



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

MINUTES

of the

Ordinary Meeting of Council

held

THURSDAY 17th MARCH 2016

Shire of Cuballing
Council Chambers
Campbell Street, Cuballing

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Contents

1. DECLARATION OF OPENING:	1
2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:	1
2.1.1 Attendance.....	1
2.1.2 Apologies.....	1
2.1.3 Leave of Absence	1
3. STANDING ORDERS:	1
4. PUBLIC QUESTION TIME:	1
4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:	1
4.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:	1
4.3 PUBLIC QUESTIONS FROM THE GALLERY:	2
5. APPLICATIONS FOR LEAVE OF ABSENCE:	2
6. CONFIRMATION OF MINUTES:	2
6.1.1 Ordinary Meeting of Council held on Thursday 18 th February 2016.....	2
7. PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS:	2
8. DISCLOSURE OF FINANCIAL INTEREST:	2
9. REPORTS OF OFFICERS AND COMMITTEES:	3
9.2.1 Application for Planning Approval: Rural Home Business Use – Lot 127 (No. 39) Beeston Street Cuballing	3
9.1 DEPUTY CHIEF EXECUTIVE OFFICER:	15
9.1.1 List of Accounts Submitted for Council Approval and Payment – February 2016	15
9.1.2 Statement of Financial Activity	19
9.1.3 Record Keeping Plan Adoption	48
9.1.4 Write Off Outstanding Debtors	97
9.2 CHIEF EXECUTIVE OFFICER:	99
9.2.2 Application for Planning Approval: General Industrial Use – Lot 50 (No 133) Ridley Street Cuballing.....	99
9.4 ENVIRONMENTAL HEALTH OFFICER:	112
9.5 BUILDING OFFICER:	112
10. ELECTED MEMBERS’ MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:	112
11. URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING:	113
11.1.1 Urgent Confidential Business – Cuballing East Road Land Purchase	113
11.1.2 Purchase of Land Adjoining Cuballing East Road	114
12. CONFIDENTIAL ITEM:	115
13. NEXT MEETING	115
14. CLOSURE OF MEETING:	115

1. DECLARATION OF OPENING:

The Shire President, Cr Conley, declared the meeting open at 3.00pm.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:

2.1.1 Attendance

Cr Mark Conley	President
Cr Eliza Dowling	Deputy President
Cr Scott Ballantyne	
Cr Dawson Bradford	
Cr Tim Haslam	
Cr Roger Newman	
Mr Gary Sherry	Chief Executive Officer
Mr Bruce Brennan	Works Supervisor

3 members of the public were in the gallery.

2.1.2 Apologies

Ms Tonya Williams	Deputy Chief Executive Officer
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2.1.3 Leave of Absence

Nil

3. STANDING ORDERS:

COUNCIL DECISION:

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

Moved: Cr Dowling

Seconded: Cr Bradford

Carried 6/0

4. PUBLIC QUESTION TIME:

4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:

Nil

4.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:

Nil

4.3 PUBLIC QUESTIONS FROM THE GALLERY:
5. APPLICATIONS FOR LEAVE OF ABSENCE:

Nil

6. CONFIRMATION OF MINUTES:

6.1.1 Ordinary Meeting of Council held on Thursday 18th February 2016

COUNCIL DECISION:

That the minutes of the Ordinary Meeting of Council held on Thursday 18th February 2016 be confirmed as a true record of proceedings.

Moved: Cr Bradford

Seconded: Cr Dowling

Carried 6/0

**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.

DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

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

Nil

9. REPORTS OF OFFICERS AND COMMITTEES:

The Shire President, Cr Conley, advised that Council's consideration of Agenda Item 9.2.1 would occur at the start of the meeting as this was the Agenda Item in which the public gallery were most interested.

9.2.1	Application for Planning Approval: Rural Home Business Use – Lot 127 (No. 39) Beeston Street Cuballing
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Applicant:	Mr Jared Martin Lot 127 (No 39) Beeston Street Cuballing
File Ref. No:	A745
Disclosure of Interest:	Nil
Date:	8 th March 2016
Author:	Gary Sherry
Attachments:	9.2.1A Site Location Plan 9.2.1B Applicant Information 9.2.1C Public Submission

Summary

Conditional Planning Approval is recommended for a Rural Home Business use at Lot 127 (No. 39) Beeston Street, Cuballing.

Background

1. *The application site*

The site location is set out in Attachment 9.2.1A. The property is 12,116m² in area. The existing dwelling and ancillary outbuilding (Garage) are located on the northern side of the property facing Beeston Street. The proposed outbuilding is located adjacent to and east of the residence and existing outbuilding such that all the structures will be visible from Beeston. The rear of the property is divided into horse paddocks.

2. *The application*

The applicant seeks planning approval for a Rural Home Business being a stock feed business. The details provided by the applicant are outlined in Attachment 9.2.1B. The applicant seeks to commence operations from the existing garage adjacent to his residence and then move the operation to a new dedicated outbuilding that would be constructed after approval.

The Rural Home Business will initially occupy an existing garage/ancillary outbuilding of approximately 70m². The application seeks approval to construct a 144m² additional outbuilding in the future from which the Rural Home Business would operate. With the construction of the additional outbuilding the existing garage would return to an ancillary use associated with the residence.

3. *Public consultation*

The Shire Administration invited written comment from 16 adjoining/nearby landowners. The application was also advertised in the Cuballing News and on local notice boards.

4. Submissions

The Shire received two submission from an owner of neighbouring properties. These submissions are included at Attachment 9.2.1C. One submission supported the application and one submission only partially supported the application.

The partially supportive submission supported the Rural Home Business operating from the existing buildings on the site, however believed that the proposed new outbuilding was too big for a rural residential area. The new outbuilding would be too imposing a construction, would permit businesses activity that would impact on surrounding residents though additional traffic and noise. At the point the Rural Home Business required the additional shed to operate, premises in a commercial area should be obtained by the proprietor.

5. Planning context

The site is zoned "Rural Residential" in the Shire of Cuballing's Local Planning Scheme No. 2 (LPS2) where "Rural Home Business" is an "D" use. This means that the use is not permitted unless the Council has means that the use is not permitted unless the Council has exercised its discretion by granting planning approval.

Council's *Local Planning Policy Outbuildings* in part states:

In Rural Townsite and Rural Residential zones of the Shire where the lot size is over 1500m² or on General Agricultural zoned lots with an area of 2 ha or less;

- (i) Zincalume construction, where the total outbuilding does not exceed 85m² in total floor area;
- (ii) Colourbond construction, where the total outbuilding does not exceed 120m² in total floor area;
- (iii) Masonry construction and/or where the total outbuilding has walls constructed of the same materials and appearance as the house and does not exceed 170m² in total floor area.

Council's *Local Planning Policy Outbuildings* requires that the wall height of any outbuilding is not to exceed 3 metres and in the case of gable roof construction, the maximum height is not to exceed 4 metres

Comment

The key planning considerations are suggested to be:

- impacts of the Rural Home Business on the amenity of the area arising from the Rural Home Business use;
- the application may be inconsistent with Council's Local Planning Policy 7 - Outbuildings in relation to floor area. The proposed outbuilding, when combined with the existing shed, have a combined floor area of 214m². Council's policy permits outbuildings to 170m² but is silent on a total floor area permitted from multiple outbuildings;
- visual impacts of the proposed outbuilding; and and
- ensuring the new outbuilding is used for the Rural Home Business activity and not another commercial, industrial or habitable purposes.

While noting that the proposed outbuilding may be inconsistent with the Outbuilding Policy, it is recommended that Council approve the Planning Application subject to conditions. This follows assessment against LPS2, Council policy, information provided by the applicant, the submission opposing the application and site characteristics. Conditional approval is recommended given:

- the impact of the business on amenity of the area is difficult to assess. Certainly product will need to be delivered to the property and customers will be required to collect the product. Given the large size and speciality nature of the product, the number of customers accessing the site to purchase product will less than other commercial operations.
- The application outlines that the business will operate with the days of Tuesday to Saturday and from 9am to 5pm.
- Conditional approval by Council should include requirements for the operator to have effective rodent and dust management of the property. Stock feed is an attractant to rodents and proper management is required to prevent environmental health issues.
- the property, at 12,116m², is large lot. It is suggested that larger lots can accommodate greater development without impacting plot ratio or being considered to be 'over development' of the site compared to smaller sized lots. Therefore the suggested size of the proposed new outbuilding of 144m² is acceptable with compliance with other aspects of Council's *Local Planning Policy Outbuildings*; in relation to wall height, gable roof height and construction out of material similar in appearance to the residence.
- it is suggested the Planning Application meets the performance criteria for outbuildings set out in the Residential Design Codes of Western Australia which states "Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties";
- the Shire administration wrote to 16 adjoining/nearby landowners and only two submissions were received. Accordingly, it can only be assumed that other landowners have no objections to the Planning Application; and
- that other than the floor area, the Planning Application is consistent with the remainder of Local Planning Policy 7 – Outbuildings.

Strategic Implications - Nil

Statutory Environment

Shire of Cuballing - Local Planning Scheme No. 2

ZONING TABLE

LAND USE	Rural Townsite	Rural Residential	General Agriculture
Rural Home Business	X	D	D

"rural home business" - means a business, service or profession carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which:

- does not employ more than 5 people not members of the occupier's household;
- will not cause injury to or adversely affect the amenity of the neighbourhood;
- does not occupy an area greater than 200 square metres;
- in relation to vehicles and parking does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood, and does not involve the presence, use or calling of more than 3 vehicles or more than 3.5 tonnes tare weight; and

- e) does not involve the use of an essential service of greater capacity than normally required in the zone.

Policy Implications

Council's Local Planning Policy – Outbuildings applies.

Financial Implications – Nil

Economic Implications

The development, if approved, can assist to provide economic benefits to the local economy through job creation.

Social Implications

An objection has been raised by one nearby landowner to a portion of the application.

Environmental Considerations – Nil

Consultation

Adjoining/nearby landowners were invited to make comment on the Planning Application. Two submissions were received. One submission was completely supportive, and the other supportive of the Rural Home Business operating from the existing buildings on the site, without the addition of a new building. The new building was regarded by this submitter as being too large and impacting on the amenity of the area.

Options

The Council can resolve:

1. the Officer's Recommendation;
2. approve the Planning Application with no conditions;
3. approve the Planning Application with conditions;
4. refuse the Planning Application (providing reasons); or
5. defer and seek additional information.

Voting Requirements – Simple Majority

COUNCIL DECISION:

That Council approve the Planning Application to operate a stock feed business at Lot 127 (No. 39) Beeston Street, Cuballing subject to the following conditions:

- 1. this approval shall expire if the development hereby approved has not been substantially commenced within a period of two years from the date hereof, or within any extension of that time (requested in writing prior to the approval expiring) that may be granted by Council. Where the Planning Approval has lapsed, no further development is to be carried out;**
- 2. 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 Council and shown on the approved**

plan and these shall not be altered and/or modified without the prior knowledge and written consent of the Council;

3. All goods sold are to be associated with stock feed and normally associated with a stock feed business; and
4. the opening hours of the stock feed business will be limited to between 9am and 6pm on the days from Tuesday to Saturday each week. All deliveries of product to be sold and customers attending the business will occur during these times;
5. the provision of details with the Building Permit as to how stormwater will be addressed for the proposed development to the satisfaction of the Council. The Council will require that all stormwater from the outbuilding shall be collected, detained and suitably treated on site to the satisfaction of the Shire prior to occupation. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the Council;
6. the additional outbuilding is not to be used for habitable purposes;
7. the building is to be clad in colourbond on external walls, roof, gutters and downpipes of the same colour as the existing residence and garage;
8. a regular program is to be put into place to control rodents and other pests; and
9. should a dust, chaff or seed/weed nuisance arise, suppression measures are to be put into place during operations that may include, but not be limited to, installation of gravel and or wetting down of vehicular areas.

Advice

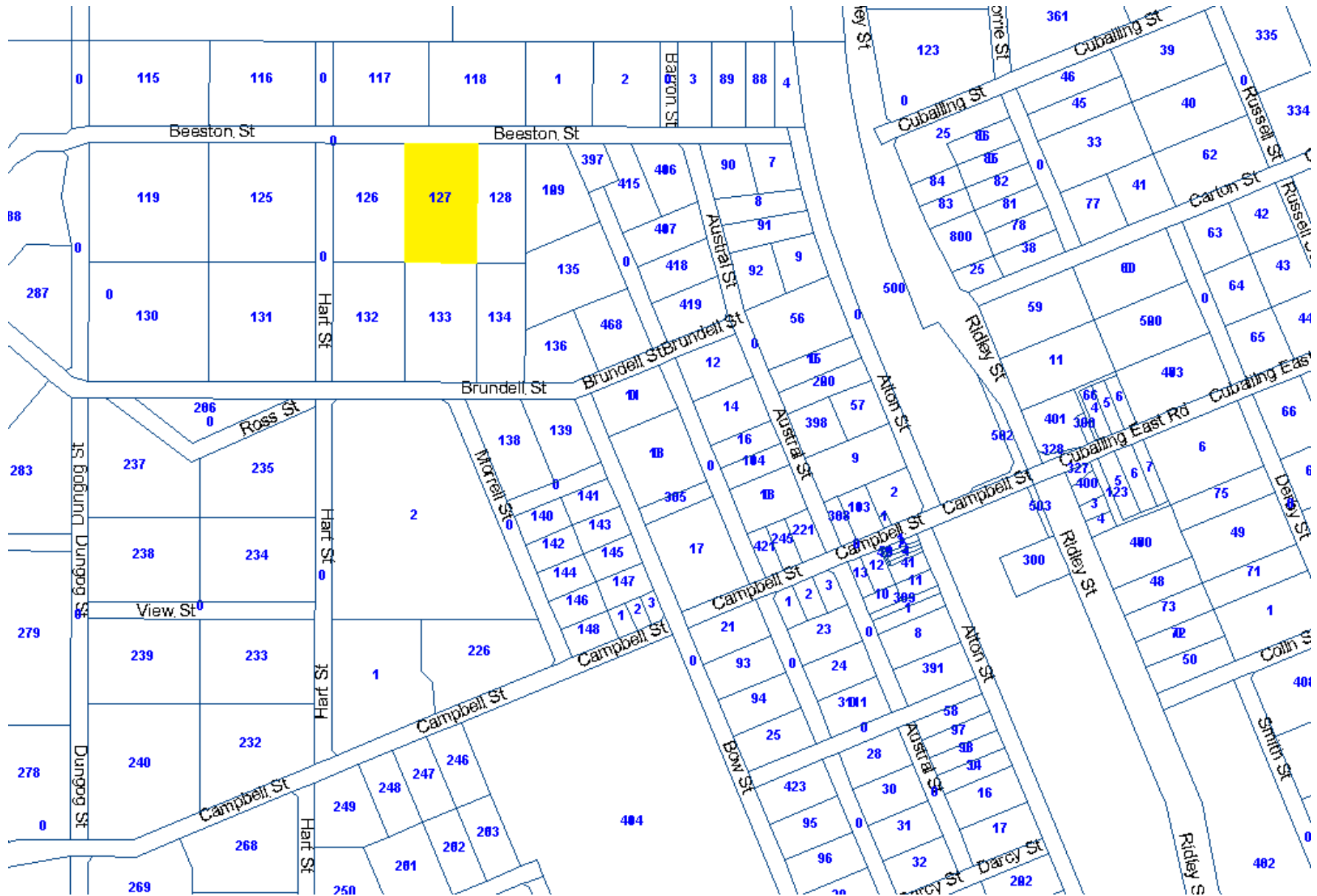
- A) The proponent is advised that this Planning Approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.
- B) In relation to Condition 3, stormwater is to be suitably detained on site (e.g. rainwater tanks, soakwells). The Council will support stormwater run-off being connected to a Shire stormwater legal point of discharge provided it is appropriately designed via a soakwell/silt pit to the satisfaction of the Council.
- C) Noise emissions must comply with the Environmental Protection (Noise) Regulations 1997. The Environmental Protection Act 1986 contains penalties where the assigned levels prescribed by the Environmental Protection (Noise) Regulations 1997 are exceeded.
- D) Part 14 of the Planning and Development Act 2005 provides the right to apply to the State Administrative Tribunal for review of some planning decisions and you may wish to take professional advice to determine whether or not such a right exists in the present instance. The State Administrative Tribunal Rules 2004 require that any such applications for review be lodged with the Tribunal within 28 days of the date on which notice of the decision is given.

Moved: Cr Ballantyne

Seconded: Cr Dowling


Carried 6/0





H 145
11 FEB 2016

APPLICATION FOR DEVELOPMENT APPROVAL

Owner Details		
Name: JARED MARTIN		
ABN (if applicable):		
Address: 39 BEESTON ST CUBALLING WA Postcode: 6311		
Phone:	Fax:	Email:
Work:	jarednkristal34@gmail.com
Home:		
Mobile: 0457976176		
Contact person for correspondence: JARED MARTIN		
Signature: 	Date: 10/02/16.	
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:	Fax:	Email:
Work:
Home:		
Mobile:		
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. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Signature:	Date:	

Property Details		
Lot No: 127	House/Street No: 39	Location No:
Diagram or Plan No: 222344	Certificate of Title Vol. No: 2059	Folio: 139
Title encumbrances (e.g. easements, restrictive covenants):		
Street name: BEESTON	Suburb: CUBALLING	
Nearest street intersection: HART ST.		

Proposed Development	
Nature of development:	<input type="checkbox"/> Works <input type="checkbox"/> Use <input checked="" type="checkbox"/> Works and use
Is an exemption from development claimed for part of the development?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is the exemption for:	<input type="checkbox"/> Works <input type="checkbox"/> Use
Description of proposed works and/or land use: * USE OF EXISTING 3 CAR LOCKUP GARAGE FOR STARTING LOCAL STOCKFEED BUSINESS * WORKS FOR BUILDING A 16M X 9M SHED TO EXPAND THE BUSINESS IF REQUIRED IN THE FUTURE	
Description of exemption claimed (if relevant):	
Nature of any existing buildings and/or land use:	
Approximate cost of proposed development: \$25,000	
Estimated time of completion:	

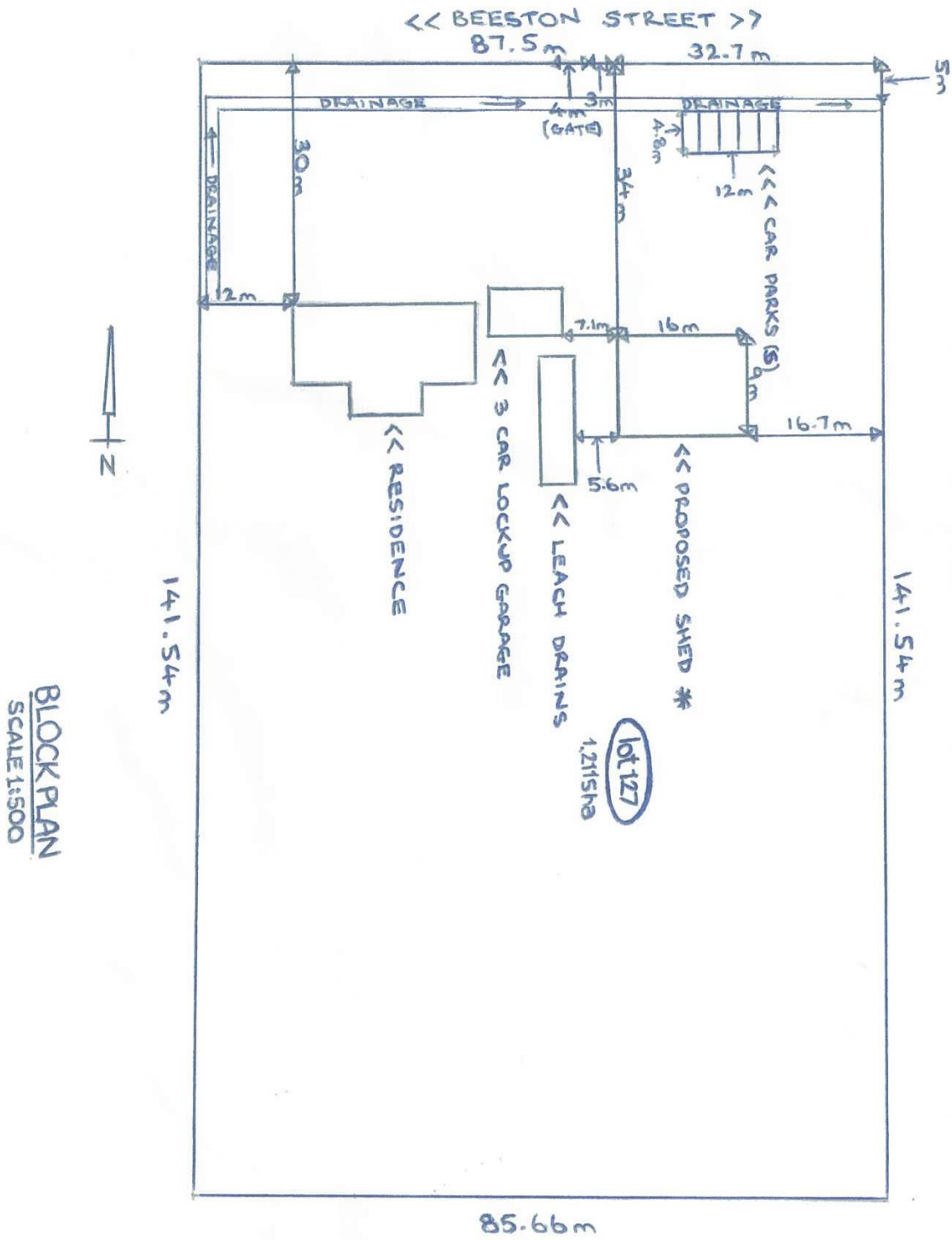
Acceptance Officer's initials:	OFFICE USE ONLY
Local government reference No:	Date received:

Jared Martin – Application for planning approval (39 Beeston St)

The following planning application intends to seek approval for:

- The use of the properties existing 3 car lockup garage for the purpose of operating a stockfeed business;
- The works of establishing a 16x9m shed to expand the business if required in the future.

