

*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 21st OCTOBER 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	President
Cr Eliza Dowling	Deputy President
Cr Scott Ballantyne	
Cr Dawson Bradford	
Cr Robert Harris	
Cr Deb Hopper	
Mr Gary Sherry	Chief Executive Officer
Ms Bronwyn Dew	Deputy Chief Executive Officer
Mr Bruce Brennan	Manager of Works and Services
Mr Barry Wood	

2.1.2 Apologies

Nil

2.1.3 Leave of Absence

Nil

3. **STANDING ORDERS:**

COUNCIL DECISION – 2020/106:

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

Moved: Cr Ballantyne

Seconded: Cr Dowling

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:

4.3.1 Popanyinning CCTV

Mr Barry Wood thanked Council for the move to install CCTV in Popanyinning to combat unsociable behaviour. Mr Wood asked about the progress of the installation, is Council purchasing the equipment locally and what will be the process for acting on any illegal behaviour detected. Mr Wood also asked about the security images collected by the CCTV.

The Chief Executive Officer, Mr Gary Sherry, advised that the footing for the CCTV facility was constructed yesterday. Installation of the pole and cameras will follow in the next month.

Mr Sherry advised that Council obtained quotations from three WALGA approved suppliers to ensure that providers were able to design and install a suitable system. These suppliers included companies that have worked previously for the Shire's of Narrogin and Pingelly.

Mr Sherry advised he was reluctant to share the details of the CCTV installation. Much of this information would be valuable to people who wished to avoid being detected by the CCTV. Mr Sherry did say that a direct link to the Council Office was not included.

Mr Sherry believed that only senior staff would ever review CCTV footage and even this would only occur after an event that warranted review of the footage had occurred. Mr Sherry anticipated Council entering an agreement with the Western Australian Police to share CCTV footage in the very near future.

Mr Wood left the Meeting at 2.08pm.

5. APPLICATIONS FOR LEAVE OF ABSENCE:

Nil.

6. CONFIRMATION OF MINUTES:

6.1.1 Ordinary Meeting of Council held on Wednesday 16th September 2020

COUNCIL DECISION – 2020/107:

That the Minutes of the Ordinary Meeting of Council held on Wednesday 16th September 2020 be confirmed as a true record of proceedings.

Moved: Cr Dowling

Seconded: Cr Ballantyne

Carried 6/0

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

Nil

8. DISCLOSURE OF FINANCIAL INTEREST:

Cr Dowling declared a Impartiality Interest in 9.2.4 in that she is a member and office holder of the Dryandra Pony Club.

Cr Harris declared a Proximity Interest in 9.1.3 in that he owns property adjoining the Cuballing East Road.

Mr Sherry declared a Direct Financial Interest in 12.1.1 in that he is the Officer under Review.

9. REPORTS OF OFFICERS AND COMMITTEES:

9.1 DEPUTY CHIEF EXECUTIVE OFFICER:

9.1.1 List of Payments – September 2020

File Ref. No:	NA
Disclosure of Interest:	Nil
Date:	7 th October 2020
Author:	Nichole Gould
Attachments:	9.1.1A List of September 2020 Municipal Accounts 9.1.1.B Credit Card Transactions

Summary

Council is to review payments made under delegation in September 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 September 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 – 2020/108:

That Council receives:

1. the List of Accounts paid in September 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 \$241,929.34 included at Attachment 9.1.1A; and
2. a summary of transactions completed on Credit Cards by Council Staff for the period ending 30th August 2020 included at Attachment 9.1.1B.

Moved: Cr Hopper

Seconded: Cr Ballantyne

Carried 6/0

LIST OF SEPTEMBER 2020 MUNICIPAL FUND ACCOUNTS

Chq/EFT	Description	Amount
01092020	Police Licensing Payments	1,192.50
02092020	Rent for Grader Driver House	360.00
02092020	Police Licensing Payments	1,155.65
03092020	Police Licensing Payments	677.35
04092020	Police Licensing Payments	886.65
07092020	Loan Repayment No. 63 Graders	3,476.95
07092020	Police Licensing Payments	821.85
07092020	Interest on Graders	237.33
08092020	Police Licensing Payments	279.35
09092020	Police Licensing Payments	897.00
10092020	Police Licensing Payments	1,487.50
11092020	Police Licensing Payments	297.00
14092020	Police Licensing Payments	801.95
16092020	Rent for Grader Driver House	360.00
16092020	Police Licensing Payments	459.75
17092020	Police Licensing Payments	3,953.90
18092020	Police Licensing Payments	2,466.50
21092020	Police Licensing Payments	229.40
22092020	Police Licensing Payments	627.05
23092020	Police Licensing Payments	1,075.80
24092020	Police Licensing Payments	586.20
25092020	ATO Clearing Account BAS	5,585.00
25092020	Police Licensing Payments	77.40
29092020	Police Licensing Payments	56.90
30092020	Rent for Grader Driver House	360.00
30092020	Police Licensing Payments	123.90
EFT5428	Installation of New Power Pole at Memorial Park Alton Street Cuballing	1,320.00
EFT5429	Push up 3000m3 of gravel @\$1.21m3	3,630.00
EFT5430	Excavator Hire to Dig Grave Olive Melling	429.00
EFT5431	Catering - Railway Reserve Community Meeting 25/08/2020	30.00
EFT5432	August 2020 Building Forms	287.56
EFT5433	Monthly copier charges - August 2020	968.14
EFT5434	3 x Dip signs and fixings	246.40

Chq/EFT	Description	Amount
EFT5435	2 x lt Paint for Yornaning Dam sign 1 x paint opener	66.50
EFT5436	Supply and install new colourbond sealeck door to Cuballing fire shed and fitting digital lock	2,858.90
EFT5437	Catering	56.00
EFT5438	Excavator, Bobcat and truck hire to test failures	1,001.00
EFT5439	Service all Fire Extinguishers Plant and Buildings 2020-21	1,877.70
EFT5440	Fauna inspection and report for tree removal on Wandering Narrogin road Blackspot	990.00
EFT5441	1 x 7lt sprayer	33.00
EFT5442	Monthly Bulk Diesel Supply - 3,000Litres Diesel	3,233.51
EFT5443	Rubbish removal - Recycling service	6,274.32
EFT5444	6 Panels of PVC Fencing	1,140.00
EFT5445	Refresh of Play Account	412.50
EFT5446	Pre-Employment Medical	126.00
EFT5447	2 x Round lifting slings	67.89
EFT5448	12 x months Freight Charges -	39.00
EFT5449	6000hr Service on Komatsu Grader	7,570.86
EFT5450	Commercial Crime & Cyber Liability Insurance	1,626.35
EFT5451	Attendance at LGSA conference & expo	1,859.00
EFT5452	Monthly PO for August 2020 - Door Latch Ladies Toilet Entry Door	50.70
EFT5453	32 Cloth Face Masks	320.00
EFT5454	Monthly computer support charges	782.38
EFT5455	Advertisement - West Australian 26/8/2020 RFT 2020/2 Supply of Stabilisation Services	614.12
EFT5456	Spray all white ant mounds in gardens on Ridley Street	330.00
EFT5457	Fuji clean Skate park Cuballing	286.00

Chq/EFT	Description	Amount
EFT5458	Bridle Creeper Spraying at the Yornaning Dam - Communities Environment Program	8,200.50
EFT5459	2 x 13mm 9000kg Hooks	48.40
EFT5460	Hire of Multi Tyred roller with operator	8,228.00
EFT5461	Year 12 Presentation Ceremony - Prize Donation	140.00
EFT5463	Ranger Duties	382.50
EFT5464	2020/21 Subscription I'm Alert" Food Safety Program	110.00
EFT5465	2 x New tyres fitted and balance	400.50
EFT5466	Cuballing Rail Reserve Concept Design	8,800.00
EFT5467	Access Fee to Cloud Server for Standpipes	1,899.70
EFT5468	1 x Wiper assembly for JD tractor with loader	191.36
EFT5469	Cuballing Kid's Day - Merry Go Round + operator, Assault Course, climbing wall + 2 operators, Lost temple bouncy castle, Dolphin Bouncy Castle	3,500.00
EFT5470	Cherry picker Tree Lopping	550.00
EFT5471	Catering - Yornaning Dam Official Opening	109.35
EFT5472	Installation of High bay led light and laser beam on gate	786.50
EFT5473	Synergy Reimbursement	227.32
EFT5474	Reimbursement of Internet	55.00
EFT5475	Sanitary Bin service	1,402.50
EFT5476	Monthly Debt Collection Charges	329.10
EFT5477	Install new ramp and hand rail at CWA hall	2,073.00
EFT5478	Postage	1,203.43
EFT5479	2020/2021 ESL Levy	56,364.00
EFT5480	Monthly Town Planning Consulting	3,872.00
EFT5481	Pickup and Deliver culverts to Congelin road	947.10
EFT5482	Excavator and Tree grab hire	2,310.00
EFT5483	Refresh Bank Reconciliation	1,512.50

Chq/EFT	Description	Amount
EFT5484	4 x 23B -70 -31332 Guide -1 Less travel and Labour 12 x 23B-70-31-451 Shim 2 x 23B- 70-31641 Plate 1 x 424-46- 42121 Step 4 x 01010- 81225Bolt 01643-31232 Washer	1,182.84
EFT5485	Monthly UV & GRV Schedule Rolls	163.25
EFT5486	Plant Insurance	2,023.02
EFT5487	Monthly computer license & backup	984.85
EFT5488	Forklift Hire 2 x Depot Lifts	44.00
EFT5489	2 x 1500 x 1100 Rubber under lays	30.00
EFT5490	4x Gel Burners	11.20
EFT5491	30,000 km service on Toyota ute	45.64
EFT5492	Catering	82.26
EFT5493	Hire of Plate Compactor	35.00
EFT5494	600l fire fighting unit for Works Supervisor ute	4,187.58
EFT5495	2 x Stihl pressure washers for Popanyinning and Cuballing fire sheds	2,979.99
EFT5496	Balance of Plant Order for 2020	900.00
EFT5497	6 x 750 class 2 Pipes, 2 x 750 Headwalls 1200x900x1200 Box Culvert 12000x1200 Box Culvert Bases	5,128.20
EFT5498	Ranger Duties - Labour 28/08/20 1.5hrs	387.00
EFT5499	Quarterly Monitoring for Security System	110.00
EFT5500	Staff Uniform	180.00
EFT5501	Supersonic Hands on activities – Go for 2 & 5 Kids Day	1,573.00
EFT5502	Freight Charges - DY Part Group	14.63
EFT5503	Monthly Licence fees	5,213.53
EFT5504	Stationery	76.71
EFT5505	Woodlands Rectangle Bollards	1,712.70
EFT5506	Install New Power pole	16,091.00

Chq/EFT	Description	Amount
20019	2020-21 Kerbside Rubbish & Recycling Charge	2,040.00
20020	Water Charges - Standpipe Ridley St Cuballing	1,165.38
20021	Monthly Electricity Charge Street Lightning x 42 Lights	792.77
20022	Coles Card Refund	366.80
20023	Service Charge - Shire Office	578.44
20024	Water Charges - Standpipe Francis Street	575.83
20025	Petty Cash Refund	372.25
DD2385.1	Superannuation contributions	233.58
DD2385.2	Payroll deductions	5,381.97
DD2385.3	Superannuation contributions	182.25
DD2385.4	Superannuation contributions	458.17
DD2385.5	Superannuation contributions	26.78
DD2385.6	Superannuation contributions	458.57
DD2385.7	Superannuation contributions	130.84
DD2396.1	Credit Card Payment	1,445.63
DD2403.1	Superannuation contributions	235.12
DD2403.2	Payroll deductions	5,399.76
DD2403.3	Superannuation contributions	173.56
DD2403.4	Superannuation contributions	458.17
DD2403.5	Superannuation contributions	470.41
DD2403.6	Superannuation contributions	130.84
DD2411.1	Monthly Internet Connection	89.99
DD2417.1	Superannuation contributions	235.12
DD2417.2	Payroll deductions	5,451.92
DD2417.3	Superannuation contributions	173.56
DD2417.4	Superannuation contributions	466.87
DD2417.5	Superannuation contributions	445.05
DD2417.6	Superannuation contributions	130.84
		241,929.34

CREDIT CARD TRANSACTIONS**Period Ending 30th August 2020**

DETAIL OF PURCHASE	TOTAL
Safer Australian Roads & Highways Yellow Ribbons, National Road Safety Week Event	687.50
Monthly NBN Subscription	29.00
Work Uniform - Trainee Jack	687.45
Toolbox Meeting - Bread Rolls	8.00
Toolbox Meeting - Bacon & Sausages	33.68
GRAND TOTAL	1,445.63

9.1.2 Statement of Financial Activity

Applicant:	N/A
File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	14 th October 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 September 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 31st 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;
- Income from the sale of the Building Officers Vehicle has been received;
- Local Regional Community & Infrastructure Grant – Initial 50% received;
- National Road Safety Week Grant Funding of \$1,470 has been received; and
- FESA overspend of \$19,387 from 2019/20 has been received.

