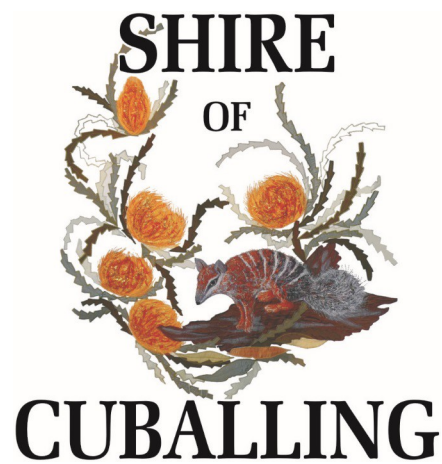




*A progressive, diverse and caring community,
with access to modern services and infrastructure,
in a unique part of the world*

Shire of Cuballing – Ordinary Council Meeting

AGENDA

Wednesday 19 June 2024
3pm
Cuballing CWA Hall

COUNCIL MEETING PROCEDURES

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

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.

Shire of Cuballing Strategic Community Plan 2023-2033

Our Heart, Our Home

VISION

A charming rural community, in a unique part of the world, growing and prospering while protecting its natural environment.

GOALS

Social

- ☑ A place where people of all ages, abilities and stages of life are active and connected.

Economic

- ☑ Business is thriving, with ample local employment, and opportunities for existing and new businesses to grow.

Natural Environment

- ☑ The natural environment is protected, enhanced, and managed, and enjoyed by locals, and proudly shared with visitors.

Built Environment

- ☑ People and goods can move easily in and around the Shire, which is well planned for community needs, respecting the past and building the future.

Governance

- ☑ Forward thinking leadership, which listens and responds to community needs, with transparent and accountable decision-making.

STRATEGIC PRIORITIES

Social

- ☑ Enhancing focus on emergency management (incl. dual use of Equestrian Centre for evacuation).
- ☑ Improving Cuballing Recreation Centre.
- ☑ Increasing community gatherings and spaces.

Economic

- ☑ Defining and developing Town Centres.
- ☑ Establishing a Light Industrial Area (LIA).
- ☑ Increasing tourism, particularly through trail development.
- ☑ Developing and promoting the equestrian sector.

Natural Environment

- ☑ Restoring the river at Popanyinning.
- ☑ Establishing Popanyinning wetlands.
- ☑ Reducing pests and weeds, working with Peel Harvey Catchment.
- ☑ Increasing native planting.

Built Environment

- ☑ Improving footpaths, linking aged units to Cuballing Town Centre.
- ☑ Upgrading major roads (esp. Wheatbelt Secondary Freight Network).
- ☑ Improving drainage.
- ☑ Increasing heritage protection and telling our story.

Governance

- ☑ Enhancing community information and engagement.

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1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS:

Meeting Opened_____pm

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

2.1.1 Declaration by New Councillor

Cr Dawson Bradford

2.1.2 Attendance

Elected Members

Cr Eliza Dowling Cr
Robert Harris Cr
Scott Ballantyne Cr
Adrian Kowald Cr
Steve Sexton Cr
Dawson Bradford

President
Deputy President

Staff

Mr Stan Scott
Mr Narelle Rowe
Mr Bruce Brennan

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

Visitors

Nil

2.1.3 Apologies

Nil

2.1.4 Leave of Absence

Nil

3. STANDING ORDERS:

OFFICER'S RECOMMENDATION :

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

Moved_____ Seconded_____

4. PUBLIC QUESTION TIME:

4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:

Nil

4.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:

Nil

4.3 PUBLIC QUESTIONS FROM THE GALLERY:

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE:

Nil

6. CONFIRMATION OF MINUTES:

6.1.1 Ordinary Meeting of Council held on Wednesday 15th May 2024

OFFICER'S RECOMMENDATION :

That the Minutes of the Ordinary Meeting of Council held on Wednesday 15th May 2024 be confirmed as a true record of proceedings.

Moved

Seconded

7. PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS:

Nil

8. DISCLOSURE OF FINANCIAL INTEREST:

DISCLOSURE OF FINANCIAL INTEREST AND PROXIMITY INTEREST

Members must disclose the nature of their interest in matters to be discussed at the meeting.

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting.

Name	Item No	Interest	Nature

DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the Member or employee has given or will give advice.

Name	Item No	Interest	Nature

9. REPORTS OF OFFICERS AND COMMITTEES:

9.1 DEPUTY CHIEF EXECUTIVE OFFICER:

9.1.1 List of Payments – May 2024

File Ref. No:	NA
Disclosure of Interest:	Nil
Date:	12 June 2024
Author:	Careese Raneri
Attachments:	9.1.1A List of Municipal Accounts 9.1.1B List of Credit Card Transactions 9.1.1C Petty Cash and Coles Card

Summary

Council is to review payments made under delegation in May 2024.

Background – Nil

Comment

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

Strategic Implications – Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications – Nil

Economic Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

Options

Council may resolve:

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

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2024/31:

That Council receives:

1. the List of Accounts paid in May 2024 under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, including payments from Council's Municipal Fund totalling \$283,668.63 included at Attachment 9.1.1A.
2. a summary of transactions completed on Credit Cards by Council Staff for the period ending 31 May 2024 included at Attachment 9.1.2B.
3. a summary of transactions completed on Coles Cards and Petty Cash for the period ending 31 May 2024.

Moved _____ Seconded _____
--

9.1.1A List of May 2024 Municipal Fund account

Chq/EFT	Date	Name	Description	Amount
838	01/05/2024	Police Licensing Payments	Police Licensing Payments	-256.60
EFT8825	01/05/2024	Joseph Peter Loveday	Rates Refund For Assessment A231 117 Alexandra Street Popanyinning Wa 6309	-160.00
838	02/05/2024	Police Licensing Payments	Police Licensing Payments	-1529.20
838	03/05/2024	Police Licensing Payments	Police Licensing Payments	-84.85
838	07/05/2024	Police Licensing Payments	Police Licensing Payments	-5483.85
DD4139.1	07/05/2024	National Australia Bank	Ceo Credit Card - Wix.Com - Website Hosting For Cuby Groovefest	-4196.93
DD4137.4	08/05/2024	Hostplus Super	Superannuation Contributions	-568.91
DD4137.1	08/05/2024	Australian Super	Payroll Deductions	-1647.61
DD4137.2	08/05/2024	Aware Super Pty Ltd	Superannuation Contributions	-4661.55
DD4137.8	08/05/2024	Mlc Super Fund	Superannuation Contributions	-272.09
DD4137.3	08/05/2024	Matrix Superannuation	Superannuation Contributions	-338.38
DD4137.7	08/05/2024	Colonial First State	Superannuation Contributions	-272.09
DD4137.6	08/05/2024	Mercer Superannuation	Superannuation Contributions	-573.15
DD4137.5	08/05/2024	Hesta	Superannuation Contributions	-681.72
838	09/05/2024	Police Licensing Payments	Police Licensing Payments	-5629.20
DD4151.1	10/05/2024	Telstra	MOBILE CHARGES - CCTV CAMERAS - POPO AND CUBALLING	-619.87
20269	10/05/2024	Water Corporation	Water Charges - Campbell Street Cuballing Lot 368 Res 13851	-121.72
EFT8849	10/05/2024	Sheridan's	Staff Name Badges X 6 - Full Colour, Magnetic Fitting As Per Quote 1155 2 X Works Manager 2 X Admin Officer 2 X Projects Officer	-219.67
EFT8852	10/05/2024	Donna Jane Screech	Pay For The 8th Of May 2024 - Bsb Cannot Be Changed Under Her Employee Account On Synergy It Vision Has Been	-923.66

			Contacted, Pay Via Creditors Today 10/05/2024	
EFT8851	10/05/2024	Westrac	1,000hr Service On Cat Cs68b Smooth Drum Roller As Per Quote 61044	-3747.82
EFT8848	10/05/2024	Shire Of Narrogin	Ranger Services 2023/24 Labour And Travel - 15/03/2024	-606.00
EFT8850	10/05/2024	Wa Traffic Planning	Tmp For Wadnering Narrogin Tree Mulching	-825.00
EFT8826	10/05/2024	Amd Audit And Assurance Pty Ltd	2022-2023 Lrci Audit Fees	-3025.00
EFT8827	10/05/2024	Belvedere Nursery	Replacement Plants For Gardens/Popanyinning/Cuballing	-440.80
EFT8828	10/05/2024	Bitutek	Primer Seal Austral St Slk 0.00 - 0.40	-19389.92
EFT8829	10/05/2024	Bks Electrical	Set And Hire Of The Generator For Power Outage 06/02/2024	-929.50
EFT8830	10/05/2024	Bmr Mechanical Pty Ltd	Find And Repair Leaking Hydraulic Hose	-1059.26
EFT8831	10/05/2024	Bruce Brennan	Reimbursement For Pivotel Payment (Invoice 3819531) - Accidentally Used Personal Card Instead Of Shire Card	-120.92
EFT8832	10/05/2024	Birds Silos & Shelters	New Battery For Light Tanker Fire Appliance	-220.00
EFT8833	10/05/2024	Councilfirst Pty Ltd	Council First Records Proferssional Servaices - Out Of Scope - March 2024	-10340.00
EFT8834	10/05/2024	Cuballing Windscreens, Panel, Paint And Towing	Supply And Fit 2 X New Windscreens	-2948.00
EFT8835	10/05/2024	Cuby Roadhouse	Catering For The Bushfire Advisory Committee (Bfac) Meeting - Cuballing 9/04/24 9am	-559.21
EFT8836	10/05/2024	Great Southern Fuel Supplies	Bulk Diesel Fuel Delivery - Docket No. 2177159	-6387.61
EFT8837	10/05/2024	Great Southern Waste Disposal	Rubbish Removal - Recycling Service X 269 @ \$3.86 Each	-8557.60
EFT8838	10/05/2024	Lg Corporate Solutions Pty Ltd	2023/24 Budget Assistance & Preparation Of Statutory Budget - February 2024	-2475.00
EFT8839	10/05/2024	Mj & JI Dyke	Repairs To Hydraulic Hoses On Side Tipping Trailer	-1051.39
EFT8840	10/05/2024	Narrogin Hardware And	Materials For Roads To Recovery	-108.00

		Building Supplies (Makit)		
EFT8841	10/05/2024	Narrogin Packaging And Motorcycles & Accessories	Sprinkler, Tee And Screw Brush For Aged Housing Units	-359.61
EFT8842	10/05/2024	Narrogin Pumps Solar And Spraying	1 X Roll 50mm Blueline Polly Pipe 1 X 100mm - 50mm Reducer	-625.46
EFT8843	10/05/2024	Peter John Denton	6 Weeks Of Art Classes	-350.00
EFT8844	10/05/2024	Pingelly Tyre Service	4 X New Drive Tyres As Per Quote Iv00000010660	-4444.00
EFT8845	10/05/2024	Power Networx	Connection To Telstra Fibre Network - April 2024	-416.90
EFT8846	10/05/2024	Peel Harvey Catchment Council	Supporting Landcare In The Hotham-Williams Mou With Phcc - 2023/2024	-8250.00
EFT8847	10/05/2024	R Munns Engineering Consulting Services	Design And Drafting Cad Drawings For Austral St Upgrade As Per Proforma Setout Pegs And Levels On Road And Drainage	-7769.25
838	13/05/2024	Loan Repayment No. 64 Land	Loan Repayment No. 64 Land	-7941.56
838	13/05/2024	Police Licensing Payments	Police Licensing Payments	-1687.80
838	13/05/2024	Interest On Loan No. 64 Land	Interest On Loan No. 64 Land	-1000.96
838	14/05/2024	Police Licensing Payments	Police Licensing Payments	-558.40
838	16/05/2024	Police Licensing Payments	Police Licensing Payments	-198.35
EFT8853	16/05/2024	Air Response	Upgrade To A/C In Line With Quote No Q12162	-4777.15
EFT8854	16/05/2024	Builders Registration Board Building Commission	Building Services Levy - April 2024	-366.91
EFT8855	16/05/2024	C&D Cutri	Install Drainage On Austral St Upgrade As Per Quote Rates10/8/23	-5403.50
EFT8856	16/05/2024	Councilfirst Pty Ltd	Council First Records - Azure April 2024	-550.23
EFT8857	16/05/2024	Cuballing Building Company	Pack Stumps Under Old School In Popanyinning	-3641.00
EFT8858	16/05/2024	Great Southern Fuel Supplies	1 X 20l Chainbar Oil	-134.96
EFT8859	16/05/2024	Hersey Safety Pty Ltd	60 X Prak And Marker (White)	-2479.51

EFT8860	16/05/2024	Landgate	Grv Interims - Schedule No. G2024/1	-749.10
EFT8861	16/05/2024	Loadstar Trailers	1 X 8x5 Tandem Trailer With 1.5m Spring Loaded Ramp And Galv Cage Built To Spec As Per Quote3/4/24	-5580.00
EFT8862	16/05/2024	Mcdougall Weldments	1 X Bus Shelter As Per Quote QU-1013	-6191.35
EFT8863	16/05/2024	Narrogin Toyota & Mazda	90,000km Service Cn1557 Toyota Ute Inspect Gearbox Issue	-936.28
EFT8864	16/05/2024	Pingelly Tyre Service	Trailer Tyre Change Over On Tyres /Side Tipper	-71.50
EFT8865	16/05/2024	R Munns Engineering Consulting Services	Engineer Services For Cuballing East Rd Cost Estimate For 23/24 24/25 Slk 0.1- 2.42 &10.48/12.80 Due To Non Signing Ot The Ppr	-4870.64
EFT8866	16/05/2024	Reinforced Concrete Pipes	24 X 375 Pipes As Per Quote 101862 12 X 375 Headwalls	-10889.74
EFT8868	16/05/2024	Wallis Computer Solutions	Purchase Of Adobe Acrobat Pro Licence - Dceo Computer	-620.24
EFT8869	16/05/2024	Westrac	Travel From Kojinup To Cuballing For Repairs To Grader Invoice 2 B05638	-508.20
20270	16/05/2024	Water Corporation	Water Charges - 82 Austral Street Cuballing Lot 8, 91-92, 97	-7050.81
838	17/05/2024	Police Licensing Payments	Police Licensing Payments	-1597.75
838	20/05/2024	Police Licensing Payments	Police Licensing Payments	-3140.30
EFT8873	21/05/2024	Ra & Dm Pritchard	Refund For Standpipe Usage - See Attached Paperwork Accidentally Forgot To Stop The Standpipe Properly, Higher Than Usual Charge	-600.00
EFT8874	21/05/2024	Winniki Springs Pty Ltd	Rates Refund For Assessment A493 425 Contine Siding Road Cuballing Wa 6311	-1552.11
EFT8872	21/05/2024	Contine Pty Ltd	Rates Refund For Assessment A456 1561 Congelin-Narrogin Road Cuballing Wa 6311	-1245.08
838	21/05/2024	Ato Clearing Account Bas	Ato Clearing Account Bas	-15166.00
838	21/05/2024	Police Licensing Payments	Police Licensing Payments	-2133.20
EFT8871	21/05/2024	Congeling Park Grazing Co	Rates Refund For Assessment A458 737 Congelin-Narrogin Road Cuballing Wa 6311	-381.08

EFT8870	21/05/2024	Ashley Blyth Tree Lopping	Cheery Picker And Bobcat Hire To Remove Trees	-1650.00
EFT8875	22/05/2024	Rylan Pty Ltd Atf The Moorcroft Family Trust	Supply And Lay Kerbing On Austral St As Per Quote 15/9/23	-22534.60
838	22/05/2024	Police Licensing Payments	Police Licensing Payments	-2020.40
DD4182.9	22/05/2024	Care Super	Superannuation Contributions	-147.55
DD4182.8	22/05/2024	Mlc Super Fund	Superannuation Contributions	-272.09
DD4182.7	22/05/2024	Colonial First State	Superannuation Contributions	-272.09
DD4182.6	22/05/2024	Mercer Superannuation	Superannuation Contributions	-573.15
DD4182.5	22/05/2024	Hesta	Superannuation Contributions	-681.72
DD4182.4	22/05/2024	Hostplus Super	Superannuation Contributions	-568.91
DD4182.3	22/05/2024	Matrix Superannuation	Superannuation Contributions	-338.38
DD4182.1	22/05/2024	Australian Super	Payroll Deductions	-1813.78
DD4182.2	22/05/2024	Aware Super Pty Ltd	Superannuation Contributions	-5620.53
EFT8881	23/05/2024	Work Health Professionals Pty Ltd	Audiometry Testing - As Per Quote # 4492	-2343.00
EFT8880	23/05/2024	Westrac	2,500hr Service On Cat 140 Grader Cn 397	-3123.30
EFT8879	23/05/2024	Popanyinning General Store	1 X 9kg Gas Bottle 1 X 45kg Gas Bottle	-236.00
EFT8878	23/05/2024	Pingelly Tyre Service	4 X 17.5r25 Brigestone V Steel K Traction Grader Tyres As Per Quote Iv00000010665	-9196.00
EFT8877	23/05/2024	Local Community Insurance Services (Lcis)	Cuby Groove Fest - Insurance For Uninsured Buskers, Performers, Stallholders, Artists And Entertainers	-927.44
20271	23/05/2024	Water Corporation	Water Charges - Private Standpipe At Franics Street Narrogin Fl Lot Road Res Opp L63	-4200.30
EFT8882	23/05/2024	Zircodata Pty Ltd	Storage Period - 26/03/2024-25/04/2024	-22.43
838	23/05/2024	Police Licensing Payments	Police Licensing Payments	-5017.70
DD4152.1	23/05/2024	linet Limited	Monhtly Internet Charges - Ceo Residence - May 2024	-89.99
838	24/05/2024	Police Licensing Payments	Police Licensing Payments	-130.50
838	27/05/2024	Police Licensing Payments	Police Licensing Payments	-1014.50
EFT8883	27/05/2024	Farmworks Narrogin	2 X Bundles Of Droppers 117	-449.13

838	28/05/2024	Police Licensing Payments	Police Licensing Payments	-102.90
838	29/05/2024	Police Licensing Payments	Police Licensing Payments	-238.85
EFT8884	29/05/2024	Donna Jane Screech	Issue With Employees Bsb No. Again - Pay Bounced Back On The 22/05/2024	-923.66
EFT8888	30/05/2024	Michael Graham Burges	Rates Refund For Assessment A2652 Lot 7647 Walsh Road Cuballing Wa 6311	-437.97
EFT8887	30/05/2024	Jennifer Anne Tullett	Rates Refund For Assessment A119 27 Carton Street Cuballing Wa 6311	-1000.00
EFT8886	30/05/2024	Great Southern Waste Disposal	Rubbish Removal - Household Service X 269 @ \$1.81 Each	-8428.97
EFT8885	30/05/2024	Great Southern Fuel Supplies	Bulk Diesel Delivery - Docket No. 2178452	-3283.63
838	30/05/2024	Police Licensing Payments	Police Licensing Payments	-738.15

9.1.1B List of May 2024 Credit Card Transactions

Creditor	Description	Amount
Shire of Cuballing	CNO new vehicle registration	447.90
Officeworks	Hole punch for the Shire office	99.50
Shire of Cuballing	Re-order of OCN plate	130.50
Thing-a-me-bobs	Arts & crafts for aged friendly	40
The Cuby Tavern	Councillor dinner	253.16
Australia Post	Ink cartridge for depot	97
Coles	Coffee, tea & other for Shire office	66
Officeworks	Stationery	70.16
The Reject Shop	Tea for Shire office	10
Ampol Narrogin	Fuel for DCEO vehicle	47.06
Narrogin Country Fresh Meats	Meat for toolbox meeting	45.67
Coles	Materials for toolbox meeting	41.24
Bill & Bens Hot Bread Shop	Bread for toolbox meeting	10
Shire of Cuballing	Change of plates for CNO	31.1
Mantra Bunbury Lighthouse	Accommodation for roadgurards conference	104.94

9.1.1C List of Transactions May 2024 Petty Cash & Coles Card

Petty Cash

Item details	Refreshments	Total	Cash on hand	Petty cash total
	4105			
Groceries	38.25	38.25		
Misc (Cleaning supplies)		0		
Stationery/Postage		0		
Materials		0		
Licensing		0		
	38.25	38.25	561.8	600

Till Float	<u>100</u>
Petty Cash on hand	<u>700</u>

Coles Card

Item details	Refreshments	Office Main	Total	Cash on hand	Petty cash total
	04105	J4114			
Groceries	294.75	46.30	341.05		
Misc (Cleaning supplies)			0.00		
Stationery/Postage			0.00		
Outside Staff Goods			0.00		
STAFF			0.00		
Licensing			0.00		
			341.05	158.95	500.00

9.1.2 Statement of Financial Activity

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

Summary

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

Background

As per the Financial Management Regulation 34 each Local Government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1) (d), for that month with the following detail.

- The annual budget estimates,
- The operating revenue, operating income, and all other income and expenses,
- Any significant variations between year to date income and expenditure and the relevant budget provisions to the end of the relevant reporting period,
- Identify any significant areas where activities are not in accordance with budget estimates for the relevant reporting period,
- Provide likely financial projections to 30 June for those highlighted significant variations and their effect on the end of year result,
- Include an operating statement, and
- Any other required supporting notes.

Comment

Nil.

Strategic Implications – Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications – Nil

Economic Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

Options

Council may resolve:

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

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2024/32:

That the Statement of Financial Activity, as included at Attachment 9.1.2A for the Shire of Cuballing for period ending 31 May 2024 be received.

Moved _____ **Seconded** _____

SHIRE OF CUBALLING

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 May 2024

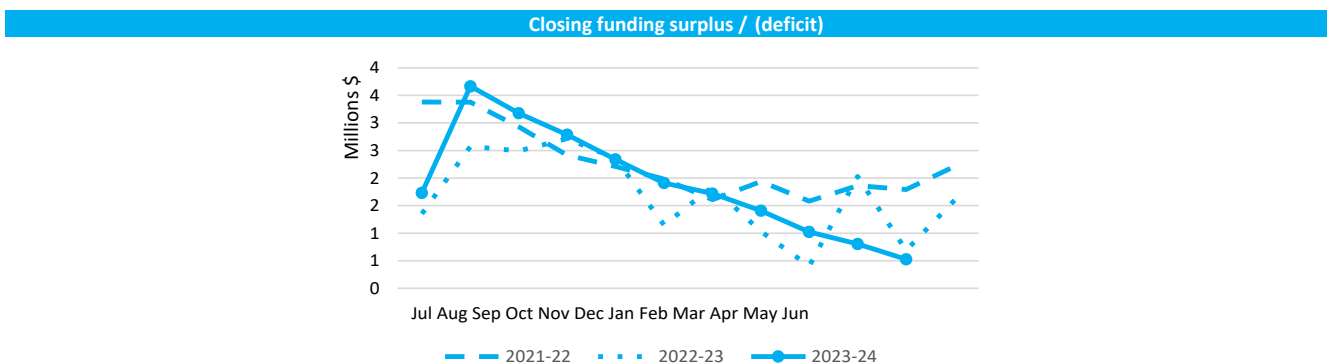
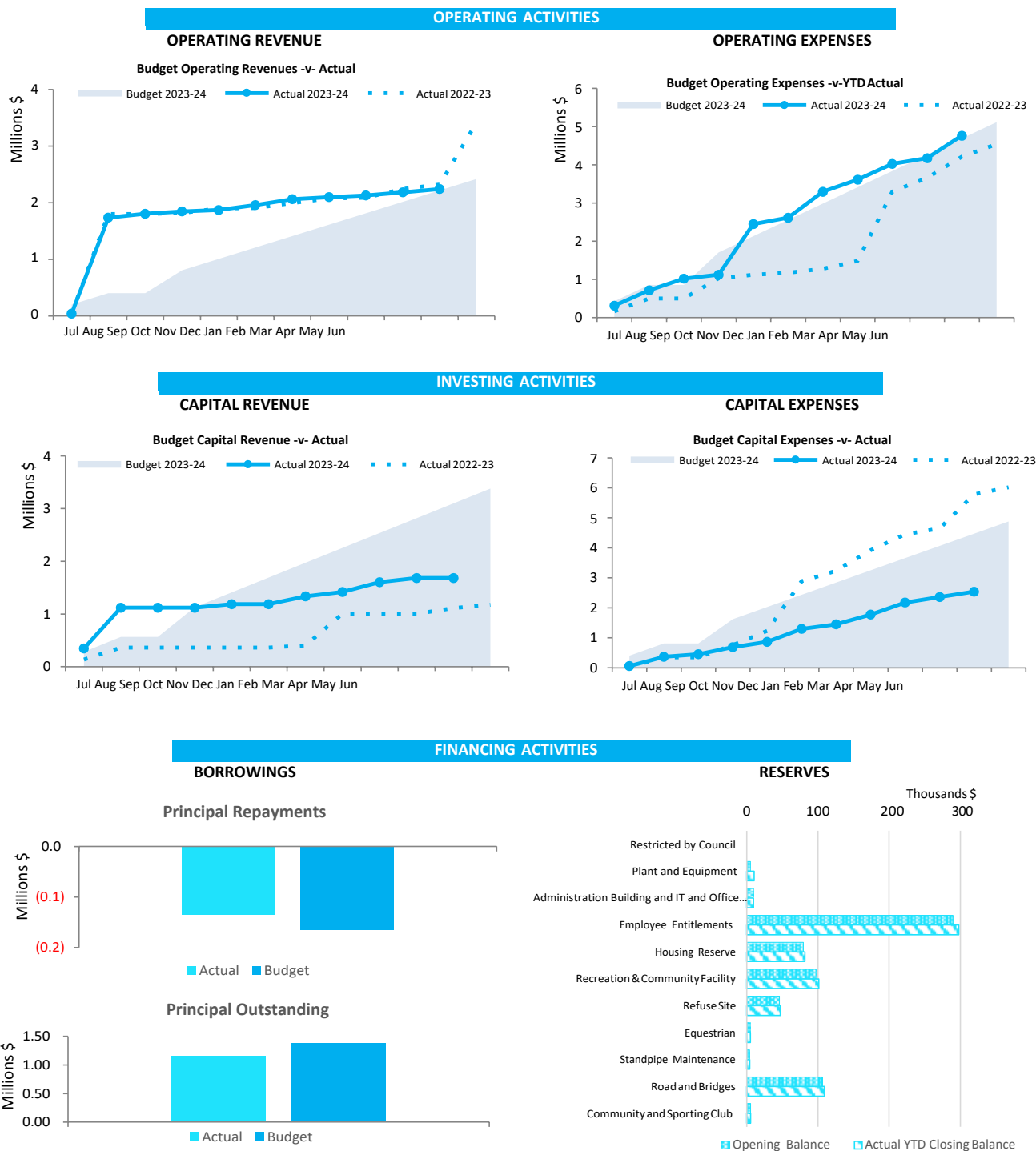
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 2024**

SUMMARY INFORMATION -



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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.68 M	\$1.68 M	\$1.68 M	\$0.00 M
Closing	\$0.03 M	\$0.18 M	\$0.53 M	\$0.34 M
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$0.88 M	% of total
Unrestricted Cash	\$0.11 M	12.5%
Restricted Cash	\$0.77 M	87.5%
Refer to Note 2 - Cash and Financial Assets		

Payables		
	\$0.05 M	% Outstanding
Trade Payables	\$0.02 M	
0 to 30 Days		99.8%
Over 30 Days		0.2%
Over 90 Days		-0.6%
Refer to Note 5 - Payables		

Receivables		
	\$0.06 M	% Collected
Rates Receivable	\$0.16 M	90.3%
Trade Receivable	\$0.06 M	% Outstanding
Over 30 Days		41.2%
Over 90 Days		\$. M
Refer to Note 3 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.43 M)	(\$0.40 M)	(\$0.14 M)	\$0.26 M
Refer to Statement of Financial Activity			

Rates Revenue		
YTD Actual	\$1.48 M	% Variance
YTD Budget	\$1.38 M	7.7%
Refer to Statement of Financial Activity		

Operating Grants and Contributions		
YTD Actual	\$0.30 M	% Variance
YTD Budget	\$0.32 M	(7.7%)
Refer to Note 12 - Operating Grants and Contributions		

Fees and Charges		
YTD Actual	\$0.27 M	% Variance
YTD Budget	\$0.22 M	22.8%
Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.25 M)		(\$0.85 M)	(\$0.85 M)
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.00 M	%
Amended Budget	\$0.08 M	(94.0%)
Refer to Note 6 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$2.54 M	% Spent
Amended Budget	\$3.26 M	(22.1%)
Refer to Note 7 - Capital Acquisitions		

Capital Grants		
YTD Actual	\$1.68 M	% Received
Amended Budget	\$1.93 M	(12.8%)
Refer to Note 7 - Capital Acquisitions		

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.03 M	\$0.05 M	(\$0.16 M)	(\$0.21 M)
Refer to Statement of Financial Activity			

Borrowings	
Principal repayments	\$0.13 M
Interest expense	\$0.02 M
Principal due	\$1.15 M
Refer to Note 8 - Borrowings	

Reserves	
Reserves balance	\$0.67 M
Interest earned	\$0.02 M
Refer to Note 10 - Cash Reserves	

Lease Liability	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M
Refer to Note 9 - Lease Liabilities	

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 MAY 2024

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

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

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024**

BY NATURE OR TYPE

	Ref	Amended Budget	YTD Budget	YTD Actual	Variance \$	Variance % ((c) - (b))/(b)	Var.
	Note	(a)	(b)	(c)	(c) - (b)		
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,677,435	1,677,435	1,677,435	0	0.00%	
Revenue from operating activities							
Rates		1,494,387	1,376,218	1,482,763	106,545	7.74%	
Operating grants, subsidies and contributions	12	361,598	321,820	297,067	(24,753)	(7.69%)	
Fees and charges		247,478	216,728	266,170	49,442	22.81%	▲
Interest earnings		96,176	89,197	62,575	(26,622)	(29.85%)	▼
Other revenue		150,500	143,113	132,966	(10,147)	(7.09%)	
Profit on disposal of assets	6	5,137	4,708	0	(4,708)	(100.00%)	
		2,355,276	2,151,784	2,241,541	89,757	4.17%	
Expenditure from operating activities							
Employee costs		(1,083,445)	(992,349)	(1,033,714)	(41,365)	(4.17%)	
Materials and contracts		(1,252,746)	(1,150,976)	(946,452)	204,524	17.77%	▲
Utility charges		(80,053)	(64,789)	(99,632)	(34,843)	(53.78%)	▼
Depreciation on non-current assets		(2,277,131)	(2,087,250)	(2,372,548)	(285,298)	(13.67%)	▼
Interest expenses		(52,020)	(47,663)	(23,167)	24,496	51.39%	▲
Insurance expenses		(226,979)	(207,933)	(209,144)	(1,211)	(0.58%)	
Other expenditure		(88,246)	(81,861)	(69,411)	12,450	15.21%	▲
Loss on disposal of assets	6	(10,840)	(9,933)	(8,793)	1,140	11.48%	
		(5,071,460)	(4,642,754)	(4,762,861)	(120,107)	2.59%	
Non-cash amounts excluded from operating activities	1(a)	2,282,834	2,092,475	2,381,341	288,866	13.80%	▲
Amount attributable to operating activities		(433,350)	(398,495)	(139,979)	258,516	(64.87%)	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,930,816	1,649,169	1,684,130	34,961	2.12%	
Proceeds from disposal of assets	6	75,955	56,961	4,545	(52,416)	(92.02%)	▼
Payments for property, plant and equipment and infrastructure	7	(3,259,912)	(2,852,974)	(2,540,483)	312,491	10.95%	▲
Amount attributable to investing activities		(1,253,141)	(1,146,844)	(851,808)	295,036	(25.73%)	
Financing Activities							
Proceeds from new debentures	8	250,000	250,000	0	(250,000)	(100.00%)	▼
Payments for principal portion of lease liabilities	9	(2,000)	(1,826)	0	1,826	100.00%	
Repayment of debentures	8	(164,504)	(150,777)	(134,587)	16,190	10.74%	▲
Transfer to reserves	10	(48,921)	(44,770)	(24,472)	20,298	45.34%	▲
Amount attributable to financing activities		34,575	52,627	(159,059)	(211,686)	(402.24%)	
Closing funding surplus / (deficit)	1(c)	25,519	184,723	526,589	341,866	(185.07%)	▲

KEY INFORMATION

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

Refer to Note 16 for an explanation of the reasons for the variance.