The proposed stockfeed business will operate 5 days a week (Tuesday – Saturday) between the hours of 9am to 5pm and will have a minimal impact on noise and others in the surrounding area. The business will provide an optional delivery service for customers to encourage telephone and internet sales to limit road traffic. A detailed block plan is provided to clearly show the proposed site including the existing garage to be utilised as well as the shed to be erected if the business needs to expand in the future.





26 FEB 2016

Our Ref: A745

Mr M Towers
PO Box 171
CUBALLING WA 6311

Dear Sir

PLANNING APPLICATION – RURAL HOME BUSINESS USE – 39 BEESTON STREET, CUBALLING

I write to advise that you have the opportunity to provide your written comments to the Shire regarding the above proposed development by Mr Jared Martin at 39 Beeston Street, Cuballing.

By way of background, the Shire has recently received the Planning Application with details provided by the applicant attached for your information. The application seeks permission to construct a shed and to operate a stock feed business.

Prior to the application being assessed by the Shire and determined by the Council, you have the opportunity to provide your views. Should you wish to provide your views to the Shire, they need to be in writing by Thursday 10th March 2015.

Please don't hesitate to contact me at the Shire of Cuballing on 08 9883 4999 should you wish to clarify or discuss.

Yours faithfully

Gary Sherry
Chief Executive Officer

23rd February 2016

enc

M W TOWERS
52 BEESTON ST CUBALLING WA 6311
PO BOX 171 CUBALLING WA 6311

TO CHIEF EXEC OFFICER CUBALLING

I HAVE NO OBJECTION TO THE
PLANNING APPLICATION, OR IF APPROVED TO THE BUSINESS
BEING CONDUCTED FROM 39 BEESTON ST, CUBALLING.

Yours Sincerely
M Towers
26/2/2016

PO Box 86
Cuballing WA 6311

1.3.16

Att: Gary Sherry
Chief Executive Officer
Shire of Cuballing
PO Box 13

Cuballing WA 6311

TRANSMISSION BY EMAIL

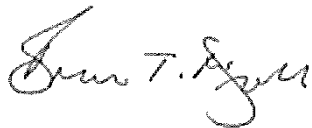
Dear Garry,

re: Planning application - rural home business use - 39 Beeston St

We have studied this application and advise the following;

1. We have no objection to the applicant conducting this business using the current facilities
2. We do object to the proposal to build a 16m X 9M shed on the property.

Regards



Brian & Jenny McDowell

PO Box 86
Cuballing WA 6311

7.3.16

Att: Gary Sherry
Chief Executive Officer
Shire of Cuballing
PO Box 13

Cuballing WA 6311

TRANSMISSION BY EMAIL

Dear Garry,

re: Planning application - rural home business use - 39 Beeston St

Further to your email regarding the proposed shed, I am relying on information provided in the Shire of Cuballing Town Planning Scheme 2. I am assuming that this is still current. If not, please advise.

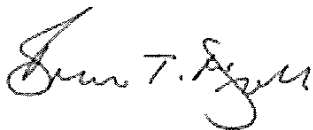
Our objections are based on the following sections of Planning Scheme 2;

Part 10.2 i, n, o, q

The building of a shed of this size signifies the intention of conducting a commercial enterprise which we consider incompatible with the locality.

Hope this clarifies our objection to the proposal.

Regards



Brian & Jenny McDowell

9.1 DEPUTY CHIEF EXECUTIVE OFFICER:

9.1.1 List of Accounts Submitted for Council Approval and Payment – February 2016

File Ref. No: NA
Disclosure of Interest: Nil
Date: 10th March 2016
Author: Nichole Gould
Attachments: 9.1.1A List of February 2016 Accounts

Summary

Council is to consider the February 2016 List of Accounts.

Background - Nil

Comment

Council is provided at Attachment 9.1.1A with a list of payments made from each of Council's bank accounts during the month of February 2016.

Strategic Implications - Nil

Statutory Environment – Nil

Policy Implications - Nil

Financial Implications - Nil

Economic Implication - Nil

Environmental Considerations - Nil

Consultation - Nil

Options

Council may resolve:

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

Voting Requirements – Simple Majority

COUNCIL DECISION:

That Council notes the Chief Executive Officer's List Of Accounts for February 2016 paid under Delegated Authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 included at Attachment 9.1.1A including payments from:

1. the Municipal fund totalling \$139,199.09; and
2. the Trust Fund totalling \$18,717.46

Moved: Cr Ballantyne

Seconded: Cr Dowling

Carried 6/0

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL – FEBRUARY 2016

Chq/EFT	Name	Description	Trust	Municipal
010216	4 - Police Licensing	Licensing Payments	-1277.30	
150216	4 - Police Licensing	Licensing Payments	-712.70	
170216	4 - Police Licensing	Licensing Payments	-535.55	
180216	4 - Police Licensing	Licensing Payments	-53.00	
190216	4 - Police Licensing	Licensing Payments	-247.30	
220216	4 - Police Licensing	Licensing Payments	-2579.00	
230216	4 - Police Licensing	Licensing Payments	-34.00	
240216	4 - Police Licensing	Licensing Payments	-980.25	
250216	4 - Police Licensing	Licensing Payments	-23.00	
260216	4 - Police Licensing	Licensing Payments	-651.10	
290216	4 - Police Licensing	Licensing Payments	-1714.30	
030216	4 - Police Licensing	Licensing Payments	-20646.50	
040216	4 - Police Licensing	Licensing Payments	-1067.00	
050216	4 - Police Licensing	Licensing Payments	-185.95	
080216	4 - Police Licensing	Licensing Payments	-2549.90	
090216	4 - Police Licensing	Licensing Payments	-1180.00	
100216	4 - Police Licensing	Licensing Payments	-945.75	
110216	4 - Police Licensing	Licensing Payments	-308.75	
120216	4 - Police Licensing	Licensing Payments	-325.55	
100216	15 - Rent For Venables	Rent For Venables		-360.00
150216	10 - Big Air Cloud Management	Big Air Cloud Management		-116.49
220216	14 - Rent On Forrest Street	Rent On Forrest Street		-600.00
240216	15 - Rent For Venables	Rent For Venables		-360.00
250216	ATO	Clearing Account Bas		-12434.00
080216	14 - Rent On Forrest Street	Rent On Forrest Street		-600.00
080216	12 - Loan Repayment No. 63 Graders	Loan Repayment No. 63 Graders		-2841.70
080216	11 - Interest On Graders	Interest On Graders		-872.58
EFT1943	Western Power	Relocation Of Power Pole-Cnr Popanyinning West Rd & Great Southern Highway		-38728.00
EFT1944	Australian Super	Super Contributions		-118.73
EFT1945	Hostplus Super	Super Contributions		-193.49
EFT1946	Prime Super	Super Contributions		-43.43
EFT1947	WA Local Government Super Plan	Super Contributions		-4794.87
EFT1948	Westscheme Superannuation	Super Contributions		-399.43
EFT1949	Hollywood Touch	Supply Ranch Style Fencing		-3775.00
EFT1950	J & D Rural Fencing	Erect & Supply Material For Horse Yard		-4392.75
EFT1951	Air Liquide PTY LTD	Cylinder Fees-E & G Size		-115.13
EFT1952	Ampac Debt Recovery	Debt Recovery Fees-Jan 2016		-492.92
EFT1953	Avon Waste	Bin Service & Rent X 4 & 2 X Bulk Cardboard Bins		-1848.67
EFT1954	Beaurepaires	Repair Truck Tyre		-119.87
EFT1955	Builders Registration Board Building Commission	January 2016 Building Forms		-51.65
EFT1956	Burgess Rawson (WA) Pty Ltd	Water Usage-08/12/15-10/02/16		-180.49
EFT1957	Ballards Of Narrogin	4 X 45KG Gas Bottles		-704.00
EFT1958	Bims Earthmoving	Excavator Hire-Remove Trees		-2414.50
EFT1959	Boral Construction Materials Group	1000 Litres Of Emulsion		-1210.00
EFT1960	Cuby Roadhouse	January Account-Postage		-603.35
EFT1961	Cailes Gas Services	Supply & Install Heatlie BBQ		-2798.10
EFT1962	Castledex	200 X Assessment Files, 4 X Loop Racks, 2 Boxes Letters		-355.06
EFT1963	E Fire And Safety	Service Fire Equipment-Depot		-1537.80

Chq/EFT	Name	Description	Trust	Municipal
EFT1964	Edge Planning & Property	Planning Work-Nov 2015- Jan 2016-5.75Hrs @\$122		-771.65
EFT1965	Great Southern Fuel Supplies	January Account-Bulk Fuel		-4447.13
EFT1966	Garretts Carpet Cleaning	Cleaning Of New Equestrian Centre Clubrooms		-935.00
EFT1967	Hillcroft Farms	3000 M3 Gravel		-6600.00
EFT1968	Hollywood Touch	Posts & Rails		-250.00
EFT1969	Knightline Computers	Camera Kit		-539.10
EFT1970	Makit Narrogin Hardware	Handle Shovel, Cyclone Shovel, Combination Square		-197.20
EFT1971	Market Creations	Synergy In The Cloud-Disaster Recovery & Business Continuity Test, Project Close Out		-5097.02
EFT1972	Marketforce	Advertising In Narrogin Observer 14/01/16-Council Meeting Dates		-195.49
EFT1973	Melchiorre Plumbing And Gas	Move Drink Fountain & Install New Oven, Drainage Stormwater Done At Metre Rate		-2743.40
EFT1974	Narrogin Auto Electrics	Replace Blower Fan		-1078.88
EFT1975	Narrogin Bearing Services	Air Fittings		-28.85
EFT1976	Narrogin Earthmoving And Concrete	Float Hire 28/01/16-Cuballing To Popanyinning		-297.00
EFT1977	Narrogin Country Fresh Meats	Meat For Councillors Meeting 18/02/16		-66.00
EFT1978	Narrogin Packaging	Bin Liners, Toilet Rolls, Interleave Towels		-376.25
EFT1979	Phill Watts Bulldozing	5000M3 Gravel-Wandering Narrogin Rd		-7500.00
EFT1980	Road Signs Australia	Traffic Cones & Hazard Markers		-3887.18
EFT1981	Ray White Real Estate	Water Consumption-1 Forrest St 08/12/15-10/02/16		-71.35
EFT1982	S & D Strahan Painting Service	Paint Back Office, Storeroom & Female Toilet		-2772.00
EFT1983	Snap Fremantle	1500 X Rates Notices		-842.00
EFT1984	Staples Australia Pty Ltd	2 Corner Work Stations		-859.54
EFT1985	Sunny Brushware Supplies	2 X Full Covers To Suit Sewell Tractor Brooms		-2200.00
EFT1986	Toll Ipec (Courier Australia)	Courier Fees-Fire & Safety		-34.00
EFT1987	The Workwear Group Pty Ltd	Protective Clothing-B Brennan		-73.88
EFT1988	Waterman Irrigation	WI-SP Support Option 1-Standpipe Remote Access Charge \$19 Per Month Sim Card Usage		-250.80
EFT1989	Australian Super	Super Contributions		-186.55
EFT1990	Hostplus Super	Super Contributions		-193.49
EFT1991	WA Local Government Super Plan	Super Contributions		-4630.38
EFT1992	Westscheme Superannuation	Super Contributions		-399.43
14786	Australian Institute of Building Surveyors	WA Non Conforming Products Training-12/02/16-D Baxter		-360.00
14787	Asgard Superannuation Account	Super Contributions		-408.50
14788	Mercer Superannuation	Super Contributions		-113.28
14789	Shire of Cuballing	Reimbursement Of Coles Card-Refreshments & Groceries For Council Meetings		-477.90
14790	Australian Institute of Building Surveyors	Wood Solutions Workshop-07/04/16 D Baxter		-360.00
14791	Synergy	Electricity Charges-Streetlights 25/12/15-24/01/16		-596.90

Attachment 9.1.1A

Chq/EFT	Name	Description	Trust	Municipal
14792	Shire of Cuballing	Building Services-Jan 2016 Labour 14.5Hrs @\$99 Travel 264kms @\$0.95		-1686.30
14793	Telstra	SMS Messages-Harvest Ban Service		-1139.88
14794	Water Corporation	Water Charges-Standpipe At Ridley St Cuballing		-2833.02
14795	Asgard Superannuation Account	Super Contributions		-408.50
14796	Mercer Superannuation	Super Contributions		-97.10
23022016	Commonwealth Bank	Credit Card Charges: Bank Fees		-9.99
23022016	Commonwealth Bank	Credit Card Charges: Australia Day Breakfast		-78.59
2302016	Commonwealth Bank	Credit Card Charges: Red Balloon Day Balloons		-43.55
TOTAL			-18717.46	-139199.09

9.1.2 Statement of Financial Activity

File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	1 st March 2016
Author:	Tonya Williams, Deputy Chief Executive Officer
Attachments:	9.1.2A Statement of Financial Activity 9.1.2A

Summary

Council is to consider the Statement of Financial Activity for February 2016.

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

Governance

The LGIS Dividend has been received earlier than expected. Timing difference as Staff Training expenses have not been utilised. Council election costs and Councillor training are less than budgeted.

Law, Order and Public Safety

Income and expenditure have a permanent difference as an unbudgeted grant was received and expended to install mobile reception boosters at the Fire Stations in Cuballing and Popanyinning. Additional funds have also been paid for the over-expenditure claim from 2014/15.

Health

Additional septic licence fees have been received.

Housing

Timing difference, maintenance costs are lower than budgeted.

Permanent difference, rent contribution by salary sacrifice not budgeted for.

Community Amenities

Permanent difference higher than expected funds for Town Planning received. Timing difference on the expenditure for the Local Planning Strategy review.

Recreation and Culture

Income has a timing difference as budget expected an instalment payment of the CSRFF Grant that has not been received. Income will have a permanent difference as Kidsport funding was received and not budgeted for, Council will now manage these funds. Timing difference, maintenance costs are lower than expected.

Transport

Permanent difference as the depreciation costs on Roads is significantly higher than budgeted due to the revaluation of Infrastructure Assets from 2014/15.

Economic Services

Additional Building Licenses have been received. Expenses for Tourism and Area Promotion (entry statements) lower than budgeted.

Other Property and Services

Private Works has cost less than expected to date. Private Works for Building is also invoiced at the start of the new month and has created a timing difference for invoicing. There is a timing difference on staff training expenses, holiday pay and Public Works Overheads Other spending.

Capital Expenditure

Large invoices for the Capital Works program are being received for payment, there is a timing difference on this expenditure that will even out over the coming months as works are completed.

Purchase of new Ute was more than budgeted, the trade in costs was allocated rather than the full purchase price. Purchase of a new mower was under the capitalisation threshold (and budget) and further spending will be delayed until the new financial year.

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

Administration Allocations done to February 2016.

Depreciation expenses calculated to February 2016.

Strategic Implications - Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications – Nil

Economic Implication - Nil

Environmental Considerations - Nil

Consultation - Nil

Options

Council may resolve:

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

Voting Requirements – Simple Majority

COUNCIL DECISION:

That the Statement of Financial Activity, as included at Attachment 9.1.2A, for the Shire of Cuballing for period ending 29th February 2016 be received.

Moved: Cr Ballantyne

Seconded: Cr Dowling

Carried 6/0

SHIRE OF CUBALLING
MONTHLY FINANCIAL REPORT
For the Period Ended 29 February 2016

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

TABLE OF CONTENTS

Compilation Report	
Monthly Summary Information	
Statement of Financial Activity by Program	
Statement of Financial Activity By Nature or Type	
Statement of Capital Acquisitions and Capital Funding	
Statement of Budget Amendments	
Note 1	Significant Accounting Policies
Note 2	Explanation of Material Variances
Note 3	Net Current Funding Position
Note 4	Cash and Investments
Note 5	Budget Amendments
Note 6	Receivables
Note 7	Cash Backed Reserves
Note 8	Capital Disposals
Note 9	Rating Information
Note 10	Information on Borrowings
Note 11	Grants and Contributions
Note 12	Trust
Appendix A	Details of Capital Acquisitions
Appendix B	Detailed Schedules

Shire of Cuballing

Compilation Report

For the Period Ended 29 February 2016

Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34 .

Overview

Summary reports and graphical progressive graphs are provided on page 3, 4 and 5.
No matters of significance are noted.

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 29 February 2016 of \$480,818.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

Preparation

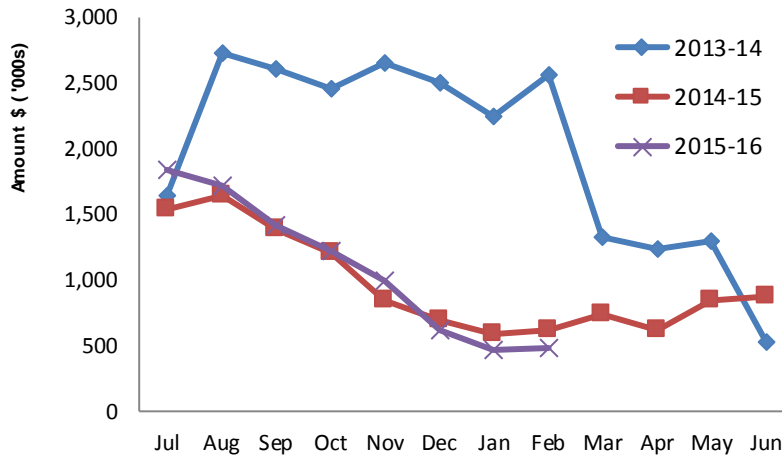
Prepared by: Tonya Williams, Deputy Chief Executive Officer

Reviewed by:

Date prepared: 2nd March 2016

Shire of Cuballing
 Monthly Summary Information
 For the Period Ended 29 February 2016

Liquidity Over the Year (Refer Note 3)



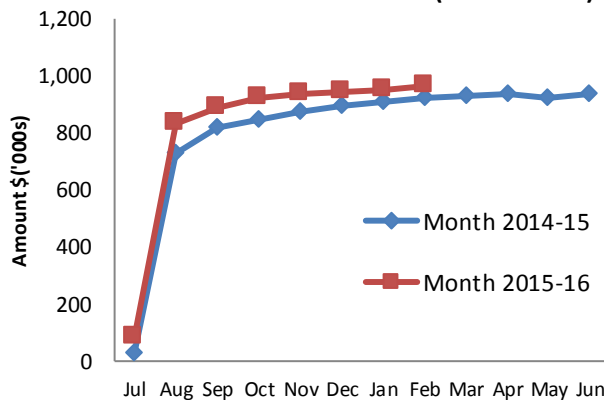
Cash and Cash Equivalents as at period end

Unrestricted	\$ 412,083
Restricted	\$ 1,272,659
	\$ 1,684,742

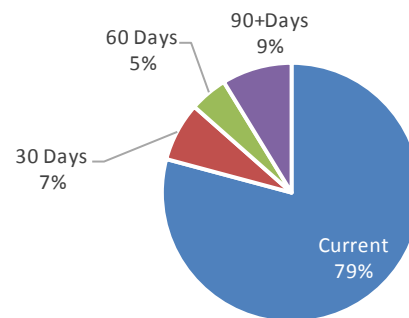
Receivables

Rates	\$ 71,627
Other	\$ 11,361
	\$ 82,988

Rates Receivable (Refer Note 6)



Accounts Receivable Ageing (non-rates) (Refer Note 6)



Comments

Early Discount - 14th August 2015
 Rates Due - 28th August 2015
 47 on installments

