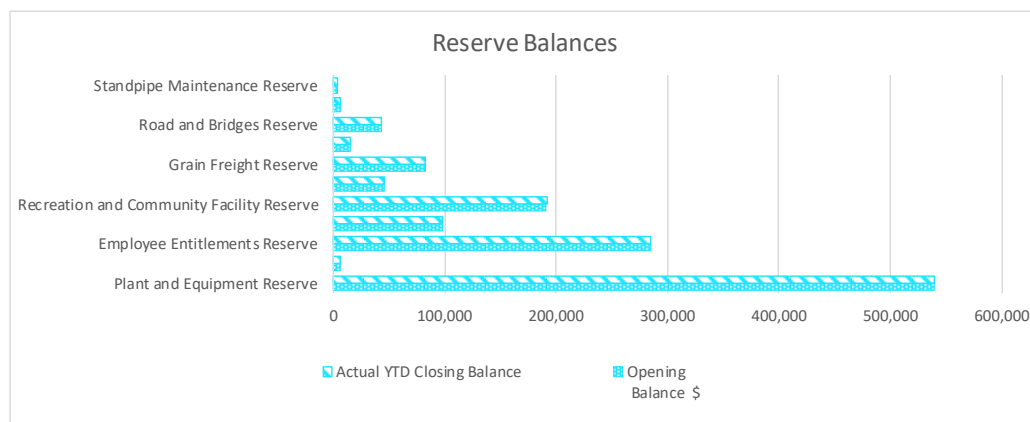
<b>Principal Repayments</b>	<b>\$3,452</b>
<b>Interest Earned</b>	<b>\$1,608</b>
<b>Interest Expense</b>	<b>\$263</b>
<b>Reserves Bal</b>	<b>\$1.32 M</b>
<b>Loans Due</b>	<b>\$.21 M</b>

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

## Cash Backed Reserve

Reserve Name	Opening	Budget Interest	Actual Interest	Budget Transfers	Actual Transfers	Budget Transfers	Actual Transfers	Budget Closing	Actual YTD
	Balance	Earned	Earned	In (+)	In (+)	Out (-)	Out (-)	Balance	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant and Equipment Reserve	538,714	4,728	342		342	(329,311)		214,131	539,056
IT and Office Equipment Reserve	6,721	147	11		11	0		6,868	6,732
Employee Entitlements Reserve	284,971	2,598	188		188	(20,000)		267,569	285,159
Housing Reserve	97,840	754	55		55	(40,000)		58,594	97,895
Recreation and Community Facility Reserve	191,187	2,596	188		188	(129,309)		64,474	191,375
Refuse Site Reserve	45,216	841	61		61	(7,500)		38,557	45,277
Grain Freight Reserve	82,825	672	49		49	0		83,497	82,874
Equestrian Reserve	14,769	42	3	4,545	3	0		19,356	14,772
Road and Bridges Reserve	43,361	603	44		44	(21,654)		22,310	43,405
Community & Sporting Club Reserve	6,725	3				(4,000)		2,728	6,725
Standpipe Maintenance Reserve	4,075	16	1		1	0		4,091	4,076
	<b>1,316,404</b>	<b>13,000</b>	<b>941</b>	<b>4,545</b>	<b>941</b>	<b>(551,774)</b>	<b>0</b>	<b>782,175</b>	<b>1,317,345</b>

## KEY INFORMATION





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

Attachment 9.1.2A  
NOTE 10  
GRANTS AND CONTRIBUTIONS

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	279,962	0	0	0
<b>Governance</b>				
Insurance - February Storm Damage	7,250	604	0	(604)
Insurance & Other Reimbursements	0	0	0	0
Department Primary Industries & Regional Development	0	0	0	0
<b>Law, Order &amp; Public Safety</b>				
DFES - Bush Fire Brigades	32,194	0	0	0
<b>Education &amp; Welfare</b>				
Good Things Foundation	1,000	83	0	(83)
<b>Housing</b>				
Rental Income	0	0	360	360
<b>Community Amenities</b>				
Cemetery	0	0	0	0
<b>Recreation &amp; Culture</b>				
Sport & Recreation	0	0	0	0
<b>Transport</b>				
Main Roads - RRG	0	0	0	0
Main Roads - Direct Grant	81,920	81,920	81,920	0
Grants Commission - Roads Component	191,342	0	0	0
<b>Economic Services</b>				
Community Events	6,500	541	0	(541)
<b>Other Property &amp; Services</b>				
Workers Compensation	15,000	0	0	0
<b>Operating grants, subsidies and contributions Total</b>	<b>615,168</b>	<b>83,148</b>	<b>82,280</b>	<b>(868)</b>
<b>Non-operating grants, subsidies and contributions</b>				
<b>Education &amp; Welfare</b>				
Aged Person Accommodation Funding	443,223	0	0	0
<b>Recreation &amp; Culture</b>				
Yornaning Dam Stage 3	53,130	4,427	10,000	5,573
CSRFF (Tennis Club Lighting)	10,355	0	0	0
<b>Transport</b>				
Main Roads - RRG	380,763	133,000	133,584	584
Roads to Recovery (RTR)	211,000	0	0	0
Black Spot (BS)	355,783	0	0	0
<b>Other Infrastructure</b>				
Community Infrastructure Grants	247,768	0	0	0
<b>Non-operating grants, subsidies and contributions Total</b>	<b>1,702,022</b>	<b>137,427</b>	<b>143,584</b>	<b>6,157</b>
<b>Grand Total</b>	<b>2,317,190</b>	<b>220,575</b>	<b>225,864</b>	<b>5,289</b>

KEY INFORMATION

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

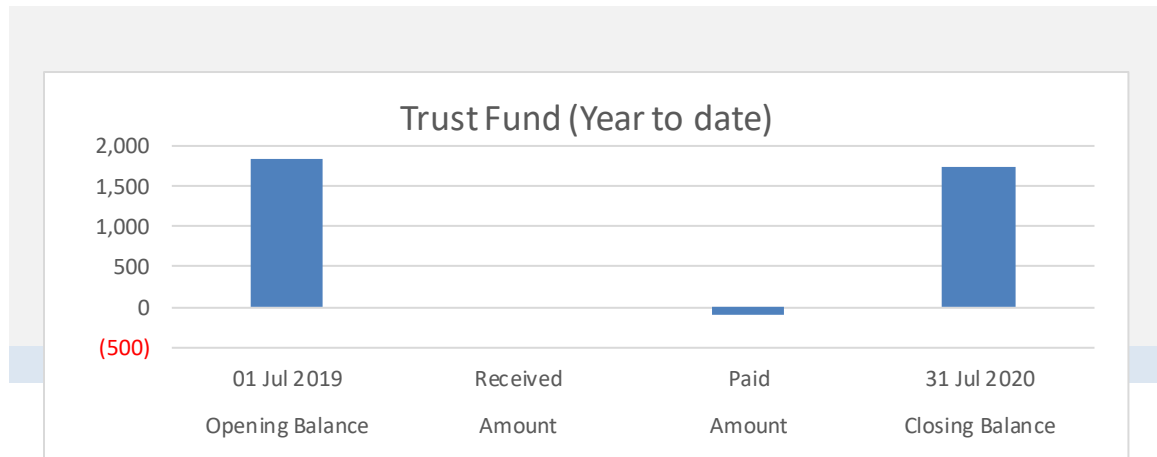
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020**

**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 Balance	Amount Received	Amount Paid	Closing Balance
	01 Jul 2019			31 Jul 2020
	\$	\$	\$	\$
Bonds - Building	90	0	(90)	0
Bonds - Hall Hire	0	0	0	0
Badminton Club	0	0	0	0
Commodine Tennis Club	0	0	0	0
Cuballing Country Festival	0	0	0	0
Cuballing Cricket Club	200	0	0	200
Yornaning Dam	0	0	0	0
Cuballing Football Association	0	0	0	0
Environment and Townscape Trust Fund	0	0	0	0
Police Licensing	0	0	0	0
Swipe Cards	1,550	0	0	1,550
Reimbursements	0	0	0	0
	<b>1,840</b>	<b>0</b>	<b>(90)</b>	<b>1,750</b>

**KEY INFORMATION**



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

**NOTE 12  
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<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

## 9.2 CHIEF EXECUTIVE OFFICER:

### 9.2.1 2020 WALGA AGM

Applicant:	N/A
File Ref. No:	ADM022
Disclosure of Interest:	Nil
Date:	11 <sup>th</sup> August 2020
Author:	Gary Sherry
Attachments:	Nil

#### Summary

**Council is to appoint delegates to the WALGA Annual General Meeting to be held on 25<sup>th</sup> September 2020 at Crown Perth.**

#### Background

Member Councils, such as the Shire of Cuballing, are entitled to be represented by two voting delegates at the Annual General Meeting (AGM) of the Western Australian Local Government Association (WALGA). In the event that a voting delegate is unable to attend, provision can be made for proxy delegates to be registered.

Only registered delegates or proxy registered delegates will be permitted to exercise voting entitlements on behalf of member Councils. Delegates may be elected members or serving officers.

The WALGA AGM is normally scheduled to be held annually in the first full week of August as part of the WA Local Government Convention at the Perth Convention Centre.

This year with the COVID-19 pandemic the AGM will be held as a standalone event on Friday 25<sup>th</sup> September 2020 at the Crown Perth.

Earlier on the Friday 25<sup>th</sup> September 2020 the Shire President, Shire Deputy President and the Chief Executive Officer have been invited to attend the 2020 Political Forum. The Forum will provide an opportunity to get an understanding about the various party policies and platforms.

Journalist Liam Bartlett will facilitate the 2020 Political Forum, which will feature four separate panels. Each panel will feature one political party, involving two representatives for a 10-minute presentation and approx. 20-minute facilitated Q&A session. The following speakers have been invited to the forum:

- Hon Mark McGowan MLA, Premier; Minister for Public Sector Management; State Development, Jobs and Trade; Federal-State Relations - invited
- Hon David Templeman MLA, Minister for Local Government; Heritage; Culture and the Arts - confirmed
- Hon Liza Harvey MLA, Leader of the Opposition - confirmed
- Hon Bill Marmion MLA, Deputy Leader of the Opposition - confirmed
- Hon Mia Davies MLA, Leader of the Nationals WA - confirmed
- Hon Shane Love MLA, Deputy Leader of the Nationals WA - confirmed
- Hon Alison Xamon MLC, Greens (WA) - confirmed
- Hon Diane Evers MLC, Greens (WA) - confirmed

### Comment

The 2020 AGM of WALGA will be held at 1.30pm on Friday 25<sup>th</sup> September 2020 at the Crown Perth.

