



*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 16<sup>th</sup> February 2017**

Shire of Cuballing  
Council Chambers  
Campbell Street, Cuballing

These minutes were confirmed at the Ordinary Meeting held on Thursday 16<sup>th</sup> February 2017.

Signed.....  
Cr Mark Conley, Shire President

Thursday 16<sup>th</sup> March 2017

## **DISCLAIMER**

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

In particular and with derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Cuballing during the course of any meeting is not intended to be and is not taken as notice or approval from the Shire of Cuballing. The Shire of Cuballing warns that anyone who has an application lodged with the Shire of Cuballing must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of that application and any conditions attaching to the decision made by the Shire of Cuballing in respect of the application.

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

Nil

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

### **4.3.1 Permission to Camp - 79 (Lot 313) Cuballing East Road, Cuballing**

Mr Graeme and Ms Kellie Plenty advised of their plans to submit building plans to Council and construct a residence on 79 (Lot 313) Cuballing East Road, Cuballing. Mr and Ms Plenty asked how this would impact on their previous planning approval to locate an outbuilding constructed from a sea container on their property. The finalisation of the location of the outbuilding was being impacted by the need to remove rock on the final location of the shed.

Mr Sherry, the Chief Executive Officer advised that the Plenty's planning approval to locate an outbuilding constructed from a sea container on their property would not be impacted by submitting building plans to construct a residence. In fact once building plans were approved and construction of a residence had commenced, Mr Sherry advised that builders often had temporary storage located on operational building sites and Mr and Ms Plenty would be permitted to have similar storage on their construction site.

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

Nil

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

### **6.1.1 Ordinary Meeting of Council held on Thursday 15<sup>th</sup> December 2017**

#### **COUNCIL DECISION – 2017-2:**

**That the minutes of the Ordinary Meeting of Council held on Thursday 15<sup>th</sup> December 2017 be confirmed as a true record of proceedings.**

**Moved: Cr Haslam**

**Seconded: Cr Bradford**

**Carried 5/0**

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

Nil

## **8. DISCLOSURE OF FINANCIAL INTEREST:**

Cr Newman declared a Proximity Interest in 9.2.5 Mobile Telephone Base Station - Cuballing in that he owns property adjoining the mobile telephone based station is proposed to be built.

Mr Sherry declared an Impartiality Interest in 12.1.1 Investigation of the Purchase of Land for Gravel – East Popanyinning that he is a long time friend of the property owner.

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

**The Shire President Cr Conley advised of a change in the order of proceedings and requested that Council consider Agenda Item 9.2.6 at this time.**

<b>9.2.6</b>	<b>Permission to Camp - 79 (Lot 313) Cuballing East Road, Cuballing</b>
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Applicant:	GJ & KJ Plenty
File Ref. No:	A22
Disclosure of Interest:	Nil
Date:	8 <sup>th</sup> February 2017 2017
Author:	Gary Sherry
Attachments:	9.2.6A Location Plan 9.2.6B Site Photos

### **Summary**

**Council is to consider an application by Mr Graeme and Ms Kellie Plenty to camp on their property at 79 (Lot 313) Cuballing East Road, Cuballing for a period of up to 3 months in a year.**

### **Background**

Mr Graeme and Ms Kellie Plenty purchase 79 Cuballing East Road, Cuballing in August 2015.

In May 2016 Council provided Planning Approval for Mr and Ms Plenty to locate a sea container at the site for use as an outbuilding. The approval was conditional upon:

1. this approval shall expire if the development hereby approved has not been substantially commenced within a period of three months 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. The outbuilding (sea container) shall be removed from the subject site at the expiry of the approval or after the expiry of any extension of that time which, upon written application (made at least 21 days after the expiry of the approval) to Council, is granted by it in writing. 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 exterior of the outbuilding (sea container) shall be upgraded to blend with the surrounding development or landscape in terms of color and finish within three (3) months of being placed on site to the satisfaction of Council's Chief Executive Officer;
4. The sea container is permitted to be used for storage of equipment and building materials and as a workshop;
5. The outbuilding (sea container) shall not be used for habitable purposes; and

6. 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 (sea container) 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.

#### 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) 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 Officer's inspected 79 Cuballing East Road on 6<sup>th</sup> December 2016 and identified a number of structures that were believed to have been constructed without the Plans and Specifications for such work having been approved by Council. It was established that Mr and Ms Plenty had been living in these premises for periods of time. Photographs of the structures are included at Attachment 9.2.5B.

Staff, under the authority of a Building Order, directed Mr and Ms Plenty to either:

1. provide evidence of the approval of the plans and specifications for those structure identified in the Building Order, or
2. remove those structures identified in the Building Order from this property; within in 35 days of receipt of the Building Order.

It is understood that Mr and Ms Plenty have not resided in the premises since this time, but without alternative accommodation in Cuballing have had difficulty in arranging for the complete removal of the unauthorised structures. The bath has been disconnected and upturned, but little other work has occurred.

#### Comment

Mr and Ms Plenty applied for permission from Council on 9<sup>th</sup> January 2017 to camp on their property for a period of 3 months commencing on 14<sup>th</sup> February 2017. Mr and Mrs Plenty have been advised that any commencement would be delayed by the decision at this meeting of Council.

Regulation 11(2)(a) of the Caravan Park and Camping Ground Regulations 1997 allows for a local government to permit camping on property within that local government for a period not exceeding 3 months in any year.

Mr and Ms Plenty have advised that:

- They will be camping on the property while they relocate the transportable building off site and locate the sea container in the approved location. Rock needs to be removed to allow the sea container to be correctly sited;
- There is no approved waste water disposal at the site. Mr and Ms Plenty plan to drain water from bathing and washing onto plants on their property;
- Sewage waste from a portable toilet will be emptied at the sullage point at Ridley Street;

- They would expect the transportable building to be removed by transportable building will be removed by the 7<sup>th</sup> March 2017; and
- are not sure how long it will take to remove the rock in order to locate the sea container, but will try to make it by the 25<sup>th</sup> April 2017.

Council's Environmental Health Officer, in reviewing this application cited the lack of a sewerage system as the most significant concern regarding this application. While Council may consider an approval in similar situations, this was normally associated with the construction of a residence and required a more substantial structure like a shed. Concerns over liability over an approval and the expectations of complaints from neighbours were also raised as likely issues. There is also no reticulated waste connection to this lot.

Council has permitted temporary accommodation in the past but such approvals:

- required the construction and of approved septic system. The uncontrolled disposal of waste poses a significant threat to health of the neighbours;
- involved the construction of more substantial temporary buildings than are present on this site in which people resided; and
- Were associated with an approved building application for a permanent residence. There is no approved residence for this site.

Strategic Implications – Nil at this time

#### Statutory Environment

#### **Caravan Park and Camping Ground Regulations (1997)**

11. Camping other than at caravan park or camping ground
  - (1) A person may camp —
    - (a) for up to 3 nights in any period of 28 consecutive days on land which he or she owns or has a legal right to occupy, and may camp for longer than 3 nights on such land if he or she has written approval under subregulation (2) and is complying with that approval; or
    - (b) for up to 24 consecutive hours in a caravan or other vehicle on a road side rest area; or
    - (c) for up to 24 consecutive hours in a caravan or other vehicle on a road reserve in an emergency, unless to do so would cause a hazard to other road users or contravene any other written law with respect to the use of the road reserve; or
    - (d) on any land which is —
      - (i) held by a State instrumentality in freehold or leasehold; or
      - (ii) dedicated, reserved, or set apart under the Land Administration Act 1997 or any other written law, and placed under the care, control or management of a State instrumentality,
 in accordance with the permission of that instrumentality; or
    - (e) on any unallocated Crown land or unmanaged reserve, in accordance with the permission of the Minister within the meaning of the Land Administration Act 1997, or a person authorised by the Minister to give permission under this paragraph.
  - (2) Written approval may be given for a person to camp on land referred to in subregulation (1)(a) for a period specified in the approval which is longer than 3 nights —
    - (a) by the local government of the district where the land is situated, if such approval will not result in the land being camped on for longer than 3 months in any period of 12 months; or
    - (b) by the Minister, if such approval will result in the land being camped on for longer than 3 months in any period of 12 months; or
    - (c) despite paragraph (b), by the local government of the district where the land is situated —



- (i) if such approval will not result in the land being camped on for longer than 12 consecutive months; and
  - (ii) if the person owns or has a legal right to occupy the land and is to camp in a caravan on the land while a permit has effect in relation to the land.
- (3) In this regulation —
- emergency* means a situation where to move the caravan or other vehicle to a more suitable area would constitute an immediate and serious hazard due to the condition of the caravan or other vehicle, or a vehicle towing the caravan, or of the driver, or passengers, of any such vehicle;
- permit* means a building permit or a demolition permit as defined in the Building Act 2011 section 3;
- road side rest area* means an area designated by a traffic sign erected in accordance with a written law, as an area which may be used for 24 hours for —
- (a) resting; or
  - (b) stopping; or
  - (c) camping,
- in a vehicle;
- State instrumentality* has the same meaning as it has for the purposes of the Land Administration Act 1997;
- unallocated Crown land* has the same meaning as it has for the purposes of the Land Administration Act 1997;
- unmanaged reserve* has the same meaning as it has for the purposes of the Land Administration Act 1997.

Policy Implications – Nil

Financial Implications – Nil

Economic Implications – Nil

#### Social Implications

While the development of land is a priority of Council, basic health and building requirements need to be met to maintain a reasonable level of community amenity.

#### Environmental Considerations

The safe disposal of waste is a requirement for the maintenance of public health.

Consultation - Nil

#### Options

The Council can resolve:

1. the Officer's Recommendation;
2. an amended Officer's Recommendation;
3. to grant conditional approval to camp for GJ & KJ Plenty to camp at 79 Cuballing East Road, Cuballing for a period of up to 3 months.

Voting Requirements – Simple Majority

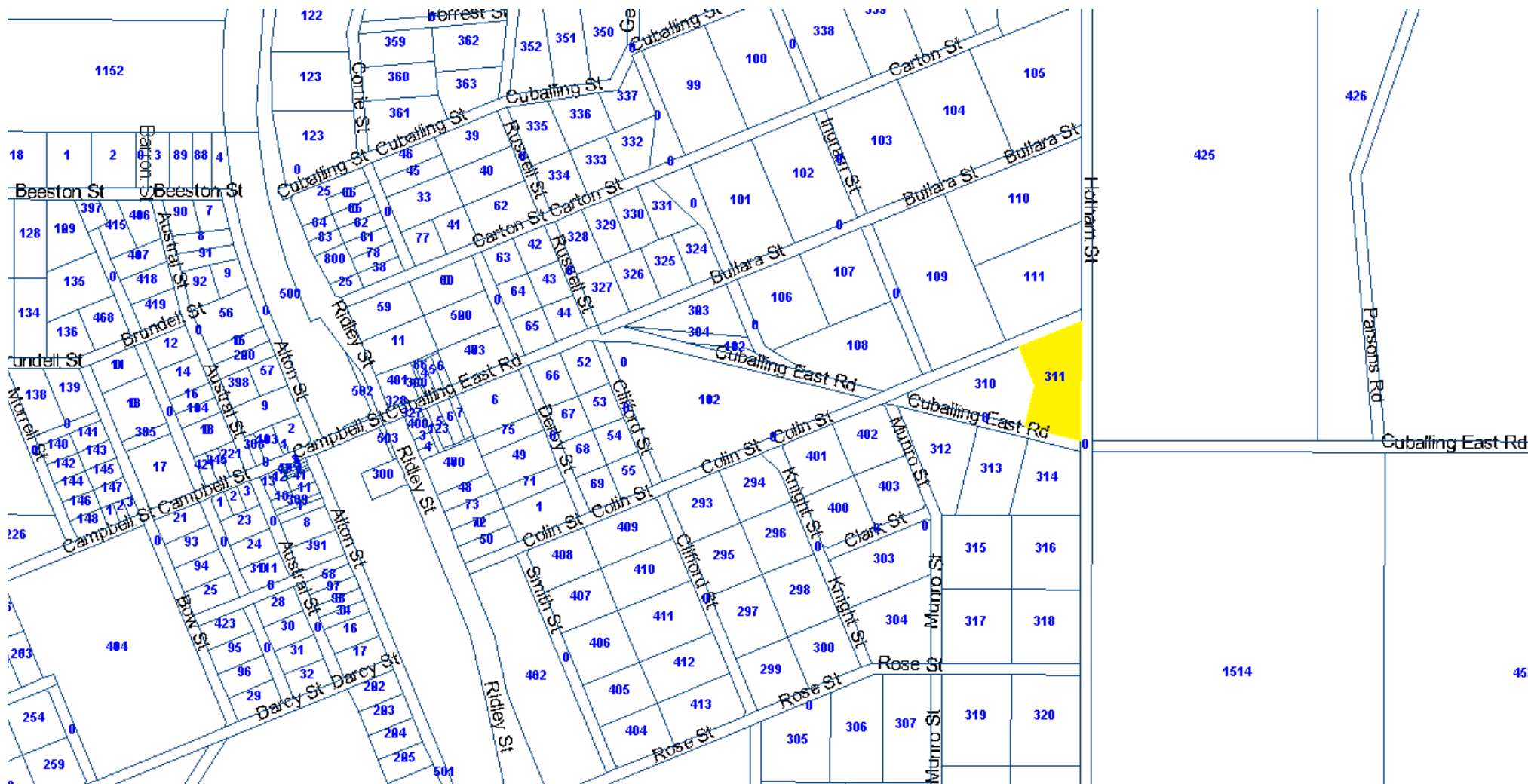
**COUNCIL DECISION – 2017-3:**

**That Council not grant approval for GJ & KJ Plenty to camp at 79 Cuballing East Road, Cuballing for a period of up to 3 months because the lack of approved sewerage treatment system posing environmental health risks.**

**Moved: Cr Bradford**

**Seconded: Cr Newman**

**Carried 5/0**





lot 79 Cubi E Rs

2016-12-06

















## 9.1 DEPUTY CHIEF EXECUTIVE OFFICER:

9.1.1	List of Accounts Submitted for Council Approval and Payment – December 2016 and January 2017
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File Ref. No:	NA
Disclosure of Interest:	Nil
Date:	2 <sup>nd</sup> February 2017
Author:	Nichole Gould
Attachments:	9.1.1A List of December 2016 Trust Accounts 9.1.1B List of December 2016 Municipal Accounts 9.1.1C List of January 2017 Trust Accounts 9.1.1D List of January 2017 Municipal Accounts

### Summary

**Council is to consider the December 2016 & January 2017 List of Accounts.**

Background - Nil

### Comment

Council is provided at Attachments 9.1.1A, 9.1.1B, 9.1.1C & 9.1.1D with a list of payments made from each of Council's bank accounts during the months of December 2016 & January 2017.

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 – 2017-4:**

**That Council receives the List Of Accounts for December 2016 and January 2017 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 payments including payments from Council's:**

- 1. Trust Fund in December 2016 totalling \$17,089.30 included at Attachment 9.1.1A;**
- 2. Municipal Fund in December 2016 totalling \$173,052.49 included at Attachment 9.1.1B;**
- 3. Trust Fund in January 2017 totalling \$30,637.90 included at Attachment 9.1.1C; and**
- 4. Municipal Fund in January 2017 totalling \$185,782.47 included at Attachment 9.1.1D.**

**Moved: Cr Haslam**

**Seconded: Cr Newman**

**Carried 5/0**

**LIST OF TRUST FUND ACCOUNTS DUE AND SUBMITTED TO COUNCIL  
DECEMBER 2016**

<b>Chq/EFT</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
011216	Police Licensing	Licensing Payments	132.00
161216	Police Licensing	Licensing Payments	227.50
191216	Police Licensing	Licensing Payments	84.50
201216	Police Licensing	Licensing Payments	481.50
211216	Police Licensing	Licensing Payments	465.20
221216	Police Licensing	Licensing Payments	104.00
231216	Police Licensing	Licensing Payments	714.75
281216	Police Licensing	Licensing Payments	276.05
291216	Police Licensing	Licensing Payments	1,318.75
021216	Police Licensing	Licensing Payments	2,289.75
051216	Police Licensing	Licensing Payments	761.25
061216	Police Licensing	Licensing Payments	5,540.10
071216	Police Licensing	Licensing Payments	639.80
081216	Police Licensing	Licensing Payments	853.00
131216	Police Licensing	Licensing Payments	839.95
141216	Police Licensing	Licensing Payments	78.70
151216	Police Licensing	Licensing Payments	2,282.50
			<b>17,089.30</b>

**LIST OF MUNICIPAL FUND ACCOUNTS DUE AND SUBMITTED TO COUNCIL  
DECEMBER 2016**

<b>Chq/EFT</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
261216	Rent On Forrest Street	Rent On Forrest Street	600.00
281216	Rent For Grader Driver House	Rent For Grader Driver House	360.00
221216	ATO Clearing Account BAS	ATO Clearing Account BAS	23,091.00
EFT2585	DJ Superannuation	Superannuation contributions	180.68
EFT2586	Win United Pty Ltd	2 x Blue Layflat Hose Kit, 40 x 75mm Hose 4 Bar WP, 2 x Type C & 2 x Type E Aluminum Camlock, 4 x Steel Supa Clamp	280.61
EFT2587	Afgri Equipment Australia Pty Ltd	Remove Seal, Guards & Cover, Wiper Motor to Install new seal, Window & Reinstall Wiper Motor, Bolts Clamps, Covers & Guard & Travel	2,200.18
EFT2588	Air Liquide Pty Ltd	Cylinder Size G & E Size	139.31
EFT2589	Air Response	Service Ducted Air Conditioners, Clean Filters, Check Ducting & Zoning, Check Gas Charge & Unit Operation	218.56
EFT2590	Ampac Debt Recovery	Legal Fees - Skip Trace A178	200.00
EFT2591	Bill & Bens Hot Bread Shop	200 x Hot Dog Rolls for Movie Night	184.00
EFT2592	Brett Rowe Mobile HD Mechanical Services	Labour & Travel to Replace Centre Hitch, Bottom Bearing & Seal in Unit on Roller	1,818.30
EFT2593	Builders Registration Board Building Commission	November 2016 Building Forms	339.90
EFT2594	Cuballing Building Company	Supply & Erect Shed Popo Transfer Station as per Quote	16,223.90
EFT2595	Cuby Roadhouse	Postage & Freight	704.80
EFT2596	Dews Mini Excavations	Hire of Excavator to Install Pipes & Clean out Exiting Pipes Popo West Rd 9 hrs @ \$110.00 per hour	1,754.50
EFT2597	Darryle Baxter	Meals AIBS Conference	48.00
EFT2598	Dawson Robert Bradford	Dawson Bradford Councillor Sitting Fee July to December 2016	750.00
EFT2599	E Fire And Safety	First Attack Fire Extinguisher Training Course Held 16 November 2016	599.50
EFT2600	Elisa Alice Dowling	Eliza Dowling Councillor Sitting Fee July to December 16	750.00
EFT2601	Edge Planning & Property	Interim Invoice November 2016	2,511.85
EFT2602	Glenwarra Development Services	Attendance @ Shire Office 21/11/16 8hrs @ \$86.30	759.44
EFT2603	Great Southern Fuel Supplies	November Account - Bulk Diesel	17,451.32
EFT2604	Great Southern Waste Disposal	Rubbish Removal 25/10/16 to 29/11/16 - Recycling Service x 250	6,179.25
EFT2605	Hanson Construction Materials	10mm Washed Single Size Granite 54.4 tonnes @ \$26.80 per tonne	1,603.71
EFT2606	Instant Weighing	Test & Recalibrate the Non Trade Compuload 4000 Scale & Travel	1,045.00
EFT2607	J & D Rural Fencing	Supply & Install Farm Fencing as Per Quote	6,741.90

Chq/EFT	Name	Description	Amount
EFT2608	J & E Mobile Wheel Alignments	Wheel Alignment & Straighten Bent Track Rod	365.00
EFT2609	JR & A Hersey P/L	100 x Guide Posts	2,181.16
EFT2610	Lush Fire & Planning	Bushfire Hazard Level Assessment	3,003.00
EFT2611	Makit Narrogin Hardware	Paint Roller, Black Board Paint, Wheels, Gutter Silicone	145.20
EFT2612	Mark Conley	Mark Conley Presidential Allowance July to December 16	4,950.00
EFT2613	Market Creations	Syngery Backup in Cloud November 2016	475.46
EFT2614	Marketforce	Avertising - Annual Electors Meeting Narrogin Observer 3/11/16	191.78
EFT2615	McDougall Weldments	Repairs to Hose on Water Tank	448.31
EFT2616	Melchiorre Plumbing And Gas	Test Back Flow on 2 Standpipes	924.00
EFT2617	Narrogin Auto Electrics	2 x Solar Panel Connectors & Anderson Plug	30.00
EFT2618	Narrogin Bearing Services	Kincrome Pedestal 4 Blade Fan	199.00
EFT2619	Narrogin Earthmoving And Concrete	Hire of Steel Drum Roller @ \$300 per day x 11 Days	3,630.00
EFT2620	Narrogin Toyota	90,000kms Service Mazda Ute	364.02
EFT2621	Narrogin Country Fresh Meats	200 x BBQ Sausages for Movie Night	311.97
EFT2622	Narrogin Hire Service And Reticulation	10 x Retic Boxes, 12 x Risers & 12 x Female Joiners	641.80
EFT2623	Narrogin Packaging	Toilet Rolls & Towels	248.62
EFT2624	Narrogin Pumps Solar and Spraying	1 x 75mm Tee & 3 x 75mm Nipples - Quick Fill Trailer	347.07
EFT2625	Page Truck Hire	Hire Bobcat to Push Up Rubbish Tip @ Popanynning 5, 14, 21 & 28/11/16	1,320.00
EFT2626	Peter Scott Ballantyne	Scott Ballantyne Councillor Sitting Fee July to December 16	750.00
EFT2627	Phil Watts Bulldozing	Push Up of 5,000 Cubic Metres of Gravel & Supplied @ \$3.00 per Cube	22,825.00
EFT2628	Phonographic Performance Company	Multiple Event Licence - 1/01/17 to 31/12/17	172.88
EFT2629	Perfect Computer Solutions	Refreshing Mapping Data in Synergy	255.00
EFT2630	PH & KE Gow	Survey Road Widening Lot 52 Cuballing East Road, Info Search, Drafting Fees, Pegs Stakes & Spikes, Landgate Lodging Fees, WAPC Lodging Fees	5,744.20
EFT2631	Roger David John Newman	Roger Newman Councillor Sitting Fee July to December 16	750.00
EFT2632	Shire Of Mingenew	Reimbursement Meals & Refreshments @ LGMA Conference Dinner 10/11/16	98.80
EFT2633	Shire Of Narrogin	Refuse Waste Disposal of Waste from Cuballing to Shire of Narrogin Landfill Site 23.66 tonne @ \$75 per tonne 13/09/16 to 21/10/16	1,774.50
EFT2634	SOS Office Equipment	Photocopier Meter Reading DCVC4475 24/10/16 to 29/11/16	591.19
EFT2635	Sewell Sweepers	1 x Tail Wheel Screw	80.33