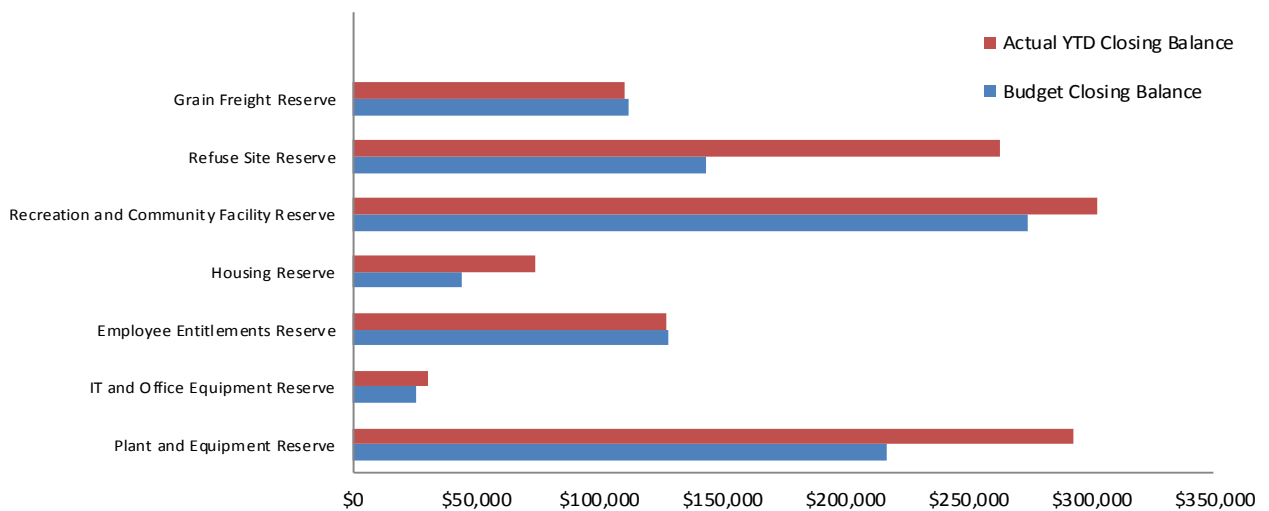
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Cuballing
 Monthly Summary Information
 For the Period Ended 29 February 2016

Capital Expenditure Program YTD (Refer Note 13)



Year To Date Reserve Balance to End of Year Estimate (Refer Note 7)



Comments

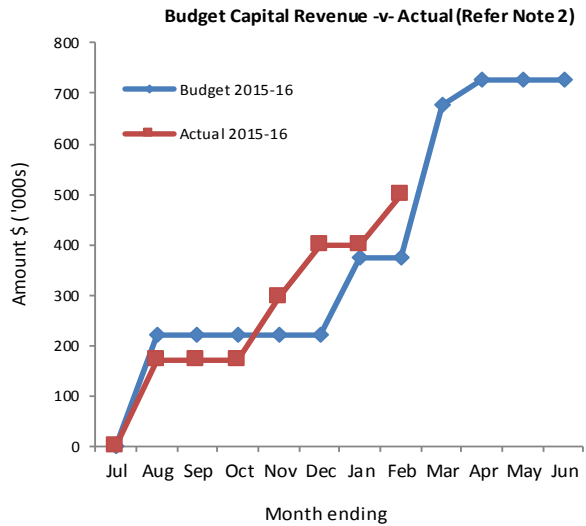
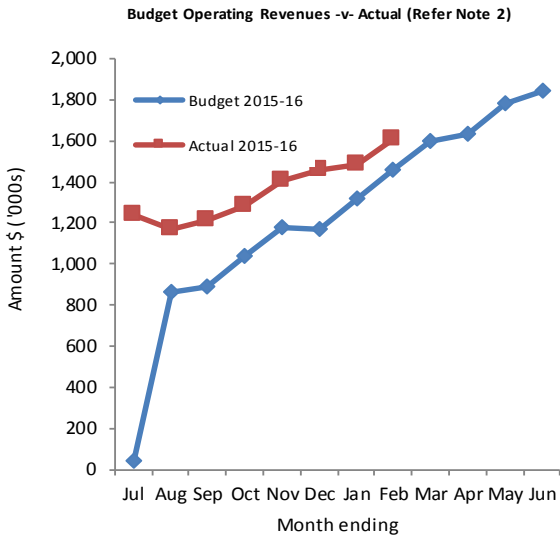
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Cuballing

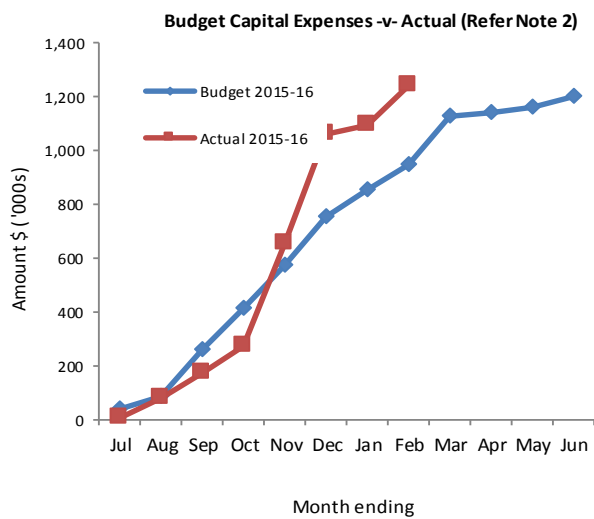
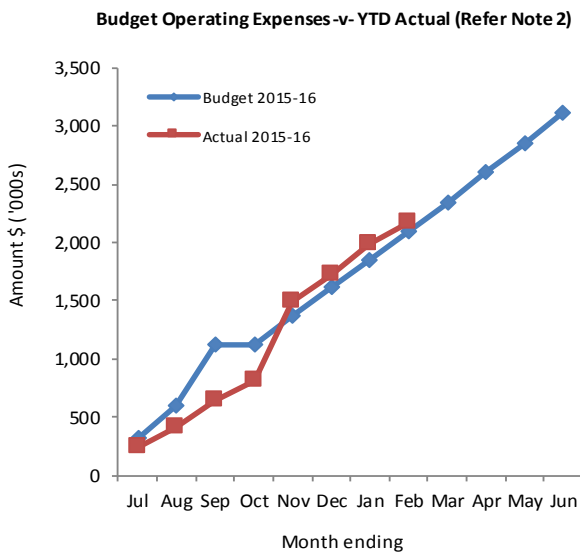
Monthly Summary Information

For the Period Ended 29 February 2016

Revenues



Expenditure



Comments

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

SHIRE OF CUBALLING
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 29 February 2016

	Note	Adopted Annual Budget	Adopted YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues							
Governance		\$ 2,500	\$ 1,828	\$ 6,419	\$ 4,591	% 251.12%	
General Purpose Funding		1,316,565	1,124,645	1,223,417	98,772	8.78%	
Law, Order and Public Safety		20,063	14,875	28,567	13,692	92.05%	▲
Health		1,500	929	1,234	305	32.83%	
Education and Welfare		0	0	0	0		
Housing		0	0	2,880	2,880		
Community Amenities		1,350	786	2,147	1,361	173.15%	
Recreation and Culture		13,750	13,414	14,398	984	7.34%	
Transport		158,287	117,967	115,973	(1,994)	(1.69%)	
Economic Services		32,300	19,700	49,598	29,898	151.77%	▲
Other Property and Services		333,600	165,555	164,125	(1,430)	(0.86%)	
Total Operating Revenue		1,879,915	1,459,699	1,608,758	149,059		
Operating Expense							
Governance		(123,858)	(100,158)	(86,007)	14,151	14.13%	▲
General Purpose Funding		(57,098)	(34,303)	(31,904)	2,399	6.99%	
Law, Order and Public Safety		(114,049)	(78,145)	(76,161)	1,984	2.54%	
Health		(39,543)	(26,618)	(22,812)	3,806	14.30%	▲
Education and Welfare		(75,022)	(11,180)	(10,588)	592	5.29%	
Housing		(48,751)	(33,415)	(32,482)	933	2.79%	
Community Amenities		(235,141)	(147,005)	(111,809)	35,196	23.94%	▲
Recreation and Culture		(254,827)	(178,311)	(180,427)	(2,116)	(1.19%)	
Transport		(1,746,746)	(1,163,965)	(1,229,639)	(65,674)	(5.64%)	
Economic Services		(170,518)	(114,708)	(83,880)	30,828	26.87%	
Other Property and Services		(298,939)	(204,332)	(306,157)	(101,825)	(49.83%)	▼
Total Operating Expenditure		(3,164,492)	(2,092,140)	(2,171,867)	(79,726)		
Funding Balance Adjustments							
Add back Depreciation		923,700	615,784	947,103	331,319	53.80%	▲
Adjust (Profit)/Loss on Asset Disposal	8	59,974	59,974	21,617	(38,357)	(63.96%)	▼
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		(300,904)	43,317	405,612	362,295		
Capital Revenues							
Grants, Subsidies and Contributions	11	756,871	372,990	476,820	103,830	27.84%	▲
Proceeds from Disposal of Assets	8	95,634	95,634	22,134	(73,500)	(76.86%)	▼
Total Capital Revenues		852,505	468,624	498,955	30,330		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(468,473)	(388,965)	(258,876)	130,089	33.44%	▲
Infrastructure - Roads & Footpaths	13	(729,155)	(559,281)	(631,636)	(72,355)	(12.94%)	▼
Plant and Equipment	13	(407,690)	(407,690)	(352,624)	55,066	13.51%	▲
Furniture and Equipment	13	0	0	0	0		
Total Capital Expenditure		(1,605,318)	(1,355,936)	(1,243,136)	112,800		
Net Cash from Capital Activities		(752,813)	(887,312)	(744,181)	143,130		
Financing							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0		
Transfer from Reserves	7	451,505	191,315	191,315	0	0.00%	
Transfer from Restricted Cash		70,275	70,275	64,851	(5,424)		
Transfer to Restricted Cash		0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(66,420)	(39,760)	(39,760)	0	0.00%	
Transfer to Reserves	7	(213,464)	(192,814)	(207,398)	(14,584)	(7.56%)	
Net Cash from Financing Activities		241,896	29,016	9,008	(20,008)		
Net Operations, Capital and Financing		(811,820)	(814,979)	(329,561)	485,418		
Opening Funding Surplus(Deficit)	3	811,820	811,820	810,380	(1,440)	(0.18%)	▼
Closing Funding Surplus(Deficit)	3	(0)	(3,159)	480,818	483,977		

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

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

SHIRE OF CUBALLING
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 29 February 2016

	Note	Adopted Annual Budget	Adopted YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Rates	9	994,120	886,075	994,623	108,548	12.25%	▲
Operating Grants, Subsidies and Contributions	11	454,895	340,624	393,630	53,006	15.56%	▲
Fees and Charges		374,900	253,612	174,839	(78,773)	(31.06%)	▼
Service Charges		0	0	0	0		
Interest Earnings		38,000	25,862	29,245	3,383	13.08%	
Other Revenue		18,000	13,500	16,421	2,921	21.64%	
Profit on Disposal of Assets	8	0	0	0			
Total Operating Revenue		1,879,915	1,519,673	1,608,758	89,085		
Operating Expense							
Employee Costs		(1,030,464)	(678,884)	(523,239)	155,645	22.93%	▲
Materials and Contracts		(922,721)	(601,186)	(493,662)	107,525	17.89%	▲
Utility Charges		(33,000)	(22,039)	(25,324)	(3,285)	(14.91%)	
Depreciation on Non-Current Assets		(923,700)	(615,784)	(947,103)	(331,319)	(53.80%)	▼
Interest Expenses		(16,356)	(10,147)	(10,384)	(237)	(2.34%)	
Insurance Expenses		(116,177)	(115,449)	(109,494)	5,955	5.16%	
Other Expenditure		(62,100)	(48,651)	(41,044)	7,607	15.64%	▲
Loss on Disposal of Assets	8	(59,974)	(59,974)	(21,617)			
Total Operating Expenditure		(3,164,492)	(2,152,114)	(2,171,867)	(58,109)		
Funding Balance Adjustments							
Add back Depreciation		923,700	615,784	947,103	331,319	53.80%	▲
Adjust (Profit)/Loss on Asset Disposal	8	59,974	59,974	21,617	(38,357)	(63.96%)	▼
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		(300,903)	43,317	405,612	323,939		
Capital Revenues							
Grants, Subsidies and Contributions	11	756,871	372,990	476,820	103,830	27.84%	▲
Proceeds from Disposal of Assets	8	95,634	95,634	22,134	(73,500)	(76.86%)	▼
Total Capital Revenues		852,505	468,624	498,955	30,330		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(468,473)	(388,965)	(258,876)	130,089	33.44%	▲
Infrastructure - Roads & Footpaths	13	(729,155)	(559,281)	(631,636)	(72,355)	(12.94%)	▼
Plant and Equipment	13	(407,690)	(407,690)	(352,624)	55,066	13.51%	▲
Furniture and Equipment	13	0	0	0	0		
Total Capital Expenditure		(1,605,318)	(1,355,936)	(1,243,136)	112,800		
Net Cash from Capital Activities		(752,813)	(887,312)	(744,181)	143,130		
Financing							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0		
Transfer from Reserves	7	451,505	191,315	191,315	0	0.00%	
Transfer from Restricted Cash		70,275	70,275	64,851			
Transfer to Restricted Cash		0	0	0			
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(66,420)	(39,760)	(39,760)	0	0.00%	
Transfer to Reserves	7	(213,464)	(192,814)	(207,398)	(14,584)	(7.56%)	
Net Cash from Financing Activities		241,896	29,016	9,008	(14,584)		
Net Operations, Capital and Financing		(811,820)	(814,979)	(329,561)	452,485		
Opening Funding Surplus(Deficit)	3	811,820	811,820	810,380	(1,440)	(0.18%)	
Closing Funding Surplus(Deficit)	3	0	(3,159)	480,818	451,044		

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

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

SHIRE OF CUBALLING
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 29 February 2016

Capital Acquisitions By Class	Note	YTD Actual Total (a)	YTD Budget (b)	Annual Budget	Variance (b) - (a)
Land and Buildings	13	\$ 258,876	\$ 388,965	\$ 468,473	\$ (130,089)
Infrastructure Assets	13	631,636	559,281	729,155	72,355
Plant and Equipment	13	352,624	407,690	407,690	(55,066)
Furniture and Equipment	13	0	0	0	0
Capital Expenditure Totals		1,243,136	1,355,936	1,605,318	(112,800)

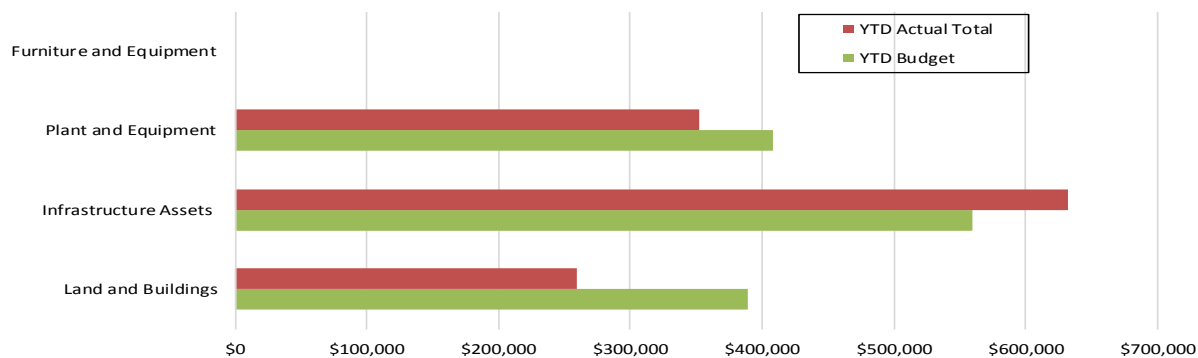
Capital Acquisitions By Program	Note	YTD Actual Total (a)	YTD Budget (b)	Annual Budget	Variance (b) - (a)
Governance	13	\$ 4,199	\$ 5,950	\$ 5,950	\$ (1,751)
Community Amenities	13	0	159,980	180,000	(159,980)
Recreation and Culture	13	234,050	203,035	262,523	31,015
Transport	13	1,004,888	986,971	1,156,845	17,917
Capital Expenditure Totals		1,243,136	1,355,936	1,605,318	(112,800)

Funded By:

Capital Grants and Contributions	341,362	372,990	0	31,628
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	22,134	95,634	0	(73,500)
Own Source Funding - Cash Backed Reserves				
Plant and Equipment Reserve	0	0	76,190	
Administration Building and Office Equipment Reserve	0	0	5,000	
Housing Reserve	0	0	30,000	
Recreation and Community Facility Reserve	0	0	29,000	
Refuse Site Reserve	0	0	120,000	
Grain Freight Reserve	66,000	66,000	66,000	
General Purpose Reserve	125,315	125,315	125,315	
Total Own Source Funding - Cash Backed Reserves	-191,315	191,315	451,505	382,630
Own Source Funding - Operations	879,639	504,682	702,308	374,958
Capital Funding Total	1,243,136	1,355,936	1,605,318	(112,800)

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

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

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

(b) The Local Government Reporting Entity

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

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

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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.

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

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

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

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.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

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

(i) Fixed Assets

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

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

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council 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.

(l) Employee Benefits

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

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

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

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

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

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(r) Statement of Objectives

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

Based upon feedback received from the community the vision of the Shire is:
"A wonderful place to live, work, invest and visit with the community working together to achieve shared objectives"

The Strategic Community Plan defines the key objectives of the Shire as:

"Economic: A strong, resilient and balanced economy.

Environment: Our unique natural and built environment is protected and enhanced.

Social: Our community enjoys a high quality of life.

Civic Leadership: A collaborative and engaged community."

(s) Reporting Programs

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

GOVERNANCE

Expenses associated with provision of services to members of council and elections. Also included are costs associated with computer operations, corporate accounting, corporate records and asset management. Costs reported as administrative expenses are redistributed in accordance with the principle of activity based costing (ABC).

GENERAL PURPOSE FUNDING

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues such as commission on Police Licensing. The costs associated with raising the above mentioned revenues, eg. Valuation expenses, debt collection and overheads.

LAW, ORDER, PUBLIC SAFETY

Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

HEALTH

Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

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

(s) **Reporting Programs (Continued)**

HOUSING

Provision and maintenance of rented housing accommodation for pensioners and employees.

COMMUNITY AMENITIES

Sanitation, sewerage, stormwater drainage, protection of the environment, public conveniences, cemeteries and town planning.

RECREATION AND CULTURE

Parks, gardens and recreation reserves, library services, television and radio re-broadcasting, swimming facilities, walk trails, youth recreation, Shark Bay World Heritage Discovery and Visitor Centre, boat ramps, foreshore, public halls and Shark Bay Recreation Centre.

TRANSPORT

Construction and maintenance of roads, footpaths, drainage works, parking facilities, traffic control, depot operations, plant purchase, marine facilities and cleaning of streets.

ECONOMIC SERVICES

Tourism, community development, pest control, building services, caravan parks and private works.

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

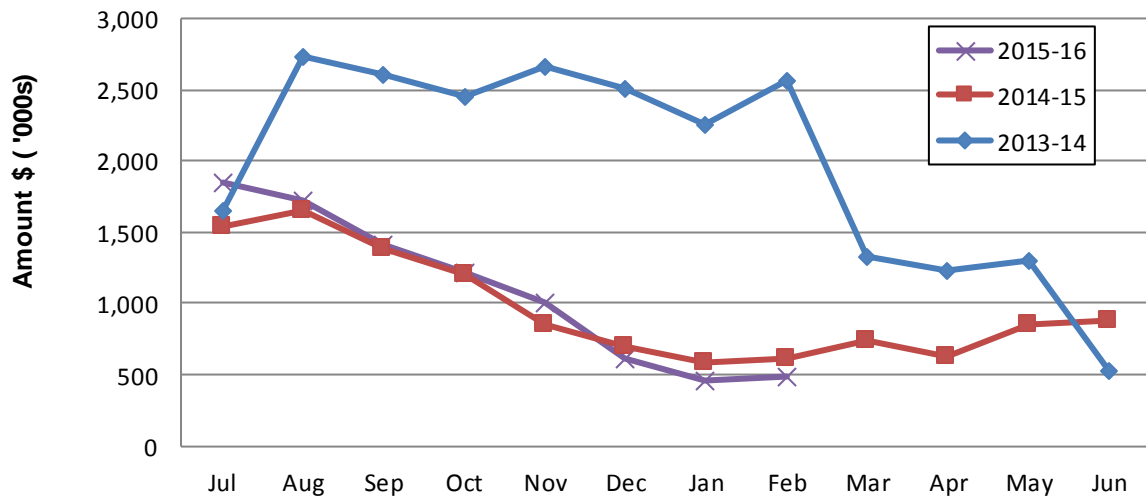
Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Var. \$	Var. %	V	Timing/ Permane	Explanation of Variance
Operating Revenues	\$	%			
General Purpose Funding	98,772	8.78%		Timing	Less on Rates installments than budgeted.
Governance	4,591	251.12%		Permanent	Water Corp Refund received, was expected in June 15. LGIS Dividend paid earlier than expected.
Law, Order and Public Safety	13,692	92.05%	▲	Permanent	Volunteer Bushfire Association Grant received. Additional funds from 14/15 overspend received.
Health	305	32.83%		Timing	Additional Septic Tank Licences received
Education and Welfare	0				No material variance
Housing	2,880			Permanent	Rent contribution, salary sacrifice
Community Amenities	1,361	173.15%		Timing	Additional funds for Town Planning received.
Recreation and Culture	984	7.34%		Permanent	Equestrain Centre lease fee, GST included in budget. Kidsport Grant Money received not budgeted. Second fee for lease expected to be invoice, timing difference. Expected to receive CSRFF funds portion, not received.
Transport	(1,994)	(1.69%)			No material variance
Economic Services	29,898	151.77%	▲	Timing	Additional Building Licenses received
Other Property and Services	(1,430)	(0.86%)		Timing	Private Works Building - invoiced start of new month. Private Works income less than budget.
Operating Expense					
General Purpose Funding	2,399	6.99%		Timing	Rate Recovery invoice allocated but not yet posted
Governance	14,151	14.13%	▲	Timing	Council Election costs less than expected. Admin allocation less than budgeted. Council Training less than budget.
Law, Order and Public Safety	1,984	2.54%		Permanent	Mobile Reception at Fire Stations (Grant) Spending.
Health	3,806	14.30%	▲	Timing	EHO Salary less than budget.
Education and Welfare	592	5.29%		Timing	Age Friendly Audit not completed yet
Housing	933	2.79%		Timing	Housing maintenance costs less than budget.
Community Amenities	35,196	23.94%	▲	Timing	Tip and Cemetery maintenance costs lower than budget. Timing difference on Local Planning Strategy review costs.
Recreation and Culture	(2,116)	(1.19%)		Timing	Maintenance costs lower than budget.
Transport	(65,674)	(5.64%)		Permanent	Depreciation costs higher than budget to 14/15 Road Revaluation. Tourism and area promotion expenses down, noxious weed control expenses lower than budget. Building Services cost lower than budget.
Economic Services	30,828	26.87%		Timing	Timing difference on staff training expenses, holiday pay and PWO other expenditure.
Other Property and Services	(101,825)	(49.83%)	▼	Timing	
Capital Revenues					
Grants, Subsidies and Contributions	103,830	27.84%	▲		CSRFF Grant instalment expected, not received
Proceeds from Disposal of Assets	(73,500)	(76.86%)	▼		CAT Loader not disposed. Veneri Loader disposed, not budgeted.
Capital Expenses					
Land and Buildings	130,089	33.44%	▲	Timing	Transfer Station development not yet started, only one station expected to be completed (2 budgeted). Purchase of Regional Waste Site Land not expected to go ahead.
Infrastructure - Roads	(72,355)	(12.94%)	▼	Timing	Timing difference, large invoices expected in coming months.
Plant and Equipment	55,066	13.51%	▲	Timing	Mowers purchased under threshold, permanent difference to expenditure for next year. Works Ute greater than budget as only trade in cost was accounted for. Loader total cost lower than budget.
Furniture and Equipment	0				No material variance
Financing					
Loan Principal	0	0.00%			No material variance