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

BASIS OF PREPARATION

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying Regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

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

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 05 June 2024

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024**

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(5,137)	(4,708)	0
Add: Loss on asset disposals	6	10,840	9,933	8,793
Add: Depreciation on assets		2,277,131	2,087,250	2,372,548
Total non-cash items excluded from operating activities		2,282,834	2,092,475	2,381,341

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 May 2024
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(648,026)	(648,026)	(672,498)
Add: Borrowings	8	164,504	327,535	28,444
Add: Provisions employee related provisions	11	270,754	284,448	284,448
Add: Lease liabilities	9	2,000	2,000	0
Total adjustments to net current assets		(210,768)	(34,043)	(359,606)

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

Current assets				
Cash and cash equivalents	2	1,940,452	2,003,638	878,702
Rates receivables	3	155,806	155,806	159,535
Receivables	3	532,361	153,286	59,159
Other current assets	4	224,383	244,461	244,461
Less: Current liabilities				
Payables	5	(302,841)	(135,164)	(46,204)
Borrowings	8	(164,504)	(327,535)	(28,444)
Contract liabilities	11	(96,566)	(96,566)	(96,566)
Lease liabilities	9	(2,000)	(2,000)	0
Provisions	11	(270,754)	(284,448)	(284,448)
Less: Total adjustments to net current assets	1(b)	(210,768)	(34,043)	(359,606)
Closing funding surplus / (deficit)		1,805,569	1,677,435	526,589

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal Cash at Bank		97,416	96,566	193,982		NAB	TBA	N/A
Municipal Cash Investments (Online and at call account)		11,521	0	11,521		NAB	TBA	N/A
Term Deposits - Restricted Funds		1	672,498	672,499		NAB	TBA	TBA
Term Deposits - Unrestricted Funds		0	0	0		NAB	TBA	TBA
Petty Cash		700	0	700		N/A	N/A	N/A
Total		109,638	769,064	878,702	0			
Comprising								
Cash and cash equivalents		109,638	769,064	878,702	0			
		109,638	769,064	878,702	0			

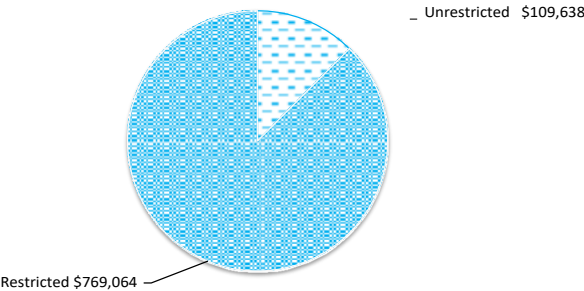
KEY INFORMATION

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

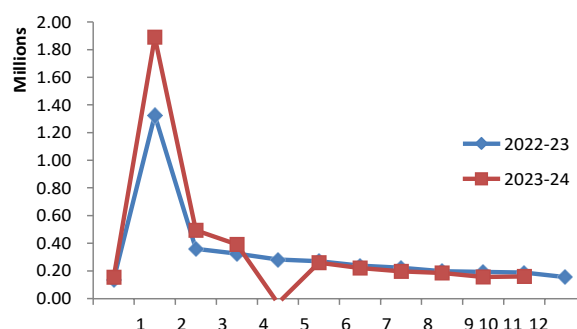
The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



Rates receivable	30 June 2023	31 May 2024
	\$	\$
Opening arrears previous years	155,806	155,806
Levied this year	1,966,471	1,482,763
Less - collections to date	(1,966,471)	(1,479,034)
Gross rates collectable	155,806	159,535
Net rates collectable	155,806	159,535
% Collected	92.7%	90.3%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(966)	25,224	7,420		9,580	41,258
Percentage	-2%	61%	18%	0%	23%	
Balance per trial balance						
Sundry receivable						41,258
GST receivable						17,901
Total receivables general outstanding						59,159

Amounts shown above include GST (where applicable)

KEY INFORMATION

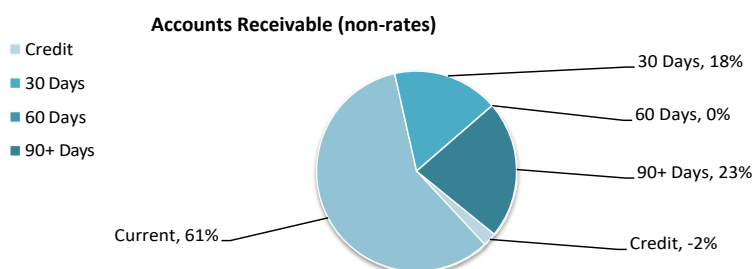
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 May 2024
Other current assets	\$	\$	\$	\$
Inventory				
Fuel	33,510	0	0	33,510
Total other current assets	244,461	0	0	244,461
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024**

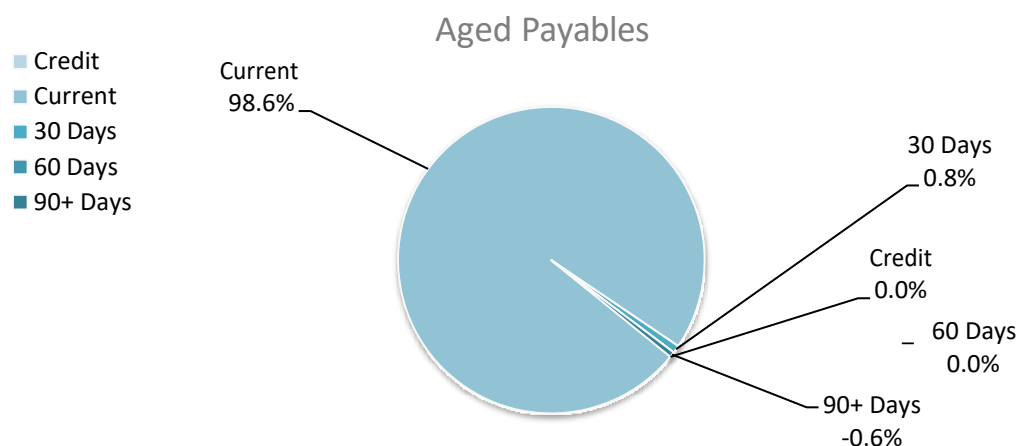
**OPERATING ACTIVITIES
NOTE 5
PAYABLES**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	14,233	115	0	(82)	14,266
Percentage	0%	99.8%	0.8%	0%	-0.6%	
Balance per trial balance						
Sundry creditors						19,458
ATO liabilities						25,515
Bonds & Deposits						1,231
Total payables general outstanding						46,204

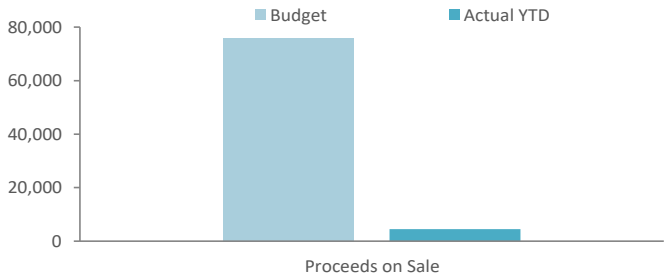
Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Transport								
	Generator	5,700	2,500	0	(3,200)	5,302	2,274	0	(3,028)
	Hino Truck	27,000	25,000	0	(2,000)	0	0	0	0
	Traffic Lights	8,640	3,000	0	(5,640)	8,036	2,271	0	(5,765)
	Works Utility	40,318	45,455	5,137	0	0	0	0	0
		81,658	75,955	5,137	(10,840)	13,338	4,545	0	(8,793)



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024**

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

Capital acquisitions	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Buildings	742,103	680,801	412,581	(268,220)
Plant and equipment	314,668	288,295	125,275	(163,020)
Infrastructure - roads	2,111,141	1,799,813	1,965,729	165,916
Infrastructure - bridges	40,000	36,663	30,025	(6,638)
Infrastructure - parks, ovals & playgrounds	25,000	22,913	0	(22,913)
Infrastructure - other	7,000	6,163	6,873	710
Payments for Capital Acquisitions	3,259,912	2,852,974	2,540,483	(312,491)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,930,816	1,649,169	1,684,130	34,961
Borrowings	250,000	250,000	0	(250,000)
Other (disposals & C/Fwd)	75,955	56,961	4,545	(52,416)
Contribution - operations	997,141	896,844	851,808	(45,036)
Capital funding total	3,259,912	2,852,974	2,540,483	(312,491)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

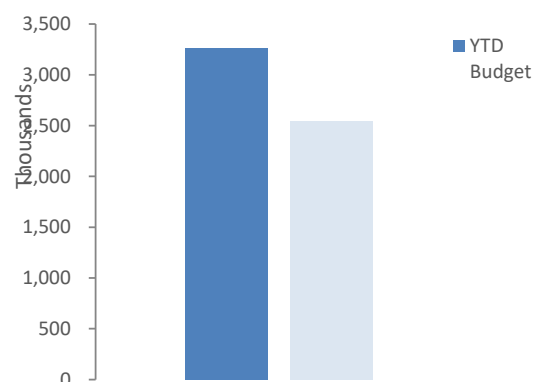
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions



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

		Amended		YTD Actual	Variance (Under)/Over
Account Description		Budget	YTD Budget		
		\$	\$	\$	\$
Land & Buildings					
C214	Land Purchase - Light Industrial Area	250,000	229,163	1,000	(228,163)
J4114D	Administration Office Refurbishment	19,141	17,545	18,016	471
C084	Aged Persons Accommodation Capital Expense	174,002	156,252	174,002	17,750
C158	Cuballing Transfer Station 17/18 - Waste Oil Facility	0	0	28	28
C165	Building Renewal - Cuballing Recreation Centre	0	0	155	155
C212	Ceo Residence - Solar Panels	5,000	4,576	4,864	288
C205	Golf Club Facility Upgrade (Lrci Funds)	10,000	10,000	9,767	(233)
11057	CCTV Camera's	30,000	30,000	26,599	(3,401)
C213	Ceo Residence - Air Conditioner	11,418	10,461	11,419	958
C215	Popanyinning School House (Lrci Funding)	10,000	10,000	3,641	(6,359)
C162	Cuballing Town Hall - Capital Works	90,799	86,601	27,175	(59,426)
C164	Building Renewal - Cuballing Cwa Hall	131,543	116,853	135,915	19,062
C173	Skate Park Refurbishment	10,200	9,350	0	(9,350)
Total Buildings		742,103	680,801	412,581	(268,220)
Furniture & Equipment					
04270	Capital Expenditure - Furniture & Equipment	20,000	18,326	0	(18,326)
Total Furniture & Equipment		20,000	18,326	0	(18,326)
Plant & Equipment					
11300	Capital Expenditure - Plant & Equipment - Generator	24,850	22,645	23,120	475
12411	Two Way system for Plant	25,000	22,913	0	(22,913)
12416	Capital Expenditure - Plant & Equipment - Hino Truck	97,540	89,408	0	(89,408)
12421	Capital Expenditure - Plant & Equipment - Traffic Lights	37,000	33,913	36,052	2,139
12428	Capital Purchase - Sewell Sweeper TB2000E	61,500	56,375	61,030	4,655
12429	Capital Expenditure - Plant & Equipment - Plant Trailer	8,500	7,788	5,073	(2,715)
12430	Capital Expenditure - Plant & Equipment - Utility	60,278	55,253	0	(55,253)
Total Plant & Equipment		314,668	288,295	125,275	(163,020)
Roads					
R001E	Rrg Stratherne Rd 2022/23	179,695	164,703	182,129	17,426
R001F	Stratherne Road 23-24 - Reconstruction & Shoulder Widening Slk	607,213	558,830	589,358	30,528
R001C	Rrg Stratherne Road 2020/21 Shoulder Widening	0	0	2,760	2,760
R004B	Popanyinning East Gravel Sheetting	0	0	0	0
R129F	Wandering-Narrogin Road 2022/23	0	0	9,290	9,290
R129G	Wandering Narrogin Road 23/24 - Final Seal	47,496	43,885	45,531	1,646
RTR096	Roads To Recovery - Austral Street	184,291	172,405	181,149	8,744
RTR140	Roads To Recovery - Campbell Street	34,477	32,078	34,477	2,399
RTR004	Roads To Recovery Popanyinning Road East Gravel Sheetting	46,879	42,955	55,258	12,303
BS129	Blackspot - Wandering Narrogin Road	23,000	21,750	5,431	(16,319)
WF006R	Cuballing East Road 2021/22 Final Seal Works	123,320	109,977	123,320	13,343
WF007R	Wheatbelt Secondary Freight Network - 2023/24 Cuballing East Rd	0	(19,179)	0	19,179
WF007D	Wheatbelt Secondary Freight Network 2022/23 Cuby East Road-D	0	0	8,105	8,105
WSF008	Wheatbelt Secondary Freight - Cuballing East Reconstruction Slk'S	634,901	461,726	683,128	221,402
WSF129	Wheatbelt Secondary Freight Narrogin Wandering Road	0	0	349	349
WF129D	Wheatbelt Secondary Freight 2022/23 Narrogin Wandering Road-	229,869	210,683	45,444	(165,239)
Total Roads		2,111,141	1,799,813	1,965,729	165,916
Bridges					
11214	Bridge Improvements - Capital Upgrades	40,000	36,663	30,025	(6,638)
Total Bridges		40,000	36,663	30,025	(6,638)
Parks, Ovals & Playgrounds					
C207	Heritage Walk Trail	10,000	9,163	0	(9,163)
C209	Cuballing Skate Park Precinct Master Plan	15,000	13,750	0	(13,750)
	54500 Parks, Ovals & Playgrounds - Non-Current	0	0	0	0
Total Parks, Ovals & Playgrounds		25,000	22,913	0	(22,913)
Other Infrastructure					
C203	Cuballing War Memorial	0	0	509	509
C210	Cuballing Niche Wall	7,000	6,163	6,364	201
Total Other Infrastructure		7,000	6,163	6,873	710
TOTAL CAPITAL EXPENDITURE		3,259,912	2,852,974	2,540,483	(312,491)

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Education and welfare										
Aged Accommodation	65	781,151	0	0	(35,603)	(72,017)	745,548	709,134	(22,946)	(34,723)
Transport										
Grader	63	0	0	0	(7,969)	0	(7,969)	0	0	0
Grader	67	407,025	0	0	(75,217)	(76,689)	331,808	330,336	1,209	(15,209)
Other property and services										
Austral Land	64	100,111	0	0	(15,798)	(15,798)	84,313	84,313	(1,430)	(2,087)
Industrial Land	68	0	0	250,000	0	0	0	250,000	0	0
Total		1,288,287	0	250,000	(134,587)	(164,504)	1,153,700	1,373,783	(23,167)	(52,019)
Current borrowings		164,504					28,444			
Non-current borrowings		1,123,783					1,125,256			
		1,288,287					1,153,700			

All debenture repayments were financed by general purpose revenue.

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

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024**

**FINANCING ACTIVITIES
NOTE 9
LEASE LIABILITIES**

Movement in carrying amounts

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

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024**

OPERATING ACTIVITIES

NOTE 10

RESERVE ACCOUNTS

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Plant and Equipment	5,106	1,204	5,397	22,000	0	0	0	28,310	10,503
Administration Building and IT and Office	9,270	371	252	0	0	0	0	9,641	9,522
Employee Entitlements	289,812	11,592	7,883	0	0	0	0	301,404	297,695
Housing Reserve	79,491	3,180	2,471	0	0	0	0	82,671	81,962
Recreation & Community Facility	97,430	3,897	3,929	0	0	0	0	101,327	101,359
Refuse Site	46,015	1,841	1,252	0	0	0	0	47,856	47,267
Equestrian	4,974	199	135	0	0	0	0	5,173	5,109
Standpipe Maintenance	4,149	166	111	0	0	0	0	4,315	4,260
Road and Bridges	106,394	4,256	2,895	0	0	0	0	110,650	109,289
Community and Sporting Club	5,385	215	147	0	0	0	0	5,600	5,532
	648,026	26,921	24,472	22,000	0	0	0	696,947	672,498

		Opening Balance	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance
Other current liabilities	Note	1 July 2023				31 May 2024
		\$		\$	\$	\$
Other liabilities						
- Capital grant/contribution liabilities		96,566	0	0	0	96,566
Total other liabilities		96,566	0	0	0	96,566
Employee Related Provisions						
Annual leave		112,204	0			112,204
Long service leave		172,244	0			172,244
Total Employee Related Provisions		284,448	0	0	0	284,448
Total other current assets		381,014	0	0	0	381,014
Amounts shown above include GST (where applicable)						

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

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

NOTE 12
OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Budget	YTD	YTD
	1 July 2023		(As revenue)	31 May 2024	31 May 2024	Revenue	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
Governance								
Income - Grant - Youth Development Traineeship Fundin	0	0	0	0	0	38,000	38,000	38,000
General purpose funding								
Income - Grants Commission	0	0	0	0	0	26,231	16,458	26,231
Law, order, public safety								
Income - Fire Prevention - Grants	0	0	0	0	0	51,891	47,564	55,891
Income Fire Mitigation Grants	0	0	0	0	0	72,700	66,638	0
Income - DFES Aware Grant	0	0	0	0	0	20,900	20,900	20,900
Education and welfare								
Income Relating to Aged & Disabled - Age Friendly	0	0	0	0	0	6,120	5,610	6,120
Recreation and culture								
Income - Youth Activity Funding	0	0	0	0	0	0	(87)	0
INCOME - Community Development & Events	0	0	0	0	0	0	(1,587)	0
Community Development & Events - Grants	0	0	0	0	0	2,000	1,163	2,000
Community Development & Events - Other	0	0	0	0	0	0	(337)	0
Transport								
Income - Grant - MRWA Direct	0	0	0	0	0	102,932	94,347	126,823
Income - Grants Commission Local Road Grant	0	0	0	0	0	20,824	14,825	20,824
	0	0	0	0	0	341,598	303,494	296,789
Operating contributions								
Other property and services								
Income - Less Workers Compensation Claimed	0	0	0	0	0	20,000	18,326	278
	0	0	0	0	0	20,000	18,326	278
TOTALS	0	0	0	0	0	361,598	321,820	297,067

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

NOTE 13
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 May 2024	Current Liability 31 May 2024	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
General purpose funding								
Income - Community Infrastructure Grant - Commonwealth	0	0	0	0	0	24,777	22,704	0
Income - Phase 2 Community Infrastructure Grant - LRCI	0	0	0	0	0	18,752	17,182	0
Income - Phase 3 community Infrastructure Grant - LRCI	0	0	0	0	0	123,884	113,553	74,330
Transport								
Regional Road Grants	0	0	0	0	0	499,642	457,996	391,340
Wheatbelt Secondary Freight Network	0	0	0	0	0	959,280	758,884	1,034,398
WSFN - Income Wandering Narrogin Road	96,566	0	0	96,566	0	0	0	0
2022/23 Cuballing East Road Wheatbelt Secondary Freight	0	0	0	0	0	66,739	58,690	0
Roads to Recovery	0	0	0	0	0	237,742	220,160	184,062
	96,566	0	0	96,566	0	1,930,816	1,649,169	1,684,130

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024**

**NOTE 14
TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2023	Amount Received	Amount Paid	Closing Balance 31 May 2024
	\$	\$	\$	\$
Cuballing Cricket Club	200	0	0	200
Department of Transport - Licensing	658	294,366	(295,209)	(185)
				0
	858	294,366	(295,209)	15

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024**

**NOTE 15
BUDGET AMENDMENTS**

Proposed amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
Budget Adoption							25,519
	Opening Surplus(Deficit)		Opening Surplus(Deficit)			(128,134)	(102,615)
03120	Income - Gross Rental Value Rates	Proposed	Operating Revenue		27,041		(75,574)
03130	Income - Minimum Unimproved	Proposed	Operating Revenue		3,645		(71,929)
03131	Income - Minimum Gross Rental Value	Proposed	Operating Revenue		20,000		(51,929)
03141	Income - Interim Rates - GRV	Proposed	Operating Revenue		17,000		(34,929)
03168	Income - Less Discount Allowed	Proposed	Operating Revenue		8,750		(26,179)
03200	Income - Grants Commission	Proposed	Operating Revenue			(91,023)	(117,202)
04254	Income - Grant - Youth Development Traineeship F	Proposed	Operating Revenue		38,000		(79,202)
05351	Income - AWARE - Emergency Risk Management	Proposed	Operating Revenue		20,900		(58,302)
11170	Income - Youth Activity Funding	Proposed	Operating Revenue			(1,000)	(59,302)
11700	INCOME - Community Development & Events	Proposed	Operating Revenue			(19,000)	(78,302)
11701	Community Development & Events - Grants	Proposed	Operating Revenue			(8,000)	(86,302)
11702	Community Development & Events - Other	Proposed	Operating Revenue			(4,000)	(90,302)
12185	Income - Grants Commission Local Road Grant	Proposed	Operating Revenue			(51,164)	(141,466)
05252	Income - Dog Registration Fees and Contributions	Proposed	Operating Revenue			(1,000)	(142,466)
08404	Aged Accommodation Units - Rental Income	Proposed	Operating Revenue			(17,400)	(159,866)
10750	Income - Cemetery Charges	Proposed	Operating Revenue		8,000		(151,866)
11050	Income - Hall Hire	Proposed	Operating Revenue		2,000		(149,866)
11052	Income - Recreation Complex	Proposed	Operating Revenue		1,000		(148,866)
11704	INCOME - Winter Ball	Proposed	Operating Revenue		3,687		(145,179)
13250	Income Relating to Tourism & Area Promotion	Proposed	Operating Revenue		3,000		(142,179)
13350	Income - Local Building Licence Fees	Proposed	Operating Revenue			(2,500)	(144,679)
13351	Income - Local Building Dispute Fee	Proposed	Operating Revenue		1,500		(143,179)
13455	Income - Standpipe - Charges	Proposed	Operating Revenue			(110,000)	(253,179)
13465	Income - Standpipe Swipe Cards	Proposed	Operating Revenue		500		(252,679)
14150	Income - Private Works	Proposed	Operating Revenue			(9,000)	(261,679)
03160	Income - Penalty Interest Raised on Rates	Proposed	Operating Revenue		7,000		(254,679)
03164	Income - Instalment Interest Received	Proposed	Operating Revenue		626		(254,053)
03201	Income - Interest Received - Municipal Account	Proposed	Operating Revenue		5,000		(249,053)
04251	Income - Contributions and Reimbursements	Proposed	Operating Revenue		60,230		(188,823)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024**

**NOTE 15
BUDGET AMENDMENTS**

Proposed amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
11185	INCOME - GOLF DAY	Proposed	Operating Revenue		2,000		(186,823)
04236	Expenditure - Administration Super	Proposed	Operating Expenses		10,229		(176,594)
04258	Expenditure- Health Checks for Staff	Proposed	Operating Expenses			(1,000)	(177,594)
04297	Expenditure - Training and Conferences Admin	Proposed	Operating Expenses		9,000		(168,594)
05102	Expenditure - Maintenance of Land and Buildings	Proposed	Operating Expenses			(1,000)	(169,594)
07110	Expenditure - EHO Contract - Salary	Proposed	Operating Expenses		2,500		(167,094)
07700	Expenditure - Health Training and Other	Proposed	Operating Expenses		500		(166,594)
10715	Expenditure - Cemetery Maintenance	Proposed	Operating Expenses			(8,500)	(175,094)
11010	Expenditure - Halls Maintenance	Proposed	Operating Expenses			(1,200)	(176,294)
11105	Expenditure - Maintenance - Parks and Reserves	Proposed	Operating Expenses			(10,000)	(186,294)
11110	Expenditure - Dryandra Equestrian Centre	Proposed	Operating Expenses			(3,000)	(189,294)
11120	Expenditure - Maintenance Cuballing Rec Centre &	Proposed	Operating Expenses			(3,000)	(192,294)
11125	Expenditure - Maintenance - Recreation	Proposed	Operating Expenses			(7,000)	(199,294)
11705	Community Events	Proposed	Operating Expenses		10,000		(189,294)
12205	Expenditure - Maintenance on streets and roads	Proposed	Operating Expenses			(3,000)	(192,294)
12210	Expenditure - Maintenance - Depot	Proposed	Operating Expenses			(3,000)	(195,294)
13205	Expenditure - Relating to Tourism & Area Promotio	Proposed	Operating Expenses			(500)	(195,794)
13310	Expenditure - Building Services	Proposed	Operating Expenses		5,000		(190,794)
14105	Expenditure - Private works	Proposed	Operating Expenses		2,500		(188,294)
14207	Expenditure - Long Service Leave Wages	Proposed	Operating Expenses			(18,000)	(206,294)
14215	Expenditure - Allowances	Proposed	Operating Expenses		3,000		(203,294)
14216	EXPENDITURE SERVICE PAY	Proposed	Operating Expenses		4,666		(198,628)
14225	Expenditure - Staff training	Proposed	Operating Expenses		15,000		(183,628)
14230	Expenditure - Protective Clothing	Proposed	Operating Expenses		3,000		(180,628)
14325	Expenditure - Internal Repair Wages	Proposed	Operating Expenses			(3,000)	(183,628)
04101	Expenditure - Members Training & Conference	Proposed	Operating Expenses			(15,000)	(198,628)
04241	Expenditure - Audit Expenses	Proposed	Operating Expenses			(2,000)	(200,628)
04245	Expenditure - Revaluation for Fair Value	Proposed	Operating Expenses		1,775		(198,853)
04248	Expenditure - Administration Support Services	Proposed	Operating Expenses			(10,000)	(208,853)
04288	Expenditure - Computer, Mobile Phone & Dash Ca	Proposed	Operating Expenses			(2,500)	(211,353)
04289	Expenditure - Administration Office Maintenance n	Proposed	Operating Expenses			(6,677)	(218,030)
04293	Expenditure - Computer Equipment - Mtnce	Proposed	Operating Expenses			(10,000)	(228,030)
05101	Expenditure - Mtnce of Vehicles and Trailers	Proposed	Operating Expenses			(15,000)	(243,030)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024**

**NOTE 15
BUDGET AMENDMENTS**

Proposed amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
05107	Expenditure - Clothing and Accessories	Proposed	Operating Expenses			(5,000)	(248,030)
05205	Expenditure - Ranger and Advertising	Proposed	Operating Expenses		2,000		(246,030)
09105	Expenditure - CEO Housing Maintenance	Proposed	Operating Expenses			(3,300)	(249,330)
10100	Expenses Relating to Sanitation - Household Refus	Proposed	Operating Expenses		2,500		(246,830)
10105	Expenditure - Tip Maintenance Costs	Proposed	Operating Expenses			(10,000)	(256,830)
10500	Expenses Relating to Protection Of Environment	Proposed	Operating Expenses		1,500		(255,330)
10705	Expenditure - Maintenance - Public Conveniences	Proposed	Operating Expenses		10,000		(245,330)
10715	Expenditure - Cemetery Maintenance	Proposed	Operating Expenses			(3,275)	(248,605)
10720	Expenditure - Men's Shed Maintenance	Proposed	Operating Expenses		4,000		(244,605)
11010	Expenditure - Halls Maintenance	Proposed	Operating Expenses		4,500		(240,105)
11105	Expenditure - Maintenance - Parks and Reserves	Proposed	Operating Expenses		3,000		(237,105)
11110	Expenditure - Dryandra Equestrian Centre	Proposed	Operating Expenses		1,000		(236,105)
11120	Expenditure - Maintenance Cuballing Rec Centre &	Proposed	Operating Expenses			(5,000)	(241,105)
11705	Community Events	Proposed	Operating Expenses			(10,000)	(251,105)
12210	Expenditure - Maintenance - Depot	Proposed	Operating Expenses			(10,000)	(261,105)
12230	Expenditure - Maintenance General	Proposed	Operating Expenses			(10,500)	(271,605)
13205	Expenditure - Relating to Tourism & Area Promotio	Proposed	Operating Expenses		10,000		(261,605)
13310	Expenditure - Building Services	Proposed	Operating Expenses			(1,760)	(263,365)
13320	Expenditure - Building Other Costs	Proposed	Operating Expenses			(1,500)	(264,865)
13410	Expenditure - Standpipe costs	Proposed	Operating Expenses			(5,000)	(269,865)
14105	Expenditure - Private works	Proposed	Operating Expenses		1,000		(268,865)
14225	Expenditure - Staff training	Proposed	Operating Expenses		4,000		(264,865)
14238	Expenditure - Minor Plant and Equipment < \$1,000	Proposed	Operating Expenses		5,000		(259,865)
14310	Expenditure - Fuel & Oils	Proposed	Operating Expenses		50,000		(209,865)
14315	Expenditure - Tyres and Tubes	Proposed	Operating Expenses		5,000		(204,865)
14320	Expenditure - Parts & Repairs	Proposed	Operating Expenses			(30,000)	(234,865)
11105	Expenditure - Maintenance - Parks and Reserves	Proposed	Operating Expenses		3,500		(231,365)
11125	Expenditure - Maintenance - Recreation	Proposed	Operating Expenses			(1,000)	(232,365)
12235	Expenditure - Power - Street Lighting	Proposed	Operating Expenses			(1,750)	(234,115)
13410	Expenditure - Standpipe costs	Proposed	Operating Expenses		100,000		(134,115)
04101	Expenditure - Members Training & Conference	Proposed	Operating Expenses			(9,000)	(143,115)
04105	Expenditure - Members Refreshments & Civic Func	Proposed	Operating Expenses			(1,000)	(144,115)
04240	Expenditure - Advertising	Proposed	Operating Expenses			(2,000)	(146,115)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024**

**NOTE 15
BUDGET AMENDMENTS**

Proposed amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
12164	Wheatbelt Secondary Freight Network	Proposed	Capital Revenue			(1,445,461)	(1,591,577)
12167	2022/23 Cuballing East Road Wheatbelt Secondary	Proposed	Capital Revenue			(29,827)	(1,621,404)
12175	Roads to Recovery	Proposed	Capital Revenue		26,791		(1,594,613)
C084	Aged Persons Accommodation Capital Expense	Proposed	Capital Expenses		38,998		(1,555,614)
C205	Golf Club Facility Upgrade (Lrci Funds)	Proposed	Capital Expenses			(10,000)	(1,565,614)
11057	CCTV Camera's	Proposed	Capital Expenses			(30,000)	(1,595,614)
C215	Popanyinning School House (Lrci Funding)	Proposed	Capital Expenses			(10,000)	(1,605,614)
C162	Cuballing Town Hall - Capital Works	Proposed	Capital Expenses			(40,467)	(1,646,081)
C164	Building Renewal - Cuballing Cwa Hall	Proposed	Capital Expenses		44,682		(1,601,399)
11300	Capital Expenditure - Plant & Equipment - Genera	Proposed	Capital Expenses		1,500		(1,599,899)
R001F	Stratherne Road 23-24 - Reconstruction & Shoulde	Proposed	Capital Expenses			(27,013)	(1,626,912)
R129G	Wandering Narrogin Road 23/24 - Final Seal	Proposed	Capital Expenses			(4,296)	(1,631,208)
RTR096	Roads To Recovery - Austral Street	Proposed	Capital Expenses			(41,791)	(1,672,999)
RTR140	Roads To Recovery - Campbell Street	Proposed	Capital Expenses			(6,118)	(1,679,117)
BS129	Blackspot - Wandering Narrogin Road	Proposed	Capital Expenses			(8,000)	(1,687,117)
WF006R	Cuballing East Road 2021/22 Final Seal Works	Proposed	Capital Expenses		36,730		(1,650,387)
WF007R	Wheatbelt Secondary Freight Network - 2023/24 C	Proposed	Capital Expenses		230,181		(1,420,206)
WSF008	Wheatbelt Secondary Freight - Cuballing East Reco	Proposed	Capital Expenses		1,442,726		22,519
C210	Cuballing Niche Wall	Proposed	Capital Expenses		3,000		25,519
				0	2,328,657	(2,328,657)	25,519

KEY INFORMATION

Nil

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024**

**NOTE 16
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2023-24 year is \$5,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Timing/Permanent	Explanation of positive variances
				Comments
	\$	%		
Opening funding surplus / (deficit)	0	0.00%		
Revenue from operating activities				
Rates	106,545	7.74%	Timing	Interim Processing
Operating grants, subsidies and contributions	(24,753)	(7.69%)	Timing	Immaterial
Fees and charges	49,442	22.81% ▲	Timing	Reimbursement of Training Course from LG's & Standpipe fees
Interest earnings	(26,622)	(29.85%) ▼	Timing	Maturity of Investments
Other revenue	(10,147)	(7.09%)	Timing	Immaterial
Profit on disposal of assets	(4,708)	(100.00%)	Timing	Trailer auctioned only
Expenditure from operating activities				
Employee costs	(41,365)	(4.17%)	Timing	Immaterial
Materials and contracts	204,524	17.77% ▲	Timing	Records data migration, fire truck repairs
Utility charges	(34,843)	(53.78%) ▼	Timing	Water Corp credit applied
Depreciation on non-current assets	(285,298)	(13.67%) ▼	Timing	Timing
Interest expenses	24,496	51.39% ▲	Timing	Loan repayments - (budget allocated over 12 months)
Insurance expenses	(1,211)	(0.58%)	Timing	Immaterial
Other expenditure	12,450	15.21% ▲	Timing	Timing - Budget allocated over 12 mths
Loss on disposal of assets	1,140	11.48%	Timing	Generator. Traffic Lights
Non-cash amounts excluded from operating activities	288,866	13.80% ▲	Timing	Timing
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	34,961	2.12%	Timing	Immaterial
Proceeds from disposal of assets	(52,416)	(92.02%) ▼	Timing	Timing
Payments for property, plant and equipment and infrastr	312,491	10.95% ▲	Timing	Timing
Non-cash amounts excluded from investing activities	0	0.00%		Not Applicable
Financing activities				
Proceeds from new debentures	(250,000)	▼	Timing	Not Applicable
Transfer from reserves	0	0.00%	Timing	Not Applicable
Payments for principal portion of lease liabilities	1,826	100.00%	Timing	Lease payment expensed
Repayment of debentures	16,190	10.74% ▲	Timing	Timing - Allocation over 12 mths
Transfer to reserves	20,298	45.34% ▲	Timing	June Tsf
Closing funding surplus / (deficit)	341,866	(185.07%)	Timing	As per the above explanations

9.1.3 2024-2034 Long Term Financial Plan

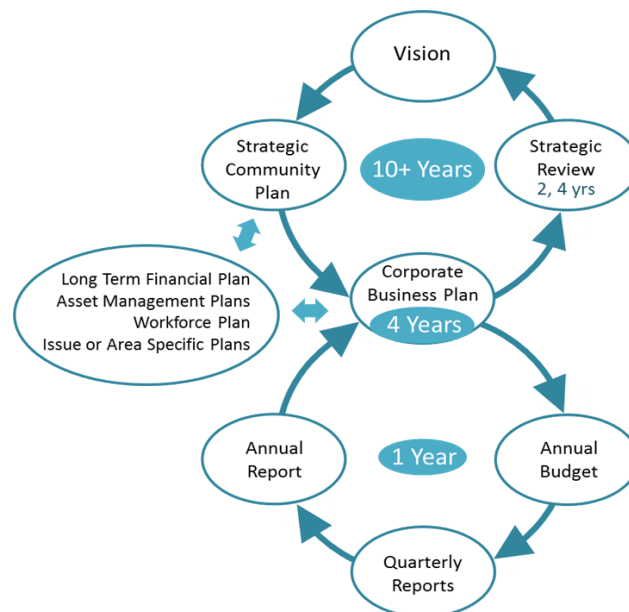
Applicant:	Shire of Cuballing
File Ref. No:	ADM250
Disclosure of Interest:	Nil
Date:	12 June 2024
Author:	Narelle Rowe, Deputy Chief Executive Officer
Attachments:	9.1.3a 2024-2034 Long Term Financial Plan

Summary

This report recommends that Council considers the adoption of the Shire of Cuballing Long Term Financial Plan 2024-2034.

Background

The Long Term Financial Plan (LTFP) is a key component of the Integrated Planning and Reporting Framework (IPRF) requirements that were introduced in 2013. The intent of the IPRF is to ensure improved strategic, financial and asset management planning across Western Australian Local Governments.



The LTFP is a 10 year rolling plan for the financial period 2023/24 to 2033/34 which aligns with the Corporate Business Plan to progress priorities identified in the Community Strategic Plan. The process essentially drives the annual budget and the LTFP will be reviewed on an annual basis to accommodate any changes in economic forecasts, community input and organisational requirements.

The LTFP is also designed to indicate long term financial viability and identification of issues that may have a long term impact on the Council's finances. Linkages with other key Council planning documents is also an essential component of the LTFP.

The preparation of the LTFP is consistent with section 5.56 of the Local Government Act 1995 in Planning for the Future as well as giving consideration for the Corporate Business Plan in accordance with the Local Government (Administration) Regulations 1996.

Comment

The LTFP covers the period from 1 July 2023 to 30 June 2034, incorporating the 2023/24 Annual Budget Review and will continue to be updated on an annual basis.

The objectives of the LTFP include;

- Achieve long term community objectives in a financially sustainable manner
- Establishing a 10 year rolling plan that aligns with the Corporate Business Plan
- Provide guidance in the preparation of the Annual Budget
- Provide a means of assessing financial performance
- Aiming to achieve standard (or greater) financial ratios in line with the Department of Local Government, Sport and Cultural Industries Advisory Standard Guidelines

Flowing from the Shire's Strategic Community Plan, the following key projects have been identified as some of the priorities within the 10 year plan;

- Road Infrastructure Renewal Program
- Bridge Renewal Program
- Plant Replacement Program
- Cuballing Recreation Centre
- Popanyinning Fire Shed
- Cuballing Works Depot Relocation
- Industrial Land Development

Preparation of the plan also requires a number of key assumptions which ultimately provide guidance to subsequent reviews of the Corporate Business Plan and Annual Report. The following assumptions are therefore proposed in the subject plan;

- Existing service levels are maintained. The LTFP does not plan for an expansion or reduction in the current activities of the Shire of Cuballing
- Sourcing funding opportunities to assist with new and renewed infrastructure
- Maintaining existing infrastructure in line with service level reviews
- Maintaining a fair and equitable rating strategy that is sustainable into the future
- Fees & charges maintained at same level of increase as rates
- Employee costs, utilities, insurance and materials and contracts all increase at same rate as CPI

It should be highlighted that the Shire's ability to fund some of the projects identified in the LTFP are reliant on the Shire's ability to obtain various sources of grant funding. As such, some of projects within the LTFP may be either deferred or not implemented in the event that funding cannot be obtained.

The LTFP is based on the Shire operating a balanced budget for all years with an operating surplus shown in 2033/34. While the LTFP shows Unrestricted Cash fluctuating over the course of the plan, Council acknowledge that the Shire's optimum Unrestricted Cash target is in the vicinity of \$500,000 - \$750,000. From an annual cash flow perspective, this target amount allows the Shire to have the capacity to comfortably meet all financial commitments in the months leading up to the collection of rates each financial year.

Strategic Implications

Governance

Forward thinking leadership, which listens and responds to community needs and has transparent and accountable decision-making.

- Enhancing community information and engagement.

Statutory Environment

Local Government Act 1995

5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations 1996

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.

- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

Policy Implications

Nil

Financial Implications

The Shire of Cuballing's Long Term Financial Plan 2024–2034 is an informing document for the preparation of Council's Annual Budget and Long Term Financial Plan, ensuring long term sustainability of funding decisions of Council.

Economic Implication

Nil

Environmental Considerations

Nil

Consultation

Nil

Options

Council may resolve:

- 1. the Officer's Recommendation; or
- 2. not adopt the Long Term Financial Plan in its current form.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION:

That Council adopt the Shire of Cuballing Long Term Financial Plan 2024-2034 as per the attached document. That Council adopt the Shire of Cuballing Asset Management Plan 2024 to 2034 as per the attached document.



Shire of Cuballing

Long Term Financial Plan 2024 – 2034

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Executive Summary

The Shire of Cuballing's Long Term Financial Plan ("LTFP") outlines our strategies towards managing the Shire's future financial sustainability as well as meeting the Strategic Community Plan expectations over the next 10 years. The Shire will continue to provide infrastructure and services for our community in a manner that is affordable and financially responsible.

The LTFP covers the period from 1 July 2023 to 30 June 2034, incorporating the 2022/23 Audited Financials as the base period and the LTFP will continue to be updated on an annual basis.

The objectives of the LTFP include;

- Achieve long term community objectives in a financially sustainable manner
- Establishing a 10-year rolling plan that aligns with the Corporate Business Plan
- Provide guidance in the preparation of the Annual Budget
- Provide a means of assessing financial performance
- Aiming to achieve standard (or greater) financial ratios in line with the Department of Local Government, Sport and Cultural Industries Advisory Standard Guidelines

As a result of community engagement undertaken in creating the Shire's Strategic Community Plan 2023-2033, the following strategic priorities were identified and included within the 10-year plan;

- Enhancing focus on emergency management
- Improving the Cuballing Recreation Centre
- Increasing community gatherings and spaces
- Defining and developing Town Centres
- Establishing a Light Industrial Area
- Increasing tourism, particularly through trail development
- Developing and promoting the equestrian sector
- Restoring the Hotham River at Popanyinning
- Establishing a Popanyinning wetlands
- Working with the Peel Harvey Catchment Council for reducing pests and weeds and increasing native plantings
- Improving footpaths and linking aged units to the Town Centre
- Upgrading major roads
- Improving drainage
- Increasing heritage protection and telling our story
- Enhancing community information and engagement

The LTFP provides a ten (10) year overview of the Shire of Cuballing projected income, expenses and capital works programs. Only projects with reasonably assured funding or projects firmly committed to are included in the capital works programs. This prudent design approach ensures the Council only communicates to stakeholders' projects that can be delivered with reasonable certainty over the forecast period.

The LTFP illustrates that Council are able to sustain, on average \$3.00m of capital expenditure per annum over the next ten years, with rate increases subsequent to FY2024 between 4-8% and little or no growth forecast during the period.

It should be highlighted that the Shire's ability to fund some of the projects identified in the LTFP is reliant on the Shire's ability to obtain various sources of grant funding. As such, some of projects within the LTFP may be either deferred or not implemented in the event that funding cannot be obtained.

The LTFP aims to improve the 7 key financial ratios which form the Shire's local government Financial Health Indicator ("FHI"). The overall FHI score increases from 55 in FY24 to 73 in FY34.

The LTFP is based on the Shire operating a balanced budget from FY25-FY33 before a surplus is shown in the final year of the plan in FY34 to allow the unrestricted cash balance to build up at the period of the plan. The Shire's optimum Unrestricted Cash target is in the vicinity of \$500,000-\$750,000.

From an annual cash flow perspective, this target amount allows the Shire to have the capacity to comfortably meet all financial commitments in the months leading up to the collection of rates each financial year. As such, Council have identified as a priority the importance of striving to achieve this optimum level of unrestricted cash.

Background

The Shire of Cuballing is approximately 190 kilometres south east of Perth. It is located on the Great Southern Highway and encompasses the Cuballing, Popanyinning and Yornaning townsites.

A significant portion of the Dryandra State Forest is located in the Shire of Cuballing. The Lions Village at Dryandra provides a great place for groups and families to explore the woodland and learn more about the unique wildlife of the area, with the endangered animals breeding centre at Barna Mia providing a unique experience.