Operating Expenses – The key items of variance include:

- Overall the month expenditure is below the YTD budget;
- Depreciation expenses underbudget as depreciation not yet run for 2020/21;
- Employee costs are overbudget – due to training costs (timing); and
- Capital expenses are underbudget – due to timing of major projects.

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

Administration Allocations have been calculated to 30th September 2020.

Depreciation expense is calculated to 30th 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 – 2020/109:

That the Statement of Financial Activity, as included at Attachment 9.1.2A for the Shire of Cuballing for period ending 30th September 2020 be received.

Moved: Cr Dowling

Seconded: Cr Ballantyne

Carried 6/0

SHIRE OF CUBALLING

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 September 2020

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

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MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 30 SEPTEMBER 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 POLICIES

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

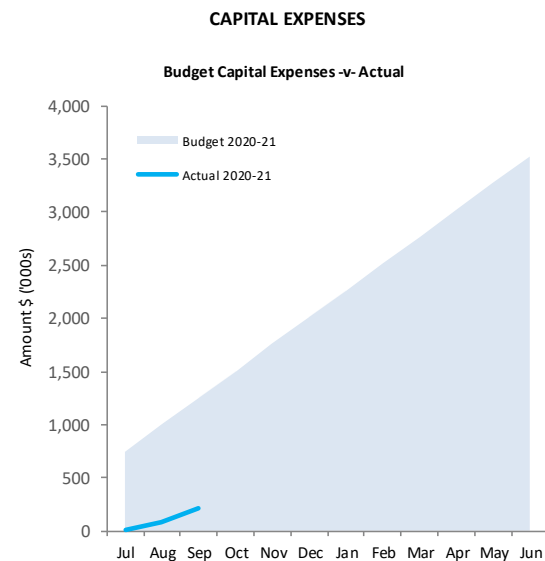
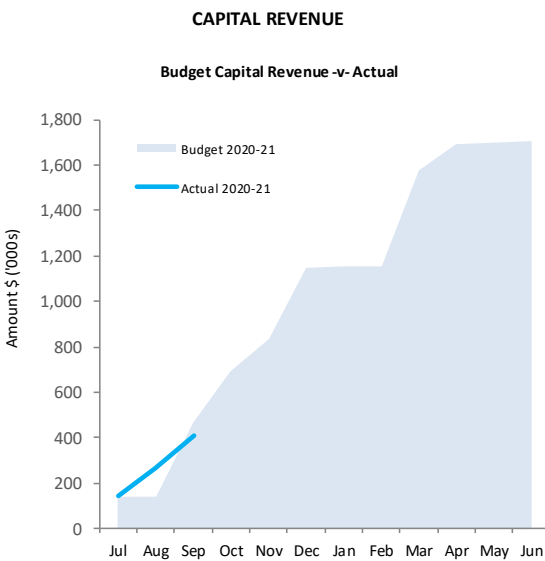
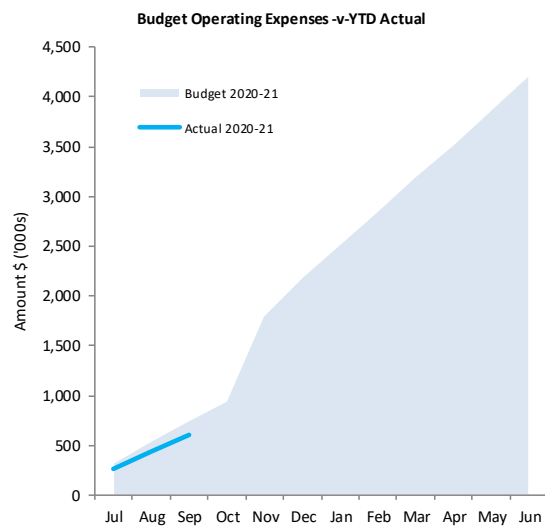
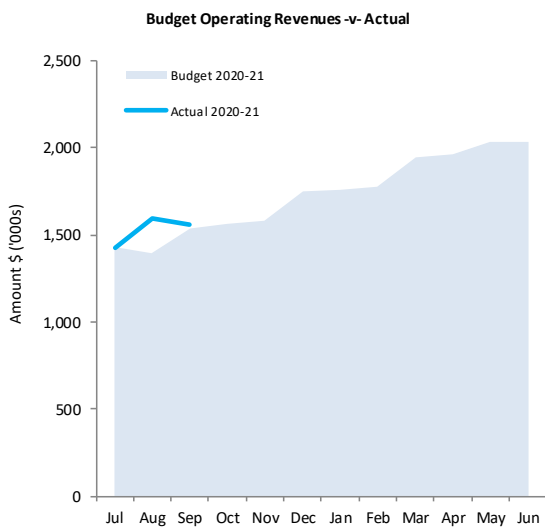
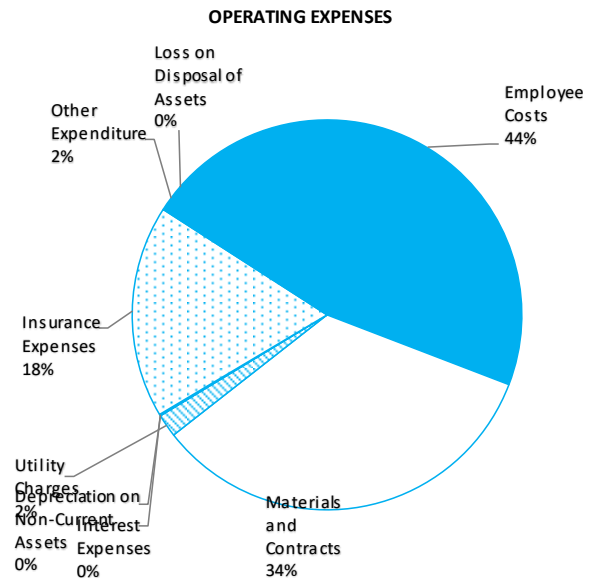
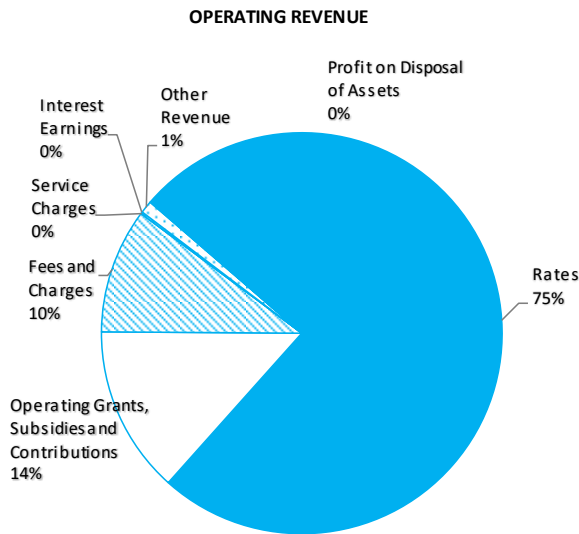
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions 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 30 SEPTEMBER 2020**

SUMMARY GRAPHS



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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 SEPTEMBER 2020 **STATUTORY REPORTING PROGRAMS**

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

PROGRAM NAME	OBJECTIVE	ACTIVITIES
GOVERNANCE	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
GENERAL PURPOSE FUNDING	Rates, general purpose government grants and interest revenue	Manage Rates and collection. Maintain Property Data
LAW, ORDER, PUBLIC SAFETY	Supervision of various local laws, fire prevention, emergency services and animal control.	Provide ranger service, bush fire and emergency management
HEALTH	Inspections of septic and food control	Inspect food premises.
EDUCATION AND WELFARE	Support school activities	Provide activities of support of local schools
HOUSING	Provision and maintenance of staff housing	Provide staff & other housing
COMMUNITY AMENITIES	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.
RECREATION AND CULTURE	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.
TRANSPORT	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.
ECONOMIC SERVICES	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.
OTHER PROPERTY AND SERVICES	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 30 SEPTEMBER 2020

STATUTORY REPORTING PROGRAMS

	Ref Note	Annual Budget	YTD Budget	YTD Actual	Variance (\$)	Variance (%)
Opening Funding Surplus(Deficit)	1(b)	\$ 945,522	\$ 945,522	\$ 1,106,989	\$ 161,467	17%
Revenue from operating activities						
General Purpose Funding	5	1,484,292	1,281,895	1,263,099	(18,796)	(1%)
Governance		1,780	441	5,940	5,499	1,247% ▲
Law, Order and Public Safety		35,444	11,810	20,823	9,013	76% ▲
Health		800	198	536	338	171%
Education and Welfare		1,000	249	0	(249)	(100%)
Housing		4,680	1,170	1,260	90	8%
Community Amenities		71,830	70,854	117,408	46,554	66% ▲
Recreation and Culture		25,150	8,606	7,187	(1,419)	(16%)
Transport		283,262	132,251	131,384	(867)	(1%)
Economic Services		38,650	4,653	3,695	(958)	(21%)
Other Property and Services		92,000	17,498	12,983	(4,515)	(26%)
		2,038,888	1,529,625	1,564,316		
Expenditure from operating activities						
General Purpose Funding		(78,415)	(19,599)	(28,182)	(8,583)	(44%) ▼
Governance		(131,679)	(40,901)	(50,698)	(9,797)	(24%) ▼
Law, Order and Public Safety		(182,585)	(54,175)	(55,928)	(1,753)	(3%)
Health		(45,440)	(14,352)	(15,888)	(1,536)	(11%)
Education and Welfare		(21,728)	(5,421)	(4,527)	894	16%
Housing		(37,745)	(9,420)	(6,342)	3,078	33%
Community Amenities		(337,403)	(84,291)	(92,279)	(7,988)	(9%)
Recreation and Culture		(380,209)	(95,660)	(76,448)	19,212	20% ▲
Transport		(2,770,985)	(263,932)	(214,256)	49,676	19% ▲
Economic Services		(152,740)	(43,383)	(43,196)	187	0%
Other Property and Services		(59,000)	(56,435)	(13,701)	42,734	76% ▲
		(4,197,928)	(687,569)	(601,444)		
Operating activities excluded from budget						
Add Back Depreciation		1,962,282	100,278	0	(100,278)	(100%) ▼
Adjust (Profit)/Loss on Asset Disposal	6	155,513	0	(874)	(874)	
Adjust Provisions and Accruals		0	0	0	0	
Amount attributable to operating activities		(41,245)	942,335	961,998		
Investing Activities						
Non-operating Grants, Subsidies and Contributions	10	1,702,022	412,478	409,780	(2,698)	(1%)
Proceeds from Disposal of Assets	6	138,000	138,000	33,760	(104,240)	(76%) ▼
Land Held for Resale		0	0	0	0	
Capital Acquisitions	7	(3,530,068)	(1,245,465)	(210,592)	1,034,873	83% ▲
Amount attributable to investing activities		(1,690,046)	(694,987)	232,948		
Financing Activities						
Proceeds from New Debentures		310,000	310,000	0	(310,000)	(100%) ▼
Repayment of Debentures	8	(57,073)	(10,393)	(10,393)	0	0%
Transfer from Reserves	9	551,774	0	0	0	
Transfer to Reserves	9	(17,545)	(941)	(941)	0	0%
Amount attributable to financing activities		787,156	298,666	(11,334)		
Wardering Road Bridge Widening						
Closing Funding Surplus(Deficit)	1(b)	1,387	1,491,537	2,290,601		