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 29 Feb 2016	30th June 2016	YTD 01 Mar 2015
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	412,083	774,608	632,036
Cash Restricted - Reserves	4	1,272,659	1,256,586	1,041,903
Cash Restricted Cash	6	0	64,851	0
Receivables	6	93,894	78,409	90,277
Inventories		7,197	7,197	11,032
		1,785,833	2,181,651	1,775,248
Less: Current Liabilities				
Payables and Provisions		(32,355)	(49,834)	(113,170)
		(32,355)	(49,834)	(113,170)
Less: Cash Reserves Restricted	7	(1,272,660)	(1,256,586)	(1,041,903)
Less: Cash - Restricted Municipal		0	(64,851)	0
Net Current Funding Position		480,818	810,380	620,175

Note 3 - Liquidity Over the Year**Comments - Net Current Funding Position**

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.00%	137,207	0		137,207	Commonwealth	At Call
Online Saver	1.75%	78,610			78,610	Commonwealth	At Call
Cash Deposit Account	1.75%	200,000			200,000	Commonwealth	At Call
Police Licensing Account	0.00%	0			0	Commonwealth	At Call
Trust Bank Account	0.00%			20,906	20,906	Commonwealth	At Call
Cash On Hand	Nil	700			700	N/A	On Hand
Reserves	1.75%		1,272,659		1,272,659	Commonwealth	At Call
(b) Term Deposits							
Total		416,518	1,272,659	20,906	1,710,083		

Comments/Notes - Investments

Muni Account Restricted Cash - remaining CLGF funds (all spent)

Police Licensing Account - account not used as funds go through Trust account. Account Closed November 2015, funds transferred to Muni.

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

Note 5: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption		Opening Surplus	\$	\$	\$	\$
	Permanent Changes						0
	Changes Due to Timing						0
				0	0	0	

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

Note 6: RECEIVABLES

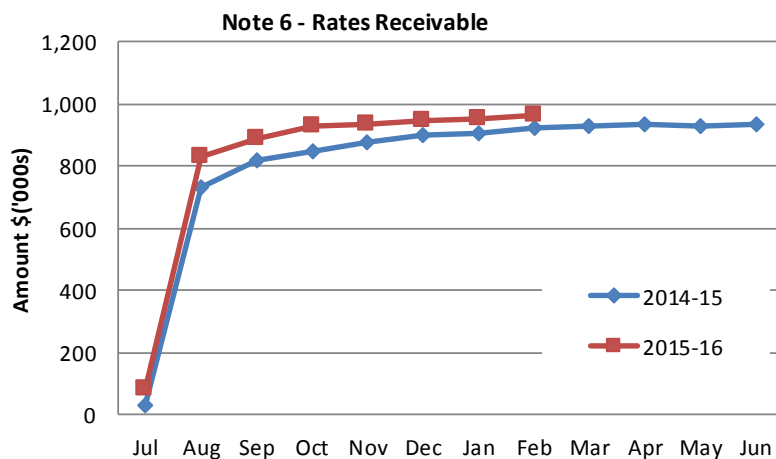
Receivables - Rates Receivable

Opening Arrears Previous Years
 Levied this year
Less Collections to date
 Equals Current Outstanding

Net Rates Collectable

% Collected

	YTD 29 Feb 2016	30 June 2015
	\$	\$
Opening Arrears Previous Years	39,377	28,976
Levied this year	994,626	944,371
<u>Less Collections to date</u>	(962,376)	(933,970)
Equals Current Outstanding	71,627	39,376
Net Rates Collectable	71,627	39,376
% Collected	93.07%	95.95%



Comments/Notes - Receivables Rates

Early Discount - 14th August 2015
 Rates Due - 28th August 2015

Receivables - General

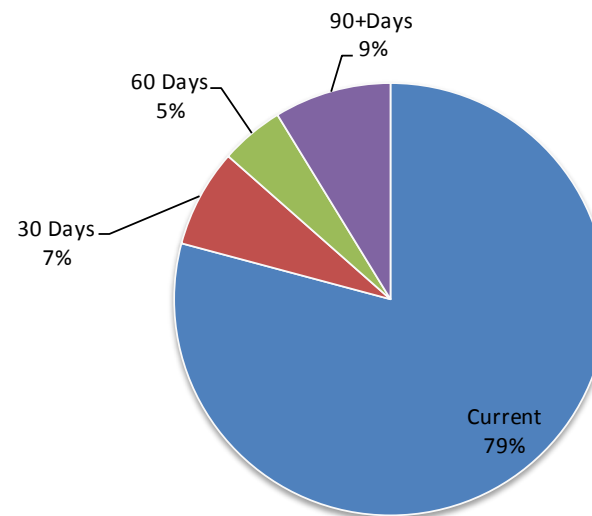
Receivables - General

Total Receivables General Outstanding

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	8,994	834	539	994
Total Receivables General Outstanding				11,361

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



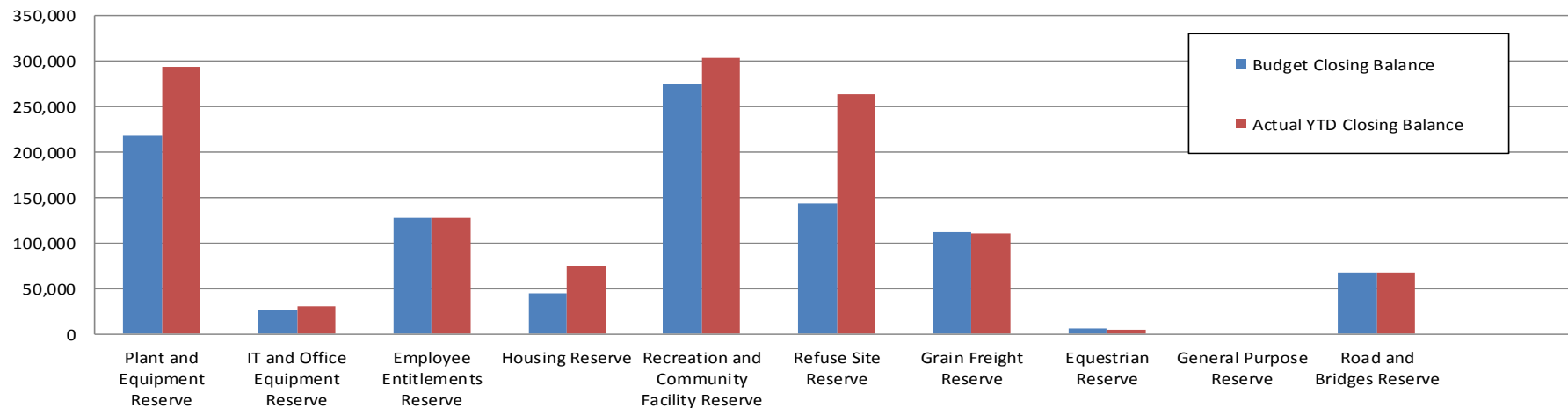
Comments/Notes - Receivables General

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

Note 7: Cash Backed Reserve

2015-16										
Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
Plant and Equipment Reserve	\$ 289,119	\$ 4,372	\$ 3,700	\$ 0	\$ 0	\$ (76,190)	\$ 0		\$ 217,301	\$ 292,819
IT and Office Equipment Reserve	29,864	452	382	0	0	(5,000)	0		25,316	30,246
Employee Entitlements Reserve	126,014	1,906	1,613	0	0	0	0		127,920	127,627
Housing Reserve	7,791	1,106	936	65,327	65,315	(30,000)	0		44,224	74,042
Recreation and Community Facility Reserve	299,160	4,524	3,829	0	0	(29,000)	0		274,684	302,989
Refuse Site Reserve	199,867	3,930	3,326	60,000	60,000	(120,000)	0		143,797	263,193
Grain Freight Reserve	175,256	2,650	1,398	0	0	(66,000)	(66,000)		111,906	110,654
Equestrian Reserve	4,191	200	54	2,000	0	0	0		6,391	4,245
General Purpose Reserve	125,315	0	0	0	0	(125,315)	(125,315)		0	0
Road and Bridges Reserve	0	998	845	66,000	66,000	0	0		66,998	66,845
	1,256,577	20,138	16,083	193,327	191,315	(451,505)	(191,315)		1,018,537	1,272,660

Note 7 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 29 02 2016			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				Plant and Equipment				
26,000	(6,083)	12,134	(7,782)	Colorado Utility - Crew Vehicle	(10,152)	(7,782)	2,370	
			0	CAT 930G - Loader	(49,822)	0	49,822	
25,000	(1,165)	10,000	(13,835)	Veneri Loader	0	(13,835)	(13,835)	
			0			0	0	
			0			0	0	
51,000	(7,248)	22,134	(21,617)		(59,974)	(21,617)	38,357	

Comments - Capital Disposal/Replacements

Colorado Utility traded in September - \$12,134.40

CAT Loader no longer to be traded, as per September Council Meeting Resolution

Veneri Loader sale as per February Council Meeting Resolution

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

Note 9: RATING INFORMATION	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
RATE TYPE											
General Rates											
GRV	0.0663	170	2,168,114	143,112	0	0	143,112	143,724	0	0	143,724
UV	0.0071	216	99,824,000	705,556	0	0	705,556	705,556	0	0	705,556
Sub-Totals		386	101,992,114	848,668	0	0	848,668	849,280	0	0	849,280
Minimum Payment	Minimum \$										
GRV	620.00	162	741,460	100,440	0	0	100,440	100,440	0	0	100,440
UV	800.00	128	10,469,225	102,400	0	0	102,400	102,400	0	0	102,400
Sub-Totals		290	11,210,685	202,840	0	0	202,840	202,840	0	0	202,840
Ex-Gratia Rates							1,051,508				1,052,120
Specified Area Rates							0				0
Amount from General Rates							1,051,508				1,052,120
Discounts							(55,111)				(58,000)
Write Off							(1,771)				
Totals							994,626				994,120

Comments - Rating Information

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

The general rates detailed above for the 2015/16 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

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

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Loan Date	Years	Principal 1-Jul-15	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
					Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$
RECREATION AND CULTURE										
Loan 61 - Change Rooms	31/10/2005	10	2,622		2,622	2,622	-	-	37	40
TRANSPORT										
Loan 62 - Loader	11/08/2008	10	95,916		14,694	29,882	81,222	66,034	3,077	5,660
Loan 63 - Graders	7/02/2014	8	257,040		22,444	33,916	234,596	223,124	7,270	10,655
	120,004	28	355,578	0	39,760	66,420	315,818	289,158	10,384	16,356

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2015-16 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	281,045	0	281,045	0	133,505	147,540
Grants Commission - Roads	WALGGC	Y	149,287	0	149,287	0	201,962	(52,675)
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Services	Y	15,563	0	15,563	0	(349)	15,911
Smartboxes at Firestations	Volunteer Bushfire Association	Y	0	0	2,891	0	2,891	0
COMMUNITY AMENITIES								
Regional Landfill Transfer Station Infrastructure Development Grant	Waste Authority	Y	30,000	0	0	30,000	0	30,000
RECREATION AND CULTURE								
CSRFF Grant - Equestrian Show Jumping Arena	CSRFF	Y	60,419	0	0	60,419	0	60,419
Community Group Contribution to Equestrian Show Jumping Arena	DREA, DPA	Y	40,909	0	0	40,909	0	40,909
Kidsport Funding	Dept. of Sport & Recreation	Y	0	0	1,100	0	1,000	100
TRANSPORT								
Direct Grant	Main Roads	Y	69,700	0	0	69,700	69,700	0
Roads To Recovery Grant - Capital	Roads to Recovery	Y	303,390	0	0	303,390	201,962	101,428
RRG Grants - Capital Projects	Regional Road Group	Y	252,453	0	0	252,453	69,700	182,753
Licensing Commission	Dept. of Transport	Y	9,000	0	9,000	0	109,757	(100,757)
TOTALS			1,211,766	0	458,885	756,871	790,130	425,627
Operating	Operating		458,885				448,767	
Non-Operating	Non-operating		726,871				341,362	
			<u>1,185,756</u>				<u>790,130</u>	

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

Note 12: TRUST FUND

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

Description	Opening Balance 1 Jul 15	Amount Received	Amount Paid	Closing Balance 29-Feb-16
	\$	\$	\$	\$
Bonds - Building	14,389	0	0	14,389
Bonds - Hall Hire	1,050	300	(300)	1,050
Commodine Tennis Club	3,090	0	(91)	2,999
Cuballing Country Festival	1,099	0	0	1,099
Cuballing Cricket Club	200	0	0	200
Popo Plates	0	0	0	0
Cuballing Football Association	566	0	0	566
Environment and Townscape Trust Fund	5,713	0	0	5,713
Police Licensing	5,148	180,272	(181,595)	3,825
Swipe cards	1,545	0	0	1,545
Reimbursements	0	320	0	320
	32,800	180,892	(181,986)	31,706

Level of Completion Indicators

- 0% ○
 20% ○
 40% ●
 60% ●
 80% ●
 100% ●

SHIRE OF CUBALLING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 29 February 2016

Note 13: CAPITAL ACQUISITIONS

		YTD 31 07 2015					
Level of Completion Indicator	Infrastructure Assets	COA / Job	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Strategic Reference / Comment
	Land and Buildings						
	Governance						
●	Back Office Fit Out	104261	(5,950)	0	(4,199)	(4,199)	
○	Governance Total		(5,950)	0	(4,199)	(4,199)	
	Community Amenities						
○	Refuse Site - Land Purchase	10740	(80,000)	(80,000)	0	80,000	
○	Transfer Station Development	10742	(100,000)	(79,980)	0	79,980	
○	Community Amenities Total		(180,000)	(159,980)	0	159,980	
	Recreation And Culture						
●	Equestrian Clubrooms	11148	(56,060)	(56,060)	(54,487)	1,573	
●	Tennis Building	11055	(9,200)	(9,200)	(9,357)	(157)	
●	Equestrian Show Jumping Arena	11305	(172,263)	(137,775)	(170,206)	(32,431)	
○	Popanyinning School	11056	(25,000)	0	0	0	
○	Recreation And Culture Total		(262,523)	(203,035)	(234,050)	(31,015)	
	Transport						
●	Depot Shed Upgrade	12145	(20,000)	(20,000)	(20,627)	(627)	
●	Transport Total		(20,000)	(20,000)	(20,627)	(627)	
○	Land & Buildings Total		(468,473)	(383,015)	(258,876)	124,139	
	Plant and Equipment						
	Transport						
●	CAT Loader and Attachments	12419	(330,000)	(330,000)	(276,000)	54,000	
●	Colorado Utility - Crew Vehicle	12417	(31,500)	(31,500)	(41,934)	(10,434)	
○	Mowers - Roadside and Oval	12420	(11,500)	(11,500)	0	11,500	
●	Traffic Lights	12421	(34,690)	(34,690)	(34,690)	0	
●	Transport Total		(407,690)	(407,690)	(352,624)	55,066	
●	Plant & Equipment Total		(407,690)	(407,690)	(352,624)	55,066	
	Roads						
	Transport						
○	Wandering Narrogin Road - RRG	J600	(378,680)	(278,961)	(347,975)	(69,014)	
○	Reseals - CLGF, R2R	12105	(85,760)	(37,263)	(46,949)	(9,686)	
●	Popanyinning East Reseals - R2R	R004	(74,925)	(44,939)	(76,115)	(31,176)	
●	Popanyinning West Stabilisation- R2R	R002	(72,001)	(44,005)	(84,696)	(40,691)	
○	Popanyinning West Widening - R2R	R002A	(73,361)	(43,187)	(35,818)	7,369	
○	Popanyinning Truck Bay and Standpipe - R2R	R024	(44,428)	(26,649)	(4,745)	21,904	
●	Town Reseals	J411	(39,182)	(23,499)	(35,337)	(11,838)	
●	Transport Total		(768,337)	(498,503)	(631,636)	(121,295)	
●	Roads Total		(768,337)	(498,503)	(631,636)	(121,295)	
○	Capital Expenditure Total		(1,644,500)	(1,289,208)	(1,243,136)	57,910	

9.1.3 Record Keeping Plan Adoption

File Ref. No: ADM40
Disclosure of Interest: N/A
Date: 23rd February 2016
Author: Tonya Williams, Deputy CEO
Attachments: 9.1.3A Draft Record Keeping Plan

Summary

To adopt an updated Record Keeping Plan to provide to the State Records Office after a review of the Shire's Record Keeping practices.

Background

Comment

As part of the 2015/16 Budget, Council opted to provide funds for a review of the Shire's Record Keeping practices and update them to the Keywords for Councils system. This review has been completed and the new classification system successfully implemented.

Further to this, Council is required to submit an updated Record Keeping Plan to the State Records Office. The Shire of Cuballing were due for a review in 2015 of the existing Plan and were given an extension by the State Records Office to complete our scheduled review of the existing Record Keeping System.

The previous Record Keeping Plan had been in place since 2007 with minimal changes. The updated Plan reflects new practices and classification systems implemented by the Shire to ensure efficiency and compliance.

Administration staff were involved in the development of the updated Policies and Procedures to ensure they accurately reflected Shire practices. The State Records Office has also provided feedback on the attached and it has been incorporated for Council's consideration.

Strategic Implications - Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications – Nil

Economic Implication - Nil

Environmental Considerations - Nil

Consultation

Administration Staff Members
State Records Office

Options

Council may resolve:

1. the Officer's Recommendation; or
2. not resolve the Officer's Recommendation.

Voting Requirements – Simple Majority

COUNCIL DECISION:

That the Record Keeping Plan, as included at Attachment 9.1.3A for the Shire of Cuballing be adopted.

Moved Cr Dowling

Seconded: Cr Newman

Carried 6/0

Shire of Cuballing

RECORDKEEPING PLAN

2016

TABLE OF CONTENTS

Introduction.....	53
1. Principle One: Proper and Adequate Records.....	55
1.1 Historical Background	55
1.2 Strategic Focus and Main Business Activity	55
1.3 Functions, including those outsourced.....	55
1.4 Major Stakeholders	57
1.5 Enabling Legislation	57
1.6 Legislation and Regulations Administered by the Shire of Cuballing	57
1.7 Other Legislation Affecting the Shire of Cuballing	58
1.8 Major Government Policy and/or Industry Standards	58
2. Principle Two: Policies and Procedures.....	59
2.1 Records Management and Business Information Systems	59
2.1.1 Records Management System.....	59
2.1.2 Business Information System/s.....	59
2.2 Records Management Policy and Procedures.....	59
2.3 Certification of Policies and Procedures	61
2.4 Evaluation of Policies and Procedures	61
3. Principle Three: Language Control	62
3.1 Keyword for Councils Thesaurus Implemented	62
3.2 Assessment of its Effectiveness.....	62
3.3 Identified Areas for Improvement.....	62
4. Principle Four: Preservation.....	63
4.1 Assessment of the Risks	63
4.1.1 On Site Storage.....	63
4.1.3 Storage of Archives	63
4.1.4 Storage of Backups.....	63
4.1.5 Quantity of Records	63
4.1.6 Security and Access.....	63
4.2 Assessment of the Impacts of Disasters	63
4.3 Strategies in Place for Prevention and Response	64
4.3.1 Vital Records Program	64
4.3.2 Back-up Procedures for Electronic Records	64
4.3.3 Security	64
4.3.4 Storage Reviews	64
4.3.5 Recovery of Lost Information	64
4.4 Identified Areas for Improvement.....	65
5. Principle Five: Retention and Disposal	66
5.1 General Disposal Authority for Local Government Records	66
5.1 Restricted Access Archives.....	66

5.2	Archives not Transferred to the SRO	66
5.3	Disposal Program Implemented	66
5.4	Authorisation for Disposal of Records	66
5.5	Identified Areas for Improvement	66
6.	Principle Six: Compliance	67
6.1	Staff Training, Information Sessions	67
6.2	Performance Indicators in Place	67
6.3	Agency's Evaluation	67
6.4	Annual Report	68
6.5	Identified Areas for Improvement	68
	SRC Standard 6: Outsourced Functions	69
7.1	Outsourced Functions Identified	69
7.2.1	Planning	69
7.2.2	Ownership	69
7.2.3	Control	69
7.2.4	Disposal	69
7.2.5	Access	69
7.2.6	Custody	69
7.2.7	Contract Completion	69
7.2	Identified Areas for Improvement	70
 <u>Appendices</u>		
	Appendix 1 – Functions of the Shire	23
	Appendix 2 – Legislation & Regulations Administered by the Shire, and Local Laws of the Shire	25
	Appendix 3 – Other Legislation & Regulations Affecting the Operations of the Shire	27
	Appendix 4 – Major Government & Industry Standards	28
	Appendix 5 – Record Keeping Policies and Procedures for the Shire	30
	Appendix 6 – Disaster Recovery Plan – Records	31
	Appendix 7 – Sample of Record Disposal Authority	32
	Appendix 8 – Sample of Staff Record Training	33
	Appendix 9 – Shire of Cuballing Annual Report excerpt	34
	Appendix 10 – Record Keeping for Contractors	35

Introduction

This document is presented to the State Records Commission in accordance with Section 28 of the *State Records Act 2000* (the Act). Section 28 (5) of that Act requires that no more than 5 years must elapse between approval of a government organization's Recordkeeping Plan and a review of it.