Economy

The economy of the Shire of Cuballing is based around the agricultural industry. In addition to a number of established businesses that compliment the agricultural industry the Shire has also seeing a number of more intensive agricultural enterprises, including cattle feedlots and piggeries, developed in the Shire.

Increasingly, transport links are a key economic driver of agricultural industries. The Shire of Cuballing has the tier 2 railway line and Great Southern Highway running north-south through the centre of the Shire. The Cuballing East and Wandering Narrogin roads have been identified as a Grain Freight Routes linking grain growing areas to the east with the Great Southern Highway through to delivery centres in Brookton.

Tourism is also a growing industry with the Dryandra State Forest, Dryandra Regional Equestrian Centre and a number of nature and heritage trails in Popanyinning providing an avenue for tourists to experience the local history and wildflowers.

The table below shows the key characteristics of the Shire of Cuballing as per the 2021 Census data provided;

Category Description	2021 Cuballing Census Data	2021 State Census Data
Population	902	2,660,026
Aboriginal and Torres Strait Islander peoples	1.6%	3.3%
Male: Female ratio	52:48	50:50
People with disability (core need for assistance)	6.1%	4.6%
Median age	51	38
Children and young teens (0-14)	16.2%	19.0%
Working age (15-64)	58.8%	65.0%
Seniors (65+)	25.1%	16.1%
Born overseas	14.1%	32.2%
Volunteering	27.7%	15.9%
Total business counts*	125	N/A
*ABS Counts of Australian Businesses		
Unemployment rate	3.7%	5.1%
Participation rate	57.0%	63.9%
Median household income	\$1,236	\$1,815
Completed Year 12+	52.3%	66.4%
Tertiary qualification	37.1%	50.9%
Rental affordability	\$200 (16.2% of average weekly household income)	\$340 (18.7% of average weekly household income)
Top three industries by employment	Grain-Sheep or Grain-Beef Cattle Farming; Sheep Farming (Specialised); Other Grain Growing	N/A

Introduction

Long Term Financial Plan

This plan extends over a ten (10) year period to ensure the Shire of Cuballing is positioned effectively to realise the objectives of their overarching Strategic Plan. The LTFP is a key strategic planning document used to support and guide internal decision-making and ensure that the planned capital program is financially viable without risking the long term sustainability of the organisation.

Given the changing nature of many of the assumptions, the LTFP is reviewed on a periodic basis and updated as required, to ensure it remains fit for purpose. Unforeseen events, changes in strategic direction or additional grants need to be evaluated in relation to the currency of the LTFP as seemingly minor changes may have a compounding effect on the Shire of Cuballing's capital plans.

Long Term Financial Plan Objectives

The financial objectives of the LTFP are summarised below;

- Develop an adaptable forward looking financial model to provide an indication of the sustainability of Council's proposed actions, enabling the business to respond to the ever-changing needs of the community
- Ensure that strategic decisions are made within the agreed Council parameters and benchmarks
- Enhance the transparency and accountability of the Council to the community
- Support continuous financial improvement aspirations, encouraging cost control to maximise available capital funding for the community and the early identification of financial challenges to encourage Council to consider alternative funding models.

Financial Strategies

The Shire of Cuballing recognises that rate increases are not the only answer to meeting the Shire's demands and are committed to continuing to provide infrastructure and services for our community in a manner that is affordable and financially responsible.

Creating revenue diversity, together with service delivery reviews and containing expenditure improve value for our ratepayers. Because of this the LTFP is based on the following financial strategies and principles:

- Maintain a fair and equitable rating structure
- Continue to provide support to community organisations
- Promote the use of Shire operated facilities
- Accept that not all facilities can be operated on a full cost recovery practice
- Look to increase revenue generated from non-rating sources
- Maximise grant funding opportunities to service operational activities
- Adopt a process of cost recovery for services deemed to be commercial activity
- Review service delivery for alternative methods of delivery
- Identify services that will benefit from a more regional approach to delivery
- Invest in new technologies that achieve efficiencies in ongoing operational costs
- Implement responsible debt management practices to maximise economic opportunities
- Maintain existing infrastructure to an acceptable standard
- Seek a minimum of 50% support from State and Federal Government towards new community facilities
- Where appropriate, replacing existing facilities with multi-purpose facilities in order to reduce future capital expenditure and ongoing operational expenditure

Strategic Direction

The Long Term Financial Plan highlights the Shire's capacity to deliver on the goals and aspirations identified in the Community Strategic Plan and Corporate Business Plans. It projects financial information beyond the course of the Corporate Business Plan to cover operations for 10 years and to provide an indicative position of financial sustainability in the future.

The purpose of the LTFP process is to identify if the strategic intent of the various documents prepared as part of the Shire's Strategic Planning Framework are affordable without risking the long-term sustainability of its operations.

It provides information necessary to assess resourcing requirements to achieve long term community objectives in a financially sustainable manner. The assumptions are estimates only and provide an overview of possible outcomes. Changes in the Shire's operations may result in changes to the Corporate Business Plan requiring the Long Term Financial Plan to be constantly updated.

The core components of the Integrated Planning and Reporting Framework consist of the Community Strategic Plan, Corporate Business Plan, Long Term Financial Plan, Asset Management Plans, Workforce Plans, Issue & Area Specific Plans and the Annual Budget. Below is an outline of the Integrated Planning and Reporting Cycle;



Strategic Community Plan

The community had a strong involvement and voice in the development of the Shire's Strategic Community Plan 2023-2033. The plan is one of many tools that will guide the future direction of our Shire and has a strong emphasis on our community's aspirations and goals.

Community Vision

A charming rural community, in a unique part of the world, growing and prospering while protecting its natural environment.

THEMES	GOALS
Social	A place where people of all ages, abilities and stages of life are active and connected.
Economic	Business is thriving, with ample local employment and opportunities for existing and new businesses to grow.
Natural Environment	The natural environment is protected, enhanced and managed so that it can be enjoyed by locals and proudly shared with visitors.
Built Environment	People and goods can move easily in and around the Shire, which is well planned for community needs, respecting the past and building the future.
Governance	Forward thinking leadership, which listens and responds to community needs and has transparent and accountable decision-making.

Strategic Priorities

Each theme has several strategic priorities feeding into it, as shown in the table below. While current activities and service levels will continue over the short to medium term in many cases, the priorities show what the Shire will focus on over the coming years. These priorities will be updated at least every four years as the Plan is reviewed and refreshed.

Social <i>A place where people of all ages, abilities and stages of life are active and connected.</i>	
Enhancing focus on emergency management (including dual use of Equestrian Centre for evacuation).	- Improving the Cuballing Recreation Centre. - Increasing community gatherings and spaces.
Economic <i>Business is thriving, with ample local employment and opportunities for existing and new businesses to grow.</i>	
- Defining and developing Town Centres. - Establishing a Light Industrial Area (LIA).	- Increasing tourism, particularly through trail development. - Developing and promoting the equestrian sector.
Natural Environment <i>The natural environment is protected, enhanced and managed so that it can be enjoyed by locals and proudly shared with visitors.</i>	
- Restoring the Hotham River at Popanyinning. - Establishing a Popanyinning wetlands.	Working with the Peel Harvey Catchment Council for reducing pests and weeds and increasing native plantings.
Built Environment <i>People and goods can move easily in and around the Shire, which is well planned for community needs, respecting the past and building the future.</i>	
- Improving footpaths and linking aged units to the Town Centre. - Upgrading major roads (especially Wheatbelt Secondary Freight Network).	- Improving drainage. - Increasing heritage protection and telling our story.
Governance <i>Forward thinking leadership, which listens and responds to community needs and has transparent and accountable decision-making.</i>	
Enhancing community information and engagement.	

Corporate Business Plan

The Corporate Business Plan is a document responsible for translating the strategic direction of the Shire articulated within the Shire of Cuballing's Community Strategic Plan 2023-2033.

Achieving the community's aspirations and goals requires development of the strategies contained within the Community Strategic Plan. Due to the limitation of financial resources, careful operational planning and prioritisation is required to implement these strategies. This planning process is formalised in the Corporate Business Plan and puts the Strategic Community Plan into action via the Annual Budget.

Annual Budget

The annual budgeting process is driven by the strategic and business planning activities of the Shire, while its timing and execution is informed through legislation, namely, the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. The budget process is reviewed annually and triggers updates to the Corporate Business Plan and other associated Plans.

Workforce Plan

The Workforce Plan details our resources required to deliver the Community Strategic Plan and the strategies to be implemented to address the challenges facing our workforce. The Workforce Plan provides a strategic approach to addressing current and future needs in the organisation with some of the key objectives of the Plan to identify;

- Critical skills and positions within the organisation;
- Gaps between our current and future workforce;
- Internal and external challenges facing our workforce; and
- Strategies to address these gaps to mitigate risks in addressing these challenges.

Asset Management Plan

The Asset Management Plan identifies the status of the Shire's infrastructure assets. The Asset Management Plan identifies the required asset renewals in order to maintain and/or increase the Shire's level of service to the community.

A whole of life approach is taken to operational, maintenance, renewal and acquisition plans and funding levels, ensuring that assets deliver the required levels of service are identified. Reported levels of service and risks are taken into account in the development of operational, maintenance, renewal, acquisition plans and the performance of assets is measured and reported as appropriate.

Risk Management

The Shire has in place a Risk Framework which follows the International Standard for Risk Management AS/NZS ISO31000:2018. The framework is proactive to ensure the quality of service delivery is not adversely affected. Risk management is integrated into our business planning process to ensure any exposure to risk is minimised.

Model Assumptions

Financial Assumptions

Like any plan there are underlying assumptions on which the basis of the plan is derived. It is important to emphasise that the projects identified in the LTFP are to be used as guidance and do not financially commit the Shire to implement those projects identified. Rather, they act as a guide towards drafting the Annual Budget and as such the LTFP, along with other associated plans, will be reviewed each year by Council during the Annual Budget process.

The LTFP is based on some of the following assumptions and principles;

Underlying Principles

The following principles have been applied within the plan;

- Existing service levels are maintained
- Maintaining a fair and equitable rating strategy that is sustainable into the future
- Sourcing funding opportunities to assist with new and renewed infrastructure
- Maintaining existing infrastructure in line with service level reviews

Major Projects

The following key projects have been identified as priorities within the plan;

- Road Infrastructure Renewal Program
- Bridge Renewal Program (including replacement of Bridge 5240 at Popanyinning)
- Plant Replacement Program
- Cuballing Recreation Centre Redevelopment (subject to obtaining funding)
- Popanyinning Fire Shed
- Cuballing Works Depot Relocation
- Industrial Land Development

Key Assumptions

The following table summarises the three key variables applied within the plan;

Description	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Employee costs	8.00%	5.00%	5.00%	4.00%	4.00%	4.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Rates	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	6.00%	6.00%	6.00%	6.00%	4.00%
CPI	5.00%	5.00%	5.00%	4.00%	4.00%	4.00%	3.00%	3.00%	3.00%	3.00%	3.00%

Revenue Assumptions

The following table summarises the key revenue assumptions applied within the plan;

Description	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Rates	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	6.00%	6.00%	6.00%	6.00%	4.00%
Operating Grants	5.00%	5.00%	5.00%	4.00%	4.00%	4.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Fees & Charges	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	6.00%	6.00%	6.00%	6.00%	4.00%
Capital Grants	5.00%	5.00%	5.00%	4.00%	4.00%	4.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Interest	3.00%	3.00%	3.00%	2.00%	2.00%	2.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Other Revenue	5.00%	5.00%	5.00%	4.00%	4.00%	4.00%	3.00%	3.00%	3.00%	3.00%	3.00%

RATES

Rates and Annual Charges include general rates and domestic waste management fees. Rates and Annual charges are the principal source of revenue for Shire of Cuballing, representing around 41% of the total revenue before Capital Grants.

Around 75% of rates revenue comes from agricultural properties.

Annual rate increases of 4-8% per annum have been applied over the course of the ten year plan.

FEES & CHARGES

Fees and Charges represent around 10% of the total revenue before Capital Grants. Historically the majority of fees and charges have come from the collection of rubbish, with a smaller portion of this revenue generated from private works and statutory services provided by the Shire of Cuballing including animal registration, building and town planning fees.

FY25 anticipates revenue generated from Fees and Charges to increase as a result of income linked to future festivals and events to be held in the Shire as well as some additional income generated from the aged accommodation units.

Revenue generated from operating activities outside of rates will enable Council to utilise the operating surpluses to be reinvested into other strategic projects.

OPERATIONAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

The Shire of Cuballing historically receives around 44% of its operating revenue from various operational grants.

Some of these grants such as the Commonwealth Financial Assistance grants and the Main Roads direct grant are untied and received on an annual basis, historically increased in line with CPI.

Funding sources such as the funding for Fire & Emergency services are reliant on the provision of various services delivered by the Shire. Where these grants are consistent from year to year they have been increased in line with CPI.

Other funding sources are considered more project specific and may have more uncertainty around future funding. Where this is the case, only funding that is considered likely to be received has been included in the LTFP.

INVESTMENT INCOME

In accordance with the Council's investment policy the Shire of Cuballing invests funds that are surplus to its current needs. Within the LTFP it is presumed surplus funds will be invested in a diversified portfolio of term deposits and/or securities.

Interest rates have been applied at a rate 2% lower than the consumer price index figures applied throughout the plan. The LTFP has not sought to speculate on future interest rate volatility.

REIMBURSEMENTS & OTHER REVENUE

Shire of Cuballing receives minor revenue and reimbursements from multiple sources. In addition to these minor recurring revenue sources, historical insurance recoveries have also been posted to this account. The LTFP does not speculate on future insurance recoveries noting that recoveries would be offset by matching expenses, resulting in no net financial impact. Other Revenue assumptions are programmed to increase in line with CPI over the duration of the LTFP.

CAPITAL GRANTS & CONTRIBUTIONS

Shire of Cuballing is provided with regular Capital Grants to fund or subsidise strategic capital projects. These Capital Grants are uneven regarding amount, timing and frequency over past periods. Most substantially, funding of \$19.85m have been included for FY24-33 for the Wheatbelt Secondary Freight Network program. While some projects (ie. Cuballing Recreation Centre) over the 10 year life of the plan have been included on the basis that such projects would only be completed if all or a substantial of funding was obtained to cover the cost of the project.

Expenditure Assumptions

The following table summarises the key expenditure assumptions applied within the plan;

Description	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Employee costs	8.00%	5.00%	5.00%	4.00%	4.00%	4.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Materials & contracts	5.00%	5.00%	5.00%	4.00%	4.00%	4.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Utility charges	5.00%	5.00%	5.00%	4.00%	4.00%	4.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Finance costs	6.00%	6.00%	6.00%	5.00%	5.00%	5.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Insurance	5.00%	5.00%	5.00%	4.00%	4.00%	4.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Other expenditure	5.00%	5.00%	5.00%	4.00%	4.00%	4.00%	3.00%	3.00%	3.00%	3.00%	3.00%

EMPLOYEE COSTS

Employee costs include payment of salary and wages, leave entitlements, superannuation, training and workers compensation expenditures. Employee costs are a significant cost to the Shire, representing around 22% of the Shire's forecast FY24 operating expenses.

The CPI rate used in the first year of the LTFP is 5%. For the period ended 31 March 2024, the West Australia Wage Price Index as measured by the Australia Bureau of Statistics was 4.2%. As such, the Shire considers that the CPI rates used in the LTFP are conservative. The CPI rate will be reviewed as part of the annual review process of the LTFP.

MATERIALS & CONTRACTS

Materials, contracts and other expenses comprise of all expenditures incurred to deliver Shire facilities and provide services to the community. Materials and contracts are one of the Shire of Cuballing's more significant fixed expense representing around 19% of the Shire's forecast FY24 operating expenses. All costs have been increased in line with CPI over the life of the LTFP.

FINANCE COSTS

The two components underpinning the finance cost charges include estimated interest rate and projected borrowing requirements.

The 2023/24 Annual Budget forecasts borrowings of \$1.37m at 30 June 2024. Current borrowings are expected to be repaid by the end of FY32. New borrowings have been calculated at the rate of CPI plus 1% per annum with an associated loan term to be no longer than the estimated useful life of the related asset or a maximum of 10 years.

One of the main goals of Council is to keep future external borrowing levels at minimum level, whilst not compromising on the funding requirement of strategic capital projects planned for each financial year. The LTFP projects that the Shire will only need additional funding in FY30 to meet the cost of reconstructing the Cuballing Recreation Centre.

For all remaining periods, Council is confident in meeting all its operational services and capital projects from own-sourced revenue generated over the course of the plan.

DEPRECIATION

Depreciation is the provision representing the annual consumption or decrease in the value of all the non-current assets held by the Shire of Cuballing. For the purposes of the LTFP model, depreciation expense is varied based on the capital expenditure levels and acquisition of new assets over future periods. Estimates related to the new additions to assets have been identified within the proposed Capital Works Program.

The depreciation rate included in the model is as per Council's Asset Capitalisation Framework and consistent to the General Purpose Financial Statements. The table below shows the details of the Shire of Cuballing's asset classes and useful lives applied to each of them;

Asset Class	Useful Life
Land & Buildings	30-50 years
Furniture & Equipment	3-10 years
Plant & Equipment	5-15 years
Roads - Formation	not depreciated
Roads - Pavement	50 years
Roads - Gravel	50 years
Roads - Asphalt	25 years
Roads - Bitumen Seal	20 years
Bridges	50 years
Footpaths	20 years
Drainage	75 years
Recreation	20-50 years
Parks, Ovals & Playgrounds	20-50 years
Other Infrastructure	20-50 years

FAIR VALUE ADJUSTMENTS

Shire of Cuballing holds non-current assets which are required under Regulation 17A of the Local Government (Financial Management) Regulations 1996 to revalue non-financial assets of the local government at least once every 5 years after the day on which the asset was last valued or revalued. LTFP did not include any projections related to fair value adjustments to avoid an inaccurate representation of the Shire of Cuballing's asset base.

Capital Assumptions

CAPITAL WORKS AND INFRASTRUCTURE

The Shire of Cuballing has developed a ten (10) year Infrastructure Renewal Program which considers proposed expenditure requirements for new infrastructure assets, asset management and maintenance programs and replacement assets. This 10 year plan is not formally approved by Council and is considered an indicative estimate of capital works requirements into the future. The cost and timing estimates and assumptions used to support the Capital Works Plan are made by management on the most recent and accurate available information at the time.

Some of the highlights throughout the course of the plan include;

Project	Estimated Cost	Timing
Road Infrastructure Renewal Program	\$32,166,412	FY24-34
Bridge Renewal Program	\$5,440,000	FY24-34
Plant Replacement Program	\$4,635,408	FY24-34
Cuballing Recreation Centre Redevelopment	\$4,500,000	FY28-29
Popanyinning Fire Shed	\$750,000	FY27
Cuballing Works Depot Relocation	\$600,000	FY27-28
Industrial Land Development	\$500,000	FY24-26

Financial Reporting

The LTFP and the assumptions and projections used within are supported by a resulting suite of financial statements covering the 10 year period FY23 to FY34.

The financial suite of documents used to support the LTFP includes;

(a) Statement of Comprehensive Income

This statement outlines all Council's sources of income, including Capital Grants and contributions and all operating expenses, including depreciation. This statement does not include capital expenditure. The net operating result for each year is calculated as total operating income less total operating expenses. The result is then shown as a surplus or a (deficit) and is a measure of Council's performance.

(b) Funding (Rate Setting) Statement

This is a forecast summary starting with the operating surplus or (deficit) from each year and adding back depreciation being a non-cash item. The summary considers other funding inflows and outflows to display a net cash result which is then managed via the reserves to ensure that Council maintains appropriate funding levels to support activities.

(c) Statement of Financial Position

The Statement of Financial Position details what Council owns (assets) and what it owes (liabilities) at a given point in time. Council's net worth is determined by deducting total liabilities from total assets, which results in Equity.

(d) Statement of Cash Flows

The Statement of Cash Flows summaries the actual flows of cash for each year and explains the change in cash balance held from the start of the year to the end of the year. The report shows where Council has received cash from and what it has then spent it on.

(e) Statement of Reserves

The Statement of Reserves details Council's reserve balances at the start of each year and the end of each year. Reserves are cash backed assets and investments and the statement indicates which reserves are classified as internally or externally restricted. Reserves are held to provide for future upgrade or provision of new infrastructure and assets.

Statement of Comprehensive Income

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
REVENUE											
Rates	1,494	1,796	1,940	2,095	2,263	2,444	2,590	2,746	2,910	3,085	3,208
Operating Grants & Contributions	895	1,396	1,454	1,624	1,696	1,890	1,941	2,120	2,181	2,378	2,405
Fees & Charges	247	353	291	399	334	452	377	497	419	548	459
Interest on Investments	96	76	77	50	43	44	38	39	52	60	67
Capital Grants & Contributions	1,931	2,892	5,285	5,996	5,363	2,982	3,122	3,258	3,400	1,183	929
Other Revenue	151	53	55	58	60	62	64	66	68	70	72
Profit / (Loss) on Disposal of Assets	5	0	0	0	0	0	0	0	0	0	0
Fair value adjustments through profit & loss	0	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE	4,820	6,566	9,102	10,222	9,759	7,874	8,134	8,726	9,031	7,324	7,140
EXPENDITURE											
Employee Costs	1,083	1,127	1,172	1,219	1,255	1,293	1,332	1,372	1,413	1,455	1,499
Materials & Contracts	1,253	1,352	1,229	1,468	1,331	1,582	1,430	1,675	1,520	1,774	1,615
Utility charges	80	84	88	91	94	98	101	104	107	110	113
Depreciation	2,277	2,752	2,795	2,873	2,950	3,056	3,143	3,205	3,249	3,324	3,342
Interest expense	52	63	144	127	109	93	76	62	47	35	24
Insurance expense	227	238	250	260	271	281	290	299	308	317	326
Other expenditure	88	61	64	67	69	72	74	77	79	81	84
Loss on Disposal of Assets	11	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURE	5,071	5,677	5,742	6,105	6,081	6,476	6,446	6,793	6,723	7,096	7,002
Surplus / (Deficit) Position	(252)	889	3,360	4,117	3,678	1,398	1,688	1,933	2,308	228	138

Fund (Rate Setting) Statement

	2024 \$'000	2025 \$'000	2026 \$'000	2027 \$'000	2028 \$'000	2029 \$'000	2030 \$'000	2031 \$'000	2032 \$'000	2033 \$'000	2034 \$'000
Opening Surplus / (Deficit)	1,677	26	0	0	0	0	0	0	0	0	0
Result from Operating Activities	(252)	889	3,360	4,117	3,678	1,398	1,688	1,933	2,308	228	138
NON CASH AMOUNTS EXCLUDED FROM OPERATING ACTIVITIES											
(Profit) / Loss on Sale of Assets	6	0	0	0	0	0	0	0	0	0	0
Fair value adjustments through profit & loss	0	0	0	0	0	0	0	0	0	0	0
Depreciation	2,277	2,752	2,795	2,873	2,950	3,056	3,143	3,205	3,249	3,324	3,342
Movements in assets and liabilities	(532)	0	0	0	0	0	0	0	0	0	0
Amount attributable to Operating Activities	1,750	2,752	2,795	2,873	2,950	3,056	3,143	3,205	3,249	3,324	3,342
INVESTING ACTIVITIES											
Purchase of Property, Plant & Equipment	(1,077)	(655)	(593)	(1,256)	(3,289)	(2,460)	(986)	(488)	(841)	(790)	(750)
Purchase of Infrastructure	(2,183)	(2,859)	(5,666)	(5,633)	(3,247)	(3,593)	(3,751)	(3,922)	(4,281)	(2,409)	(2,231)
Proceeds from sale of assets	76	60	132	15	160	90	200	105	255	155	100
Amount attributable to investing activities	(3,184)	(3,454)	(6,127)	(6,874)	(6,376)	(5,963)	(4,537)	(4,305)	(4,867)	(3,044)	(2,881)
FINANCING ACTIVITIES											
Proceeds from Borrowings	250	0	0	0	0	2,000	0	0	0	0	0
Repayment of Borrowings	(165)	(213)	(224)	(234)	(244)	(164)	(253)	(266)	(279)	(184)	(193)
Repayment of Lease Liabilities	(2)	0	0	0	0	0	0	0	0	0	0
Transfers from Reserves	0	21	217	128	0	0	0	0	56	98	0
Transfers to Reserves	(49)	(21)	(21)	(10)	(8)	(327)	(41)	(568)	(468)	(421)	(86)
Amount attributable to financing activities	35	(213)	(28)	(116)	(252)	1,509	(294)	(834)	(691)	(507)	(279)
Operating Surplus / (Deficit)	26	0	0	0	0	0	0	0	0	0	320

Statement of Cash Flows

	2024 \$'000	2025 \$'000	2026 \$'000	2027 \$'000	2028 \$'000	2029 \$'000	2030 \$'000	2031 \$'000	2032 \$'000	2033 \$'000	2034 \$'000
Cashflows from Operating Activities											
Rates	1,494	1,852	1,940	2,095	2,263	2,444	2,590	2,746	2,910	3,085	3,208
Operating Grants & Contributions	1,045	1,374	1,454	1,624	1,696	1,890	1,941	2,120	2,181	2,378	2,405
Fees & Charges	247	361	291	399	334	452	377	497	419	548	459
Other Revenue	247	128	130	106	101	104	101	104	118	129	137
Employee Costs	(1,083)	(1,110)	(1,163)	(1,340)	(1,251)	(1,289)	(1,330)	(1,270)	(1,410)	(1,452)	(1,496)
Materials & Contracts	(990)	(1,389)	(1,229)	(1,468)	(1,331)	(1,582)	(1,430)	(1,675)	(1,520)	(1,774)	(1,615)
Other Expenditure	(447)	(446)	(546)	(545)	(544)	(545)	(541)	(541)	(540)	(543)	(547)
Net Cash Provided (or Used) in Operating Activities	513	770	878	871	1,267	1,474	1,709	1,981	2,159	2,370	2,552
Cashflows of Investing Activities											
Proceeds from sale of Property, Plant & Equipment	76	60	132	15	160	90	200	105	255	155	100
Capital Grants & Contributions	1,834	2,892	5,285	5,996	5,363	2,982	3,122	3,258	3,400	1,183	929
Payments for purchase of Property, Plant & Equipment	(1,077)	(655)	(593)	(1,256)	(3,289)	(2,460)	(986)	(488)	(841)	(790)	(750)
Payments for construction of Infrastructure	(2,183)	(2,859)	(5,666)	(5,633)	(3,247)	(3,593)	(3,751)	(3,922)	(4,281)	(2,409)	(2,231)
Net Cash Provided (or Used) in Investing Activities	(1,350)	(562)	(842)	(878)	(1,013)	(2,981)	(1,415)	(1,047)	(1,467)	(1,861)	(1,952)
Cashflows of Financing Activities											
Proceeds from Borrowings	250	0	0	0	0	2,000	0	0	0	0	0
Repayment of Borrowings	(165)	(213)	(224)	(234)	(244)	(164)	(253)	(266)	(279)	(184)	(193)
Net Cash Provided (or Used) in Financing Activities	85	(213)	(224)	(234)	(244)	1,836	(253)	(266)	(279)	(184)	(193)
Net increase (decrease) in cash held	(751)	(5)	(188)	(241)	10	329	41	668	414	325	407
Cash and cash equivalents at beginning of year	2,004	1,253	1,248	1,060	819	829	1,158	1,199	1,867	2,281	2,606
Cash and cash equivalents at the end of the year	1,253	1,248	1,060	819	829	1,158	1,199	1,867	2,281	2,606	3,012

Statement of Financial Position

	2024 \$'000	2025 \$'000	2026 \$'000	2027 \$'000	2028 \$'000	2029 \$'000	2030 \$'000	2031 \$'000	2032 \$'000	2033 \$'000	2034 \$'000
CURRENT ASSETS											
Cash and cash equivalents - Unrestricted	556	551	558	435	437	439	439	539	540	542	862
Cash and cash equivalents - Restricted	697	697	502	384	392	719	760	1,328	1,740	2,064	2,150
Rate receivables	156	100	100	100	100	100	100	100	100	100	100
Trade receivables	3	25	25	25	25	25	25	25	25	25	25
Inventories	34	25	25	25	25	25	25	25	25	25	25
Total Current Assets	1,445	1,398	1,210	969	979	1,308	1,349	2,017	2,431	2,756	3,162
NON-CURRENT ASSETS											
Other financial assets	40	42	44	46	48	50	52	54	56	58	60
Property, plant and equipment	12,427	12,486	12,405	13,102	15,685	17,433	17,553	17,253	17,165	17,117	17,067
Infrastructure	66,475	67,118	70,531	73,836	74,680	75,838	77,113	78,512	80,218	79,986	79,575
Total Non Current Assets	78,943	79,646	82,981	86,984	90,412	93,321	94,717	95,819	97,439	97,161	96,702
TOTAL ASSETS	80,389	81,044	84,190	87,953	91,391	94,630	96,067	97,836	99,869	99,916	99,864
CURRENT LIABILITIES											
Trade and other payables	187	150	150	150	150	150	150	150	150	150	150
Borrowings	213	224	234	244	164	253	266	279	184	193	203
Employee related provisions	284	200	200	175	175	175	175	200	200	200	200
Total Current Liabilities	684	574	584	569	489	578	591	629	534	543	553
NON-CURRENT LIABILITIES											
Borrowings	1,161	938	704	460	296	2,043	1,777	1,499	1,315	1,121	918
Employee related provisions	9	110	120	24	28	32	34	111	114	117	120
Total Non Current Liabilities	1,170	1,048	824	484	324	2,075	1,811	1,610	1,429	1,238	1,039
TOTAL LIABILITIES	1,855	1,622	1,407	1,053	813	2,653	2,402	2,238	1,963	1,782	1,592
NET ASSETS	78,534	79,423	82,783	86,900	90,579	91,977	93,665	95,598	97,907	98,135	98,273
EQUITY											
Retained surplus	22,689	23,577	27,133	31,368	35,038	36,109	37,756	39,122	41,018	40,922	40,974
Reserve accounts	697	697	502	384	392	719	760	1,328	1,740	2,064	2,150
Revaluation surplus	55,149	55,149	55,149	55,149	55,149	55,149	55,149	55,149	55,149	55,149	55,149
TOTAL EQUITY	78,534	79,423	82,783	86,900	90,579	91,977	93,665	95,598	97,907	98,135	98,273

Statement of Reserves

	2024 \$'000	2025 \$'000	2026 \$'000	2027 \$'000	2028 \$'000	2029 \$'000	2030 \$'000	2031 \$'000	2032 \$'000	2033 \$'000	2034 \$'000
EMPLOYEE ENTITLEMENTS RESERVE											
Opening Balance	290	301	310	320	199	203	207	209	311	314	317
Transfer to Reserve	12	9	9	6	4	4	2	102	3	3	3
Transfer from Reserve	0	0	0	(128)	0	0	0	0	0	0	0
Balance at 30 June	301	310	320	199	203	207	209	311	314	317	320
PLANT & EQUIPMENT RESERVE											
Opening Balance	5	28	29	30	31	31	351	388	453	401	405
Transfer to Reserve	23	1	1	1	1	320	37	64	5	4	4
Transfer from Reserve	0	0	0	0	0	0	0	0	(56)	0	0
Balance at 30 June	28	29	30	31	31	351	388	453	401	405	409
ADMIN BUILDING, IT & OFFICE EQUIPMENT RESERVE											
Opening Balance	9	10	10	10	10	11	11	11	11	11	85
Transfer to Reserve	0	0	0	0	0	0	0	0	0	74	1
Transfer from Reserve	0	0	0	0	0	0	0	0	0	0	0
Balance at 30 June	10	10	10	10	11	11	11	11	11	85	86
HOUSING RESERVE											
Opening Balance	79	83	85	88	89	91	93	94	245	402	406
Transfer to Reserve	3	2	3	2	2	2	1	151	157	4	4
Transfer from Reserve	0	0	0	0	0	0	0	0	0	0	0
Balance at 30 June	83	85	88	89	91	93	94	245	402	406	410
RECREATION & COMMUNITY RESERVE											
Opening Balance	97	101	104	18	19	19	20	20	120	421	327
Transfer to Reserve	4	3	3	0	0	0	0	100	301	4	63
Transfer from Reserve	0	0	(89)	0	0	0	0	0	0	(98)	0
Balance at 30 June	101	104	18	19	19	20	20	120	421	327	390

REFUSE SITE RESERVE											
Opening Balance	46	48	49	25	25	26	26	27	27	27	102
Transfer to Reserve	2	1	1	0	1	1	0	0	0	75	1
Transfer from Reserve	0	0	(26)	0	0	0	0	0	0	0	0
Balance at 30 June	48	49	25	25	26	26	27	27	27	102	103
EQUESTRIAN RESERVE											
Opening Balance	5	5	5	5	6	6	6	6	6	6	106
Transfer to Reserve	0	0	0	0	0	0	0	0	0	100	1
Transfer from Reserve	0	0	0	0	0	0	0	0	0	0	0
Balance at 30 June	5	5	5	6	6	6	6	6	6	106	107
STANDPIPE MAINTENANCE RESERVE											
Opening Balance	4	4	4	5	5	5	5	5	5	5	105
Transfer to Reserve	0	0	0	0	0	0	0	0	0	100	1
Transfer from Reserve	0	0	0	0	0	0	0	0	0	0	0
Balance at 30 June	4	4	5	5	5	5	5	5	5	105	106
ROAD & BRIDGES RESERVE											
Opening Balance	106	111	93	0	0	0	0	0	150	152	153
Transfer to Reserve	4	3	3	0	0	0	0	150	2	2	2
Transfer from Reserve	0	(21)	(96)	0	0	0	0	0	0	0	0
Balance at 30 June	111	93	0	0	0	0	0	150	152	153	155
COMMUNITY & SPORTING CLUBS RESERVE											
Opening Balance	5	6	6	0	0	0	0	0	0	0	55
Transfer to Reserve	0	0	0	0	0	0	0	0	0	55	7
Transfer from Reserve	0	0	(6)	0	0	0	0	0	0	0	0
Balance at 30 June	6	6	0	0	0	0	0	0	0	55	62
TOTAL RESERVES											
Opening Balance	648	697	697	502	384	392	719	760	1,328	1,740	2,064
Transfer to Reserve	49	21	21	10	8	327	41	568	468	421	86
Transfer from Reserve	0	(21)	(217)	(128)	0	0	0	0	(56)	(98)	0
TOTAL RESERVES AT 30 JUNE	697	697	502	384	392	719	760	1,328	1,740	2,064	2,150

Financial Ratios

The Shire of Cuballing recognises that compliance with the legislated ratios is an important focus within this plan, however these prescribed measures do not entirely reflect the Shire's services provided to the community. As such, supplementary performance measures for the Shire's performance are outlined in detail in the Corporate Business Plan.

The graphs below detail the ten year trend for the recommended ratios as shown in the Long Term Financial Plan. Each ratio tends positively over the ten year period and comments are provided to explain major changes for each ratio.

Current Ratio

Purpose

A measure of the local governments ability to meet its short term financial obligations with funds that can be accessed quickly.

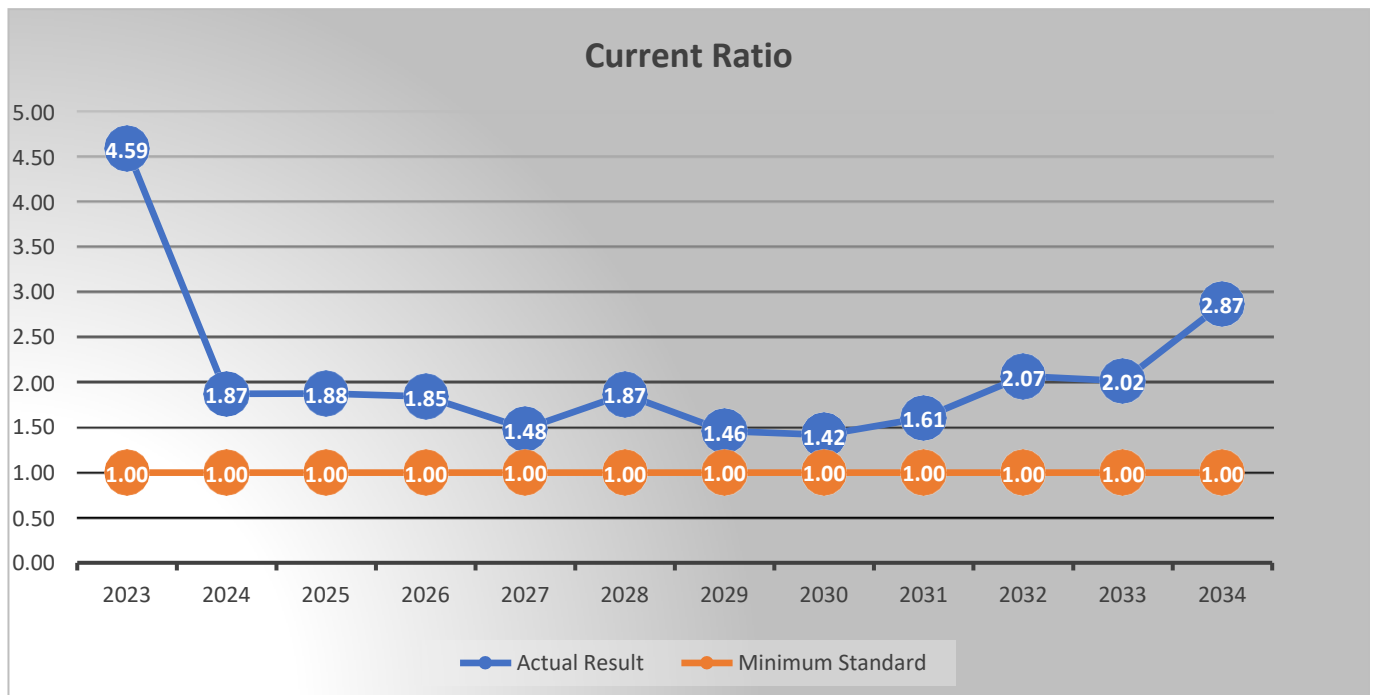
Definition

$$\frac{\text{Current Assets less Restricted Assets}}{\text{Current Liabilities less Current Liabilities associated with Restricted Assets}}$$

Comments

The standard is not met if the ratio is less than 1.00. A ratio of greater than 1.00 means that the local government have sufficient assets that can be easily turned into cash to meet its current obligations. It is a concern if the current ratio remains below the industry standard of 1.00 for any extended period of time.