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 2020/21 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 30 SEPTEMBER 2020

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

BY NATURE OR TYPE

	Ref Note	Annual Budget	YTD Budget	YTD Actual	Variance (\$)	Variance (%)	
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1(b)	945,522	945,522	1,106,989	161,467	17%	▲
Revenue from operating activities							
Rates	5	1,171,584	1,180,397	1,176,711	(3,686)	(0%)	
Operating Grants, Subsidies and Contributions	10	615,168	237,759	211,148	(26,611)	(11%)	▼
Fees and Charges		166,672	92,704	157,610	64,905	70%	▲
Interest Earnings		20,800	5,193	2,390	(2,803)	(54%)	
Other Revenue		64,665	13,572	15,585	2,013	15%	
Profit on Disposal of Assets	6	0	0	874	874		
		2,038,888	1,529,625	1,564,316			
Expenditure from operating activities							
Employee Costs		(996,469)	(248,033)	(267,266)	(19,233)	(8%)	
Materials and Contracts		(804,728)	(202,075)	(202,126)	(51)	(0%)	
Utility Charges		(67,601)	(16,854)	(11,474)	5,380	32%	▲
Depreciation on Non-Current Assets		(1,962,282)	(100,278)	0	100,278	100%	▲
Interest Expenses		(5,383)	(1,344)	(750)	594	44%	
Insurance Expenses		(147,848)	(100,171)	(106,033)	(5,862)	(6%)	
Other Expenditure		(58,105)	(18,814)	(13,796)	5,018	27%	▲
Loss on Disposal of Assets	6	(155,513)	0	0	0		
		(4,197,928)	(687,569)	(601,444)			
Operating activities excluded from budget							
Add back Depreciation		1,962,282	100,278	0	(100,278)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	155,513	0	(874)	(874)		
Adjust Provisions and Accruals		0	0	0	0		
Amount attributable to operating activities		(41,245)	942,335	961,998			
Investing activities							
Non-operating grants, subsidies and contributions	10	1,702,022	412,478	409,780	(2,698)	(1%)	
Proceeds from Disposal of Assets	6	138,000	138,000	33,760	(104,240)	(76%)	▼
Land held for resale		0	0	0	0		
Capital acquisitions	7	(3,530,068)	(1,245,465)	(210,592)	1,034,873	83%	▲
Amount attributable to investing activities		(1,690,046)	(694,987)	232,948			
Financing Activities							
Proceeds from New Debentures		310,000	310,000	0	(310,000)	(100%)	▼
Repayment of Debentures	8	(57,073)	(10,393)	(10,393)	0	0%	
Transfer from Reserves	9	551,774	0	0	0		
Transfer to Reserves	9	(17,545)	(941)	(941)	0	0%	
Amount attributable to financing activities		787,156	298,666	(11,334)			
Closing Funding Surplus (Deficit)	1(b)	1,387	1,491,537	2,290,601			

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.

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

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 30 SEPTEMBER 2020

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

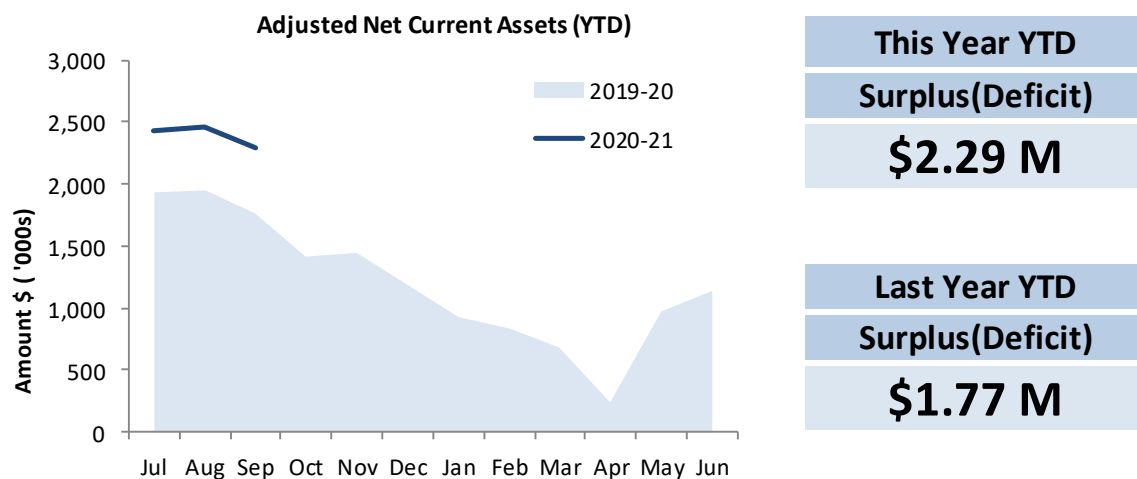
		Last Years Closing	This Time Last Year	Year to Date Actual
	Note	30 June 2020	30 Sep 2019	30 Sep 2020
		\$	\$	\$
Adjusted Net Current Assets				
Current Assets				
Cash Unrestricted	3	1,008,179	1,622,603	1,914,246
Cash Restricted	3	1,316,404	1,574,152	1,317,345
Receivables - Rates	4	101,076	239,189	312,672
Receivables - Other	4	113,119	68,515	161,746
Loans receivable		0	0	0
ATO Receivable		51	0	12,378
Inventories		6,061	8,986	6,061
		2,544,890	3,513,444	3,724,448
Less: Current Liabilities				
Payables		(119,366)	(168,221)	(68,152)
ATO Payables		0	0	(44,771)
Provisions - employee		(196,543)	(209,084)	(196,543)
Long term borrowings		(57,073)	(44,992)	(46,680)
Bonds & Deposits		(2,131)	(24)	(3,579)
		(375,113)	(422,297)	(359,725)
Unadjusted Net Current Assets		2,169,777	3,091,147	3,364,723
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(1,316,404)	(1,574,152)	(1,317,345)
Less: Loans receivable		0	0	0
Add: Provisions - employee		196,543	209,084	196,543
Add: Long term borrowings		57,073	44,992	46,680
Adjusted Net Current Assets		1,106,989	1,771,072	2,290,601

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 30 SEPTEMBER 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 2020/21 year is \$5,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Variance	Timing/ Permane	Explanation of Variance
	\$	%			
Revenue from operating activities					
Governance	5,499	1,247%	▲	Permanent	Insurance reimbursement for truck hire
General Purpose Funding	(18,796)	(1%)		Permanent	Grant Commission funding less than budgeted
Law, Order and Public Safety	9,013	76%	▲	Permanent	Received income - FESA overspend from 2019/20
Health	338	171%		Timing	Not Material
Education and Welfare	(249)	(100%)		Timing	Not Material
Housing	90	8%		Timing	Not Material
Community Amenities	46,554	66%	▲	Permanent	Income from planning application
Recreation and Culture	(1,419)	(16%)		Timing	Not Material
Transport	(867)	(1%)		Timing	Not Material
Economic Services	(958)	(21%)		Timing	Not Material
Other Property and Services	(4,515)	(26%)		Timing	Private Works income less than budgeted
Expenditure from operating activities					
Governance	(9,797)	(24%)	▼	Timing	Administration Staff Superannuation
General Purpose Funding	(8,583)	(44%)	▼	Timing	Debt collection costs. (Recoverable costs)
Law, Order and Public Safety	(1,753)	(3%)		Timing	Repairs to Fire Vehicles
Health	(1,536)	(11%)		Timing	General Administration Costs for Health
Education and Welfare	894	16%		Timing	Not Material
Housing	3,078	33%		Timing	Depreciation not yet run for 2020/21
Community Amenities	(7,988)	(9%)		Timing	Planning costs
Recreation and Culture	19,212	20%	▲	Timing	Depreciation not yet run for 2020/21
Transport	49,676	19%	▲	Timing	Depreciation not yet run for 2020/21 plus maintenance costs down due to Capital project works
Economic Services	187	0%		Timing	Not Material
Other Property and Services	42,734	76%	▲	Timing	Depreciation not yet run for 2020/21
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(2,698)	(1%)		Timing	Timing of Yornaning Dam grant income
Proceeds from Disposal of Assets	(104,240)	(76%)	▼	Timing	Relates to timing of plant changeover
Land Held for Resale	0				Not Applicable
Capital Acquisitions	1,034,873	83%	▲	Timing	Capital works program & Plant purchases
Financing Activities					
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 30 SEPTEMBER 2020

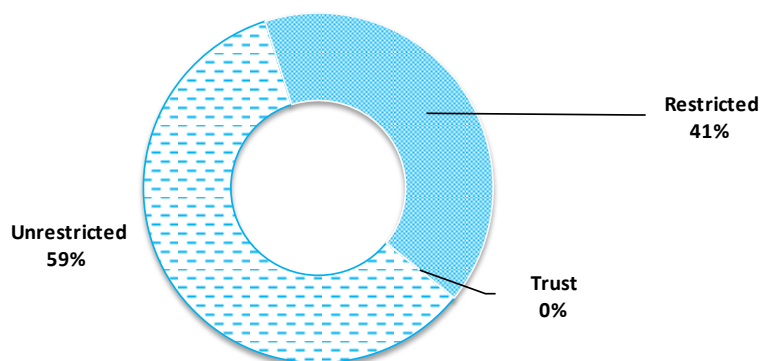
Cash and Investments	Unrestricted	Restricted	Trust	Total	Institution	Interest Rate	Maturity Date
				YTD Actual			
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	700			700	NAB	0.00%	At Call
At Call Deposits							
Municipal Fund	1,913,546			1,913,546	NAB	0.00%	At Call
Term Deposits							
Reserve Funds		1,317,345		1,317,345	NAB	0.80%	24-Oct-20
Total	1,914,246	1,317,345	0	3,231,591			

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
\$3.23 M	\$1.91 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

OPERATING ACTIVITIES
NOTE 4
RECEIVABLES

Rates Receivable	30 June 2020	30 Sep 20
	\$	\$
Opening Arrears Previous Year:	63,701	101,076
Levied this year	1,258,745	1,260,109
Less Collections to date	(1,221,370)	1,048,513
Equals Current Outstanding	101,076	312,672
Net Rates Collectable	101,076	312,672
% Collected	91.97%	75.19%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	156,716	3,322	130	1,577	161,746
Percentage	97%	2%	0%	1%	
Balance per Trial Balance					
Sundry debtors					161,746
GST receivable					12,378
Total Receivables General Outstanding					174,124