State Records Commission (SRC) Standard 1 – *Government Recordkeeping* requires that government organizations ensure that records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the SRC. SRC Standard 2 – *Recordkeeping Plans* comprises six recordkeeping principles each of which contains minimum compliance requirements.

The purpose of this Recordkeeping Plan is to set out the matters about which records are to be created by the Shire of Cuballing and how it is to keep its records. The Recordkeeping Plan is to provide an accurate reflection of the recordkeeping program within the organization, including information regarding the organization's recordkeeping system(s), disposal arrangements, policies, practices and processes. The Recordkeeping Plan is the primary means of providing evidence of compliance with the Act and the implementation of best practice recordkeeping within the organization.

The objectives of the Shire of Cuballing RKP are to ensure:

- Compliance with Section 28 of the *State Records Act 2000*;
- Recordkeeping within the Local Government is moving towards compliance with State Records Commission Standards and Records Management Standard AS ISO 15489;
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions;
- Recorded information can be retrieved quickly, accurately and cheaply when required; and the
- Protection and preservation of the Local Government's records.

In accordance with Section 17 of the Act, the Shire of Cuballing and all its employees are legally required to comply with the contents of this Plan.

This Recordkeeping Plan applies to all of the Shire of Cuballing:

- Employees;
- Contractors;
- Organizations performing outsourced services on behalf of the Shire of Cuballing; and
- Elected members.

NOTE: *The policy approach of the State Records Commission in monitoring the recordkeeping obligations in respect to Local Government elected members is:*

“In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council.

This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.

Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council."

Local Governments are to address the management of elected members government records in accordance with this policy, in their Recordkeeping Plans.

This Recordkeeping Plan supersedes RKP2007043 and applies to all records created or received by any of the above parties, regardless of:

- Physical format;
- Storage location; or
- Date created.

For the purposes of this RKP, a record is defined as meaning "any record of information however recorded" and includes:

- (a) any thing on which there is writing or Braille;
- (b) a map, plan, diagram or graph;
- (c) a drawing, pictorial or graphic work, or photograph;
- (d) any thing on which there are figures marks, perforations, or symbols, having meaning for persons qualified to interpret them;
- (e) any thing from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
- (f) any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically."
(State Records Act, 2000)

1. Principle One: Proper and Adequate Records

Government organizations ensure that records are created and kept which properly and adequately record the performance of the organization's functions and which are consistent with any written law to which the organization is subject when performing its functions.

1.1 Historical Background

Initially, the Shire of Cuballing and its district came under the administration of the combined Narrogin-Cuballing Road Board. In 1903, the Cuballing Road Board was formed when Cuballing members decided that the ratepayers of the area would be better served by a board of their own. In 1961 the Cuballing Road Board was renamed the Shire of Cuballing and has been recognized as a Local Government Authority since.

At present, the Shire of Cuballing has twelve localities within the district. These localities are:

West Popanyinning	Popanyinning
East Popanyinning	Stratherne
Lol Gray	Yornaning
Dryandra	Townsendale
Commodine	Contine
Cuballing	Wardering

The Shire comprises of a Shire President, who is elected by Council. There are six elected members.

The Shire is managed by the Chief Executive Officer (CEO) and supported by a team of Administration Officers and a Works Supervisor who is responsible for managing the outside works staff. The Chief Executive Officer's role is to carry the ultimate responsibility for the efficient and effective utilization of the organisation's resources in the achievement of Council's objectives.

1.2 Strategic Focus and Main Business Activity

The Shire of Cuballing is a rural Local Government with primary industries being broad acre farming and sheep production. However, there are other activities carried out which include: steel product manufacturing, boarding kennels, bobcat and truck hire and building maintenance.

The Shire is comprised of two town sites, being Cuballing and Popanyinning.

Cuballing's strategic focus is to provide services and facilities to maintain and enhance the quality of life for its residents and ratepayers through the responsible use of available resources.

1.3 Functions, including those outsourced

The Shire of Cuballing provides for the good governance of the community in its district, including legislative and executive functions. The services of the Shire of Cuballing are available to all customers, free from any form of discrimination. The functions and activities of the Shire of Cuballing (including those contracted out to other organizations) can be broadly described as follows:

Function	Brief Description
Commercial Activities	The function of competing commercially or providing services to other local governments or agencies on a fee for service basis. Includes undertaking activities on a consultancy or contract basis.
Community Relations	The function of establishing rapport with the community and raising and advancing the Council's public image and its relationships with outside bodies, including the media and the public.
Community Services	The function of providing, operating or contracting services to assist local residents and the community.
Corporate Management	The function of applying broad systematic planning to define the corporate mission and determine methods of the Shire of Cuballing's operation.
Council Properties	The function of acquiring, constructing, designing, developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by the Shire of Cuballing.
Customer Service	The function of planning, monitoring and evaluating services provided to customers by the council.
Development & Building Controls	The function of regulating and approving building and development applications for specific properties, buildings, fences, signs, antennae, etc. covered by the Building Code of Australia and the Environment Protection Authority (EPA).
Economic Development	The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade.
Emergency Services	The function of preventing loss and minimising threats to life, property and the natural environment, from fire and other emergency situations.
Environmental Management	The function of managing, conserving and planning of air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species.
Financial Management	The function of managing the Shire of Cuballing's financial resources.
Governance	The function of managing the election of Council representatives, the boundaries of the Shire of Cuballing, and the terms and conditions for Elected Members.
Government Relations	The function of managing the relationship between the Council and other governments, particularly on issues which are not related to normal Council business such as Land Use and Planning or Environment Management.
Grants & Subsidies	The function of managing financial payments to the Shire of Cuballing from the State and Federal Governments and other agencies for specific purposes.
Information Management	The function of managing the Shire of Cuballing's information resources, including the storage, retrieval, archives, processing and communications of all information in any format.
Information Technology	The function of acquiring and managing communications and information technology and databases to support the business operations of the Shire of Cuballing.

Function	Brief Description
Land Use & Planning	The function of establishing a medium to long term policy framework for the management of the natural and built environments.
Laws & Enforcement	The function of regulating, notifying, prosecuting, and applying penalties in relation to the Council's regulatory role.
Parks & Reserves	The function of acquiring, managing, designing and constructing parks and reserves, either owned or controlled and managed by Council.
Personnel	The function of managing the conditions of employment and administration of personnel at the Shire of Cuballing including consultants and volunteers.
Plant, Equipment & Stores	The function of managing the purchase, hire or leasing of all plant and vehicles, and other equipment. Includes the management of the Shire of Cuballing's stores. Does not include the acquisition of information technology and telecommunications.
Public Health	The function of managing, monitoring and regulating activities to protect and improve public health under the terms of the Public Health Act, health codes, standards and regulations.
Rates & Valuations	The function of managing, regulating, setting and collecting income through the valuation of rateable land and other charges.
Recreation & Cultural Services	The function of the Shire of Cuballing arranging, promoting or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services.
Risk Management	The function of managing and reducing the risk of loss of Shire of Cuballing properties and equipment and risks to personnel.
Roads	The provision of road construction and maintenance of rural roads and associated street services to property owners within the Shire of Cuballing area.
Drainage	The function of designing and constructing, maintaining and managing Council's drainage, storm water and flood mitigation works.
Waste Management	The function of providing services by the Shire of Cuballing to ratepayers for the removal of solid waste, destruction and waste reduction.

1.4 Major Stakeholders

The Shire of Cuballing's major stakeholders are employees, residents, ratepayers, the general public and Elected Members.

The Shire of Cuballing recognises and supports the activities of those groups that also provide services to residents, including community groups, the business community and State and Federal Government agencies.

1.5 Enabling Legislation

The Shire of Cuballing is established under the *Local Government Act 1995*.

1.6 Legislation and Regulations Administered by the Shire of Cuballing

For a list of the legislation, regulations and local laws the Shire of Cuballing is wholly or partly responsible for administering, please see Appendix 2.

1.7 Other Legislation Affecting the Shire of Cuballing

For a list of the legislation and regulations that also affect the functions and operations of the Shire of Cuballing, please see Appendix 3.

1.8 Major Government Policy and/or Industry Standards

For a list of government and industry standards and codes of practice have been imposed upon or adopted by the Shire of Cuballing, please see Appendix 4.

2. Principle Two: Policies and Procedures

Government organizations ensure that recordkeeping programs are supported by policy and procedures.

2.1 Records Management and Business Information Systems

The Shire of Cuballing's record keeping program will be compliant with legislative requirements and best practice standards. It strives to be reliable, systematic and well managed within a framework for consistent and accountable implementation.

2.1.1 Records Management System

The Shire of Cuballing Records System is a manual paper based system. Files are recorded in an excel spreadsheet, where all incoming and outgoing correspondence is also recorded. The physical document is placed onto the correct file for later reference.

The system was last reviewed in late 2015, where it was updated to Keywords for Council as a classification system. The changeover was managed by an external consultant with extensive support from the Administration team. Training was provided to all staff members that use the records system on the new classification system and the correct procedures for managing records.

2.1.2 Business Information System/s

The Shire of Cuballing uses the software SynergySoft to record its Financial Management, Human Resources (including payroll), Rates and Asset Management data.

Some data runs through both systems, largely information such as grant funding, Rates Rolls and Audit information. Rates Rolls are received from Landgate, run through the record keeping system and the data is entered into SynergySoft for use. Audit information is taken from Synergy data and then stored in the record keeping system to be provided to the Auditor as supporting documentation for end of year processes and calculations. Personal information is also stored in the record keeping system, this data is entered into SynergySoft for use.

2.2 Records Management Policy and Procedures

The creation and management of records is coordinated by the Shire of Cuballing's Administration team. The policy and procedures are to be reviewed annually to ensure accuracy and relevance.

For the recordkeeping policy and procedures of the Shire of Cuballing please refer to Appendix 5.

Table 2.1

Recordkeeping Activities for the management of hard copy records and covered in the Shire of Cuballing's Policies and Procedures	YES	NO
Correspondence capture and control – including incoming and outgoing mail registration; responsibilities assigned for classifying, indexing and registration; file titling and file numbering conventions. Include specific provisions for capture and control of Elected Members' correspondence.	<input checked="" type="checkbox"/>	

Recordkeeping Activities for the management of hard copy records and covered in the Shire of Cuballing's Policies and Procedures	YES	NO
<p>Digitization – including categories of records digitized; disposal of source records; digitization specifications. See <i>General disposal authority for source records</i>;</p> <p>NB: This procedure is only required where the organization intends to dispose of source records prior to the expiration of the approved minimum retention period after digitising.</p>		<input checked="" type="checkbox"/>
<p>Mail distribution – including frequency, tracking mechanisms and security measures.</p>	<input checked="" type="checkbox"/>	
<p>File creation and closure – including assigned responsibility and procedures for both physical and automated file creation.</p>	<input checked="" type="checkbox"/>	
<p>Access to corporate records – procedures for access to and security of corporate records.</p>	<input checked="" type="checkbox"/>	
<p>Authorised disposal of temporary records and transfer of State archives to the State Records Office (SRO) – any assigned responsibilities.</p>	<input checked="" type="checkbox"/>	
<p>Electronic records management – including the organization's approach and methodology for the capture and management of its electronic records (e.g. print and file, identification of the official record, use of EDRMS, hybrid system etc).</p>	<input checked="" type="checkbox"/>	
<p>Email management – including the capture, retention and authorised disposal of email messages to ensure accountability. Should indicate whether the organization is utilising a document management system or hard copy records system (e.g. print and file, identification of the official record, use of EDRMS, hybrid system etc.)</p>	<input checked="" type="checkbox"/>	
<p>Website management –</p> <p>i) including guidelines to determine which is the complete and accurate record, particularly in regard to the purpose of the site (e.g. whether informational/transactional).</p> <p>ii) Responsibility for the website and strategies implemented for the management of the website over time, including capture of periodic snapshots of the site and mechanisms for recording website amendments.</p>		<input checked="" type="checkbox"/>
<p>Metadata management – including authority for the capture and control of metadata.</p>		<input checked="" type="checkbox"/>
<p>System/s management – including any delegations of authority for the control and security of systems utilised by the organization (e.g. provision of access to systems through individual logins and passwords, protection of servers etc).</p>		<input checked="" type="checkbox"/>
<p>Migration strategy – strategies planned or in place for migrating information and records over time (e.g. through upgrades in hardware and software applications, and any assigned responsibilities) for long-term retention and access. See <i>Public Records Policy: 8 – Policy for the ongoing management of electronic records designated as having archival value</i>.</p>		<input checked="" type="checkbox"/>

2.3 Certification of Policies and Procedures

Evidence of formal authorisation that the policies and procedures are in place and promulgated throughout the Shire of Cuballing is provided by the copy of the certification document signed by the CEO. Please refer to Appendix 5.

2.4 Evaluation of Policies and Procedures

The recordkeeping policies and procedures for the Shire of Cuballing cover all categories identified in Principle 2 of SRC Standard 2 and are assessed as operating efficiently and effectively across the Shire of Cuballing.

3. Principle Three: Language Control

Government organizations ensure that appropriate controls are in place to identify and name government records.

3.1 Keyword for Councils Thesaurus Implemented

The Shire of Cuballing has adopted and implemented the Keyword for Councils thesaurus for the titling of all its records.

3.2 Assessment of its Effectiveness

The thesaurus operates well within the Shire of Cuballing. It covers both administrative and functional activities of the Shire of Cuballing, is available for use by all staff and information can be filed and found without difficulty. This tool will be adjusted to reflect changes to the functions and activities of the Shire of Cuballing as may occur from time to time.

3.3 Identified Areas for Improvement

Nil.

4. Principle Four: Preservation

Government organizations ensure that records are protected and preserved

For the Records Disaster Recovery Plan for the Shire of Cuballing please refer to Appendix 6.

4.1 Assessment of the Risks

4.1.1 On Site Storage

The Shire of Cuballing has its current and active records located in onsite storage at 22 Campbell St, Cuballing WA 6311. The Shire of Cuballing has its non-current, inactive and archival records located in the same onsite storage facility.

The storage facility includes:

- Metal shelving,
- Fire retardant safe,
- Secure alarmed premises,
- Fire detection system, and
- Air-conditioning for 10 hours a day.

The main disaster threatening records stored onsite comes from fire or flood. With the storage conditions as described here the risk is assessed as *low*.

4.1.3 Storage of Archives

The Shire of Cuballing is currently reviewing the storage of Archives and are looking to move this to an offsite facility to ensure compliance with the directions for keeping hard copy State archives awaiting transfer to the State Records Office. Currently all Archives are stored in the same facility as our onsite records (as described above).

4.1.4 Storage of Backups

Electronic backups of the Shire of Cuballing's computer records are held offsite and in a Cloud Based environment at the Geraldton Data Centre on a daily basis.

4.1.5 Quantity of Records

The Shire of Cuballing has custody of:

- 16 linear metres of temporary records stored onsite; and
- 5 linear metres of State archives stored onsite.

4.1.6 Security and Access

The following security measures have been implemented by the Shire of Cuballing:

- Hard copy records are stored in an open compactus unit accessible to all staff
- Electronic records have varying degrees of access depending on delegations assigned to staff within the organisation. Electronic records are backed up on a regular basis as described previously.

4.2 Assessment of the Impacts of Disasters

As stated previously, the risk of a disaster occurring to the records of the Shire of Cuballing has been assessed as low. The impact of a disaster on the organization's records has therefore been assessed as low. There are sufficient strategies in place to ensure that business activities of the organization are not unduly affected in the event of the more likely disaster occurring.

4.3 Strategies in Place for Prevention and Response

The following strategies have been implemented by the Shire of Cuballing in order to reduce the risk of disaster and for quick response should a disaster occur:

4.3.1 Vital Records Program

A vital records program has been developed for the Shire of Cuballing. Vital records have been identified as

- Employee Records
- Building Licence Information
- Council Meeting Minutes
- Leases and Vesting Orders

The vital records hard copy is stored in a locked, fire resistance strong room accessible to Executive Management and Administration staff. An electronic copy is taken of all vital records, which is securely backed up as described in 4.3.2.

The Vital Records Register is reviewed annually with a Records Management review in January. It is the responsibility of the Administration Officer to ensure this register is up to date.

4.3.2 Back-up Procedures for Electronic Records

Electronic records of the Shire of Cuballing are backed up daily. The back-ups are stored offsite and in a Cloud Based environment and kept for 30 days. As part of the Risk Management strategy the Shire of Cuballing is currently implementing, a controlled test of the server being shut down will be conducted. The test is designed to ensure that staff know how actions to take in the event of electronic data being lost and how to retrieve this data from the backup system.

4.3.3 Security

The following security measures have been implemented by the Shire of Cuballing to prevent unauthorized access to records:

- Hard copy sensitive records are stored in a locked/secure room accessible only to administration staff.
- Hard copy records are stored in a secure room accessible only to staff.
- Electronic records are backed up on a regular basis as described previously.

4.3.4 Storage Reviews

The records storage facilities utilised by the Shire of Cuballing are reviewed annually to ensure that conditions are appropriate for the organization's records. As part of an overall review of the Shire of Cuballing Record Keeping practices, storage conditions were reviewed in 2015. The review has identified that current storage conditions need updating to ensure compliance and the Shire is evaluating offsite storage of Archives. The cost of these changes will be reviewed with budget preparation with Council in June 2016.

4.3.5 Recovery of Lost Information

The Shire of Cuballing has developed a set of quick response strategies to recover lost information, in all formats, should a disaster occur.

- duplication of hard copy vital records;
- back up of electronic records;
- offsite storage of backups;
- A records disaster recovery kit.

4.4 Identified Areas for Improvement

The Shire of Cuballing has identified several areas that require consideration and improvement in the event of a disaster and the protection of the records stored on site.

As part of this process, the Shire has now secured offsite backups. Secure daily backups of all data and is in the process of an overhaul of the Disaster Recovery documentation governing the Shire.

5. Principle Five: Retention and Disposal

Government organizations ensure that records are retained and disposed of in accordance with an approved disposal authority.

5.1 General Disposal Authority for Local Government Records

The Shire of Cuballing uses the General Disposal Authority for Local Government Records, produced by the State Records Office, for the retention and disposal of its records.

5.1 Restricted Access Archives

The Shire of Cuballing does not have any State archives to which it intends to restrict access when they are transferred to the SRO.

5.2 Archives not Transferred to the SRO

Under s32(1) of the *State Records Act 2000*, a government organization is required to transfer its archives to the State archives collection when those archives become twenty-five (25) years old.

The Shire of Cuballing has not identified any State archives that will not be transferred to the SRO for permanent preservation.

5.3 Disposal Program Implemented

The Shire of Cuballing has implemented the General Disposal Authority for Local Government Records and conducts a disposal program on an annual basis. The program was implemented as part of a review of the entire Record Keeping system of the Shire of Cuballing that was conducted in 2015. Prior to this, limited records were sent for destruction at the end of their useful life to the Shire.

Please refer to Appendix 7 for a recent authorised list of records for disposal.

5.4 Authorisation for Disposal of Records

Before any temporary records are destroyed or State archives are transferred to the SRO, a list of those records due for destruction or transfer is reviewed by the CEO and authorised for destruction or transfer.

5.5 Identified Areas for Improvement

The Shire of Cuballing reviewed the processes around Archiving and Record Disposal in 2015. The review highlighted that a consistent and up to date management system of these records was not in place. Since the review, staff have reorganized the system to ensure all Archives are stored in the strongroom and a Register kept with clear listings of the content of each box. Old temporary records stored in the office have also been reviewed and a number of boxes identified as overdue for destruction. This will take place in 2016. An up to date register of all the temporary records by destruction date has been compiled and the storage organized to help facilitate orderly record keeping.