It should be noted that the LTFP places any surplus funds from FY25 into Reserves. If these funds were held as unrestricted cash, then this ratio would spike sharply from FY29–34.



Own Source Revenue Coverage Ratio

Purpose

A measure of the local governments ability to cover its operating costs through revenue generated from its own sources (ie. no grants).

Definition

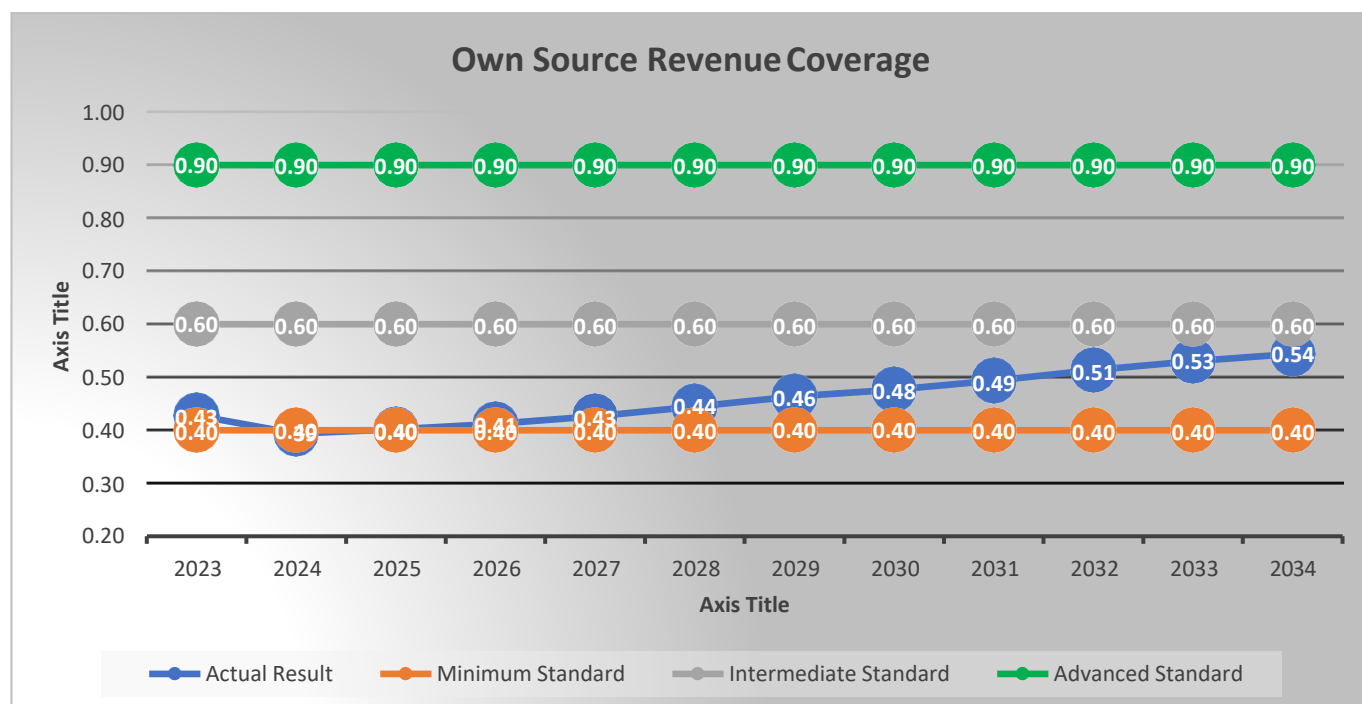
$$\frac{\text{Own Source Operating Revenue}}{\text{Operating Expense}}$$

Comments

The ratio is sitting in or above the Minimum and Advanced range (between 0.40 - 0.90) over the period of the ten year plan.

This indicates that the Shire is able to continue to operate in the event that there is a reduction in external grant funding and contributions.

The ratio is largely weighted on the Shire's ability to generate revenue from one of two sources, these being Rates & Fees and Charges. That is, if the Shire generates additional income from these activities then the ratio will climb towards the Advanced Standard base range of 0.60.



Operating Surplus Ratio

Purpose

A measure of the local governments ability to cover its operating costs and have money left for capital projects and other purposes.

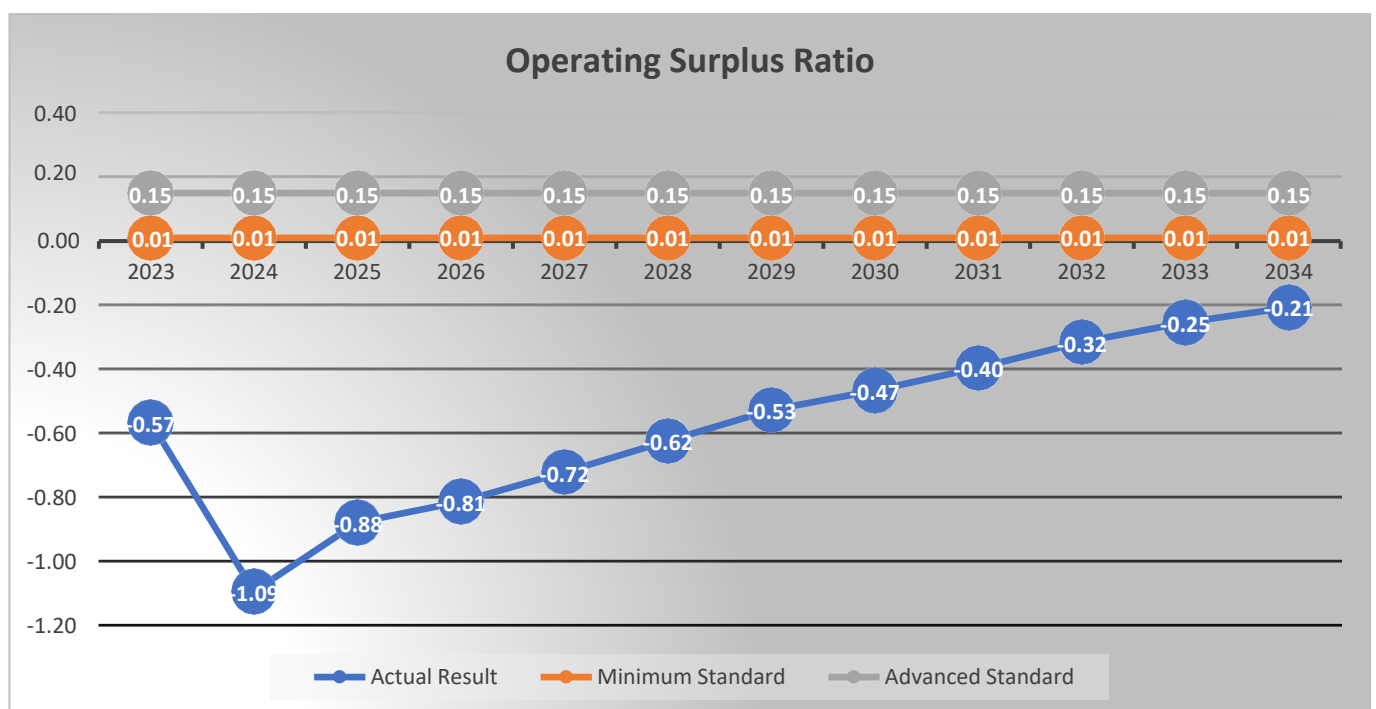
Definition

$$\frac{\text{Net Operating Surplus}}{\text{Own Source Operating Revenue}}$$

Comments

This is the Shire's most difficult ratio to try and meet by simple virtue of the capacity to raise rates and/or generate other revenue streams. Although still negative, there is a very positive upward trend over the ten year period resulting from additional fees and charges introduced in FY24-25.

The Operating Surplus Ratio currently contributes towards 21% of the Financial Health Indicator (FHI), therefore the ability to meet the recommended minimum standard goes a long way to reporting a high FHI score.



Debt Service Coverage Ratio

Purpose

A measure of the local governments ability to repay its debt based on how much cash it can access compared to total amount of its debt obligations.

Definition

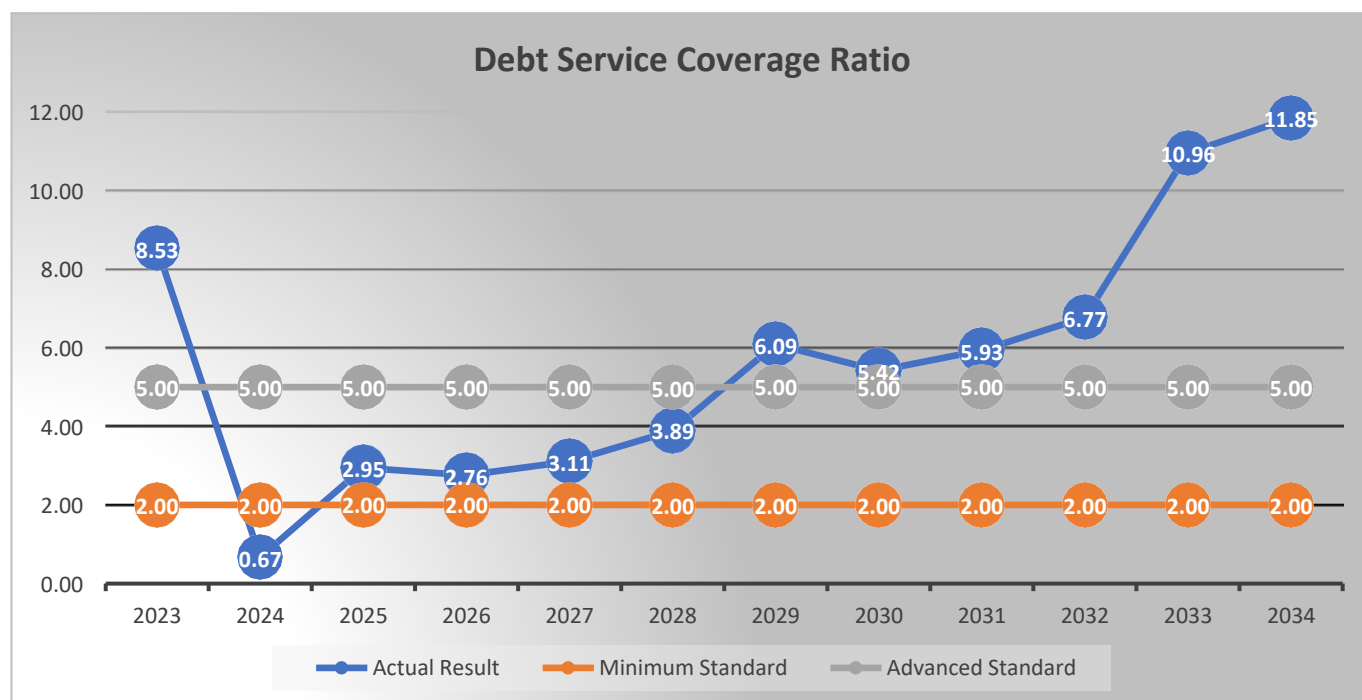
$$\frac{\text{Net Operating Surplus before Interest \& Depreciation}}{\text{Principal \& Interest}}$$

Comments

The Basic standard for this ratio is 2.00 or greater, while the Advance Standard is 5.00 or greater.

During the period between FY25–28 when the Shire is making significant loan repayments the ratio is still within the recommended standard.

For the remainder of the plan FY29–34, the ratio is well above the Advanced Standard, which is pleasing considering the LTFP shows Council borrowing \$2m for the Cuballing Recreation Centre in FY29.



Asset Sustainability Ratio

Purpose

A measure of the extent to which assets managed by a local government are being replaced as they reach the end of their useful lives.

Definition

$$\frac{\text{Capital Renewal \& Replacement Expenditure}}{\text{Depreciation Expense}}$$

Comments

The challenge in achieving this standard is to maintain a level expenditure of capital renewal that is neither too low (less than 0.90) or too high (greater than 1.10), with the optimum level being around 1.00.

The ratio is well above the Maximum Standard during FY24-32 which coincides with funding included for the Wheatbelt Secondary Freight Network program. The ratio is higher in some of the other years due to major projects being completed in that year.



Asset Consumption Ratio

Purpose

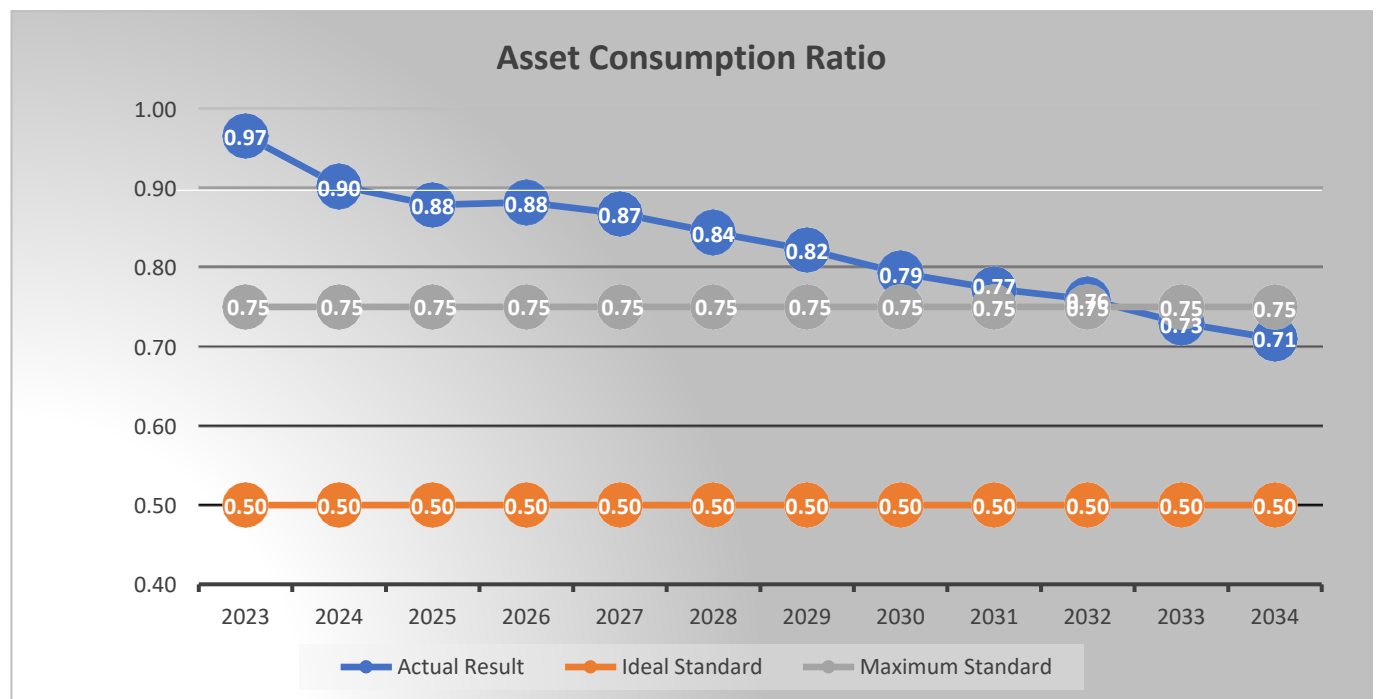
A measure of the condition of a local government's physical assets by comparing their age with replacement cost. The ratio highlights the aged condition of a local government's stock of physical assets.

Definition

$$\frac{\text{Depreciated Replacement Cost of Assets}}{\text{Current Replacement Cost of Assets}}$$

Comments

If the result is in the centre of the target range this indicates that the Shire are renewing assets at adequate levels to maintain the average age of assets throughout the course of the plan.



Asset Renewal Funding Ratio

Purpose

A measure of the local government's ability to fund asset renewal and replacements in the future.

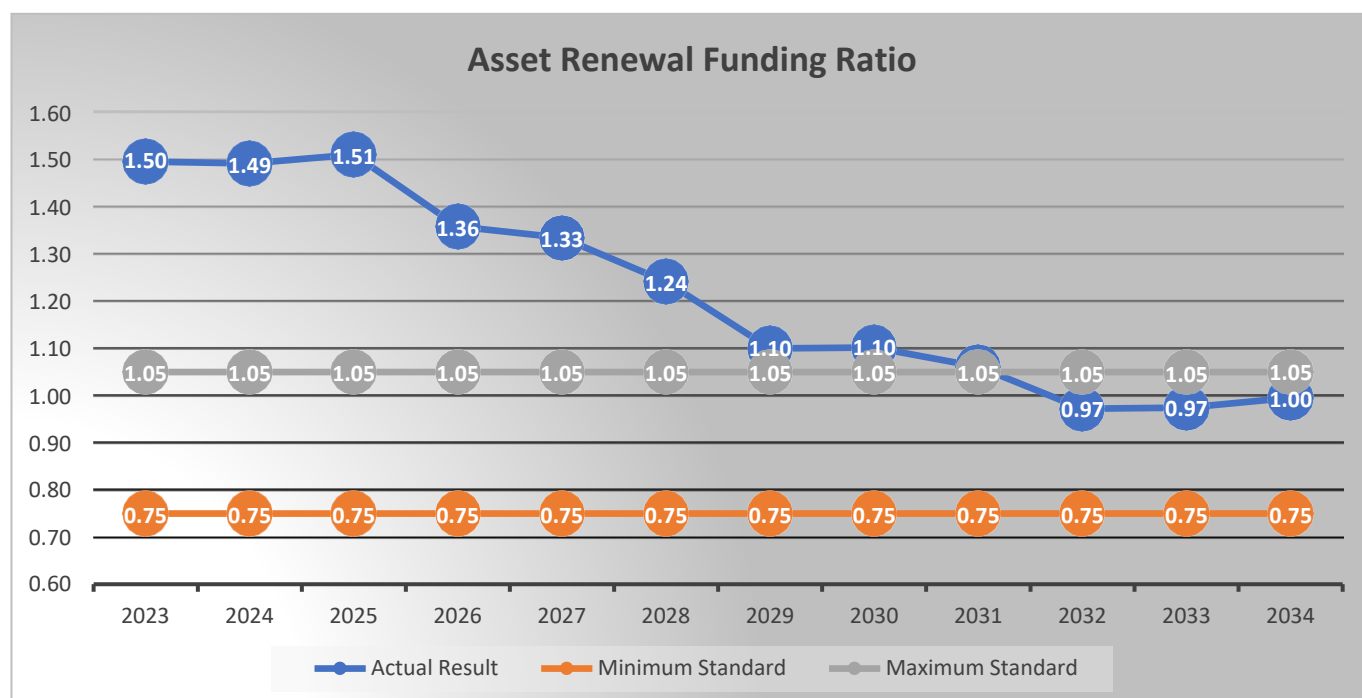
Definition

$$\frac{\text{Net Present Value of Planned Renewal Expenditure}}{\text{Net Present Value of Asset Management Plan Projections}}$$

Comments

During FY23-31 when the Wheatbelt Secondary Freight Network program is at its peak, the ratio results are above the recommended maximum standard. Once this road funding finishes the result is in the centre of the target range for the final years of the plan FY32-34.

It should be noted that the outcome of this ratio is dependent on the accuracy of data provided in the Asset Management Plan.

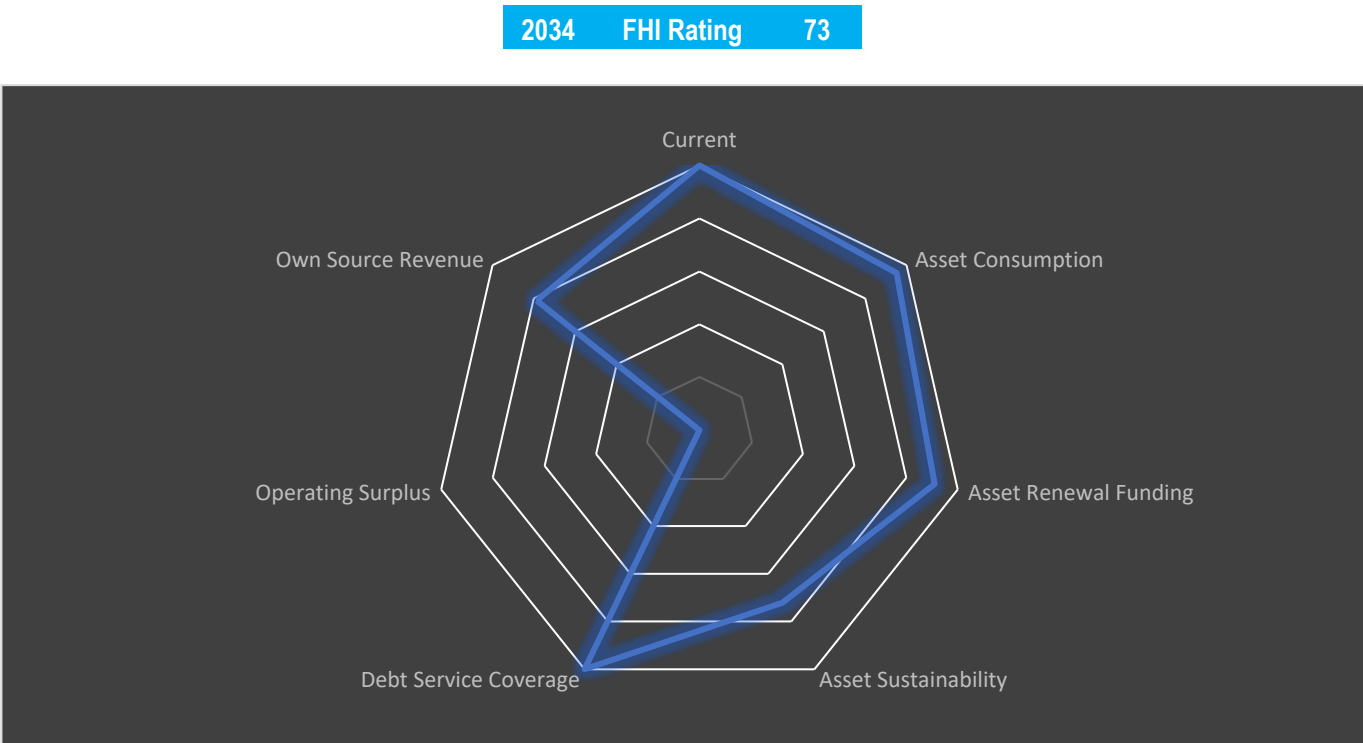
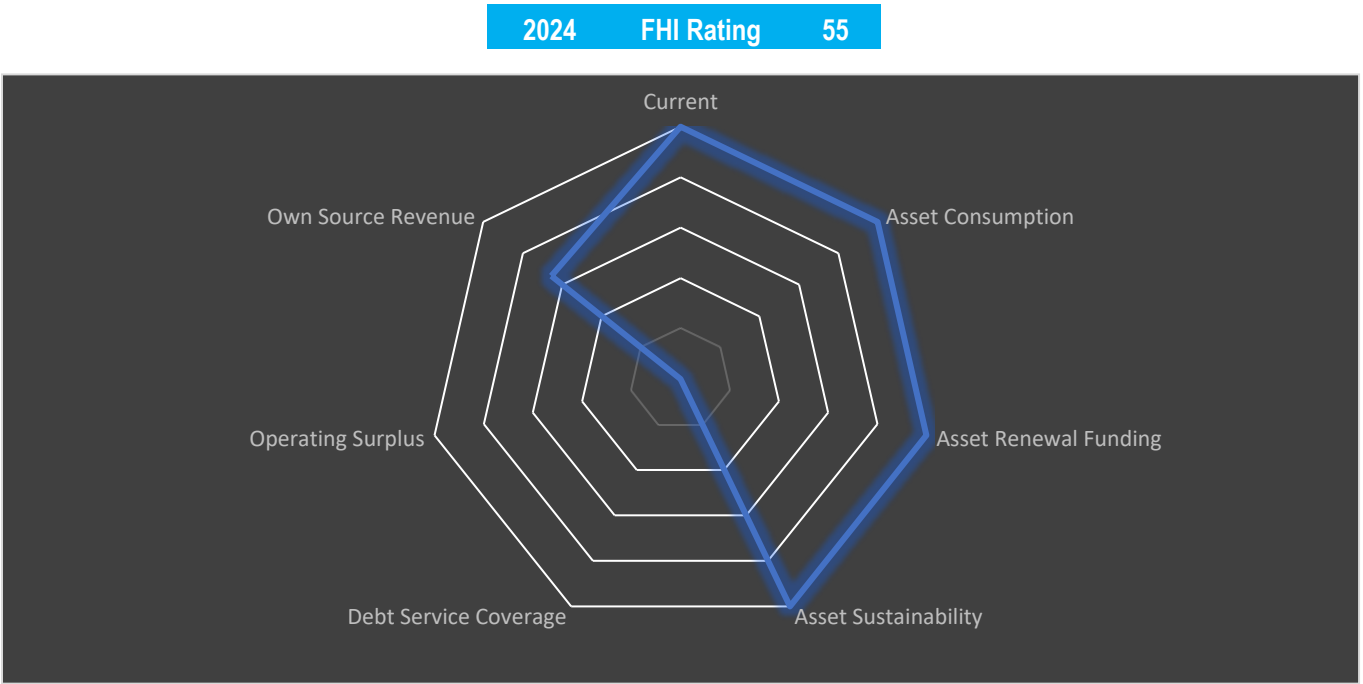


Financial Health Indicator

The Department of Local Government, Sport and Cultural Industries Financial Health Indicator (FHI) is a measurement of a local government's overall financial health.

It is calculated from the seven financial ratios currently selected by the Department of Local Government, Sport and Cultural Industries. A FHI result of 70 and above indicates solid financial health. The maximum result achievable is 100. The FHI is one factor to consider in assessing overall performance. Other factors include: the range of services offered; efficiency of services delivered; and community satisfaction. A very high or low FHI may be a prompt for questions to be asked by the community about a local government’s revenue, expenses and service delivery. The FHI is best viewed as a trend over time.

When interpreting the FHI data on the chart, a larger rounder shape is better than a smaller shape. Below is a comparison of the FHI charts for FY24 to FY34.



Review of Long Term Financial Plan

Council has adopted a financial strategy that endeavours to ensure its future sustainability in the provision of its existing services to the community. The strategy takes a long-term view to achieve all targeted KPI's by the end of the term.

The current model selected projects an increase in rates and services each year and still relies greatly on the continued support of both operating and non-operating grants to ensure adequate cash flow to fund the provision of Council's services.

Whilst the projections forecast in the plan should be treated as an estimate only, particularly in the latter years of the plan, the fundamental financial goals of council will remain a constant. Council endeavours to ensure the long-term sustainability of the organisation and plan to achieve this through allocating adequate funds to the reserve accounts.

Council has included a number of significant capital projects to be completed throughout the period covered within the LTFP. It is a goal of council for Cuballing to be a destination of choice and ensure ratepayers and stakeholders have the necessary infrastructure and amenities in place to enable life as rich as the landscape.

With the exception of the first and last years of the plan (FY24 & FY34), where a surplus is shown, the remainder of the plan is calculated on the basis of a balanced budget. Any surplus budgets would allow Council to increase either unrestricted cash or cash reserve balances.

It is council's objective to build up the balance of the reserve account. As a result, council will endeavour to fund all capital works, where possible, through the municipal fund. As such, whilst the Rate Setting Statement does not show a significant surplus in the year-end balances, the reserve balance is forecast to grow by approximately \$1.45m by the end of the plan to leave a healthy ending balance of \$2.15m.

It is the intention of senior management to review and update the LTFP on an annual basis as part of the Annual Budget process.

9.1.4 2024-2034 Asset Management Plan

Applicant: Shire of Cuballing
File Ref. No: ADM250
Disclosure of Interest: Nil
Date: 12 June 2024
Author: Narelle Rowe, Deputy Chief Executive Officer
Attachments: 9.1.4a 2024-2034 Asset Management Plan

Summary

This report recommends that Council considers the adoption of the Shire of Cuballing Asset Management Plan 2024-2034.

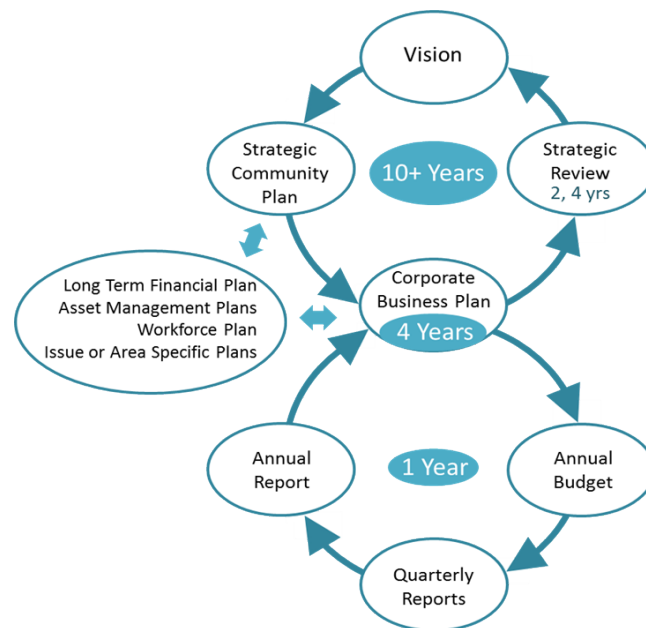
Background

The Asset Management Plan identifies the required asset renewals to maintain and/or increase the Shire's level of service to the community and is therefore an integral part of the Long Term Financial Plan. The plan spans 15 years and a whole of life view is taken to operational, maintenance, renewal and acquisition plans and funding levels, ensuring that assets deliver the required levels of service. Levels of service and risks are considered in the development of operational, maintenance, renewal and acquisition plans and the performance of assets are measured and reported as appropriate

Under section 5.56 of the Local Government Act 1995 a local government is to have a plan for the future. While this Plan for Future only requires the Community Strategic Plan and the Corporate Business Plan, both Long Term Financial Plans and Asset Management Plans are required to calculate key asset financial ratios which are included as part of the Shire's annual audit process.

The core components of the Integrated Planning and Reporting Framework (IPRF) consist of the Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan Asset Management Plans, Workforce plans, Area Specific Plans and the Annual Budget.

Below is an outline of the Integrated Planning and Reporting Cycle.



Comment

The primary purpose of this Asset Management Plan is to ensure that assets provide their required levels of service in the most cost effective manner to cater for both the present and future community. This Asset Management Plan has been prepared to assist Council's long term financial planning and support the delivery of Council services to the community through its infrastructure including buildings, roads, bridges, footpaths, drainage, parks and recreation facilities and other infrastructure.

The Asset Management Plan covers the period from adoption to 30 June 2034.

The primary objective of this plan is to ensure the current assets owned and operated by the Shire of Cuballing are managed in terms of ongoing maintenance, renewal activity and expenditure, such that all desired levels of service are met now and into the future.

Generally speaking, the cost of maintaining an asset decreases with planned maintenance rather than unplanned maintenance, however, excessive planned maintenance increases costs. An objective of asset management is to strategically time infrastructure renewals before unplanned maintenance costs become excessive, but not so soon that assets are renewed before it is really needed. Council's goal in managing assets is to meet the required levels of service in the most cost effective manner for present and future customers.

To achieve this objective, a number of goals have been identified, in line with Council's strategic vision, including:

- the effective management of Council's assets in line with corporate policies, strategies and objectives, statutory and legislative requirements and regulations.
- ensuring that assets are safe, appropriately accessible, well maintained and meet customers' needs in a manner that is sustainable.
- recognising appropriate levels and sources of capital investment required to meet Council's asset renewal and replacement needs.
- maximising the service potential of current assets by ensuring they are used and maintained appropriately.
- achieving better value for money through evaluation processes that consider lifecycle costing.
- minimising Council's exposure to risk as a result of asset failures.

Strategic Implications

Governance

Forward thinking leadership, which listens and responds to community needs and has transparent and accountable decision-making.

- Enhancing community information and engagement.

Statutory Environment

Local Government Act 1995

5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations 1996

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.

- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

Policy Implications

Nil

Financial Implications

The Shire of Cuballing's Long Term Financial Plan 2024–2034 is an informing document for the preparation of Council's annual budget and long term financial plan, ensuring long term sustainability of funding decisions of Council.

Economic Implication

Nil

Environmental Considerations

Nil

Consultation

Nil

Options

Council may resolve:

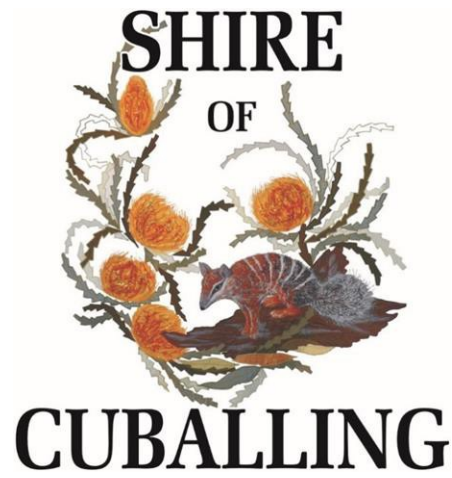
- 3. the Officer's Recommendation; or
- 4. not adopt the Asset Management Plan in its current form.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION:

That Council adopt the Shire of Cuballing Asset Management Plan 2024-2034 as per the attached document.



Shire of Cuballing

Asset Management Plan

2024-2034

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EXECUTIVE SUMMARY

This Asset Management Plan (AMP) has been prepared to assist the Shire of Cuballing Council's long term financial planning and support the delivery of Council services to the community through its infrastructure including buildings, roads, bridges, footpaths, stormwater drainage, parks & recreation facilities, and other infrastructure. The Shire of Cuballing Council has a stewardship role for \$118m worth of infrastructure and land assets.

The primary purpose of this AMP is to ensure that assets provide their required levels of service in the most cost effective manner to cater for both the present and future community. This AMP has been prepared to assist Council's long term financial planning and support the delivery of Council services to the community through its infrastructure including buildings, roads, bridges, footpaths, stormwater drainage, parks and recreation facilities, and other infrastructure.

The total portfolio has a replacement value of \$118m and a "Fair Value" (depreciated replacement value) of \$77m. The effective and efficient management of the portfolio will ensure the assets are maintained at an appropriate level and at an affordable cost to the community.

The projected renewal expenditure necessary to meet the service standards for these asset averages around \$5.30m per year over the next 10 years. This is the average annual level of spend required to ensure all assets are maintained in accordance with current standards and service levels and renewed at appropriate times. Actual annual expenditure requirements will differ from year to year as specific assets are due to be renewed.

What is an asset?

An asset is an item of property owned by the Council regarded as having value. Council's assets range from roads and footpaths to buildings, playgrounds, stormwater infrastructure and street furniture.

What is an asset management plan?

The purpose of an asset management plan is to help an organisation effectively manage their infrastructure and other assets to an agreed standard of service. The plan outlines what needs to be invested in each asset group in order to meet these defined service standards over the next ten years.

What is a service level?

A service level (or level of service) refers to a defined level of quality against which service performance can be measured. Service levels can relate to quality, quantity, reliability, responsiveness, environmental, acceptability and cost.

How do we determine service levels?

Service levels have been developed based on legislative requirements, customer research and feedback, and strategic goals.

How do we determine when renewals are required?

Renewals are determined by considering the ability of an asset to meet an agreed standard of service. This is done by regularly reviewing the condition and performance of assets and using that information as a basis to prioritise renewals.

Why does Council need an Asset Management Plan?

Under section 5.56 of the Local Government Act 1995 a local government is to have a plan for the future. While this Plan for Future only requires the Community Strategic Plan and the Corporate Business Plan, both Long Term Financial Plans and Asset Management Plans are required to calculate key asset financial ratios.

Introduction

Shire Profile

The Shire of Cuballing is approximately 190 kilometres southeast of Perth. It is located on the Great Southern Highway and encompasses the Cuballing, Popanyinning and Yornaning townsites. The total population of the Shire is 902 and the local economy is reliant on agriculture and associated local industries. Council's assets represent a capital investment of over \$81m in Net Assets with an operational budget in excess of \$5m per annum, supporting the delivery of essential services to the community.

The Asset Management Plan ("AMP") identifies the required asset renewals in order to maintain and/or increase the Shire's level of service to the community and is therefore an integral part of the Long Term Financial Plan. The plan spans 10 years and a whole of life view is taken to operational, maintenance, renewal and acquisition plans and funding levels, ensuring that assets deliver the required levels of service. Levels of service and risks are considered in the development of operational, maintenance, renewal and acquisition plans and the performance of assets are measured and reported as appropriate.

Purpose

Asset management is critical to meeting local government strategic goals within an Integrated Planning approach. Asset Management Policies, Asset Management Strategies and Asset Management Plans are informed by, and in turn inform, the community aspirations and service requirements in the Strategic Community Plan. They are also integral to developing and delivering the local government's strategic direction, service plans, projects and operational plans in the Corporate Business Plan.

Asset management ensures that robust Long Term Financial Plans and Annual Budgets are developed and that local governments have the financial capacity to deliver their strategic priorities into the future. The AMP presents the current state of Council's asset portfolio and its asset management system highlighting the improvements necessary to meet service delivery requirements as described in the Shire's Community Strategic Plan and Asset Management Policy.

Goals and objectives

The primary objective of this plan is to ensure the current assets owned and operated by the Shire of Cuballing are managed in terms of ongoing maintenance, renewal activity and expenditure, such that all desired levels of service are met now and into the future.