Chq/EFT	Name	Description	Amount
EFT2636	Staples Australia Pty Ltd	Paper Binder, Boxes A4 Paper, Box A3 Paper Certificate Frames, Staples, Calculator, Post it Notes	380.23
EFT2637	Timothy Phillip Haslam	Timothy Haslam Councillor Sitting Fee July to December 16	900.00
EFT2638	Toll Ipec (Courier Australia)	Freight Charges - Road Signs Australia	252.98
EFT2639	Total Undercar	Rotate Wheels & Premium 4WD Wheel Alignment	110.00
EFT2640	Tonya Williams	50% Reimbursement - Ballards Gas - T Williams	120.00
EFT2641	Tutt Bryant Equipment	Oscillating Articulated Joint	4,283.47
EFT2642	Waterman Irrigation	1 x 80watt Solar Panel	272.80
EFT2643	Whitford Fertilisers Narrogin	Use of Weighbridge 8 x Rubbish Truck Weighs @ \$5.00	44.00
EFT2644	DJ Superannuation	Superannuation contributions	180.68
EFT2645	LGIS Broking	Motor Vehicle Premium Adjustment 2015-2016	1,390.80
EFT2646	Birds Silos & Shelters	Refund Of Bond For Hall Hire (Popanyinning) 1/12/2016	200.00
184759	Australian Super	Superannuation contributions	408.90
184760	Hostplus Super	Superannuation contributions	209.84
184761	Matrix Superannuation	Superannuation contributions	65.41
184762	WA Local Government Super Plan	Superannuation contributions	5,658.44
184763	Westscheme Superannuation	Superannuation contributions	619.07
184764	Shire of Cuballing	Moving Funds From Trust To Municipal - Tunnercliff Yornaning Dam Donation	500.00
184765	Cuby Tavern	Salads 17/11/16 Council Meeting & 1 Ctn Carlton Dry, Salads 15/11/16 & 1 Ctn Carlton Dry, 1 Ctn Carlton Dry 7/12/16, Food & Drinks for 45 People 15/12/16	2,678.50
184766	Graham Maddison	Supply of Gravel 666.67 Cubic Metres @ \$2.00 per cube	4,000.00
184767	Synergy	Electricity Charges - Street Lighting 1/11/16 to 7/12/16	579.85
184768	Shire of Cuballing	Building Services - November 2016 - Labour 20hrs @ \$110.00 & Travel 267kms @ \$0.95	2,453.65
184769	Telstra	Service Charges - Shire Office	1,164.92
184770	iiNet Limited	NBN Wireless Limitless Boost Inc LNM Calls	89.99
184771	Australian Super	Superannuation contributions	408.90
184772	Hostplus Super	Superannuation contributions	209.84
184773	Matrix Superannuation	Superannuation contributions	65.41
184774	WA Local Government Super Plan	Superannuation contributions	5,511.57
184775	Westscheme Superannuation	Superannuation contributions	566.14
281216	Commonwealth Bank	Credit Card – Bank Fees	9.99
281216	Commonwealth Bank	Credit Card – Sundry Depot Supplies	14.18
281216	Commonwealth Bank	Credit Card – Fuel CN039	49.89
281216	Commonwealth Bank	Credit Card – Sundry Depot Supplies	10.86
281216	Commonwealth Bank	Credit Card – Office Supplies	88.18
			<b>173,052.49</b>

**LIST OF TRUST FUND ACCOUNTS DUE AND SUBMITTED TO COUNCIL  
JANUARY 2017**

<b>Chq/EFT</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
170117	Police Licensing	Licensing Payments	1,541.45
310117	Police Licensing	Licensing Payments	2,396.10
180117	Police Licensing	Licensing Payments	1,491.00
190117	Police Licensing	Licensing Payments	2,148.00
200117	Police Licensing	Licensing Payments	1,060.75
230117	Police Licensing	Licensing Payments	58.25
240117	Police Licensing	Licensing Payments	19,751.95
250117	Police Licensing	Licensing Payments	598.85
270117	Police Licensing	Licensing Payments	1,080.65
300117	Police Licensing	Licensing Payments	510.90
			<b>30,637.90</b>

**LIST OF MUNICIPAL FUND ACCOUNTS DUE AND SUBMITTED TO COUNCIL  
JANUARY 2017**

<b>Chq/EFT</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
160117	10 - Big Air Cloud Management	Big Air Cloud Management	116.49
230117	14 - Rent On Forrest Street	Rent On Forrest Street	600.00
230117	13 - ATO Clearing Account Bas	ATO Clearing Account Bas	16,581.00
250117	15 - Rent For Grader Driver House	Rent For Grader Driver House	360.00
090117	14 - Rent On Forrest Street	Rent On Forrest Street	600.00
090117	11 - Interest On Graders	Interest On Graders	755.57
090117	12 - Loan Repayment No. 63 Graders	Loan Repayment No. 63 Graders	2,958.71
110117	15 - Rent For Grader Driver House	Rent For Grader Driver House	360.00
EFT2647	DJ Superannuation	Superannuation Contributions	180.68
EFT2648	Stephanie Thompson	Return Of Bond - Wedding Held On 23/12/2016, Cuballing Recreation Centre	200.00
EFT2649	DJ Superannuation	Superannuation Contributions	180.68
EFT2650	AFGRI Equipment Australia Pty Ltd	Service Of John Deere 4720 Tractor - Engine Oils, Gearbox & Hydraulics, Filters, Coolant, Grease	2,969.88
EFT2651	Air Liquide Pty Ltd	Cylinder Fee Size G & E	143.95
EFT2652	Ampac Debt Recovery	Legal Fees - Summons - Service Fees, Professional Fees, Travel Fees for 12 Assessments	7,658.74
EFT2653	Ashley Blyth Tree Lopping	Lop Back Tree & Change Light Bulk Near Cricket Nets	165.00
EFT2654	Beaurepaires	4 x 11R22.5 148/145K Remington R628 Tyres, Fitting & Disposal	1,489.22
EFT2655	Bill & Bens Hot Bread Shop	60 x Hotdog Rolls - Popo East Fire Brief Meeting	43.20
EFT2656	Bitutek	Bituminous Spray Seal Works - Primerseal Bitumen and 10mm Aggregate 9,097 metres squared @ \$1.76 & Precoat Aggregate 125 tonne @ \$10.00	18,986.79
EFT2657	Bruce Brennan	50% Reimbursement Synergy - B Brennan	140.52
EFT2658	Builders Registration Board Building Commission	December 2016 Building Forms	283.25
EFT2659	Burgess Rawson (WA) Pty Ltd	Water Usage - 7/10/16 to 15/12/16	148.90
EFT2660	Cuballing Building Company	Push up Rubbish Popo Transfer Station 5/12/16	297.00
EFT2661	Cuby Roadhouse	CEO Fuel	850.42
EFT2662	Dews Mini Excavations	Hire of Bobcat 15/12/16 Wandering Ngn Rd	363.00
EFT2663	Darryle Baxter	Reimbursement Expense - Brother Ink Cartridges from Best Office Systems	160.00
EFT2664	Edge Planning & Property	Interim Invoice December 2016	2,258.57
EFT2665	Glenwarra Development Services	Attendance at Office 12/12/16 8hrs @ \$86.30	759.44
EFT2666	Great Southern Fuel Supplies	December Account - Bulk Diesel	5,614.99

Chq/EFT	Name	Description	Amount
EFT2667	Great Southern Waste Disposal	Rubbish Removal 29/11/16 to 27/12/16 - Household x 250	4,908.20
EFT2668	Hanson Construction Materials	10mm Washed Single Size Granite 49.40 tonne @ \$26.80 per tonne	4,353.02
EFT2669	JARC Transport Pty Ltd	Cartage of Blue Metal from Hanson quarry Byford to Location (Murray Potts)	8,777.00
EFT2670	JR & A Hersey P/L	50 x Guide Posts Painted & Freight	1,133.00
EFT2671	Kel's Tyres	2 x 235/50R18 B/Stn RE003 Tyres	963.60
EFT2672	Kenneth Paul Hart	Supply of 5,000 Cubic Metres Gravel @ \$2 per Cubic Meter	10,000.00
EFT2673	Lazeaway Caravan Park	Push Up Popo Rubbish Tip 19/12/16 & 27/12/16	638.00
EFT2674	Makit Narrogin Hardware	Toilet Seat & 2 x 40mm Seals	53.00
EFT2675	Market Creations	Synergy Backup in Cloud December 2016	475.87
EFT2676	McDougall Weldments	Repairs to Roller Steering 16mm Plate, Bearing & Labour	1,683.50
EFT2677	Melchiorre Plumbing And Gas	Labour & Travel Change from Single to Dual Flush Cistern Popo Toilets	1,084.58
EFT2678	Narrogin Bearing Services	Brass Hammer	300.80
EFT2679	Narrogin Carpets And Curtains	Supply & Install Knights Point Carpet with Underlay to Admin, Council Chamber & CEO Office, Supply & Install Allura Flex Vinyl Planks to Kitchen, Male Toilet Entrance, Foyer and Hall Ways, Supply & Install Blinds to Remainder of Office, Removal & Disposal of Existing Floorcoverings including Asbestos Vinyl Tiles, Supply & Install 54m Feather Edge Skirting (\$210)	18,675.00
EFT2680	Narrogin Embroidery	Embroidery Work Shirts Name x 6 - Darrel, Owen & Tom	44.00
EFT2681	Narrogin Packaging	20L Pine O Clean	63.05
EFT2682	Narrogin Stihl	Repair to Blower - Wiring Harness, On/Off Switch & Service	51.99
EFT2683	Patten Trading Group	Purchase 1,040 Cubic Metres of Gravel @ \$1.00 per metre	1,144.00
EFT2684	Pingelly SES	Catering for Fire Combatants for Fire Incident East Popanyinning 5/01/2017	977.42
EFT2685	Popanyinning General Store	Food for Volunteers East Popanyinning Fire 5 & 6/01/17 - Sandwiches & Drinks	1,669.22
EFT2686	Primaries - Narrogin	1 x Pallet of 20Kg Postcrete & Pallet Deposit	467.50
EFT2687	Quickfit Windscreens And Narrogin Glass	Refix Roller Shutter on Kitchen Seryery	330.00
EFT2688	Road Signs Australia	Signs - Curved Arrows T Junction Chevron Modified Road Layout, Posts, Bolts, Caps, Brackets	2,505.58
EFT2689	Ray White Real Estate	Water Consumption - 1 Forrest St Cuballing 7/10/16 to 15/12/16	115.78

Chq/EFT	Name	Description	Amount
EFT2690	Rotary Club Of Narrogin	Hire of Bouncy Castle & Train - Christmas Tree Event 18/12/16	200.00
EFT2691	S & D Strahan Painting Service	Prepare & Paint Exterior Bargeboards, Fascia, Eaves, Wall, Windows, Doors, Gables to Popo Main Hall & Rear Toilets & Side Patio	24,288.00
EFT2692	Shire Of Narrogin	Bin Collection Cuballing Transfer Station 13.58 tonnes @ \$75.00 per tonne - Transfer to Shire of Narrogin Landfill Site	2,213.07
EFT2693	SOS Office Equipment	Photocopier Meter Reading DCVC4475 24/11/16 to 29/12/16	753.29
EFT2694	Security Man Pty Ltd	Quarterly Monitoring Account for Security System	110.00
EFT2695	Staples Australia Pty Ltd	Corner Work Station Desk - Rates Officer	384.20
EFT2696	Toll Ipec (Courier Australia)	Freight Charges - Westrac	91.77
EFT2697	The Workwear Group Pty Ltd	NNT LGC Uniform Pack 2 - Gary Sherry	1,570.13
EFT2698	Tonya Williams	50% Reimbursement Synergy - T Williams	59.42
EFT2699	Tutt Bryant Equipment	Socket Cap Screw, Bearing & Seal Ring	758.52
EFT2700	Whitford Fertilisers Narrogin	Use of Weighbridge 7 x Rubbish Truck Weighs @ \$5.00	38.50
EFT2701	DJ Superannuation	Superannuation contributions	180.68
184776	Australian Super	Superannuation contributions	408.90
184777	Hostplus Super	Superannuation contributions	209.84
184778	Matrix Superannuation	Superannuation contributions	65.41
184779	WA Local Government Super Plan	Superannuation contributions	5,520.74
184780	Westscheme Superannuation	Superannuation contributions	593.69
184781	Australian Super	Superannuation contributions	408.90
184782	Hostplus Super	Superannuation contributions	209.84
184783	Matrix Superannuation	Superannuation contributions	65.41
184784	WA Local Government Super Plan	Superannuation contributions	5,520.74
184785	Westscheme Superannuation	Superannuation contributions	593.69
184786	Synergy	Electricity Charges - U 3 22 Campbell St	2,899.10
184787	Shire of Cuballing	Building Services - December 2016 - Labour 22.25hrs @ \$110.00 & Travel 156kms @ \$0.95	2,595.70
184788	Telstra	Service Charges - Shire Office	960.62
184789	Water Corporation	Water Charges - Standpipe Ridley St	2,016.58
184790	Australian Super	Superannuation contributions	408.90
184791	Hostplus Super	Superannuation contributions	209.84
184792	Matrix Superannuation	Superannuation contributions	65.41
184793	WA Local Government Super Plan	Superannuation contributions	5,573.78
184794	Westscheme Superannuation	Superannuation contributions	606.29
184795	Ilnet limited	NBN Wireless Limitless Boot Inc LNM Calls	90.64
280117	Commonwealth Bank	Credit Card Fees	9.99
280117	Commonwealth Bank	Fuel - OCN	69.23

<b>Chq/EFT</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
280117	Commonwealth Bank	Fire Meeting Debrief Refreshments	230.33
280117	Commonwealth Bank	Fuel – CN039	88.06
280117	Commonwealth Bank	Office Supplies	73.15
			<b>185,782.47</b>

## 9.1.2 Statement of Financial Activity – December 2016

Applicant:	N/A
File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	9 <sup>th</sup> January 2017
Author:	Tonya Williams, Deputy Chief Executive Officer
Attachments:	9.1.2A Statement of Financial Activity December 2016

### **Summary**

#### **Council is to consider the Statement of Financial Activity for December 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**

#### **General Purpose Funding**

Discount amount was higher than budgeted, this will result in a permanent difference to the amount of Rates available for funding projects in the year. Legal fee invoice for Debt Recovery of 2016/17 Rates has been entered, but not yet reallocated to the Rates Assessments for recovery.

#### **Governance**

Administration allocation expense is slightly higher than budgeted. LSL reimbursements from other Shire's was not budgeted but has been recouped. Members Training and Conferences expenditure is higher than budgeted.

#### **Law, Order & Public Safety**

Dog Registrations received for the year are lower than budgeted. Expenditure is lower than budgeted as the contract Ranger was not appointed until November, creating a timing difference. Community Safety wages and wages for fire fighting are lower than budgeted.

#### **Housing**

Salary Sacrifice for Grader Driver House not commenced until September, this has created a permanent difference.

#### **Community Amenities**

Additional Planning Fees have been received. Tip maintenance costs are lower than expected. Manning of tip stations has occurred slightly later than expected, resulting in a timing

difference for wages. Rubbish Collection fees are slightly lower than expected as commenced later than expected, additional pick ups over the Christmas break may change this.

### **Recreation and Culture**

Additional Recreation Centre hire fees have been received. Maintenance costs of Parks and Reserves are higher than budgeted.

### **Transport**

Final Storm Damage claim works expenditure delayed, no further income has been claimed as a result. Road maintenance costs are higher than budgeted.

### **Economic Services**

Building Surveyor costs are lower than budgeted. Loss on disposal is greater than budgeted due to the Fair Value revaluation of Plant & Equipment for 30<sup>th</sup> June 2016. Central Country Zone Golf Day expenditure was not budgeted for, this has no overall impact as all funds were paid out to the Cuballing Golf Club for running the day. Drum Muster and clearing of oil from Yornaning Dam facility are higher than budgeted.

### **Other Property and Services**

Private Works income under budget, more Private Works are expected to be completed towards the end of financial year.

### **Capital Expenditure**

Regional Road Group expenditure was delayed due to a clearing permit application, works will continue in January. Some expenditure ongoing for Roads to Recovery projects that were moved forward. No works yet completed on the Grain Freight Route.

Construction on the Popanyinning Transfer Station will continue longer than budgeted, the shed is constructed but fencing is not due to be completed until 2017.

Revaluation of Plant & Equipment at the end of 2015/16 increased the value of the previous Building vehicle. This created a higher than budgeted loss on the trade in of the asset.

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

Administration Allocations done to December 2016.

Depreciation expenses calculated to December 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 – 2017-5:**

**That the Statement of Financial Activity, as included at Attachment 9.1.2A for the Shire of Cuballing for period ending 31st December 2016 be received.**

**Moved: Cr Bradford**

**Seconded: Cr Ballantyne**

**Carried 5/0**

**SHIRE OF CUBALLING**

**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 December 2016**

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

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**Shire of Cuballing  
Information Summary  
For the Period Ended 31 December 2016**

## Key Information

### 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 pages 2 - 3.

### Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 December 2016 of \$930,345.

### Items of Significance

The material variance adopted by the Shire of Cuballing for the 2016/17 year is \$5,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

### Capital Expenditure

Land and Buildings	▲	\$ 110,344	Minor completion works
Infrastructure - Roads	▲	\$ 348,569	Change to Capital Works
Plant and Equipment	-	\$ 1,170	No material variance

### Capital Revenue

Grants, Subsidies and Contributions	▼	(\$66,076)	Additional Roads to Recovery
Proceeds from Disposal of Assets		(\$782)	No material variance

	Collected / Complete	Annual Budget	YTD Budget	YTD Actual
<b>Significant Projects</b>				
DREC Weather Shelter	0%	\$ 96,869	\$ 32,290	\$ -
Popanyinning Transfer Station	19%	\$ 148,451	\$ 98,960	\$ 27,906
RRG - Wandering Narrogin Road	8%	\$ 496,800	\$ 297,981	\$ 38,182
<b>Grants, Subsidies and Contributions</b>				
Operating Grants, Subsidies and Contributions	55%	\$ 1,052,784	\$ 727,702	\$ 574,238
Non-operating Grants, Subsidies and Contributions:	38%	\$ 1,017,793	\$ 914,799	\$ 389,346
	47%	\$ 2,070,577	\$ 1,642,501	\$ 963,584
Rates Levied	99%	\$ 1,039,987	\$ 1,039,986	\$ 1,031,141

*% Compares current ytd actuals to annual budget*

### Financial Position

		Prior Year	Current Year
Adjusted Net Current Assets	115%	\$ 810,380	\$ 930,346
Cash and Equivalent - Unrestricted	93%	\$ 839,459	\$ 780,221
Cash and Equivalent - Restricted	105%	\$ 1,256,586	\$ 1,319,288
Receivables - Rates	#DIV/0!	\$ -	\$ 126,144
Receivables - Other	46%	\$ 78,409	\$ 35,824
Payables	27%	\$ 104,083	\$ 28,601

*% Compares current ytd actuals to prior year actuals at the same time*

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of

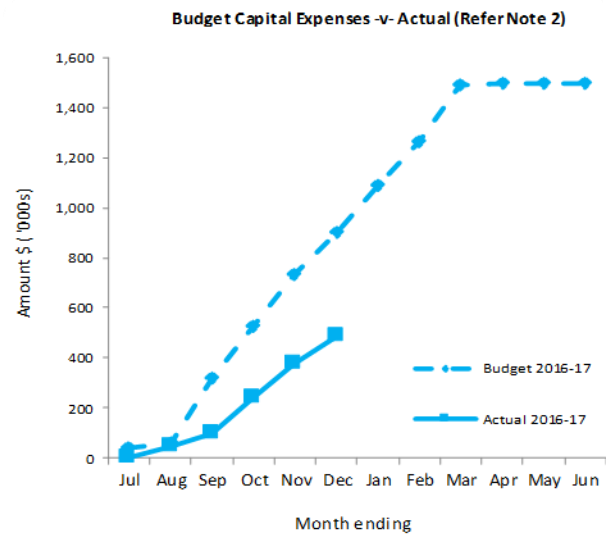
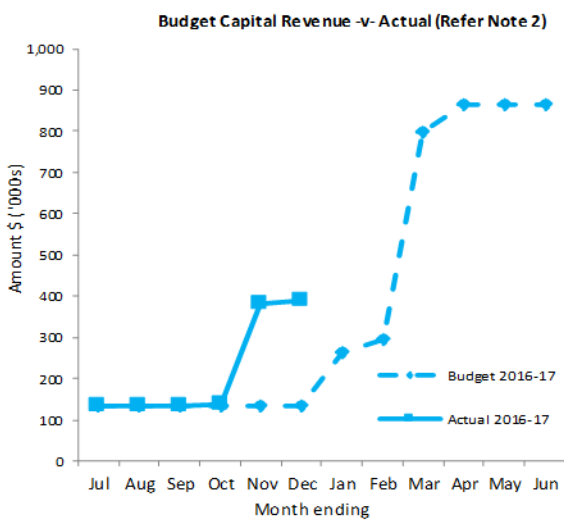
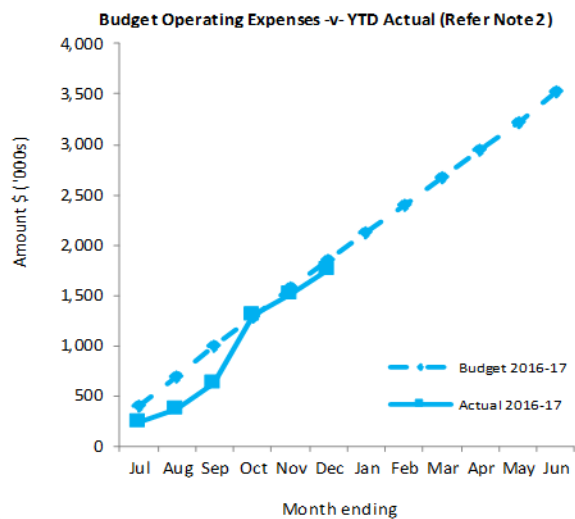
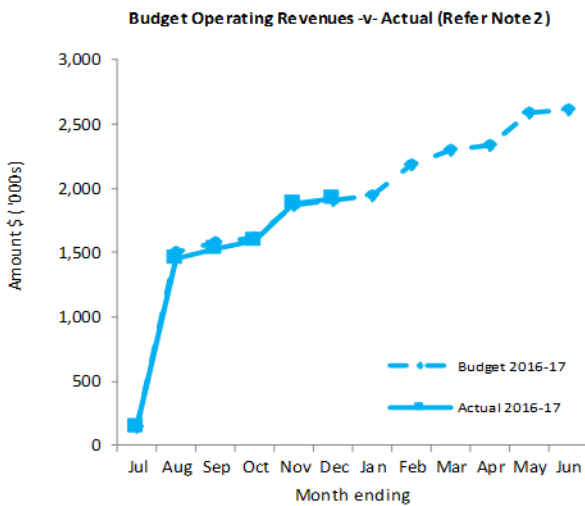
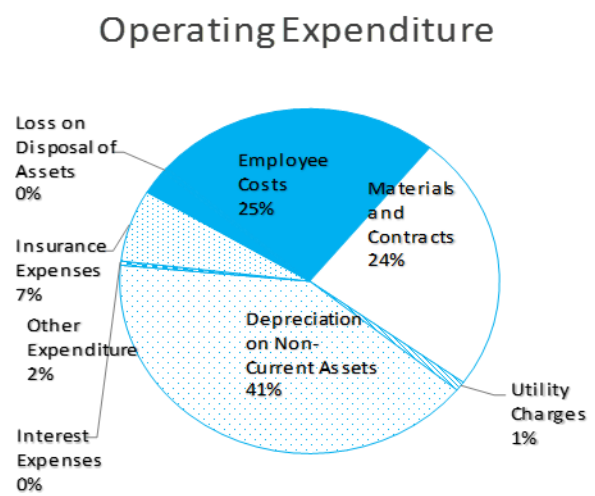
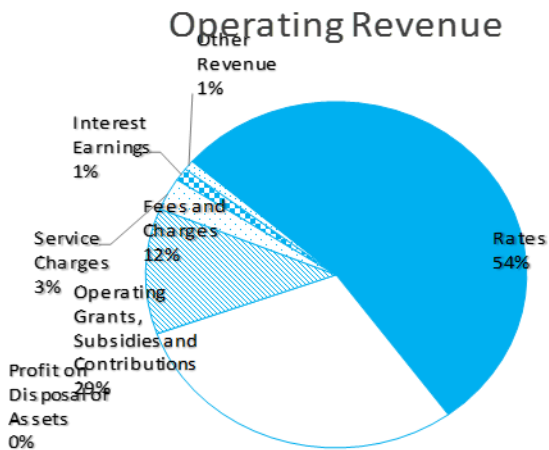
### Preparation