6. Principle Six: Compliance

Government organizations ensure their employees comply with the record keeping plan.

6.1 Staff Training, Information Sessions

The Shire of Cuballing has implemented the following activities to ensure that all staff are aware of their recordkeeping responsibilities and compliance with the Recordkeeping Plan:

Table 6.1

Activities to ensure staff awareness and compliance	YES	NO
Presentations on various aspects of the Local Government's recordkeeping program are conducted. These are delivered to all staff on a regular basis.		<input checked="" type="checkbox"/>
In-house recordkeeping training sessions for staff are conducted.	<input checked="" type="checkbox"/>	
From time to time an external consultant is brought in to run a recordkeeping training session for staff. Staff are also encouraged to attend training courses outside the organization whenever practicable.	<input checked="" type="checkbox"/>	
Staff information sessions are conducted on a regular basis for staff as required.		<input checked="" type="checkbox"/>
The Local Government provides brochures or newsletters to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.	<input checked="" type="checkbox"/>	
The Local Government's Intranet is used to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.		<input checked="" type="checkbox"/>
The Local Government's Induction Program for new employees includes an introduction to the Local Government's recordkeeping system and program, and information on their recordkeeping responsibilities.	<input checked="" type="checkbox"/>	

Coverage of the training/information sessions as detailed here extends to all staff. However, records management staff are offered more frequent and more specialised training where required. Records Inductions are conducted one on one with key staff and involve practical application.

Please refer to Appendix 8 for samples of training materials.

6.2 Performance Indicators in Place

The following performance indicators have been developed to measure the efficiency and effectiveness of the Shire of Cuballing's recordkeeping systems:

- Staff survey eliciting feedback on use, effectiveness of recordkeeping system/training, ease of use;
- Percentage of correspondence registered or captured into the Recordkeeping system; and
- Percentage of accurate retrieval of information.

6.3 Agency's Evaluation

On the basis of staff satisfaction, the recordkeeping systems are assessed as being efficient and effective within the organization.

6.4 Annual Report

An excerpt from the Shire of Cuballing's latest Annual Report is attached, demonstrating the organization's compliance with the State Records Act 2000, its Recordkeeping Plan and the training provided for staff. Please refer to Appendix 9.

6.5 Identified Areas for Improvement

The Shire of Cuballing record keeping plan was revised in 2016 with extensive staff consultation. To ensure that this plan remains relevant and used by staff further training will be required. Key staff should be trained in expert areas such as Archive Management by an external expert to ensure best case practices are introduced to Shire management.

SRC Standard 6: Outsourced Functions

The purpose of this Standard, established under Section 61(1)(b) of the State Records Act 2000, is to define principles and standards governing contracts or arrangements entered into by State organizations with persons to perform any aspect of record keeping for the organization.

State organizations may enter into contracts or other arrangements whereby an individual or an organization is to perform a function or service for the State organization, or act as the State organization's agent to deliver services to clients, or for the State organization's own use. The general term 'outsourcing' is used for such arrangements.

Contractual arrangements should provide that the contractor create and maintain records that meet the State organization's legislative, business and accountability requirements.

7.1 Outsourced Functions Identified

The Shire of Cuballing does not outsource any key functions.

7.1.1 Planning

The Shire of Cuballing includes the creation and management of proper and adequate records of the performance of the outsourced functions detailed above, in the planning process for the outsourced functions.

7.1.2 Ownership

The Shire of Cuballing will ensure that the ownership of State records is addressed and resolved during outsourcing exercises. Where possible this will be included in the signed contract/agreement.

7.1.3 Control

The Shire of Cuballing will ensure that the contractor creates and controls records in electronic or hard copy format, in accordance with recordkeeping standards, policies, procedures and guidelines stipulated by the Shire of Cuballing.

7.1.4 Disposal

The disposal of all State records which are the product of or are involved in any contract/agreement with the Shire of Cuballing and a contractor/agent will be disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office.

7.1.5 Access

Conditions for the provision of access to any State records produced in the course of the contract/agreement have been agreed between the Shire of Cuballing and the contractor(s).

7.1.6 Custody

Custody arrangements between the Shire of Cuballing and the contractor(s) for State records stored on and off site by the contractor are specified in the contract/as follows:

- All Records are to be treated by the contractor as per the Shire of Cuballing's Record Keeping Policies and Procedures.

7.1.7 Contract Completion

All arrangements regarding record custody, ownership, disposal and transfer upon the completion of the contract(s)/agreement(s) are specified in the contract(s)/agreement(s)/as follows:

- Records are to be returned to the Shire of Cuballing upon completion of Contract/Agreement for appropriate disposal action as per Local Government GDA.

7.2 Identified Areas for Improvement

Nil.

APPENDIX 1			
Functions of the Local Government			
Function	Brief Description of LG Function	Performed by the LG Tick If Yes	Performed by an External Agency Tick If Yes
Commercial Activities	The function of competing commercially or providing services to other local governments or agencies on a fee for service basis. Includes undertaking activities on a consultancy or contract basis.	<input checked="" type="checkbox"/>	
Community Relations	The function of establishing rapport with the community and raising and advancing the Council's public image and its relationships with outside bodies, including the media and the public.	<input checked="" type="checkbox"/>	
Community Services	The function of providing, operating or contracting services to assist local residents and the community.	<input checked="" type="checkbox"/>	
Corporate Management	The function of applying broad systematic planning to define the corporate mission and determine methods of the LG's operation.	<input checked="" type="checkbox"/>	
Council Properties	The function of acquiring, constructing, designing, developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by the LG.	<input checked="" type="checkbox"/>	
Customer Service	The function of planning, monitoring and evaluating services provided to customers by the council.	<input checked="" type="checkbox"/>	
Development & Building Controls	The function of regulating and approving building and development applications for specific properties, buildings, fences, signs, antennae, etc. covered by the Building Code of Australia and the Environment Protection Authority (EPA).	<input checked="" type="checkbox"/>	
Economic Development	The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade.	<input checked="" type="checkbox"/>	
Emergency Services	The function of preventing loss and minimising threats to life, property and the natural environment, from fire and other emergency situations.	<input checked="" type="checkbox"/>	
Energy Supply & Telecommunications	The function of providing infrastructure services, such as electricity, gas, telecommunications, and alternative energy sources.		<input checked="" type="checkbox"/>
Environmental Management	The function of managing, conserving and planning of air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species.		<input checked="" type="checkbox"/>
Financial Management	The function of managing the LG's financial resources.	<input checked="" type="checkbox"/>	
Governance	The function of managing the election of Council representatives, the boundaries of the LG, and the terms and conditions for elected members.	<input checked="" type="checkbox"/>	
Government Relations	The function of managing the relationship between the Council and other governments, particularly on issues which are not related to normal Council business such as Land Use and Planning or Environment Management.	<input checked="" type="checkbox"/>	
Grants & Subsidies	The function of managing financial payments to the LG from the State and Federal Governments and other agencies for specific purposes.	<input checked="" type="checkbox"/>	
Information Management	The function of managing the LG's information resources, including the storage, retrieval, archives, processing and communications of all information in any format.	<input checked="" type="checkbox"/>	

APPENDIX 1			
Functions of the Local Government			
Function	Brief Description of LG Function	Performed by the LG Tick If Yes	Performed by an External Agency Tick If Yes
Information Technology	The function of acquiring and managing communications and information technology and databases to support the business operations of the LG.	<input checked="" type="checkbox"/>	
Land Use & Planning	The function of establishing a medium to long term policy framework for the management of the natural and built environments.	<input checked="" type="checkbox"/>	
Laws & Enforcement	The function of regulating, notifying, prosecuting, and applying penalties in relation to the Council's regulatory role.	<input checked="" type="checkbox"/>	
Legal Services	The function of providing legal services to the LG.		<input checked="" type="checkbox"/>
Parks & Reserves	The function of acquiring, managing, designing and constructing parks and reserves, either owned or controlled and managed by the LG.	<input checked="" type="checkbox"/>	
Personnel	The function of managing the conditions of employment and administration of personnel at the LG, including consultants and volunteers.	<input checked="" type="checkbox"/>	
Plant, Equipment & Stores	The function of managing the purchase, hire or leasing of all plant and vehicles, and other equipment. Includes the management of the LG's stores. Does not include the acquisition of information technology and telecommunications.	<input checked="" type="checkbox"/>	
Public Health	The function of managing, monitoring and regulating activities to protect and improve public health under the terms of the Public Health Act, health codes, standards and regulations.	<input checked="" type="checkbox"/>	
Rates & Valuations	The function of managing, regulating, setting and collecting income through the valuation of rateable land and other charges.	<input checked="" type="checkbox"/>	
Recreation & Cultural Services	The function of LG in arranging, promoting or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services.	<input checked="" type="checkbox"/>	
Risk Management	The function of managing and reducing the risk of loss of LG properties and equipment and risks to personnel.	<input checked="" type="checkbox"/>	
Roads	The provision of road construction and maintenance of rural roads and associated street services to property owners within the LG area.	<input checked="" type="checkbox"/>	
Sewerage & Drainage	The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, sewerage collection and treatment, stormwater and flood mitigation works.		
Traffic & Transport	The function of planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.	<input checked="" type="checkbox"/>	
Waste Management	The function of providing services by the LG to ratepayers for the removal of solid waste, destruction and waste reduction.		
Water Supply	The function of managing the design, construction, maintenance and management of water supplies, either by the LG or by service providers.		

APPENDIX 2	
Legislation and Regulations that may be wholly or partly administered by Local Government, And Local Laws of the Local Government	
<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Agriculture and Related Resources Protection Act 1976	<input checked="" type="checkbox"/>
Animal Welfare Act 2002	<input checked="" type="checkbox"/>
Building Act 2011	<input checked="" type="checkbox"/>
Building Regulations 2012	<input checked="" type="checkbox"/>
Bush Fires Act 1954	<input checked="" type="checkbox"/>
Bush Fire Regulations	<input checked="" type="checkbox"/>
Caravan Parks and Camping Grounds Act 1995	<input checked="" type="checkbox"/>
Caravan Parks and Camping Grounds Regulations 1997	<input checked="" type="checkbox"/>
Cat Act 2011	<input checked="" type="checkbox"/>
Dangerous goods safety Act 2004	<input checked="" type="checkbox"/>
Disability Services Act 1993	<input checked="" type="checkbox"/>
Dog Act 1976	<input checked="" type="checkbox"/>
Dog Regulations 2013	<input checked="" type="checkbox"/>
Emergency Management Act 2005	<input checked="" type="checkbox"/>
Environmental Protection Act 1986	<input checked="" type="checkbox"/>
Environmental Protection (Noise) Regulations 1997	<input checked="" type="checkbox"/>
Food Act 2008	<input checked="" type="checkbox"/>
Food Regulations 2009	<input checked="" type="checkbox"/>
Health Act 1911	<input checked="" type="checkbox"/>
Health Regulations	<input checked="" type="checkbox"/>
Heritage of Western Australia Act 1990	<input checked="" type="checkbox"/>
Land Administration Act 1997	<input checked="" type="checkbox"/>
Litter Act 1979	<input checked="" type="checkbox"/>
Liquor Control Act 1988	<input checked="" type="checkbox"/>
Local Government Act 1995	<input checked="" type="checkbox"/>
Local Government (Miscellaneous Provisions) Act 1960	<input checked="" type="checkbox"/>
Local Government Grants Act 1978	<input checked="" type="checkbox"/>
Local Government Regulations	<input checked="" type="checkbox"/>
Main Roads Act 1930	<input checked="" type="checkbox"/>
Parks and Reserves Act 1895	<input checked="" type="checkbox"/>
Planning and Development Act 2005	<input checked="" type="checkbox"/>
Radiation Safety Act 1975	<input checked="" type="checkbox"/>

APPENDIX 2	
Legislation and Regulations that may be wholly or partly administered by Local Government, And Local Laws of the Local Government	
<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Radiation Safety Regulations	<input checked="" type="checkbox"/>
Rates and Charges (Rebates and Deferments) Act 1992	<input checked="" type="checkbox"/>
Rights in Water and Irrigation Act 1914	<input checked="" type="checkbox"/>
Residential Design Codes of WA	<input checked="" type="checkbox"/>
Road Traffic Act 1974	<input checked="" type="checkbox"/>
Strata Titles Act 1985	<input checked="" type="checkbox"/>
Telecommunications Act (Commonwealth) 1997	<input checked="" type="checkbox"/>
Telecommunications (Low Impact Facilities) Determination 1997	<input checked="" type="checkbox"/>
Transfer of Land Act 1893	<input checked="" type="checkbox"/>
Valuation of Land Act 1978	<input checked="" type="checkbox"/>
Waterways Conservation Act 1976	<input checked="" type="checkbox"/>
Local Laws of the Shire of Cuballing	
Standing Orders	
Cemetery Local Law	
Health Local Law	
Shire of Cuballing Dog Local Law	

APPENDIX 3**Other Legislation and Regulations affecting the functions and operations of the
Local Government**

<i>Other Legislation and Regulations</i>	<i>Tick If Yes</i>
Building Services (Registration) Act 2011	<input checked="" type="checkbox"/>
Criminal Code 1913	<input checked="" type="checkbox"/>
Electronic Transactions Act 2011	<input checked="" type="checkbox"/>
Equal Opportunity Act 1984	<input checked="" type="checkbox"/>
Evidence Act 1906	<input checked="" type="checkbox"/>
Freedom of Information Act 1992	<input checked="" type="checkbox"/>
Freedom of Information Regulations 1993	<input checked="" type="checkbox"/>
Industrial Awards	<input checked="" type="checkbox"/>
Industrial Relations Acts (State and Federal)	<input checked="" type="checkbox"/>
Interpretation Act 1984	<input checked="" type="checkbox"/>
Limitation Act 1935, 2005	<input checked="" type="checkbox"/>
Occupational Safety and Health Act 1984	<input checked="" type="checkbox"/>
Occupational Safety & Health Regulations 1996	<input checked="" type="checkbox"/>
Parliamentary Commissioner Act 1971	<input checked="" type="checkbox"/>
State Records Act 2000	<input checked="" type="checkbox"/>
State Records (Consequential Provisions) Act 2000	<input checked="" type="checkbox"/>
State Records Commission Principles & Standards 2002	<input checked="" type="checkbox"/>
Workers Compensation and Injury Management Act 1981	<input checked="" type="checkbox"/>

APPENDIX 4**Government & Industry Standards and Codes of Practice that have been imposed upon or adopted by the Local Government**

<i>Government & Industry Standards and Codes of Practice</i>	<i>Tick if Yes</i>
Australian Accounting Standards	<input checked="" type="checkbox"/>
Australian Records Management Standard ISO/AS 15489-2002 Parts 1 & 2	<input checked="" type="checkbox"/>
General Disposal Authority for Local Government Records	<input checked="" type="checkbox"/>
National Competition Policy	<input checked="" type="checkbox"/>
Other:	
Shire of Cuballing Code of Conduct	<input checked="" type="checkbox"/>
Shire of Cuballing Electoral Code of Conduct	<input checked="" type="checkbox"/>
Shire of Cuballing Delegated Authority Register	<input checked="" type="checkbox"/>
Shire of Cuballing Sexual Harassment Policy	<input checked="" type="checkbox"/>
Shire of Cuballing Disability Access and Inclusion Plan	<input checked="" type="checkbox"/>
Equal Employment Opportunity	<input checked="" type="checkbox"/>
Shire of Cuballing Induction Manual	<input checked="" type="checkbox"/>

APPENDIX 5

Record Keeping Policies and Procedures for the Shire



RECORD KEEPING HANDBOOK

Last Reviewed: February 2016

CORRESPONDENCE CAPTURE & CONTROL

WHAT IS A RECORD?

All elected members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire of Cuballing's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

To assist with determining if a document/email/request should be registered, ask yourself the following questions. If the answer is 'YES', then the information should be registered.

A record should be registered if: -

- It concerns Council's Core business, including legal advice;
- It details a policy change or development;
- It approves or authorises action or expenditure;
- Council is required to respond to the record;
- It involves a decision made by an employee on Council's behalf;
- It involves a complaint that requires investigation;
- It involves attending a formal meeting;
- It concerns a safety issue;
- It adds to Councils knowledge base.

A record is not required to be registered if it is: -

- A transitory or short term item such as a phone message, notes, compliment slips, delivery slips etc;
- Distributed to staff for information only (such as newsletters);
- A personal message unrelated to official business;
- Rough working papers and/or calculations created in the preparation of official records;
- Published material which does not form an integral part of a Council record;
- Advertising material or 'junk' mail;
- Duplicate copies of material used for reference purposes.

DEFINITIONS AND TERMS

"Record" means information recorded in any form created or received and maintained by an organisation in the transaction of business and kept as evidence of such activity and includes:

- a) anything on which there is writing;
- b) a map, plan, diagram or graph;
- c) a drawing, pictorial or graphic work, or photograph;
- d) anything on which there are figures, marks, perforations or symbols, having a meaning for persons qualified to interpret them;
- e) anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- f) anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.

“Government record” means a record created or received by a government organisation or a government organisation employee in the course of their work for the organisation.

“General Disposal Authority (GDA)” is for Local Government records (the schedule) and is designed to provide consistency throughout Local Government in disposal activities and decisions. It is a continuing authority for the disposal and archival of records which document a Local Government’s operations.

“General Disposal Authority for Source Records (GDASR)” provides for the digitisation of records and the retention for the reproductions that meet the requirements of the of the *State Records Act 2000* is the official and continuing authority for the destruction of source records that have been successfully digitised.

“Record Keeping Plan” ensures that the Shire’s records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the State Records Commission. It is the primary means of providing evidence of compliance with the *State Records Act 2000*, and that best practices have been implemented in the organisation.

“Records disposal” is by way of depositing records in the State Archives, managing the records as designated by State Archives, or by destruction in accordance with policy.

“Vital records” are records essential to the continued business of the Shire. Vital records include those that protect the rights of individuals and the Shire and are absolutely essential for the Shire’s reconstruction in the event of a disaster. As for significant records, vital records have a continuing value to the organisation and need to be incorporated into the Shire’s record keeping systems.

Government Records of Continuing Value (“Significant Records”)

Government records of continuing value are records created or received which –

- Contain information that is of administrative value to Council. These records may be referred to for many administrative purposes, including the need:-
 - To check an interpretation of Council policy or the rationale behind it,
 - To check the facts on a particular case or provide information to management,
 - To monitor progress and coordination of responses to issues,
 - To document formal communications and/or transactions (e.g. a minute, report or submissions) between Councillors and another party, and
 - To document Councillors’ decisions, directives, reasons and actions.
- Contain information that is of legal value to Council on the basis that there are statutory requirements or court orders that stipulate the retention of records, which must be observed.
- Contain information of fiscal value to Council that includes original records documenting the receipt, expenditure and control of public money that must be left for a period of time, and will facilitate transparent accountability by the officers responsible.

- Contain information of evidential value to Council such as those that contain information about the legal rights and obligations of the Local Government including Councillors, ratepayers, organisations and the general community.
- Contain information of historical value to Council and to the State.
- They describe an issue, record who was involved, record why a decision was made, and may embody actual guidelines. These records need to be incorporated into the Council's record keeping systems

Government Records of No Continuing Value ("Ephemeral Records")

Government records of no continuing value are records which –

- Are considered ephemeral in that they do not have the attributes stated above and only need to be kept for a limited or short period of time, for example, a few hours or a few days.
- Have only a facilitative or routine instructional value and are used to further some minor activity.
- They may include insignificant emails, preliminary drafts and rough notes, records or routine enquiries. These records generally need to be kept for only a limited or short period of time and may be destroyed when reference to them ceases.

Important Note: Distinguishing between significant and insignificant records is a matter of judgment. If a Councillor or an employee is uncertain about a particular record's status, it is required to be submitted to the CEO or the employee's Supervisor for determination.

CAPTURE AND CONTROL OF RECORDS

All records created and received in the course of Shire of Cuballing business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems, that are managed in accordance with sound recordkeeping principles.

INCOMING MAIL

Incoming mail is the responsibility of the Administration Officer.

All mail is date stamped, entered into the "Keyword Master File" (excel spreadsheet) and allocated a file reference, then passed onto the Chief Executive Officer for review. Mail is then returned to the Administration Officer to be distributed to the appropriate officer or filed as necessary. File references are sourced from our file plan.

Details of registration (metadata fields) should include:

- Routing – incoming
- Record Type – correspondence
- File Number – as per file plan

- Correspondence – who sent the letter – get details from names and addresses
- Properties – assessment number is applicable
- Short Title Contents – what, where and when
- Internal Correspondent – officer/s who will deal with correspondence
- Received Date – date we received the letter
- Document Date – date on correspondence

The Administration Officer opens all incoming mail including correspondence marked private and confidential, is then date stamped, entered into the “Keyword Master File” and then distributed to the relevant staff.

Other incoming correspondence that does not come via mail e.g. email, fax and over the counter is entered as it arrives.

OUTGOING MAIL

A copy is made of all outgoing mail and entered into the Keywords Master File “Outward Mail” and then filed on the appropriate file. The signed original will be placed in an envelope and placed in the outwards mail bag.