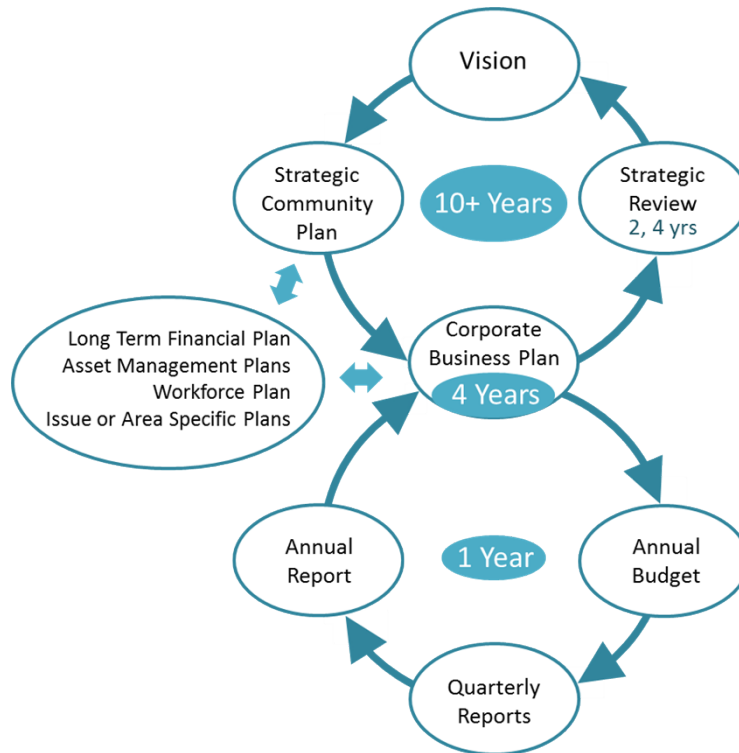
Generally speaking, the cost of maintaining an asset decreases with planned maintenance rather than unplanned maintenance, however, excessive planned maintenance increases costs. An objective of asset management is to strategically time infrastructure renewals before unplanned maintenance costs become excessive, but not so soon that assets are renewed before it is really needed. Council's goal in managing assets is to meet the required levels of service in the most cost effective manner for present and future customers.

To achieve this objective, a number of goals have been identified, in line with Council's strategic vision, including:

- The effective management of Council's assets in line with corporate policies, strategies and objectives, statutory and legislative requirements and regulations.
- Ensuring that assets are safe, appropriately accessible, well maintained and meet customers' needs in a manner that is sustainable.
- Recognising appropriate levels and sources of capital investment required to meet Council's asset renewal and replacement needs.
- Maximising the service potential of current assets by ensuring they are used and maintained appropriately.
- Achieving better value for money through evaluation processes that consider lifecycle costing.
- Minimising Council's exposure to risk as a result of asset failures.

Overview

The core components of the Integrated Planning and Reporting Framework consist of the Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan, Asset Management Plans, Workforce Plans, Area Specific Plans and the Annual Budget. Below is an outline of the Integrated Planning and Reporting Cycle.



Activities to ensure alignment between Asset Management Plans and other elements of the Integrated Planning and Reporting Framework suite include:

- Supporting ongoing policy and strategy development for the management of assets, and service level reviews.
- Capturing and evaluating proposals wherever new assets, upgrades, replacements, or asset disposals are involved, utilising whole of life costings.
- Including asset requirements associated with any future changes identified in the Workforce Plan.
- Maintaining an up to date asset register and asset condition assessments in order to show the current state of the assets and provide an indication of the extent of upgrade or renewal required to keep the asset at an acceptable level.
- Monitoring key asset ratios.
- Regularly review risk assessment and strategies to ensure that risks to critical assets are managed and minimised.

The effective management of assets is crucial to the sustainable delivery of local government services. Assets need to serve the needs of the community, in alignment with the Strategic Community Plan and the Corporate Business Plan. Local governments hold a large portfolio of long-lived assets, so it is critical to plan and prioritise the maintenance, renewal and replacement of existing assets and the acquisition of new assets. This requires a long-term “whole of life” view of asset management.

Asset management ensures that robust Long Term Financial Plans and Annual Budgets are developed and that local governments have the financial capacity to deliver their strategic priorities into the future.

Vision

To ensure Council's long-term financial sustainability, it is essential to balance the community's expectations for services with their ability to pay for the infrastructure assets used to provide those services. To assist in achieving this balance, the Cuballing Council aspires to develop and maintain its asset management system (including governance, skills, process, tools and data) to provide cost-effective and fit for purpose assets and services to meet current and future community needs.

It is only through robust asset planning and costings that different options for the future can be explored with the community. For example, it is natural for communities to desire new facilities and oppose asset retirements, but with an understanding of the long term costs of the existing asset base plus potential changes, they are able to engage meaningfully with the choices. Asset Management Plans are therefore a key part of the Integrated Planning and Reporting Framework, both as a core informing strategy and as a tool for effective implementation.

There are three core asset planning outputs – asset management policy, asset management strategy and asset management plans – as outlined below. These may be separate documents, with the first two overarching all asset classes, accompanied by a set of documents comprised of a Plan for each asset class separately. However, in a small local government with relatively few assets, it may make more sense to have a single document with the Policy, Strategy and each asset class forming chapters, possibly with more detailed schedules (attached or separate).

Asset Management Policy

An Asset Management Policy outlines a local government's asset management objectives, targets and plans. It establishes a platform for service delivery and provides the framework that enables the Asset Management Strategy and Plans to be produced. The Asset Management Policy must support a 'whole of life' and 'whole of organisation' approach to asset management. The Administration develops the Asset Management Policy for consideration and adoption by the Council, based on Council priorities and community needs.

Asset Management Strategy

An Asset Management Strategy outlines how the local government's assets will meet the service delivery needs of its communities into the future, enable the local government's Asset Management Policy to be achieved, and ensure that asset management is established as an integral part of the local government's IPR suite. This includes the governance and management arrangements for asset management.

Asset Management Plans

Asset Management Plans define levels of service and should be linked to the Strategic Community Plan and Corporate Business Plan. They should be developed for all major asset classes, including but not limited to, roads, drainage, paths, parks and buildings. As mentioned above, there is discretion in the form of documentation, according to the size and nature of the asset base involved.

Activities to ensure alignment between Asset Management Plans and other elements of the Integrated Planning and Reporting Framework suite include:

- Supporting ongoing policy and strategy development for the management of assets, and service level reviews.
- Capturing and evaluating proposals wherever new assets, upgrades, replacements, or asset disposals are involved, utilising whole of life costings.
- Including asset requirements associated with any future changes identified in the Workforce Plan.
- Maintaining an up to date asset register and asset condition assessments in order to show the current state of the assets and provide an indication of the extent of upgrade or renewal required to keep the asset at an acceptable level.
- Monitoring asset ratios.
- Regularly review risk assessment and strategies to ensure that risks to critical assets are managed and minimised.

Governance and Management Arrangements

Good governance and management arrangements ensure that asset management is adequately linked to service delivery. Governance and management arrangements within the Asset Management Plan (“AMP”) shall be identified as;

- Key roles and positions to undertake asset management.
- The asset management roles and responsibilities.
- Address staff resourcing, funding and training needs.
- Implement high level audit or oversight mechanisms for AMP development and service delivery.
- Implement mechanisms for reporting AMP progress against elements of the plan for the future.

These arrangements should be reviewed annually to determine ongoing and future governance and management requirements and their financial impacts.

Data and Systems

Systems should be put in place for the collection and analysis of asset management data to ensure the following;

- development of efficient maintenance and capital works programs
- asset management performance is adequately measured over time
- infrastructure gaps are identified
- minimum reporting requirements prescribed under the legislation are achieved

When data systems are used, adequate links must be made between asset management and financial systems, particularly in the recording and management of capital expenditure and allocations for depreciation, maintenance, renewal and upgrade.

Skills and Processes

Programs of continuous improvement that instil a ‘whole of organisation’, best practice approach to asset management should be implemented. In partnership with appropriate peak bodies and agencies, ongoing training in key asset management topics such as improving condition assessments, valuation of assets and accounting treatment should be provided to administration staff. Elected members should be provided with training to help them understanding the importance of asset management.

Relevant Legislation

The AMP has been prepared giving consideration to the following legislative practices;

Local Government Act & Regulations

Land Administration Act 1997

Building Act 2011

Occupational Health & Safety Act 1984

Aboriginal Heritage Act 1997

WA Disability Services Act 1993

Conservation & Land Management Act 1984

Environmental Protection and Biodiversity Conservation Act 1999

Country Areas Water Supply Act 1947 & Regulations 1981

Waterways Conservation Act 1976 & Regulations 1981

Heritage Act of Western Australia

Road Traffic Act 1974 & Various Regulations

Main Roads Act 1930

Road Traffic Code 2000

Building Regulations 2012

Department of Local Government, Sport & Cultural Industries Circulars & Guidelines

OAG Circulars & Guidelines

Stakeholders

Asset management is critical to meeting local government strategic goals within an Integrated Planning approach. Asset Management Policies, Asset Management Strategies and Asset Management Plans are informed by, and in turn inform, the community aspirations and service requirements in the Strategic Community Plan. They are also integral to developing and delivering the local government's strategic direction, service plans, projects and operational plans in the Corporate Business Plan.

The Shire has engaged the community through the development of the Strategic Community Plan 2023-2033 and identified the key priorities for service delivery. The following sets out the key objectives relating to infrastructure asset management and the commitment for the provision and management of infrastructure assets.

Defining Levels of Service

What is it?

The defined service quality for a particular activity (e.g. roads) or service area (e.g. street lighting) against which service performance can be measured. Defining the levels of service that will be provided by the asset portfolio is a key process in the development of Asset Management Plans.

Who is involved?

Community:

The Community provides service requirements, expectations and satisfaction input as part of the local government's ongoing community engagement activities.

Council:

Council will then approve the determined levels of service.

Local Government Administration:

The CEO & staff are then required to provide all relevant information to assist Council to make informed decisions as well as reviewing and defining service levels to align with reviews of the Strategic Community Plan and Asset Management Plans.

Key issues facing the Shire and local governments throughout Australia include:

- Ageing infrastructure requiring attention not previously needed or planned for, which may represent a backlog.
- Long lived assets such as roads, drainage and buildings present challenges as their condition and longevity can be difficult to forecast.
- Increased demand, in terms of quality and standards, and for higher levels of service and competing priorities.
- Increasing cost of plant, materials and labour required to operate, maintain and construct infrastructure assets.
- Ongoing cost shifting from state to local government across several service areas.

As assets are usually acquired during specific periods of strong economic growth or of economic stimulus, the financial burdens of renewing also appear in peaks and troughs many years later.

The creation of new assets also presents financial challenges in terms of funding for initial construction, but even more so for ongoing operations, maintenance and replacement costs over the whole of life of the asset. Asset management is about ensuring that the Shire has the necessary plans in place so that funds and resources are available at the appropriate time to address ageing assets to ensure that they can provide ongoing delivery of services at an acceptable level.

Future Considerations

Future Demand

The ability to predict future demand for services enables the Shire to plan ahead and identify the best way of meeting that demand. Drivers affecting demand include political factors, economic factors, social factors, changes in demographics, changes in technology, new assets from growth, legislation changes, tourism growth and climate change.

Political Factors

Local government policy changes, as well as State government service reallocation, can often affect the demand for community services. For example, a cut in funding would place more pressure on municipal revenue to fund infrastructure projects. This could result in lower levels of service being delivered to the community. Conversely, increases in funding could also have a distinct effect, as they often require construction of new assets.

Economic Factors

The Shire currently features a relatively small residential population, with the majority of residents located in Cuballing. The economic base of the Shire is strongly influenced by agriculture, with other important industries including education & training, public administration and health care services.

Factors

The last national census revealed that the population of the Shire is 902. It is not expected that there will be any significant increase in population in the next 10 years.

Demographic Change

Factors affecting demand for infrastructure include population growth, changes in demographics, customer preferences and expectations. An ageing population will mean a greater need for aged care facilities and disability access. Increase in age of population will also require improvements for other infrastructure and services.

Changes in Technology

Changes in material and construction techniques could lead to improved service levels and asset standards, and ultimately reduced maintenance requirements. However, it is difficult to predict whether newer materials, construction and maintenance techniques will affect demand.

New Assets from Growth

The new assets required to meet growth will be acquired from land developments and constructed by the Shire. Acquiring these new assets will commit the Shire to fund ongoing operations and maintenance costs for the period that the service provided from the asset is required.

Legislation

The Shire is bound to meet a range of legislative requirements which if altered, could affect the Shire's management obligations. A current legislative driver of change is the amendment of the Local Government Act 1995. The Act promotes integrated planning and ensures that long term financial planning, asset management planning and workforce planning become standard business practices for all local governments. This means that a majority of WA local governments will have to notably improve their current practices and processes, which the Shire is currently working towards.

Tourism Growth

Tourism can have a significant effect on assets. An increase in tourism will result in higher utilisation of assets, and this in turn would mean the Shire will incur higher costs for asset maintenance, upgrade and replacement.

Climate Change

There is increasing evidence that the Earth's climate is changing, which could have direct and indirect impacts on assets. This could be from a range of factors including changing climatic conditions and fluctuations in seasons.

Whole of Life Asset Management Strategies

An integral part of asset management is service delivery and taking a long term view of forward planning with the use of forward works programs. The whole of life needs of assets are also impacted by the demand for the service, the level of service provided, and the willingness of the Shire to accept risks.

Operations

Includes regular activities (that do not affect the assets' physical condition) to provide services such as public health, safety and amenities. These activities affect service levels, including quality and function through, for example, street sweeping and grass mowing frequency, cleaning frequency and opening hours of building and other facilities.

Maintenance

Includes all actions necessary for retaining an asset as far as practicable in an appropriate service condition, including regular ongoing day-to-day work necessary to keep assets operating, e.g. road patching but excluding rehabilitation or renewal. Maintenance may be classified into routine, reactive, planned and specific maintenance work activities:

- **Routine maintenance (Preventative)** is the regular on-going work that is necessary to keep assets operating, and prevent untimely and costly failures, e.g. regular servicing of an air conditioner.
- **Reactive maintenance** is unplanned repair work carried out in response to identified failure or breakdown of service, e.g. repair pathway damaged due to burst water main.
- **Planned maintenance** is repair work that is identified and managed through a maintenance management program. These activities include inspections, assessing the condition against failure/breakdown experience, prioritising, scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.
- **Deferred maintenance** includes works that are identified for maintenance but unable to be funded or to be undertaken when required.

Renewal

This expenditure is for major work, which does not increase an asset's design capacity, but restores, rehabilitates, replaces or renews an existing asset to its original or lesser required service potential. Work over and above restoring an asset to its original service potential is referred to as **upgrade/expansion** expenditure.

New and upgrade

New works are those works that create an asset that did not previously exist. Upgrade works are those that upgrade or improve an existing asset beyond its existing capacity. They may result from growth, social or environmental needs.

Expenditure on new assets and upgrade/expansion of existing assets and services in the Shire's 15 year capital works program are reflected in the Long Term Financial Plan and are predominantly funded through external resources such as grants.

Disposal

Disposal includes any activity associated with disposal of a decommissioned asset, including sale, demolition or relocation. No disposal strategy has been developed for Shire infrastructure assets at this stage. Any cash flow resulting from asset disposals have been included in the Shire's Long Term Financial Plan.

Risk management

The risk assessment process identifies credible risks, the likelihood of the risk event occurring, and the consequences should the event occur, then calculates a risk rating, evaluates the risk and develops a risk treatment plan for unacceptable risks.

Asset Portfolio

The primary purpose of Council's asset portfolio is to support and enable the delivery of required services to the community in an effective and cost efficient manner. Council assets are acquired through various means such as purchase, construction or gifted from developers and others.

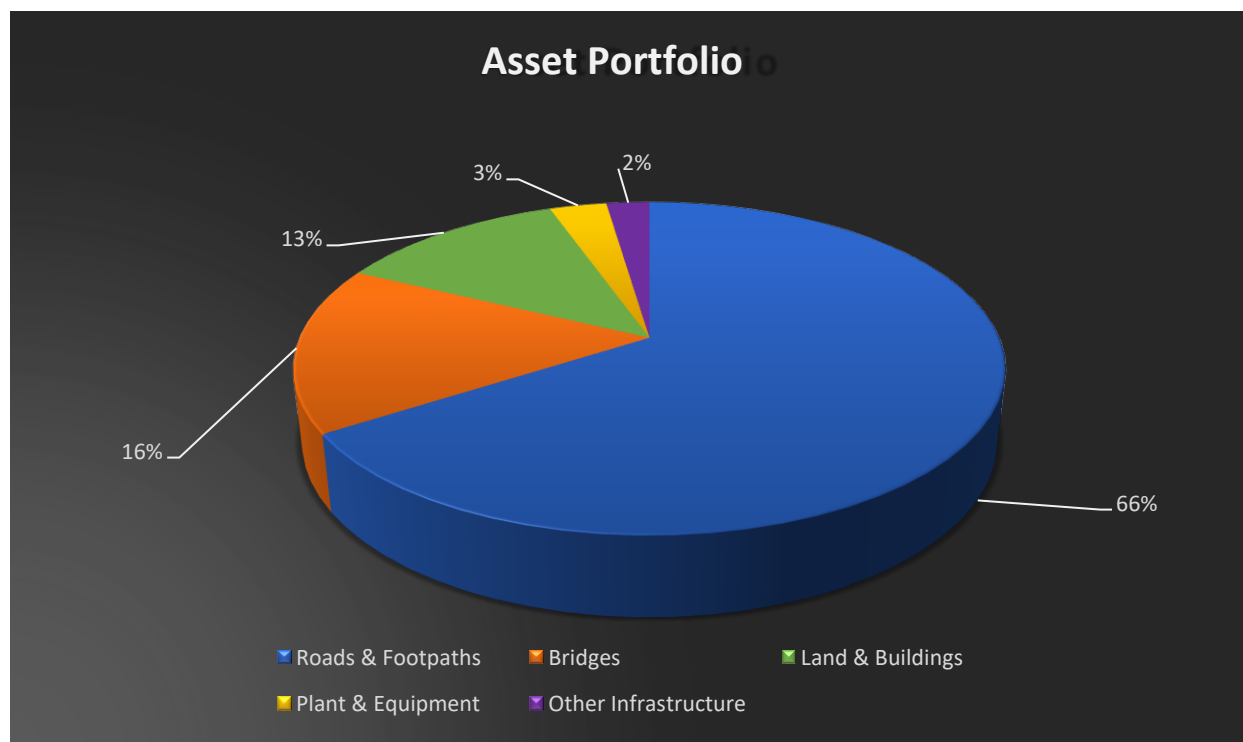
Council's goal is to provide the community with infrastructure that meets defined requirements for the services offered at the most reasonable cost so that the assets provide benefit to the current community and future generations.

Council uses infrastructure assets to provide services to the community. The range of infrastructure assets and the services offered by these assets are shown in the Table below.

Table: Council Assets and Current Replacement Values

Asset Class	Description	Services Provided	Estimated Replacement Value
Land & Buildings	Building and facilities including town halls, shire administration, sporting clubs and heritage buildings	Facilities for community services and general community activities including tourism	\$14,635,310
Furniture & Equipment	Information and communications technology and office equipment	Support delivery of Council services and activities	\$31,626
Plant & Equipment	Heavy plant and small plant such as vehicles and equipment	Support delivery of Council services and the mobility of staff	\$3,612,055
Roads	Sealed and unsealed roads, road pavements, sub-base and other related road assets	Roads of significance to allow regional development and community transportation needs	\$77,206,808
Bridges	Bridges and associated structures	Vital link of road and pathway networks	\$19,176,987
Footpaths	All footpath structures including concrete, asphalt, brick paving and unsealed	Access needs of pedestrians	\$577,154
Other Infrastructure	Parks & gardens, recreation, sporting & related structures and community assets including lighting, fencing and associated structures	Social and club-based recreational activities, open space areas, tree management and recreation support.	\$2,759,500
TOTAL			\$117,999,440

The graph below shows the asset portfolios as a percentage of Council's total asset value. The Asset Categories are expressed as a percentage of the Total Replacement Value.



Financial Assessment

Valuation of infrastructure assets

The asset register used as part of the financial reporting system is currently separate from the asset management inventory used for asset management planning. The Shire will consider looking at asset management information systems that can provide a sufficient level of detailed information to the financial system. Below is a table showing the scheduled revaluation dates.

Asset Class	Last Valuation Completed	Next Valuation Due Date
Land & Buildings	June 2022	June 2027
Furniture & Equipment *	June 2019	N/A
Plant & Equipment *	June 2019	N/A
Roads & Drainage	June 2023	June 2028
Footpaths	June 2023	June 2028
Bridges	June 2023	June 2028
Recreation	June 2022	June 2027
Parks, Ovals & Playgrounds	June 2022	June 2027
Other Infrastructure	June 2022	June 2027

* Following a change to Local Government (Financial Management) Regulation 17A in November 2020, Plant and Equipment type assets (being plant and machinery and furniture and equipment) are to be measured under the cost model, rather than at fair value. This change is effective from 1 July 2019 and represents a change in accounting policy.

The following asset classes and useful lives have been applied in the modelling.

Asset Classes	Useful Life
Roads	
- Formation	Not Depreciated
- Pavement	50 years
- Bitumen Seal	20 years
- Asphalt	25 years
- Gravel	50 years
Bridges	50 years
Footpaths	20 years
Drainage	75 years
Buildings	30-50 years
Furniture & Equipment	3-10 years
Plant & Equipment	5-15 years
Parks & Ovals	20-50 years
Other Infrastructure	20-50 years

Forecast Expenditure & Cash Flows

Much of the organisation's infrastructure network was funded from various state and federal government grants, often provided and often accepted without consideration of ongoing operations, maintenance and replacement needs. Many of these assets are approaching the later years of their life and will require replacement in the near future. The serviceability of these assets is decreasing, and maintenance costs are increasing. The Shire's present funding levels together with current methodologies and practices make it difficult to maintain existing service levels.

Renewal Surplus / (Shortfall)

Providing services in a sustainable manner will require matching of forecasted asset renewal and replacement expenditure to meet agreed service levels, with the corresponding capital works program accommodated in the Long Term Financial Plan.

The Table below shows the surplus / (shortfall) between forecast required renewal and replacement expenditure and the planned expenditure accommodated in the Long Term Financial Plan.

Year	Planned Asset Renewal	Required Asset Renewal	Asset Renewal Surplus/Deficit
	\$	\$	\$
2023/24	6,014,450	12,090,004	(6,075,554)
2024/25	3,259,912	1,992,885	1,267,027
2025/26	3,513,961	2,403,216	1,110,745
2026/27	6,258,980	2,333,135	3,925,845
2027/28	6,889,401	1,781,316	5,108,085
2028/29	6,536,300	1,975,912	4,560,388
2029/30	6,052,800	2,899,527	3,153,273
2030/31	4,737,119	1,816,887	2,920,232
2031/32	4,409,700	3,613,151	796,549
2032/33	5,121,986	4,558,167	563,819
2033/34	3,199,069	2,865,453	333,617
TOTAL	55,993,678	38,329,652	17,664,026

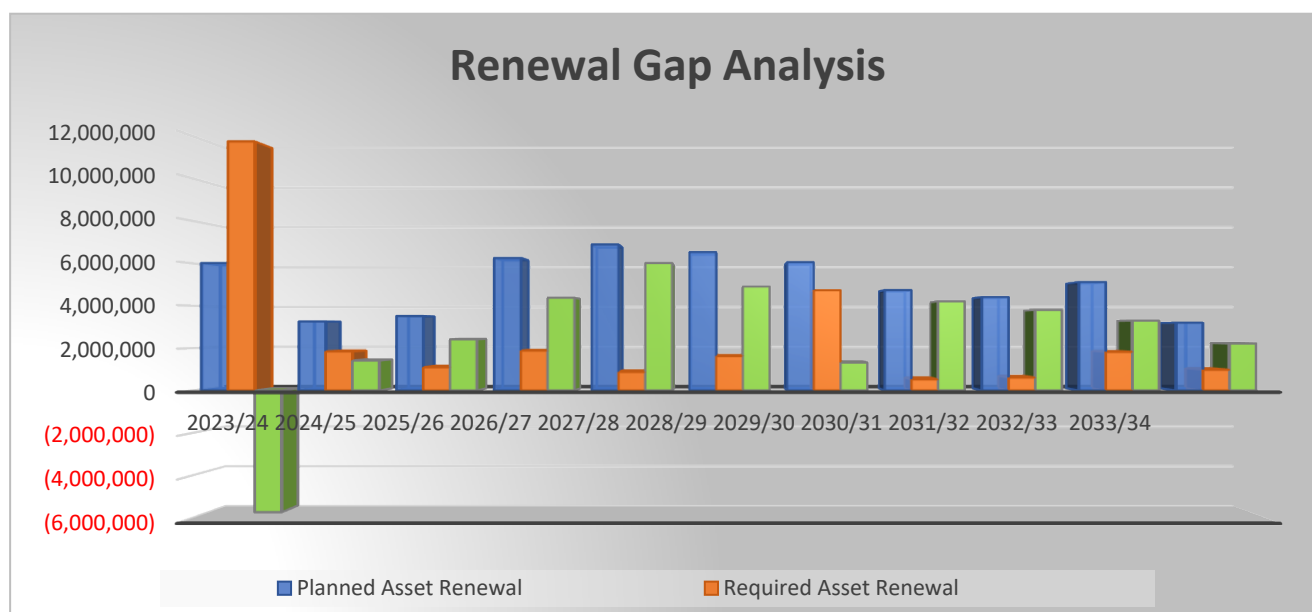
The asset renewal surplus/(deficit) column represents the difference between the planned and required asset renewals. A surplus means the Shire are renewing infrastructure at a rate greater than required. While amounts shown as a negative indicate there is a gap between the forecast required asset renewal/replacement expenditure and the planned asset renewal/replacement expenditure in the LTFP.

Any gaps or surpluses will be managed by developing future asset management plans to provide guidance on future service levels and resources required to provide these services, and to review future services, service levels and costs in consultation with the community.

Given the Shire has a total asset replacement value of \$118m with an annual rate base circa \$2m, typically, it would be expected there would be an asset renewal/replacement gap.

The reason for the reported surplus is the Wheatbelt Secondary Freight Network which consists of \$21.30m capital expenditure on road infrastructure from FY24-32. This is 93% funded by Federal and State allocations and if you were to take this out of the Planned Asset Renewal then the \$16.78m surplus shown above is reduced to a \$4.52m deficit.

Below is a graphical summary of the Renewal Gap Analysis;



Currently the graph is showing surplus expenditure for all years with the exception of FY24.

The reason for the significant gap displayed in FY24 is the result of all assets having past their estimated useful life, or where due to be replaced in the first year of the LTFP, this expenditure is shown in FY24.

Like any plan there are underlying assumptions on which the basis of the plan is derived. The AMP reflects the current timing of the renewal of assets. Asset renewal requirements are arrived at based on current estimates of replacement cost and remaining useful life of each asset, assessed from the asset's condition or age. Therefore maintaining, and in some instances improving the accuracy of the data in the asset inventory, could help align the priorities identified within the LTFP and AMP. Other factors such as grant funding and cash reserves will also have an impact on Council's ability to deliver certain projects.

Resolving any funding shortfalls or surpluses involves some of the following steps:

- Improving the accuracy of data in the asset inventory, so it is possible to better determine how assets are performing and at which stage assets are not able to provide the required service levels.
- Improving methodologies and practices used in operations, maintenance and renewal activities to optimise whole of life costs.
- Identifying and managing risks associated with providing services from infrastructure assets.
- Making trade-offs between service levels and costs to ensure that the community receives the best return from infrastructure assets.
- Identifying assets surplus to needs and arranging for their disposal to make savings in future operations and maintenance costs.
- Consulting with the community to ensure that infrastructure services and costs meet community needs and are affordable.
- Developing partnerships with other bodies (where available) to provide services.
- Seeking additional funding from governments and other bodies to better reflect a 'whole of government' funding approach to infrastructure services; and
- Reducing the Level of Service in some areas unless new sources of revenue are found.

Evaluation & Reporting

Asset management programs should include evaluation mechanisms to measure their effectiveness against the targets and outcomes of the Asset Management Strategy and Plans.

Local governments should also report the short and long-term service delivery levels provided by their asset portfolios in the Annual Report and seek community feedback on the performance of their asset portfolios.

A series of performance indicators, in the form of financial ratios set out below, have been used to assess the financial performance of the Shire in the form of asset sustainability ratios.

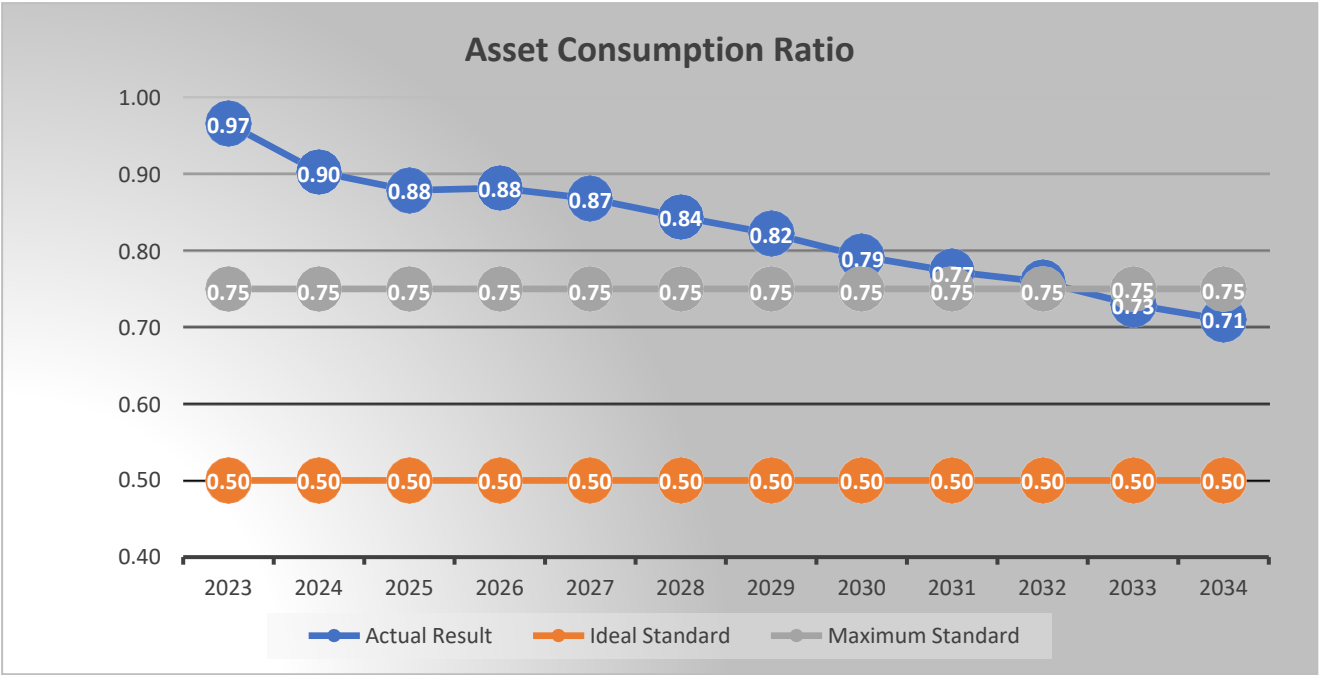
Asset Consumption Ratio

This ratio shows the written down current value of the local government’s depreciable assets relative to their “as new” value. It highlights the aged condition of a local government’s stock of physical assets and the potential magnitude of capital outlays required in future to preserve their service potential.

The Basic standard for this ratio is 0.50, while the Maximum Standard is achieved when the ratio reaches 0.75. A result in the centre of the target range indicates that the Shire are renewing assets at adequate levels to maintain the average age of assets throughout the course of the 10 year plan.

The Shire is well above the maximum standard range in FY23-32, and within the recommended target range for FY33-34. The reason for the ratio being above the recommended maximum standard in FY23-32 is directly linked to funding received for the Wheatbelt Secondary Freight Network program.

Being above the recommended maximum standard in FY23-32 is not a negative result, rather it highlights the Shire utilising available funding to upgrade road infrastructure that would otherwise not have been completed during this period.



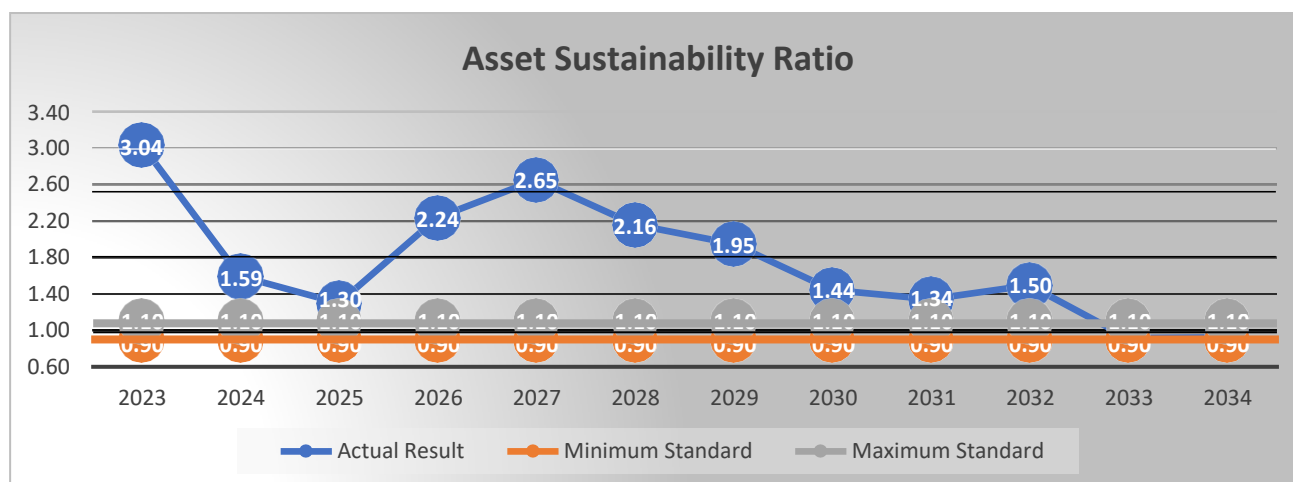
Asset Sustainability Ratio

This ratio indicates whether a local government is renewing or replacing existing non-financial assets at the same rate that its overall stock of assets is wearing out. It is calculated by measuring capital expenditure on renewal or replacement of assets relative to the rate of depreciation of assets for the same period.

The Basic standard for this ratio is 0.90, while the Maximum Standard is achieved when the ratio reaches 1.10.

The challenge in achieving this standard is to maintain a level of expenditure for capital renewal that is neither too low (less than 0.90) or too high (greater than 1.10), with the optimum level being around 1.00.

Similar to the Asset Consumption Ratio this ratio is above the recommended maximum standard in FY23-32 as a result of the funding received for the Wheatbelt Secondary Freight Network program.

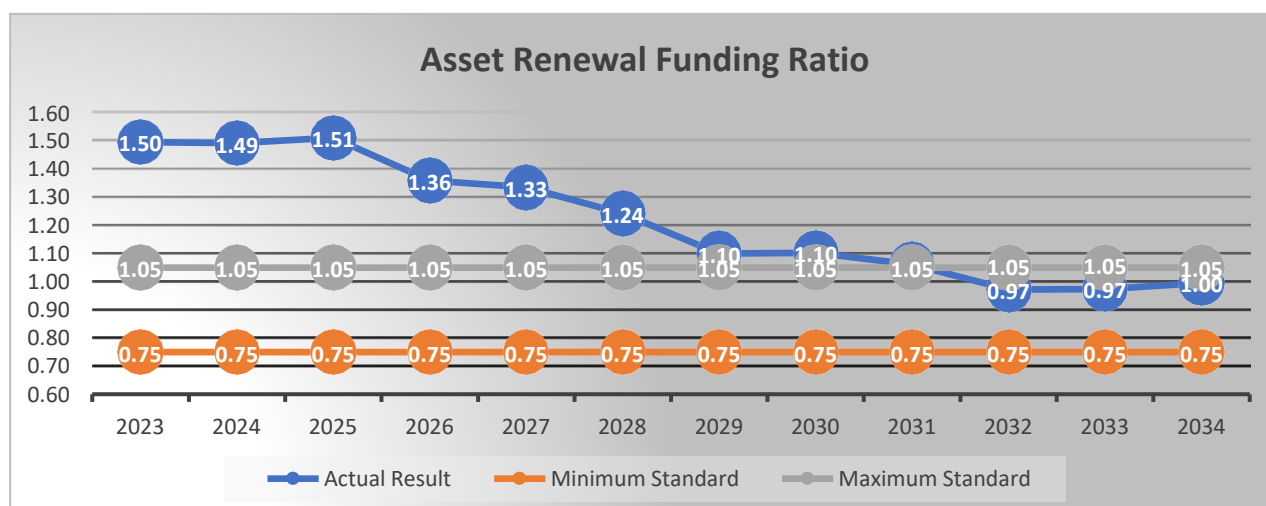


Asset Renewal Funding Ratio

This indicator is a measure of the ability of the local government to fund its projected asset renewals and replacements in the future. The local government's Long Term Financial Plan makes annual provisions to renew assets where their condition has degraded beyond an objective threshold. This requirement will vary from year by year, potentially creating different short term and long term renewal funding needs. A local government must have developed a Long Term Financial Plan supported by Asset Management Plans to determine this ratio.

The Basic standard for this ratio is 0.75, while the Maximum Standard is achieved when the ratio reaches 1.10. It should be noted that the outcome of this ratio is dependent on the data provided by the Asset Management Plan, so this ratio is susceptible to change if there any significant changes to the assumptions or valuations in the Asset Management Plan.

As with the previous two ratios, the Asset Consumption Ratio is above the recommended maximum standard in FY23-31 as a result of the funding received for the Wheatbelt Secondary Freight Network program.