While Council is able to select two voting delegates to the AGM of WALGA, other Councillors are welcome to attend and there is not cost for attendance of the AGM.

In the event an additional Councillor wishes to attend this event, that Councillor should be appointed as a proxy delegate as an alternative to the Chief Executive Officer.

Strategic Implications – Nil

Statutory Environment

The WALGA AGM is conducted under the rules of WALGA.

Policy Implications – Nil

Financial Implications

Attendance at the Annual General Meeting is free of charge to all Member Local Governments, but lunch is not provided. Delegates must register their attendance in advance

Economic Implication – Nil

Social Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

### Options

Council may resolve:

1. the Officer's Recommendation;
2. to appoint an alternative elected member as a delegate or proxy delegate to the 2020 WALGA AGM; or
3. not attend the 2020 WALGA AGM.

Voting Requirements – Simple Majority

### **COUNCIL DECISION – 2020/83:**

**That Council appoint:**

- 1. Cr Conley and Cr Dowling as voting delegates at the 2020 Annual General Meeting of the Western Australian Local Government Association; and**
- 2. Cr Hopper and Mr Gary Sherry as the proxy delegate for Cr Conley and Cr Dowling to the 2020 Annual General Meeting of the Western Australian Local Government Association.**

**Moved: Cr Ballantyne**

**Seconded: Cr Bradford**

**Carried 6/0**

## 9.2.2 Draft Disability Access and Inclusion Plan 2019-2024

Applicant: N/A  
File Ref. No: ADM13  
Disclosure of Interest: Nil  
Date: 11<sup>th</sup> August 2020  
Author: Gary Sherry  
Attachments: 9.2.2A DAIP 2019-2024 – Draft Works Plan 2020

### **Summary**

**Council is to consider an updated DAIP 2019-2024 draft Works Plan 2020.**

### **Background**

The Shire of Cuballing is committed to facilitating the inclusion of people with disabilities through the improvement of access to its information, facilities and services.

In achieving this goal, the Shire adopted its first Disability Access and Inclusion Plan (DAIP) in 1995 to address access barriers within the community. The Shire of Cuballing's DAIP provides goals and objectives to provide direction in improving access and inclusion for disabled persons.

Since the adoption of the initial DAIP, the Shire has implemented initiatives and made significant progress towards better access when upgrading or renovating facilities and services. The progress is highlighted below;

- Ramp access was constructed at the front of Cuballing Recreation Building;
- Information is updated and continually reviewed to reflect contemporary needs;
- the availability of alternative format information or assistance with information is promoted through the local newsletter;
- accessible Toilet built at Popanyinning Tennis Court with ramp access;
- construction of an accessible Men's Shed in Cuballing with accessible toilet facilities and;
- Construction of accessible access to the Popanyinning Hall.

In June 2019 Council adopted their DAIP 2019-2024 prepared in accordance with the Disability Services Act 1993. The DAIP 2019-2024 seeks to implement strategies and actions to achieve seven broad objectives:

Outcome 1	People with a disability have the same opportunities as other people to access the services of, and any events organised by the Shire of Cuballing
Outcome 2	People with a disability have the same opportunity as other people to access the buildings and other facilities of the Shire of Cuballing
Outcome 3	People with a disability receive information pertaining to Council functions, facilities and services in a format that will enable them to access the information as readily as other people are able to access it
Outcome 4	People with a disability receive the same level and quality of service from the staff of the Shire of Cuballing as other people receive
Outcome 5	People with a disability have the same opportunities as other people to make complaints to the Shire of Cuballing
Outcome 6	People with a disability have the same opportunities as other people to participate in any public consultation by the Shire of Cuballing
Outcome 7	People with a disability have the same opportunities as other people to obtain and maintain employment with the Shire of Cuballing

The strategies and actions to deliver on these outcomes are included in the outcomes section of the DAIP 2019-2024.

The performance of the Shire in delivering the DAIP 2019-2024 outcomes is reported annually and the DAIP 2019-2024 will be reviewed in 2024.

### Comment

Objective 2 of Council's DAIP 2019-2024 seeks to provide equality of opportunity to access to the Shire of Cuballing's buildings. To achieve this objective, Strategy 2.3 seeks to improve Shire of Cuballing facilities through:

1. developing a program of upgrades to remove identified access barriers to Shire of Cuballing buildings and facilities; and
2. annually reviewing this program of upgrades.

Staff have updated a draft *DAIP 2019-2024 Works Plan – 2020* that details the program of upgrades to remove identified access barriers to Shire of Cuballing buildings and facilities.

The *DAIP 2019-2024 Works Plan – 2020*, included at Attachment 9.2.2A includes:

- a four year program with achievements in the previous year and works that are desirable but not scheduled;
- a program of access improvements to major Shire buildings including the Shire Office, Cuballing Hall, Popanyinning Hall. Given their age, of most of the Shire's major facilities fall well short of the current accessibility requirements;
- Footpath access along Campbell Street from Alton to Ridley Streets across the railway in central Cuballing;
- Accessible toilets in the Cuballing and Popanyinning Halls. These will involve significant construction works; and
- Ambulant toilets in most Shire facilities. Ambulant toilets are specifically designed for those with ambulant disabilities that do not require the extra space that is provided by an accessible toilet. They are designed for those that do not require the use of a wheelchair but do require assistance with their sensory loss, arthritis or use of a walking stick or frame.

### 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 safe community where residents feel secure and comfortable at home, work and play.
- 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.
1.4	Facilitate improved access to health and welfare programs and education opportunities.	The community has access to a broad range of improving health and welfare programs and education opportunities.

	Strategy	Outcome
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.
- Promoting sustainable and diverse economic development opportunities that make the Shire of Cuballing an attractive place to live, work and visit.

	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.
3.3	Deliver and advocate for a diverse and safe transport system which is efficient and meets the needs of all users.	A diverse and safe transport system that balances the needs of all users including pedestrians, cyclists, private vehicles, public transport and freight.
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.
3.6	Facilitate and guide high quality and efficient building and development across the Shire.	A community with high quality and efficient buildings and development.

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

##### Goals

- Governance structures that ensure accountable, transparent and ethical decision making.
- A Council that proactively engages with all elements of its community to make decisions that reflect positively on the future of the Shire of Cuballing.

	Strategy	Outcome
4.2	Maintain a clear, transparent and ethical decision making process.	Openness and transparency in Council decisions.
4.3	Ensure open and consistent communication between the Shire and the community.	The community is aware of Council decisions and activities.

#### Statutory Environment

The Disability Services Act 1993 requires that West Australian public authorities develop and implement a Disability Access and Inclusion Plan. The Act makes these plans mandatory and prescribes their development, implementation and reporting.



The Shire of Cuballing is required to report on the progress in the prescribed format to the Department of Communities annually.

### Policy Implications

DAIP 2019-2024

Outcome 2 People with disability have the same opportunity as other people to access the buildings and other facilities in the Shire of Cuballing

Strategy	Task	Timeline	Responsibility
2.3 Undertake to identify and incorporate the priorities regarding access that have been identified during the review process.	2.3.1 Develop a program of upgrades to remove identified access barriers to Shire of Cuballing buildings and facilities by utilising the Access Resource Kit checklist.	June 2019	Building Officer & CEO
	2.3.2 Annually review the program of upgrades to Shire of Cuballing buildings and facilities	April	CEO, Council

### Financial Implications

The DAIP 2019-2024 identifies that any major tasks that will need to be planned and costed through the Long Term Financial Plan and annual budgeting process.

Economic Implication – Nil

### Social Implication

The DAIP 2019-2024 outlines strategies that will assist the development of a community that is accessible and inclusive for people with disabilities, their families and carers.

Environmental Considerations – Nil

### Consultation

Council has advertised the opportunity to participate in the development of the draft DAIP 2019-2024.

Council has also advertised the availability of and the ability to provide public comment on draft DAIP 2019-2024.

### Options

Council may resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with minor or scheduling amendments to the draft DAIP 2019-2024 Works Plan – 2020; or
3. to require further development of the draft DAIP 2019-2024 Works Plan – 2020 before Council reconsiders the matter.

Voting Requirements – Simple Majority

**COUNCIL DECISION – 2020/84:**

**That Council adopt the draft Disability Access and Inclusion Plan 2019-2024 Works Plan – 2020 included at Attachment 9.2.2A.**

**Moved: Cr Harris**

**Seconded: Cr Hopper**

**Carried 6/0**

**DISABILITY ACCESS AND INCLUSION PLAN - 2019-2024**  
**Works Plan - 2020**

Venue	Improvement	2019/2020	2020/21	2021/22	2022/23	2023/24	After 2024
Cuballing Footpath	Campbell Street from Alton to Ridley Streets				X		
Cuballing Footpath	Darcy Street from Alton to Ridley Streets						X
Cuballing Hall	Accessible front access			X			
Cuballing Hall	Accessible rear access					X	
Cuballing Hall	Accessible toilet(s)						X
Cuballing Hall	Ambulant toilets			X			
Cuballing CWA Hall	Accessible front access			X			
Cuballing CWA Hall	Accessible rear access						X
Cuballing CWA Hall	Ambulant toilets						X
Cuballing CWA Hall	Accessible toilet(s)						X
Cuballing public toilet	Accessible path across park		X				
Cuballing public toilet	Ambulant toilets		X				
Cuballing Recreation Ground - Oval	Ambulant toilets		X				
Cuballing Recreation Ground - Tennis	Accessible access path						X
DREC	Ambulant toilets			X			
Memorial Park	Accessible site improvements/priority disabled parking		X				
Popanyinning Hall	Accessible front access	Complete					
Popanyinning Hall	Accessible side access					X	
Popanyinning Hall	Accessible toilet(s)						X
Popanyinning Hall	Ambulant toilets			X			