Prepared by: Tonya Williams, DCEO

Reviewed by: Gary Sherry, CEO

Date prepared: 6th December 2016

Shire of Cuballing  
Information Summary  
For the Period Ended 31 December 2016



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 31 December 2016**

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	3	169,358	169,029	<b>169,029</b>	0	0%	
<b>Revenue from operating activities</b>							
Governance		3,150	1,896	<b>28,654</b>	26,758	1411%	▲
General Purpose Funding	9	1,639,907	1,340,977	<b>1,338,703</b>	(2,274)	(0%)	
Law, Order and Public Safety		26,400	11,800	<b>13,726</b>	1,926	16%	
Health		1,500	571	<b>1,204</b>	633	111%	
Education and Welfare		0	0	<b>0</b>	0		
Housing		4,680	2,340	<b>1,800</b>	(540)	(23%)	
Community Amenities		58,350	57,752	<b>62,185</b>	4,433	8%	
Recreation and Culture		9,795	7,747	<b>10,127</b>	2,380	31%	
Transport		477,157	314,871	<b>284,476</b>	(30,395)	(10%)	
Economic Services		65,000	26,348	<b>46,635</b>	20,287	77%	▲
Other Property and Services		258,000	127,435	<b>136,825</b>	9,390	7%	
		<b>2,543,939</b>	<b>1,891,737</b>	<b>1,924,334</b>			
<b>Expenditure from operating activities</b>							
Governance		(126,635)	(87,257)	<b>(80,598)</b>	6,659	8%	
General Purpose Funding		(59,356)	(26,520)	<b>(19,213)</b>	7,307	28%	▲
Law, Order and Public Safety		(131,070)	(70,104)	<b>(54,851)</b>	15,253	22%	▲
Health		(40,339)	(20,424)	<b>(18,904)</b>	1,520	7%	
Education and Welfare		(54,439)	(6,464)	<b>(6,330)</b>	134	2%	
Housing		(51,022)	(26,040)	<b>(25,479)</b>	561	2%	
Community Amenities		(369,431)	(166,345)	<b>(145,177)</b>	21,168	13%	▲
Recreation and Culture		(283,284)	(140,199)	<b>(149,992)</b>	(9,793)	(7%)	
Transport		(2,043,332)	(1,041,023)	<b>(1,011,180)</b>	29,843	3%	
Economic Services		(145,495)	(70,155)	<b>(75,788)</b>	(5,633)	(8%)	
Other Property and Services		(224,687)	(157,372)	<b>(166,135)</b>	(8,764)	(6%)	
		<b>(3,529,090)</b>	<b>(1,811,903)</b>	<b>(1,753,645)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,274,700	637,308	<b>712,093</b>	74,785	12%	▲
Adjust (Profit)/Loss on Asset Disposal	8	1,541	1,541	<b>7,743</b>	6,202	402%	▲
Adjust Provisions and Accruals		0	0	<b>0</b>	0		
<b>Amount attributable to operating activities</b>		<b>291,090</b>	<b>718,684</b>	<b>890,525</b>			
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions	11	940,255	455,422	<b>389,346</b>	(66,076)	(15%)	▼
Proceeds from Disposal of Assets	8	18,597	18,597	<b>17,815</b>	(782)	(4%)	
Land Held for Resale		0	0	<b>0</b>	0		
Land and Buildings	13	(291,390)	(138,250)	<b>(27,906)</b>	110,344	80%	▲
Infrastructure Assets	13	(1,092,512)	(693,999)	<b>(345,431)</b>	348,569	50%	▲
Plant and Equipment	13	(113,000)	(113,000)	<b>(114,170)</b>	(1,170)	(1%)	
Furniture and Equipment	13	0	0	<b>0</b>	0		
<b>Amount attributable to investing activities</b>		<b>(538,050)</b>	<b>(471,230)</b>	<b>(80,345)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		0	0	<b>0</b>	0		
Proceeds from Advances		0	0	<b>0</b>	0		
Self-Supporting Loan Principal		0	0	<b>0</b>	0		
Transfer from Reserves	7	250,470	0	<b>0</b>	0		
Advances to Community Groups		0	0	<b>0</b>	0		
Repayment of Debentures	10	(67,368)	(33,225)	<b>(33,225)</b>	0	0%	
Transfer to Reserves	7	(105,500)	(15,638)	<b>(15,638)</b>	0	0%	
<b>Amount attributable to financing activities</b>		<b>77,602</b>	<b>(48,863)</b>	<b>(48,863)</b>			
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>367,619</b>	<b>930,345</b>			

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 31 December 2016**

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	3	169,358	169,029	<b>169,029</b>	0	0%	
<b>Revenue from operating activities</b>							
Rates	9	1,039,987	1,039,986	<b>1,031,141</b>	(8,845)	(1%)	
Operating Grants, Subsidies and Contributions	11	1,066,508	606,914	<b>567,472</b>	(39,442)	(6%)	
Fees and Charges		326,945	161,800	<b>226,130</b>	64,330	40%	▲
Service Charges		57,000	57,000	<b>58,800</b>	1,800	3%	
Interest Earnings		34,500	17,584	<b>23,021</b>	5,437	31%	▲
Other Revenue		19,000	9,994	<b>17,769</b>	7,775	78%	▲
Profit on Disposal of Assets	8	0	0	<b>0</b>			
		<b>2,543,940</b>	<b>1,893,278</b>	<b>1,924,334</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(823,752)	(387,076)	<b>(429,818)</b>	(42,742)	(11%)	▼
Materials and Contracts		(1,183,409)	(590,813)	<b>(422,343)</b>	168,470	29%	▲
Utility Charges		(44,470)	(20,341)	<b>(15,616)</b>	4,725	23%	▲
Depreciation on Non-Current Assets		(1,274,700)	(637,308)	<b>(712,093)</b>	(74,785)	(12%)	▼
Interest Expenses		(12,746)	(6,690)	<b>(6,832)</b>	(142)	(2%)	
Insurance Expenses		(125,274)	(125,273)	<b>(118,752)</b>	6,521	5%	
Other Expenditure		(63,200)	(44,402)	<b>(40,448)</b>	3,954	9%	
Loss on Disposal of Assets	8	(1,541)	(1,541)	<b>(7,743)</b>			
		<b>(3,529,091)</b>	<b>(1,813,444)</b>	<b>(1,753,645)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,274,700	637,308	<b>712,093</b>	74,785	12%	▲
Adjust (Profit)/Loss on Asset Disposal	8	1,541	1,541	<b>7,743</b>	6,202	402%	▲
<b>Amount attributable to operating activities</b>		<b>291,090</b>	<b>718,684</b>	<b>890,525</b>			
<b>Investing activities</b>							
Grants, Subsidies and Contributions	11	940,255	455,422	<b>389,346</b>	(66,076)	(15%)	▼
Proceeds from Disposal of Assets	8	18,597	18,597	<b>17,815</b>	(782)	(4%)	
Land Held for Resale		0	0	<b>0</b>	0		
Land and Buildings	13	(291,390)	(138,250)	<b>(27,906)</b>	110,344	80%	▲
Infrastructure Assets	13	(1,092,512)	(693,999)	<b>(345,431)</b>	348,569	50%	▲
Plant and Equipment	13	(113,000)	(113,000)	<b>(114,170)</b>	(1,170)	(1%)	
Furniture and Equipment	13	0	0	<b>0</b>	0		
<b>Amount attributable to investing activities</b>		<b>(538,050)</b>	<b>(471,230)</b>	<b>(80,345)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		0	0	<b>0</b>	0		
Proceeds from Advances		0	0	<b>0</b>	0		
Self-Supporting Loan Principal		0	0	<b>0</b>	0		
Transfer from Reserves	7	250,470	0	<b>0</b>	0		
Advances to Community Groups		0	0	<b>0</b>	0		
Repayment of Debentures	10	(67,368)	(33,225)	<b>(33,225)</b>	0	0%	
Transfer to Reserves	7	(105,500)	(15,638)	<b>(15,638)</b>	0	0%	
<b>Amount attributable to financing activities</b>		<b>77,602</b>	<b>(48,863)</b>	<b>(48,863)</b>			
<b>Closing Funding Surplus (Deficit)</b>	3	0	367,619	<b>930,345</b>	<b>562,726</b>	153%	▲

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.

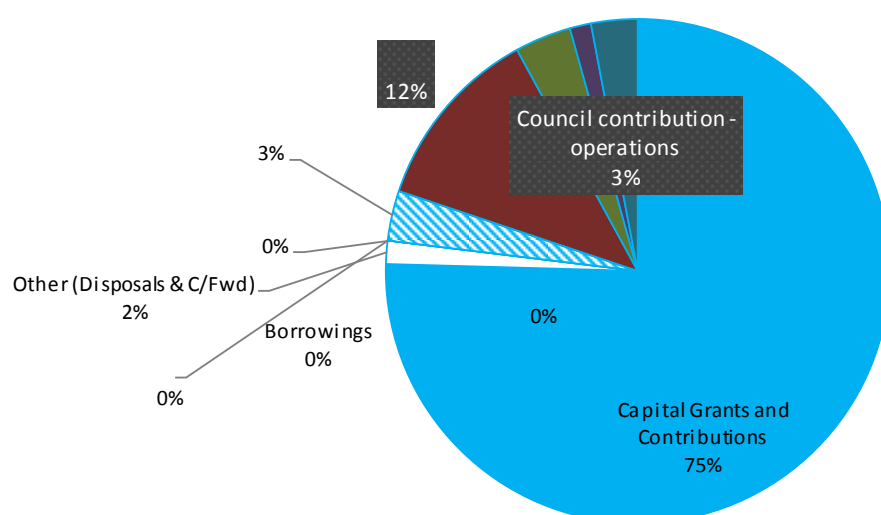
**SHIRE OF CUBALLING**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
For the Period Ended 31 December 2016

**Capital Acquisitions**

	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Budget (d)	Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	0	0	138,250	291,390	<b>27,906</b>	(110,344)
Infrastructure Assets	13	0	0	693,999	1,092,512	<b>345,431</b>	(348,569)
Plant and Equipment	13	0	0	113,000	113,000	<b>114,170</b>	1,170
<b>Capital Expenditure Totals</b>		<b>0</b>	<b>0</b>	<b>945,249</b>	<b>1,496,902</b>	<b>487,506</b>	<b>(457,743)</b>

**Capital acquisitions funded by:**

Capital Grants and Contributions				<b>914,799</b>	<b>940,255</b>	<b>389,346</b>	
Borrowings				<b>0</b>	<b>0</b>	<b>0</b>	
Other (Disposals & C/Fwd)				<b>18,597</b>	<b>18,597</b>	<b>17,815</b>	
Council contribution - Cash Backed Reserves				<b>0</b>	<b>250,470</b>	<b>0</b>	
Plant and Equipment Reserve				0	0	0	
Administration Building and Office Equipment Reserve				0	0	0	
Housing Reserve				0	40,000	0	
Recreation and Community Facility Reserve				0	0	0	
Refuse Site Reserve				0	148,451	0	
Grain Freight Reserve				0	45,019	0	
Equestrian Reserve				0	17,000	0	
Council contribution - operations				<b>11,854</b>	<b>37,110</b>	<b>80,345</b>	
<b>Capital Funding Total</b>				<b>945,249</b>	<b>1,246,432</b>	<b>487,506</b>	

**Budgeted Capital Acquisitions Funding**

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2016**

**Note 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

**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

**(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

**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

**(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:

<b>Asset</b>	<b>Years</b>
Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
bituminous seals	20 years
asphalt surfaces	25 years
Gravel Roads	
formation	not depreciated
pavement	50 years
gravel sheet	12 years
Formed roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	20 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.

**(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 amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

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

**(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

**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,

**Profit on Asset Disposal**

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

**Fees and Charges**

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

**Service Charges**

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

**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,

**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

**Utilities (Gas, Electricity, Water, etc.)**

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

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

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

**(r) Program Classifications (Function/Activity)**

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

**GOVERNANCE****Objective:**

To provide a decision making process for the efficient allocation of scarce resources.

**Activities:**

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

**GENERAL PURPOSE FUNDING****Objective:**

To collect revenue to allow for the provision of services.

**Activities:**

Rates, general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY****Objective:**

To provide services to help ensure a safer and environmentally conscious community.

**Activities:**

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

**HEALTH****Objective:**

To provide an operational framework for environmental and community health.

**Activities:**

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal

**EDUCATION AND WELFARE****Objective:**

To provide services to disadvantaged persons, the elderly, children and youth.

**Activities:**

Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.

**HOUSING****Objective:**

To provide and maintain elderly residents housing.

**Activities:**

Provision and maintenance of elderly residents housing.

**COMMUNITY AMENITIES****Objective:**

To provide services required by the community.

**Activities:**

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery

**RECREATION AND CULTURE****Objective:**

To establish and effectively manage infrastructure and resource which will help the social well being of the

**Activities:**

Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other

**TRANSPORT****Objective:**

To provide safe, effective and efficient transport services to the community.

**Activities:**

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

**ECONOMIC SERVICES****Objective:**

To help promote the shire and its economic wellbeing.

**Activities:**

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.

**OTHER PROPERTY AND SERVICES****Objective:**

To monitor and control City/Town/Shire overheads operating accounts.

**Activities:**

Private works operation, plant repair and operation costs and engineering operation costs.

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2016**

**Note 2: Explanation of Material Variances**

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

The material variance adopted by Council for the 2016/17 year is \$5,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
General Purpose Funding	(2,274)	(0%)		Permanent	Discount amount higher than budgeted
Governance	26,758	1411%	▲	Permanent	Creditor payment correction (double receipted) was made from 2015/16 in 2016/17 for \$1,058.26. Reimbursements from LSL paid.
Law, Order and Public Safety	1,926	16%		Timing	Administration Grant from DFES arrived different to budgeted (4,000). Dog Registrations received lower than budgeted.
Health	633	111%		Timing	Additional Septic Approvals.
Housing	(540)	(23%)		Permanent	Salary sacrifice for Grader Driver House under Budgeted, as no employee payroll till Sept.
Community Amenities	4,433	8%		Timing	Additional Planning Application fees received. Additional Rubbish Collection fees collected.
Recreation and Culture	2,380	31%		Timing	Additional Recreation center Hire fees
Transport	(30,395)	(10%)		Timing	Budgeted to have completed Storm Damage Works in Q1, has not occurred (\$30,307). Licensing commission slightly lower than budgeted.
Economic Services	20,287	77%	▲	Timing	Additional Building Licence fees received. Central Country Zone Gold Day fees, unbudgeted expense (paid to Cuballing Golf Club).
Other Property and Services	9,390	7%		Timing	Private Works income slightly under budget, more Private Works expected to be completed towards the end of financial year.
<b>Operating Expense</b>					
General Purpose Funding	7,307	28%	▲	Timing	Administration Allocation slightly higher than budgeted. Legal Fees invoiced processed for Debt Recovery of 2016/17 Rates, not yet reallocated to Rates Assessments. Members Training and Conferences is higher than budgeted. Administration Allocation slightly higher than budgeted.
Governance	6,659	8%	▲	Timing	Ranger costs lower than expected (contract Ranger not engaged until November), no invoices received. Community Safety wages and fire fighting wages lower than budgeted.
Law, Order and Public Safety	15,253	22%	▲	Timing	
Health	1,520	7%		Timing	EHO Salary lower than budgeted.
Education & Welfare	134	2%		Timing	No material variance.
Housing	561	2%		Timing	No material variance.
Community Amenities	21,168	13%	▲	Timing	Tip maintenance costs lower than expected as manning of tip stations started later than budgeted. Rubbish Collection fees lower than expected. Town Planning consultant fees lower than budgeted.
Recreation and Culture	(9,793)	(7%)		Timing	Maintenance costs on Recreation and Parks & Reserves more than budgeted.

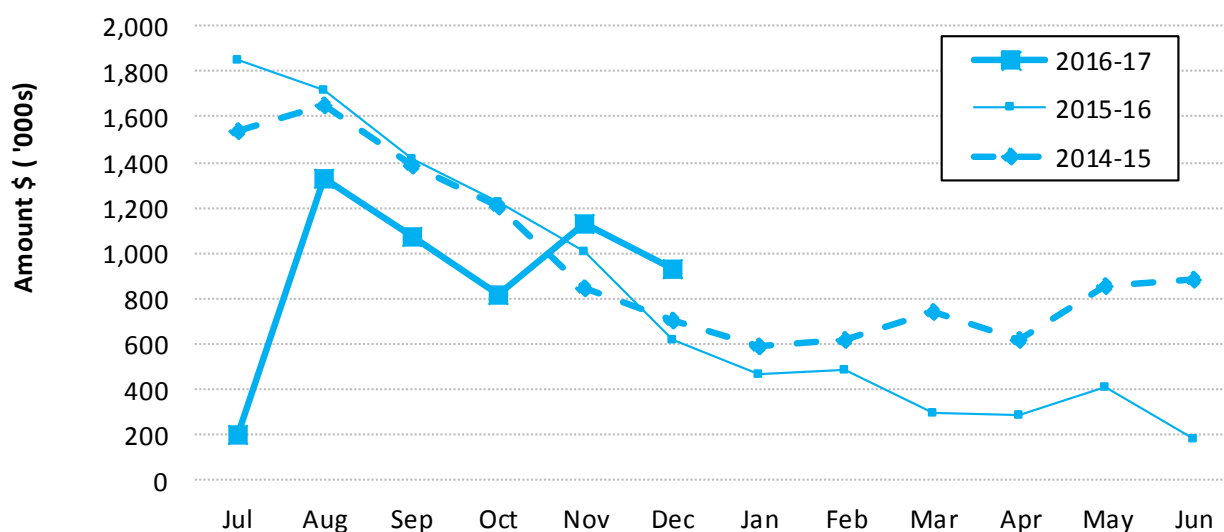
Transport	29,843	3%		Timing	Expenditure on final storm damage works delayed (\$40,409). Road maintenance costs higher than budgeted.
Economic Services	(5,633)	(8%)		Permanent	Central Country Zone Golf Day payments to Cuballing Golf Club, unbudgeted expense (\$4,865). Yornaning Dam expenditure (5,000) budgeted but not spent. Drum Muster and clearing of oil from Yornaning Dam facility more than budgeted.
Other Property and Services	(8,764)	(6%)		Permanent	Private works expenditure less than expected. Workers compensation claims are higher than budgeted. Loss on disposal is higher than budgeted due to Fair Value revaluations made for 30 June 2016 (\$7,743).
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(66,076)	(15%)	▼		Additional Roads to Recovery payments made as works schedule moved forward, due to delays with Regional Road Group projects. Regional Road Group Claim 2 not made as expenditure was delayed.
Proceeds from Disposal of Assets	(782)	(4%)		Timing	No material variance
<b>Capital Expenses</b>					
Land and Buildings	110,344	80%	▲	Timing	Minor completion works undertaken at the Cuballing Transfer Station. Construction of Popanyinning Transfer Station will continue longer than budgeted, shed is constructed but fencing not due for completion until 2017.
Infrastructure - Roads	348,569	50%	▲	Timing	Change to Capital Works Program for the Summer due to factors outside of Council's control. Regional road group expenditure delayed, Roads to Recovery moved forward (some sealing still to occur). No works completed yet on Grain Freight Route. All works still on track for completion.
Plant and Equipment	(1,170)	(1%)		Timing	No material variance
Furniture and Equipment	0				No material variance
<b>Financing</b>					
Loan Principal	0	0%			No material variance

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2016**

**Note 3: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

		Last Years Closing	This Time Last Year	Current
	Note	30 June 2016	31 Dec 2015	31 Dec 2016
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	129,820	774,608	780,221
Cash Restricted	11	0	64,851	0
Cash Reserves	4	1,303,650	1,256,586	1,319,288
Receivables - Rates	6	41,871	0	126,144
Receivables - Other	6	97,802	78,409	35,824
Interest / ATO Receivable/Trust		0	0	13,138
Inventories		3,619	7,197	3,619
		1,576,762	2,181,651	2,278,235
<b>Less: Current Liabilities</b>				
Payables and Provisions		(104,083)	(49,834)	(28,601)
		(104,083)	(49,834)	(28,601)
Less: Cash Reserves	7	(1,303,650)	(1,321,437)	(1,319,288)
<b>Net Current Funding Position</b>		<b>169,029</b>	<b>810,380</b>	<b>930,346</b>

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

FAGS Allocation in 16/17 is paid in quarterly installments, in 15/16 there was an advance.

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2016**

**Note 4: Cash and Investments**

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>(a) Cash Deposits</b>							
Municipal Bank Account	21,688			21,688	CBA	0.00%	At Call
Investment Account	757,833			757,833	CBA	1.75%	At Call
Trust Bank Account			21,213	21,213	CBA	0.00%	At Call
Cash On Hand	700			700	N/A	Nil	On Hand
Reserves Account		2,904		2,904	CBA	0.00%	At Call
<b>(b) Term Deposits</b>							
Reserves Term Deposit 1		431,605		431,605	CBA	2.47%	09-Jan-17
Reserves Term Deposit 2		434,364		434,364	CBA	2.40%	07-Mar-17
Reserves Term Deposit 3		450,415		450,415	CBA	2.42%	02-Feb-17
<b>Total</b>	<b>780,221</b>	<b>1,319,288</b>	<b>21,213</b>	<b>2,120,722</b>			

**Comments/Notes - Investments**

Reserve Funds are on a rolling maturity schedule to maximise interest, linked to a Reserve transaction account.