Details of registration (metadata fields) should include:

- Routing – outgoing
- File Number – as per file plan
- Correspondence – who the correspondence is being sent to
- Properties – assessment number is applicable
- Short Title – what, where and when
- Internal Correspondent – Officer who is sending the letter
- Sent Date – date letter was typed
- Document – date letter was typed

RECEIVING INVOICES AND BANK STATEMENTS

All invoices or bank statements received are date stamped and forwarded to the Deputy Chief Executive Officer or Creditors Officer for distribution.

FACSIMILES

Facsimiles received/sent to or from the Shire of Cuballing that have continuing value to the Shire of Cuballing are allocated a file number and recorded in the Keyword Master File. Facsimiles are monitored frequently.

EMAILS

Emails are received or sent by staff members that have continuing value to the Shire of Cuballing are assigned a file number and printed. This hard copy is then incorporated into the Shire of Cuballing Record Keeping System.

Emails of continuing value and considered local government records are also entered into the inwards/ outwards correspondence register and given a file number.

ELECTRONIC RECORDS

Any Electronic Records that is received or sent by staff members that has a continuing value to the Shire of Cuballing is assigned a file number and printed. This hard copy is then incorporated into the Shire of Cuballing Record Keeping System. This includes, but is not limited to, submissions of grant quarterly progress reports, provided statistical information and completed surveys.

Electronic Records of continuing value and considered local government records are also entered into the inwards/ outwards correspondence register and given a file number.

EPHEMERAL ITEMS

Correspondence items that have no continuing value to the Shire of Cuballing e.g. junk mail do not need to be entered into the Keyword Master File. It is handed to the appropriate officer or disposed of at the Administration Officer's discretion.

INTERNAL MAIL

All correspondence between the Shire Staff e.g. memos, staff updates etc are copied or emailed to the appropriate officers with the original entered in the Keyword Master File and then filed.

NEWSPAPER ARTICLES

Any advertisements that have been placed in the newspaper by the Shire of Cuballing or if they are articles about the Shire, a copy will be made and recorded into the Keyword Master File. The original is placed in the "Advertising Journal" and the copy is placed on the project file.

MINUTES AND AGENDAS

Once signed off by the Shire President the minutes are entered into the Keyword Master File, sent off to be bound then stored in the Strong Room.

FILING CORRESPONDENCE

When filing correspondence to files, all documents should be secure and clearly labelled with a file reference/number. Staples should be avoided as they can damage documents. Plastic paper clips should be used whenever possible or document wallets for large folios. There should be no "post it notes" or other adhesive notices attached to the documents. Documents/ folios that are stored in document wallets should be neatly arranged and secure, with no pages caught against others causing them to fold over, or pages sticking out of the document holder.

Documents and files should be filed in ascending chronological order i.e. most recent documents at the front of the file. Care should be taken when filing that documents are neatly inserted into files.

TRANSFERRING DOCUMENTS BETWEEN FILES

Individual correspondence can be moved to a different file as long as the files are active. To do this the file number needs to be changed on the original document and in the Keyword Master File.

SECURITY AND PROTECTION OF RECORDS

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

For example, all active Payroll files are kept in a locked cabinet by the Payroll Officer and only accessible by the Chief Executive Officer, Deputy CEO, Manager Works and Services and the Payroll Officer. Inactive payroll information is kept in the strong room where it can be locked and access controlled.

ELECTED MEMBERS RECORDS CAPTURE AND CONTROL

ELECTED MEMBER CORRESPONDENCE

Correspondence received for Elected Members will be entered as per incoming mail procedure and a copy is provided to the Elected Member.

The Shire will ensure records will be created which properly and adequately record the performance of member functions arising from their participation in the decision making process of council and the various committees of council.

This requirement will be met through the creation and retention of records of meetings of the Council and the Committees of Councils and other communications and transactions of elected members which constitutes evidence affecting the accountability of the Council and the discharge of Council Business.

All elected members are required to ensure any documents meeting the above criteria are passed to council to be registered as part of Council's correspondence registration process into the current registration system.

CONTRACTOR RECORDS CAPTURE AND CONTROL

All correspondence for/ from contractors is required to be entered as incoming/ outgoing mail as per the Shire procedures. Any questions regarding what records need to be entered into the Record Keeping System should be directed to the Administration Officer.

At the end of the contract, all original documentation is to be returned to the Shire for storage and destruction as per the Record Keeping Plan and Local Government GDA.

ACCESS TO RECORDS

Access to the Shire of Cuballing's records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire of Cuballing's records by the general public will be in accordance with the Freedom of Information Act 1992 and Shire of Cuballing policy. Access to the Shire of Cuballing's records by elected members will be via the Chief Executive Officer in accordance with the Local Government Act 1995.

DISTRIBUTION

All staff have incoming/outgoing trays.

Daily mail is reviewed by the Chief Executive Officer for approval of the officer listed to action the correspondence. Once the correspondence has been entered into Records Registration it is then placed in the officer's in tray in a timely manner. If there is more than one officer that needs to deal with the correspondence the first officer will read it and next to their name initial and state no further action or responded, and forward onto the next officer listed, this keeps track of the correspondence.

If the correspondence is for Councillors' attention a copy is placed in their "in tray".

FILE CREATION AND CLOSURE

CREATING FILES

To create a new file within the system: (this is done by the Administration Officer)

- Make a hard copy file including relevant details.
- Enter into the File Plan.

Additional files are to be created when an existing file becomes too large. The new file is to have a reference to the preceding file and the word Volume added to the file reference. This reference needs also to be entered into the Keyword Master File which includes the opening and closing dates of the file.

CLOSING FILES

Files cannot be closed by anyone except the Administration Officer. The closure of a file/volume must be recorded in the Keyword Master File, along with any other relevant details relating to the closure of the file. A form is to be inserted in the file to indicate that no further documents are to be placed on the file and that there is now a new volume.

RETENTION AND DISPOSAL

All records within record keeping system maintained by the Shire of Cuballing are to be disposed of in accordance with the State Records Office's General Disposal Schedule for Local Government Records (GDALG) RD2010046.

The Administration Officer is responsible for keeping the Disposal Registers up to date. In January of each year, the relevant Disposal Authority will be checked for accuracy. All boxes in the temporary records system are labelled by destruction year, for example "Temporary Record Box 2016/01". As files are closed, they will be moved into records boxes and added to the relevant disposal register by their recommended destruction date and stored in the records room. Please ensure the Record Disposal Authority lists the GDA reference to ensure correct application.

The Disposal Authority is checked and signed by the Deputy CEO and CEO before actioning. Records are sent offsite to be destroyed and a certificate of completion is supplied to the Shire. The Authority must be signed before any action is taken.

ARCHIVES

All records within record keeping system maintained by the Shire of Cuballing are to be archived in accordance with the State Records Office's General Disposal Schedule for Local Government Records (GDALG) RD2010046.

The Administration Officer is responsible for keeping the Archive Register up to date. This document is kept on the Shire Server (electronic copy) and details the contents of each archive box as stored in the Shire Office Strongroom. All boxes are labelled "Archive Box 01" (increasing as boxes are added). Any changes to documents or additions to boxes needs to be recorded on this Register.

FILE PLAN

- Subdivision files Tied To WAPC application, all correspondence related to subdivision plans - ADMIN
- Road files ((KW - ADM no) contains maintenance information, road design, Benefit / Cost Analysis) all general funding related issues should be filed on the funding grant applications and acquittal files covered by A Keyword For Council type document)
- Plant Files (KW – ADM no) held at Depot.
- Staff Personal files P contain all employment related matters for individual employees. Eg TIL, Superannuation, Taxation, Bank Details.
- Separate individual file for Workers Compensation Matters
- Assessment related files (tied to assessment number) – One file to contain Planning and Environmental Health and Building matters as agreed, second pocket file with Building Envelopes related relevant Assessment.
- TP files for all Town Planning Scheme specified matters to be placed on appropriate Keyword file
- Other identified specific file types include asset management related files. Eg. Shire buildings etc that could find a home under Keyword For Council with specific files for each asset covering such things as maintenance (programmed and reactive), replacement. Council Properties will also have an

Assessment File for long term Planning and Environmental Health and Building matters as agreed.

- All other Administrative file matters, eg Finance, Information Management, Rates, Ranger Services can be captured using Keywords for Council.

APPENDIX 6

Disaster Recovery Plan - Records

SHIRE OF CUBALLING

COUNTER DISASTER STRATEGIES FOR RECORDS AND RECORDKEEPING SYSTEM

Issue: Original
Date: 28 July 2014
Distribution: Chief Executive Officer (CEO)
Deputy Chief Executive Officer (DCEO)
Administration Officer (AO)

Confirmation _____ CEO
_____ DCEO
_____ AO

This Counter Disaster Plan is confidential and is to be distributed to the above officers only.

The Plan addresses potential threats to records held by the Shire of Cuballing. These threats include natural hazards, criminal or terrorist attack, industrial accidents and system failures.

Emergency Response Team

After identifying potential threats, the Emergency Management Coordinator should establish a team of staff to take part in salvaging records. All team members must be accessible by telephone in the event of an after-hours call out.

The team will be led by the Administration Officer and will be trained in response and recovery techniques with respect to hard copy and electronic records.

Equipment and Materials

To ensure efficient recovery of records the following equipment and materials will be purchased:

Materials for a Disaster Kit

Paper Towels	Blank Newsprint	Rolls of Polyethylene plastic
Mops, Buckets,	Sponges	Freezer Paper
Plastic garbage bins	Extension Cords	Power Boards
Labels	Paper/Pencils	Plastic Bin Liners
Rubber Gloves	Clipboards	Plastic Tubing
Electric Fans	Absorbent Cloths	Plastic Paper Clips
Surgical Gloves	Filing Index	Recovery Information
Pliers	Forceps	Plastic String, Pegs
Torches	Blotting Paper	
Means of recording movement and restoration of Acid Free Archive boxes		

These items should be stored in an accessible place where document recovery will be carried out. In the first instance, this will be either the Cuballing Hall or Cuballing Recreation Centre if the Administration Office is not in a condition to enable recovery to take place there.

Business Continuity

To ensure the business of the Shire of Cuballing can carry on post disaster, additional power points and a telephone line will be installed in the Shire Hall. Cloud backups are taken of the Shire's server and Synergy data, with a copy stored offsite for 30 days as well as being accessible by Cloud. The Disaster Recovery Environment can be accessed by Shire staff on any nominated computer with internet access once it has been activated.

Materials for business continuity

Blank Cheques	Pens, paper, fold back clips, Folders
Order Book	Shire letterheads and envelopes
Copies of Town Planning Maps, Shire Maps and Scheme text	
Rulers, Pencils and Erasers	Receipt Books
Calculator	Shire Telephone Directory
Scotch Tape	Punch
Dog/Cat licensing requirements	

The following list can be purchased post disaster:

Plastic Crates	Archive Boxes	Portable Pump
Dehumidifier	Portable Generator	Folding Tables
Wooden Pallets	Large Fans	Wet/Dry Vacuum Cleaner
Portable Lighting		

Identification of Priorities for Salvage and Restoration

To assist in the efficient recovery of records, it is essential that the following categories of records can be identified in order to prioritise recovery/salvage:

- **Vital Records**

These are deemed essential to reconstruct and continue operations of the Shire and to protect organisational, legal and financial interests. Vital Records are recorded on their own Register and as part of the Record Keeping Plan.

- **General Records**

Control Records such as indexes and registers

Historical or artistic records such as plans and drawings

Permanent value general correspondence including agendas and minutes of meetings, ratebooks and other data that cannot be provided by the issuing agency.

Electronic back up media

Computer Systems Requirements

It is essential that the computer system is backed up on a daily basis. Verification of backup will be required from Cloud Storage provider in order to ensure integrity of the backups.

Communications

The CEO will be initially informed of the disaster and be involved in recovery. He/she will alert the Deputy CEO, who will be responsible for the formation of the team responsible for commencement of records recovery. Communication will be via telephone in the first instance, followed by in person if required.

The Command Centre (in the event of a disaster affecting the Administration Office) will be the Cuballing Hall.

Council's President will be the Recovery Coordinator and the CEO will assist. A contact list for all external emergency service agencies (contacts and authority), together with disaster manager contact and disaster team contact numbers and alternatives, is provided within Council's Emergency Management Plan.

Aftermath Management

As the Shire of Cuballing has a very small administration office and staff, it is expected that some roles within the aftermath management will not be able to be filled whilst business is being carried on. There is a possibility that the temporary office will only be operational during the afternoons in order for document recovery to take place in the mornings. Alternatively staff may have to be sourced from outside the organisation for recovery/salvage and restoration.

The CEO will ensure that Council's insurance will cover such an eventuality should it arise. Policies for review and evaluation of the disaster situation, procedures for formal closure of a disaster and the production of a disaster response evaluation form (for feedback on perceptions of warnings, impacts, management and outcomes of the disaster situation) together with procedures for post disaster analysis, review and updating of this plan and reporting requirements to Council will be prepared annually with the policy manual review.

APPENDIX 7

Sample Disposal Authority

ADM 243.

Record Destruction Authority

The following have been assessed according to the Local Government General Disposal Authority and, according to that authorised schedule are programmed for destruction. Please read through the list of records tabled below and, pending your approval, **sign at the conclusion of the table** to signify your approval for these records to be destroyed.

File #	File Title / Description	Document Date		Box Number	Disposal Action	Authority
		From	To			
	Change of Ownerships 1949-1991 Reserves, Fencing, Grazing and Leasing 1940-1958 Reserves, Fencing, Grazing and Leasing 1958-1966 General Correspondence 1957-1971 Rates Appeals 1952-1972 Parks and Reserves (Sports Ground) 1966-1975 Private Works 1951-1975 Liaison 1975 Correspondence 1977-1979 Daily Cashbook 1978 Superannuation 1979 (1-2) Caveats, Land Use and Planning 1979 Reserves, Fencing, Grazing and Leasing 1967-1980	1940	1980	1	1989	
	Superannuation 1965-1981 Insurance 1955-1976 Roads 1961-1975 Roads 1962-1975 Correspondence 1974 Correspondence 1973-1974 Taxation 1974 Correspondence 1955-1972 Correspondence 1973 Metric Conversion 1972 Correspondence 1971 Correspondence Public Trustee 1961-1966 Health 1969 Soil Testing - Gravel 1965 Grants Main Roads 1964-1976 Bank Statements 1973-1978	1955	1981	2	1989	

Payroll Reports 2005					
Tender Loader 2004-2005 Finance Budget 1995-2004 LCDC Grant 2002-2004 Correspondence Sewerage 2003-2005 Engineering Fuel 1997-2005 Council Property Hall, Depot, Golf Club, CEO House, Leases, Lot 142, Office 2001-2005 Council Property Cuballing Tip 2001-2005 Finance Budget 2004-2005 Correspondence Main Roads WA 2001-2004 Small Business Development Centre 2003-2004 Financial Taxation 2002-2005 Grants 2002-2004	1995	2005	46	2012	
Financial Audit 2003-2005 Creditors 2000-2004 Insurance 2001-2004 Correspondence Building Code 2000-2006 Correspondence Government Departments 2006 Correspondence Government Departments 2000-2006 Advertising 2004-2006 Tender Roller 2006 General Journal 2005-2006 Investments 1995-2006 General Ledgers 2005	1995	2006	47	2013	
Correspondence Telstra 2005-2006 Correspondence Regional development 2000-2005 Correspondence Department Planning and Infrastructure 2003-2005 Correspondence Waste Disposal 2004-2005 Council Associations LGMA 2000-2005 Roads 2005-2006 Correspondence Equal Opportunity Unions 2001-2005 Wellness Healthy Lifestyle Programs 2000-2005 Correspondence Town Planning 2000-2006 Correspondence Roads 2005-2006, Tenders Plant 2000-2003 Correspondence Town Planning 2003-2005 Debtors 2000-2005 Tender Roller 2005-2006 Plant Hire Staff 2004-2006 ESL Collections 2005-2006	2000	2006	48	2013	

03-Feb-16

ORM - RK01 S:\Admin\11. Keyword Master File\Record Destruction Authority\Record Destruction Authority - 2015.doc

Correspondence Investment 2007-2008					
Correspondence Popanyinning Progress 2000-2007					
Eftpos Slips 2006-2007					
Rates Receipts 2006-2007 (1-3)	2006	2007	57	2015	
Cash Receipting 2006-2007 (1-4)					
Rates Reports 2006-2007					
Time Cards 2006-2007	2006	2007	107	2014	
Payroll Reports 2007-2008	2007	2008	113	2015	
Payroll Reports 1996-2002	1996	2002	120	2009	

Recommended for Approval: Tonya Williams Name Date 3rd February 2016

Chief Executive Officer: Cary Sherry Name Date 4th February 2016

(Handwritten signatures and dates are present for both Tonya Williams and Cary Sherry)

03-Feb-16

FORM - RK01 S:\Admin\11. Keyword Master File\Record Destruction Authority\Record Destruction Authority - 2015.doc

APPENDIX 8

Sample of Staff Record Training

Staff Induction: Records Training

Record Keeping (*All management and Administration staff who use the system*)

- What is a record? (including vital records etc)
- Why do records matter?
- What are your responsibilities? (State Records Act 2000)
- When should you make or keep a record?
- Where should you keep records?
- Can you destroy records?
- When should records have restricted access?
- Where can you get help?
- Shire of Cuballing Record Keeping (Record Keeping Plan, Handbook etc)
- Disaster Recovery

Use of Keywords for Council (*All management and Administration staff who use the system*)

- How to use the Keywords Master File
- Finding Files/ Records
- Creating new Files – how to use the thesaurus/ classifications
- PRACTICAL TASK: Mail Register (enter and distribute day's mail, classify correspondence)

Record Disposal (*Recommended for Administration staff, including management*)

- Using the Local Government GDA
- Who is responsible?
- How to navigate the Shire of Cuballing Temporary Records System
- Record Conditions (conditions to be kept in)
- Process for Record Disposal

Archiving (*Recommended for Administration staff, including management*)

- How to navigate the Shire of Cuballing Archive System (Register, storage)
- Record Conditions (conditions to be kept in)
- Who is responsible?

APPENDIX 9

Shire of Cuballing Annual Report Excerpt

STATE RECORDS ACT 2000

The Shire of Cuballing is in compliance with the requirements of the State Records Act 2000 including the adoption of a Record Keeping Plan on 19 February 2004.

The Record Management Plan was reviewed and forwarded to the State Records Department for their endorsement. Council has received formal approval of the plan and a review was carried during the 2009/2010 Financial Year.

A review of the Record Management Plan is due to be completed in the 2015/16 Financial Year.



9.1.4 Write Off Outstanding Debtors

Applicant: N/A
File Ref. No: ADM19
Disclosure of Interest: N/A
Date: 16th February 2016
Author: Tonya Williams, Deputy CEO
Attachments: Nil

Summary

To clear outstanding Debtors from Council's accounts totalling \$473.07.

Background – Nil

Comment

There are a number of outstanding accounts in the Debtors system that Council has spent resources trying to recover for more than 300 days. It is recommended that these amounts be removed from the system as the funds are unlikely to ever be received.

These debts were sent to AMPAC for recovery action in January, they are uneconomical to pursue further. There is no cost to Council for this as there was no successful recovery of funds.

To clear the following outstanding accounts:

Debtor Number	Name	Amount	Age (days)
97	Daron Wesley	\$233.07	383
75	Desmond Kim Patterson	\$240.00	831

Staff recommend that a register be kept that does not allow credit to be extended to persons who have been known not to pay on invoice previously. This would still allow for cash transactions to take place, where the payment was made upfront for Council services.

Strategic Implications - Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications

Economic Implication - Nil

Environmental Considerations - Nil

Consultation - Nil

Options

Council may resolve:

1. the Officer's Recommendation; or
2. not resolve the Officer's Recommendation.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That Council write off the outstanding Debtor Accounts for:

1. Daron Wesley for \$233.07; and
2. Desmond Kim Patterson for \$240.00

COUNCIL DECISION:

That Council not write off the following outstanding Debtors Accounts for:

1. **Daron Wesley for \$233.07; and**
2. **Desmond Kim Patterson for \$240.00**

because other residents and ratepayers should not have to bear the cost of this default. Further these debtor accounts will be paid prior to any future service provision by Council to these individuals.

Moved: Cr Ballantyne

Seconded: Cr Newman

Carried 6/0

9.2 CHIEF EXECUTIVE OFFICER:

9.2.2 Application for Planning Approval: General Industrial Use – Lot 50 (No 133) Ridley Street Cuballing

Applicant:	Mr David Shanks Lot 50 (No 133) Ridley Street Cuballing
File Ref. No:	A49
Disclosure of Interest:	Nil
Date:	9 th March 2016
Author:	Gary Sherry 9.2.2A Site Location Plan
Attachments:	9.2.2B Applicant Information 9.2.2C TPS Development Table

Summary

Conditional Planning Approval is recommended for a General Industrial use at Lot 50 (No 133) Ridley Street Cuballing.

Background

1. *The application site*

The site location is set out in Attachment 9.2.2A. The property is 3,376m² in area. The site until very recently was uncleared.

2. *The application*

The applicant seeks planning approval for a General Industrial Use being to permit the construction of a showroom/shed for a building/construction business. The site will be used to display and manufacture carports, patios, tanks and sheds as well as laydown area for building materials and civil machinery. The General Industrial Use relates to the construction component of the business.