Venue	Improvement	2019/2020	2020/21	2021/22	2022/23	2023/24	After 2024
Popanyinning Public Toilet	Priority accessible parking		X				
Popanyinning Public Toilet	Ambulant toilets						X
Shire Administration	Accessible front access		X				
Shire Administration	Accessible rear access					X	
Shire Administration	Accessible front counter				X		
Shire Administration	Accessible toilet(s)						X
Shire Administration	Ambulant toilets			X			
Shire Administration	Priority accessible parking		X				
Yornaning Dam	Priority accessible parking	Complete					
Yornaning Dam	Adjustment of fencing to allow closer accessible parking to facilities	Complete					
Yornaning Dam	Ambulant toilets						X
Yornaning Dam	Accessible toilet(s)						X
Yornaning Dam	Accessible pathway to facilities						X
Yornaning Dam	Accessible BBQ area	Complete					
Yornaning Dam	Accessible picnic tables	Complete					

**Cr Dowling declared an Impartiality Interest in 9.2.3 in that she is a member of the Dryandra Pony Club who use the Dryandra Regional Equestrian Centre and left the meeting at 2.28pm.**

### 9.2.3 LEAP Grant – DREA – Manure Bunker

Applicant:	N/A
File Ref. No:	ADM343
Disclosure of Interest:	Nil
Date:	12 <sup>th</sup> August 2020
Author:	Gary Sherry
Attachments:	9.2.3A DREA LEAP Application

#### **Summary**

**Council is to consider a LEAP grant to the Dryandra Regional Equestrian Association for the construction of a new manure bunker at the Dryandra Regional Equestrian Centre.**

#### **Background**

In July 2020 the Shire of Cuballing established the Local Event And Project (LEAP) grant program to provide small grants to local community groups to provide local events and capital building projects.

The LEAP grant program is funded by an allocation of \$4,000 by Council as part of a COVID-19 response and through the ongoing sale of advertising in the Shire of Cuballing's *The Cuby News* newsletter.

#### **Comment**

The Dryandra Regional Equestrian Association (DREA) have sought funding of \$2,000 as part of a \$5,270 project to replace a manure bunker at the Dryandra Regional Equestrian Centre (DREC). The application is included at Attachment 9.2.3A for information.

There are 3 manure bunkers at the DREC. The bunkers are used for equestrian competitors to contain their horse's manure whilst the horse is at the DREC. After the competition DREA contracts a local provider to remove the stored manure by using a front end loader to pick up the manure from the bunker. The new concrete bunker would store approximately 8m<sup>3</sup> of manure. The existing bunkers at the DREC are made from wooden railway sleepers whose structural integrity diminishes over time.

DREA have submitted this application but the DREC facility is jointly leased with the Dryandra Pony Club.

The application satisfies Council's requirements for a LEAP grant in that:

- DREA will meet over 50% of the project's total cost;
- DREA will contribute over 50% of the projects total cash cost;
- The project will build infrastructure that is expected to last longer than 5 years; and
- that this is DREA's only LEAP grant this financial year and is the maximum contribution of \$2,000 per year.

#### **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 safe community where residents feel secure and comfortable at home, work and play.
- 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.
1.6	Support local arts and cultural activities.	A variety of arts and cultural activities can be pursued by locals

#### Statutory Environment – Nil

#### Policy Implications

##### Policy 2.16 - Local Event And Project (LEAP) Grant Program

The LEAP Grant Program seeks to provide financial support to local service, community and sporting organisations to provide facilities and events for local residents.

The total contribution from LEAP to an event or project is a maximum of \$2,000.

Organisations may be granted more than one LEAP application within a financial year but the total of amounts approved are not to exceed \$2,000 in total.

Council will provide financial support under LEAP on a 50% (LEAP)/ 50% (organisation) basis.

An organisation is to contribute to their event or project:

- at least half of the organisations total contribution is to be a cash contribution (ie the cash contribution will be equal to half the amount requested from LEAP); and
- in-kind works of up to half of the applicant's total required contribution may be considered by Council as part of the applicant's contribution.

Eligible events and projects include:

1. capital projects that have an anticipated life span of over 5 years,
2. events that are open to participation of the community as a whole; and/or
3. any other project approved by Council that befits the "Spirit" of LEAP.

Events and projects that are not eligible applications include:

1. consumables or general maintenance;
2. disposable items;
3. retrospective funding; and/or
4. any application Council considers is not in the "Spirit" of LEAP

### Financial Implications

To fund the LEAP grants, in their 2020/21 budget Council has \$6,725 in Council's Community and Sporting Club Reserve made up of:

- \$4,000 as part of Council's response to COVID-19; and
- \$2,725 from accumulated receipts of advertising by private concerns in Council's *The Cuby News* newsletter.

Council should anticipate receiving additional applications in 2020/21.

DREA have provided proof of their ability to meet the financial requirements of their component of the project.

### Economic Implication

The DREA project has provided a quotation to complete these project from a company based in the Shire of Cuballing.

### Social Implication

The DREA and DPC are active users of the DREC.

Environmental Considerations – Nil

### Consultation

DREA have applied for the LEAP grant.

### Options

Council may resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with minor amendments giving reason for such; or
3. to not approve the application of DREA for funding of their project for a Council LEAP grant.

Voting Requirements – Simple Majority

### **COUNCIL DECISION – 2020/85:**

**That Council approve the LEAP application of the Dryandra Regional Equestrian Association of \$2,000 for their project to construct a manure bunker at the Dryandra Regional Equestrian Centre costing \$5,720.**

**Moved: Cr Ballantyne**

**Seconded: Cr Harris**

**Carried 5/0**

**Cr Dowling entered the meeting at 2.34pm.**



## LOCAL EVENT AND PROJECT (LEAP) GRANT

### Application Form

1. Grant Applicant DRYANDRA REGIONAL EQUESTRIAN ASSOCIATION
2. Contact Address PO BOX 341, NARROGIN WA 6312
3. Phone 0407 991 806 (Jacqui Early) Email [dreamembers@westnet.com.au](mailto:dreamembers@westnet.com.au)
4. ABN 21 101 415 364
5. Project Name Manure Bunker
6. Project Purpose  

Build concrete manure bunker near the undercover yards which will give better containment of manure and allow easy removal of manure by the Shire of Cuballing.
7. Who will benefit from your project or event?  

Dryandra Regional Equestrian Association and Dryandra Pony Club members
8. Project Description. Please summarise your project.  

Build concrete manure bunker near the undercover yards which will give better containment of manure and allow easy removal of manure by the Shire of Cuballing



9. Starting Date 1 September 2020      Completion Date 31 October 2020

10. Project Funding Contributors

<b>Income</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>	<b>Confirmed</b>
Shire of Cuballing	\$2,000			No
Dryandra Regional Equestrian	\$3,720			Yes
<b>TOTAL</b>	<b>\$5,720</b>			

11. What have the membership numbers of your club been over the past 3 years?

2018 = 52  
 2019 = 51  
 2020 = 42 (numbers down due to COVID-19)

12. How has the need for your project been identified and assessed?

In consultation with Dryandra Pony Club and the Shire of Cuballing who advise existing bunkers are not adequately constructed and are easily damaged when being cleaned.

12. Have you considered the needs of different user groups within the community?

Consultation with joint users, Dryandra Pony Club.

13. Please provide the costs of completing your project.

Expenses	Cash	In-Kind	Total
Cuballing Building Company	\$5,720		\$5,720
<b>TOTAL</b>			

14. Who will be responsible for any operational deficit and how will it be funded?

Dryandra Regional Equestrian Association will from existing funds held in account.

16. Please provide details of funding applications made to other organisations and their response?

Nil.

17. Supporting Information

The following must be included with this application:

- Locality, Site and design specifications
- An itemised project cost
- Current bank statement of club or group applying for funding
- Confirmation of financial commitments applied for from other sources

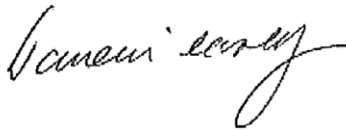
DECLARATION BY APPLICANT

I, the undersigned, certify that I have been authorised to submit this application and that the information contained herein is to the best of my knowledge true and correct.

Name            Jacqui Early

Position Held    Committee Member

This 10th        Day of August 2020

A handwritten signature in black ink, appearing to read 'Jacqui Early', written in a cursive style.

Signature



# Quote

## Cuballing Building Company

ABN 72075355636  
Temperance International  
133 Ridley st Cuballing, W.A. 6311  
PO BOX 76, CUBALLING, 6311  
PHONE: 98499277  
Email [qbmobility@bigpond.com](mailto:qbmobility@bigpond.com) [qbrenohome@bigpond.com](mailto:qbrenohome@bigpond.com)

DATE : 1/07/20

QUOTE : HSH107

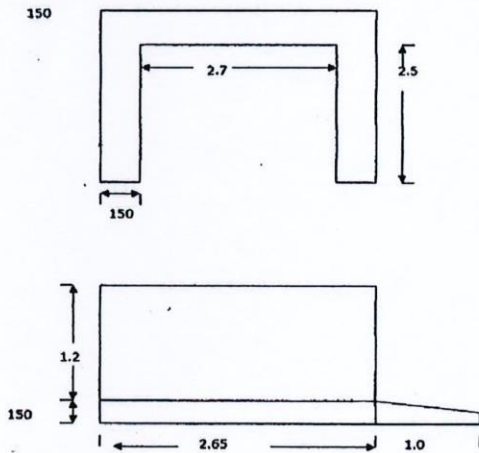
Licensed building contractor 101060

Contact: David Shanks 0408226662 :

To Dryandra Equestrian Association  
[dreamembers@westnet.com.au](mailto:dreamembers@westnet.com.au)

Thank you for the opportunity to provide a quotation for your consideration.  
We take pleasure in offering the following as requested

Job description : Construct 3 bunkers 150mm thick walls and floor with ramp



\$5720 EACH

Cost: \$17,160.00  
GST: \$1716  
**TOTAL : \$18,876.00**

## 9.2.4 Equal Employment Opportunity Management Plan

Applicant: N/A  
File Ref. No: ADM239  
Disclosure of Interest: Nil  
Date: 8<sup>th</sup> May 2020  
Author: Gary Sherry  
Attachments: 9.2.4A Draft EEO Plan

### **Summary**

**Council is to consider adopting an Equal Employment Opportunity Management Plan to achieve compliance with the Western Australian Equal Opportunity Act, 1984.**

### **Background**

The Shire of Cuballing previously adopted an Equal Employment Opportunity Management Plan (EEO Plan) on 19<sup>th</sup> June 2003. This plan was subsequently reviewed in June 2005, June 2006 and June 2007.