Improvement Plan

In every asset management plan, an improvement plan is included. All strategic plans require continuous development in order to improve the quality of planning. The following asset management areas are suggested as worthy of focus in the future. Council will look to undertake improvements actions within each of the initiatives identified in the table below;

CATEGORY	IMPROVEMENT OBJECTIVES	TARGET
Levels of Service	Council will document the community's level of service for its core asset classes and has processes in place to measure, meet and maintain those levels of service.	24/25
Governance and Management	Asset Management Plans inform an agreed delivery program of new, expansion, upgrade, renewal, and maintenance projects.	24/25
Asset Management Plans	The Asset Management Plans need to reflect what both the Council and community expect.	24/25
Skills and Processes	Council has robust asset management processes and skilled staff engaged in learning programs to maintain and enhance asset management skills and capabilities.	24/25
Data and Systems	All Council infrastructure assets are to be recorded within the Shire's asset management databases. Understanding of the whole of life cost of building, operating, replacing, and disposing of assets is an important element of this practise. .	24/25
Evaluation	Service/Operational Plans that identify how Council provides and manages assets for the community. Asset performance will be monitored and reported against the Levels of Service.	24/25

9.2 **CHIEF EXECUTIVE OFFICER:**

9.2.1 Review of the Delegations Register

Applicant:	N/A
File Ref. No:	ADM022
Disclosure of Interest:	Nil
Date:	17 May 2024
Author:	Stan Scott - CEO
	9.2.1 A Draft June 2024 Delegations Register
Attachments:	9.2.1 B Reforms to Decision Making on Development of Single Houses - Correspondence from DPLH Director General.

Summary

Council is requested to review and confirm delegation of Council authority to the Chief Executive Officer.

Background

Section 5.46 of the Local Government Act 1995 requires that the Chief Executive Officer is to keep a register of the delegations made by Council to the Chief Executive Officer and to employees and at least once every financial year.

Council last reviewed all their delegations in December 2023.

Council should note that under section 5.44 of the Local Government Act, Council can only delegate to the Chief Executive Officer and the Chief Executive Officer is then able to on delegate to Council employees. Therefore, although Council policy requires approval by two staff for some activities, the Council delegation is to the Chief Executive Officer and the Chief Executive Officer then on delegate, in writing, to additional staff. Some specialist delegations, particularly building and health matters, are on delegated to appropriately trained or qualified staff.

Currently the Chief Executive Officer's delegation of authority to Council employees, possible under section 5.44 of the Local Government Act, is recorded in the same document as Council's delegations to the Chief Executive Officer. In addition, all staff who are provided with delegated authority by the Chief Executive Officer are formally advised in writing of that delegation.

The Department publishes an Operational Guideline on Delegations. This provides guidance on delegations to assist Councils. Some of the references in this document have been overtaken by legislative changes but the principles still apply. It also canvasses the concept of "Acting through" which is articulated but not defined under Section 5.45 of the Act. Delegation requires the grant of an authority to exercise discretion, while acting through simply requires delivery of a task or a function in line with predetermined legislation policies or guidelines.

<https://www.dlgsc.wa.gov.au/departments/publications/publication/delegations>

Comment

The Delegations Register was last reviewed in December 2023. This review has been instigated as a result of a request from Director General of the Department of Planning Lands and Heritage (see correspondence at (9.2.1B)). The approval of single house developments must now be made by the CEO or the CEO's delegate and cannot be made by Council.

There was no existing delegation to be removed. A new delegation has been added at P6. It is not actually a delegation it is simply a reference in the register to memorialise the change of this function so that it is no longer a Council function and therefore cannot be delegated.

Delegation P2 paragraph 3 delegates determination of matters relating determinations under the residential design codes. This delegation covers all residential development, not only single residential properties. This has been modified to make it clear that it does not include matters covered by delegation P5.

While it is significant that the State government has decided on this approach, it is not as dramatic as it might seem. The Local Planning scheme already provides that a single residence on a residential block does not require planning approval.

A revised draft Delegations Register is included at Attachment 9.2.1A, with changes highlighted.

The only other change is in relation to delegation S1 to simplify the sub-delegation. There have also been some changes to presentation to improve readability.

All other delegations have been reviewed by the CEO and remain appropriate. Council is requested to confirm these delegations.

Strategic Implications

Shire of Cuballing Strategic Community Plan 2023 – 2032

Governance: Forward thinking leadership, which listens and responds to community needs, with transparent and accountable decision-making.

Statutory Environment

Local Government Act 1995

5.42. Delegation of some powers and duties to Chief Executive Officer

- (1) A local government may delegate* to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.

* Absolute majority required.

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.43. Limits on delegations to Chief Executive Officer's

A local government cannot delegate to a Chief Executive Officer any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;

- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) such other powers or duties as may be prescribed.

5.44 Chief Executive Officer may delegate powers and duties to other employees

- (1) A Chief Executive Officer may delegate to any employee of the local government the exercise of any of the Chief Executive Officer's powers or the discharge of any of the Chief Executive Officer's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the Chief Executive Officer under section 5.42, but in the case of such a power or duty —
 - (a) the Chief Executive Officer's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the Chief Executive Officer's delegate, are subject to any conditions imposed by the local government on its delegation to the Chief Executive Officer.
- (4) Subsection (3)(b) does not limit the Chief Executive Officer's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) —
"conditions" includes qualifications, limitations or exceptions.

5.46. Register of, and records relevant to, delegations to Chief Executive Officer's and employees

- (1) The Chief Executive Officer is to keep a register of the delegations made under this Division to the Chief Executive Officer and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

127 Delegation: special permit authorities and local governments

- (1) A special permit authority or a local government may delegate any of its powers or duties as a permit authority under another provision of this Act.
- (2) A delegation of a special permit authority's powers or duties may be only to an employee of the special permit authority, or to an employee of one of the legal entities that comprise the special permit authority.
- (3) A delegation of a local government's powers or duties may be only to a local government employee.
- (4) The delegation must be in writing executed by or on behalf of the delegator.
- (5) Except as provided for in subsection (6A), a person to whom a power or duty is delegated under this section cannot delegate that power or duty.
- (6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section but in the case of such a power or duty —
 - (a) the CEO's power under this subsection to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions, qualifications, limitations or exceptions imposed by the local government on its delegation to the CEO.
- (6) A person exercising or performing a power or duty that has been delegated to the person under this section is to be taken to do so in accordance with the terms of the delegation unless the contrary is shown.
- (7) Nothing in this section limits the ability of the delegator to perform a function through an officer or agent.
- (8) In subsections (3) and (6A) —
CEO means chief executive officer;
local government employee, in relation to a local government, means a person employed by the local government under the Local Government Act 1995 section 5.36.

Bush Fires Act 1954

48 Delegation by Local Government

- (1) A local government may, in writing, delegate to its chief executive officer the performance of any of its functions under this Act.
- (2) Performance by the chief executive officer of a local government of a function delegated under subsection (1) —
 - (a) is taken to be in accordance with the terms of a delegation under this section, unless the contrary is shown; and
 - (b) is to be treated as performance by the local government.
- (3) A delegation under this section does not include the power to subdelegate.
- (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.

Planning and Development Act 2005

257C of the *Planning and Development Act 2005* provides the ability for regulations to specify that certain types of development applications must be determined by the officers of the local government.

Policy Implications

As far as possible the Policy Manual should be the source of truth rather than duplicate policy in the delegations register.

Financial Implications – Nil

Economic Implication – Nil

Social Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

Options

Council may resolve:

1. the Officer's Recommendation;
2. the Officer's Recommendation with additions to, amendment of or deletion of any of the delegations shown in the attached draft delegations register.

Voting Requirements – Absolute Majority

OFFICER'S RECOMMENDATION:

That Council endorses the draft Shire of Cuballing Delegations Register June 2024 included at Attachment 9.2.1A, as amended.

That Council authorises the President pursuant to Section 5.42 (2) of the Local Government Act 1995 to notify the CEO in writing of the delegations endorsed by Council.

SHIRE OF CUBALLING



DELEGATIONS REGISTER

(Adopted 19 June 2024)

Shire of Cuballing – Delegations Register

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1. ADMINISTRATION

A1: Legal Advice

The Chief Executive Officer is delegated the authority to appoint legal counsel and obtain advice, assistance and opinions as the Chief Executive Officer deems necessary in the exercise of the management of the Shire of Cuballing with all legal advice received to be made available at the next Council meeting.

Guidelines

This delegation is subject to sufficient provision having been made in Council's budget for any expenses to be incurred.

Reference: Local Government Act 1995 section 5.42

Confirmed 19 June 2024

A2: Purchase Orders

The Chief Executive Officer is delegated the authority to issue Purchase Orders for goods or services on behalf of the Shire of Cuballing.

Guidelines

Issuing of a Council order is only permitted where sufficient funds have been allocated in Council's budget and the mode of purchase is in accordance with Council's Purchasing Policies.

Reference: Local Government Act 1995 section 5.42

On Delegation to the following officers in the following manner:
Deputy Chief Executive Officer
Manager Works & Services
Administration Officer
Works Supervisor

Conditions: Purchasing Limits will be as set out in Council Policy 2.2 Purchasing Policy.

Amended 21 April 2022
Confirmed 19 June 2024

A3: Tender Invitation

The Chief Executive Officer is delegated the authority to call Tenders to supply goods and/or services for all budgeted items.

Objective: To expedite the purchase of goods and services.

Reference: Local Government Act 1995 sections 3.57 & 5.42.
Local Government (Functions and General) Regulations 11.

Confirmed 19 June 2024

Shire of Cuballing – Delegations Register

A4: Media

The Chief Executive Officer is delegated the authority for the publicity of Council activities through the media.

Reference: Local Government Act 1995 section 5.42
Shire of Cuballing Policy 1.6

Conditions: Does not include speaking on behalf of Council. Per Section 2.8 of the Act this function belongs to the President.

Amended 21 April 2022
Confirmed 19 June 2024

A5: Common Seal

The Chief Executive Officer is delegated the authority to affix Common Seal (witnessed by President and CEO) to documents to be executed by the Shire of Cuballing where such documents are consistent and in accord with resolutions of Council, subject to Council being notified of executed documents in a timely manner.

Reference: Local Government Act 1995 sections 5.42, 9.49A(2) & 9.49A(4)
Shire of Cuballing Standing Orders Local Law 1998, Clause 19.1

Confirmed 19 June 2024

A6: Give Notice to Landowners

The CEO is delegated authority to issue notices to landowners and /or occupiers to do any of the things specified in Schedule 3.1 of the Act

Reference: Local Government Act 1995 section 3.26

New 21 April 2022
Confirmed 19 June 2024

A7: Permission to Conduct Activities on Council Property

The Chief Executive Officer is delegated authority to grant permission to conduct activities on Council Property.

Objective: To expedite the Council approval process

Reference: Local Government Act 1995 section 5.42(1)
Shire of Cuballing Local Government Property Local Law 2018

On Delegation: Deputy Chief Executive Officer

Amended 21 April 2022
Confirmed 19 June 2024

Shire of Cuballing – Delegations Register

A8: Liquor Permits

The Chief Executive Officer is delegated the authority to determine applications for the consumption and sale of liquor on property under the care, control and management of the Shire of Cuballing.

Objective: To expedite the Council approval process

Reference: Local Government Act 1995 section 5.42(1)
Liquor Control Act 1988 sections 59 & 119
Shire of Cuballing Local Government Property Local Law 2018

Amended 21 April 2022
Confirmed 19 June 2024

A9: Impounding

The Chief Executive Officer is delegated the authority to exercise power in relation to the removal and impoundment of any goods which are involved in any contravention that can lead to impoundment, and to use reasonable force in the exercise of this power.

Objective: To expedite good governance.

Reference: Local Government Act 1995 section 3.39 and Part 3.

Confirmed 19 June 2024

A10: Enter Land in Emergencies

The Chief Executive Officer is delegated the authority to:

1. sign and issue Notices of Entry;
2. in the event of an emergency enter land, premises or thing immediately and without notice and perform any of its functions as it considers appropriate to deal with the emergency; and
3. exercise reasonable force to gain entry to land in the event of an emergency.

Reference: Local Government Act 1995 section 3.32 and 3.34

Confirmed 19 June 2024

A11: Appointment of Authorised Persons – Enforcement and Legal Proceedings

The Chief Executive Officer is delegated the authority to appoint:

1. persons pursuant to section 9.29 of the Local Government Act 1995, to represent the Shire of Cuballing generally in proceedings in the court of petty sessions and Local Court.
2. under section 9.10 of the Local Government Act 1995 persons or classes of persons to be authorised for the purposes of performing particular functions.

Shire of Cuballing – Delegations Register

3. under section 3.24 of the Local Government Act 1995 any person to exercise the powers given to a Local Government under Subdivision 2 of Division 3 of Part 3 of the Act.
4. under section 3.39 of the Local Government Act any person to exercise the powers given to a Local Government under subdivision 4 of Division 3 of Part 3 of the Act.
5. persons or classes of persons in relation to enforcement and legal proceedings.

Reference:

Local Government Act 1995 sections 3.24, 3.39, 9.10, 9.16

Local Government (Miscellaneous Provisions) Act 1960

Caravan Parks and Camping Grounds Act 1995

Cat Act 2011;

Cemeteries Act 1986;

Control of Vehicles (Off road Areas) Act 1978

Dog Act 1976

Food Act 2008 126.(13)

Public Health Act 2016 s24, 312

Health (Miscellaneous Provisions) Act 1911

Any subsidiary legislation made under an Act referred to above

Any written law prescribed for the purposes of his section 9.10(1) & (2) of the Local Government Act

Amended	21 April 2022
Confirmed	19 June 2024

A12: Execution of Documents

The Chief Executive Officer is delegated the authority to prepare the necessary documentation taking into account any specific or policy requirements of Council and arrange for execution of the contract documents where:

1. the Council has authorised entering into a formal contract, or
2. a formal contract is authorised under a delegated authority from the Council, or
3. a formal contract is considered necessary by the Chief Executive Officer as part of the day to day operation of the Council;

Reference: Local Government Act 1995 section 5.42

Confirmed 19 June 2024

A13: Destruction of Records

The Chief Executive Officer is delegated the authority to destroy records in accordance with Council's Record Keeping Plan.

Reference: Shire of Cuballing Record Keeping Plan
State Records Act 2000

Shire of Cuballing – Delegations Register

State Records Office's General Disposal Authority for Local Government Records

Confirmed

19 June 2024

A18: Industrial Representation

The Chief Executive Officer is delegated the authority to sign an employer's warrant for representation on industrial awards and to appear on the Shire of Cuballing's behalf.

Reference: Local Government Act 1995 sections 5.42

Confirmed

19 June 2024

A19: Bond Refunds

The Chief Executive Officer is delegated the authority to refund bond monies where all conditions of approval have been met, with the aggrieved applicant having a right of appeal to Council.

Objective: To expedite the Council approval process

Reference: Local Government Act 1995 section 5.42(1)
Local Government Property Local Law 2018

On Delegation: Deputy Chief Executive Officer

Confirmed

19 June 2024

A20 Legal Representation Costs Indemnification

The Chief Executive Officer is delegated the authority to approve urgent legal advice for Councillors and Staff.

Objective To ensure that Staff and Council are protected

Reference: Local Government Act 1995, Section 6.7(2)

Conditions: Subject to the provisions of Council Policy 1.6 Legal Representation Costs Indemnification

New

21 April 2022

Confirmed

19 June 2024

A21 – Councillor Attendance at Conferences, Seminars and Workshops

The CEO is delegated authority to determine the attendance of a Councillor at a conference, seminar, training course or meeting.

Reference: Local Government Act 1995 section 5.42

Shire of Cuballing – Delegations Register

Conditions: Subject to the provisions of Council Policy 3.11 Councillor Attendance at Conferences, Seminars or Workshops

New 21 April 2022
Confirmed 19 June 2024

2. BUILDING

B1 Building Permit

The Chief Executive Officer is delegated the authority to approve or refuse plans and specifications submitted under section 20 of the Building Act.

Reference: Building Act 2011 Sections 20, 22, 127

On Delegation: Principal Environmental Health Officer/Building Surveyor

Confirmed 19 June 2024

B2: Demolition Permit

The Chief Executive Officer is delegated the authority to approve or refuse plans and specifications submitted under section 21 of the Building Act.

Reference: Building Act 2011 Sections 21, 22, 127

On Delegation: Principal Environmental Health Officer/Building Surveyor

Confirmed 19 June 2024

B3: Building Orders

The Chief Executive Officer is delegated authority to:

1. make building orders pursuant to section 110 of the Building Act 2011 in relation to: -
 - a. Building work;
 - b. Demolition work; or
 - c. An existing building or incidental structure; and
2. revoke building orders pursuant to section 117 of the Building Act 2011

Reference: Building Act 2011 Sections 110, 117, 127

On Delegation: Principal Environmental Health Officer/Building Surveyor

Confirmed 19 June 2024

B4: Extension of Period of Duration of Occupancy Permit or Building Approval Certificate

The Chief Executive Officer is delegated the authority to approve or refuse to approve applications submitted under section 65 of the Building Act

Shire of Cuballing – Delegations Register

Reference: Building Act 2011 Section 65, 127

On Delegation: *Principal Environmental Health Officer/Building Surveyor*

Confirmed 19 June 2024

B5: Grant of Occupancy Permit, Building Approval Certificate

The Chief Executive Officer is delegated the authority to approve or refuse plans and specifications submitted under section 58 of the Building Act 2011.

Reference: Building Act 2011 Section 58, 127

On Delegation: *Principal Environmental Health Officer/Building Surveyor*

Confirmed 19 June 2024

3. HEALTH

H1 Offences

The Chief Executive Officer is delegated the authority to issue notices, serve direction and take actions on behalf of Council which is authorised by the Health Act 1911 or its subordinate legislation, conditional upon such action being reported to Council at its next held full meeting.

Reference: The Food Act 2008 126.(13)
The Public Health Act 2016 s24, 312
The Health (Miscellaneous Provisions) Act 1911
Shire of Cuballing Health Local Law 2007

On Delegation: *Principal Environmental Health Officer/Building Surveyor*

Amended 21 April 2022
Confirmed 19 June 2024

H2: Itinerant Food Vendors Licence

The Chief Executive Officer is delegated the authority to issue Itinerant Food Vendors Licence in accordance with the requirements of the Health Act and Shire of Cuballing Health Local Law.

Objective: To expedite the consideration of vendors' licence applications.

Reference: Local Government Act 1995 section 5.42
The Food Act 2008 126.(13)
Shire of Cuballing Health Local Law 2007

On Delegation: *Principal Environmental Health Officer/Building Surveyor*

Shire of Cuballing – Delegations Register

Amended 21 April 2022
Confirmed 19 June 2024

H3: Septic Tank Installations

That the Chief Executive Officer is delegated the authority to approve septic tanks and other apparatus for the treatment of sewage and disposal of effluent and liquid waste.

Reference: Health (Miscellaneous Provisions) Act 1911 Section 107(2)(a)

On Delegation: Principal Environmental Health Officer/Building Surveyor

Amended 21 April 2022
Confirmed 19 June 2024

H4: Notices

The Chief Executive Officer is delegated the authority to issue notices to owners and occupiers of land requiring certain things to be done by the owner or occupier of that land.

Reference: Local Government Act 1995 section 3.25
Health (Miscellaneous Provisions) Act Parts IV, V, VI, VII, VIIA, IX, XV
Food Act 2008, Part 6

On Delegation: Principal Environmental Health Officer/Building Surveyor

Amended 21 April 2022
Confirmed 19 June 2024

H5: Renewing Licences

The Chief Executive Officer is delegated the authority to renew all licences provided the circumstances of the original licence have not substantially altered.

Reference: The Food Act 2008 126.(13)
The Public Health Act 2016 s24, 312
The Health (Miscellaneous Provisions) Act 1911

On Delegation: Principal Environmental Health Officer/Building Surveyor

Amended 21 April 2022
Confirmed 19 June 2024

H6: Administration of Health

The Chief Executive Officer is delegated the authority to exercise and discharge the powers and functions of the Shire of Cuballing under the Health Act 1911 relating to:

- forming of opinions and making of declarations;
- the granting and issue of licenses, permits, certificates and approval;

Shire of Cuballing – Delegations Register

- the issue of notices, orders and requisitions and the carrying out and putting into effect of notices, orders and requisitions; and
- the ordering and authorisation of legal proceedings for breaches of the The Food Act 2008, the Public Health Act 2016, or the Health (Miscellaneous Provisions) Act 1911 , all subsidiary regulations and local laws.

Reference: The Food Act 2008 126.(13)
The Public Health Act 2016 s24, 312
The Health (Miscellaneous Provisions) Act 1911
Shire of Cuballing Health Local Law 2007

On Delegation: Principal Environmental Health Officer/Building Surveyor

Amended 21 April 2022
Confirmed 19 June 2024

4. PLANNING

P1: Home Occupations

The Chief Executive Officer is delegated authority to approve the issue of Home Occupation Licence subject to compliance with Shire of Cuballing Town Planning Scheme No 2.

Reference: Local Government Act 1995 section 5.42
Shire of Cuballing Town Planning Scheme No 2

Confirmed 19 June 2024

P2: Planning

The Chief Executive Officer is delegated authority for:

1. Requirements for Public Notice
 - 1.1 Making a determination on the form or forms of public notice to be given of a proposed development, scheme amendment, road closure or other proposal where the Local Planning Scheme or other legislation requires that such public notice be given and give such notice.
 - 1.2 Making a determination to require that public notice of a development to be given in accordance with Local Planning Scheme where such notice is considered to be in the public interest.
2. Approval of Permitted “P” and Incidental Uses

Making a determination on all “P” and Incidental uses where a proposed development is generally in accordance with the Local Planning Scheme, Local Planning Strategy, Council policies and is consistent with guiding precedent approvals.

3. Residential Design Code Matters

Shire of Cuballing – Delegations Register

Making a determination on any matter required to be determined under the Residential Design Codes including where an exercise of discretion is required, provided that appropriate notice of the proposed development is given to adjoining properties where it is required or is considered to have the potential to adversely affect the amenity of an adjoining property. This does not include matters in relation to single house development or any development associated with a single house such as additions, alterations, patios or carports, where not otherwise exempt, as regulations require that these are to be determined by the Chief Executive Officer (CEO) of the local government or other local government officer/s authorised by the CEO (see P5 Development Applications for Single Houses - Function Delegated by Regulation).

4. Minor Modification of Planning Determinations

Making modifications to planning approvals where:

- 4.1 the modification conforms to the relevant Local Planning Scheme objectives and policies;
- 4.2 the modification does not have a detrimental effect on the amenity of the locality; and
- 4.3 the extension to a development approval is to a maximum of 2 years.

NOTES:

- Where consent of abutting landowners was required for the original application, then the modification should also be referred to abutting landowners for comment where the modification requires a substantial variation from the original application.
- Where the original application was required to be the subject of public notice under the relevant Local Planning Scheme or the Residential Design Codes, then (if the modification is considered substantial) the modification will need a new public notice readvertised in accordance with the Local Planning Scheme or the Residential Design Codes.

5. Dealing with Subdivisions

Making recommendations to the Western Australian Planning Commission in respect of applications or other matters relating to Subdivision, Boundary Adjustment, Amalgamation and Strata Titling where such matters are in accordance with the Local Planning Scheme, Local Planning Strategy, Council Policies and established precedent, including minor variations to approved subdivisions and clearance of conditions provided appropriate consultation with other Council Officer's is carried out.

6. Dealing with Scheme Amendments

- 6.1 Requiring modifications to Local Planning Scheme Amendment documents to ensure that all documents are maintained at a consistent high quality and the information contained within the document addresses all issues considered relevant and will enable the public and referral agencies to fully understand the Amendment.
- 6.2 Accepting modifications to Local Planning Scheme Amendment documents required by the Western Australian Planning Commission or the Minister for Planning at any stage throughout the Scheme Amendment process.

Shire of Cuballing – Delegations Register

6.3 Respond in writing to scheme amendment requests. Based on Council resolution, the CEO to set out that support for scheme amendment requests should cover multiple lots or a precinct compared to an individual lot, unless the site subject to the scheme amendment request is a considerable area or the applicant provides suitable justification for the proposal to the satisfaction of the Council.

7. Legal Proceedings

7.1 all matters relating to Planning Infringement Notices including sections 228, 229, 230 and 231 of the Planning and Development Act

7.2 Taking all necessary action against owners or occupiers of properties to cease illegal uses, comply with the Local Planning Scheme and/or comply with conditions of Development Approval, including instituting prosecution proceedings under the Planning and Development Act, in the Court in its summary jurisdiction.

7.3 Represent Council, or appoint appropriate representatives, where necessary at prosecutions, appeals and enquiries pertaining to the enforcement of the provisions of the Planning and Development Act and the implementation of Council's Local Planning Scheme

8. Miscellaneous Matters

8.1 Electing to return or defer consideration of incomplete and unsatisfactory applications for planning consent.

8.2 Granting variations to relevant Planning Policies and provisions of the Residential Design Codes on Building Licence applications (where the application is exempt from the requirement to gain planning approval under the Residential Design Codes and/or the Local Planning Scheme).

8.4 Provision of written and verbal responses to planning appeals, mediated settlements resulting from appeals and Western Australian Planning Commission requests for reconsideration.

8.5 Prepare submissions and correspondence to government agencies and other organisations where consistent with the Local Planning Scheme, Local Planning Strategy, Council policies and guiding precedent approvals.

9. Right to have matter heard By Council

Where an applicant disputes or has issue with a planning determination made in accordance with this delegation, it will be a matter of right for the applicant to request that the matter be reconsidered by Council, provided the exercise of such right does not limit any other right of appeal that exists in Law.

10. Matters that may be of significant financial interest to Council

Despite other indications in this delegation, it is required that any planning matter that may have significant impact on Council infrastructure is to be determined by the Council.

Reference: Local Government Act 1995 section 5.42

Confirmed 19 June 2024

Shire of Cuballing – Delegations Register

P3: Subdivision Clearance

The Chief Executive Officer is delegated the authority to endorse subdivision referral proformas and to certify the compliance with subdivision conditions when satisfied that suitable arrangements have been made.

Reference: Local Government Act 1995 section 5.42
Town Planning and Development Act 1928 part III Sections 20 and 24

Confirmed 19 June 2024

P4: Second-hand Fencing

The Chief Executive Officer is delegated the authority to approve the use of second-hand material for fencing.

Reference: Local Government Act 1995 section 5.42

Confirmed 19 June 2024

P5 Development Applications for Single Houses - Function Delegated by Regulation

NOTE: This is not a delegation by Council. It memorialises changes to regulations that delegate this function to the CEO.

Section 257C of the Planning and Development Act 2005 provides a head of power for regulations to specify that certain types of development applications must be determined by the officers of the local government (not Council).

Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations provides that from 1 July 2024, **the determination of development applications for single houses or any development associated with a single house**, excluding development of or associated with a heritage protected place, must be made by the CEO of the local government or employees authorised by the CEO. This cannot be determined by Council.

Reference Section 257C of the Planning and Development Act 2005
Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations

New 19 June 2024

5. WORKS

W1: Roadside Clearing

The Chief Executive Officer is delegated the authority to permit clearing of roadside vegetation

Guideline Any application must comply with legislation and Council Policy.

Reference: Local Government Act 1995 section 5.42

Shire of Cuballing – Delegations Register

Environmental Protection (Clearing of Native Vegetation) Regulations
2004
Shire of Cuballing Policy 5.18

On Delegation *Manager Works and Services*

Confirmed 19 June 2024

W2: Road Trains/Mass Permits

The Chief Executive Officer is delegated the authority to approve Restricted Access vehicles (RAV) access, on low volume roads within the Shire of Cuballing.

Guideline An approval provided under this delegation must comply with Council Policy.

Reference: Local Government Act 1995 section 5.42

On Delegation *Manager Works & Services*

Confirmed 19 June 2024

W3: Seed Collection

The Chief Executive Officer is delegated the authority to permission for wildflower picking and native seed collection on Shire of Cuballing property and reserves vested in or under the control of the Shire of Cuballing.

Guidelines

Any permission will be subject to the applicant obtaining necessary permits and or licenses from the Department of Biodiversity Conservation and Attractions and abiding by any conditions imposed..

Reference: Local Government Act 1995 section 5.42

On Delegation *Manager Works & Services*

Amended 21 April 2022
Confirmed 19 June 2024

W4 Undertaking Private Works

The Chief Executive Officer is delegated the authority to accepting or rejecting private works.

Reference: Local Government Act 1995 section 5.42(1)

On Delegation *Manager Works & Services for Private Works that are up to two full day in length.*
Works Supervisor for Private Works that are up to one full day in length.

Confirmed 19 June 2024

Shire of Cuballing – Delegations Register

W5: Temporary Road Closure

The Chief Executive Officer is delegated the authority to temporarily close roads during adverse weather conditions.

Reference: Local Government Act 1995 section 3.50

On Delegation Manager Works & Services

Confirmed 19 June 2024

W6: Temporary Closure of Roads for Public Events

The Chief Executive Officer is delegated the authority to determine applications for the temporary closure of roads for public events.

Guidelines

The determination shall be in accordance with provisions of the Road Traffic (Events on Roads) Regulations 1991 and the Local Government Act 1995 and shall, when approved by the Chief Executive Officer, contain the following conditions:

1. The closure is to be advertised in a local newspaper.
2. Arrangements are to be made for appropriate signposting to effect the closure.
3. The applicant is to take out a Public Risk Insurance policy which indemnifies Council against any damages claims and a copy of the Policy is to be provided to Council.
4. The applicant is to notify the Police and Emergency Services and ensure that whilst the event is in progress, satisfactory arrangements are made to allow access to premises by Emergency Services.

The Chief Executive Officer may determine additional conditions to be imposed on any approvals issued.

Reference: Local Government Act 1995 section 3.50

Confirmed 19 June 2024

W7: Tree Safety

The Chief Executive Officer is delegated the authority to issue an order to make a tree safe on private land and to enter that property to make a tree safe.

Reference: Local Government Act 1995 section 5.42

On Delegation Manager Works & Services

Confirmed 19 June 2024

W8: Sale of Surplus Equipment, Materials and Scrap

The Chief Executive Officer is delegated the authority to sell by the holding of a surplus goods sale at Council's Depot or any other fair means, items of surplus equipment, materials, tools, etc which are no longer required, are outmoded, or are no longer serviceable.

Shire of Cuballing – Delegations Register

Guidelines

This delegation applies only to items with a sale value less than \$5,000.

Reference: Local Government Act 1995 section 5.42

Amended 19 June 2024

6. FIRE CONTROL

BF1: Roadside Burning

The Chief Executive Officer is delegated the authority to approve applications for the burning of road verges

Guideline

Any approval will be conditional on the issue of a permit by the Chief Bush Fire Control Officer and subject to all conditions in the permit.

Reference: Local Government Act 1995 section 5.42
Bush Fires Act Section 18 and 23

Amended 19 June 2024

BF2: Use of Shire Vehicles during Fire

The Chief Executive Officer is delegated the authority for the use of Council plant and equipment in the event of a fire.

Reference: Local Government Act 1995 section 5.42

On Delegation *Manager Works & Services*

Amended 19 June 2024

BF3: Extension/Reduction Restricted/Prohibited Burning Periods

The Chief Executive Officer is delegated the authority to suspend, amend or vary Prohibited and Restricted burning times.

Guideline

The Chief Executive Officer will exercise this delegation in consultation with the Chief Bush Fire Control Officer.

Reference: Local Government Act 1995 section 5.42
Bush Fire Act 1954 sections 17(7)(a), 17(8), 17(10) & 18(5)(a)
Bush Fire Regulations 1954 regulation 15C

Amended 19 June 2024

Shire of Cuballing – Delegations Register

BF4: Control of Fires

The Chief Executive Officer is delegated the authority, , to transfer control of that incident to the Department of Fire and Emergency Services (DFES) when circumstances so require.

Guidelines

- The CEO will consult with the Chief Bush Fire Control Officer and the Incident Controller. The Shire will support the DFES Incident Management Team by making available Bush Fire Control Officers and Shire staff as appropriate and continuing to provide local fire fighting resources.

Reference: Bush Fires Act 1954 section 13(4)

On Delegation Chief Bush Fire Control Officer

Amended 19 June 2024

BF5: Harvest and Vehicle Movement Bans

The Chief Executive Officer is delegated the authority to impose harvest and vehicle movement bans.

Guideline

The Chief Executive Officer will exercise this delegation in consultation with the Chief Bush Fire Control Officer.

Reference: Local Government Act 1995 section 5.42
Bush Fire Regulations 1954 regulations 38A, 38C, 39A & 39B

On Delegation Chief Bushfire Control Officer

Amended 19 June 2024

BF6: Fire Breaks

The Chief Executive Officer is delegated the authority to enforce Fire Break Orders adopted by the Shire including but not limited to, issuing demand letters; issuing infringements and undertaking the work at the owner's expense.

Reference: Local Government Act 1995 section 5.42
Bush Fires Act 1954 sections 33 & 48

On Delegation Chief Bush Fire Control Officer

Amended 19 June 2024

BF7: Bush Fires Act Infringements

The Chief Executive Officer is delegated the authority to exercise the Local Government's powers and responsibilities including issuing infringements and mounting prosecutions.

Guideline

Shire of Cuballing – Delegations Register

The Chief Executive Officer will exercise this delegation in consultation with the Chief Bush Fire Control Officer.

Reference: Local Government Act 1995 section 9.16
Bush Fires Act 1954

On Delegation Chief Bush Fire Control Officer

Amended 19 June 2024

7. FINANCE

F1: Outstanding Debtors

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

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

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

Confirmed 19 June 2024

F2: Investment of Funds

The Chief Executive Officer is delegated the authority to invest surplus funds, trust funds, loan funds and reserve funds after ensuring that sufficient working capital is to be retained, in accordance with Council Policy.

Guideline

The Chief Executive Officer will exercise this delegation in consultation with the Deputy Chief Executive Officer.

Reference: Local Government Act 1995 section 5.42, 6.14

Shire of Cuballing – Delegations Register

Local Government (Financial Management) Regulations regulation 19
Shire of Cuballing Policy 2.6 Investment Policy

Confirmed

19 June 2024

F3: Payment of Accounts

The Chief Executive Officer is delegated authority to make payments from all Council bank accounts.

Guidelines

Each payment is to be authorised by two members of staff including:

1. one of the Chief Executive Officer, Deputy Chief Executive Officer or Manager Works & Services; and
2. one of either the Chief Executive Officer or Deputy Chief Executive Officer, Administration Officer, Rates Officer or Manager Works & Services.

Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing -

1. The payee's name;
2. The amount of the payment;
3. The date of the payment; and
4. Sufficient information to identify the transaction.

Reference: Local Government Act 1995 section 5.42
Local Government (Financial Management) Regulations 1996 regulation 12

On Delegation Deputy Chief Executive Officer

Confirmed

19 June 2024

F6: Cost Recovery

The Chief Executive Officer is delegated to instigate proceedings to recover costs in Court.

Reference: Local Government Act 1995 section 5.42

Confirmed

19 June 2024

F7: Assistance to Community Organisations and Events

The Chief Executive Officer is delegated to determine the level of in-kind assistance provided to community organisations and events.

Guidelines

This assistance may include the use of Shire plant and machinery or the use of employees.

Reference: Local Government Act 1995 section 5.42

Shire of Cuballing – Delegations Register

Conditions: Subject to Council Policy 5.14 - Use of Council Plant by Community Organisations

Amended 21 April 2022
Confirmed 19 June 2024

F8: Rates

The Chief Executive Officer is delegated the performance of the following functions of the Council:

1. Compile the necessary rate records as specified in Sections 6.39(1) and 6.39(2) of the Local Government Act 1995 and reassess rates payable in accordance with Section 6.40;
2. The service of Notice of Valuation and rates referred to in Section 6.41 of the LGA 1996;
3. Determine the date that a rate or service charge becomes due and payable in accordance with Section 6.50 of the Local Government Act 1995;
4. The exercise of discretion in regard to granting of any extension of time for service of objections to the Rate Book 6.76(4) of the LGA 1996;
5. The recovery of rates and service charges pursuant to the provisions of Sections 6.54 to 6.62 of the Local Government Act 1995;
6. Entering into a written agreement in accordance with 6.49 of the LGA 1996 for the payment of rates and service charges;
7. Lodge caveats on land where the rates are in arrears and it is considered that the interests of the Council should be protected and the subsequent withdrawal of caveats once arrears of rates have been settled in accordance with 6.64(3) of the LGA 1996;
8. Allow or disallow in accordance with Section 6.76(5) any objection to the rate record lodged under Section 6.76(1) and to serve notice of the decision and a statement of reasons for the decision upon the person lodging the objection in accordance with Section 6.76(6); and
9. Extend the period of time for receipt of a notice under Section 6.77 and to refer notices received under Sections 6.77 and 6.78 to a Land Valuation Tribunal (Section 6.79).

Reference: Local Government Act 1995 section 5.42

On Delegation: Deputy Chief Executive Officer the recovery of rates and service charges pursuant to the provisions of Sections 6.54 to 6.62 of the Local Government Act 1995.

Confirmed 19 June 2024

F9: Insurance – Public Liability Claims

The Chief Executive Officer is delegated authority to consider claims against Council for property damage that does not exceed the insurance policy excess levels, and to accept or deny liability on behalf of Council.

Shire of Cuballing – Delegations Register

Guidelines

In cases where liability is accepted, payment may only be made up to the value of Council's relevant insurance excess amount and then only upon receipt of a release form.

Reference: Local Government Act 1995 section 5.42

Confirmed 19 June 2024

F10: Disposal of Impounded and Abandoned Vehicles

The Chief Executive Officer is delegated authority to sell impounded or abandoned vehicles with an estimated value less than \$10,000.