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2016**

**Note 5: Budget Amendments**

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

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



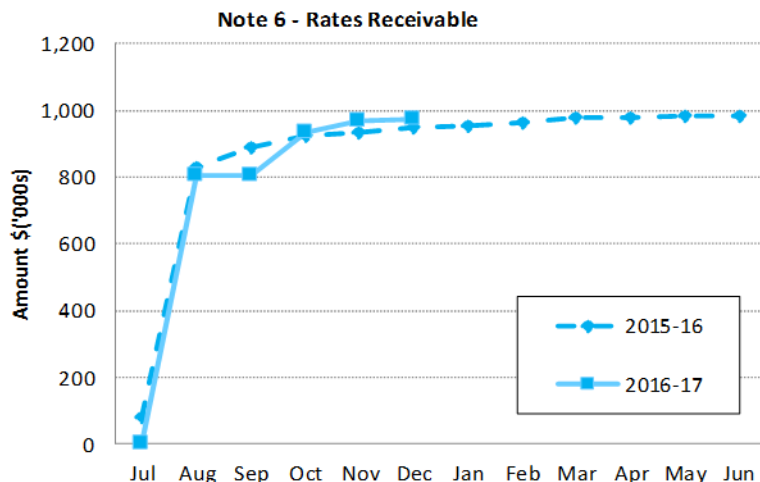
**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
 For the Period Ended 31 December 2016

**Note 6: Receivables**

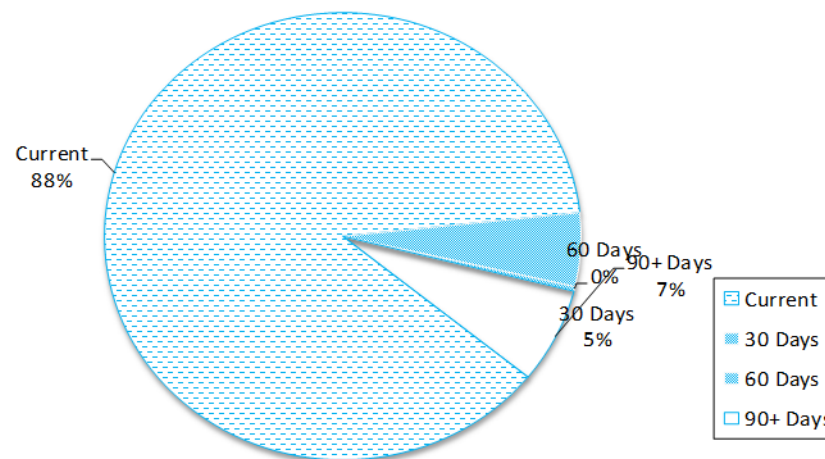
Receivables - Rates Receivable	31 Dec 2016	30 June 2016
	\$	\$
Opening Arrears Previous Years	47,139	39,377
Levied this year	1,031,141	996,640
Less Collections to date	(976,564)	(988,878)
Equals Current Outstanding	<b>101,716</b>	<b>47,139</b>
<b>Net Rates Collectable</b>	<b>101,716</b>	<b>47,139</b>
% Collected	90.57%	95.45%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	31,335	1,905	115	2,468	35,824
<b>Balance per Trial Balance</b>					
Sundry Debtors					35,824
Receivables - Other					13,138
<b>Total Receivables General Outstanding</b>					<b>48,963</b>

Amounts shown above include GST (where applicable)



**Note 6 - Accounts Receivable (non-rates)**



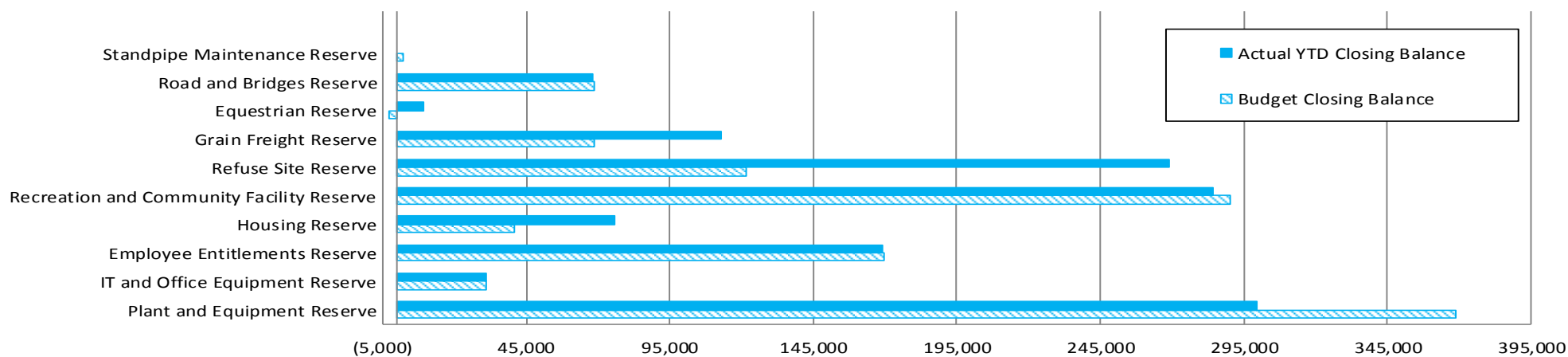
**Comments/Notes - Receivables Rates**

Rates Issue Date - 5th August 2016  
 Discount Period Ends - 26 August 2016  
 Rates Due - 9 September 2016  
 81 on Instalment Option

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2016**

**Note 7: Cash Backed Reserve**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant and Equipment Reserve	295,806	4,538	3,548	68,500	0	0	0	368,844	299,354
IT and Office Equipment Reserve	30,555	469	367	0	0	0	0	31,024	30,921
Employee Entitlements Reserve	166,928	2,561	2,002	0	0	0	0	169,489	168,930
Housing Reserve	74,799	1,148	897	5,000	0	(40,000)	0	40,947	75,697
Recreation and Community Facility Reserve	281,087	4,312	3,372	5,000	0	0	0	290,399	284,459
Refuse Site Reserve	265,878	4,079	3,189	0	0	(148,451)	0	121,506	269,067
Grain Freight Reserve	111,783	1,715	1,341	0	0	(45,019)	0	68,479	113,124
Equestrian Reserve	9,288	142	111	5,000	0	(17,000)	0	(2,570)	9,399
Road and Bridges Reserve	67,527	1,036	810	0	0	0	0	68,563	68,337
Standpipe Maintenance Reserve	0	0	0	2,000	0	0	0	2,000	0
	<b>1,303,650</b>	<b>20,000</b>	<b>15,638</b>	<b>85,500</b>	<b>0</b>	<b>(250,470)</b>	<b>0</b>	<b>1,158,680</b>	<b>1,319,288</b>

**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 31 December 2016**

**Note 8: Disposal of Assets**

Asset Number	Asset Description	YTD Actual				Amended Budget			
		Net Book Value	Proceeds	Profit (Loss)		Net Book Value	Proceeds	Profit (Loss)	
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and Equipment</b>								
3	CN027 Mitsubishi Triton (Building)	25,558	17,815	(7,743)		20,137	18,597	0	(1,541)
		<b>25,558</b>	<b>17,815</b>	<b>0</b>	<b>(7,743)</b>	<b>20,137</b>	<b>18,597</b>	<b>0</b>	<b>(1,541)</b>

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2016**

**Note 9: Rating Information**

	Rate in	Number of Properties	Rateable Value	YTD Actual			Amended Budget				
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
<b>RATE TYPE</b>	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV	6.9560	166	2,122,347	147,630	208	0	147,839	147,630	0	0	147,630
UV	0.7078	216	103,735,000	734,236	(1,397)	0	732,839	734,236	0	0	734,236
<b>Sub-Totals</b>		<b>382</b>	<b>105,857,347</b>	<b>881,867</b>	<b>(1,189)</b>	<b>0</b>	<b>880,679</b>	<b>881,866</b>	<b>0</b>	<b>0</b>	<b>881,867</b>
<b>Minimum Payment</b>											
	\$										
GRV	660.00	162	768,488	106,920	0	0	106,920	106,920	0	0	106,920
UV	840.00	130	11,239,152	109,200	0	0	109,200	109,200	0	0	109,200
<b>Sub-Totals</b>		<b>292</b>	<b>12,007,640</b>	<b>216,120</b>	<b>0</b>	<b>0</b>	<b>216,120</b>	<b>216,120</b>	<b>0</b>	<b>0</b>	<b>216,120</b>
		<b>674</b>	<b>117,864,987</b>	<b>1,097,987</b>	<b>(1,189)</b>	<b>0</b>	<b>1,096,799</b>	<b>1,097,986</b>	<b>0</b>	<b>0</b>	<b>1,097,987</b>
Discount							(65,545)				(58,000)
Write Off							(112)				
<b>Amount from General Rates</b>							<b>1,031,141</b>				<b>1,039,987</b>
Ex-Gratia Rates							0				0
Specified Area Rates							0				0
<b>Totals</b>							<b>1,031,141</b>				<b>1,039,987</b>

**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 2016/17 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 31 December 2016**

**Note 10: Information on Borrowings**

## (a) Debenture Repayments

Particulars	Loan Date	Years	Principal at 1/07/2016	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
					Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
					\$	\$	\$	\$	\$	\$
<b>Transport</b>										
Loan 62 - Loader	11/08/2008	10	66,034		15,699	31,925	50,335	34,109	2,072	3,617
Loan 63 - Graders	7/02/2014	8	223,124		17,526	35,442	205,598	187,682	4,760	9,129
			289,158	0	33,225	67,368	255,933	221,790	6,832	12,746

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 31 December 2016**

**Note 11: Grants and Contributions**

	Grant Provider	Type	Opening Balance (a)	Budget		YTD Budget	Annual Budget (d)	Post Variations (e)	Expected (d)+(e)	YTD Actual Revenue
				Operating	Capital					
				\$	\$	\$				\$
<b>General Purpose Funding</b>										
Grants Commission - General	WALGGC	Operating	0	562,527	0	375,018	562,527		562,527	281,602
Grants Commission - Roads	WALGGC	Operating	0	313,774	0	209,183	313,774		313,774	157,060
<b>Law, Order and Public Safety</b>										
DFES Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Operating	0	21,900	0	14,600	21,900		21,900	11,300
<b>Recreation and Culture</b>										
Grants - Kidsport	Dept. of Communities	Operating	0	1,000	0	667	1,000		1,000	1,000
DREC Weather Shelter	R4R, Lotterywest, Contributions	Non-operating	0	0	76,369	50,913	76,369		76,369	0
<b>Transport</b>										
Direct Grant - Main Roads	Main Roads WA	Operating	0	75,045	0	50,030	75,045		75,045	75,045
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	500,820	500,820	500,820		500,820	247,433
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	331,200	331,200	331,200		331,200	132,480
Blackspot Grant Funding	Main Roads WA	Non-operating	0	0	31,866	31,866	31,866		31,866	9,433
WANDRRA Storm Damage Funding	Main Roads WA	Operating	0	77,538	77,538	77,538	77,538		77,538	47,231
<b>Economic Services</b>										
Youth Day Grant	Dept. of Communities	Operating	0	1,000	0	667	1,000		1,000	0
Volunteer Day Grant	Dept. of Communities	Operating	0	1,000	0	667	1,000		1,000	1,000
<b>TOTALS</b>			<b>0</b>	<b>1,053,784</b>	<b>1,017,793</b>	<b>1,643,167</b>	<b>1,994,039</b>	<b>0</b>	<b>1,994,039</b>	<b>963,584</b>
<b>SUMMARY</b>										
Operating	Operating Grants, Subsidies and Contributions		0	1,052,784	77,538	727,702	1,052,784	0	1,052,784	574,238
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	0	0	0	0	0	0	0
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	940,255	914,799	940,255	0	940,255	389,346
<b>TOTALS</b>			<b>0</b>	<b>1,052,784</b>	<b>1,017,793</b>	<b>1,642,501</b>	<b>1,993,039</b>	<b>0</b>	<b>1,993,039</b>	<b>963,584</b>

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 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 01 Jul 2016	Amount Received	Amount Paid	Closing Balance 31 Dec 2016
	\$	\$	\$	\$
Bonds - Building	14,389	0	0	14,389
Bonds - Hall Hire	1,050	800	(800)	1,050
Commodine Tennis Club	3,090	0	0	3,090
Cuballing Country Festival	1,099	0	0	1,099
Cuballing Cricket Club	200	0	0	200
Yornaning Dam	0	500	(500)	0
Cuballing Football Association	566	0	0	566
Environment and Townscape Trust Fund	5,713	0	0	5,713
Police Licensing	5,148	122,310	(125,649)	1,809
Swipe Cards	1,545	0	0	1,545
	<b>32,800</b>	<b>123,610</b>	<b>(126,949)</b>	<b>29,461</b>

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 July 2016

**Note 13: Capital Acquisitions**

Assets	Account	YTD Actual			Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
 <i>Level of completion indicator, please see table at the end of this note for further detail.</i>								
<b>Land &amp; Buildings</b>								
<b>Governance</b>								
	Shire Office Upgrade	04261	0	0	(21,250)	(7,000)	7,000	
	<b>Governance Total</b>		<b>0</b>	<b>0</b>	<b>(21,250)</b>	<b>(7,000)</b>	<b>7,000</b>	
<b>Recreation And Culture</b>								
	Skate Park Toilet Upgrade	11315	0	0	(24,820)	0	0	
	DREC Weather Shelter	11310	0	0	(96,869)	(32,290)	32,290	
	<b>Recreation And Culture Total</b>		<b>0</b>	<b>0</b>	<b>(121,689)</b>	<b>(32,290)</b>	<b>32,290</b>	
<b>Community Amenities</b>								
	Popanyinning Transfer Station	10742	0	(27,906)	(148,451)	(98,960)	71,054	
	<b>Community Amenities Total</b>		<b>0</b>	<b>(27,906)</b>	<b>(148,451)</b>	<b>(98,960)</b>	<b>71,054</b>	
	<b>Land &amp; Buildings Total</b>		<b>0</b>	<b>(27,906)</b>	<b>(291,390)</b>	<b>(138,250)</b>	<b>110,344</b>	
<b>Plant , Equip. &amp; Vehicles</b>								
<b>Economic Services</b>								
	Building Vehicle	13600	0	(38,270)	(43,000)	(43,000)	4,730	Budget - trade July
	<b>Recreation And Culture Total</b>		<b>0</b>	<b>(38,270)</b>	<b>(43,000)</b>	<b>(43,000)</b>	<b>4,730</b>	
<b>Transport</b>								
	Mower	12420	0	(19,900)	(20,000)	(20,000)	100	Budget - purchase Sept
	Machinery Float	12422	0	(56,000)	(50,000)	(50,000)	(6,000)	Budget - purchase Sept, additional equipment \$6,000
	<b>Transport Total</b>		<b>0</b>	<b>(75,900)</b>	<b>(70,000)</b>	<b>(70,000)</b>	<b>(5,900)</b>	
	<b>Plant , Equip. &amp; Vehicles Total</b>		<b>0</b>	<b>(114,170)</b>	<b>(113,000)</b>	<b>(113,000)</b>	<b>(1,170)</b>	



**Roads**

**Transport**

	RRG - Wandering Narrogin Road	12115	0	0	(38,182)	(496,800)	(297,981)	259,799	J600
	R2R - Yornaning West Cement Stabilisation	12120	0	0	(1,980)	(71,895)	(43,126)	41,146	R005
	R2R - Victoria Road Sealing	12120	0	0	(4,301)	(68,720)	(41,216)	36,915	R122
	R2R - Popanyinning West Cement Stabilisation	12120	0	0	(12,519)	(68,021)	(40,799)	28,280	R002A
	R2R - Popanyinning West Road Realignment	12120	0	0	(248,320)	(244,096)	(146,411)	(101,909)	R002B
	R2R - Popanyinning West Reseals	12120	0	0	(617)	(54,013)	(32,396)	31,779	R002C
	R2R - Yornaning West Reseal	12120	0	0	(1,458)	(7,366)	(43,126)	41,668	R005A
	GFR - Cuballing East Cement Stabilisation	12115	0	0	0	(45,019)	(27,002)	27,002	J149 - Grain Freight Reserve
	BS - Stratherence Road/ Kerruish Road	12125	0	0	(17,663)	(14,149)	(8,480)	(9,183)	B064
	BS - Yornaning West Road	12125	0	0	(20,392)	(22,433)	(13,462)	(6,930)	B005

**Transport Total**

**0      0      (345,431)      (1,092,512)      (693,999)      348,569**

**Roads Total**

**0      0      (345,431)      (1,092,512)      (693,999)      348,569**

**Capital Expenditure Total**

**0      0      (487,506)      (1,496,902)      (945,249)      457,743**

**Level of Completion Indicators**

- 0%
- 20%
- 40%
- 60%
- 80%
- 100%
- Over 100%

Percentage YTD Actual to Annual Budget  
Expenditure over budget highlighted in red.

### 9.1.3 Statement of Financial Activity – January 2017

Applicant:	N/A
File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	2 <sup>nd</sup> February 2017
Author:	Tonya Williams, Deputy Chief Executive Officer
Attachments:	9.1.3A Statement of Financial Activity – January 2017

#### **Summary**

**Council is to consider the Statement of Financial Activity for January 2017.**

#### **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**

##### **General Purpose Funding**

Discount amount was higher than budgeted, this will result in a permanent difference to the amount of Rates available for funding projects in the year. Legal fee invoice for Debt Recovery of 2016/17 Rates has been entered, but not yet reallocated to the Rates Assessments for recovery.

##### **Governance**

Administration allocation expense is slightly higher than budgeted. LSL reimbursements from other Shire's was not budgeted but has been recouped. Members Training and Conferences expenditure is higher than budgeted.

##### **Law, Order & Public Safety**

Dog Registrations received for the year are lower than budgeted. Expenditure is lower than budgeted as the contract Ranger was not appointed until November, creating a timing difference.

##### **Housing**

Salary Sacrifice for Grader Driver House not commenced until September, this has created a permanent difference.

##### **Community Amenities**

Additional Planning Fees have been received. Tip maintenance costs are lower than expected. Manning of tip stations has occurred slightly later than expected, resulting in a timing

difference for wages. Rubbish Collection fees are slightly lower than expected as commenced later than expected, additional pick ups over the Christmas break may change this.

### **Recreation and Culture**

Additional Recreation Centre hire fees have been received. Maintenance costs of Parks and Reserves are higher than budgeted.

### **Transport**

Final Storm Damage claim works expenditure delayed, no further income has been claimed as a result. Road maintenance costs are higher than budgeted.

### **Economic Services**

Building Surveyor costs are lower than budgeted. Loss on disposal is greater than budgeted due to the Fair Value revaluation of Plant & Equipment for 30<sup>th</sup> June 2016. Central Country Zone Golf Day expenditure was not budgeted for, this has no overall impact as all funds were paid out to the Cuballing Golf Club for running the day. Drum Muster and clearing of oil from Yornaning Dam facility are higher than budgeted.

### **Other Property and Services**

Private Works income under budget, more Private Works are expected to be completed towards the end of financial year.

### **Capital Expenditure**

Regional Road Group expenditure was delayed due to a clearing permit application, works will continue in January. Some expenditure ongoing for Roads to Recovery projects that were moved forward. No works yet completed on the Grain Freight Route.

Construction on the Popanyinning Transfer Station will continue longer than budgeted, the shed is constructed but fencing is not due to be completed until 2017.

Revaluation of Plant & Equipment at the end of 2015/16 increased the value of the previous Building vehicle. This created a higher than budgeted loss on the trade in of the asset.

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

Administration Allocations done to January 2017.

Depreciation expenses calculated to January 2017.

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 – 2017-6:**

**That the Statement of Financial Activity, as included at Attachment 9.1.3A for the Shire of Cuballing for period ending 31<sup>st</sup> January 2017 be received**

**Moved: Cr Haslam**

**Seconded: Cr Bradford**

**Carried 5/0**

**SHIRE OF CUBALLING**

**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 January 2017**

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

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**Shire of Cuballing  
Information Summary  
For the Period Ended 31 January 2017**

## Key Information

### 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 pages 2 - 3.

### Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 January 2017 of \$747,487.

### Items of Significance

The material variance adopted by the Shire of Cuballing for the 2016/17 year is \$5,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

### Capital Expenditure

Land and Buildings	▲	\$ 158,637	Minor completion works
Infrastructure - Roads	▲	\$ 399,804	Change to Capital Works
Plant and Equipment	-	\$ 1,170	No material variance

### Capital Revenue

Grants, Subsidies and Contributions	▼	(\$66,076)	Additional Roads to Recovery
Proceeds from Disposal of Assets		(\$782)	No material variance

	Collected / Complete	Annual Budget	YTD Budget	YTD Actual
<b>Significant Projects</b>				
DREC Weather Shelter	0%	\$ 96,869	\$ 64,580	\$ -
Popanyinning Transfer Station	19%	\$ 148,451	\$ 123,700	\$ 27,906
RRG - Wandering Narrogin Road	19%	\$ 496,800	\$ 347,661	\$ 93,933
<b>Grants, Subsidies and Contributions</b>				
Operating Grants, Subsidies and Contributions	55%	\$ 1,052,784	\$ 727,702	\$ 582,638
Non-operating Grants, Subsidies and Contributions:	38%	\$ 1,017,793	\$ 914,799	\$ 389,346
	47%	\$ 2,070,577	\$ 1,642,501	\$ 971,984
Rates Levied	99%	\$ 1,039,987	\$ 1,039,986	\$ 1,031,141

*% Compares current ytd actuals to annual budget*

### Financial Position

		Prior Year	Current Year
Adjusted Net Current Assets	92%	\$ 810,380	\$ 747,487
Cash and Equivalent - Unrestricted	70%	\$ 839,459	\$ 588,573
Cash and Equivalent - Restricted	105%	\$ 1,256,586	\$ 1,321,917
Receivables - Rates	#DIV/0!	\$ -	\$ 101,430
Receivables - Other	53%	\$ 78,409	\$ 41,583
Payables	-2%	\$ 104,083	-\$ 1,750

*% Compares current ytd actuals to prior year actuals at the same time*

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of

### Preparation

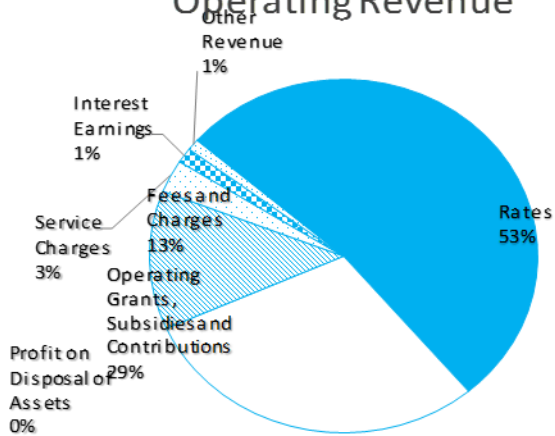
Prepared by: Tonya Williams, DCEO

Reviewed by: Gary Sherry, CEO

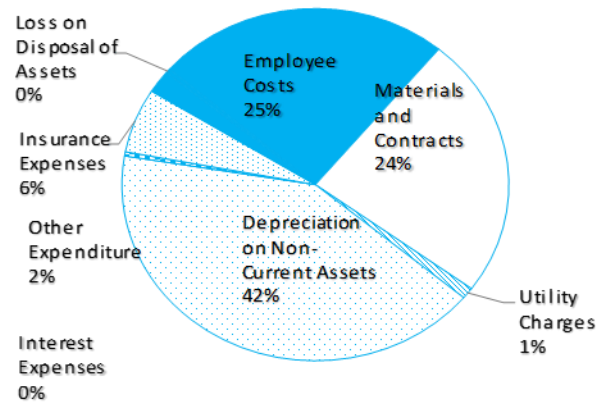
Date prepared: 6th December 2016

Shire of Cuballing  
Information Summary  
For the Period Ended 31 January 2017

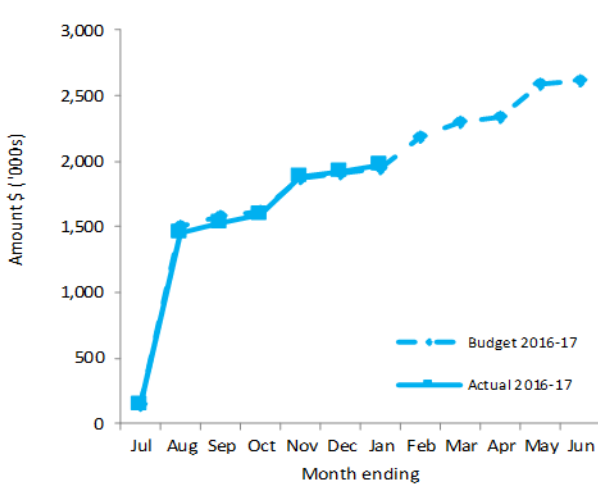
Operating Revenue



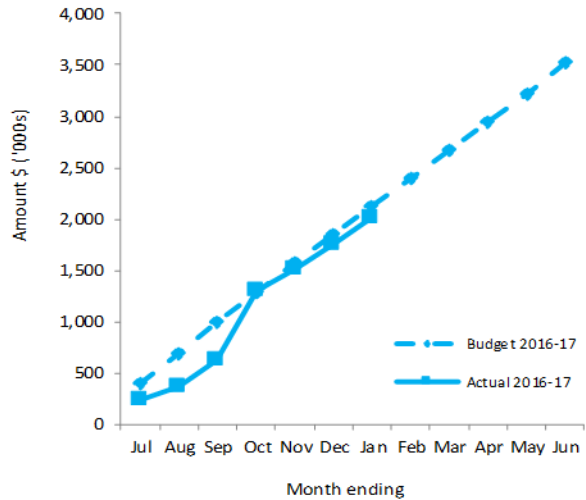
Operating Expenditure



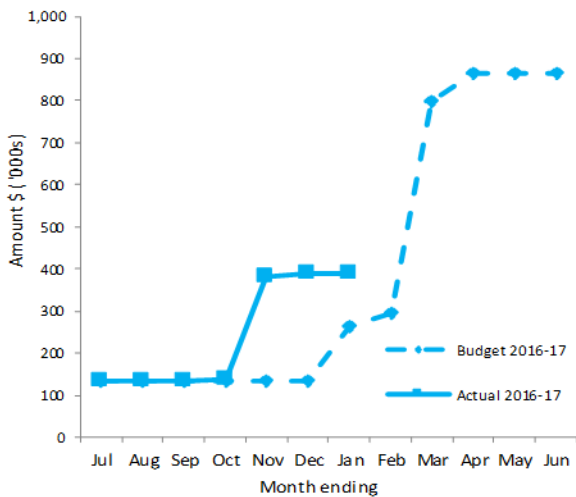
Budget Operating Revenues -v- Actual (Refer Note 2)