The 2003 EEO Plan is now out of date and does not meet contemporary standards.

### **Comment**

A significantly revised draft EEO Plan is included at Attachment 9.2.4A for Councillors information. This draft EEO Plan is based on plans of other local governments, and information from the Public Sector Commission.

The draft EEO Plan includes:

1. A policy statement that recognises Council's legal obligations under the Equal Opportunity Act 1984, and will actively promote equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, disability, religious or political convictions. This policy statement is included in Council's Policy Manual;
2. Commits Council to make staff appointments, be based on qualification, skills, expertise and experience and such other criteria as deemed relevant by Council in the case of the CEO and the CEO for all other staff.
3. Appoints the CEO as EEO Officer responsible for raising awareness of Councillors and Staff to EEO issues. The CEO is also responsible for implementing and raising awareness of Council's EEO Plan, and the ongoing work associated with the implementation of the EEO Plan.
4. A commitment to collect and review personnel data from staff required to prepare statistics relevant to discrimination on grounds covered by the Equal Opportunity that enable effective management and assist in elimination of discrimination in employment. This data will include gender; salary; occupation; employment status; employment type; length of employment (within organisation) and age
5. A commitment to review the EEO Plan annually; and
6. Sets out a grievance procedure for staff and Councillors.

### Strategic Implications

Shire of Cuballing Strategic Community Plan 2017-2027

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

- Governance structures that ensure accountable, transparent and ethical decision making.

	Strategy	Outcome
4.2	Maintain a clear, transparent and ethical decision making process.	Openness and transparency in Council decisions.

### Statutory Environment – Nil

Council is required to adopt an EEO Plan addressing section 145 of the Equal Opportunity Act 1984.

### Policy Implications – Nil

Policy 11.2 - Equal Opportunity in the Workplace is included in Council's EEO Plan and Council's Policy Manual.

### Financial Implications – Nil

There are no direct financial implications in consideration of the EEO Plan.

### Economic Implication – Nil

### Social Implication – Nil

### Environmental Considerations – Nil

### Consultation

Public Sector Commission

### Options

Council may resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with minor amendments to the Draft EEO Plan; or
3. to defer this matter and seek additional information prior to future consideration by Council.

### Voting Requirements – Simple Majority

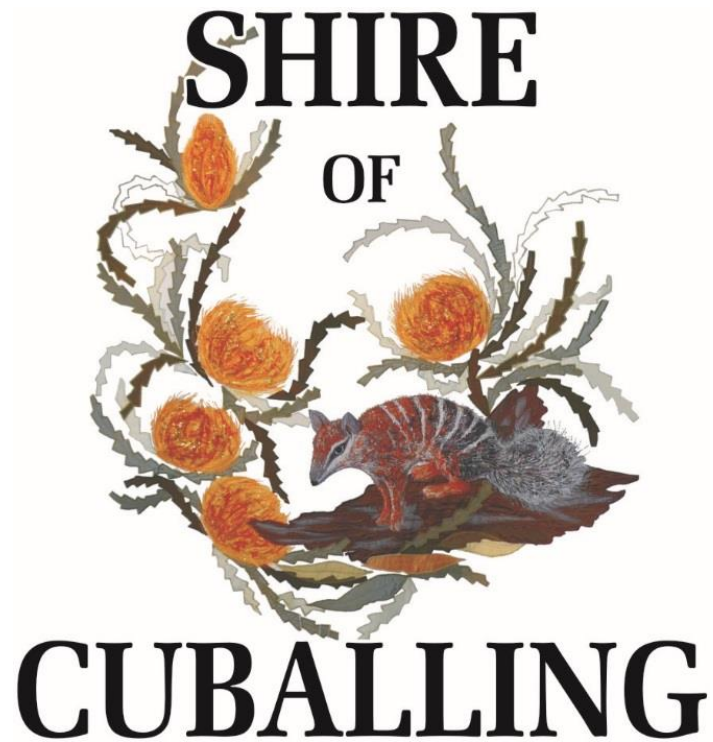
#### **COUNCIL DECISION – 2020/86:**

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

**Moved: Cr Dowling**

**Seconded: Cr Ballantyne**

**Carried 6/0**



**EQUAL EMPLOYMENT OPPORTUNITY  
MANAGEMENT PLAN**

Adopted:

INTRODUCTION:

1. Legislative Responsibility.
2. Discrimination.
3. Harassment.
4. Complaint Machinery.

SECTION 1 - POLICY STATEMENT

1. Policy
2. Adoption
3. Manuals
4. Circulation
5. Review.

SECTION 2 - AWARENESS RAISING

1. Objective
2. Action Plan

SECTION 3 - PERSONNEL PRACTICES

1. Recruitment.
2. Appointment, Promotion, Transfer.
3. Training and Development.
4. Conditions of Service. 5.. Exit Interviews.

SECTION 4 - WORKFORCE PROFILE

1. Responsible Officer
2. Review of Data

SECTION 5 - EEO PLAN REVISION

1. May Annual Review.
2. June Report to Director

SECTION 6 - INTERNAL GRIEVANCE PROCEDURES

1. Objective.
2. Grievance Officer.
3. Responsibilities of Officers.
4. Procedure on receiving a complaint.
5. Steps to be taken to resolve complaints.



## INTRODUCTION

### 1. Legislative Responsibility

Under the Western Australian Equal Opportunity Act, 1984 (PART IX) it is the responsibility of Local Government Authorities to prepare and implement an equal opportunity management plan in order to achieve the objects of the Act. These objects are:

- A. to eliminate and ensure the absence of discrimination in employment on the ground of sex, marital status, pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age;
- B. to eliminate and ensure the absence of discrimination in employment against gender reassigned persons on gender history grounds; and
- C. to promote equal employment opportunity for all persons.

### 2. Discrimination

Discrimination is deemed to have occurred where the "discriminator" treats an "aggrieved person" less favourably than in the same circumstances the discriminator treats or would treat another person in any of the areas covered by the Act, and is defined as:

#### A. Direct Discrimination.

"Any decision or action which specifically excludes a person or group from benefit or opportunity, or significantly reduces their chances of obtaining it, because a personal characteristic, irrelevant to the situation, is applied as a barrier."

#### B. Indirect Discrimination.

"Rules, policies and procedures that appear neutral but incorporate attitudes and assumptions which disadvantage a particular group."

#### C. Systemic or Structural Discrimination.

"The result of interaction of a range of objective practices sanctioned by custom, and may be recognised by analysing statistical data."

### 3. Harassment

Harassment is defined as unwelcome, offensive actions or remarks concerning a person's sex, marital status, pregnancy, race, colour, language, ethnicity, disability, impairment, or religious political conviction.

Harassment is deemed to have occurred, not as a result of a one off or occasional comment or remark, but repeated or continual harassment, as defined.

### 4. Complaint Machinery

The legislation provides its own machinery for processing complaints which is distinct from the existing legal system. Complaints are referred to the Equal Opportunity Commissioner who

attempts to settle by conciliation. If the Commissioner fails to settle the matter it may be referred to the State Administrative Tribunal which may:

- A. Dismiss the Complaint.
- B. Order Respondent to cease conduct or redress any loss.
- C. Order Respondent to pay damages.

A party aggrieved by a decision of the Tribunal may appeal under Section 105 of the State Administrative Tribunal Act 2004.

## **SECTION ONE - EQUAL OPPORTUNITY POLICY STATEMENT**

### 1. Policy Statement

The Shire of Cuballing recognises its legal obligations under the Equal Opportunity Act, 1984, and will actively promote equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, disability, religious or political convictions.

All employment training with the Shire of Cuballing will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.

All promotional policies and opportunities with this Shire of Cuballing will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

All offers of employment within this Shire of Cuballing will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.

This Shire of Cuballing will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, marital status or disability.

The equal employment opportunity goals of this Shire of Cuballing are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

This policy applies to all Councillors, employees, customers or clients, contractors, volunteers and visitors to any Shire of Cuballing work site.

### 2. Adoption of Policy

This policy statement was adopted by the Cuballing Shire Council on 21<sup>st</sup> April 2016.

### 3. Policy / Staff Manuals

This Policy Statement continues to form part of Council's standing Policy Manual.

**4. Circulation**

Council has distributed this policy to all current employees and will endeavour to advise future job applicants of Council's policy on equal opportunity.

Present and future Councillors and Staff will have access to a full copy of Council's Equal Opportunity Management Plan, which contains a copy of Council's adopted Equal Opportunity Policy. Copies of the Policy will be made available to anyone requiring it, upon request.

**5. Review**

The Equal Opportunity Policy Statement is to be reviewed annually by this Council, on or before 31<sup>st</sup> December each year.

**SECTION TWO - AWARENESS RAISING**

**1. Objective**

To raise the awareness, of the Councillors and Employees, of the need and desirability of Equal Employment Opportunity (EEO) practices and to endeavour to ensure compliance with the requirements of the Equal Opportunity Act 1984.

**2. Action Plan**

**A. Responsible Officer (EEO Officer)**

The Chief Executive Officer (CEO), as appointed by Council, will be the Officer responsible for raising awareness of Councillors and Staff to EEO issues. This Officer is also responsible for implementing and raising awareness of Council's EEO Management Plan, and the ongoing work associated with the implementation of the Plan.

**B. Staff Training**

As part of the ongoing commitment to Equal Employment Opportunity, an EEO component, where considered appropriate by Council, will be introduced into staff training.