Reference: Local Government Act 1995 section 5.42

Conditions: Subject to the provisions of Council Policy 5.15 - Impounding and Disposal of Abandoned Vehicles

Amended 21 April 2022

Confirmed 19 June 2024

F11: Approve Issue of Credit Cards or Fuel Cards

The Chief Executive Officer is delegated authority to approve the issue of Credit Cards or Fuel Cards to Council Staff.

Reference: Local Government Act 1995 section 5.42
Local Government (Financial Management) Regulations 1996 regulation 12

Conditions: Subject to Council Policies 2.9 - Credit Cards and 2.10 – Fuel Cards

New 21 April 2022

Confirmed 19 June 2024

8. STAFF

S1: Conferences, Seminars And Training Courses

The Chief Executive Officer is delegated authority to approve the attendance by council staff at conferences, seminars and training courses where attendance will enhance the professional development of the officer, provide benefits to Council and is relevant to the duties and responsibilities of the officer.

Guidelines

This delegation is subject to sufficient provision having been made in Council's budget for any expenses to be incurred.

On Delegation **Manager Works & Services**
Deputy Chief Executive Officer

Shire of Cuballing – Delegations Register

Confirmed

19 June 2024

S2 Appointment of Staff

Removed

21 April 2022

S3: Authorisation to Appoint Acting Chief Executive Officer

The Chief Executive Officer is delegated the authority to appoint either the Deputy Chief Executive Officer or the Manager Works and Services to be Acting Chief Executive Officer during the absence of the Chief Executive Officer.

Objective: To expedite the Council appointment process for an Acting Chief Executive Officer.

Reference: Local Government Act 1995 section 5.42(1)

Conditions: Subject to the provisions of Council Policy 4.23 - Temporary Employment or Appointment of CEO

Amended

21 April 2022

Confirmed

19 June 2024

CHIEF EXECUTIVE OFFICER
LOCAL GOVERNMENT AUTHORITY

REFORMS TO DECISION MAKING ON DEVELOPMENT OF SINGLE HOUSES

Earlier this year the Minister for Planning announced that a number of planning reforms would commence on 1 July 2024, including changes to local government roles and responsibilities in decision making on development applications for single houses.

This reform will see implementation of Part 4 of the *Planning and Development Amendment Act 2023* supported by amendments to *Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations* that:

- introduce a new section 257C into the *Planning and Development Act 2005*, which provides the ability for regulations to specify that certain types of development applications must be determined by the officers of the local government; and
- amend Schedule 2 of the Regulations to specify that a single house development or any development associated with a single house such as additions, alterations, patios or carports, where not otherwise exempt, are to be determined by the Chief Executive Officer (CEO) of the local government or other local government officer/s authorised by the CEO. This will not apply to any heritage protected place as defined in Schedule 2.

The rationale for this reform was outlined in the material available during the public consultation period between October 2023 and January 2024. The Department would like to thank everyone who took the time to provide feedback on the draft amendments to the Regulations, which has been reviewed and no changes were recommended. The amendments to the Regulations have now been finalised, will come into effect on Monday 1 July 2024 and can be viewed [here](#).

As a result, from 1 July 2024, the determination of development applications for single houses or any development associated with a single house, excluding development of or associated with a heritage protected place, must be made by the CEO of the local government or employees authorised by the CEO. This cannot be determined by Council.

In preparation for the commencement of this reform you are advised that you should:

- review and update the register of delegated authority from Council to remove any references to development approval functions for single houses and associated development, except in relation to a heritage protected place;

- where necessary, prepare and approve the appropriate authorisations from the CEO to local government officers. The CEO is automatically authorised under the Regulations and there is no action required by a local government to authorise a CEO; and
- consider any necessary updates to reporting to reflect the new authorisations. This may only be required if your local government reports regularly to Council on planning decisions made under delegated authority.

Local governments that utilise the services of a consultant or other contractor to assess single house development applications can continue to have a contractual arrangement with a private consultant or other contractor to provide services regarding assessment, analysis, preparation of reports for development applications and the making of a recommendation with conditions and/or reasons.

From 1 July 2024, that report and attachments must be provided to the CEO or other authorised local government officer who will consider the recommendation and make the decision. The procurement of consultants and contractors remains subject to the provisions of the *Local Government Act 1995* and the changes to decision making outlined above does not impact those provisions.

Further detail on this reform can be viewed [here](#). For further information please contact planningreform@dplh.wa.gov.au.

Yours sincerely



Anthony Kannis PSM
Director General

16 May 2024

9.2.2 Application for Development Approval of Piggery Expansion: 4327 Williams-Kondinin Road, Wandering WA

Applicant: Cuballing Pork – Mr Mark Conley
File Ref. No: A406
Disclosure of Interest: Nil
Date: 11 June 2024
Author: Stan Scott - CEO
9.2.2 A Planning Application
9.2.2B License Application (circulated under separate cover)
Attachments: 9.2.2C Location Map
9.2.2D Anonymous Submission
9.2.2 E Matters that may be considered by Council

Summary

Development approval with conditions is recommended for the expansion of a piggery at 4327 Williams-Kondinin Road, Wandering WA

Background

1. The application

The proponent has an existing planning approval from Council issued July 2016 as follows:

That the Council approve the retrospective Development Application for a piggery and associated expansion of the piggery (animal husbandry – intensive) including four straw-based shelters, a conventional farrowing shed, a new effluent pond and increasing the number of pigs at Lots 4151, 4152, 4396 and 8337 (No. 4327) Williams-Kondinin Road, Wandering, subject to the following conditions:

1. The development hereby approved must be carried out in accordance with the plans and specifications submitted with the application (addressing all conditions) or otherwise amended by the local government and shown on the approved plans and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.

2 The operator to implement dust control measures for the piggery to the satisfaction of local government on an on-going basis.

3 A Fire Management Plan to be prepared and implemented to the satisfaction of the local government prior to the local government registering the piggery under the Shire of Cuballing Health Local Laws 2007. Thereafter, the approved Fire Management Plan shall be subsequently maintained to the satisfaction of the local government.

4 The vehicular crossover onto Williams-Kondinin Road is to be designed and constructed to the satisfaction of the local government and Main Roads Western Australia prior to the piggery being expanded.

The applicant seeks development approval to increase the number of pigs for the piggery.

The CEO notes that the development approval along with an associated expansion of this piggery was granted in July 2016, comprising a total of four conventional sheds, 13 deep-litter shelters and three effluent ponds for a maximum herd size of 3,245 animals, or 2,561 standard pig units (SPUs).

The new application includes four conventional sheds, 17 deep-litter shelters and five effluent ponds for maximum a herd size of 4,216 animals, or 2,887 SPUs.

	Animals	SPUs	Deep Litter Sheds	Conventional Sheds	Effluent Ponds
Current Planning Approval	3,345	2,561	13	4	3
Development Application	4,216	2,887	17	4	5
Change	+871	+326	+4	0	+2

The applicant has lodged retrospective building applications for the proposed new shelters.

Details submitted by the applicant are set out in Attachment 9.2.1A. This same information has also been lodged with Department of Water and Environmental Regulation in support of an increase in the licensed capacity of the piggery.

These details include information relating to the property, existing infrastructure, proposed piggery operation and piggery management.

2. *Application site*

The site's location is outlined in Attachment 9.2.2C which is approximately 12km ESE of Cuballing and 14 km North West of Narrogin. There are 10 residences within 3 km of the piggery, including one owned by the applicant.

3. *Public consultation*

The Shire administration sent letters to all nearby landowners inviting comment. One anonymous submission was received objecting to the proposed expansion based on the odour. The submission is included at Attachment 9.9.2D

The CEO has also been contacted by the Department of Water and Environmental Regulation. DWER has advised that the piggery meets the definition of prescribed premises Category 2 – Intensive Piggery as per Schedule 1 of the Environmental Protection Regulations 1987. As such the Environmental Protection Act 1986 requires a works approval and a licence (for operation) to be obtained for the premises. The applicant has submitted that application and the Shire has been invited to comment. DWER has been advised that a Planning Application is under consideration.

4. *Planning and environmental context*

There are a range of planning and environmental legislation, strategies, policies and guidelines relevant to the application. Some of these are outlined below with others listed under Statutory Environment.

4A) Shire of Cuballing Town Planning Scheme No. 2

The site is zoned 'General Agriculture' in the *Shire of Cuballing Town Planning Scheme No. 2* (TPS2).

The piggery use is defined in TPS2 as 'animal husbandry - intensive' which means 'premises used for keeping, rearing or fattening of pigs, poultry (for either egg or meat production), rabbits (for either meat or fur production) and other livestock feedlots'.

Animal husbandry - intensive is an 'A' use in the General Agriculture Zone. This means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice (seeking comment) in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The aims of TPS2 (clause 1.6) include:

- to promote the sustainable management of natural resources including energy, water, land, minerals and basic raw materials by preventing land degradation and integrating land and catchment management with land use planning; and
- to encourage economic growth in rural areas by facilitating the more intensive and diversified use of rural land in appropriate areas for high value products which are compatible with surrounding farm practices and encouraging processing and value adding industries to be located within the Shire.

Clause 3.2(b) sets out objectives for the General Agriculture Zone. The objectives include:

- to encourage intensive agriculture where soil conditions and location are appropriate and it can be demonstrated that offsite impacts (if any) will not adversely affect existing agricultural activities; and
- to ensure that natural drainage patterns/catchments throughout the Shire are recognised in land management practices.

Clause 4.11.2 states 'Council will support more intensive forms of agricultural production in the General Agriculture zone subject to:

- (a) identification of soil types, availability and adequacy of water supply, and any areas of salt affected land and/or land degradation;
- (b) evidence from suitably qualified consultants and/or the Department responsible for Agriculture on the suitability of the proposed lots and lot size for the intended land use;
- (c) evidence of suitable land care management issues addressing retention of remnant vegetation, revegetation areas, land degradation and salinity management;
- (d) evidence that the proposed activity is compatible with broadacre agriculture or that adverse impacts can be contained within the site; and
- (e) such other matters as may be determined by local government.

The Development Table – General, which sets out standards for setbacks and related matters, outlines that setbacks for piggeries are to be determined by Council.

Attachment 9.2.1F sets out an extract from the *Planning and Development (Local Planning Schemes) Regulations 2015* relating to matters to be considered by the local government in

determining Development Application and options in determining applications. The Regulations include deemed provisions for local planning schemes which replace relevant clauses in local planning schemes in Western Australia including TPS2.

4B) Shire of Cuballing Local Planning Strategy

The Local Planning Strategy seeks to protect prime agricultural land, support agriculture value adding industries, broaden the local economy, reduce nutrient export into waterways and promote best practice land management. One of the aims for rural land is 'To encourage intensive agricultural activities where it can be demonstrated that there are no adverse offsite impacts to broadscale agriculture' (page 18).

4C) Guideline: Odour Emissions

The purpose of the Guideline: Odour Emissions is to ensure adequate odour data and information are provided to the Department of Water and Environmental Regulation (the Department) when assessing odour impact as part of an application under Part V of the Environmental Protection Act 1986 (EP Act).

In relation to piggeries, it sets the screening distance for an intensive piggery (1,000 animals or more) as the distance calculated by the S-factor equations of the Level 1 only of the National Environmental Guidelines for Indoor Piggeries (Australian Pork Limited 2018).

4D) National Environmental Guidelines for Indoor Piggeries (NEGIP) May 2018

This document completed by Australian Pork Limited is an industry prepared guideline that provides a nationally agreed approach to management of pig production in Australia to achieve environmental goals.

The document provides a planning tool suitable for assessing the potential for odour impacts from a proposed or expanding facility.

The separation distance of the piggery complex from receptors depends on a number of factors, including:

- piggery size, defined as the number of standard pig units (SPU) in the complex. Refer to the National Environmental Guidelines for Indoor Piggeries (NEGIP) for methods for determining SPU.
- piggery design, particularly the shed type and the effluent or manure removal and treatment processes used at the piggery

The required separation distances can be determined using a methodology in document. The Level 1 assessment, required for use *Guideline: Odour Emissions*, uses the most conservative approach, followed by Level 1.5, Level 2 and Level 3. Consequently, where a facility meets a Level 1 assessment, there is no need to demonstrate that other levels are met.

The Level 1 assessment uses a standard empirical formula and, according to the guideline, is a simple, cheap and quick method that offers high levels of protection for community amenity. The Level 1 empirical formula for determining separation distance is based on the formula:

$$\text{separation distance (D)} = (N)^{0.55} \times S1 \times S2 \times S3$$

N = number of standard pig units (SPU)

0.55 = piggery size exponent determined using the results of modelling

S1 = piggery design factor for estimating the relative odour potential for the piggery design selected for a particular site (S1 = effluent removal factor, S1Rx effluent treatment factor, S1T)

S2 = piggery siting factor for estimating the relative odour dispersion potential for the selected piggery site (S2 = receptor type factor, S2R x surface roughness factor, S2S)

S3 = terrain weighting factor for estimating the potential changes to odour dispersion, in situations where meteorological conditions may be influenced by local terrain influences

For this application the calculated separation distance, calculated by Aurora Environmental, is 531 metres. (see page 102 of Attachment 9.2.2B)

Comment

A) Overview

It is recommended that Council conditionally approve the Development Application for the expansion of the piggery. This follows assessment against TPS2, the Local Planning Strategy, other relevant planning and environmental documents, information provided by the applicant, considering the views of the submitters and site characteristics.

Conditional approval is recommended for reasons including:

- the application is overall consistent with the planning framework including that there are generally sufficient buffers to offsite dwellings and there are no adverse offsite impacts to broadscale agriculture;
- the area will remain rural for the long term (there are no proposals for the area to be changed to rural residential or rural smallholding);
- no clearing of native vegetation is proposed;
- there are limited traffic impact or landscape impact implications;
- it supports a local business to grow, supports diversifying the local economy and it promotes employment opportunities;
- development (planning) conditions and DWER works approval and licencing can assist to minimise impacts and enhance amenity;
- while an objection relating to odour was received on the Development Application, the development meets the requirements for distance separation set by the Department of Water and Environmental Regulation (the Department) when assessing odour impact as part of an application under Part V of the Environmental Protection Act 1986 (EP Act); and
- there are not considered to be strong planning grounds to refuse the Development Application.

While noting the above, there are various issues associated with the piggery which should be considered by the Council in determining the Development Application including matters outlined in Attachment 9.2.1D.

B) Key issues

The key issues with the application are summarised below:

Odour from spreading spent bedding

The applicant has recently initiated a process of composting spent bedding. This all but eliminates the odour from spreading the spent bedding, though there can be some odour in the early stages of the composting process.

Odour from the piggery itself

The piggery used indoor structures for breeding and sucking pigs, and deep litter shelters for growing out pigs. The indoor shelters are serviced by effluent ponds. Deep litter shelters can may also generate odour.

The property has a vegetative barrier providing a buffer from the nearest residences. Odour is treated as pollution and is subject to regulation and monitoring by DWER.

Communication with neighbours

The applicant advised that: *Neighbours will be alerted prior to any activity likely to cause excess odour, dust or noise so they are aware of the likely duration and are able to take action to minimise impact on their property/amenity*

Complaints register

The applicant indicates that no odour complaints have been received. With the increase in operations, it is suggested that applicant adopt the template at Appendix CI of the *National Environmental Guidelines for Indoor Piggeries 2018* to better record complaints and action taken if any.

Ongoing Management

The responsibility for appropriate ongoing management rests with the operator. This includes ensuring that the piggery does not create inappropriate impacts such as odour, noise, dust or flies to adjoining/nearby properties. Additionally, the operator must appropriately address matters such as biosecurity and mortalities management. It is suggested that these matters can be appropriately addressed through quality assurance undertaken by the operator. There is a requirement for the applicant to gain a licence from the DWER for the increased number of pigs and that application is under consideration.

C) Buffers/setbacks

Piggeries by their nature of operations have the potential to create emissions including odour, noise and dust. Better planning practice requires a suitable buffer between piggeries and 'sensitive' uses such as dwellings. Accordingly, piggeries should be sited and operated to prevent unreasonable interference with the health, welfare, convenience, comfort or the amenity of neighbours.

Part of the piggery's buffer extends into land not owned by the applicant/operator. To manage future land use compatibility, the applicant/operator may wish to pursue securing necessary land so the buffer is owned by the piggery operator. Importantly, it is suggested that the piggery should not adversely affect the ability of adjoining/nearby landowners to construct a dwelling in a location which complies with TPS2 setback requirements.

While odour does have a detrimental impact on existing offsite dwellings, this impact can be significantly mediated if spent bedding is composted rather than stockpiled.

The empirical formula for determining separation distance is:

$$\text{separation distance (D)} = (N)^{0.55} \times S1 \times S2 \times S3$$

N = number of standard pig units (SPU). This does not directly match the head count. Weaners represent 0.5 SPUs. Growers represent 1 SPU.

0.55 = piggery size exponent determined using the results of modelling

S1 = piggery design factor for estimating the relative odour potential for the piggery design selected for a particular site (S1 = effluent removal factor, S1_{Rx} effluent treatment factor, S1_T)

S2 = piggery siting factor for estimating the relative odour dispersion potential for the selected piggery site (S2 = receptor type factor, S2_R x surface roughness factor, S2_S)

S3 = terrain weighting factor for estimating the potential changes to odour dispersion, in situations where meteorological conditions may be influenced by local terrain influences

The following table reviews the separation distances required for the current piggery operations and the expansion

Criteria	N = number of standard pig units (SPU)	S1 piggery design factor	S2 piggery siting factor	S3 terrain weighting factor	Separation Distance Required
Current Operation	2,561	0.481	11.5	1.2	497.33
Proposed Expansion	2,887	0.481	11.5	1.2	531.25

D) *Registration and licencing*

The applicant has applied for a license from DWER for the increased size of the piggery and that application is in process at the moment.

Strategic Implications

There are a number of industries within the Shire of Cuballing which are all strongly based around the agricultural industry. The main employers in the Shire of Cuballing are Birds Silos and Shelters, McDougall Weldments, Patmore Feeds as well as the more intensive agricultural enterprises, cattle feedlots and piggeries.

Cuballing has the largest number of deep litter piggeries of any Local Government in Western Australia. There may be opportunities for collaboration between local pork producers.

Statutory Environment

There is a range of legislation and regulations relevant to the application including:

- *Planning and Development Act 2005* and *TPS2*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- *Environmental Protection Act 1986* and the *Environmental Protection Regulations 1987*;
- *Soil and Land Conservation Act 1945*; and
- *Biosecurity and Agriculture Management Act 2007* and *Biosecurity and Agriculture Management Regulations 2013*.

There are also a range of policies, strategies and publications including:

- EPA *Guidance for the Assessment of Environmental Factors – Separation Distances between Industrial and Sensitive Land Uses*;
- EPA *Guidance Statement No. 33 Environmental Guidance for Planning and Development*;
- *State Planning Policy 2 Environment and Natural Resources Policy*;
- *State Planning Policy 2.5 Land Use Planning in Rural Areas* – objectives include to promote regional development through the provision of ongoing economic opportunities on rural land, to protect and improve environmental and landscape assets and to minimise land use conflicts;
- *State Planning Policy 2.9 Water Resources*;
- *National Environmental Guidelines for Piggeries* (May 2010); and
- *DWER Guidance Statement: Separation Distances* (draft) – August 2015 – sets a generic buffer of 1000 metres for noise impacts, with odour buffers determined through the criteria set out in the *National Environmental Guidelines for Piggeries*.
- *Odour Guideline for Prescribed Premises* (Department of Water and Environmental Regulation Western Australia 2018).

Stage 5A of the Public Health Act 2026 came into effect on 4 June 2024. The nuisance provisions in the Health Miscellaneous Provisions Act have been repealed as have associated Regulations. They have instead been replaced by guidelines.

The State Government has now published a guideline titled: *Guideline for the management of public health risks associated with offensive trades in Western Australia*

Enforcement now relates to a general duty of care for all business operators. The general public health duty is defined in the Public Health Act, and requires that:

A person must take all reasonable and practicable steps to prevent or minimise any harm to public health that might foreseeably result from anything done or omitted to be done by the person.

This means that the regulation of piggery operations will be primarily the responsibility of DWER, and Local Government's involvement will only relate to land use planning or responding to any breach of the general public health duty. The guideline suggests that whether or not the operator is adhering to the relevant best practice guidelines published by Australian Pork Limited should be the significant consideration in any investigation.

Further the Offensive Trade provisions of the Shire of Cuballing Health Local Law will cease to have effect as the head of power no longer exists.

In relation to the regulation of piggeries, piggeries with over 500 pigs are required to be licensed by DWER, and under the newly developed guidelines, odour complaints should be referred to DWER.

Piggery waste such as spent bedding is a controlled waste under the Environmental Protection regulations, and may only be disposed of at licensed premises, either the piggery premises or a licensed composting facility. If spent bedding is composted it becomes stabilised and sterilised and is no longer a controlled waste. It can be disposed of offsite and can even be sold commercially.

Policy Implications

Given the large number of piggeries in Cuballing there may be some value in developing a Local Planning Policy. However, in the absence of such a policy Council must consider proposals under the existing planning framework.

Financial Implications

All costs associated with the development will be borne by the applicant/operator.

Should the applicant be aggrieved by Council's decision, the applicant may seek a review of that decision or conditions through the State Administrative Tribunal.

Economic Implications

Approval of this application will assist to support the operation to expand. The proposal will increase the maximum number of pigs by around 25%.

Social Implications

One anonymous objection was received. Provided the proponent effectively manages the operation, any offsite impacts of the piggery should be manageable.

Environmental Considerations

It is suggested that the operator can suitably manage environmental impacts by implementing a composting system for processing spent bedding. This should result in a significant improvement in offsite impacts.

Consultation

Nearby landowners were invited to make comment on the Development Application. The CEO has also engaged with DWER which is also in the process of assessing the license application.

Options

Council may resolve to:

1. approve the Development Application with no conditions;
2. approve the Development Application with conditions;
3. refuse the Development Application (providing reasons); or
4. defer and seek additional information.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That Council approve the Development Application for an expansion of the piggery (animal husbandry – intensive) at 4327 Williams-Kondinin Road, Wardering WA increasing the approved number of pigs from 3,345 to 4216, subject to the following conditions:

1. The approval relates the expanded activity and building licenses will be required for all new structures;
2. The operator is to implement a composting process for processing spent bedding in accordance with the application;
3. A Fire Management Plan to be prepared and implemented to the satisfaction of the local government and shall be subsequently maintained to the satisfaction of the local government.
4. The operator is to install appropriate bunding or storm water control measures designed to contain up to a one in ten-year weather event.

ADVICE

- A) The piggery expansion will be required to gain a Works Approval and an operating licence from the Department of Water and Environmental Regulation.
- B) The applicant is encouraged to maintain a vegetative barrier to the around the piggery infrastructure but outside the asset protection zone. This may help to mitigate odour issues.
- C) The local government encourages the applicant/operator to:
 - a. comply with the *National Environmental Guidelines for Piggeries* (May 2010) or any updates;
 - b. operate in accordance with the *Australian Pork Industry Quality Assurance Program*;
 - c. ensure effluent ponds are managed in accordance with the best practice guide: *The Australian Pork Limited – Minimising Odour from Piggeries* (2015).
 - d. undertake appropriate mortalities management practices to prevent groundwater and surface water contamination, odour nuisance, spread of infectious diseases and vermin breeding; and
 - e. adopt the template complaints register at Appendix CI of the *National Environmental Guidelines for Indoor Piggeries* 2018 to better document complaints and action taken.
- D) It is the responsibility of the applicant/operator to advise the local government when all conditions relating to the development have been satisfied.
- E) If the applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

ATTACHMENT 9.2.2B APPLICATION FOR DEVELOPMENT APPROVAL

APPLICATION FOR DEVELOPMENT APPROVAL

Owner Details		
Name: MARK CONLEY + CONLEY FAMILY TRUST T/A CUBALLING PARK.		
ABN (if applicable): 77 669 764 650		
Address: 4327 WILLIAMS/KENDININ ROAD WAEDERLOO Postcode: 6311		
Phone: Work: 0417 503343 Home: Mobile: 0417 503343	Fax: N/A	Email: cuballingpark1@gmail.com
Contact person for correspondence: MARK CONLEY		
Signature: Mark Conley		Date: 1/5/2024
Signature:		Date:
The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).		
Applicant Details (if different from owner)		
Name:		
Address:		
Postcode:		
Phone: Work: Home: Mobile:	Fax:	Email:
Contact person for correspondence:		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. ☐ Yes ☐ No		
Signature:		Date:

Property Details		
LOINo: 11-11-4-52-1	House /Street No :	Location No :
Diagram or Plan No: 8't(.<\1	Certificate of Title Vol.No:	Folio;
Title encumbrances (e.g. easements, restrictive covenants):		
Street name: 11-11-4-52-1	Suburb: W.A. - 11-11-4-52-1	
Nearest street intersection: 11-11-4-52-1		

Proposed Development	
Nature of development:	☐ Works ☐ Use ☐ Works and use
Is an exemption from development claimed for part of the development? ☐ Yes ☐ No	
If yes, is the exemption for:	☐ Works ☐ Use
Description of proposed works and/or land use: UPDATE CURRENT PLANNING APPROVAL TO INCLUDE 300 CROWN PLOTS AND ADDITIONAL SITES	
Description of exemption claimed (if relevant):	
Nature of any existing buildings and/or land use:	
Approximate cost of proposed development: 39.75	
Estimated time of completion: 12 months	

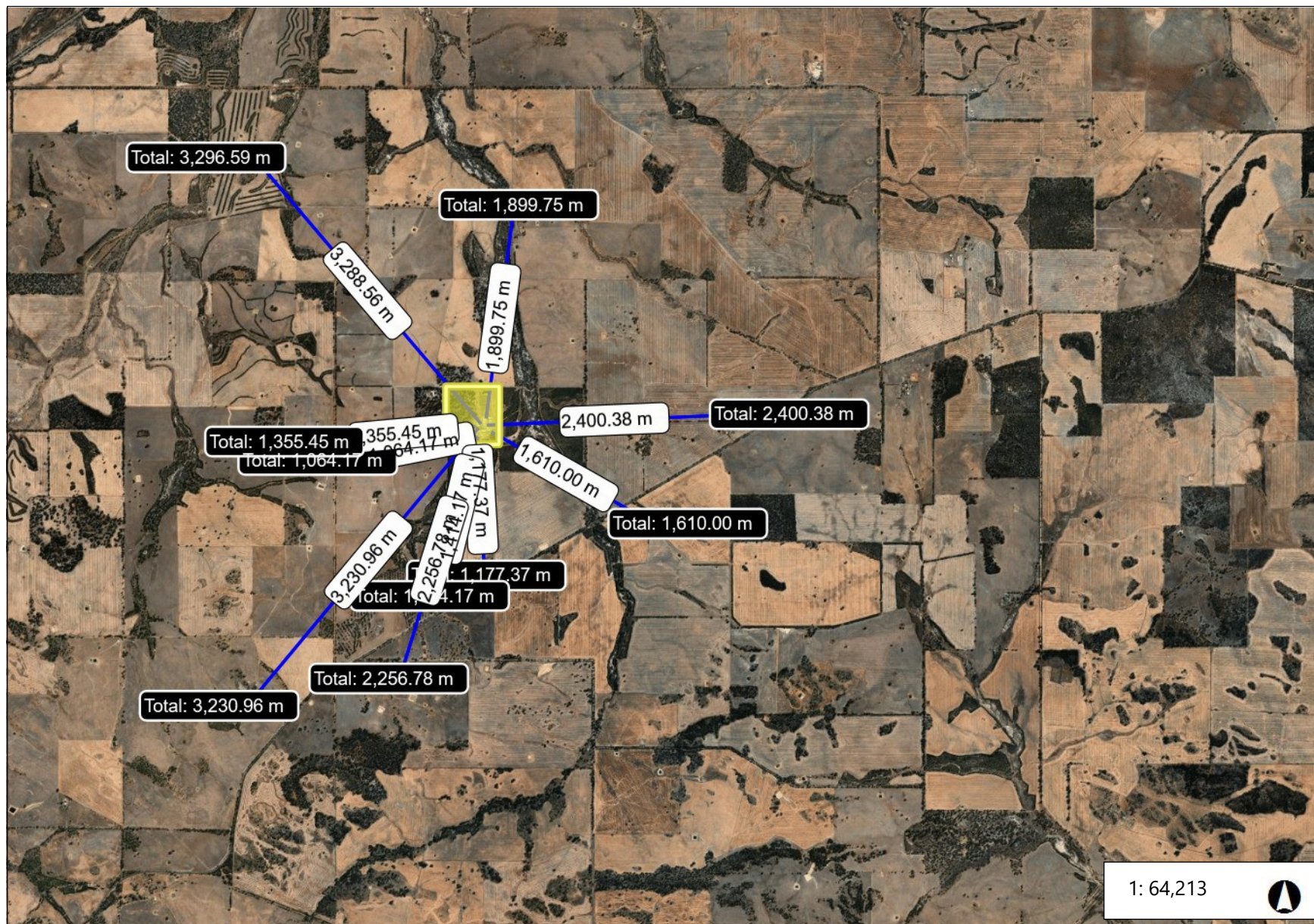
Acceptance Officer's initials: Local Government reference No:	OFFICE USE ONLY Date received:
--	-----------------------------------



Cuballing Pork

Legend

☐ Cadastre



1: 64,213



3.3 0 1.63 3.3 Kilometers

Date produced: 11-Jun-2024

This map is a user generated static output from PlanWA (a public interactive mapping tool provided by the Department of Planning, Lands and Heritage and accessed via wa.gov.au) and is for reference only.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

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Notes

Distance to sensitive land uses

Adm 16

27 MAY 2024

To Whom it may concern

We are writing to you concerned about the growing of Cusballing Pork Piggery. Over the past few years as the piggery has grown so has the stench.

We understand a business trying to grow but at what smelly cost to the neighbour hood.

We probably completely stand against the piggery growing. After all there is only so much smell a neighbour hood can put up with. We also wish to staying anonymous with being in a small community.

Thanks

Planning and Development (Local Planning Schemes) Regulations 2015

Schedule 2 Deemed provisions for local planning schemes

Part 9 Procedure for dealing with applications for development approval

67. Matters to be considered by local government

In considering an application for development approval the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application —

- (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;
- (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the *Planning and Development (Local Planning Schemes) Regulations 2015* or any other proposed planning instrument that the local government is seriously considering adopting or approving;
- (c) any approved State planning policy;
- (d) any environmental protection policy approved under the *Environmental Protection Act 1986* section 31(d);
- (e) any policy of the Commission;
- (f) any policy of the State;
- (g) any local planning policy for the Scheme area;
- (h) any structure plan, activity centre plan or local development plan that relates to the development;
- (i) any report of the review of the local planning scheme that has been published under the *Planning and Development (Local Planning Schemes) Regulations 2015*;
- (j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;
- (k) the built heritage conservation of any place that is of cultural significance;
- (l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;
- (m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
- (n) the amenity of the locality including the following —
 - (i) environmental impacts of the development;
 - (ii) the character of the locality;
 - (iii) social impacts of the development;
- (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;

- (p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;
- (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;
- (r) the suitability of the land for the development taking into account the possible risk to human health or safety;
- (s) the adequacy of —
 - (i) the proposed means of access to and egress from the site; and
 - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;
- (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;
- (u) the availability and adequacy for the development of the following —
 - (i) public transport services;
 - (ii) public utility services;
 - (iii) storage, management and collection of waste;
- (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);
- (v) access by older people and people with disability;
- (v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;
- (w) the history of the site where the development is to be located;
- (x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;
- (y) any submissions received on the application;
- (za) the comments or submissions received from any authority consulted under clause 66;
- (zb) any other planning consideration the local government considers appropriate.

9.2.3 Unallocated Crown Land (UCL) on the Hotham River

Applicant:	Department of Planning, Lands and Heritage
File Ref. No:	ADM313
Disclosure of Interest:	Nil
Date:	12 June 2024
Author:	Stan Scott, Chief Executive Officer
Attachments:	9.2.3A Email from DPLH
	9.2.3 B Tenure Map
	9.2.3C Aerial Map
	9.2.3 D River Restoration Plan

Summary

The DPLH, Land Management Metropolitan & Peel, has contacted the Shire to determine whether the shire would be interested in taking on the management of vacant crown land along the Hotham River within the Shire of Cuballing.

Background

DPLH wrote to the CEO in the following terms:

Request from Peel Harvey Catchment Council (PHCC) for a S91 licence to undertake rehabilitation works on Unallocated Crown Land (UCL) on the Hotham River – Shire of Cuballing

Land Management Metropolitan & Peel have received a request from the Peel Harvey Catchment Council (PHCC) for a section 91 of the *Land Administration Act 1997* (LAA) licence to undergo rehabilitation works along the Hotham River for a five (5) year term.

The PHCC is currently implementing recommendations of the Hotham-Williams River Action Plan (RAP) at priority sites on the Hotham and Williams Rivers for the purpose of carrying out the following activities:

- Strategic re-sloping of banks followed by placement of geofabric/jute mat and rocks/woody debris for the purpose of bank rehabilitation.
- Installation of in-stream structures such as rock or log riffles.
- Upgrading of existing crossings so as not to adversely interfere with the river hydrology.
- Strategic reinforcement of trees on the river banks with rocks or woody debris.
- Weed control and revegetation.
- Fencing and sign installation (boundaries only).

The two RAP sites are located on the Hotham River at Popanyinning and Ranford Pool (Darminning). The proposed project footprints contain the following land parcels within the Shire of Cuballing:

Popanyinning, Hotham River

- Land ID# 3110353 – vacant crown land (PIN 981456)
- Land ID# 3110351 - vacant crown land (PIN 981454)

- Land ID# 3169848 – ‘WATER’ (PIN 1319216)
- Land ID# 3461136 – ROAD, Shire of Cuballing (PIN 11425214) – please note, the Shire are already the management body of this road.
- Land ID# 3110352 – vacant crown land (PIN 981455)
- Land ID# 3110347 – vacant crown land (PIN 981447)
- Land ID# 3958653 – RESERVE, Shire of Cuballing (PIN 11913068)
- Land ID# 3949630 – RESERVE, Shire of Cuballing (PIN 11913069)
- Land ID# 3110349 – vacant crown land (PIN 981451)
- Land ID# 3169853 – ‘WATER’ (PIN 1319221)
- Land ID# 3110348 – vacant crown land (PIN 981450)
- Land ID# 3110350 – vacant crown land (PIN 981452)

Land Management Metropolitan and Peel would like to ascertain the Shire of Cuballing’s interest in taking on management of the abovementioned land parcels?

Noting the Shire already manage Reserve 22234 for “Recreation & Swimming Pool” purposes and Reserve 14084 for “Parklands” purposes (highlighted red above), the subject land could be included into these reserves if deemed appropriate. Please note, this tenure outcome would be subject to the Departments standard due diligence processes.

PHCC have advised their normal practice is to have written agreements with relevant management bodies and land owners neighbouring to project sites. The agreements outline roles and responsibilities including ongoing monitoring and maintenance of works carried out.

The land is depicted on the attached Tenure and Aerial Maps for your information and reference.

Discussion

The CEO contacted PHCC to discuss the proposal. Their view is that management of projects like the River Action Plan are easier if there are less stakeholders and landowners to liaise with. However, the current tenure arrangements do not inhibit their work.

Within townsites DFES is responsible for fire mitigation on Vacant Crown Land and unmanaged reserves, while the Shire is responsible for mitigation works on land under its control. Taking on management of the land in question would result in additional responsibilities. However, the additional reserves would be eligible for mitigation funding. Further, the work being done by PHCC will reduce the fire danger associated with the river, including stabilising banks and replacing weed grasses with native vegetation.

PHCC advises that other Shires have previously received similar offers in the past, and the Local Governments have declined. The land in question is highlighted on the map at Attachment 2. They consist of narrow strips of land adjacent to the river, and two of the parcels relate to the riverbed itself.

Strategic Implications

Councils Strategic Community Plan 2022-2033 lists the following goals:

Natural Environment

- Restoring the river at Popanyinning.
- Establishing Popanyinning wetlands.
- Reducing pests and weeds, working with Peel Harvey Catchment.
- Increasing native planting.

Taking on responsibility for the parcels of land in question would increase the Shire's capacity to achieve these outcomes.

Statutory Environment:

It is proposed that the land in question would be incorporated into existing Shire reserves under a vesting order under the Land Administration Act.

Policy Implications – Nil

Financial Implications

There would be minimal additional cost to the Shire. When vested in the Shire of Cuballing the land would be eligible for mitigation funding.

Economic Implication – Nil

Environmental Considerations

Managing these land parcels would give the Shire more influence over environmental outcomes. The Shire already has a sound working relationship with PHCC.

Consultation

The CEO had discussions with PHCC about the proposal. Current tenure arrangements do not inhibit PHCC undertaking the on ground works.

Members of the PPA have engaged with the PHCC to assist with weed control on land near the river.

Options

Council is asked to decide whether or not to accept the offer to accept management of the land adjacent to the Hotham River in Popanyinning.

Voting Requirements – Simple Majority

OFFICER’S RECOMMENDATION:

That the CEO advises the Department of Planning Lands and Heritage that it accepts the offer to include the following parcels of land into Share Managed reserves in Popanyinning.