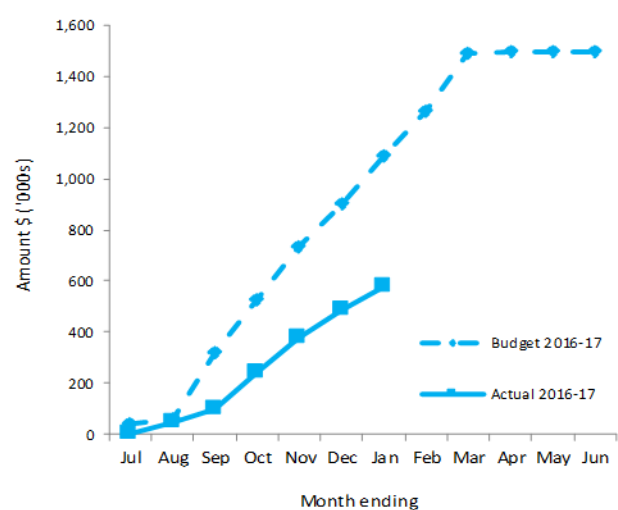
Budget Operating Expenses -v- YTD Actual (Refer Note 2)



Budget Capital Revenue -v- Actual (Refer Note 2)



Budget Capital Expenses -v- Actual (Refer Note 2)



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 31 January 2017**

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	3	169,358	169,029	<b>169,029</b>	0	0%	
<b>Revenue from operating activities</b>							
Governance		3,150	1,937	<b>28,666</b>	26,729	1380%	▲
General Purpose Funding	9	1,639,907	1,343,954	<b>1,343,894</b>	(60)	(0%)	
Law, Order and Public Safety		26,400	19,100	<b>21,076</b>	1,976	10%	
Health		1,500	571	<b>1,430</b>	859	150%	
Education and Welfare		0	0	<b>0</b>	0		
Housing		4,680	2,730	<b>2,160</b>	(570)	(21%)	
Community Amenities		58,350	57,769	<b>62,242</b>	4,473	8%	
Recreation and Culture		9,795	9,589	<b>10,214</b>	625	7%	
Transport		477,157	315,771	<b>284,946</b>	(30,825)	(10%)	
Economic Services		65,000	36,105	<b>59,349</b>	23,244	64%	▲
Other Property and Services		258,000	148,931	<b>151,115</b>	2,184	1%	
		<b>2,543,939</b>	<b>1,936,457</b>	<b>1,965,093</b>			
<b>Expenditure from operating activities</b>							
Governance		(126,635)	(93,411)	<b>(85,143)</b>	8,268	9%	
General Purpose Funding		(59,356)	(31,315)	<b>(30,450)</b>	865	3%	
Law, Order and Public Safety		(131,070)	(79,825)	<b>(72,913)</b>	6,912	9%	
Health		(40,339)	(23,703)	<b>(22,043)</b>	1,660	7%	
Education and Welfare		(54,439)	(7,458)	<b>(7,226)</b>	232	3%	
Housing		(51,022)	(30,840)	<b>(30,347)</b>	493	2%	
Community Amenities		(369,431)	(190,262)	<b>(170,203)</b>	20,059	11%	▲
Recreation and Culture		(283,284)	(161,111)	<b>(182,767)</b>	(21,656)	(13%)	▼
Transport		(2,043,332)	(1,207,732)	<b>(1,121,220)</b>	86,512	7%	
Economic Services		(145,495)	(83,293)	<b>(86,109)</b>	(2,816)	(3%)	
Other Property and Services		(224,687)	(164,339)	<b>(196,035)</b>	(31,697)	(19%)	▼
		<b>(3,529,090)</b>	<b>(2,073,289)</b>	<b>(2,004,456)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,274,700	743,526	<b>832,333</b>	88,807	12%	▲
Adjust (Profit)/Loss on Asset Disposal	8	1,541	1,541	<b>7,743</b>	6,202	402%	▲
Adjust Provisions and Accruals		0	0	<b>0</b>	0		
<b>Amount attributable to operating activities</b>		<b>291,090</b>	<b>608,236</b>	<b>800,712</b>			
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions	11	940,255	455,422	<b>389,346</b>	(66,076)	(15%)	▼
Proceeds from Disposal of Assets	8	18,597	18,597	<b>17,815</b>	(782)	(4%)	
Land Held for Resale		0	0	<b>0</b>	0		
Land and Buildings	13	(291,390)	(209,530)	<b>(50,893)</b>	158,637	76%	▲
Infrastructure Assets	13	(1,092,512)	(809,706)	<b>(409,902)</b>	399,804	49%	▲
Plant and Equipment	13	(113,000)	(113,000)	<b>(114,170)</b>	(1,170)	(1%)	
Furniture and Equipment	13	0	0	<b>0</b>	0		
<b>Amount attributable to investing activities</b>		<b>(538,050)</b>	<b>(658,217)</b>	<b>(167,804)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		0	0	<b>0</b>	0		
Proceeds from Advances		0	0	<b>0</b>	0		
Self-Supporting Loan Principal		0	0	<b>0</b>	0		
Transfer from Reserves	7	250,470	0	<b>0</b>	0		
Advances to Community Groups		0	0	<b>0</b>	0		
Repayment of Debentures	10	(67,368)	(36,184)	<b>(36,184)</b>	0	0%	
Transfer to Reserves	7	(105,500)	(18,267)	<b>(18,267)</b>	0	0%	
<b>Amount attributable to financing activities</b>		<b>77,602</b>	<b>(54,450)</b>	<b>(54,450)</b>			
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>64,597</b>	<b>747,487</b>			

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 31 January 2017**

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	3	169,358	169,029	<b>169,029</b>	0	0%	
<b>Revenue from operating activities</b>							
Rates	9	1,039,987	1,039,986	<b>1,031,141</b>	(8,845)	(1%)	
Operating Grants, Subsidies and Contributions	11	1,066,508	615,020	<b>578,374</b>	(36,646)	(6%)	
Fees and Charges		326,945	193,938	<b>249,309</b>	55,371	29%	▲
Service Charges		57,000	57,000	<b>58,800</b>	1,800	3%	
Interest Earnings		34,500	20,561	<b>27,113</b>	6,552	32%	▲
Other Revenue		19,000	11,493	<b>20,356</b>	8,863	77%	▲
Profit on Disposal of Assets	8	0	0	<b>0</b>			
		<b>2,543,940</b>	<b>1,937,998</b>	<b>1,965,093</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(823,752)	(448,184)	<b>(493,601)</b>	(45,417)	(10%)	▼
Materials and Contracts		(1,183,409)	(678,609)	<b>(481,907)</b>	196,701	29%	▲
Utility Charges		(44,470)	(24,256)	<b>(20,719)</b>	3,537	15%	▲
Depreciation on Non-Current Assets		(1,274,700)	(743,526)	<b>(832,333)</b>	(88,807)	(12%)	▼
Interest Expenses		(12,746)	(7,447)	<b>(7,588)</b>	(141)	(2%)	
Insurance Expenses		(125,274)	(125,273)	<b>(118,752)</b>	6,521	5%	
Other Expenditure		(63,200)	(45,994)	<b>(41,813)</b>	4,181	9%	
Loss on Disposal of Assets	8	(1,541)	(1,541)	<b>(7,743)</b>			
		<b>(3,529,091)</b>	<b>(2,074,830)</b>	<b>(2,004,456)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,274,700	743,526	<b>832,333</b>	88,807	12%	▲
Adjust (Profit)/Loss on Asset Disposal	8	1,541	1,541	<b>7,743</b>	6,202	402%	▲
<b>Amount attributable to operating activities</b>		<b>291,090</b>	<b>608,236</b>	<b>800,712</b>			
<b>Investing activities</b>							
Grants, Subsidies and Contributions	11	940,255	455,422	<b>389,346</b>	(66,076)	(15%)	▼
Proceeds from Disposal of Assets	8	18,597	18,597	<b>17,815</b>	(782)	(4%)	
Land Held for Resale		0	0	<b>0</b>	0		
Land and Buildings	13	(291,390)	(209,530)	<b>(50,893)</b>	158,637	76%	▲
Infrastructure Assets	13	(1,092,512)	(809,706)	<b>(409,902)</b>	399,804	49%	▲
Plant and Equipment	13	(113,000)	(113,000)	<b>(114,170)</b>	(1,170)	(1%)	
Furniture and Equipment	13	0	0	<b>0</b>	0		
<b>Amount attributable to investing activities</b>		<b>(538,050)</b>	<b>(658,217)</b>	<b>(167,804)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		0	0	<b>0</b>	0		
Proceeds from Advances		0	0	<b>0</b>	0		
Self-Supporting Loan Principal		0	0	<b>0</b>	0		
Transfer from Reserves	7	250,470	0	<b>0</b>	0		
Advances to Community Groups		0	0	<b>0</b>	0		
Repayment of Debentures	10	(67,368)	(36,184)	<b>(36,184)</b>	0	0%	
Transfer to Reserves	7	(105,500)	(18,267)	<b>(18,267)</b>	0	0%	
<b>Amount attributable to financing activities</b>		<b>77,602</b>	<b>(54,450)</b>	<b>(54,450)</b>			
<b>Closing Funding Surplus (Deficit)</b>	3	0	64,597	<b>747,487</b>	<b>682,890</b>	1057%	▲

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.

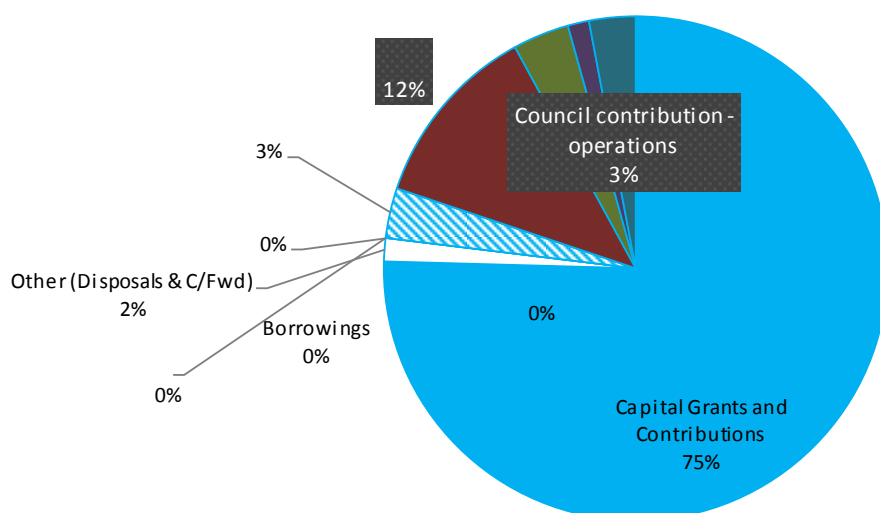
**SHIRE OF CUBALLING**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
For the Period Ended 31 January 2017

**Capital Acquisitions**

	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Budget (d)	Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	0	0	209,530	291,390	<b>50,893</b>	(158,637)
Infrastructure Assets	13	0	0	809,706	1,092,512	<b>409,902</b>	(399,804)
Plant and Equipment	13	0	0	113,000	113,000	<b>114,170</b>	1,170
<b>Capital Expenditure Totals</b>		<b>0</b>	<b>0</b>	<b>1,132,236</b>	<b>1,496,902</b>	<b>574,965</b>	<b>(557,271)</b>

**Capital acquisitions funded by:**

Capital Grants and Contributions				<b>914,799</b>	<b>940,255</b>	<b>389,346</b>	
Borrowings				<b>0</b>	<b>0</b>	<b>0</b>	
Other (Disposals & C/Fwd)				<b>18,597</b>	<b>18,597</b>	<b>17,815</b>	
Council contribution - Cash Backed Reserves				<b>0</b>	<b>250,470</b>	<b>0</b>	
Plant and Equipment Reserve				0	0	0	
Administration Building and Office Equipment Reserve				0	0	0	
Housing Reserve				0	40,000	0	
Recreation and Community Facility Reserve				0	0	0	
Refuse Site Reserve				0	148,451	0	
Grain Freight Reserve				0	45,019	0	
Equestrian Reserve				0	17,000	0	
Council contribution - operations				<b>198,841</b>	<b>37,110</b>	<b>167,804</b>	
<b>Capital Funding Total</b>				<b>1,132,236</b>	<b>1,246,432</b>	<b>574,965</b>	

**Budgeted Capital Acquisitions Funding**

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2017**

**Note 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

**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

**(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

**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

**(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:

Asset	Years
Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
bituminous seals	20 years
asphalt surfaces	25 years
Gravel Roads	
formation	not depreciated
pavement	50 years
gravel sheet	12 years
Formed roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	20 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.

**(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 amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

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

**(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

**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,

**Profit on Asset Disposal**

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

**Fees and Charges**

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

**Service Charges**

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

**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,

**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

**Utilities (Gas, Electricity, Water, etc.)**

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

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

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

**(r) Program Classifications (Function/Activity)**

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

**GOVERNANCE****Objective:**

To provide a decision making process for the efficient allocation of scarce resources.

**Activities:**

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

**GENERAL PURPOSE FUNDING****Objective:**

To collect revenue to allow for the provision of services.

**Activities:**

Rates, general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY****Objective:**

To provide services to help ensure a safer and environmentally conscious community.

**Activities:**

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

**HEALTH****Objective:**

To provide an operational framework for environmental and community health.

**Activities:**

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal

**EDUCATION AND WELFARE****Objective:**

To provide services to disadvantaged persons, the elderly, children and youth.

**Activities:**

Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.

**HOUSING****Objective:**

To provide and maintain elderly residents housing.

**Activities:**

Provision and maintenance of elderly residents housing.

**COMMUNITY AMENITIES****Objective:**

To provide services required by the community.

**Activities:**

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery

**RECREATION AND CULTURE****Objective:**

To establish and effectively manage infrastructure and resource which will help the social well being of the

**Activities:**

Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other

**TRANSPORT****Objective:**

To provide safe, effective and efficient transport services to the community.

**Activities:**

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

**ECONOMIC SERVICES****Objective:**

To help promote the shire and its economic wellbeing.

**Activities:**

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.

**OTHER PROPERTY AND SERVICES****Objective:**

To monitor and control City/Town/Shire overheads operating accounts.

**Activities:**

Private works operation, plant repair and operation costs and engineering operation costs.

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2017**

**Note 2: Explanation of Material Variances**

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

The material variance adopted by Council for the 2016/17 year is \$5,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	V	Timing/ Permane	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
General Purpose Funding	(60)	(0%)		Permanent	Discount amount higher than budgeted Creditor payment correction (double received) was made from 2015/16 in 2016/17 for \$1,058.26.
Governance	26,729	1380%	▲	Permanent	Reimbursements from LSL paid. Administration Grant from DFES arrived different to budgeted (4,000). Dog Registrations received lower than budgeted.
Law, Order and Public Safety	1,976	10%		Timing	Additional Septic Approvals.
Health	859	150%		Timing	Salary sacrifice for Grader Driver House under Budgeted, as no employee payroll till Sept.
Housing	(570)	(21%)		Permanent	Additional Planning Application fees received. Additional Rubbish Collection fees collected.
Community Amenities	4,473	8%		Timing	Additional Recreation center Hire fees
Recreation and Culture	625	7%		Timing	Budgeted to have completed Storm Damage Works in Q1, has not occurred (\$30,307). Licensing commission slightly lower than budgeted.
Transport	(30,825)	(10%)		Timing	Additional Building Licence fees received. Central Country Zone Gold Day fees, unbudgeted expense (paid to Cuballing Golf Club).
Economic Services	23,244	64%	▲	Timing	Private Works income slightly under budget, more Private Works expected to be completed towards the end of financial year.
Other Property and Services	2,184	1%		Timing	Administration Allocation slightly higher than budgeted.
<b>Operating Expense</b>					
General Purpose Funding	865	3%		Timing	Legal Fees invoiced processed for Debt Recovery of 2016/17 Rates, not yet reallocated to Rates Assessments.
Governance	8,268	9%		Timing	Administration Allocation slightly higher than budgeted. Ranger costs lower than expected (contract Ranger not engaged until November). Community Safety wages and fire fighting wages lower than budgeted.
Law, Order and Public Safety	6,912	9%		Timing	EHO Salary lower than budgeted.
Health	1,660	7%		Timing	No material variance.
Education & Welfare	232	3%		Timing	No material variance.
Housing	493	2%		Timing	Tip maintenance costs lower than expected as manning of tip stations started later than budgeted. Rubbish Collection fees lower than expected. Town Planning consultant fees lower than budgeted.
Community Amenities	20,059	11%	▲	Timing	Maintenance costs on Recreation and Parks & Reserves more than budgeted.
Recreation and Culture	(21,656)	(13%)	▼	Timing	Expenditure on final storm damage works delayed (\$40,409). Road maintenance costs higher than budgeted.
Transport	86,512	7%		Timing	Central Country Zone Golf Day payments to Cuballing Golf Club, unbudgeted expense (\$4,865). Yornaning Dam expenditure (5,000) budgeted but not spent. Drum Muster and clearing of oil from Yornaning Dam facility more than budgeted.
Economic Services	(2,816)	(3%)		Permanent	Private works expenditure less than expected. Workers compensation claims are higher than budgeted. Loss on disposal is higher than budgeted due to Fair Value revaluations made for 30 June 2016 (\$7,743).
Other Property and Services	(31,697)	(19%)	▼	Permanent	

**Capital Revenues**

Grants, Subsidies and Contributions	(66,076)	(15%)	▼		Additional Roads to Recovery payments made as works schedule moved forward, due to delays with Regional Road Group projects. Regional Road Group Claim 2 not made as expenditure was delayed.
Proceeds from Disposal of Assets	(782)	(4%)		Permanent	No material variance

**Capital Expenses**

Land and Buildings	158,637	76%	▲	Timing	Minor completion works undertaken at the Cuballing Transfer Station. Construction of Popanyinning Transfer Station will continue longer than budgeted, shed is constructed but fencing not due for completion until 2017.
Infrastructure - Roads	399,804	49%	▲	Timing	Change to Capital Works Program for the Summer due to factors outside of Council's control. Regional road group expenditure delayed, Roads to Recovery moved forward (some sealing still to occur). No works completed yet on Grain Freight Route. All works still on track for completion.
Plant and Equipment	(1,170)	(1%)		Timing	No material variance
Furniture and Equipment	0				No material variance

**Financing**

Loan Principal	0	0%			No material variance
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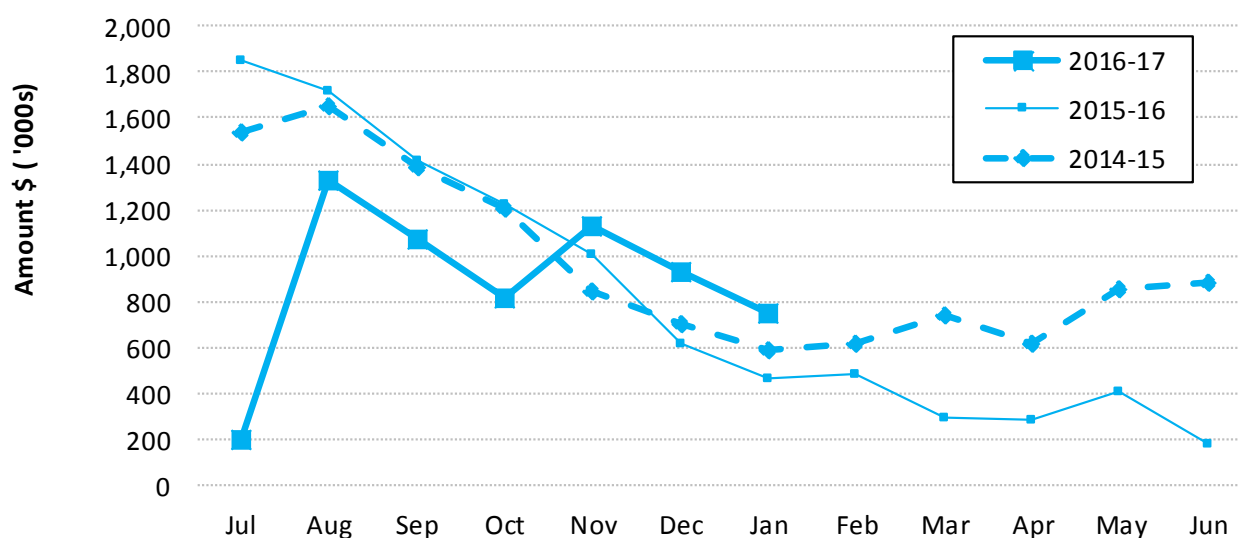


**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2017**

**Note 3: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

		Last Years Closing	This Time Last Year	Current
	Note	30 June 2017	31 Jan 2016	31 Jan 2017
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	129,820	774,608	590,009
Cash Restricted	11	0	64,851	0
Cash Reserves	4	1,303,650	1,256,586	1,321,917
Receivables - Rates	6	41,871	0	101,430
Receivables - Other	6	97,802	78,409	41,583
Interest / ATO Receivable/Trust		0	0	9,096
Inventories		3,619	7,197	3,619
		1,576,762	2,181,651	2,067,654
<b>Less: Current Liabilities</b>				
Payables and Provisions		(104,083)	(49,834)	1,750
		(104,083)	(49,834)	1,750
Less: Cash Reserves	7	(1,303,650)	(1,321,437)	(1,321,917)
<b>Net Current Funding Position</b>		<b>169,029</b>	<b>810,380</b>	<b>747,487</b>

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

FAGS Allocation in 16/17 is paid in quarterly installments, in 15/16 there was an advance.

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2017**

**Note 4: Cash and Investments**

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>(a) Cash Deposits</b>							
Municipal Bank Account	20,041			20,041	CBA	0.00%	At Call
Investment Account	567,833			567,833	CBA	1.75%	At Call
Trust Bank Account			23,277	23,277	CBA	0.00%	At Call
Cash On Hand	700			700	N/A	Nil	On Hand
Reserves Account		2,904		2,904	CBA	0.00%	At Call
<b>(b) Term Deposits</b>							
Reserves Term Deposit 1		434,234		434,234	CBA	2.41%	10-Apr-17
Reserves Term Deposit 2		434,364		434,364	CBA	2.40%	07-Mar-17
Reserves Term Deposit 3		450,415		450,415	CBA	2.42%	02-Feb-17
<b>Total</b>	<b>588,573</b>	<b>1,321,917</b>	<b>23,277</b>	<b>1,933,767</b>			

**Comments/Notes - Investments**

Reserve Funds are on a rolling maturity schedule to maximise interest, linked to a Reserve transaction account.