Training courses held by other appropriate organisations will also be attended by staff, where this is considered necessary by the Council and the Chief Executive Officer.

**C. Organisation Chart**

The attached organisation flow chart has been adopted by the Council, as have the undermentioned schedule of occupations for the Council's workforce. Both the flow chart and the schedule of occupations will be reviewed annually in conjunction with the general review of the EEO Plan.

**D. Advice**

As and/or when considered necessary by either the Council or the EEO Officer, EEO awareness will be raised using any of the following methods: -

- a. preparation of notices for both Staff and Councillors.
- b. inclusion of EEO issues in staff training
- c. inclusion of EEO issues on the agenda for staff meetings (when necessary).
- d. accepting feedback from Staff to Management.

**E. Complaints**

All complaints will be recorded by the EEO Officer. The complaint will be advised of all other avenues to have the complaint heard if dissatisfied with the decision or actions of the EEO Officer; or any other party to the dispute, in accordance with the complaint machinery as detailed in the introduction to this plan.

**SECTION THREE - PERSONNEL PRACTICES AND POLICIES**

From the date of acceptance/implementation of the EEO Management Plan, all policies or practices adopted by Council, as recorded in the Council's Minutes, shall be deemed amended in so far as any section that is discriminatory under the Equal Opportunity Act or this Management Plan, will be deleted.

The Personnel Policies and Practices of other local government authorities will be monitored, and where practical and deemed appropriate implemented by this Council and incorporated in this Plan.

Complaints, problems or queries, in relation to personnel policy and practices, will be considered by the EEO Officer, who will make recommendations to Council.

**1. Recruitment**

All advertised vacancies, descriptions and titles are to be non-discriminatory and all recruitment practices are to be fair and shall not contain any discriminatory requirements or conditions.

**2. Appointment, Promotion and Transfer**

Council is to appoint the most suitable person to the position of Chief Executive Officer. Such an appointment is to be based on qualification, skills, expertise and experience and such other criteria as deemed relevant by Council.

The most suitable person for a position is to be appointed by the Chief Executive Officer to all other positions in the Organisation except the Chief Executive Officer position. Such appointments are to be based on qualifications, skills, expertise, experience, aptitude, and such further criteria as is deemed relevant by the Chief Executive Officer. All administrative forms are to be reviewed for relevancy and discriminatory phrasing or requirements deleted. Job Descriptions and Duty Statements are to be drawn up where necessary and reviewed regularly for accuracy.

Qualification requirements for each position are to be reviewed prior to Advertising a Vacant Position for validity, relevance and non-discrimination. All applicants for any position are to be kept fully informed in writing of the outcome of the selection procedure.

### 3. Training & Development

Council encourages participation by any employee in any relevant course of study or training, and reserves the right to apply study requirements or qualification standards to a particular position. The requirements and/or standards shall not be onerous or excessively high and shall be relevant to the position and subject to negotiation with the prospective employee before imposition. Council's requirements must be stated briefly in any advertisement for the position and discussed with the prospective employee prior to interview and/or appointment. Relevant training courses should be publicised to all appropriate employees when the course is acceptable in all respects (eg. timing, cost) and where possible, multi-skilling is encouraged.

### 4. Conditions of Service

Benefits/entitlements are to be consistent throughout the workforce and without restriction. Adequate and safe facilities such as toilets, amenities and work areas are to be provided by Council. Inconsistencies in rates of pay, allowances, expenses permitted, or entitlements are not permitted.

### 5. Exit Interviews

Wherever possible and practicable, Staff leaving the employ of Council are to be given the opportunity to comment on all aspects of their employment with this Council, including EEO issues. These comments are to be recorded and reviewed in conjunction with existing policy and practices along with periodical reviews of existing policy and practices.

## **SECTION FOUR- DEMOGRAPHIC PROFILE OF EMPLOYEES**

To enable effective management and to assist in the elimination of discrimination in employment, Personnel Data will be collected from all staff members. Data required incorporates statistics relevant to discrimination on grounds covered by the Equal Opportunity Act.

Specifically the data includes gender; salary; occupation; employment status; employment type; length of employment (within organisation) and age.

### 1. Responsible Officer

The EEO Officer for this Council is responsible for the preparation and circulation of the demographic profile to all present and future employees.

Confidentiality of the employee is to be ensured by the EEO Officer and the appropriate storage of completed forms in accordance with Council's Recordkeeping Plan.

2. Review of Data

Aggregated information from the demographic survey, from present employees, is attached as an appendage to this Plan.

Changes to the demographic profile of employees is to be aggregated annually on or before May 31<sup>st</sup> each year. This information will be monitored by the Chief Executive Officer to determine any trends shown by the demographic profile. The Chief Executive Officer will make recommendations to Council, where appropriate, on the implementation of strategies to overcome deficiencies in EEO, revealed by analysis of the demographic profile.

**SECTION 5 - EEO PLAN REVISION**

The Plan is to be reviewed by the 31<sup>st</sup> December each year, by the EEO Officer unless special issues require earlier changes by Council. Administrative forms and practices, as necessary, will also be reviewed by the EEO Officer.

1. Annual Review

Consideration of reports, complaints and amendments made during the year and assessment of consistency with the Plan as a whole, will be undertaken. Comments and advice will be sought from employees, Councillors and other Local Authorities as appropriate.

A complete and updated copy of the Plan is to be supplied to Councillors and Staff upon request and must be placed on Council's Shire Website.

2. Report to Director

The Chief Executive Officer shall report to the Director of Equal Opportunity in Public Employment under Section 146(1) of the EEO Act no later than the 8<sup>th</sup> December each year.

**SECTION SIX - INTERNAL GRIEVANCE PROCEDURES**

1. Objective

To ensure that this Council's work environment is discrimination and harassment free.

2. Grievance Officer

Due to the size of the Council's workforce, the person appointed from time to time as the EEO Officer, shall also be the Grievance Officer.

A Complainant will be advised that if they so wish, their complaint may be referred to Council. Upon such a request to the Grievance Officer, Council shall hear the complaint and act upon that complaint in accordance with the responsibilities and procedures detailed below for the Grievance Officer.

The Grievance Officer and Council will, where necessary, be provided with training in the procedures for resolving grievances.

**3. Responsibilities of Grievance Officer**

Again, due to the size of this Council's workforce, it shall be the responsibility of the Grievance Officer to:

- A. Have a working knowledge of the Equal Opportunity Act and a clear understanding of what constitutes harassment and / or discrimination. Also be familiar with the dispute settlement procedures set out in the relevant Awards;
- B. Set an example in proper standards of conduct in the workplace;
- C. Provide present and future Staff Members and Councillors with information on what constitutes discriminatory or harassing acts, and inform them that this Council disapproves such conduct / behaviour. ,
- D. Advise all employees that they do not have to tolerate harassment or discriminatory acts within their workplace, and advise them of the grievance procedures;
- E. Assist complainants to choose an appropriate course of action to resolve a complaint and to follow through with the chosen course of action;
- F. Closely monitor any incident of discrimination or harassment and bring Council's policy regarding proper standards of personal conduct in the workplace to the attention of the employee;
- G. Ensure that the interests and rights of both the complainant and the employee/s, against whom the allegations are being made, are protected.
- H. Ensure that complete confidentiality is maintained and take no action on a complaint without the complainant's consent.

**4. Procedure on Receiving a Complaint**

- A. Assure complainant that confidentiality will be maintained, that victimisation of the complainant will not be tolerated, and that further procedures will only be undertaken with the complainant's consent.
- B. Clarify the facts of the complaint in so far as they can be established without further investigation.
- C. Take brief but accurate notes using the complainant's own words where possible. Check all details with the complainant.
- D. Clarify the options available to the Complainant's and the actions, which the complainant or grievance officer could take eg:
  - a. the Complainant could make it clear to the other party that their behaviour is unwelcome and request that it cease;
  - b. the Complainant could contact their Union or the Equal Opportunity Commission; or
  - c. the Grievance Officer could proceed with an investigation of the complaint. This is not to occur without the written consent of the complainant.

- E. If the complainant wishes to proceed with an investigation in the first instance, it is undertaken with informality and flexibility. It should be recognised that all persons have the right to a fair hearing conducted in a non-accusative and non-judgmental manner.

**5. Steps to be Taken to Resolve Complaints**

Within 14 days of a written request, by the complainant, that they wish their complaint to be acted upon, the Grievance Officer shall:

- A. Interview in an impartial manner, the employee(s) against whom the allegations have been made;
- B. State exactly what it is they are accused of doing;
- C. Provide the opportunity for the person/s to respond fully to the allegations;
- D. Interview any witness to the incidents under investigation;
- E. Check the work record of the Complainant to see if any alleged employment disadvantages are evident;
- F. Make it clear to all people involved in the investigation that it is unlawful to victimise another person in relation to a complaint.
- G. Resolution of a grievance:

If the grievance is not substantiated, explain the reasons for this finding to both parties. An example of such a finding may be that there is no evidence to support the complaint or the conduct does not amount to discrimination under the Equal Opportunity Act. The complainant should be told again of their right to take the complaint to their Union or the Equal Opportunity Commission if they are not satisfied.

If the grievance is substantiated, tell both parties of this conclusion and the reasons for it.

Decide on immediate and appropriate steps to prevent the behaviour from recurring.

In most cases it should be sufficient to counsel the employee or employees concerned and exercise closer supervision in the work area.

- H. All notes, records, statements etc. pertaining to the investigation of any complaint are to remain confidential to the EEO Officer, where appropriate.
- I. Where formal disciplinary action is necessary the steps outlined in the award relevant to the employee should be observed.