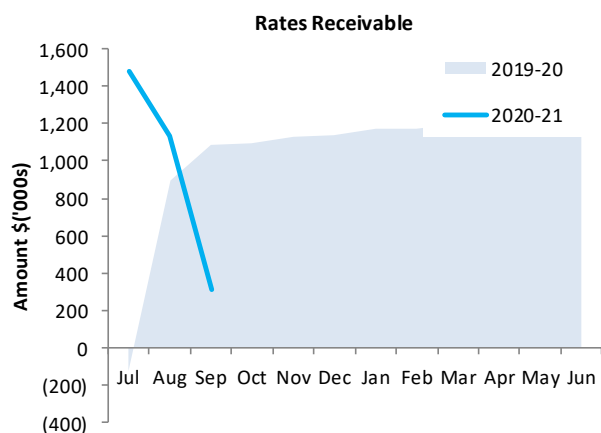
Amounts shown above include GST (where applicable)

KEY INFORMATION

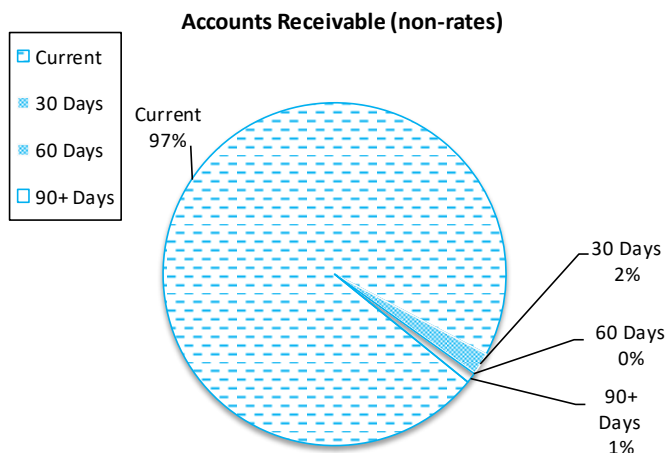
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

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



Collected	Rates Due
75%	\$312,672



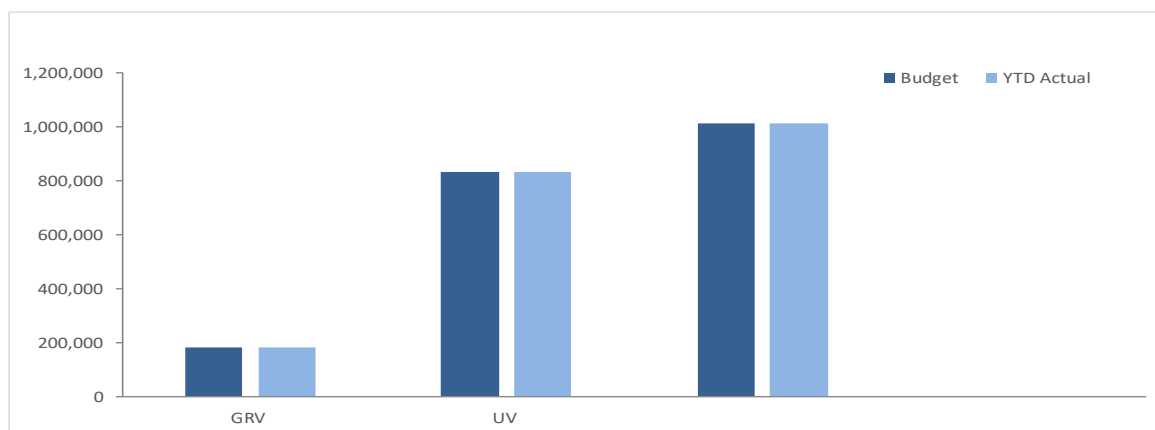
Debtors Due
\$174,124
Over 30 Days
3%
Over 90 Days
1%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

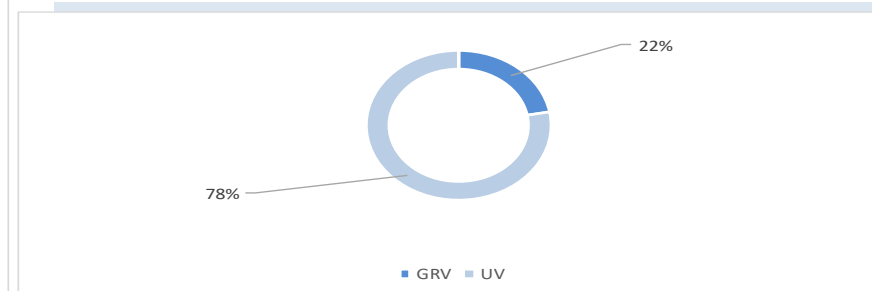
General Rate Revenue	Annual Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV	0.0770	187	2,350,114	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
Sub-total		368	125,105,993	1,016,119	0	0	1,016,119	1,016,119	0	0	1,016,119
Minimum	\$										
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
Sub-Totals		667	125,105,993	1,260,109	0	0	1,260,109	1,260,109	0	0	1,260,109
Discount							(76,775)				(81,468)
Concession / Write Offs							(7,000)				0
COVID Subsidy							(5,000)				(2,400)
Interim Rates							250				0
Ex-Gratia Rates							446				469
Amount from General Rates							1,171,584				1,176,710
Ex-Gratia Rates											0
Total General Rates							1,171,584				1,176,710

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.



General Rates		
Budget	YTD Actual	%
\$1.17 M	\$1.18 M	100%

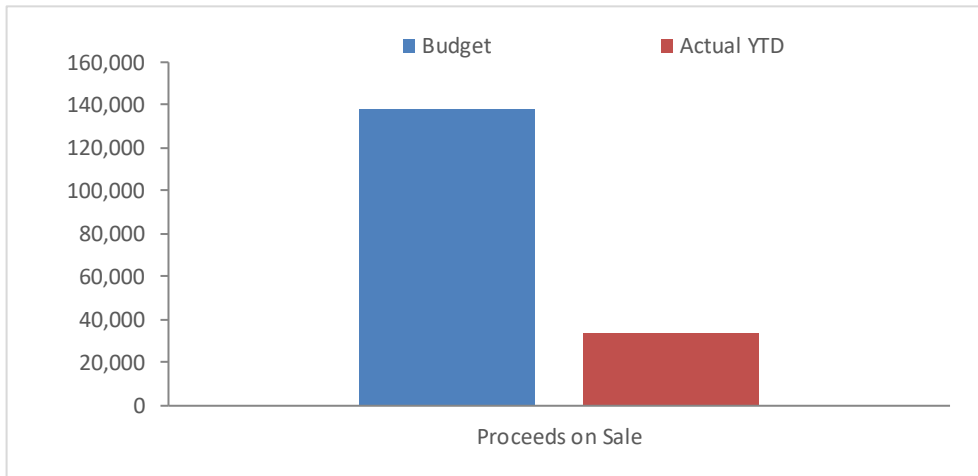


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

Attachment 9.1.2A
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
		\$	\$	\$	\$	\$	\$	\$
10074	Komatsu Grader	232,500	90,000		(142,500)			0
10096	CEO Vehicle	28,127	17,000		(11,127)			0
15	CN0 Holden Colorado Ute 4X4	32,886	31,000		(1,886)	32,886	33,760	874
		293,513	138,000	0	(155,513)	32,886	33,760	874

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$138,000	\$33,760	24%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

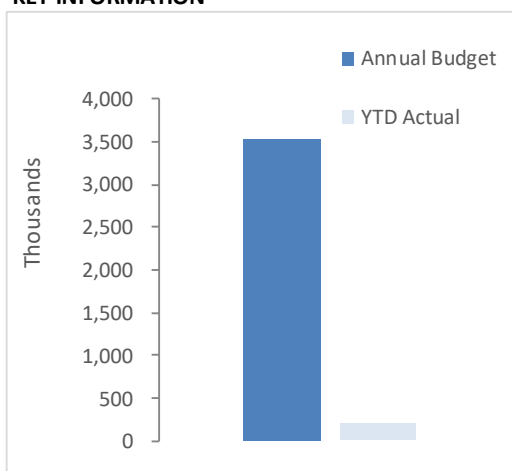
INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS

Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land & Buildings	1,518,697	379,650	13,604	366,046
Plant & Equipment	494,424	494,424	18,500	475,924
Furniture & Equipment	0	0	0	0
Roads	1,336,233	333,987	159,237	174,750
Recreation	31,065	0	0	0
Parks, Gardens, Recreation Facilities	112,150	28,032	3,530	24,502
Other Infrastructure	37,500	9,372	15,720	(6,348)
Capital Expenditure Totals	3,530,068	1,245,465	210,592	1,034,873
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,702,022	412,478	409,780	(2,698)
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	384,987	(232,948)	(617,935)
Capital Funding Total	3,530,068	1,245,465	210,592	(1,034,873)

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
	\$3.53 M	\$.21 M	6%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$1.7 M	\$.41 M	24%

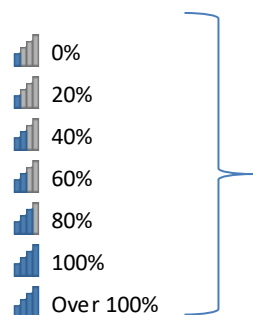
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

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
Capital Expenditure					
Land					
 Cuballing Railway Reserve Design	C176A	30,000	7,500	8,000	(500)
Buildings					
 Administration Building Disabled Access	J4114C	62,833	15,708	0	15,708
 Building Renewal - Cuballing Memorial Park	C176	99,309	24,819	1,725	23,094
 Cuballing Town Hall Drainage	C162A	25,879	6,459	0	6,459
 Cuballing Town Hall - Paint Exterior	C162B	14,400	3,600	0	3,600
 Cuballing Cemetery Upgrade 2019/20	C161	5,000	1,248	0	1,248
 Popanyinning Main Street Refurbishment	C193	73,800	18,450	1,280	17,170
 Aged Persons Accommodation	C084	1,207,475	301,866	0	301,866
 Fire Shed Extension - Carry over 2019/20	05140	0	0	2,599	(2,599)
Total Land & Buildings		1,518,697	379,650	13,604	366,046

Plant & Equipment						
	Grader	12412	395,000	395,000	0	395,000
	Rake For Loader	12410	18,500	18,500	18,500	0
	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
	Total Plant & Equipment		494,424	494,424	18,500	475,924
Furniture & Equipment						
	Nil		0	0	0	0
	Total Furniture & Equipment		0	0	0	0
Infrastructure - Roads						
	RRG - Narrogin Wandering Road	R129B	158,635	39,648	0	39,648
	RRG - Stratherne Road 20/21	R001C	150,944	37,725	5,329	32,396
	RRG - Wandering Narrogin Road	R129D	350,069	87,510	14,390	73,120
	RTR - Popanyinning East Road Gravel Sheeting	RTR004	76,266	19,059	31,790	(12,731)
	RTR - Reeds Road Gravel Sheeting	RTR017	63,335	15,822	0	15,822
	RTR - Wandering Narrogin Road - Final Seal Stevens Road	RTR129	6,804	1,701	0	1,701
	BS - Narrogin Wandering Road Black Spot	BS129	472,670	118,161	80,588	37,573
	Congelin Road Culvert Renewal	CUL029	35,856	8,955	15,761	(6,806)
	Popanyinning East Road Drainage	R004H	21,654	5,406	1,320	4,086
	Popanyinning East Road Drainage	WSF006	0	0	10,058	(10,058)
	Total Road Infrastructure		1,336,233	333,987	159,237	184,808
Recreation						
	Tennis Club Lighting Upgrade	11128	31,065	0	0	0
	Total Recreation		31,065	0	0	0
Parks, Ovals & Playgrounds						
	Yornaning Dam - Stage 3	C189	77,150	19,284	3,530	15,754
	Yornaning Dam - Shade Sails	C195	35,000	8,748	0	8,748
	Total Parks, Ovals & Playgrounds		112,150	28,032	3,530	24,502
Other Infrastructure						
	Bridge Improvements - Capital Upgrade	11214	30,000	7,497	15,720	(8,223)
	Transfer Station Bin Lids	C163	7,500	1,875	0	1,875
	Total Other Infrastructure		37,500	9,372	15,720	(6,348)
	TOTAL CAPITAL EXPENDITURE		3,530,068	1,245,465	210,592	1,044,932