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2017**

**Note 5: Budget Amendments**

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

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

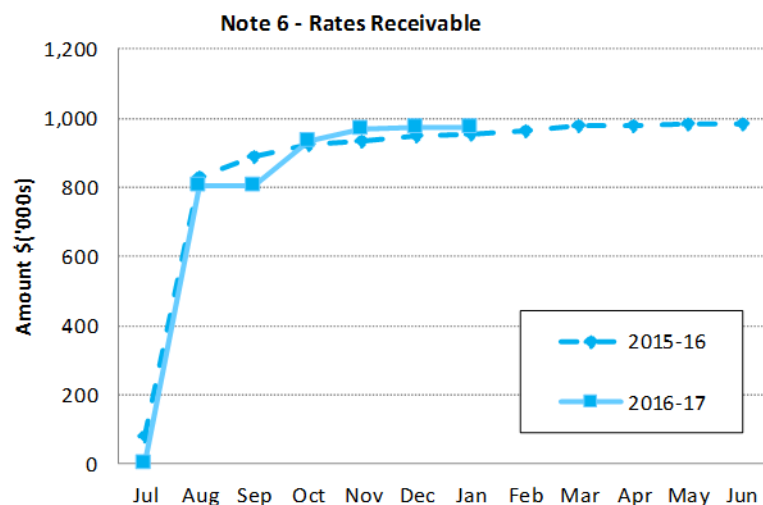
**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
 For the Period Ended 31 January 2017

**Note 6: Receivables**

Receivables - Rates Receivable	31 Jan 2017	30 June 2016
	\$	\$
Opening Arrears Previous Years	47,139	39,377
Levied this year	1,031,141	996,640
Less Collections to date	(999,451)	(988,878)
Equals Current Outstanding	<b>78,830</b>	<b>47,139</b>
<b>Net Rates Collectable</b>	<b>78,830</b>	<b>47,139</b>
% Collected	92.69%	95.45%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	22,273	14,802	1,905	2,602	41,583
<b>Balance per Trial Balance</b>					
Sundry Debtors					41,583
Receivables - Other					9,096
<b>Total Receivables General Outstanding</b>					<b>50,679</b>

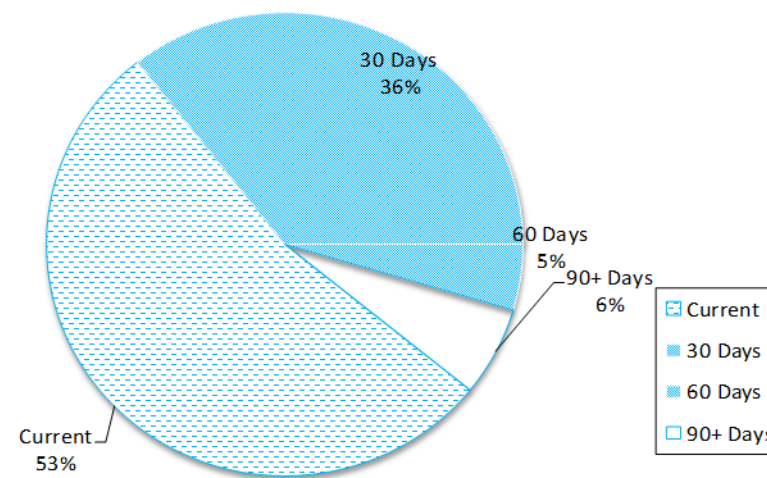
Amounts shown above include GST (where applicable)



**Comments/Notes - Receivables Rates**

Rates Issue Date - 5th August 2016  
 Discount Period Ends - 26 August 2016  
 Rates Due - 9 September 2016  
 81 on Instalment Option

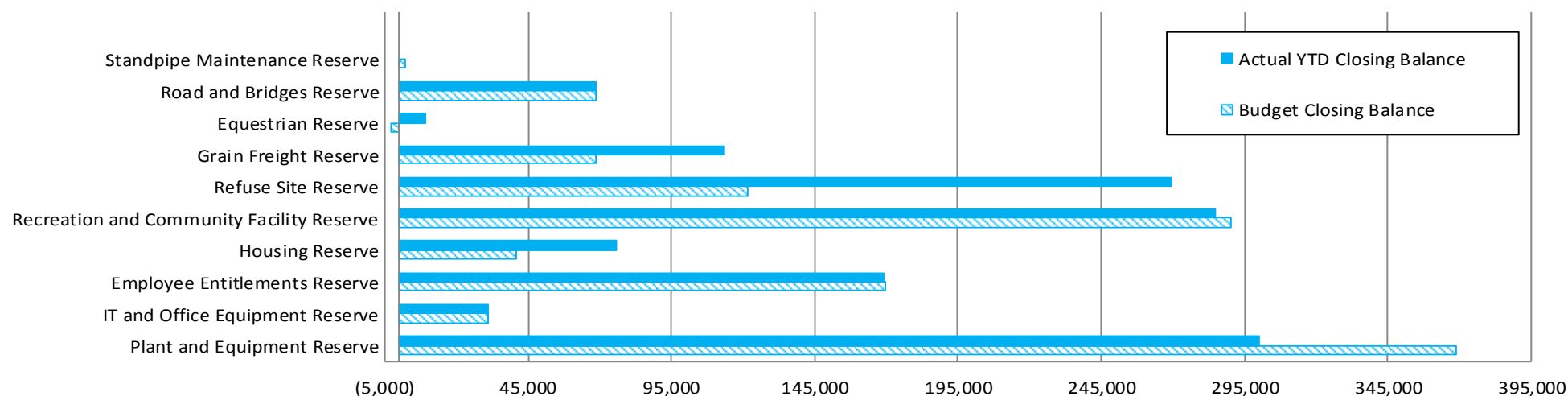
**Note 6 - Accounts Receivable (non-rates)**



**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2017**

**Note 7: Cash Backed Reserve**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant and Equipment Reserve	295,806	4,538	4,145	68,500	0	0	0	368,844	299,950
IT and Office Equipment Reserve	30,555	469	428	0	0	0	0	31,024	30,983
Employee Entitlements Reserve	166,928	2,561	2,339	0	0	0	0	169,489	169,267
Housing Reserve	74,799	1,148	1,048	5,000	0	(40,000)	0	40,947	75,847
Recreation and Community Facility Reserve	281,087	4,312	3,939	5,000	0	0	0	290,399	285,026
Refuse Site Reserve	265,878	4,079	3,725	0	0	(148,451)	0	121,506	269,603
Grain Freight Reserve	111,783	1,715	1,566	0	0	(45,019)	0	68,479	113,350
Equestrian Reserve	9,288	142	130	5,000	0	(17,000)	0	(2,570)	9,418
Road and Bridges Reserve	67,527	1,036	946	0	0	0	0	68,563	68,473
Standpipe Maintenance Reserve	0	0	0	2,000	0	0	0	2,000	0
	<b>1,303,650</b>	<b>20,000</b>	<b>18,267</b>	<b>85,500</b>	<b>0</b>	<b>(250,470)</b>	<b>0</b>	<b>1,158,680</b>	<b>1,321,917</b>

**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 31 January 2017**

**Note 8: Disposal of Assets**

Asset Number	Asset Description	YTD Actual				Amended Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and Equipment</b>								
3	CN027 Mitsubishi Triton (Building)	25,558	17,815		(7,743)	20,137	18,597	0	(1,541)
		<b>25,558</b>	<b>17,815</b>	<b>0</b>	<b>(7,743)</b>	<b>20,137</b>	<b>18,597</b>	<b>0</b>	<b>(1,541)</b>

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2017**

Note 9: Rating Information	Rate in	Number of Properties	Rateable Value	YTD Actual			Amended Budget				
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
<b>RATE TYPE</b>	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV	6.9560	166	2,122,347	147,630	208	0	147,839	147,630	0	0	147,630
UV	0.7078	216	103,735,000	734,236	(1,397)	0	732,839	734,236	0	0	734,236
<b>Sub-Totals</b>		<b>382</b>	<b>105,857,347</b>	<b>881,867</b>	<b>(1,189)</b>	<b>0</b>	<b>880,679</b>	<b>881,866</b>	<b>0</b>	<b>0</b>	<b>881,867</b>
<b>Minimum Payment</b>	<b>\$</b>										
GRV	660.00	162	768,488	106,920	0	0	106,920	106,920	0	0	106,920
UV	840.00	130	11,239,152	109,200	0	0	109,200	109,200	0	0	109,200
<b>Sub-Totals</b>		<b>292</b>	<b>12,007,640</b>	<b>216,120</b>	<b>0</b>	<b>0</b>	<b>216,120</b>	<b>216,120</b>	<b>0</b>	<b>0</b>	<b>216,120</b>
		<b>674</b>	<b>117,864,987</b>	<b>1,097,987</b>	<b>(1,189)</b>	<b>0</b>	<b>1,096,799</b>	<b>1,097,986</b>	<b>0</b>	<b>0</b>	<b>1,097,987</b>
Discount							(65,545)				(58,000)
Write Off							(112)				
<b>Amount from General Rates</b>							<b>1,031,141</b>				<b>1,039,987</b>
Ex-Gratia Rates							0				0
Specified Area Rates							0				0
<b>Totals</b>							<b>1,031,141</b>				<b>1,039,987</b>

**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 2016/17 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 31 January 2017**

**Note 10: Information on Borrowings**

## (a) Debenture Repayments

Particulars	Loan Date	Years	Principal at 1/07/2016	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
					Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
					\$	\$	\$	\$	\$	\$
<b>Transport</b>										
Loan 62 - Loader	11/08/2008	10	66,034		15,699	31,925	50,335	34,109	2,072	3,617
Loan 63 - Graders	7/02/2014	8	223,124		20,485	35,442	202,639	187,682	5,515	9,129
			289,158	0	36,184	67,368	252,974	221,790	7,588	12,746

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 31 January 2017**

## Note 11: Grants and Contributions

	Grant Provider	Type	Opening	Budget		YTD	Annual	Post	Expected	YTD Actual
			Balance	Operating	Capital	Budget	Budget	Variations		Revenue
			(a)				(d)	(e)	(d)+(e)	
				\$	\$	\$				\$
<b>General Purpose Funding</b>										
Grants Commission - General	WALGGC	Operating	0	562,527	0	375,018	562,527		562,527	282,702
Grants Commission - Roads	WALGGC	Operating	0	313,774	0	209,183	313,774		313,774	157,060
<b>Law, Order and Public Safety</b>										
DFES Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Operating	0	21,900	0	14,600	21,900		21,900	18,600
<b>Recreation and Culture</b>										
Grants - Kidsport	Dept. of Communities	Operating	0	1,000	0	667	1,000		1,000	1,000
DREC Weather Shelter	R4R, Lotterywest, Contributions	Non-operating	0	0	76,369	50,913	76,369		76,369	0
<b>Transport</b>										
Direct Grant - Main Roads	Main Roads WA	Operating	0	75,045	0	50,030	75,045		75,045	75,045
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	500,820	500,820	500,820		500,820	247,433
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	331,200	331,200	331,200		331,200	132,480
Blackspot Grant Funding	Main Roads WA	Non-operating	0	0	31,866	31,866	31,866		31,866	9,433
WANDRRA Storm Damage Funding	Main Roads WA	Operating	0	77,538	77,538	77,538	77,538		77,538	47,231
<b>Economic Services</b>										
Youth Day Grant	Dept. of Communities	Operating	0	1,000	0	667	1,000		1,000	0
Volunteer Day Grant	Dept. of Communities	Operating	0	1,000	0	667	1,000		1,000	1,000
<b>TOTALS</b>			<b>0</b>	<b>1,053,784</b>	<b>1,017,793</b>	<b>1,643,167</b>	<b>1,994,039</b>	<b>0</b>	<b>1,994,039</b>	<b>971,984</b>
<b>SUMMARY</b>										
Operating	Operating Grants, Subsidies and Contributions		0	1,052,784	77,538	727,702	1,052,784	0	1,052,784	582,638
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	0	0	0	0	0	0	0
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	940,255	914,799	940,255	0	940,255	389,346
<b>TOTALS</b>			<b>0</b>	<b>1,052,784</b>	<b>1,017,793</b>	<b>1,642,501</b>	<b>1,993,039</b>	<b>0</b>	<b>1,993,039</b>	<b>971,984</b>

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2017**

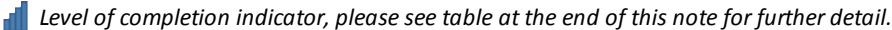








**Note 12: Trust Fund**

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 01 Jul 2016	Amount Received	Amount Paid	Closing Balance 31 Jan 2017
	\$	\$	\$	\$
Bonds - Building	14,389	0	0	14,389
Bonds - Hall Hire	1,050	800	(800)	1,050
Commodine Tennis Club	3,090	0	0	3,090
Cuballing Country Festival	1,099	0	0	1,099
Cuballing Cricket Club	200	0	0	200
Yornaning Dam	0	500	(500)	0
Cuballing Football Association	566	0	0	566
Environment and Townscape Trust Fund	5,713	0	0	5,713
Police Licensing	5,148	122,310	(125,649)	1,809
Swipe Cards	1,545	0	0	1,545
	<b>32,800</b>	<b>123,610</b>	<b>(126,949)</b>	<b>29,461</b>

SHIRE OF CUBALLING  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 July 2016

## Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Budget			Strategic Reference / Comment	
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance		
		\$	\$	\$	\$	\$	\$		
									
<b>Land &amp; Buildings</b>									
<b>Governance</b>									
	Shire Office Upgrade	04261	0	0	(22,987)	(21,250)	(21,250)	(1,737)	
	<b>Governance Total</b>		<b>0</b>	<b>0</b>	<b>(22,987)</b>	<b>(21,250)</b>	<b>(21,250)</b>	<b>(1,737)</b>	
<b>Recreation And Culture</b>									
	Skate Park Toilet Upgrade	11315	0	0	0	(24,820)	0	0	
	DREC Weather Shelter	11310	0	0	0	(96,869)	(64,580)	64,580	
	<b>Recreation And Culture Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>(121,689)</b>	<b>(64,580)</b>	<b>64,580</b>	
<b>Community Amenities</b>									
	Popanyinning Transfer Station	10742	0	0	(27,906)	(148,451)	(123,700)	95,794	
	<b>Community Amenities Total</b>		<b>0</b>	<b>0</b>	<b>(27,906)</b>	<b>(148,451)</b>	<b>(123,700)</b>	<b>95,794</b>	
	<b>Land &amp; Buildings Total</b>		<b>0</b>	<b>0</b>	<b>(50,893)</b>	<b>(291,390)</b>	<b>(209,530)</b>	<b>158,637</b>	
<b>Plant , Equip. &amp; Vehicles</b>									
<b>Economic Services</b>									
	Building Vehicle	13600	0	0	(38,270)	(43,000)	(43,000)	4,730	Budget - trade July
	<b>Recreation And Culture Total</b>		<b>0</b>	<b>0</b>	<b>(38,270)</b>	<b>(43,000)</b>	<b>(43,000)</b>	<b>4,730</b>	
<b>Transport</b>									
	Mower	12420	0	0	(19,900)	(20,000)	(20,000)	100	Budget - purchase Sept
	Machinery Float	12422	0	0	(56,000)	(50,000)	(50,000)	(6,000)	Budget - purchase Sept, additional equipment \$6,000
	<b>Transport Total</b>		<b>0</b>	<b>0</b>	<b>(75,900)</b>	<b>(70,000)</b>	<b>(70,000)</b>	<b>(5,900)</b>	
	<b>Plant , Equip. &amp; Vehicles Total</b>		<b>0</b>	<b>0</b>	<b>(114,170)</b>	<b>(113,000)</b>	<b>(113,000)</b>	<b>(1,170)</b>	

**Roads**

**Transport**

	RRG - Wandering Narrogin Road	12115	0	0	(93,933)	(496,800)	(347,661)	253,728	J600
	R2R - Yornaning West Cement Stabilisation	12120	0	0	(1,980)	(71,895)	(50,315)	48,335	R005
	R2R - Victoria Road Sealing	12120	0	0	(5,422)	(68,720)	(48,088)	42,666	R122
	R2R - Popanyinning West Cement Stabilisation	12120	0	0	(12,519)	(68,021)	(47,602)	35,083	R002A
	R2R - Popanyinning West Road Realignment	12120	0	0	(251,587)	(244,096)	(170,821)	(80,766)	R002B
	R2R - Popanyinning West Reseals	12120	0	0	(3,250)	(54,013)	(37,798)	34,548	R002C
	R2R - Yornaning West Reseal	12120	0	0	(1,458)	(7,366)	(50,315)	48,857	R005A
	GFR - Cuballing East Cement Stabilisation	12115	0	0	(1,699)	(45,019)	(31,504)	29,805	J149 - Grain Freight Reserve
	BS - Stratherence Road/ Kerruish Road	12125	0	0	(17,663)	(14,149)	(9,895)	(7,768)	B064
	BS - Yornaning West Road	12125	0	0	(20,392)	(22,433)	(15,707)	(4,685)	B005
<b>Transport Total</b>			<b>0</b>	<b>0</b>	<b>(409,902)</b>	<b>(1,092,512)</b>	<b>(809,706)</b>	<b>399,804</b>	
	<b>Roads Total</b>		<b>0</b>	<b>0</b>	<b>(409,902)</b>	<b>(1,092,512)</b>	<b>(809,706)</b>	<b>399,804</b>	
	<b>Capital Expenditure Total</b>		<b>0</b>	<b>0</b>	<b>(574,965)</b>	<b>(1,496,902)</b>	<b>(1,132,236)</b>	<b>557,271</b>	

**Level of Completion Indicators**

- 0%
- 20%
- 40%
- 60%
- 80%
- 100%
- Over 100%

Percentage YTD Actual to Annual Budget  
Expenditure over budget highlighted in red.

## 9.1.4 Fees & Charges: Float

Applicant: N/A  
File Ref. No: ADM214  
Disclosure of Interest: Nil  
Date: 20<sup>th</sup> December 2016  
Author: Tonya Williams, Deputy CEO  
Attachments: Nil

### Summary

**Council is to consider setting a fee for the use of the Float during Private Works jobs.**

### Background

Council has recently purchased a Float to move machinery around the Shire for different jobs. The purchase of this item has allowed the Shire to absorb the cost of machinery transport rather than outsourcing.

### Comment

The Float is a cost effective way for Shire staff to move machinery between jobs. The running cost of this Float for each job has a cost to Council, the imposition of this fee would allow cost recovery. Previously, the movement of machinery was done by contractors and the cost for this was forwarded onto the client where applicable.

Similar machinery fees as per the Fees & Charges schedule include:

<b>Plant Hire</b>	<b>Rate</b>	<b>GST</b>	<b>Total Charge</b>
Loader Hire	\$140.00	YES	\$154.00
Grader Hire	\$150.00	YES	\$165.00
Multi-Tyre Roller	\$110.00	YES	\$121.00
Vibe Roller	\$115.00	YES	\$126.50
Tip Trucks (6 wheelers)	\$115.00	YES	\$126.50
Tip Truck 3 tonne	\$75.00	YES	\$82.50
Tip Truck 4 tonne	\$85.00	YES	\$93.50
Semi Side Tipper	\$130.00	YES	\$143.00
John Deere Tractor and Operator Includes slasher or mower	\$100.00	YES	\$110.00

Strategic Implications - Nil

### Statutory Environment

6.16. Imposition of fees and charges

(1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

\* Absolute majority required.

(2) A fee or charge may be imposed for the following —

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
- (b) supplying a service or carrying out work at the request of a person;
- (c) subject to section 5.94, providing information from local government records;

- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
  - (e) supplying goods;
  - (f) such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
- (a) imposed\* during a financial year; and
  - (b) amended\* from time to time during a financial year.

\* Absolute majority required.

#### 6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

Policy Implications - Nil

Financial Implications

Fee will cover the cost of using the Float on Private Works jobs.

Economic Implications - Nil

Environmental Considerations - Nil

Consultation - Nil

Options

Council may resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with alternative pricing.

Voting Requirements – Simple Majority

#### **COUNCIL DECISION – 2017-7:**

**That Council:**

- 1. charge \$130 per hour (GST Exclusive) for the use of the Float from Monday 6<sup>th</sup> March 2017 and;**
- 2. give local public notice of their intention to adopt the new charges Monday 6<sup>th</sup> March 2017.**

**Moved: Cr Ballantyne**

**Seconded: Cr Bradford**

**Carried 5/0**

## 9.1.5 Sale of Property – Outstanding Rates

Applicant: N/A  
File Ref. No: ADM132  
Disclosure of Interest: Nil  
Date: 20<sup>th</sup> December 2016  
Author: Tonya Williams, Deputy Chief Executive Officer  
Attachments: Nil

### Summary

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

### Background

Since the 2014/15 Rates the property owner of 65 Cuballing Street, Cuballing has received the Rates Notice, Final Notice, Final Demand Notices from Council. In addition to this Rates debt has been sent to Debt Recovery as per Council policy for each year of outstanding Rates.

In 2015/16 the property owner was successfully served a General Procedure Claim (GPC) and this has progressed to a Property Sale and Seizure Order (PSSO). The Bailiff was unable to seize enough property to recover the outstanding debt.

The next option available to the Shire for recovery is to place a PSSO against the land and to sell it to recover the outstanding debt.

The Shire has received no communication from the property owner and the 2016/17 Rates are also outstanding. This total debt could be recovered through a Land PSSO.

Rates have not been paid in full on this property since July 2014. The total outstanding as at 4 January 2017 is \$3,961.64. This amount is made up of:

Rates 2016/17	\$ 831.94
Bin Service 2016/17	\$ 250.00
Rates Previous Years	\$ 792.83
ESL Current	\$ 71.00
ESL Penalty Current	\$ 6.35
ESL Arrears	\$ 68.00
ESL Penalty Arrears	\$ 7.42
Penalty Interest	\$ 179.61
Legal Charges	\$ 1,754.49

### Comment

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

Ample opportunity has been offered to the ratepayer to pay the outstanding Rates debt in full or enter into a suitable payment plan to stop the sale of land.

The Shire's Rates Department will be handling all matters in relation to the proposed sale of this property in conjunction with the Chief Executive Officer. Costs to sell the properties will

be incurred and recoverable under section 6.56 of LGA. These funds will be received when the sale of the property has occurred, but is expected to be an additional \$3,000.

Shire staff believes that the sale of this property will recover the outstanding debt on the property.

Strategic Implications - Nil

Statutory Environment

Local Government Act 1995

Section 6.55 - Recovery of rates and service charges

Recovery of rates and service charges

- (1) Subject to subsection (2) and the Rates and Charges (Rebates and Deferments) Act 1992 rates and service charges on land are recoverable by a local government from —
  - (i) the owner at the time of the compilation of the rate record; or
  - (ii) a person who whilst the rates or service charges are unpaid becomes the owner of the land.
- (2) A person who, by virtue of an Act relating to bankruptcy or insolvency or to the winding up of companies, has become the owner of land in the capacity of a trustee or liquidator, is not on that account personally liable to pay, out of the person's own money, rates or service charges which are already due on, or become due on that land while that person is the owner in that capacity.

\* *Absolute majority required.*

Section 6.56 – Rates or service charges recoverable in court

- (1) If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.
- (2) Rates or service charges due by the same person to the local government may be included in one writ, summons, or other process.