The application seeks to approval to construct a 375m² workshop that includes an office, toilet and lunchroom. The workshop will have a wall height of 4 metres with a gable roof reaching 5 metres. Two sea containers will be permanently located in the rear of the property with a lean-to roof between each container. The site will be fenced for security with a car park area at the front of the property.

3. *Public consultation*

The Shire Administration the Shire invited written comment from 13 adjoining/nearby landowners and from Main Roads WA. The application was also advertised in the Narrogin Observer, on a sign located on the property and on local notice boards.

No submissions have been received.

While Council provided a closing date of 2nd March 2016 for the receipt of local public submissions, recent changes to state legislation requires a public comment of 42 days for state agencies. Therefore the closing date for submissions from Main Roads WA was required to be 16th March 2016. While Main Roads WA has not made a submission at this time, Councillors will be advised prior to the Council Meeting should they do so.

4. *Planning context*

The site is zoned Rural Townsite in the Shire of Cuballing's Local Planning Scheme No. 2 (LPS2) where General Industrial is an "A" use. This means that the use is not permitted unless the local government has exercised its discretion by granting planning approval after giving special notice in accordance with clause 9.4. The special notice includes

- 4 days notice to neighbours or affected parties;
- an advert in a newspaper circulating in the district; and
- a sign on the development explaining the application.

Comment

The proposal for the General Industrial use at Lot 50 (No 133) Ridley Street Cuballing appears to have community support. The recent clearing on the high profile, main street site in Cuballing, combined with the wide spread advertising, has informed the local community of the proposed use. Council received no submissions and it can only be assumed that nearby landowners and other community members have no objections to the Planning Application

Given the high profile nature of the site on the main road through Cuballing the key planning considerations are suggested to be

1. the interaction with a very busy road entering Cuballing;
2. variation to the front setback;
3. determining the car parking requirement; and
4. visual impacts of the proposed construction and the ongoing management of the site.

While Main Roads WA, at the time of publication, has made no submission to Council, the interaction of the cross over to the business has safety issues. Council has constructed a crushed aggregate walking path in front of the property that links the Cuballing Roadhouse and Skatepark with Colin Street through to the south east of Cuballing. This walking path needs to be protected in the construction of a crossover.

Council maintains a small parking bay immediately to the south of the property with the northern entry being the logical siting for the crossover for entering the applicant's property. This parking bay has a crushed aggregate surface with a rubbish bin. The bay is only suitable for cars because is quite narrow, however larger vehicles have been using the bay. There is some current confusion over what is walking path and what is parking bay. With the addition of a crossover to this property being used by trucks and construction vehicles, the parking bay becomes hazardous. Given the proximity of the parking bay to four other sites along Ridley Street to pull off the Great Southern Highway, it is suggested that by having only the walking path and crossover into the applicant's property would improve safety.

The TPS2 Development Table requirement for a front setback for a General Industrial use is 20 metres. This setback will have considerable impact on this development. The front boundary of Lot 50 (No 133) Ridley Street Cuballing is set back 25 metres from the Ridley Street road edge. Imposing the required setback will significantly reduce the area available on the property for use by the applicant. It will be advantageous to Council to allow a reduction to the front setback to ensure that other aspects of the business operation, such as earthmoving equipment, building stores and equipment, are located to the rear of the building on the site. Such equipment being located behind the building will improve the visual aesthetic from the Ridley Street.

TPS2 Development Table requires Council to determine the number of carparks required in a general industry use. The planning application loosely indicates a car park will be constructed at the front of the building on the site. This car park would be located outside of the site

fencing. In discussions with the applicant a requirement for 3 car parking bays at the front of the development would be appropriate for the business.

As mentioned previously Lot 50 (No 133) Ridley Street Cuballing is a high profile site. This site is the first development viewed by people entering Cuballing from the south. Given the set back from the road of the lot and the current location of vegetation to the south, the site is currently well screened. Such landscaping of the site will provide townscape benefits and Council should support and encourage this.

The application request the permanent location of two sea containers for storage at the rear of the property. An additional container may be required in time. The applicant proposes to construct a shade shelter between each of containers. The location of sea containers at an industrial property is an unusual request, however given the location of the property, it is suggested that the sea containers be made as aesthetically pleasing as possible. The Officer's Recommendation requires that any sea containers are set back from the property boundary, are to be repainted or reclad and be the focus of landscaping on the property.

Strategic Implications - Nil

Statutory Environment

Shire of Cuballing - Local Planning Scheme No. 2

The Development table of the TPS2, included at Attachment 9.2.2C sets out the required setbacks, lot sizes, frontages and car parking requirements for developments in the Shire of Cuballing.

TPS2 Zoning table extract:

LAND USE	Rural Townsite	Rural Residential	General Agriculture
Industry – general	A	X	X

“industry” means premises used for the manufacture, dismantling, processing, assembly, treating, testing, servicing, maintenance or repairing of goods, products, articles, materials or substances and includes premises on the same land used for –

- (a) the storage of goods;
- (b) the work of administration or accounting;
- (c) the selling of goods by wholesale or retail; or
- (d) the provision of amenities for employees, incidental to any of those industrial operations;

“industry – cottage” means a trade or light industry producing arts and crafts goods which does not fall within the definition of a home occupation and which –

- (a) does not cause injury to or adversely affect the amenity of the neighbourhood;
- (b) where operated in a residential zone, does not employ any person other than a member of the occupier's household;
- (c) is conducted in an out-building which is compatible with the principle uses to which land in the zone in which it is located may be put;
- (d) does not occupy an area in excess of 50 square metres; and
- (e) does not display a sign exceeding 0.2 square metres in area;

“industry – extractive” means an industry which involves the extraction, quarrying or removal of sand, gravel, clay, hard rock, stone or similar material from the land and

includes the treatment and storage of those materials on, or adjacent to, the land from which the materials are extracted, but does not include industry-mining;

“industry – general” means an industry other than a cottage, extractive, light, mining, rural or service industry;

“industry – light” means an industry –

- (a) in which the processes carried on, the machinery used, and the goods and commodities carried to and from the premises do not cause any injury to or adversely affect the amenity of the locality;
- (b) the establishment or conduct of which does not, or will not, impose an undue load on any existing or proposed service for the supply or provision of essential services;

“industry – mining” means land used commercially to extract minerals from the land;

“industry – rural” means –

- (a) an industry handling, treating, processing or packing rural products; or
- (b) a workshop servicing plant or equipment used for rural purposes;

“industry – service” means –

- (a) an industry – light carried out from premises which may have a retail shop front and from which goods manufactured on the premises may be sold; or
- (b) premises having a retail shop front and used as a depot for receiving goods to be serviced;

Policy Implications – Nil

Financial Implications – Nil

Economic Implications

The development, if approved, can assist to provide economic benefits to the local economy through job creation.

Social Implications

An objection has been raised by one nearby landowner to a portion of the application.

Environmental Considerations – Nil

Consultation

Adjoining/nearby landowners and Main Roads WA were invited to make comment on the Planning Application. No submissions were received.

Options

The Council can resolve:

1. the Officer’s Recommendation;
2. approve the Planning Application with no conditions;
3. approve the Planning Application with conditions;
4. refuse the Planning Application (providing reasons); or
5. defer and seek additional information.

Voting Requirements – Simple Majority

OFFICER RECOMMENDATION:

That Council approve the Planning Application for a General Industry use at Lot 50 (No 133) Ridley Street Cuballing subject to the following conditions:

1. this approval shall expire if the development hereby approved has not been substantially commenced within a period of two years from the date hereof, or within any extension of that time (requested in writing prior to the approval expiring) that may be granted by Council. Where the Planning Approval has lapsed, no further development is to be carried out;
2. 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 Council and shown on the approved plan and these shall not be altered and/or modified without the prior knowledge and written consent of the Council;
3. the building is not to be used for habitable purposes;
4. the building is clad in colourbond colours on external walls, the roof, gutters and downpipes;
5. the front building set back is varied to 7.5 metres from the front property boundary;
6. three car parking bays are to be provided and maintained at the Ridley Street frontage of the property;
7. The external walls of the sea containers are upgraded, including the removal of rust, either painted or clad in colourbond prior to occupation to the satisfaction of the local government; and
8. the vehicular crossover between the subject land and Ridley Street is to be designed, constructed and drained to the satisfaction of the Council;
9. up to three sea containers can be permanently located on the site with a setback from the property boundaries of three metres;
10. the proponent is required to submit a Landscape and Planting Plan to the satisfaction of the Council prior to the issue of a Building Permit;
11. the site is landscaped and planted in accordance with the approved Landscape and Planting Plan prior to 31 September 2017;
12. the landscaped and planted area shall be maintained to the satisfaction of the Council at all times;

Advice

- A) The proponent is advised that this Planning Approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.

- B) In relation to Condition 3, stormwater is to be suitably detained on site (e.g. rainwater tanks, soakwells). The Council will support stormwater run-off being connected to a Shire stormwater legal point of discharge provided it is appropriately designed via a soakwell/silt pit to the satisfaction of the Council.
- C) In relation to conditions 11 and 12, trees, shrubs and/or bushes are to be planted as a minimum on the southern and sides of the property to reduce the visible impact of the sea containers and security fencing of the site.
- D) Part 14 of the Planning and Development Act 2005 provides the right to apply to the State Administrative Tribunal for review of some planning decisions and you may wish to take professional advice to determine whether or not such a right exists in the present instance. The State Administrative Tribunal Rules 2004 require that any such applications for review be lodged with the Tribunal within 28 days of the date on which notice of the decision is given.

COUNCIL DECISION:

That Council approve the Planning Application for a General Industry Use at Lot 50 (No 133) Ridley Street Cuballing subject to the following conditions:

- 1. this approval shall expire if the development hereby approved has not been substantially commenced within a period of two years from the date hereof, or within any extension of that time (requested in writing prior to the approval expiring) that may be granted by Council. Where the Planning Approval has lapsed, no further development is to be carried out;**
- 2. 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 Council and shown on the approved plan and these shall not be altered and/or modified without the prior knowledge and written consent of the Council;**
- 3. the building is not to be used for habitable purposes;**
- 4. the building is clad in colourbond colours on external walls, the roof, gutters and downpipes;**
- 5. the front building set back is varied to 7.5 metres from the front property boundary;**
- 6. three car parking bays are to be provided and maintained at the Ridley Street frontage of the property;**
- 8. the vehicular crossover between the subject land and Ridley Street is to be designed, constructed and drained to the satisfaction of the Council;**
- 10. the proponent is required to submit a Landscape and Planting Plan to the satisfaction of the Council prior to the issue of a Building Permit;**
- 11. the site is landscaped and planted in accordance with the approved Landscape and Planting Plan prior to 31 September 2017;**

12. the landscaped and planted area shall be maintained to the satisfaction of the Council at all times;

Advice

- A) The proponent is advised that this Planning Approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.
- B) In relation to Condition 3, stormwater is to be suitably detained on site (e.g. rainwater tanks, soakwells). The Council will support stormwater run-off being connected to a Shire stormwater legal point of discharge provided it is appropriately designed via a soakwell/silt pit to the satisfaction of the Council.
- C) In relation to conditions 11 and 12, trees, shrubs and/or bushes are to be planted as a minimum on the southern and sides of the property to reduce the visible impact of the security fencing of the site.
- D) Part 14 of the Planning and Development Act 2005 provides the right to apply to the State Administrative Tribunal for review of some planning decisions and you may wish to take professional advice to determine whether or not such a right exists in the present instance. The State Administrative Tribunal Rules 2004 require that any such applications for review be lodged with the Tribunal within 28 days of the date on which notice of the decision is given.

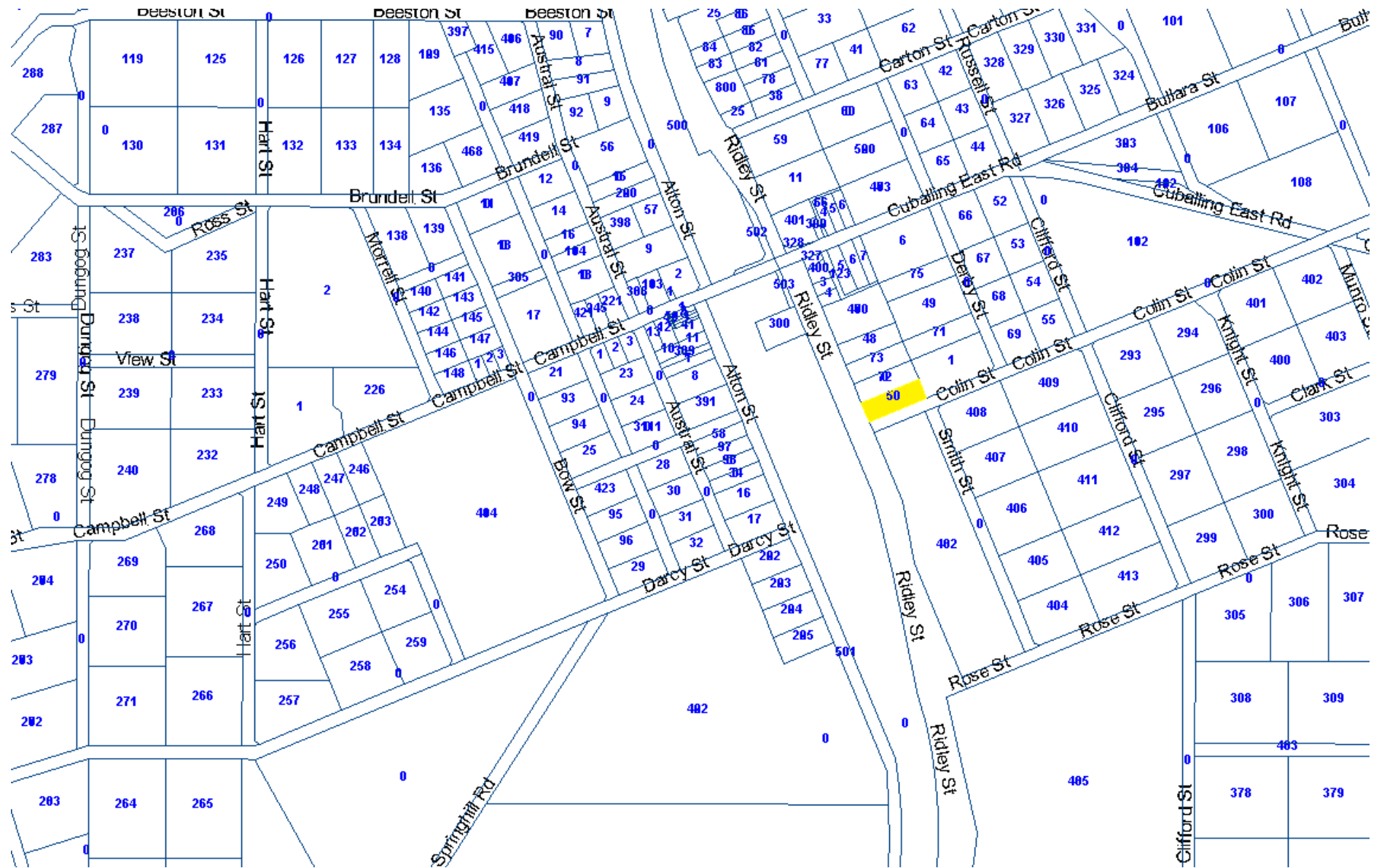
Moved: Cr Ballantyne

Seconded: Cr Bradford

Carried 6/0

Council did not approve the Officer's Recommendation because, although very supportive of the applicants proposal to construct commercial premises, there remained concerns regarding the use of second hand sea containers in such a high profile site and Council wished to consider their use separately.

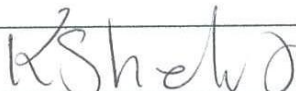



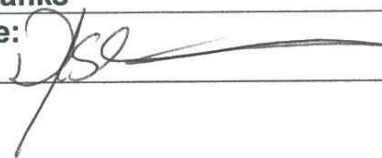


FORM OF APPLICATION FOR PLANNING APPROVAL

Shire of Cuballing Town Planning Scheme No. 2

Application for Planning Approval

Owner details:		
Name: David Shanks		
Address: 52 Clifford st Cuballing WA		
Postcode:6311		
Phone: 08 98836082		FAX:0898836082
Home:	Work:	Email:
		qbmobile@bigpond.com
Mobile:0408226662		
Contact Person: David Shanks		
Signature:		Date:15/01/16
Signature:		Date:15/01/16
The signature of the owner(s) is required on all applications. This application will not proceed without that signature.		

Applicant details:		
Name: David Shanks		
Address: As above		
		Postcode:
Phone:		FAX:
Home:98836082	Work:	Email: as above
Mobile:0408226662		
Contact Person for Correspondence:		
David Shanks		
Signature:		Date: 15/01/16

Part 2

Property details:		
Lot No. 50	House/Street No: 133	Location No:
Diagram or Plan No:	Certificate of Title Vol. No: 1526	Folio: 958
Title encumbrances (e.g. easements, restrictive covenants):		
Street name: Ridley		Suburb: Cuballing
Nearest Street Intersection:		Colin

Existing building/land use:
Description of proposed development and/or use: Build a workshop , office and shop to run a construction business from Fenced yard area for storage of machinery and materials Construction of small display area
Nature of any existing buildings and/or use: N/A
Approximate cost of proposed development: \$250,000.00
Estimated time of completion: 3 months from application completion

Office Use Only
<i>Acceptance Officer's initials:</i> _____ <i>Date Received:</i> _____
<i>Local Government Reference No:</i> _____



Zone	Use	Min Lot Area (m2)	Min Effect Frontage (m)	Min Boundary Setbacks (m)			Min Car Parking Spaces	Min Landscaping % of Site	Other Requirements
				Front	Rear	Side			
1. Rural Townsite	Residential	See Residential Design Codes as listed in this Schedule or as Determined by Council							
	Commercial	-	-	15	7.5	Nil or 2m if abutting a Residential property	1 per 20m ² of gross leasable floor area		
	Shop	-	-	15	7.5		1 per 10m ² of gross leaseable floor area		
	Office	-	-	15	7.5		1 per 20m ² of gross leasable floor area		
	Eating House			15	7.5	2m	1 per 5m ² of Public area		
	Hotel	1 ha	80	20	15	10	1 per bedroom and 1 per 5m ² of public area	25	
	Tavern	4000	40	20	15	10	1 per 5m ² of Public area	25	
	Motel	4000	80	20	15	10	1.5 per accomm Unit	20	
	Educational Establishment	Determined by Council	30m	20	10	5m	As determined by Council		
	Service Station	1500 (Roadhouse 2000)	25	20	7.5	5	20	Determined by Council	Boundary setbacks apply to Pumps, Canopy, Buildings
	Place of Public Worship	2000	20	15	7.5	2	1 per 5 seats	50	
	General Industry	2000	25	20	7.5	5m on one side	As determined by Council		
	Light/Service Industry	1000	25	11	7.5	5m on one side	As determined by Council		
All other Permitted Uses	As listed in this Schedule or as determined by Council								
2. Rural Residential	All other Permitted Uses	As listed in this Schedule or as determined by Council							
3. General Agricultural	Abattoir		Determined by Council	50	20	20	As determined by Council		
	Rural Pursuit	1 ha	50m	15	15	5	As determined by Council		
	All other Permitted Uses	As listed in this Schedule or as determined by Council							

9.4 ENVIRONMENTAL HEALTH OFFICER:

Nil

9.5 BUILDING OFFICER:

Nil

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

Nil

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

11.1.1 Urgent Confidential Business – Cuballing East Road Land Purchase

File Ref. No: A369
Disclosure of Interest: Nil
Date: 16th March 2016
Author: Gary Sherry
Attachments: Nil

Summary

Council is to consider reviewing urgent confidential business relating to the purchase of land adjoining Cuballing East Road.

Background - Nil

Comment

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

Given the commercially confidential nature of the offers of purchase, it is suggested that Council close the meeting of Council to the public to allow the consideration of the late business.

Statutory Environment

Shire of Cuballing – Standing Orders Local Law 1999 – Section 3.10:

3.10 Urgent Business Approved By the Person Presiding or by Decision

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

Strategic Implications - Nil

Policy Implications

Financial Implications - Nil

Economic Implication - Nil

Environmental Considerations - Nil

Consultation - Nil

Options

Council may resolve:

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

Voting Requirements – Simple Majority

COUNCIL DECISION:

That Council consider the urgent business relating to purchasing land adjoining the Cuballing East Road.

Moved: Cr Haslam

Seconded: Cr Dowling

Carried 6/0

COUNCIL DECISION:

That Council meet behind closed doors.

Moved: Cr Haslam

Seconded: Cr Dowling

Carried 6/0

11.1.2 Purchase of Land Adjoining Cuballing East Road

COUNCIL DECISION:

That Council:

- 1. accept the offer to purchase the 173m2 of Lot 52 (No 228) Cuballing East Road included in Attachment 11.1.2B for \$3,200: and**
- 2. proceed with the subdivision process to incorporate this land into the Cuballing East Road Reserve.**

Moved: Cr Newman

Seconded: Cr Haslam

Carried 6/0

12. CONFIDENTIAL ITEM:

13. NEXT MEETING

3pm, Thursday 21st April 2016 at the Shire of Cuballing Council Chambers, Campbell Street, Cuballing.

14. CLOSURE OF MEETING:

There being no further business, the Shire President, Cr Conley, closed the meeting at 4.10pm.