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

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
Transport	\$	\$	\$	\$	\$	\$	\$	\$	\$
Loan 63 - Graders	71,505	0	0	10,393	42,266	68,053	29,239 0	750	2,305
Economic Services									
Loan 64 - Lot 74 Austral St	145,509			0	14,807	145,509	138,145	0	3,078
Education and Welfare									
Loan 65 - Aged Persons Housing			310,000				310,000		
Total	217,014	0	310,000	10,393	57,073	213,562	477,384	750	5,383

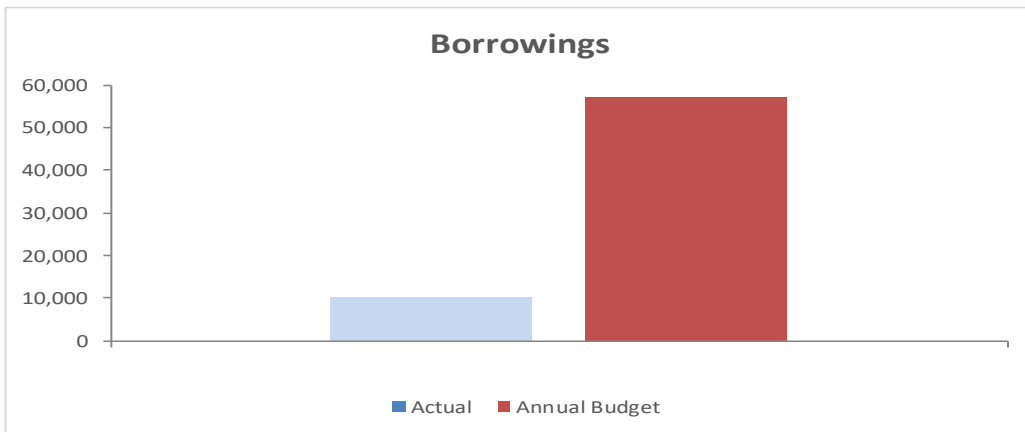
All debenture repayments were financed by general purpose revenue.

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.



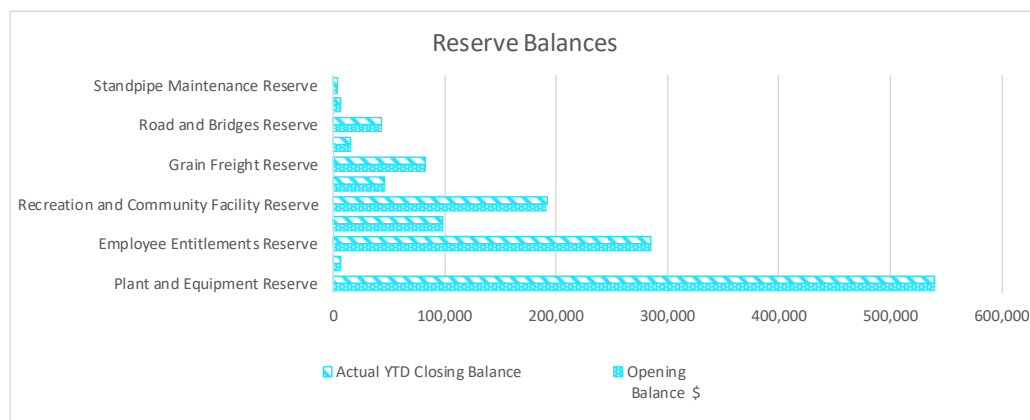
Principal Repayments	\$10,393
Interest Earned	\$2,390
Interest Expense	\$750
Reserves Bal	Loans Due
\$1.32 M	\$.21 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 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
	1,316,404	13,000	941	4,545	941	(551,774)	0	782,175	1,317,345

KEY INFORMATION



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

Attachment 9.1.2A
NOTE 10
GRANTS AND CONTRIBUTIONS

Grants and Contributions

Description	Annual Budget	YTD Budget	YTD Actual	Variance
Operating grants, subsidies and contributions				
General Purpose Funding				
Grants Commission - General Purpose	279,962	93,320	69,021	(24,300)
Governance				
Insurance - February Storm Damage	7,250	1,812	0	(1,812)
Insurance & Other Reimbursements	0	0	0	0
Department Primary Industries & Regional Development	0	0	0	0
Law, Order & Public Safety				
DFES - Bush Fire Brigades	32,194	11,000	19,387	8,387
Education & Welfare				
Good Things Foundation	1,000	249	0	(249)
Housing				
Rental Income	0	0	1,260	1,260
Community Amenities				
Community Amenities	0	0	0	0
Recreation & Culture				
Sport & Recreation	0	0	0	0
Transport				
Main Roads - RRG	0	0	0	0
Main Roads - Direct Grant	81,920	81,920	81,920	0
Grants Commission - Roads Component	191,342	47,835	38,091	(9,745)
Economic Services				
Community Events	6,500	1,623	1,470	(153)
Other Property & Services				
Workers Compensation	15,000	0	0	0
Operating grants, subsidies and contributions Total	615,168	237,759	211,148	(26,611)
Non-operating grants, subsidies and contributions				
Education & Welfare				
Aged Person Accommodation Funding	443,223	0	0	0
Recreation & Culture				
Yornaning Dam Stage 3	53,130	13,281	10,000	(3,281)
CSRFF (Tennis Club Lighting)	10,355	0	0	0
Transport				
Main Roads - RRG	380,763	133,000	133,584	584
Roads to Recovery (RTR)	211,000	0	0	0
Black Spot (BS)	355,783	142,313	142,312	(1)
Other Infrastructure				
Community Infrastructure Grants	247,768	123,884	123,884	0
Non-operating grants, subsidies and contributions Total	1,702,022	412,478	409,780	(2,698)
Grand Total	2,317,190	650,237	620,928	(29,309)

KEY INFORMATION

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

Cr Harris declared a Proximity Interest in 9.1.3 in that he owns property adjoining the Cuballing East Road and left the meeting at 2.23pm

9.1.3 Out of Budget Capital Expenditure – Wheatbelt Secondary Freight Network

Applicant: N/A
File Ref. No: ADM121
Disclosure of Interest: Nil
Date: 14th October 2020
Author: Bronwyn Dew
Attachments: Nil

Summary

Council is to approve of out of Budget expenditure for the tree pruning along the Cuballing East Road as part of the Wheatbelt Secondary Freight Network program.

Background

Council has been awarded \$2,068,002 under the Wheatbelt Secondary Freight Network (WSFN) program to fund the upgrade to Cuballing East Road. Projects under the WSFN guidelines are not due to commence until the 2021/22 financial year but eligible project development activities are able to commence immediately with costs to be claimed during the 2020/21 financial year.

The size of this program to be completed in a relatively short time frame will require new methods of working for Council's Works department. On the normal projects, nearly always smaller in size, all the works are done by Council staff and therefore with a greater degree of control by staff. This project will have extensive elements completed by contractors requiring a higher level of construction documentation that normally used by Council.

Comment

The Shire of Cuballing is preparing an approval to commence project development activities during 2020/21 in preparation for extensive capital works in 2021/22. A draft of the Development Proposal to be submitted to the WSFN is included at Attachment 9.1.5. These works will include:

- clearing of verge vegetation within the maintenance zone;
- submitting an application for Clearing Permit to remove native vegetation within the desired 15m clear width;
- completing field assessments to determine extent of works to be completed on SLK 0.0 to 18.11;
- completing a services location on SLK 0.0 to 18.11
- conduct a geotechnical investigation and pavement design of the first 9km from SLK 0.0 to 9.0 and obtain test results of insitu pavement and subgrade materials and proposed imported gravel pavement materials; and
- conduct a feature survey and geometric design of the first 9km from SLK 0.0 to 9.0.

Council has already commenced clearing verge vegetation on the Cuballing East Road because the contractors Twinkarri were already in the Shire of Cuballing. The Shire is also using a traffic management contractor to allow staff to complete other works.

Strategic Implications

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.
- Transport systems that are functional, efficient, economical and safe, coupled with continuous improvement to meet the safety and amenity needs of the community.
- Managing community assets in a whole of life and economically sustainable manner.
- Promoting sustainable and diverse economic development opportunities that make the Shire of Cuballing an attractive place to live, work and visit.

	Strategy	Outcome
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.
3.5	Maintain a robust asset management practices and maintenance programs.	Assets which meet the expectations of the community.

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

Goals

- An independent Council that is supported by an excellent organisation.
- Governance structures that ensure accountable, transparent and ethical decision making.
- Building the organisation and managing its structure, finances and assets in a sustainable manner.
- 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.
4.5	Be innovative in the management of Shire operations, services, staff and resources to create a resilient and financially stable Shire.	A Shire that is progressive, sustainable, resilient and adaptive to changes.

Statutory Environment

Local Government Act (1995)

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

Policy Implications – Nil

Financial Implications

The proposed cost of \$318,000 includes estimates for:

1	maintenance verge clearing – SLK 0.0 to 18.11	\$ 220,000
2	verge clearing permit application and assessments – SLK 0.0 to 18.11	\$ 30,000
3	geotechnical investigation and pavement design - SLK 0.0 to 9.00	\$ 21,000
4	services location – SLK 0.0 to 18.11	\$5,000
5	feature survey and geometric design – SLK 0.0 to 9.00	\$42,000
		\$ 318,000

Economic Implication – Nil

Social Implication – Nil

Environmental Considerations – Nil

Consultation

Mr Rod Munns – RMECS

Mr Garrick Yandle – CEO Shire of Kulin; WSFN Technical Committee

Options

Council may resolve:

1. the Officer's Recommendation; or
2. to not authorise the project development costs for the WSFN program and reconsider participation in the WSFN project.

Voting Requirements – Absolute Majority

COUNCIL DECISION – 2020/110:

That Council approve out of Budget expenditure to carry out project development works along Cuballing East Road under the Wheatbelt Secondary Freight Network program to the value of \$318,000 (GST Exclusive).

Moved: Cr Hopper

Seconded: Cr Ballantyne

Carried 5/0

Cr Harris entered the meeting at 2.30pm

Wheatbelt Secondary Freight Network

Project Scope Identification

This form describes the proposed project for consideration by the Steering Committee.