Section 6.64 – Actions to be taken

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

\* *Absolute majority required.*



#### Section 6.68 – Exercise of power to sell land

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

#### Section 6.69 – Right to pay rates, service charges and costs, and stay proceedings

- (1) Up to 7 days prior to the time of the actual sale of any land for non payment of rates or service charges a person having an estate or interest in the land may pay the rates or service charges and the costs and expenses incurred to that time in proceedings relating to the proposed sale.
- (2) At any time after the 7 days referred to in subsection (1) but prior to the time of the actual sale of any land the local government may, upon such terms and conditions as are agreed between the parties, accept payment of the outstanding rates or service charges.
- (3) On payment being made under subsection (1) or (2) the proceedings relating to the proposed sale are stayed and the local government is required to make such notifications and take such measures as are prescribed in relation to the payment and the cancellation of the proposed sale.

Policy Implications – Nil

Financial Implications

The successful sale of this property would recover Rates debt and legal costs of the recovery processes.

Economic Implication – Nil

Environmental Considerations - Nil

Consultation

AMPAC Debt Recovery

Options

Council may resolve:

1. the Officer's Recommendation;
2. to seize the land and lease it to recover outstanding Rates; or
3. not to resolve Officer's Recommendation and seek further information.

Voting Requirements – Absolute Majority

**COUNCIL DECISION – 2017-8:**

**That Council authorise the:**

- 1. application for a Land Property Sale and Seizure Order the property at 65 Cuballing Street, Cuballing WA 6311; and**
- 2. Chief Executive Officer to finalise this transaction.**

**Moved: Cr Haslam**

**Seconded: Cr Ballantyne**

**Carried 5/0**

## 9.1.6 Budget Review 2016/2017

Applicant: N/A  
File Ref. No: ADM102  
Disclosure of Interest: Nil  
Date: 9<sup>th</sup> January 2017  
Author: Tonya Williams, Deputy Chief Executive Officer  
Attachments: 9.1.6A Budget Review Report

### Summary

**A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30 June 2017 for the period ended 31 December 2016 is presented for council to consider.**

### Background

The Local Government (Financial Management) Regulations 1996, regulation 33A as amended, requires that Local Governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30 June 2017 for the period ended 31 December 2016 is presented for council to consider.

### Comment

The budget review has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards. Council adopted a 10% and a \$5,000 minimum for the reporting of material variances to be used in the statements of financial activity and the annual budget review.

These projections are estimates done to the best of the abilities of the staff involved consulting with current accounts, forecasted expenditures and current budgets. These estimates do not guarantee that the 2016/2017 projected results will match the end of year result.

Note 4 of the attached report provides an explanation for predicted variances shown in the Budget Review forecasts for this financial year.

The major variances found in the Budget Review:

- Discount is higher than budgeted, creating a permanent difference to the amount of Rates received for the year;
- Long Service Leave reimbursements from other Shire's was not budgeted but has been recouped for Leave paid out;
- Central Country Zone Golf Day expenditure was not budgeted for, this has no overall impact as all funds were paid out to the Cuballing Golf Club for running the day;
- Additional private Building Licences have been completed for Building Services;
- Materials & Contracts expenditure is lower than expected in several areas – overall on maintenance across service areas, Private Works and Ranger Services; and
- Storm Damage Claim 3 is not completed in the review (income, contractor expenditure and Shire contribution).

Based on Budget Review predictions, Council is on track to deliver a budget surplus of \$133,691 at the end of the 2016/17 Financial Year.

Strategic Implications - Nil

Statutory Environment

Local Government (Financial Management) Regulations 1996

Part 3 Annual budget — s. 6.2

33A Review of budget

- (1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*\*Absolute majority required.*

- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Policy Implications - Nil

Financial Implications

Based on the end of year position expected from this Budget Review, no amendments to the 2016/2017 Budget have been recommended.

Economic Implication - Nil

Environmental Considerations - Nil

Consultation - Nil

Options

Council may resolve:

1. the Officer's Recommendation;
2. to not receive the Budget Review for 2016/2017.

Voting Requirements – Simple Majority

**COUNCIL DECISION – 2017-9:**

**That Council adopt the Budget Review for the financial year 2016/2017 that was conducted in accordance with Regulation 33A (2) and (3) of the Local Government (Financial Management) Regulation 1996.**

**Moved: Cr Bradford**

**Seconded: Cr Newman**

**Carried 5/0**

**Shire of Cuballing**

**REVIEW OF BUDGET REPORT**

**For the Period Ended 31st December 2016**

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Note 1 Significant Accounting Policies

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Note 4 Predicted Variances

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

**Shire of Cuballing**  
**STATEMENT OF BUDGET REVIEW**  
**(Nature or Type)**  
**For the Period Ended 31st December 2016**

FM Reg  
33A (1)

FM Reg 33A

FM Reg Sch 1

FM Reg 33A(2A)(a)

FM Reg 33A(2A)(c)

Note	Budget v Actual		Predicted			
	Annual Budget \$ (a)	YTD Actual \$ (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End \$ (a)+(c)+(d)	
	\$	\$	\$	\$	\$	
<b>Operating Revenues</b>						
Rate Revenue	1,039,987	1,031,141	(8,846)		1,031,141	▼
Grants, Subsidies and Contributions	1,066,508	614,704	8,895		1,075,403	▲
Fees and Charges	326,945	182,262	(5,718)		321,227	▼
Service Charges	57,000	58,800	1,800		58,800	▲
Interest Earnings	34,500	23,021	10,512		45,012	▲
Other Revenue	19,000	17,769	5,219		24,219	▲
Profit on Asset Disposal	0	0	0		0	
	<b>2,543,940</b>	<b>1,927,697</b>	<b>11,861</b>	<b>0</b>	<b>2,555,801</b>	
<b>Operating Expense</b>						
Employee Costs	(823,752)	(422,018)	(13,260)		(837,012)	▲
Materials and Contracts	(1,183,409)	(432,314)	113,247		(1,070,161)	▼
Utilities Charges	(44,470)	(17,204)	8,575		(35,895)	▼
Depreciation (Non-Current Assets)	(1,274,700)	(712,093)	(146,069)		(1,420,769)	▲
Interest Expenses	(12,746)	(6,832)	0		(12,746)	
Insurance Expenses	(125,274)	(116,581)	8,692		(116,581)	▼
Other Expenditure	(63,200)	(40,448)	8,597		(54,603)	▼
Loss on Asset Disposal	(1,541)	(7,743)	(6,202)		(7,743)	▲
	<b>(3,529,091)</b>	<b>(1,755,233)</b>	<b>(26,419)</b>	<b>0</b>	<b>(3,555,510)</b>	
<b>Funding Balance Adjustment</b>						
Add Back Depreciation	1,274,700	712,093	146,069		1,420,769	▲
Adjust (Profit)/Loss on Asset Disposal	1,541	7,743	6,202		7,743	▲
Adjust Provisions and Accruals	0	0	0		0	
<b>Net Operating</b>	<b>291,090</b>	<b>892,300</b>	<b>137,713</b>	<b>0</b>	<b>428,803</b>	
<b>Capital Revenues</b>						
Grants, Subsidies and Contributions	940,255	389,346	0		940,255	
Proceeds from Disposal of Assets	18,597	17,815	(782)		17,815	▼
Proceeds from New Debentures	0	0	0		0	
Proceeds from Sale of Investments	0	0	0		0	
Proceeds from Advances	0	0	0		0	
Self-Supporting Loan Principal	0	0	0		0	
Transfer from Reserves	250,470	0	0		250,470	
	<b>1,209,322</b>	<b>407,161</b>	<b>(782)</b>	<b>0</b>	<b>1,208,540</b>	
<b>Capital Expenses</b>						
Land Held for Resale	0	0	0		0	
Land and Buildings	(291,390)	(27,906)	(1,738)		(293,128)	▲
Plant and Equipment	(113,000)	(114,170)	(1,170)		(114,170)	▲
Furniture and Equipment	0	0	0		0	
Infrastructure Assets	(1,092,512)	(345,431)	(3)		(1,092,515)	▲
Purchase of Investments	0	0	0		0	
Repayment of Debentures	(67,368)	(33,225)	0		(67,368)	
Advances to Community Groups	0	0	0		0	
Transfer to Reserves	(105,500)	(15,638)	0		(105,500)	
	<b>(1,669,770)</b>	<b>(536,369)</b>	<b>(2,911)</b>	<b>0</b>	<b>(1,672,681)</b>	
<b>Net Capital</b>	<b>(460,448)</b>	<b>(129,208)</b>	<b>(3,693)</b>	<b>0</b>	<b>(464,141)</b>	
<b>Net Operating + Capital</b>	<b>(169,358)</b>	<b>763,092</b>	<b>134,020</b>	<b>0</b>	<b>(35,338)</b>	
Opening Funding Surplus(Deficit)	169,358	169,029	(329)		169,029	▼
<b>Closing Funding Surplus(Deficit)</b>	<b>0</b>	<b>932,121</b>	<b>133,691</b>	<b>0</b>	<b>133,691</b>	▲

FM Reg  
33A(2A)(b)

**Shire of Cuballing**  
**STATEMENT OF BUDGET REVIEW**  
**(Statutory Reporting Program)**  
**For the Period Ended 31st December 2016**

FM Reg  
33A (1)

FM Reg 33A(2A)(a)

FM Reg 33A(2A)(c)

FM Reg 33A

FM Reg Sch 1

**Operating Revenues**

Governance  
 General Purpose Funding  
 Law, Order and Public Safety  
 Health  
 Education and Welfare  
 Housing  
 Community Amenities  
 Recreation and Culture  
 Transport  
 Economic Services  
 Other Property and Services

**Operating Expense**

Governance  
 General Purpose Funding  
 Law, Order and Public Safety  
 Health  
 Education and Welfare  
 Housing  
 Community Amenities  
 Recreation and Culture  
 Transport  
 Economic Services  
 Other Property and Services

**Funding Balance Adjustment**

Add Back Depreciation  
 Adjust (Profit)/Loss on Asset Disposal  
 Adjust Provisions and Accruals

**Net Operating****Capital Revenues**

Proceeds from Disposal of Assets  
 Proceeds from New Debentures  
 Proceeds from Sale of Investments  
 Proceeds from Advances  
 Self-Supporting Loan Principal  
 Transfer from Reserves

**Capital Expenses**

Land Held for Resale  
 Land and Buildings  
 Plant and Equipment  
 Furniture and Equipment  
 Infrastructure Assets  
 Purchase of Investments  
 Repayment of Debentures  
 Advances to Community Groups  
 Transfer to Reserves

**Net Capital****Net Operating + Capital**

Opening Funding Surplus (Deficit)

**Closing Funding Surplus (Deficit)**

Note	Budget v Actual		Predicted			
	Revised Annual Budget \$ (a)	YTD Actual \$ (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End \$ (a)+(c)+(d)	
	\$	\$	\$	\$	\$	
	3,150	28,654	25,639		28,789	▲
	1,639,907	1,338,703	2,387		1,642,295	▲
	26,400	13,726	1,926		28,326	▲
	1,500	1,204	(296)		1,204	▼
	0	0	0		0	
	4,680	1,800	(1,080)		3,600	▼
	58,350	62,185	3,835		62,185	▲
	86,164	10,127	332		86,496	▲
	1,341,043	673,822	(30,482)		1,310,561	▼
	65,000	49,998	9,078		74,078	▲
	258,000	136,825	(14,963)		243,037	▼
	3,484,194	2,317,043	(3,624)	0	3,480,570	
	(126,635)	(80,598)	794		(125,840)	▼
	(59,356)	(19,213)	(509)		(59,865)	▲
	(131,070)	(54,851)	20,586		(110,484)	▼
	(40,339)	(18,904)	1,012		(39,327)	▼
	(54,439)	(6,330)	498		(53,941)	▼
	(51,022)	(25,479)	(5,873)		(56,895)	▲
	(369,431)	(145,177)	(1,133)		(370,564)	▲
	(283,284)	(149,992)	(20,464)		(303,749)	▲
	(2,043,332)	(1,011,180)	4,470		(2,038,862)	▼
	(145,495)	(77,376)	(9,939)		(155,434)	▲
	(224,687)	(166,135)	(376)		(225,063)	▲
	(3,529,090)	(1,755,233)	(10,934)	0	(3,540,024)	
	1,274,700	712,093	146,069		1,420,769	▲
	1,541	7,743	6,202		7,743	▲
	0	0	0		0	
	1,231,345	1,281,646	137,713	0	1,369,058	
	18,597	17,815	(782)		17,815	▼
	0	0	0		0	
	0	0	0		0	
	0	0	0		0	
	0	0	0		0	
9	250,470	0	0		250,470	
	269,067	17,815	(782)	0	268,285	
	0	0	0		0	
	(291,389)	(27,906)	(1,739)		(293,128)	▲
	(113,000)	(114,170)	(1,170)		(114,170)	▲
	0	0	0		0	
	(1,092,509)	(345,431)	(6)		(1,092,515)	▲
	0	0	0		0	
10	(67,368)	(33,225)	0		(67,368)	
	0	0	0		0	
9	(105,500)	(15,638)	0		(105,500)	
	(1,669,766)	(536,369)	(2,915)	0	(1,672,681)	
	(1,400,699)	(518,554)	(3,697)	0	(1,404,396)	
	(169,354)	763,092	134,016	0	(35,338)	
	169,358	169,029	(329)		169,029	▼
2	4	932,121	133,687	0	133,691	▲

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**Shire of Cuballing**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 31st December 2016**

**1. SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

**(a) Basis of Accounting**

This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

**(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.

**(c) Rounding Off Figures**

All figures shown in this statement, other than a rate in the dollar, 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**

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

**(f) Cash and Cash Equivalents**

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

**(g) Trade and Other Receivables**

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectability of trade 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.



**Shire of Cuballing**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 31st December 2016**

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

**(h) Inventories**

***General***

Inventories are valued 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 of necessary to make the sale.

Inventories held from trading are classified as current even if not expected to be raised in the next 12 months.

***Land Held for Resale***

Land purchased for development and/or resale is valued at the lower of the cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

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

**(i) Fixed Assets**

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

***Mandatory Requirement to Revalue Non-Current Assets***

Effective from 1 July 2012, the *Local Government (Financial Management) Regulations* were amended and the measurement of non-current assets at Fair Value became mandatory.

In 2013, Council commenced the process of adopting Fair Value in accordance with the Regulations.

***Revaluation***

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

***Land Under Control***

In accordance with Local Government (Financial Management) Regulation 16(a), the Council was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of state or regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

Whilst they were initially recorded at cost (being fair value at the date of acquisition (deemed cost) as per AASB 116) they were revalued along with other items of Land and Buildings at 30 June 2014 and now form part of Land and Buildings to be subject to regular revaluation as detailed above.

**Shire of Cuballing**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 31st December 2016**

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

**(j) Depreciation of Non-Current Assets**

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

Major depreciation periods used for each class of depreciable asset are:

<b>Asset</b>	<b>Years</b>
Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
bituminous seals	20 years
asphalt surfaces	25 years
Gravel Roads	
formation	not depreciated
pavement	50 years
gravel sheet	12 years
Formed roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	20 years

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

***Capitalisation Threshold***

Expenditure on items of equipment under \$5,000 is not capitalised. Rather, it is recorded on an asset inventory listing.

**Shire of Cuballing**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 31st December 2016**

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

**(k) Impairment**

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 "Impairment of Assets" and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of preparing this report, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2015.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on the Monthly Statement of Financial Position from a budgetary perspective.

**(l) Trade and Other Payables**

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

**(m) 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 municipality 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 Council 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 Council 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 BUDGET REVIEW REPORT**  
**For the Period Ended 31st December 2016**

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

**(n) 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 amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

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.

**(o) 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.

**(p) 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 BUDGET REVIEW REPORT**  
**For the Period Ended 31st December 2016**

**(q) 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, service charges and sewerage rates.

**Operating Grants, Subsidies and Contributions**

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

**Non-Operating Grants, Subsidies and Contributions**

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

**Profit on Asset Disposal**

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

**Fees and Charges**

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

**Service Charges**

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity, neighbourhood surveillance services and water. 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 associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

**Materials and Contracts**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc.

**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 BUDGET REVIEW REPORT**  
**For the Period Ended 31st December 2016**

**(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**

In order to discharge its responsibilities to the community, the Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

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

**GOVERNANCE**

Details expenses related to Council's eight councillors, who normally meet the third Thursday of each month, make policy decisions, review Council's operations, plan for current and future service provision requirements and undertake necessary appropriate training and attend conferences.

**GENERAL PURPOSE FUNDING**

Rates - the amount raised is determined by Council's budget "shortfall" that is known income and desired expenditure.

General purpose grants - are the grant amounts paid to the shire from Federal Government funding as determined by and via the Western Australian Local Government Grants Commission.

Interest - interest earned on monies invested or deposited by Council.

**LAW, ORDER, PUBLIC SAFETY**

Supervision of by-laws, fire prevention and animal control.  
 Requirements that Council carries out by statute.

**HEALTH**

To provide an operational framework for environmental and community health.

**Shire of Cuballing**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 31st December 2016**

**(r) STATEMENT OF OBJECTIVE (Continued)**

**EDUCATION AND WELFARE**

Assists in the provision of the Home and Community Care services, Seniors and Pensioner requirements.

**HOUSING**

Provides and maintains housing rented to staff and non-staff.

**COMMUNITY AMENITIES**

Operation and control of cemeteries, public conveniences and sanitation service. Provides public amenities. Controls and maintains two rubbish disposal sites.

**RECREATION AND CULTURE**

Maintenance of halls, the recreation centre, sporting facilities and various reserves.

**TRANSPORT**

Construction and maintenance of roads, footpaths, drainage works and cleaning of streets. Provision of infrastructure necessary to ensure adequate transport, communication, freight, social access routes and environmental enhancement within the shire.

**ECONOMIC SERVICES**

Tourism, pest control, building controls and natural resource management. Tourism facilities, information and directional signs. Weed and pest control services. Necessary building control services.

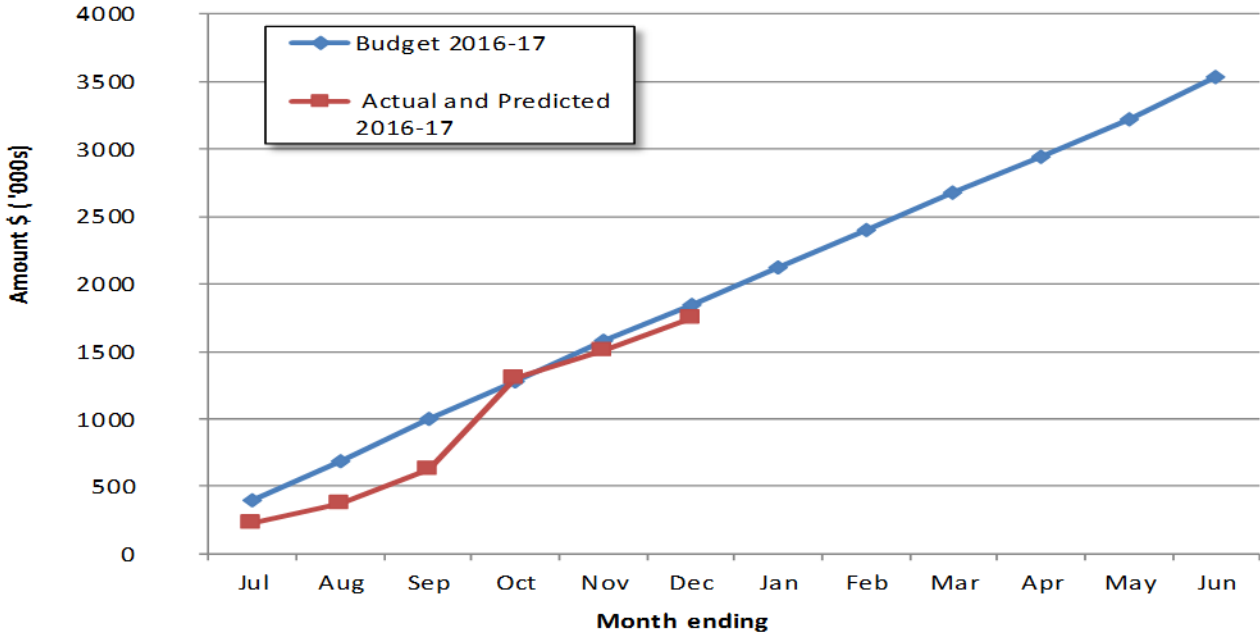
**OTHER PROPERTY & SERVICES**

Private works carried out by council and indirect cost allocation pools. Public Works Overheads, plant operation and administrative costs are allocated to the various functions, works and services provided by Council.