- Land ID# 3110353 – vacant crown land (PIN 981456)
- Land ID# 3110351 - vacant crown land (PIN 981454)
- Land ID# 3169848 – ‘WATER’ (PIN 1319216)
- Land ID# 3110352 – vacant crown land (PIN 981455)
- Land ID# 3110347 – vacant crown land (PIN 981447)
- Land ID# 3110349 – vacant crown land (PIN 981451)
- Land ID# 3169853 – ‘WATER’ (PIN 1319221)
- Land ID# 3110348 – vacant crown land (PIN 981450)
- Land ID# 3110350 – vacant crown land (PIN 981452)



Legend

- Localities
- Local Government Area
- Townsites
- Cadastre (View 1)

Roads

- Main
- Minor
- Track
- Not Applicable

Land Tenure Small Scale ALL

- Easements
- Other Interests
- Crown Lease
- Crown Reserve
 - State Forest; Timber Reserve
 - Marine Park
 - Water Isolation
 - Public Road
- Unallocated Crown Land; Closed Road
- Miscellaneous (Type 3)
- Crown Allotment (Type 2)
- Building, Survey Strata Lots
- Lot on Survey (Type 1)

Land Tenure Small Scale 256K

- Easements
- Other Interests
- Crown Lease
- Crown Reserve
 - State Forest; Timber Reserve
 - Marine Park
 - Water Isolation
 - Public Road
- Unallocated Crown Land; Closed Road
- Miscellaneous (Type 3)



0 0.39 0.78
Kilometres

1: 20,000
at A4

Notes:

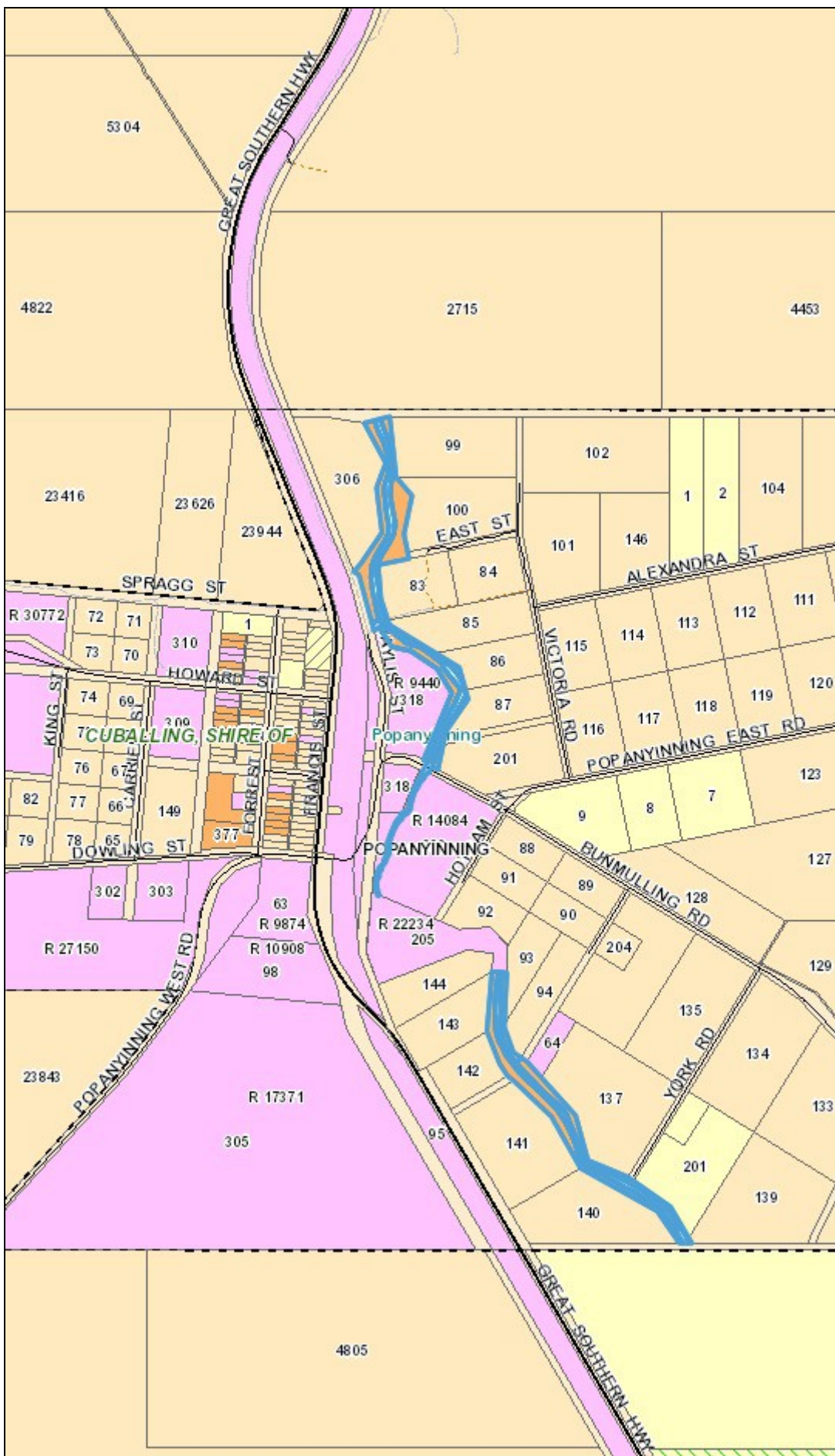
* The data that appears on the map may be out of date, not intended to be used at the scale displayed, or subject to license agreements. The map should only be used in matters related to Department of Planning, Lands and Heritage business.

* This map is not intended to be used for measurement purposes.

Map was produced using DPLH's InQuery.

Date produced:

09-May-2024



Tenure map showing proposed licence area at Popanyinning, Hotham River - Shire of Cuballing

DPLH BUSINESS USE ONLY

Internal Spatial Viewer

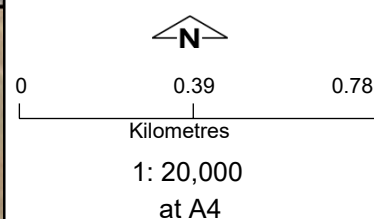
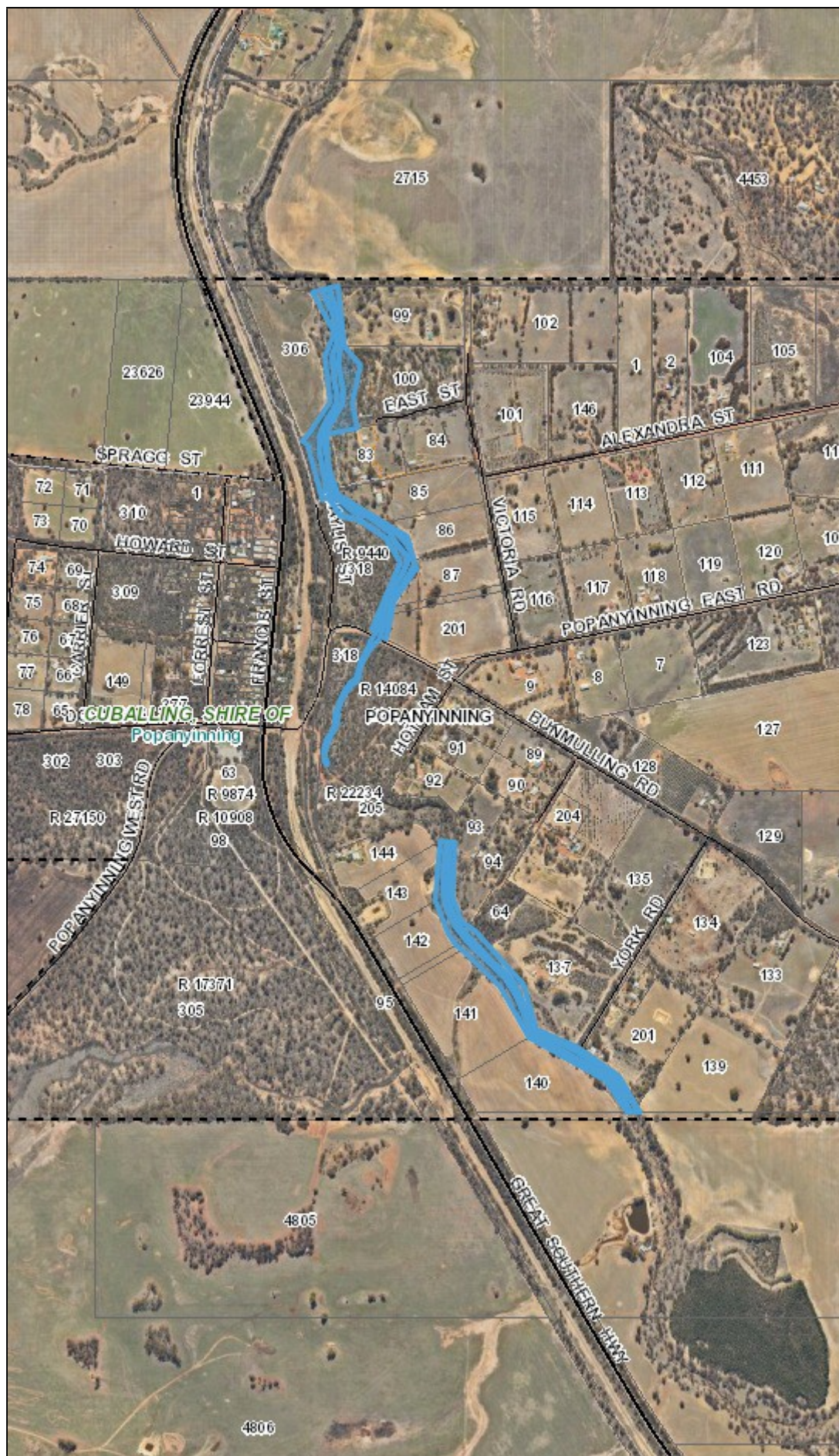
Projection: WGS 1984 Web_Mercator_Auxiliary_Sphere
Graticules (if visible): GDA 1994 Latitude/Longitude

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Legend

- Localities
- Local Government Area
- Townsites
- Cadastre (View 1)
- Roads
 - Main
 - Minor
 - Track
 - Not Applicable



Notes:

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Map was produced using DPLH's InQuiry.

Map showing proposed licence at Popanyinning, Hotham River - Shire of Cuballing

DPLH BUSINESS USE ONLY

Internal Spatial Viewer

Projection: WGS 1984 Web Mercator Auxiliary Sphere
Graticules (if visible): GDA 1994 Latitude/Longitude

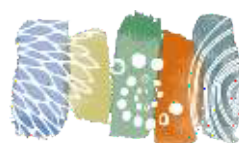
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Date produced:

09-May-2024

Hotham-Williams River Action Plan

Popanyinning Detailed site plan



PHCC
Working Together

Prepared for
Peel-Harvey Catchment Council

By Urbaqua

June 2022

Disclaimer and Limitation

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Acknowledgements

Urbaqua would like to acknowledge the following organisations for their significant contribution to this project:

1. Peel-Harvey Catchment Council.
2. Newmont Boddington.
3. Shire of Cuballing.
4. South32 Worsley Alumina.

Pe el-Harvey Catchment Council - Hotham-Williams River Action Plan

Figure 1: Popanyinning Site Concept - Restoration Plan

Changes to access and amenities in this plan may occur and this will be communicated to PHCC by the Shire of Cuba/ling who will be engaging Urbaqua to update the plans once further information is available

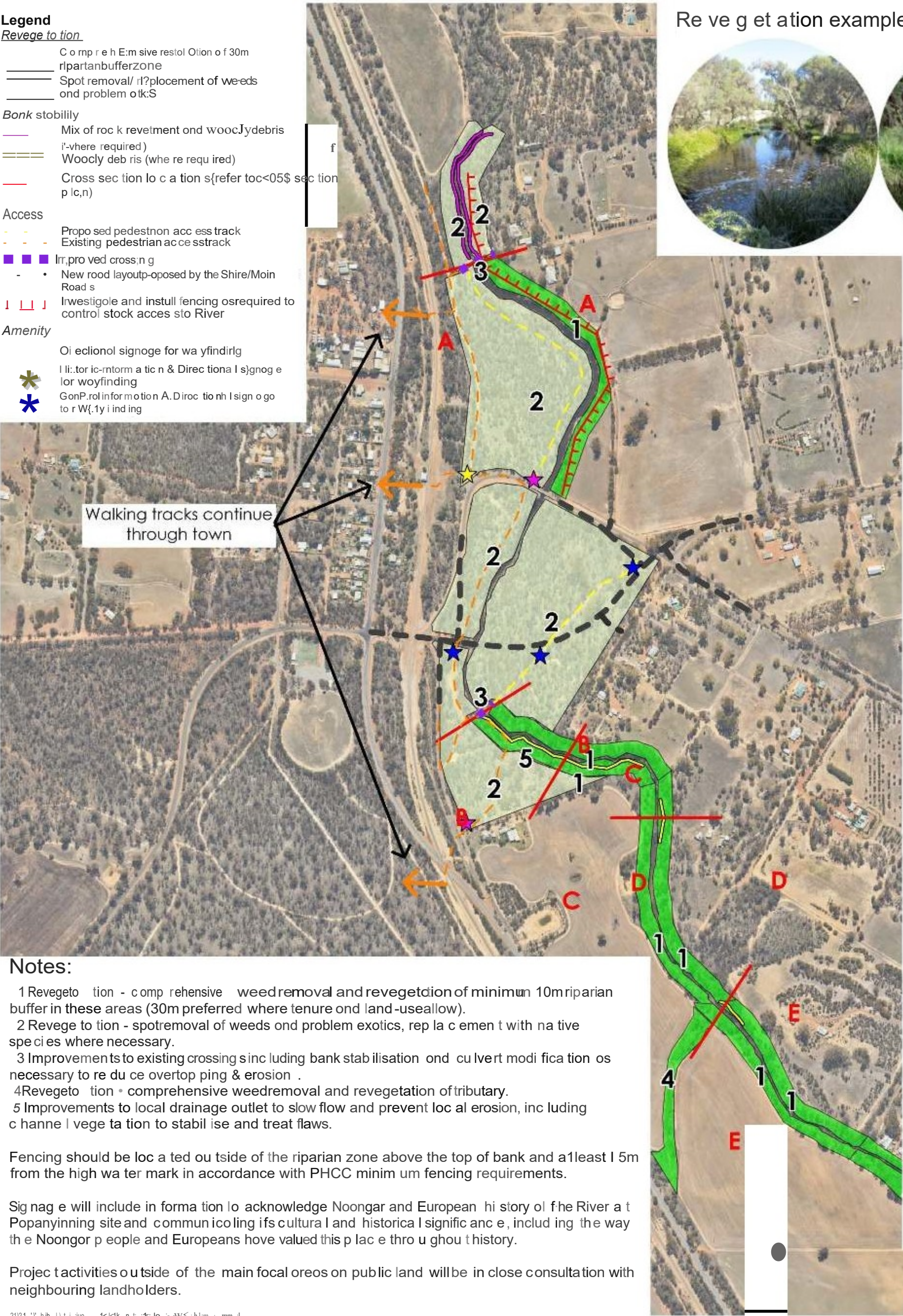
Legend

- Revegetation**
- Comprehensive restoration of 30m riparian buffer zone
 - Spot removal / replacement of weeds and problemotics
- Bank stability**
- Mix of rock revetment and woody debris (where required)
 - Woody debris (where required)
 - Cross section location (refer to cross section plan)
- Access**
- Proposed pedestrian access track
 - Existing pedestrian access track
 - Improved crossing
 - New road layout proposed by the Shire/Municipal Road
 - Investigate and install fencing required to control stock access to River
- Amenity**
- Orientation signage for wayfinding
 - Information and Directional signage for wayfinding
 - General information and Directional signage for wayfinding

Revegetation examples:



Existing conditions:



Notes:

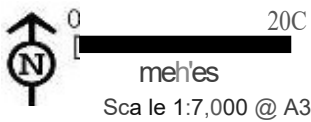
- 1 Revegetation - comprehensive weed removal and revegetation of minimum 10m riparian buffer in these areas (30m preferred where tenure and land-use allow).
- 2 Revegetation - spot removal of weeds and problem exotics, replacement with native species where necessary.
- 3 Improvements to existing crossings including bank stabilisation and culvert modifications necessary to reduce overtopping & erosion.
- 4 Revegetation - comprehensive weed removal and revegetation of tributary.
- 5 Improvements to local drainage outlet to slow flow and prevent local erosion, including channel vegetation to stabilise and treat flows.

Fencing should be located outside of the riparian zone above the top of bank and at least 1.5m from the high water mark in accordance with PHCC minimum fencing requirements.

Signage will include information to acknowledge Noongar and European history of the River at Popanyinning site and communicating its cultural and historical significance, including the way the Noongar people and Europeans have valued this place through history.

Project activities outside of the main focal areas on public land will be in close consultation with neighbouring landholders.

2021/22 Hotham-Williams River Action Plan
Prepared by: PHCC
Scale 1:7,000 @ A3



1 SITE DESCRIPTION

The Popanyinning reach of the Hotham River meanders near the townsite to a wider area of permanent water. Vegetation along the banks and close to the River consists of scattered native trees, exotic and native grasses with a variable shrub layer. Bridal creeper is the dominant weed species and is found throughout the site along the banks and in the adjacent vegetation, in varying degrees of density.

The River is bound by significant areas of native vegetation contained within Shire reserves, which provide an important buffer for the riparian area. The remnant vegetation is relatively clean of weeds and contains several native grass species under wandoo, sheoak and jam wattle. Shrub species are present but limited in numbers and diversity. Local residents actively use and appreciate the natural areas surrounding the River, which include a nature trail encompassing the bushland reserve as well as historical features through the town. A brochure is available to members of the public for wayfinding and information about orchids and other species that can be found in the bushland. The Popanyinning Progress Association has previously carried out an on-ground project to control bridal creeper along the River with funding from the State NRM Program.

The River is influenced by a number of private and public crossings, and the site is affected by issues related to litter, poor water quality, limited fencing, uncontrolled stock and vehicle access, and informal drainage discharging to the river. Bank instability is apparent throughout the reach on both sides though generally minor with little structural impact. Major erosion is associated with the outside of meander bends, or where other factors such as local runoff and/or human and stock access have caused bank slumping and retreat.

2 CONSULTATION

Consultation with key stakeholders and the community commenced in February 2021 and has included the following:

- Site visits with and formal presentation to the Shire of Cuballing, with direct feedback.
- Information session for the local community, with direct feedback.
- Discussions about the proposed Bunmulling Road realignment with the Shire of Cuballing.

Key aspects of interest identified by the consultation include:

- Plans for river crossings including the location of the proposed Bunmulling Rd crossing and the subsequent function of the existing Bunmulling bridge (which is likely to become a foot bridge). The current crossing can be removed once the new bridge is built but works are required to prevent it from functioning like a dam.
- Support for revegetation along the tributary to the river.
- In-stream debris which improves river health.
- Management of weeds, in particular, bridal creeper.
- Use and appreciation of river pools.
- Sediment management.
- Walk trails and linkages.

3 CONCEPT DESCRIPTION

The recommended works (Figure 1) will address issues caused by informal crossings and stock access, as well as bank stability. Bank and channel interventions include stock control via fencing, controlled stock access points, bank and bed stabilisation with revegetation, and profile modification to reduce velocities.

Access by pedestrians and vehicles will be controlled through the establishment of tracks and defined river crossings including the proposed extension of Bunmulling Rd. Wayfinding principles will be implemented to improve amenity through the erection of directional signage and the appreciation and connection of the community to the heritage values of the location will also be improved through signage.

Due to the degree of weeds and degradation of native vegetation, a large portion of the site requires comprehensive weed removal and re-establishment of native species in riparian areas, which will provide a buffer to the adjacent land uses. In some instances, spot weed removal will be sufficient to regenerate native grasses that are present at the site. Additional trees are recommended to enhance canopy and biodiversity, and where appropriate, the addition of mid-storey species will assist with long term weed control.

The Popanyinning Progress Association has carried out projects in the past which have focused on bridal creeper control, and this has had an impact on the upper reaches of the site. The most dense section is currently north of Bunmulling Rd, and the continued control of this weed throughout the site will have a significant impact on the health, regeneration, and enhancement of the native vegetation along and adjacent to the banks.

Where possible, local drainage outlets should be modified to reduce potential for erosion and water quality impacts to the River. This may include cutting back extruding sections of PVC pipes and/or realigning outlets to discharge at approximately 45 degrees to the downstream flow direction. Revegetation and rock stabilisation is also recommended around drainage outlets to provide water quality treatment, stabilise the area and reduce erosion.

4 PROPOSED WORKS

The proposed works are detailed in Figures 1 and 2 as follows.

4.1.1 River restoration

- Comprehensive weed removal in degraded areas with spot weed removal and control of exotics in other areas (see Figure 1).
- Bank stabilisation works as indicated in Figure 1. Where banks are modified but unable to achieve a 1:3 grade, some form of matting is likely to be required. This may also be required where the sediment is sandy or otherwise unstable.
- Revegetation of minimum 10m riparian corridor (where permitted by land tenure and land use).
- Cutting back local drain outlet and provision of rocks and vegetation to provide water quality treatment, stabilise the area and reduce erosion.
- Ongoing communication with the Shire of Cuballing throughout the road realignment, so that activities such as revegetation and weed control are complimentary to the process.

Estimated quantities for river restoration works:

Item	Unit	Amount
Temporary fencing	Length (m)	3,570
Rocks (d50 = 300mm)	Volume (cum)	110
Geofabric	Area (sqm)	630
Revegetation	Area (sqm)	138,360

Notes:

1. Temporary fencing will be installed to protect sections of comprehensive and demonstration revegetation.
2. Rock pitching will be installed to base and sides of steps (as per Figure 1 and Figure 2).
3. Geofabrics will be installed to banks identified for bank stability measures (as per Figure 1).

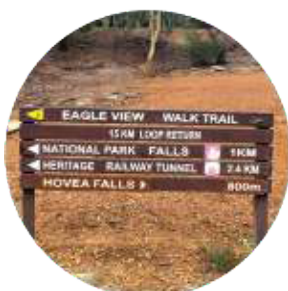
4.1.2 Public amenity, access and use

The majority of public access and use works are detailed on Figure 1. This includes:

- Creation of a path network that links to the existing path network.
- Information will be displayed to acknowledge Noongar and European history of the River at Popanyinning and communicating its cultural and historical significance, including the way the Noongar people and Europeans have valued this place throughout history (at least 1).
- Signage will also be included to provide information at key entry points to bushland reserves adjacent to the River, which includes information on river restoration (at least 3) and wayfinding (at least 2).
- Construction of the proposed realignment of Bunmulling Rd including a footbridge crossing over the river.
- Improvements to existing crossings (2) including bank stabilisation and culvert modification to reduce damming, overtopping and erosion.
- Planting additional canopy trees in the reserve area.

Signage examples

Wayfinding



River restoration information



Natural and cultural stories



Historic information



Access treatment examples

Bollards or large boulders for vehicle access control



Boardwalk



Pedestrian access and wayfinding



4.1.3 Adjacent landowner management

PHCC works with landholders in offering advice about managing natural areas, and opportunities for access to funding when it is available.

This communication process can occur with owners of properties located next to the Hotham River, with the aim of future on-ground projects such as revegetation, weed control, and protection of existing vegetation, particularly in relation to the River ecosystem.

Fencing is required to control stock access to the eastern bank of the River. Where possible, this should be located outside of the riparian zone above the top-of-bank and at least 15m from the high water mark in accordance with PHCC minimum fencing requirements. Access points for controlled stock access can be included where bank grades and vegetation permit. This may be in the context of water access and crash grazing if and when required, both of which need to be at appropriate locations and durations.

5 NEXT STEPS

Delivery of the plan will be guided by available funding. At this stage, weed control and revegetation can be undertaken without any further investigation, however further detailed design cannot be undertaken without site survey and is required for:

- Bunmulling Rd realignment and bridge.
- Upgrades to crossings.
- Pedestrian path network.
- Bank and bed stabilisation techniques.

Other considerations for the implementation of the works include:

- Prioritisation of environmental restoration aspects of the plan, with secured funding.
- Further funding for restoration activities to be investigated and applied for with project partners.
- Aboriginal Heritage Approvals process through Department of Planning, Lands and Heritage.
- Approvals for modification of bed and banks through Department of Water and Environmental Regulation.
- Implementation of low impact activities such as revegetation, weed control and feral animal control.
- Formal partnership with representatives of the Noongar families connected to Popanyinning.

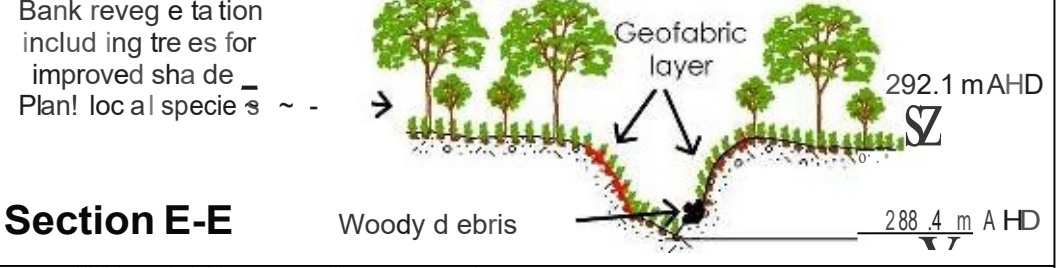
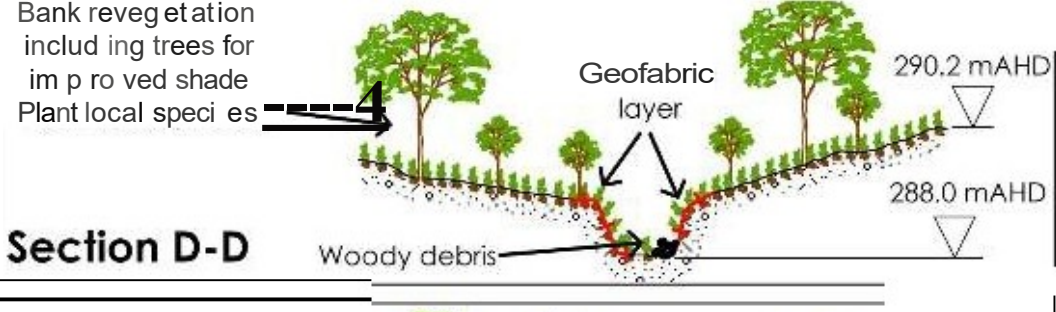
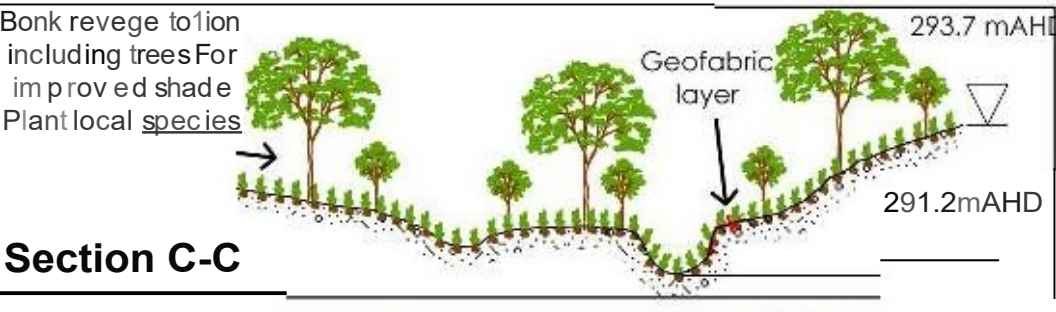
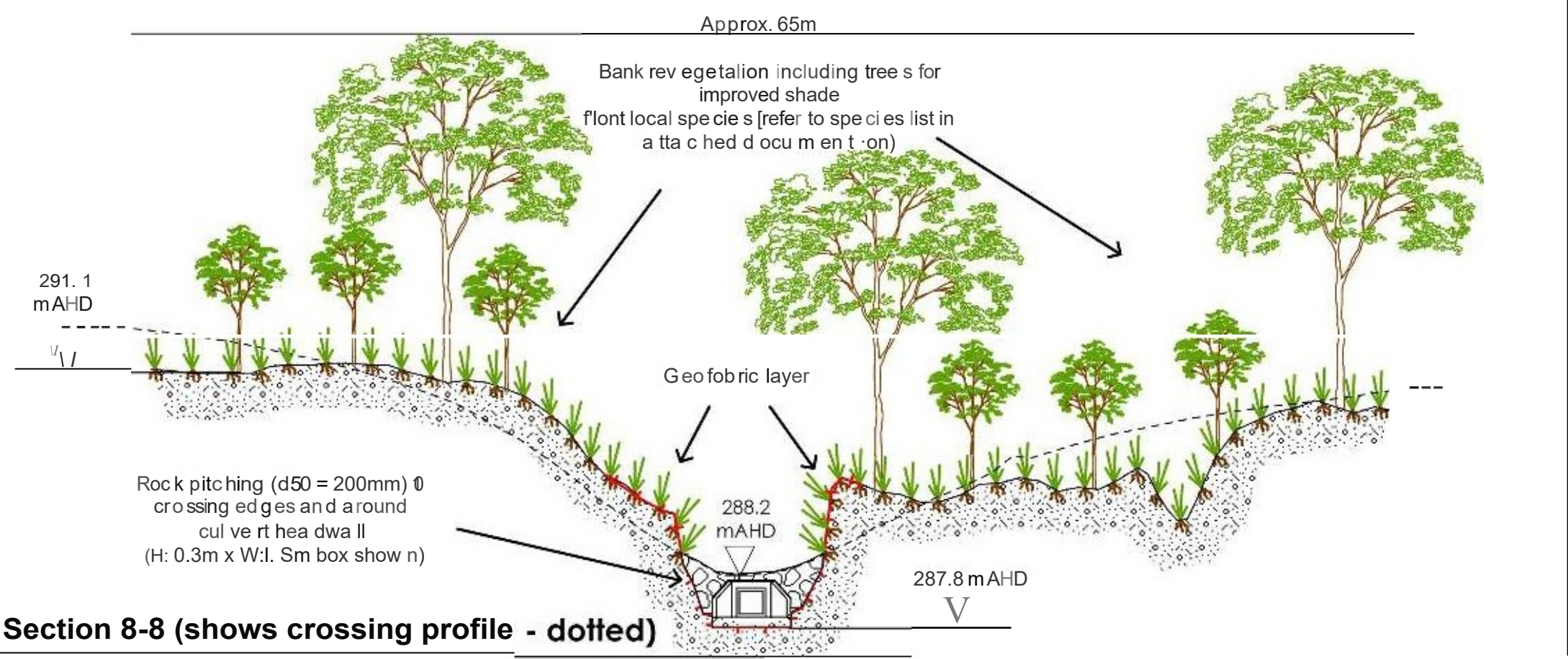
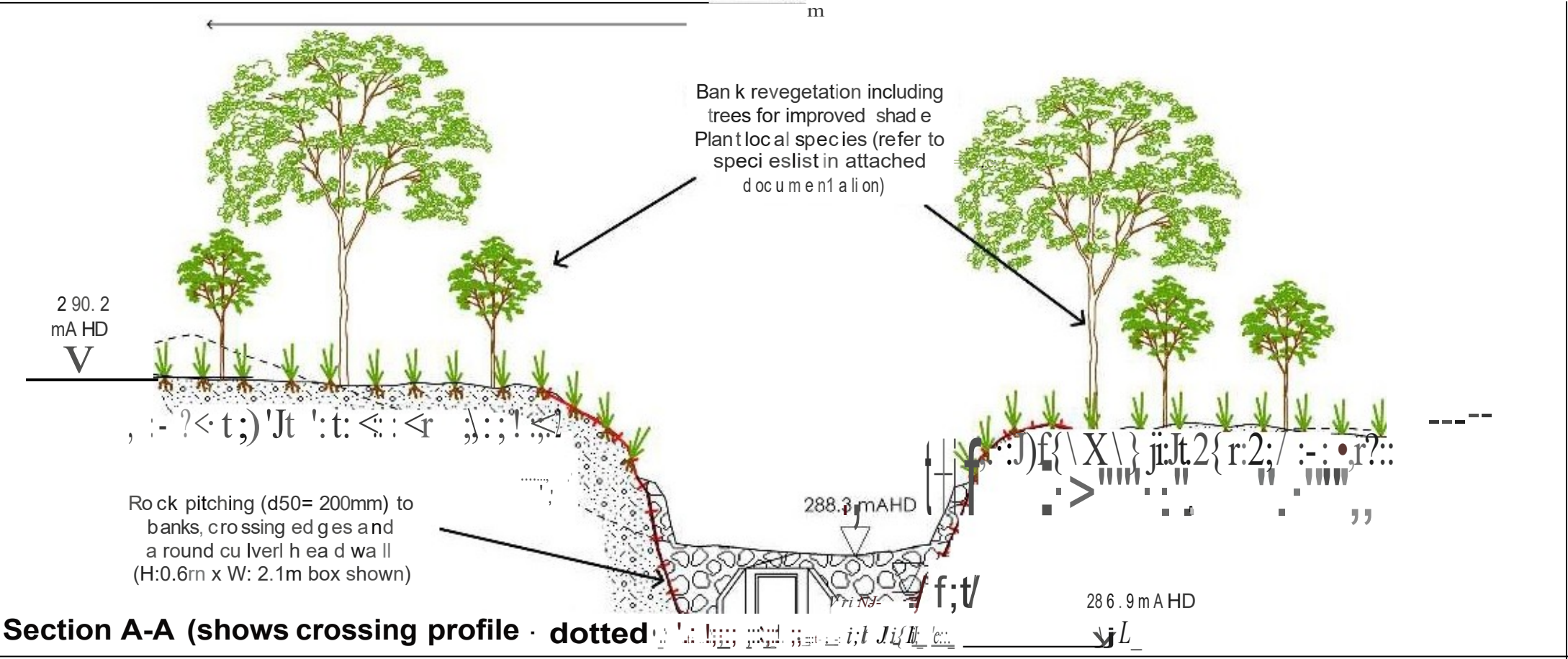
- Formal partnership with Local Governments to seek funding for the parts of the plans involving public amenity.

The works can be undertaken collectively or individually, and during further detailed design, consideration should be given to the following:

- Materials, quantities and installation of bank stabilisation structures and formal/informal access points for recreation.
- The need, scale and cost of improvements to crossings will be influenced by the timing for construction of the Bunmulling Rd extension and bridge.
- The location of the formal and informal path network, which should be sited in cleared areas, with wayfinding links to other tracks.
- Where banks are modified but unable to achieve a 1:3 grade, some form of matting is likely to be required. This may also be required where the sediment is sandy or otherwise unstable.

Pe e I Harvey Catchment Coucil - Hotham-Williams River Action Plan

Figure 2: Popanyinning site concept - Cross section plan



- Notes:**
- Minor modification of bank shape may be required for vehicle/equipment access and/or local stabilization.
 - Geofabric (slope steeper than 1:3):
 - o Install below summer water levels (under rock pitching).
 - o Install around existing vegetation where required.
 - o Laid in direction of flow at base of slopes (to 1m above summer w.l.).
 - o Roll geotextile down slope over remainder of bank.
 - o Bury at top of bank.
 - o Pin as per manufacturer requirements.
 - o Overlap geofabric mats by 100mm.
 - o Include slits for planting.
 - Rock pitching (on slopes steeper than 1:3 and higher than 1m):
 - o d50 size of 200mm.
 - o Hard, durable rocks that are not susceptible to weathering.
 - o Larger rocks to be installed at the base of the slopes.
 - o Smaller rocks to be used to fill gaps and form tightly packed layer.
 - o Two layers of rocks.
 - o Rock pitching grade >1:2.
 - o Rock pitching to be installed to at least 1m above summer w.l.
 - o Toe trench, up to 400mm (back filled with rocks).
 - Woody debris [tree trunks, collapsed trees] may be used instead of rock pitching depending on local conditions, access, or availability of material:
 - o Pinned/anchored to (or buried into) the bank.
 - o Aligned in a downstream direction.
 - o Use only native species.



Client: Peel-Harvey Catchment Council

Report	Version	Prepared by	Reviewed by	Submitted to Client	
				Copies	Date
Draft	V1	SSh	HBr	electronic	1 October 2021
Final report	V2	SSh/HBr	HBr	electronic	27 April 2022
Revised final report	V3	SSh/HBr	HBr	electronic	28 June 2022
Revised final report	V4	SSh/HBr	HBr	electronic	15 July 2022

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9.3 MANAGER OF WORKS AND SERVICES:

9.3.1 Draft 10 Year Plant Replacement Program

Applicant:	Shire of Cuballing
File Ref. No:	ADM118
Disclosure of Interest:	N/A
Date:	15 June 2023
Author:	Bruce Brennan - MWS
Attachments:	9.3.1A Draft 10 Year Plant Replacement Program

Summary

The purpose of this report is for Council to formally adopt the Draft 10 Plant Replacement Program for the Shire of Cuballing.

Background

In order for Council to effectively deliver on a challenging roads program it is necessary to invest in fit for purpose plant and equipment. Council recognised this when it agreed to bring forward the replacement of a Front End Loader and a Grader in the 2022-23 Budget.

The plan includes the last year for comparison purposes. The proceeds and repayments for the loan for the grader have been included as part of the plant replacement costs and income.

Significant purchases for the coming year include:

- A replacement crew cab truck (ordered in 23-24 and awaiting delivery)
- Replacement vehicles for Deputy CEO and Works Supervisor

New items of plant are:

- New Ride on Mower and Trailer
- New Bitumen Trailer

Implications

The balance in the plan replacement reserve will increase over the next 2 years, even taking account of loan repayments;

The annual cost of mobile plant over the life of the plan is \$335,000 per year. If Council applies this amount each year it will fully fund all plant purchases over the life of the program.

This is reflected in the Long Term Financial Plan.

Strategic Implications

The next 6 years of works is dominated by the WSNF. The biggest risk in the works program is machinery breakdown and downtime. Maintaining a fit for purpose fleet mitigates that risk.

Statutory Environment Nil

Policy Implications Nil

Financial Implications

The annual budget contribution to the Plant Replacement Program is \$336,000

Economic Implication – Nil

Environmental Considerations - Nil

Consultation

The plan was discussed with the Long Term Financial Planning Forum in May.

Options

Council may resolve to accept the Draft Plan or make changes

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

1 That Council adopts the 10 year Plant Replacement Program;

9.4 COMMITTEE REPORTS:

Nil

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

Nil

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

Nil

13. NEXT MEETING:

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

14 CLOSURE OF MEETING:

Meeting Closed _____ pm.