**AGGREGATED DEMOGRAPHIC PROFILE OF EMPLOYEES AS AT 30<sup>TH</sup> JUNE 2020****1. Gender and Salary**

Salary or Annual Equivalent if Part Time	Female		Male		Total	
	No	%	No	%	No	No
\$15,000 & Below		0%		0%	0	0%
\$15,000 - \$30,000		0%		0%	0	0%
\$30,001 - \$40,000	1	20%		0%	1	5%
\$40,001 - \$50,000		0%		0%	0	0%
\$50,001 - \$60,000	1	20%	9	64%	10	53%
\$60,001 - \$70,000	2	40%	1	7%	3	16%
\$70,001 - \$80,000		0%	1	7%	1	5%
\$80,001 - \$90,000		0%		0%	0	0%
\$90,001 - \$100,000	1	20%	1	7%	2	11%
\$100,000 +-		0%	2	14%	2	11%
Total	5	100%	14	100%	19	100%

**2. Gender and Occupation**

Occupation	Female		Male		Total	
	No	%	No	%	No	No
Admin/Management	4	80%	1	7%	5	26%
Building/Environment		0%	2	14%	2	11%
Community/Youth	1	20%		0%	1	5%
Waste		0%	2	14%	2	11%
Roads		0%	7	50%	7	37%
Parks & Gardens		0%	1	7%	1	5%
Cleaner		0%	1	7%	1	5%
Total	5	100%	14	100%	19	100%

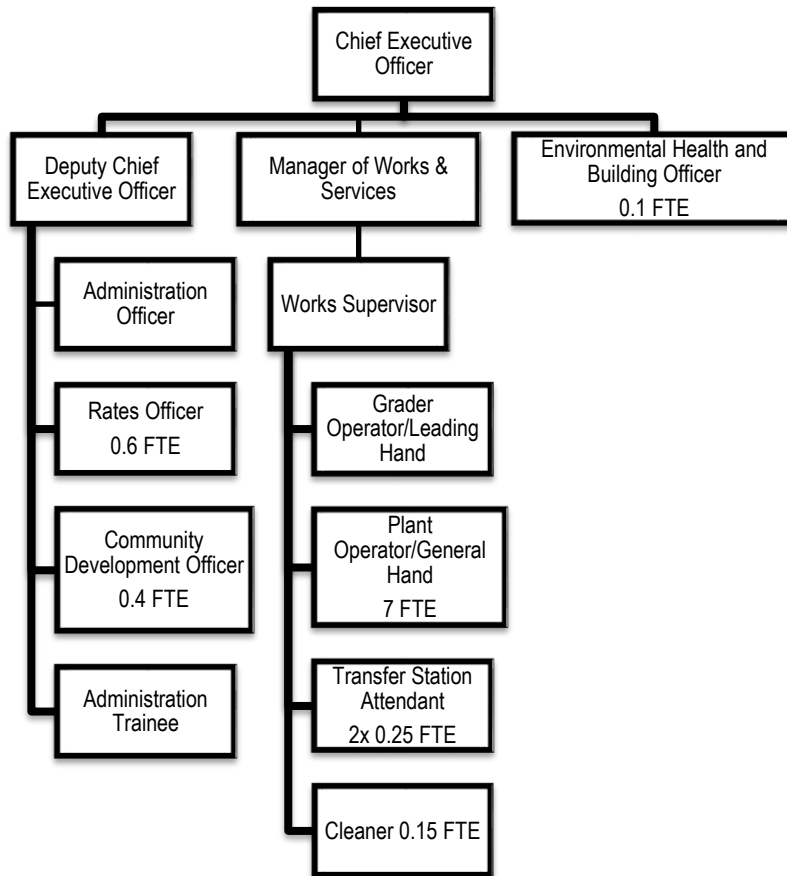
**3. Gender and Employment Type**

Employment Type	Female		Male		Total	
	No	%	No	%	No	No
Full Time	3	60%	10	71%	13	68%
Part Time	2	40%	3	21%	5	26%
Casual		0%	1	7%	1	5%
Total	5	100%	14	100%	19	100%

**4. Sex - Length of Employment Within Organisation**

Length of Employment	Female		Male		Total	
	No	%	No	%	No	No
Less than 1 Year		0%	2	14%	2	11%
1 Year - Less than 2	2	40%		0%	2	11%
2 Years - Less than 5		0%	3	21%	3	16%
5 Years - Less than 10	3	60%	5	36%	8	42%
10 Years - Less than 15		0%		0%	0	0%
More than 15		0%	4	29%	4	21%
Total	5	100%	14	100%	19	100%

### Shire of Cuballing Organisation Flow Chart



### **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:**

11.1.1 Urgent Business – LEAP Grants and Incorrectly Created Invoice
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Applicant:	N/A
File Ref. No:	ADM52
Disclosure of Interest:	Nil
Date:	16 <sup>th</sup> August 2020
Author:	Gary Sherry
Attachments:	Nil

#### **Summary**

**Council is to consider reviewing urgent business relating to the application for a LEAP Grant of the Popanyinning Progress Association for the Popanyinning Bonfire Event.**

Background - Nil

#### Comment

Staff are attempting to have the Agenda prepared at least a week before each Council Meeting. In completing this schedule, business of an urgent nature will arise from time to time in particular where commercial activities within the district would be delayed by Council not considering the item.

#### Statutory Environment

Shire of Cuballing – Standing Orders Local Law 1999 – Section 3.10:  
3.10 Urgent Business Approved By the Person Presiding or by Decision

In cases of extreme urgency or other special circumstance, matters may, with the consent of the person presiding, or by decision of the members present, be raised without notice and decided by the meeting.

Strategic Implications - Nil

Policy Implications

Financial Implications - Nil

Economic Implication - Nil

Environmental Considerations - Nil

Consultation - Nil

### Options

Council may resolve:

1. the Officer's Recommendation;
2. to not consider the urgent business.

Voting Requirements – Simple Majority

#### **COUNCIL DECISION – 2020/87:**

**That Council consider the urgent business relating to:**

1. an application for a LEAP Grant for the Popanyinning Progress Association;
2. an application for a LEAP Grant for the Cuballing Golf Club; and
3. writing off an incorrectly created invoice for Development Application fees.

**Moved: Cr Ballantyne**

**Seconded: Cr Hopper**

**Carried 6/0**

**Cr Hopper declared an Impartiality Interest in 11.1.2 in that she is a member of the Popanyinning Progress Association.**

**11.1.2 LEAP Grant – PPA – Popanyinning Bonfire Night**

Applicant: N/A  
File Ref. No: ADM343  
Disclosure of Interest: Nil  
Date: 14<sup>th</sup> August 2020  
Author: Gary Sherry  
Attachments: 11.1.2A PPA LEAP Application

**Summary**

**Council is to consider a LEAP grant to the Popanyinning Progress Association for the holding of the annual Popanyinning Bonfire Night event.**

**Background**

In July 2020 the Shire of Cuballing established the Local Event And Project (LEAP) grant program to provide small grants to local community groups to provide local events and capital building projects.

The LEAP grant program is funded by an allocation of \$4,000 by Council as part of a COVID-19 response and through the ongoing sale of advertising in the Shire of Cuballing's The Cuby News newsletter.

The Popanyinning Bonfire Night is an ongoing annual event held by the Popanyinning Progress Association (PPA). The scale and features of the event have changed over time but the community gathering around a bonfire has been a constant. The Shire of Cuballing Works Department have provided in-kind support to every event by building the bonfire.

**Comment**

The PPA have sought funding of \$1,470 as part of a \$3,311.91 project to hold their Popanyinning Bonfire Night at the Popanyinning Recreation Ground. The application is included at Attachment 9.2.3A for information.

This year the PPA Popanyinning Bonfire Night event to be held on will feature:

- the large bonfire;
- live music from a band; and
- food for sale.

In addition it is expected that the PPA will seek to approach Council to permit free camping at the Popanyinning Recreation Ground.

A summary of the financial aspects of the PPA's application includes:

<b>Funding</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
Shire of Cuballing	1,470.00		1,470.00
Popanyinning Progress Assoc.	291.91	1,550.00	1,841.91
<b>TOTAL</b>	<b>1,761.91</b>	<b>1,550.00</b>	<b>3,311.91</b>

<b>Expenses</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
Band Hire	1,300.00		1,300.00
Hire of Portable Toilets	170.00		170.00
1/3 share of PPA's annual Public Liability insurance	173.91		173.91
Bushfire Brigade Donation	100.00		100.00
Fuel costs for toilets collect/return	18.00		18.00
Planning Meeting - 6 People x 1 Hours		150.00	150.00
Busy Bee - 5 People x 2 Hours		250.00	250.00
Set Up - 5 People x 2 Hours		250.00	250.00
Supervision - 5 People x 4 Hours		500.00	500.00
Clean up - 5 People x 2 Hours		250.00	250.00
Return Toilet - 2 People x 2 Hours		100.00	100.00
Grant Preparation 1 Person x 2 hours		50.00	50.00
<b>TOTAL</b>	<b>1,761.91</b>	<b>1,550.00</b>	<b>3,311.91</b>

The income and expenses of the event do not include the food that will be sold during the event by the PPA in their advertising for the event.

In assessing the application against Council's policy for providing a LEAP grant in that:

- PPA WILL meet over 50% of the event's total cost.
- PPA's WILL NOT contribute in-kind works of up to half of the applicant's total contribution. The PPA's contribution is 84.2% funded by in-kind contributions;
- PPA WILL NOT contribute at least 50% of the projects total cash cost. The PPA proposed to contribute \$16.6% of the cash costs;
- The event IS a free event events that is open to participation of the community as a whole; and
- this IS PPA's only LEAP grant so far this financial year and is the maximum contribution is \$2,000 per year.

The Officer's Recommendation includes:

- Approving a LEAP application to the PPA of \$600 in accordance with Policy 2.16. This amount represents a 50/50 funding contribution through the LEAP grant matching the applicants 25% cash contribution and 25% in-kind contribution;
- Providing a separate Council contribution of \$870 to provide the additional funds to allow the event to proceed.

Council has allocated \$4,000 to the Cuballing Music Festival event scheduled for February and managed by Council. Council is able to reduce this allocation to the Cuballing Music Festival and provide an additional \$870 to the PPA's event.

The PPA Popanyinning Bonfire Night is expected to attract a considerable number of visitors from outside the Shire of Cuballing who may provide an economic benefit to businesses in the Shire of Cuballing.

1. the PPA's Popanyinning Bonfire event is a free community event focused solely on the local community with few patrons coming from outside Popanyinning. It is expected that any campers would be ratepayers/residents of the Shire of Cuballing;
2. The PPA will complete all the organisation of campers and their will be no additional expenditure of Council resources over what is already committed to assist with the event.