Project Details

WSFN Route Name:	<i>Cuballing - Wickepin Route</i>
Section Name:	<i>Cuballing East Rd</i>
Develop or Construct	<i>Develop</i>
Local Government	<i>Cuballing</i>
LG Project Manager:	<i>Bruce Brennan</i>
Project Description:	<i>Preliminary and Development Works: Maintenance Clearing; Verge Vegetation Clearing Permit Application Work; Services Location; Geotechnical Investigation; Feature Survey; Pavement and Geometric Design.</i>
Road Name (Section):	<i>Cuballing East Road</i>
Project Location (SLK):	<i>SLK 0.00 to 18.11</i>
RAV standard to be met	<i>RAV 7</i>
Proposed Cross-Section in accordance with HVS RAV route assessment guidelines	<i>Minimum 10 metre carriageway width with 8 metre seal width</i>

Background and Current Situation

Existing Situation and Identified Need(s) for the Project:	<i>Verge Vegetation is required to be cleared to provide sufficient clear width. Pavement condition is poor for a considerable portion of this section. There are also some transition issues on curves requiring remedial work. Proposed road construction upgrade project needs information for scoping extent and Pavement and Geometric design.</i>
Proposed Works:	<i>Maintenance Verge Clearing is required. A clearing permit is required to remove those trees compromising the desired clear width (15m). Pavement assessment work is required to define the planned extent of works. Geotechnical Investigation is required for Pavement Design. Feature Survey is required for Geometric Design.</i>

Development Activities

Ground Survey Results:	<i>Conduct a Feature Survey and Geometric Design of the first 9km from SLK 0.0 to 9.0</i>
Preliminary Geotechnical Investigation Results:	<i>Conduct a Geotechnical Investigation and Pavement Design of the first 9km from SLK 0.0 to 9.0 and obtain test results of Insitu Pavement and Subgrade Materials, and Proposed Imported Gravel Pavement Materials.</i>

Identify Services / Utilities:	<i>Locate Services from SLK 0.0 to 18.11</i>
Identify Land Impacts:	<i>Minor to moderate vegetation clearing to accommodate road width increase</i>
Identify Environmental Impacts:	<i>As above</i>
Identify Heritage Impacts:	<i>No impacts identified</i>
Stakeholder Engagement:	<i>Cuballing Shire Council. Council engagement is occurring through project approval and budgeting process.</i>
Other:	<i>Further geotechnical investigation and design work is planned in advance of project commencement.</i>
Project Scope	
In Scope:	<ul style="list-style-type: none"> • <i>Clearing of Verge Vegetation within the Maintenance Zone</i> • <i>Application for Clearing Permit to remove native vegetation within the desired 15m clear width.</i> • <i>Field assessment to determine extent of works – SLK 0.0 to 18.11</i> • <i>Services Location – SLK 0.0 to 18.11</i> • <i>Conduct a Geotechnical Investigation and Pavement Design of the first 9km from SLK 0.0 to 9.0 and obtain test results of Insitu Pavement and Subgrade Materials, and Proposed Imported Gravel Pavement Materials.</i> • <i>Conduct a Feature Survey and Geometric Design of the first 9km from SLK 0.0 to 9.0</i>
Out of Scope:	<ul style="list-style-type: none"> • <i>Conduct a Geotechnical Investigation and Pavement Design of the second 9.11km from SLK 9.0 to 18.11 and obtain test results of Insitu Pavement and Subgrade Materials, and Proposed Imported Gravel Pavement Materials.</i> • <i>Conduct a Feature Survey and Geometric Design of the second 9.11km from SLK 9.0 to 18.11</i>
Project Options Considered:	<ol style="list-style-type: none"> 1) <i>Do nothing – but eventually the pavement condition will deteriorate to the point of this heavy haulage route pavement being unsafe.</i> 2) <i>Future works program – eventually upgrade and reconstruct this road utilising 2/3 Regional Road Group (RRG) and 1/3 municipal funding, but the SoC already has high demands on this road funding source to upgrade their other 2030 roads</i>
Assumptions:	<i>Likelihood of acceptance of work for WSNF funding</i>
Constraints:	<i>The project may be impacted by clearing restraints.</i>
Risk Assessment:	<i>Environmental compliance risk associated with Clearing. This should reduce this from high to low as preconstruction checks are conducted.</i>

High Level Schedule				
Key Milestones:		<i>Completion of tasks and resulting claiming by 20th June 2021</i>		
Project Estimate (Total Value)	2019/20	2020/21	2021/22	2022/23
Develop		\$318,000		
Construct				
TOTAL	\$ 318,000			
Date of Estimate:	<i>14th October 2020</i>			
Commonwealth & State funding component (excludes LG funds)		\$ 296,800		
Procurement and Delivery Method				
Proposed Delivery Method:		<i>Engagement of Verge Clearing Contractors and suitably skilled consultants</i>		
Recommendation and Approval				
Document Prepared by	Name:	Bruce Brennan		
	Position:	Manager of Works & Services		
	Date:	14 th October 2020		
Document Recommended by WSN Technical Group	Name:			
	Position:			
	Status:			
	Date:			
Document Approved by WSN Steering Committee:	Name:			
	Position:			
	Status:			
	Date:			
Proceed Y/N:				

9.2 CHIEF EXECUTIVE OFFICER:

9.2.1 Policy to Guide Australian Citizenship Ceremonies

Applicant:	N/A
File Ref. No:	ADM118
Disclosure of Interest:	Nil
Date:	12 th October 2020
Author:	Gary Sherry
Attachments:	9.2.1A Draft Policy 3.16 Australian Citizenship Ceremonies

Summary

Council is to consider policy relating to Citizenship Ceremonies held in the Shire of Cuballing. This draft policy includes a Dress Code as per the Australian Government's changes to the Australian Citizenship Ceremonies Code.

Background

Council received correspondence from the Minister of Immigration and Citizenship advising of a new version of the Australian Citizenship Ceremonies Code, which will take effect from the date of this letter. Key changes are outlined below:

- Local government councils must ensure ceremonies are conducted in accordance with the Australian Citizenship Ceremonies Code. This includes a requirement to hold a citizenship ceremony on Australia Day. Councils that conferred citizenship on less than 20 people in the previous year are exempt from this requirement.

The Shire of Cuballing currently meets this requirement.

- Federal Members of Parliament, if attending a citizenship ceremony, should read the Minister's message; and

A Federal Member of Parliament has never attended a citizenship ceremony in the Shire of Cuballing.

- Individual councils are to establish a Dress Code for ceremonies, to reflect the significance of the occasion, and provide a copy of their Dress Code to the Department of Home Affairs.

The draft policy included at attachment 9.2.1A includes a requirement for at least smart casual dress or national/cultural dress. In the Shire of Cuballing's experience, the local residents seeking Australian citizenship always treat the ceremony with sufficient reverence to ensure they dress appropriately.

Comment

With a new Citizenship Ceremonies Code now in place, Council is required to adopt a Dress Code for Australian Citizenship Ceremonies.

The draft policy included at attachment 9.2.1A seeks to provide policy direction over the conduct of citizenship ceremonies, including a dress code.

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

Australian Citizenship Act 2007
Australian Citizenship Regulation 2016
Australian Citizenship Ceremonies Code

Policy Implications

Any adopted policy will be included in Council's Policy Manual.

Financial Implications – Nil

Economic Implication – Nil

Social Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

Options

Council may resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with minor amendments to the draft policy; or
3. to not conduct citizenship ceremonies in the Shire of Cuballing.

Voting Requirements – Simple Majority

COUNCIL DECISION – 2020/111:

That Council adopt the draft policy included at Attachment 9.2.1A relating to the conduct of Australian Citizenship Ceremonies held in the Shire of Cuballing.

Moved: Cr Bradford

Seconded: Cr Ballantyne

Carried 6/0

3.16 Australian Citizenship Ceremonies

Policy Statement:

That with regard to the conduct of Australian Citizenship Ceremonies in the Shire of Cuballing, Council authorises:

1. the Shire President, the Deputy Shire President and Shire Councillors to conduct Australian Citizenship Ceremonies in the Shire of Cuballing;
2. the Chief Executive Officer to determine:
 - a. the timing and venue of a Australian Citizenship Ceremony in liaison/consultation with the person to be granted their Australian citizenship; and
 - b. the authorised person to conduct the Australian Citizenship Ceremony;
3. in the event that the Shire President is not available at the time or date determined under 2, the Chief Executive Officer will arrange the Deputy Shire President to conduct the ceremony. If the Deputy Shire President is not available at the time or date determined under 2, the Chief Executive Officer will arrange a Shire Councillor to conduct the ceremony; and
4. the attire of attendees at Australian Citizenship Ceremonies in the Shire of Cuballing should reflect the significance of the occasion and at least smart casual dress or national/cultural dress is deemed to be acceptable

Resolution No:

Resolution Date:

9.2.2	Permission to Trade in a Public Place – Wandering Narrogin Road, Contine – Yornaning Dam, Yornaning – Reserve 19356, Wandering Narrogin Road, West Popanyinning
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Applicant: Ms Donna Penny, The Coffee Baa
File Ref. No: ADM339
Disclosure of Interest: Nil
Date: 13th October 2020
Author: Gary Sherry
Attachments: Nil

Summary

Council is to consider a request to trade in a thoroughfares and reserve land in the Shire of Cuballing by a local, licenced food business.

Background

Ms Donna Penny of Popanyinning operates the mobile food van business The Coffee Baa and sells coffee at various locations and events around the district. .

To complete these operations Ms Penny maintains a registration as a food businesses and has been inspected by Shire of Cuballing’s Environmental Health Officer.

This application needs to be addressed by Council because the Shire of Cuballing does not have a thoroughfares local law.

Ms Penny has requested permission to operate her business, The Coffee Baa, at various, irregular times at roadside locations around the Shire of Cuballing. Ms Penny believes that this would service the requirements of travellers and visitors to Yornaning Dam.

Ms Penny is seeking permission from Council to operate her business on an intermittent basis from Council controlled locations including:

- Yornaning Dam, 15 Yornaning West Road, Yornaning. This property is vested in Council for the purposes of Recreation and is a popular with tourists and local residents.
- 12596 Wandering-Narrogin Road opposite Penny’s Road. This property is vested in Council for the purposes of Historical Site and is the site of the Lol Gray School; and
- the truck bay on Wandering Narrogin Road, Contine.

Comment

In reviewing Ms Penny’s application, staff considered the following matters.

A. Ability to Consider Application

The trading locations of Yornaning Dam and 12596 Wandering-Narrogin Road requires a permit to trade from Council property under Council’s *Local Government Property Local Law 2018*. The operation of similar businesses is common place on local government property.

The nominated trading location of the truck bay on Wandering Narrogin Road, Contine is part of the Wandering Narrogin Road reserve. Trading in a thoroughfare is normally dealt with by local governments using a local law relating to thoroughfares. The Shire of Cuballing does

not have such a law. Council has provided a similar permission in 2020 to permit The Fresh Fish Van to operate from road reserves in Cuballing and Popanyinning.

B. Suitability of Nominated Location

The nominated locations have the ability to allow the safe operation of Ms Penny's business. All sites have sufficient room to allow Ms Penny's van and the vehicles of any customers to safely park. All locations have no near neighbours. All locations are serviced by suitable road access and not requiring any additional works by the Shire of Cuballing to allow the requested activity to proceed.

C. Impact on Other Local Business

Currently businesses with the Shire of Cuballing provide similar services from their premises located within townsites. These businesses have made a significant investment in property and pay Council rates and other charges on that property. Ms Penny's business operation will not make such a contribution.

The locations from Ms Penny has applied to trade from are so remote from other local businesses supplying similar services that there would appear to be little competition. In fact Ms Penny's business will most likely expand the local economy with new sources of income.

D. Insurance Implications

On the nominated locations Council would normally take full responsibility for liability or damage that may arise. Council will need to ensure, and continue to ensure, that Ms Penny holds and maintains adequate public liability insurance protecting Council.

E. Access Charge

It is open for Council to charge Ms Penny for access to Council property to conduct her business. Council currently charges the Cuballing Tavern \$100 per annum for full access to the footpath area of the road reserve in front of the Cuballing Tavern. A similar pro rata charge on Ms Penny for trading one day each week of the year would be \$15 per annum.