## 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 safe community where residents feel secure and comfortable at home, work and play.
- 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.
1.6	Support local arts and cultural activities.	A variety of arts and cultural activities can be pursued by locals

### Statutory Environment – Nil

### Policy Implications

#### Policy 2.16 - Local Event And Project (LEAP) Grant Program

The LEAP Grant Program seeks to provide financial support to local service, community and sporting organisations to provide facilities and events for local residents.

The total contribution from LEAP to an event or project is a maximum of \$2,000.

Organisations may be granted more than one LEAP application within a financial year but the total of amounts approved are not to exceed \$2,000 in total.

Council will provide financial support under LEAP on a 50% (LEAP)/ 50% (organisation) basis.

An organisation is to contribute to their event or project:

- at least half of the organisations total contribution is to be a cash contribution (ie the cash contribution will be equal to half the amount requested from LEAP); and
- in-kind works of up to half of the applicant's total required contribution may be considered by Council as part of the applicant's contribution.

Eligible events and projects include:

1. capital projects that have an anticipated life span of over 5 years,
2. events that are open to participation of the community as a whole; and/or
3. any other project approved by Council that befits the "Spirit" of LEAP.

Events and projects that are not eligible applications include:

1. consumables or general maintenance;
2. disposable items;

3. retrospective funding; and/or
4. any application Council considers is not in the “Spirit” of LEAP

### Financial Implications

In addition to direct financial support, Council continues to support the Popanyinning Bonfire Night in an currently organises

- wood for the bonfire;
- provides an additional toilet,
- provides additional rubbish bins; and
- completes cleaning of the Recreation Reserve toilet facilities after the event.

Council has allocated \$4,000 in GL Account 1132060 – Community Functions to the Cuballing Music Festival. 2019-20’s Cuballing Music Festival was delivered for \$3,100.

To fund the LEAP grants, in their 2020/21 budget Council has \$6,725 in Council’s Community and Sporting Club Reserve made up of:

- \$4,000 as part of Council’s response to COVID-19; and
- \$2,725 from accumulated receipts of advertising by private concerns in Council’s *The Cuby News* newsletter.

Council should anticipate receiving additional applications in 2020/21.

### Economic Implications

The PPA’s Popanyinning Bonfire Night is expected to attract a considerable number of visitors from outside the Shire of Cuballing.

### Social Implications

The PPA’s Popanyinning Bonfire Night provides a social event for the Popanyinning community.

### Environmental Considerations – Nil

### Consultation - Nil

PPA

### Options

Council may resolve:

1. the Officer’s Recommendation; or
2. the Officer’s Recommendation with minor amendments giving reason for such; or
3. to not approve the application of DREA for funding of their project for a Council LEAP grant.

### Voting Requirements – Simple Majority



**COUNCIL DECISION – 2020/88:**

**That Council:**

- 1. approve the LEAP application of the Popanyinning Progress Association of \$600 for their Popanyinning Bonfire Night event in accordance with Policy 2.16 - Local Event And Project (LEAP) Grant Program; and**
- 2. Provides \$870 to the Popanyinning Progress Association to support their Popanyinning Bonfire Night event. This provision will reallocate funding allocated in GL Account 1132060 – Community Functions from the Cuballing Music Festival to the Popanyinning Bonfire Night.**

**Moved: Cr Bradford**

**Seconded: Cr Dowling**

**Carried 6/0**



## LOCAL EVENT AND PROJECT (LEAP) GRANT

### Application Form

1. Grant Applicant: Popanyinning Progress Association
2. Contact Address: PO Box 55 Popanyinning 6309
3. Phone: 0408 953337 Email: adrianpoppo@outlook.com
4. ABN:
5. Project Name: Popanyinning Bonfire Night
6. Project Purpose: To provide an evening of entertainment, camaraderie and socialization for the residents of Popanyinning and surroundings localities. There is no specified qualification for people to be able to attend
7. Who will benefit from your project or event?  

All members of the Popanyinning community, as well as those residents in the adjoining localities. Friends and relatives of the local residents also attend this event, as well as other groups from out of the area, including caravan clubs and sporting groups. There is no other event similar to this one in our community.
8. Project Description. Please summarise your project.  

A large bonfire, live music and food provided to the people of the district to attend, free of charge.
9. Starting Date: Saturday 5<sup>th</sup> September 2020  
Completion Date: Saturday 5<sup>th</sup> September 2020
10. Project Funding Contributors: Please see attached sheet for details
11. What have the membership numbers of your club been over the past 3 years?  
Between 10 and 14 members
12. How has the need for your project been identified and assessed?  

The Popanyinning Bonfire Night has been a fixture for many years. It is an event that many locals and others look forward to each year. It has become the occasion for

C:\Users\vonnyk\Documents\PopoProgress Assoc\LEAP Grant Application For Bonfire Night 2020.docx

reunion of old friends and families, an outing for families and an event which includes live music for entertainment. There is no other event like this, in our district.

13. Have you considered the needs of different user groups within the community?

At this stage, there are no other user groups within our community. That is why this event is so important to the whole community.

14. Please provide the costs of completing your project.

See attached sheet for costings, etc

15. Who will be responsible for any operational deficit and how will it be funded?

Any deficit resulting from the event will be covered by the Popanyinning Progress Association.

16. Please provide details of funding applications made to other organisations and their response?

Nil

17. Supporting Information

The following must be included with this application:

- Locality, Site and design specifications: Popanyinning Oval
- An itemised project cost: See attached sheet
- Current bank statement of club or group applying for funding
- Confirmation of financial commitments applied for from other sources - Nil

**DECLARATION BY APPLICANT**

I, the undersigned, certify that I have been authorised to submit this application and that the information contained herein is to the best of my knowledge true and correct.

Name: Adrian Kowald

Position Held: Association Treasurer & Committee Member

This 14<sup>th</sup> Day of August 2020

Signature \_\_\_\_\_

A handwritten signature in black ink, appearing to read 'Adrian Kowald', is written over a horizontal line. The signature is stylized and cursive.

**Popanyinning Progress Association - Bonfire Night Event Costings**

Event Costs - Cash Expenditure	qty	rate	cost
Band Hire	1	\$ 1,300.00	\$ 1,300.00
Hire of Portable Toilets	2	\$ 85.00	\$ 170.00

**Total Cash Expenditure  
For Requested LEAP Funding** **\$1,470.00**

**PPA Cash Expenditure Contribution**

Public Liability & Events Insurance (pro rata of annual premium)	0.33	\$ 527.00	\$ 173.91
Bush Fire Brigade donation.	1	\$ 100.00	\$ 100.00
Fuel costs - collection & return portable toilets (70km round trip = 7.5L@\$1.20/L)	2	\$ 9.00	\$ 18.00
<b>PPA Total Cash Contribution</b>			<b>\$ 291.91</b>

**Volunteer Labour Contribution @ \$25/hour**

Admin - Event planning meeting: 1 hr x 6 persons	6	\$ 25.00	\$ 150.00
Preparatory Busy Bee Site Clean-up: 2hrs x 5 persons	10	\$ 25.00	\$ 250.00
Mobilise & Set up site on the day: 2hrs x 5 persons	10	\$ 25.00	\$ 250.00
Supervision, manning & conduct of event: 4hrs x5 pers.	20	\$ 25.00	\$ 500.00
Post Event dismantle and clean up: 2hrs x 5 persons	10	\$ 25.00	\$ 250.00
Pick up/Return portable toilets x 2 persons	4	\$ 25.00	\$ 100.00
Admin - Preparation of LEAP submission	2	\$ 25.00	\$ 50.00
<b>PPA Total In-kind Voluntary contribution</b>			<b>\$ 1,550.00</b>

**Total PPA Contribution** **\$1,841.91**

**Cr Ballantyne declared an Impartiality Interest in 11.1.3 in that he is a member of the Cuballing Golf Club.**

**Cr Harris declared an Impartiality Interest in 11.1.3 in that he is a member of the Cuballing Golf Club.**

11.1.3	LEAP Grant – Cuballing Golf Club – Chairs
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Applicant:	N/A
File Ref. No:	ADM343
Disclosure of Interest:	Nil
Date:	17 <sup>th</sup> August 2020
Author:	Gary Sherry
Attachments:	11.3A Cuballing Golf Club LEAP Application

### **Summary**

**Council is to consider a LEAP grant to the Cuballing Golf Club for the purchase of sixty new chairs to be used in their Club House.**

### **Background**

In July 2020 the Shire of Cuballing established the Local Event And Project (LEAP) grant program to provide small grants to local community groups to provide local events and capital building projects.

The LEAP grant program is funded by an allocation of \$4,000 by Council as part of a COVID-19 response and through the ongoing sale of advertising in the Shire of Cuballing's *The Cuby News* newsletter.

The CGC have a pepper corn lease with the Shire of Cuballing for the Cuballing golf course. As part of this lease the CGC maintain the premises and grounds of the course. The only Shire of Cuballing expense at the course is the insurance of the buildings.

### **Comment**

The Cuballing Golf Club (CGC) have sought funding of \$1,950 as part of a \$3,900 project to purchase 60 chairs for use at the CGC club house in Cuballing. The application is included at Attachment 11.1.3A for information.

The CGC require chairs as furniture to provide amenity for golfers in the in the golf club house.

The CGC are committed to improving the facilities at the Cuballing Golf course. The CGC purchased the original, aging chairs many years ago and understand that they will become a hazard in the near future. The replacement chairs are also a more solid construction.

The CGC maintain a restricted liquor licence at the golf course and on the weekend of 15<sup>th</sup> and 16<sup>th</sup> August 2020 hosted nearly 100 golfers from Perth and the surrounding region at their annual Cuballing Open Weekend. With the CGC making all their purchases locally, this weekend provides an economic and social boost to the community.

The CGC's application satisfies Council's requirements for a LEAP grant in that:

- The CGC will meet 50% of the project's total cost. The CGC have not costed the provision by the CGC of transport of the chairs to Cuballing;
- The CGC will provide 50% of the project's total cash expense;
- The project will purchase infrastructure that is expected to last longer than 5 years;

- This is the CGC's only LEAP grant this financial year and is less than the maximum contribution of \$2,000 per year.