Given the relatively small size of a pro rata access charge, and the current uncertainty of the viability of the business, it may be appropriate for Council not to impose a charge at this time, but indicate to Ms Penny that a future charge may be imposed in future years.

F. Other Business Registrations

As previously mentioned, to operate her current business, Ms Penny maintains a registration as a food businesses and has been inspected by Shire of Cuballing's Environmental Health Officer. While this registration and inspection will be required to sell food in the Shire of Cuballing, the registration and future inspections will occur separate to the outcome of this application.

Strategic Implications

Shire of Cuballing Strategic Community Plan 2017-2027

ECONOMY – Our Economy, Infrastructure, Systems and Services.

Goals

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

	Strategy	Outcome
3.7	Advocate and plan for local economic development in a sustainable manner.	A growing community supported by improved job opportunities and diversity in our industries, businesses and housing.

Statutory Environment

Shire of Cuballing Local Government Property Local Law 2018

Trading in a thoroughfare or public places is normally dealt with by local governments using a local law relating to thoroughfares. The Shire of Cuballing does not have such a law.

Policy Implications – Nil

Financial Implications

Conducting retail operations in a thoroughfare or public places does expose Council to a potential risk of from claim against damages arising from the such an operation. Council should seek to ensure that the business has and maintains public liability insurance.

Economic Implication – Nil

Favourable consideration of Ms Penny's application will assist in the expansion of a local business in the Shire of Cuballing.

Social Implication

The business operated by Ms Penny is a service not readily available in the Shire of Cuballing to local residents. Ms Penny operating her business in the Shire of Cuballing will allow local residents and tourists to consider local purchases not currently available.

Environmental Considerations – Nil

Consultation – Nil

Options

Council may resolve:

1. the Officer's Recommendation;
2. an amended Officer's Recommendation;
3. to defer, seeking further information prior to a future consideration; or
4. refuse the application of Ms Penny, giving reasons.

Voting Requirements – Simple Majority

COUNCIL DECISION – 2020/112:

That Council permit Ms Donna Penny of The Coffee Baa to trade in public places within the Shire of Cuballing:

- 1. at the locations of:**
 - a. Yornaning Dam, 15 Yornaning West Road, Yornaning;**
 - b. 12596 Wandering-Narrogin Road, opposite Penny’s Road; and**
 - c. the truck bay on Wandering Narrogin Road, Contine; and**
- 2. conditional upon:**
 - a. operating between the hours of 6am to 6pm;**
 - b. all waste from the trading operation is to be collected and removed by the permit holder;**
 - c. Council being able to temporarily suspend this permit on those occasions when an alternative public activity requires exclusive use of the Council property. On such occasions, Council will provide the permit holder with 2 weeks notice;**
 - d. This permit is not an exclusive use. Council may consider and grant future applications for other persons who may wish to trade in a similar manner;**
 - e. Ms Penny providing and maintaining proof to the Shire of Cuballing of all relevant and requested registrations and permissions normally required of a food business;**
 - f. Ms Penny maintaining and providing proof of a public liability insurance policy with a reputable insurer with a sum insured for any single event of at least \$1,000,000; and**
 - f. payment of any charge for permission provided by the Shire of Cuballing. In 2020/21 the Shire of Cuballing will not impose a fee but this will be reviewed by Council prior to the 2021/22 financial year.**

Moved: Cr Harris

Seconded: Cr Hopper

Carried 6/0

9.2.3 Exemption from Firebreak Order – Lot 2274 Bunmulling Road Popanyinning

Applicant:	Ms K.D. Napier
File Ref. No:	ADM085
Disclosure of Interest:	Nil
Date:	13 th October 2020
Author:	Gary Sherry
Attachments:	9.2.3A Location Map 9.2.3B Application for Exemption

Summary

Council is to consider endorsing an exemption to an owner of property as recommended by the Chief Bush Fire Control Officer in consultation with the local Fire Brigade.

Background

Council's Firebreak Order for 2020/21 requires for the owner or occupier of Rural Land that Firebreaks, not less than 2.5 metres wide, must be established along, inside and within 20 metres of the external boundary of each property (i.e. cleared/part cleared or uncleared land) and where the boundary is adjacent to or adjoins a used gazetted road.

The Order does allow for owners or occupiers to apply for an exemption from the Firebreak Order. If it is considered for any reason to be impractical to clear firebreaks or remove flammable materials as required by the Order, or if natural features render firebreaks unnecessary, an owner or occupier may apply to the Council in writing not later than the 17 October for permission to provide firebreaks in alternative positions or to take alternative action to abate fire hazards on the land. If permission is not granted by Council, owners or occupiers shall comply with the requirements of the Firebreak Order.

Comment

Ms K.D. Napier has requested an exemption for her property at Lot 2274 Bunmulling Road Popanyinning. A location map of her rural property is included at Attachment 9.2.3A.

Details of Ms Napier's application are included at Attachment 9.2.3B. As part of her application for exemption, Ms Napier indicates a significant number of fire breaks that she intends to install, but requires exemption from those areas where environmental factors make fire breaks extremely difficult.

In considering this application it staff believe that Ms Napier is aware of the Bushfire Order for 2020/21 and is proactively seeking to reach a solution that suits her individual property without impacting on bushfire safety.

Council's Chief Bush Fire Control Officer and other Fire Control Officers have inspected Ms Napier's property and support her application.

Strategic Implications

Shire of Cuballing Strategic Community Plan 2017-2027

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
1.3	Encourage and support volunteers and community groups.	Active and growing volunteer and community groups.
1.7	Create and maintain a safe environment for the community.	A feeling of safety within our neighbourhoods and a sense of being looked out for.

Statutory Environment – Nil

Policy Implications

At some future date Council may wish to adopt Policy that adopts standards where future applications can be considered and decided by staff in consultation with Council's appointed volunteer Fire Control Officers.

Financial Implications – Nil

Economic Implication

The risk of fire is a significant economic risk for local rural producers.

Compliance with the conditions included in the Shire of Cuballing's draft Firebreak Order 2020/21 will have a significant economic impact on local rural producers through the:

1. cost of spraying or ripping fire breaks; and
2. production lost because land is required to be used for fire breaks rather than rural production.

Social Implication

Fire is a significant community risk for local communities.

Environmental Considerations

Fire is a significant risk for the local environment however on occasion, construction of firebreaks in some situations has a greater negative environmental impact on that land than the impact of fire.

Consultation

Mr Anthony Mort, Chief Bushfire Control Officer
Mr Graeme Dent, Deputy Chief Bushfire Control Officer

Options

Council may resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with minor amendments; or
3. refuse Ms Napier's application for an exemption to Council's 2020/21 Firebreak Order.

Voting Requirements – Simple Majority

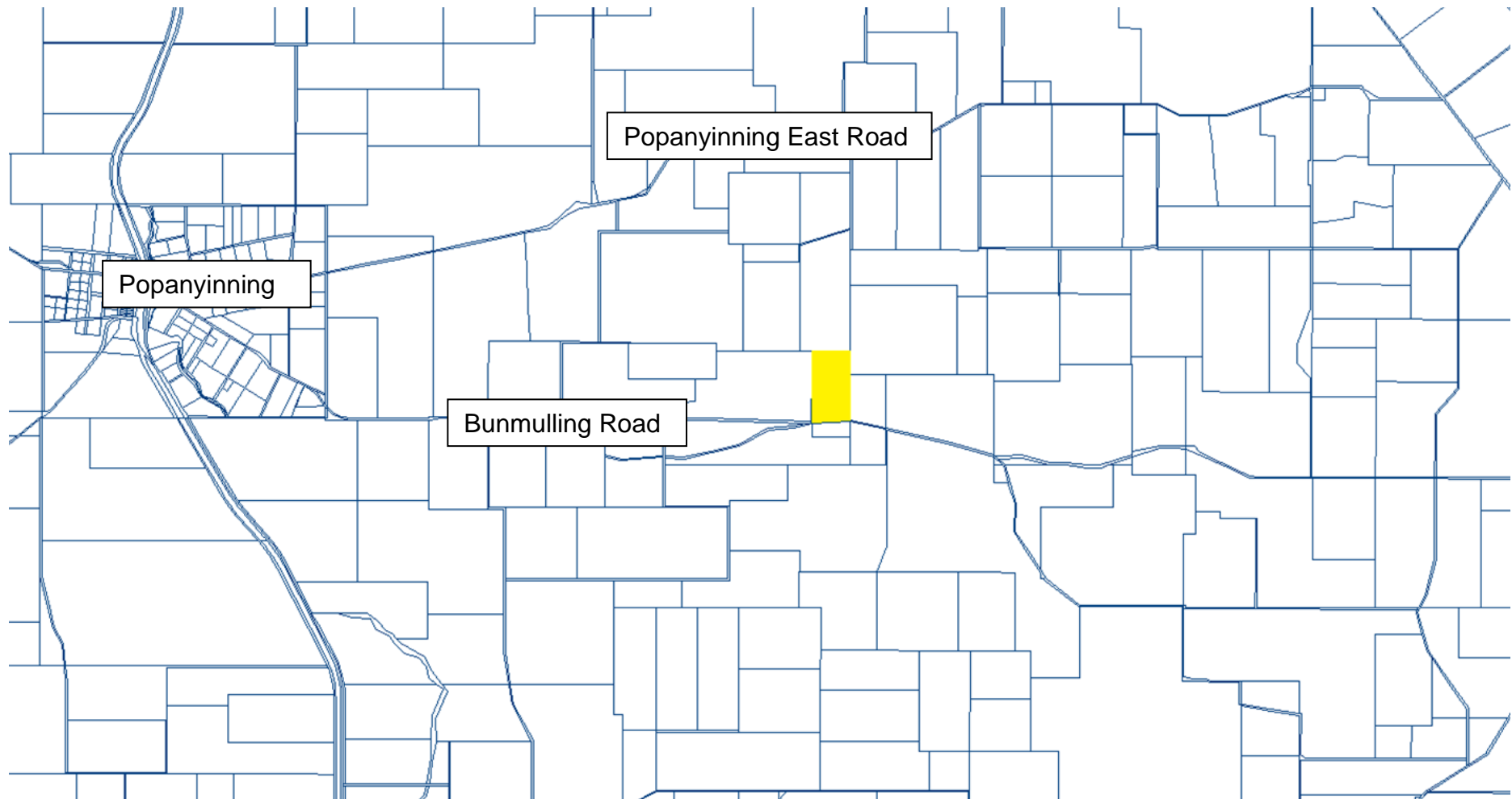
COUNCIL DECISION – 2020/113:

That Council grant exemption from Council's 2020/21 Firebreak Order Notice to Ms K.D. Napier at her Lot 2274 Bunmulling Road, Popanyinning property conditional upon her implementing the proposed alternative fire risk management activities detailed in her application included at Attachment 9.2.3B.

Moved: Cr Dowling

Seconded: Cr Hopper

Carried 6/0



19 FEB 2020

K. D. Napier,
71 Stratford Street
PINGELLY, W.A. 6308

11th February 2020

Gary Sherry
Chief Executive Officer
Shire of Cuballing
PO Box 13
CUBALLING, W.A. 6311

Dear Gary,

Re: Lot 2274 Bunmulling Road, Shire of Cuballing - firebreaks and exemptions

Further to my inquiry last week and acting on your advice, I have met with the Shire's Chief Fire Officer, Anthony Mort, today, to assess firebreaks at the above-mentioned property.

There are a number of areas on this property where vehicle access is impossible due to the large rock outcrops combined with the incline of the land. This means that firebreaks cannot follow the fence-line within the regulation 20 metres from the boundary.

I therefore need to apply for some exemptions from this regulation in order to remain compliant.

I have enclosed an aerial image of the property showing the existing firebreaks and indicating the areas which Anthony has identified as requiring exemptions.

Yours sincerely,



(D. Napier)

LOT 2274 Bunmulling Road
POPPANYWINNING, 6309.



KEY:-

— PROPERTY BOUNDARY

— FIRE BREAKS

//// EXEMPTIONS
REQUESTED

NO VEHICULAR
ACCESS

Cr Dowling declared a Impartiality Interest in 9.2.4 in that she is a member and office holder of the Dryandra Pony Club.

9.2.4 Sponsorship - 2020 Pony Club WA State Tetrathlon Championships

Applicant: N/A
File Ref. No: ADM61
Disclosure of Interest: Nil
Date: 15th October 2020
Author: Gary Sherry
Attachments: Nil

Summary

Council is to consider providing in-kind sponsorship of the 2020 Pony Club WA State Tetrathlon Championships being conducted at the Dryandra Regional Equestrian Centre on Saturday 28th and Sunday 29th November 2020.

Background

The Dryandra Pony Club are hosting Pony Club Western Australia's 2020 Pony Club WA State Tetrathlon Championships.

The Tetrathlon provides pony club members with a challenging competition, combining sound practical horsemanship with other athletic events. The objective is to encourage all round sporting activity, including horse riding. The event is based on the Olympic Modern Pentathlon and includes the four phases of running, shooting, swimming and riding. Since 2017 pony club tetrathlons have used laser pistols provided by the WA Pistol Association, rather than real firearms.

The venues for this year's event will be:

- Riding & Running Phases - Dryandra Regional Equestrian Centre
- Swimming Phase - Pingelly Swimming Pool
- Shooting Phase - Cuballing Agricultural Hall

The Dryandra Pony Club hold their own tetrathlon event annually in February/March for their own club members and some visiting riders. The 2020 Pony Club WA State Tetrathlon Championships has entries from most pony clubs from across the south west land division and at least 130 entries are expected. This event is used for selection of state and national pony club teams.

Comment

The Dryandra Pony Club have offered the Shire of Cuballing a sponsorship opportunity associated with the Pony Club Western Australia's 2020 Pony Club WA State Tetrathlon Championships. The Dryandra Pony Club have offered signage on all publicity in return for providing use of the Cuballing Agricultural Hall.

For this type of day use of the Cuballing Agricultural Hall, the Shire would normally charge the Dryandra Pony Club \$100. The Shire would also hold a \$100 bond and would charge an \$88 per hour cleaning fee for any excess cleaning required.

Given the travel required to attend, most of the 130 competitors and their supporters will stay in Cuballing for at least 2 nights. While most will camp at the Dryandra Regional Equestrian Centre, retail business such as the Cuballing Tavern do receive considerable custom.

Strategic Implications

Shire of Cuballing Strategic Community Plan 2017-2027

SOCIAL - Our Community, Neighbourhoods, Recreation and Culture.

Goals

- 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
1.3	Encourage and support volunteers and community groups.	Active and growing volunteer and community groups.
1.5	Provide and promote sport, recreation and leisure facilities and programs.	A variety of accessible sport and recreation opportunities and activities.

ECONOMY - Our Economy, Infrastructure, Systems and Services.

Goals

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

	Strategy	Outcome
3.7	Advocate and plan for local economic development in a sustainable manner.	A growing community supported by improved job opportunities and diversity in our industries, businesses and housing.

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications

By agreeing to the sponsorship request, the Shire of Cuballing will forgo \$100 of income and incur normal expenses in cleaning the Cuballing Agricultural Hall prior and following the event.

Economic Implication

The Pony Club Western Australia's 2020 Pony Club WA State Tetrathlon Championships will require the estimate 130 competitors and their families to be in Cuballing for two day. This event will have considerable economic impact on local businesses and the Dryandra Pony Club.

Social Implication

The Dryandra Pony Club are an active community group in the Shire of Cuballing.

Environmental Considerations – Nil

Consultation

Dryandra Pony Club

Options

Council may resolve:

1. the Officer's Recommendation; or
2. to not accept the sponsorship offer from the Dryandra Pony Club. In this event the Dryandra Pony Club will need to pay the \$100 hall hire charge.

Voting Requirements – Simple Majority

COUNCIL DECISION – 2020/114:

That Council accept the Dryandra Pony Club sponsorship offer to provide the Shire of Cuballing the benefits of a sponsor of the 2020 Pony Club WA State Tetrathlon Championships in Cuballing in return for the Council providing use of the Cuballing Agricultural Hall for no charge and not requiring a \$100 hall hire bond.

Moved: Cr Bradford

Seconded: Cr Ballantyne

Carried 6/0

9.2.5	Special Meeting of Council – Consider Council Position on Development Application
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Applicant:	N/A
File Ref. No:	ADM238
Disclosure of Interest:	Nil
Date:	16 th October 2020
Author:	Gary Sherry
Attachments:	Nil

Summary

Council is to consider holding a Special Council Meeting to adopt a Council position on the Development Application submitted for a bulk feed mill facility on lots 2 & 8 (No. 429) Springhill Road, Cuballing to be submitted to the JDAP as part of their deliberations.

Background

Development Assessment Panels (DAPs) have operated in Western Australia since 2011 and are intended to enhance planning expertise in decision making by improving the balance between technical advice and local knowledge.

There are five panels covering the State . The current structure is a transitional arrangement to a future model of no more than three panels, as outlined in the Action Plan for Planning Reform.

Each panel consists of five members, comprising three specialist members and two local government councillors. Members are appointed by the Minister for Planning and a pool of additional members are available to substitute if required.

Council received a Development Application (DA) for a bulk feed mill facility on lots 2 & 8 (No. 429) Springhill Road, Cuballing on 18th August 2020.

The size of this DA requires determination by a Joint Development Assessment Panel (JDAP). The Shire of Cuballing, as the relevant responsible authority who has received the application is responsible for preparing the Responsible Authority Report (RAR), under the Shire of Cuballing's local planning scheme.

The RAR is similar to an Officer's Report regarding a DA that is submitted to the Council for decision. However in that instance, by being the body deciding the DA, effectively Council's position on the DA is Council's decision.

With a DA being decided by the JDAP, if Council wishes to have the position of Council impact on the consideration of such a DA, Council should form a position and make a submission that can be included in the RAR considered by the JDAP.

Comment

The Shire of Cuballing has given public notice of the lodgement of the DA, notified nearby local residents and relevant government departments and service agencies and invited submissions in writing by Monday 5th October 2020.

The Shire has provided the 13 submissions received to the Applicant. The Applicant will provide a response to the Shire on submissions and include any amendments or adjustments

possible. This response is anticipated to be received in during the week commencing 19th October 2020.

The Officer's Recommendation is to then have Council consider a position relating to the DA. This Council position would be a response that would consider:

- the information contained with the DA,
- the submissions received from residents and relevant government departments and agencies; and
- the response of the applicant to the submissions.

The Officer's Report to Council would be very similar to the RAR to be submitted to the JDAP.

To allow Council to consider such a position relating to the DA and still meet the JDAP time frames for dealing with the DA, Council will need to hold a Special Meeting of Council in the week commencing Monday 26th October 2020.

The Officer's Recommendation suggests 5pm on Tuesday 27th October 2020. This day and time was selected to permit the Town Planning Consultant engaged to provide advice to the Shire and prepare the RAR to attend the meeting.

Strategic Implications

Shire of Cuballing Strategic Community Plan 2017-2027

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

Goals

- An independent Council that is supported by an excellent organisation.
- Governance structures that ensure accountable, transparent and ethical decision making.
- Building the organisation and managing its structure, finances and assets in a sustainable manner.
- 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
4.1	Councillors provide strong and visionary leadership.	A clear direction for the future.
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.
4.4	Actively engage with the community to inform decision making and improve conversations within the community.	The community have a variety of opportunities to be involved and are able to make meaningful contributions to decision making.
4.5	Be innovative in the management of Shire operations, services, staff and resources to create a resilient and financially stable Shire.	A Shire that is progressive, sustainable, resilient and adaptive to changes.

Statutory Environment

Local Government (Administration) Regulations 1996

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

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

Policy Implications – Nil

Financial Implications

Local advertising in the Narrogin Observer will occur a relatively small charge that can be met with Council's budget allocation. Council will advertise a Special Meeting on local noticeboards, the Shire website and Shire social media.

Economic Implication

The outcome of the DA submitted for a bulk feed mill facility on lots 2 & 8 (No. 429) Springhill Road, Cuballing will have a significant local economic impact.

Social Implication

Council has had a number of local residents and interested people attend Council's meetings. Council should encourage this to occur by advertising Special Meetings in the local community.

Environmental Considerations – Nil

Consultation – Nil

Options

The Council can resolve:

1. the Officer's Recommendation;
2. an amended Officer's Recommendation that includes a different date or time; or
3. to not hold a Special Meeting to consider the DA submitted for a bulk feed mill facility on lots 2 & 8 (No. 429) Springhill Road, Cuballing.

Voting Requirements – Simple Majority

COUNCIL DECISION – 2020/115:

That Council hold a Special Meeting to consider the Development Application submitted for a bulk feed mill facility on lots 2 & 8 (No. 429) Springhill Road, Cuballing at 5pm on Tuesday 27th October 2020.

Moved: Cr Hopper

Seconded: Cr Harris

Carried 6/0

9.3 MANAGER OF WORKS AND SERVICES:

Nil

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

Nil

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

Nil .

12. CONFIDENTIAL MATTERS:

Mr Sherry apologised for only including Report 12.1.1 in some of the distributed agendas.

COUNCIL DECISION – 2020/116:

That Council consider the urgent business relating to the Chief Executive Officer's 2020 Performance and Salary Review

Moved: Cr Ballantyne

Seconded: Cr Hopper

Carried 6/0

Mr Sherry declared a Direct Financial Interest in 12.1.1 in that he is the Officer under Review and left the meeting at 3:08pm

Mr Brennan and Ms Dew left the meeting at 3.08pm.

12.1.1 Chief Executive Officer – 2019/20 Performance and Salary Review

COUNCIL DECISION – 2020/117:

That Council:

- 1. completes the Chief Executive Officer performance review process by accepting the findings of the collated Chief Executive Officer Review document as presented in Attachment 12.1.1A;**
- 2. accept the Key Performance Indicators (KPIs) presented in Attachment 12.1.1B and acknowledge that these KPIs will form the basis for measurement with the Chief Executive Officers 2020/21 Review;**
- 3. accepts the annual review of the Chief Executive Officer's remuneration contained Attachment 12.1.1C as amended;**
- 4. replace "Holden Calais" with "Toyota Prado GXL" in Schedule 2 of the Chief Executive Officer's Employment Contract;**
- 5. agree to accept a contribution of \$150 per week from the Chief Executive Officer for offsetting the cost of the vehicle commencing from the first pay period after 21st October 2020; and**
- 6. thank the Chief Executive Officer for his performance over the past 12 months.**

Moved: Cr Ballantyne

Seconded: Cr Bradford

Carried 6/0

Mr Sherry, Mr Brennan and Ms Dew entered the meeting at 3.33pm.

13. NEXT MEETING:

Ordinary Council Meeting, 2.00pm, Wednesday 18th November 2020 at the Shire of Cuballing Council Chambers, Campbell Street, Cuballing.

14. CLOSURE OF MEETING:

There being no further business, the Shire President, Cr Conley, closed the meeting at 3.37pm.