### 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 safe community where residents feel secure and comfortable at home, work and play.
- 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.
1.6	Support local arts and cultural activities.	A variety of arts and cultural activities can be pursued by locals

### Statutory Environment – Nil

### Policy Implications

#### Policy 2.16 - Local Event And Project (LEAP) Grant Program

The LEAP Grant Program seeks to provide financial support to local service, community and sporting organisations to provide facilities and events for local residents.

The total contribution from LEAP to an event or project is a maximum of \$2,000.

Organisations may be granted more than one LEAP application within a financial year but the total of amounts approved are not to exceed \$2,000 in total.

Council will provide financial support under LEAP on a 50% (LEAP)/ 50% (organisation) basis.

An organisation is to contribute to their event or project:

- at least half of the organisations total contribution is to be a cash contribution (ie the cash contribution will be equal to half the amount requested from LEAP); and
- in-kind works of up to half of the applicant's total required contribution may be considered by Council as part of the applicant's contribution.

Eligible events and projects include:

1. capital projects that have an anticipated life span of over 5 years,
2. events that are open to participation of the community as a whole; and/or
3. any other project approved by Council that befits the "Spirit" of LEAP.

Events and projects that are not eligible applications include:

1. consumables or general maintenance;
2. disposable items;
3. retrospective funding; and/or
4. any application Council considers is not in the "Spirit" of LEAP

#### Financial Implications

To fund the LEAP grants, in their 2020/21 budget Council has \$6,725 in Council's Community and Sporting Club Reserve made up of:

- \$4,000 as part of Council's response to COVID-19; and
- \$2,725 from accumulated receipts of advertising by private concerns in Council's *The Cuby News* newsletter.

Council should anticipate receiving additional applications in 2020/21.

DREA have provided proof of their ability to meet the financial requirements of their component of the project.

#### Economic Implication

The CGC utilise many local businesses in completing their golf events.

#### Social Implication

The CGC provide an ongoing social activity available for the local community to participate in.

#### Environmental Considerations

The CGC maintain the Cuballing golf course.

#### Consultation

CGC.

#### Options

Council may resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with minor amendments giving reason for such; or
3. to not approve the application of DREA for funding of their project for a Council LEAP grant.

#### Voting Requirements – Simple Majority

#### **COUNCIL DECISION – 2020/89:**

**That Council approve the LEAP application of the Cuballing Golf Club of \$1,950 for their project to purchase 60 chairs costing \$3,900 for use at the Cuballing Golf Course.**

**Moved: Cr Hopper**

**Seconded: Cr Dowling**

**Carried 6/0**





## LOCAL EVENT AND PROJECT (LEAP) GRANT

### Application Form

1. Grant Applicant: Cuballing Golf Club (INC)
2. Contact Address: Stratherne Road, PO Box 43 CUBALLING 6311
3. Phone: 0429 898 214 Email: [emergencyservices@cuballing.wa.gov.au](mailto:emergencyservices@cuballing.wa.gov.au)
4. ABN: 12 662 401 771
5. Project Name: Club House Chair Replacement Project
6. Project Purpose:
  - Replace the aging chairs utilized within the club house at the Cuballing Golf Club (CGC). 60 chairs are the desired number within this project. 60+ chairs would give a significant saving on the price of the individual chair.
  - More chairs will be purchased by the Cuballing Golf Club in the coming years to continue with our commitment to the refurbish/upgrade of the club's aging facilities.
7. Who will benefit from your project or event?
  - The replacement of the aging club house chairs would be beneficial to the golf club members, their partners, family members, visitors and invited guests.
  - Travelling golfers participating in tournaments held by the Cuballing Golf Club.
  - The chairs could be made available to be used by any association within the Cuballing Shire at pre-arranged times they are not in use by the Cuballing Golf Club.
8. Project Description. Please summarise your project.
  - The existing club house chairs are quite old and have signs of fatigue and may pose a danger of breaking and/or collapsing under the weight of the occupant. The existing chairs were second hand when acquired by the golf club a number of years ago.

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9. Starting Date September 2020. Completion Date October 2020.

10. Project Funding Contributors

Income	Cash	In-Kind	Total	Confirmed
Cuballing Golf Club	\$1950	Transport	\$1950	\$1950
Cuballing Shire Council	\$1950			
<b>TOTAL</b>	<b>\$3900</b>		<b>\$1950</b>	<b>\$1950</b>

11. What have the membership numbers of your club been over the past 3 years?

- The Cuballing Golf Club has a steady increase of new members over the last three years. The increase includes lady members and a junior member. 2020 season, membership stands at 43.

12. How has the need for your project been identified and assessed?

- The ageing club house chairs are showing significant signs of fatigue. The replacement project of the chairs is of a possible safety issue for the chair occupant.

13. Have you considered the needs of different user groups within the community?

- The chairs could be made available to be used by any association within the Cuballing Shire if the times do not clash with the Cuballing Golf Club.

14. Please provide the costs of completing your project.

Expenses	Cash	In-Kind	Total
Chairs	\$3900	Transport	\$3900
<b>TOTAL</b>	<b>\$3900</b>		<b>\$3900</b>

15. Who will be responsible for any operational deficit and how will it be funded?

- No other funding/sponsorship is associated with this project and/or application.
- The Cuballing Golf Club would need to reduce the number of chairs purchased without the applied grant as the bulk purchase discount would not apply.

16. Please provide details of funding applications made to other organisations and their response?

- No other funding/sponsorship is associated with this project and/or application.

17. Supporting Information

The following must be included with this application:

- Locality, Site and design specifications
- An itemised project cost
- Current bank statement of club or group applying for funding
- Confirmation of financial commitments applied for from other sources

Locality, Site and design specifications

- The desired chair (Function 3000) has a weight load rating of 120kg and the supplier has indicated that the chairs were successfully tested at 150kg.
- The desired chair comes with a five-year warranty.
- Other less expensive chairs are only weight load rated at 100kg with a limited three-year warranty.
- The chairs will be available from the supplier late September.

Itemised project cost.

- Quote attached

Current bank statement.

- Bank Statement attached

Confirmation of financial commitments applied for from other sources.

- Not applicable


**DECLARATION BY APPLICANT**

I, the undersigned, certify that I have been authorised to submit this application and that the information contained herein is to the best of my knowledge true and correct.

Name: Stuart Budd on the behalf of the Cuballing Golf Club.

Position Held: Elected Committee Member of the Cuballing Golf Club.

This 17th Day of August 2020

Signature  \_\_\_\_\_

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Unit 1/9 Pilbara St  
Welshpool WA 6106

(08) 9350 2880  
perth@adagefurniture.com.au



**Adage**

**Proposal # Q17114**

6/8/2020

Bill To	Ship To
Stuart Budd Cuballing Golf Club Stratherne Road, Cuballing WA 6311 Australia 0431 865 046	Stuart Budd Cuballing Golf Club Stratherne Road, Cuballing WA 6311 Australia <a href="mailto:s.budd@inet.net.au">s.budd@inet.net.au</a>

Expires	Sales Rep	Shipping Method	Ship Date	Shipping Notes
4/9/2020	Royden Lewis		7/9/2020	

Qty	Item	Image	RRP	Your Price	Amount
40	<b>Function 3000 Chair-Bik/Bik</b> Stackable Chair Fully welded 22 x 22mm frame Indoor 930H x 450W x 400D Seat Height 465 Weight 7.6kg 5Yr Warranty		\$83.00	\$75.00	\$3,000.00
0	<b>Function 3000 Chair-Bik/Bik</b> Stackable Chair Fully welded 22 x 22mm frame Indoor 930H x 450W x 400D Seat Height 465 Weight 7.6kg ***If buying 60+*** 5Yr Warranty		\$83.00	\$65.00	\$0.00

<i>Please reply back to the email to confirm order.</i>		<b>Subtotal</b>	\$3,000.00
		<b>GST</b>	\$300.00
		<b>Total</b>	\$3,300.00

**Terms and Conditions:**

- \* All prices quoted are plus GST and remain firm for 30 days only.
- \* 50% Deposit, net balance required prior to dispatch.
- \* Any cost incurred by going to a 3rd party to recover unpaid accounts will be charged to the debtor
- \* Lead time and availability of all items is subject to current stock levels.
- \* Tables and table bases are supplied unassembled to minimise the freight components unless special arrangements have been made and included

Core Hospitality Group Pty Ltd T/A Adage Furniture  
ABN: 41 633 234 465



#### 11.1.4 Sundry Debtor Write Off – Incorrectly Created Debtors Invoice

Applicant: Nil  
File Ref. No: ADM19  
Disclosure of Interest: Nil  
Date: 19<sup>th</sup> August 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**

In August 2020 the Shire of Cuballing received a Development Application for a bulk feed mill facility on Springhill Road, Cuballing.

On 18<sup>th</sup> August 2020 the Chief Executive Officer arranged for an invoice to be raised to the applicant for the amount of \$49,150.20 being \$44,682 for the fee payable on the estimated value of the development with an additional \$4,468.20 of GST.

After the invoice was raised it was confirmed that no GST is payable on planning application fees.

#### **Comment**

Although the error was discovered quickly, the debtor batch had been finalised in the system meaning the invoice was unable to be corrected.

A new, correct invoice has been provided to the debtor and this is expected to be paid in the next few days.

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

#### **Statutory Environment**

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

#### **F1: Outstanding Debtors**

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

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

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

Policy Implications – Nil

Financial Implications

The Officer's Recommendation suggests writing off income of \$44,682.

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 – 2020/90:**

**That Council, because the invoice was raised in error, write off Invoice 5232 for Debtor 831 being an amount of \$44,682 and \$4,468.20 GST.**

**Moved: Cr Ballantyne**

**Seconded: Cr Hopper**

**Carried 6/0**

**12. CONFIDENTIAL MATTERS:**

Nil

**13. NEXT MEETING:**

Ordinary Council Meeting, 2.00pm, Wednesday 16<sup>th</sup> September 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 2.58pm.