**Shire of Cuballing  
NOTES TO THE BUDGET REVIEW REPORT  
For the Period Ended 31st December 2016**

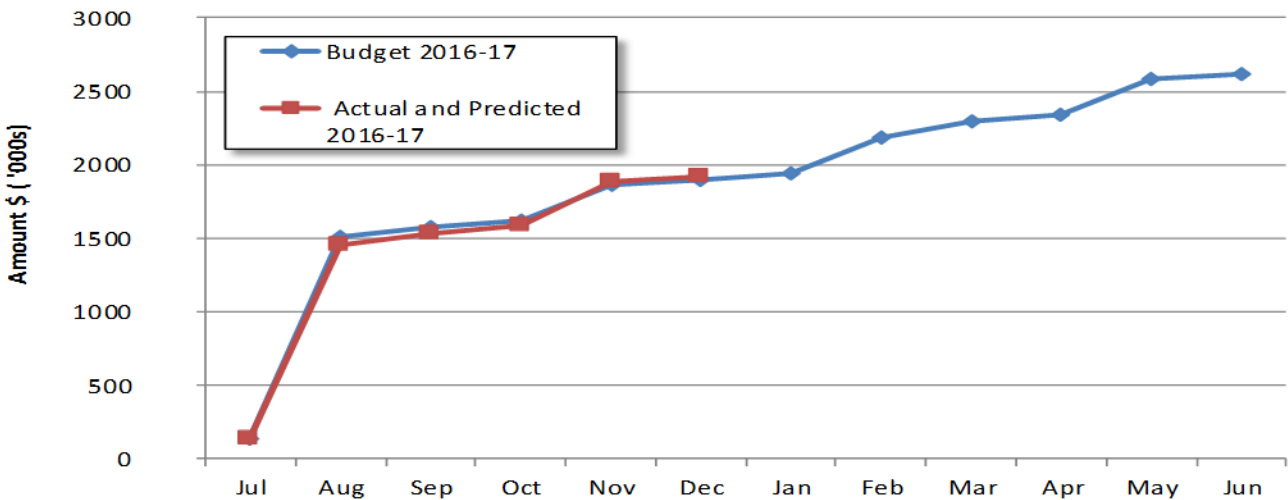
**Note 2 - Graphical Representation - Source Statement of Financial Activity**

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



**Comments/Notes - Operating Expenses**

**Budget Operating Revenues -v- Actual**

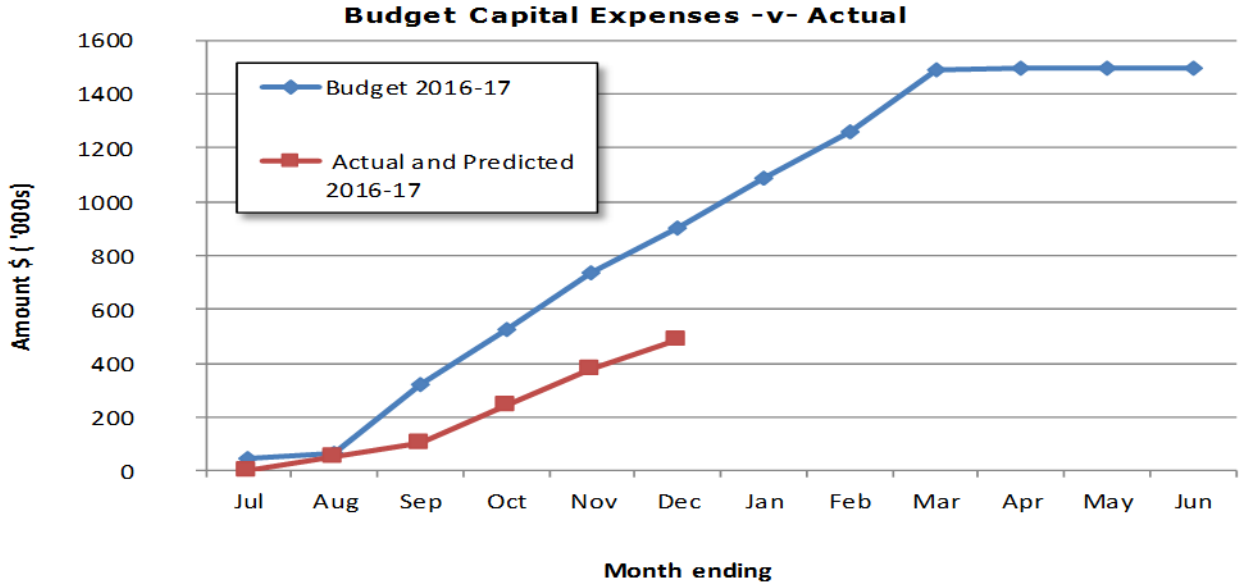


**Comments/Notes - Operating Revenues**

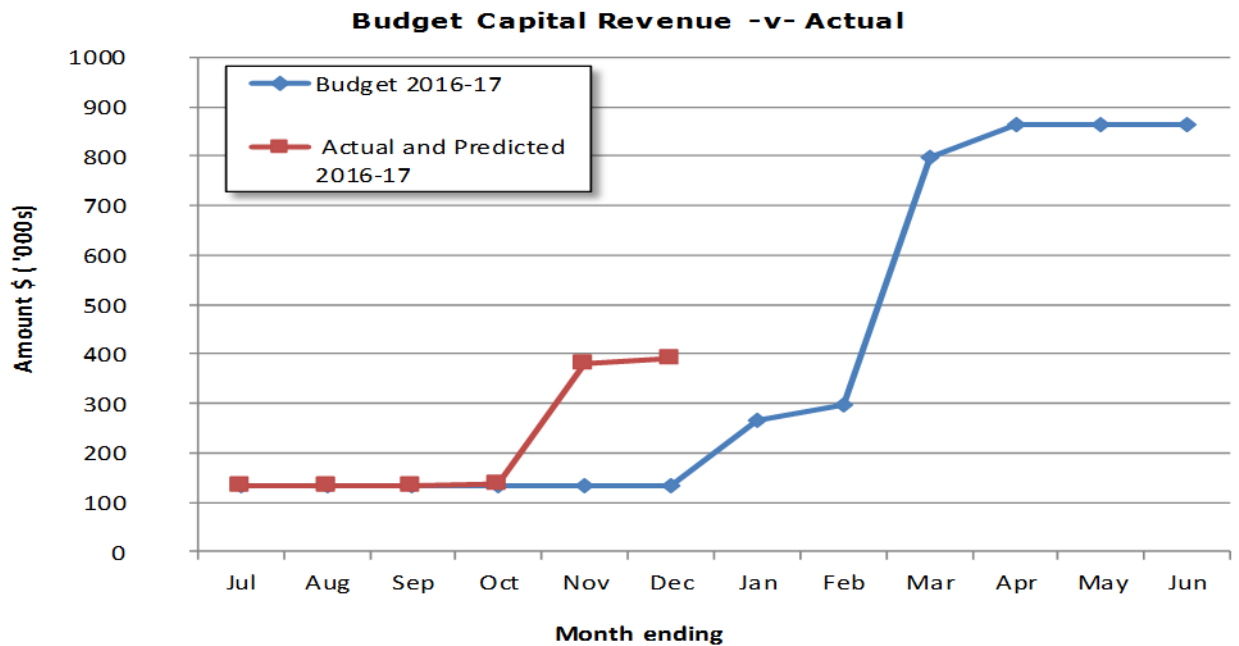


**Shire of Cuballing  
NOTES TO THE BUDGET REVIEW REPORT  
For the Period Ended 31st December 2016**

**Note 2 - Graphical Representation - Source Statement of Financial Activity**



**Comments/Notes - Capital Expenses**



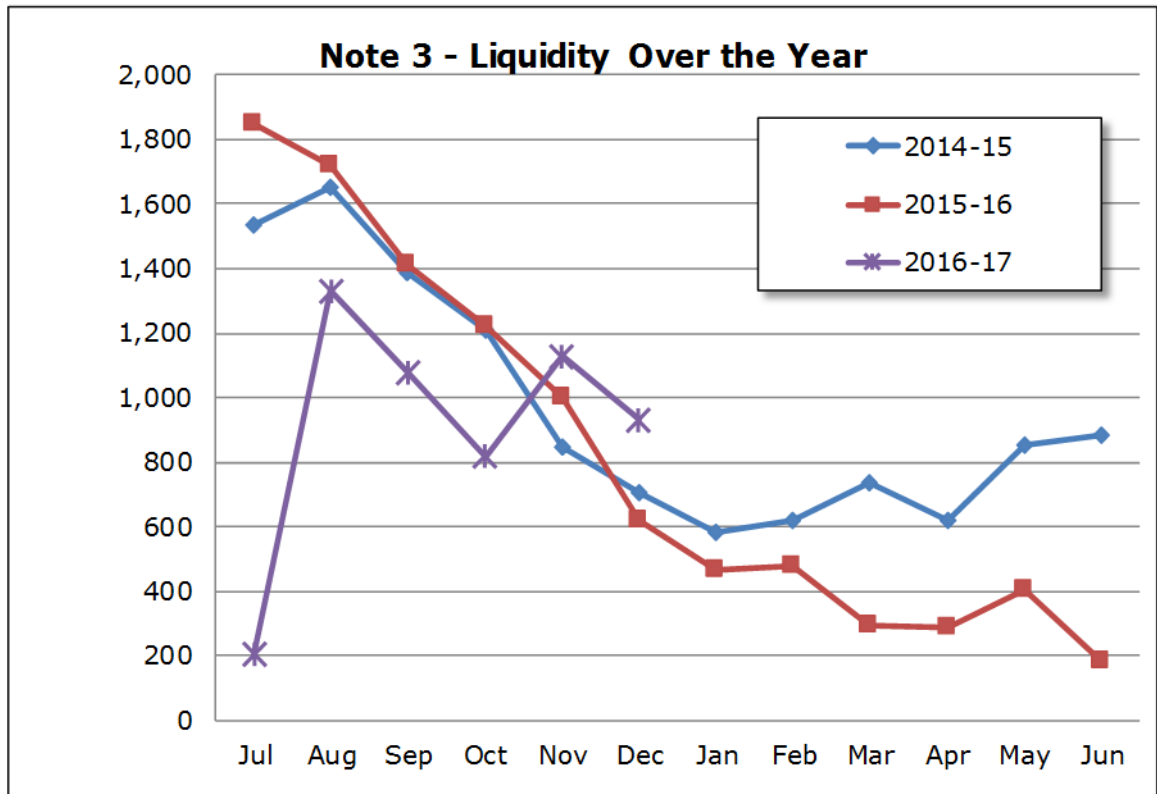
**Comments/Notes - Capital Revenues**

**Shire of Cuballing**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 31st December 2016**

**Note 3: NET CURRENT FUNDING POSITION**

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	Positive=Surplus (Negative=Deficit)			
	2016-17			
	Note	This Period December 2016	Last Period November 2016	Same Period Last Year December 2015
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted		3,022,949	933,270	774,608
Cash Restricted		248,792	1,317,596	1,321,437
Receivables - Rates and Rubbish		288,318	133,047	0
Receivables -Other		50,174	70,224	78,409
Inventories		6,888	3,619	7,197
		3,617,121	2,457,756	2,181,651
<b>Less: Current Liabilities</b>				
Payables & Provisions		(337,457)	(12,675)	(49,834)
		(337,457)	(12,675)	(49,834)
Less: Cash Restricted		(248,792)	(1,317,596)	(1,321,437)
<b>Net Current Funding Position</b>		<b>3,030,872</b>	<b>1,127,485</b>	<b>810,380</b>



**Comments/Notes - Net Current Funding Position**

FAGS Allocation in 16/17 is paid in quarterly installments, in 15/16 there was an advance.

**Shire of Cuballing**  
**NOTES TO THE REVIEW OF THE ANNUAL BUDGET**  
**For the Period Ended 31st December 2016**

**Note 4: PREDICTED VARIANCES**

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
<b>4.1 OPERATING REVENUE (EXCLUDING RATES)</b>		
<b>4.1.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>		
Claim 3 for WANDRRA Storm Damage has not been included (\$30,307) and is not expected to be completed in this financial year. Central Country Zone Golf Day income was also received here and not Budgeted for. The Golf Day made no overall impact on the financial position as it was all paid out. Long Service Leave contributions from other Shire's is also included here, but was not budgeted. Workers Compensation repayments are also higher than budgeted.	8,895	
<b>4.1.2 FEES AND CHARGES</b>		
Building certificate Fees are expected to bring in an additional \$11,971. Private Works income is lower than budgeted, though the majority of Private Works income is normally completed at the end of the financial year.	(5,718)	
<b>4.1.3 SERVICE CHARGES</b>		
Slightly more bins services than Budgeted (\$1,800).	1,800	
<b>4.1.4 INTEREST EARNINGS</b>		
The roll over investments of the Reserve Funds have been doing better than expected and are due to bring in increased revenue this financial year (over \$11,276). Muni Investment interest is lower than budgeted as there is less cash in the Investment account as the FAGS advance was not paid (\$4,795 under). However penalty interest is also higher than budgeted by \$3,500.	10,512	
<b>4.1.5 OTHER REVENUE</b>		
Diesel Fuel Rebate is higher than Budget by \$3,934. Rates Administration Fees are up by \$830 and Additional Recreation Hire Fees have been received (\$454).	5,219	
<b>4.1.6 PROFIT ON ASSET DISPOSAL</b>		
No Material Variance	0	
Predicted Variances Carried Forward	<b>20,707</b>	<b>0</b>

	Predicted Variances Brought Forward	20,707	0
<b>4.2 OPERATING EXPENSES</b>			
<b>4.2.1 EMPLOYEE COSTS</b>			
Administration Salaries up due to payout of LSL (budgeted incorrectly under OPS, including Super totalled \$38,836), this has increased the overall Administration Allocation.		(13,260)	
<b>4.2.2 MATERIAL AND CONTRACTS</b>			
WANDRRA Storm Damage Claim 3 not included (\$40,409). Ranger expenditure down and not included for full financial year (\$7,130). Contractor costs on Maintenance are down. Private Works down (\$25,531). Works Staff training course expenditure down (\$14,000).		113,247	
<b>4.2.3 UTILITY CHARGES</b>			
Standpipe costs are down (\$3,800) as well as water usage across Shire facilities.		8,575	
<b>4.2.4 DEPRECIATION (NON CURRENT ASSETS)</b>			
		(146,069)	
<b>4.2.5 INTEREST EXPENSES</b>			
No Material Variance		0	
<b>4.2.6 INSURANCE EXPENSES</b>			
Plant Insurance was down by \$7,810, the policy has an automatic additions and deletions policy and an adjustment is made if needed at the end of the financial year. Insurance expenses for the Depot were slightly higher than budgeted.		8,692	
<b>4.2.7 OTHER EXPENDITURE</b>			
Members Sitting Fees are lower than Budget (\$1,200), Members Training and Conferences is under budget (\$1,200) and advertising costs are down (\$2,496).		8,597	
<b>4.2.8 LOSS ON ASSET DISPOSAL</b>			
Net Book Value of the Building Surveyor vehicle went up due to Fair Value Revaluations at the end of the 2015/16 financial year. This resulted in a higher than expected loss on the trade in.		(6,202)	
	Predicted Variances Carried Forward	(5,712)	0

	Predicted Variances Brought Forward	(5,712)	0
<b>4.3 CAPITAL REVENUE</b>			
<b>4.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>			
No Material Variance		0	
<b>4.3.2 PROCEEDS FROM DISPOSAL OF ASSETS</b>			
Change over price of Building Surveyor vehicle was slightly less than budgeted.		(782)	
<b>4.3.3 PROCEEDS FROM NEW DEBENTURES</b>			
No Material Variance		0	
<b>4.3.4 PROCEEDS FROM SALE OF INVESTMENT</b>			
No Material Variance		0	
<b>4.3.5 PROCEEDS FROM ADVANCES</b>			
No Material Variance		0	
<b>4.3.6 SELF-SUPPORTING LOAN PRINCIPAL</b>			
No Material Variance		0	
<b>4.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)</b>			
No Material Variance		0	
	Predicted Variances Carried Forward	(6,494)	0

Predicted Variances Brought Forward	(6,494)	0
<b>4 CAPITAL EXPENSES</b>		
<b>4.4.1 LAND HELD FOR RESALE</b>		
No Material Variance		
<b>4.4.2 LAND AND BUILDINGS</b>		
There was additional expenditure on the Shire Administration Office renovations due to the removal of asbestos (\$1,737). All other jobs are expected to be completed on Budget.	(1,738)	
<b>4.4.3 PLANT AND EQUIPMENT</b>		
Council approved an additional purchase for a winch for the new Float (\$6,000) above the budgeted amount. This additional expenditure has been offset by the savings made in the purchase of the Building Surveyor vehicle (\$4,730 under).	(1,170)	
<b>4.4.4 FURNITURE AND EQUIPMENT</b>		
No Material Variance	0	
<b>4.4.5 INFRASTRUCTURE ASSETS - ROADS</b>		
No Material Variance. All works expected to be completed on time and on Budget.	(3)	
<b>4.4.6 REPAYMENT OF DEBENTURES</b>		
No Material Variance		
<b>4.4.9 ADVANCES TO COMMUNITY GROUPS</b>		
No Material Variance		
Predicted Variances Carried Forward	(9,405)	0

Predicted Variances Brought Forward	(9,405)	0
<b>4.5 OTHER ITEMS</b>		
<b>4.5.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)</b>		
No Material Variance	0	
<b>4.5.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)</b>		
No Material Variance	0	
<b>4.5.1 RATE REVENUE</b>		
Discount amount was higher than budgeted, resulting in a permanent different to the amount of Rates received (\$7,545). Total Rates raised was slightly less than budgeted (\$1,188).	(8,846)	
<b>4.5.2 OPENING FUNDING SURPLUS(DEFICIT)</b>		
No Material Variance	(329)	
<b>4.5.3 NON-CASH WRITE BACK OF PROFIT (LOSS)</b>		
Please see 4.1.1 and 4.2.6 above for explanation of the change in net Profit (Loss)		
<b>Total Predicted Variances as per Annual Budget Review</b>	<b>(18,580)</b>	<b>0</b>





## 9.2 CHIEF EXECUTIVE OFFICER:

### 9.2.1 Planning Infringement Notices

Applicant:	N/A
File Ref. No:	ADM22
Disclosure of Interest:	Nil
Date:	4 <sup>th</sup> January 2016
Author:	Gary Sherry
Attachments:	9.2.1A Draft Revised Delegation 9.2 Planning

#### Summary

**The Council to authorise the Shire's Chief Executive Officer as the designated person relating to Planning Infringement Notices.**

#### Background

Planning Infringement Notices (PINs) are issued by local governments in Western Australia to enforce or secure compliance with a breach of the Planning and Development Act, Local Planning Scheme or a condition of planning approval.

A PIN is used in straightforward matters as a means of addressing an offence and to achieve early compliance. Examples where it would be appropriate to issue a PIN for offences under sections 214, 218, 220 and 221 of the Planning and Development Act. This includes:

- unauthorised advertising or erection of signs;
- unauthorised storage and wrecking of motor vehicles;
- unauthorised motor vehicle repairs;
- unauthorised parking of commercial vehicles;
- operating a business without a valid approval;
- unauthorised storage of materials;
- unauthorised clearing of vegetation;
- unauthorised use of land or buildings;
- unauthorised change in the type of land use;
- unauthorised minor works;
- breaching a condition of a planning approval and/or approved plans; and
- breaching a Local Planning Scheme provision.

PINs are preferred, in some instances, to commencing legal action through the court system, where additional costs and fines are usually sought and imposed. It is not intended that the power to issue a PIN will extend to more complicated contraventions of a Local Planning Scheme.

PINs complement other planning control enforcement and compliance mechanisms.

Currently, PINs carry an initial penalty of \$500 for an offence.

An officer must be appointed by the Chief Executive Officer as specified under section 234 of the Planning and Development Act 2005 to issue a PIN upon any party believed to have committed an offence.

### *Options to people/entities who receive a PIN*

There are a number of options to people/entities that receive a PIN. Some of these options include:

- pay the PIN within the specified 28 day time period and address the breach;
- submit a letter to the Shire within the specified 28 day time period and request to have the PIN withdrawn if it is considered that there are reasonable grounds to make such a request;
- submit a letter to the Shire within the specified 28 day time period to advise that you would like the PIN matter to be determined in a court; or
- if no action is taken, the Shire could forward details to the Fines Enforcement Registry. Alternatively, the Shire could withdraw the PIN and commence prosecution proceedings through the court system, which could result in a higher penalty and costs being imposed by the court. The Shire would normally seek a higher penalty and costs.

### *Withdrawal of a PIN*

A submission to request consideration to withdraw an issued PIN must be made in writing to the Shire with supporting documentation giving evidence as to why the infringement should be considered for withdrawal. It is expected that the Shire's Chief Executive Officer will be the designated officer under sections 231 and 230 of the Planning and Development Act 2005 who will consider, and determine whether a PIN will be withdrawn or not.

### *Fines Enforcement Registry*

If the PIN is not paid within the prescribed or statutory period, the Shire can refer the matter to the Fines Enforcement Registry (FER). Failure to pay a PIN with FER can result in the loss of a driver's or vehicle license, even if the fine was not traffic related. Further fees are applicable once it has been registered with FER for not paying a PIN. Once matters are lodged at FER, the Registry is largely responsible for their enforcement.

### *Continuing Offences*

Should the offence continue, regardless of whether a PIN has been issued or not for that particular offence, the Shire may issue another PIN and/or commence a prosecution through the courts. Penalties issued by the courts are substantially higher with a maximum penalty of \$200,000 being applicable along with a daily penalty of \$25,000 also being applicable for the continuation of that offence.

### Comment

The Planning and Development Act and the Planning and Development Regulations (2009) provide the statutory head of power for PINs. In implementing PINs, it is suggested that the Shire's Chief Executive Officer be authorised as the designated person for all PIN matters.

Experience elsewhere suggests that a PIN may not always be effective in stopping undesirable behaviour. For example, the payment of the fee to satisfy a PIN may be regarded as a cost of doing business. The fee may be minimal in comparison to the economic benefit that may be gained from continuing to carry out the unauthorised development.

The Shire administration's preference is to continue to seek compliance with LPS2 and planning approvals by negotiation. If a resolution cannot be reached through negotiation, a PIN will be issued. In limited circumstances, legal action via the courts may be required.

Council agreement will be sought for legal action through the courts.

Strategic Implications - Nil  
Statutory Environment

*Planning and Development Act 2005*

214. Illegal development, responsible authority's powers as to

- (1) For the purposes of subsections (2) and (3) —
  - (a) a development is undertaken in contravention of a planning scheme or an interim development order if the development —
    - (i) is required to comply with the planning scheme or interim development order; and
    - (ii) is commenced, continued or carried out otherwise than in accordance with the planning scheme or interim development order or otherwise than in accordance with any condition imposed with respect to that development by the responsible authority pursuant to its powers under that planning scheme or interim development order;
  - (b) a development is undertaken in contravention of planning control area requirements if the development —
    - (i) is commenced, continued or carried out in a planning control area without the prior approval of that development obtained under section 116; or
    - (ii) is commenced, continued or carried out otherwise than in accordance with the approval referred to in subparagraph (i) or otherwise than in accordance with the conditions, if any, subject to which that approval is given.
- (2) If a development, or any part of a development, is undertaken in contravention of a planning scheme or an interim development order or in contravention of planning control area requirements, the responsible authority may give a written direction to the owner or any other person undertaking that development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements.
- (3) If a development has been undertaken in contravention of a planning scheme or interim development order or in contravention of planning control area requirements, the responsible authority may give a written direction to the owner or any other person who undertook the development —
  - (a) to remove, pull down, take up, or alter the development; and
  - (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.
- (4) The responsible authority may give directions under subsections (2) and (3)(a) and (b) in respect of the same development and in the same instrument.
- (5) If it appears to a responsible authority that delay in the execution of any work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order, the responsible authority may give a written direction to the person whose duty it is to execute the work to execute that work.
- (6) A direction under subsection (3) or (5) is to specify a time, being not less than 60 days after the service of the direction, within which the direction is to be complied with.
- (7) A person who —
  - (a) fails to comply with a direction given to the person under subsection (2); or
  - (b) fails to comply with a direction given to the person under subsection (3) or (5) within the time specified in the direction, or within any further time allowed by the responsible authority,commits an offence.

218. Planning scheme or condition on development, contravening etc.

A person who —

- (a) contravenes the provisions of a planning scheme; or
  - (b) commences, continues or carries out any development in any part of a region the subject of a region planning scheme or any part of an area the subject of a local planning scheme or improvement scheme otherwise than in accordance with the provisions of the planning scheme; or
  - (c) commences, continues or carries out any such development which is required to comply with a planning scheme otherwise than in accordance with any condition imposed under this Act or the scheme with respect to the development, or otherwise fails to comply with any such condition,
- commits an offence.

220. Planning control area, unauthorised development in

A person who commences, continues or carries out development in a planning control area except —

- (a) with the prior approval of that development obtained under section 116; and
  - (b) in a manner which is in conformity with the approval referred to in paragraph (a) and in accordance with the conditions, if any, subject to which that approval is given,
- commits an offence.

221. Interim development order, contravening

A person who —

- (a) contravenes an interim development order; or
  - (b) commences, continues or carries out any development which is required to comply with an interim development order otherwise than in accordance with —
    - (i) the interim development order; or
    - (ii) any condition imposed in respect of that development by the Commission or the local government administering that order under its powers under the order,
- commits an offence.

228 Giving of infringement notice

- (1) A designated person who has reason to believe that a person has committed a prescribed offence may give an infringement notice to the alleged offender.
- (2) The notice must be given within 6 months after the alleged offence is believed to have been committed.

229 Content of infringement notice

- (1) An infringement notice is to be in the prescribed form and is to —
  - (a) contain a description of the alleged offence; and
  - (b) specify the amount of the modified penalty for the offence; and
  - (c) advise that if the alleged offender does not wish to have a complaint of the alleged offence heard and determined by a court, that amount may be paid to a designated person within a period of 28 days after the giving of the notice; and
  - (d) inform the alleged offender as to who are designated persons for the purposes of receiving payment of modified penalties.
- (2) The amount referred to in subsection (1)(b) is to be the amount that was the prescribed modified penalty at the time the alleged offence is believed to have been committed.

230 Extending time to pay modified penalty

A designated person may, in a particular case, extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed.

231 Withdrawal of infringement notice

- (1) A designated person may, whether or not the modified penalty has been paid, withdraw an infringement notice by sending to the alleged offender a notice in the prescribed form stating that the infringement notice has been withdrawn.
- (2) If an infringement notice is withdrawn after the modified penalty has been paid, the amount is to be refunded.

#### 232 Benefit of paying modified penalty

- (1) Subsection (2) applies if the modified penalty specified in an infringement notice has been paid within 28 days or such further time as is allowed and the notice has not been withdrawn.
- (2) If this subsection applies it prevents the bringing of proceedings and the imposition of penalties to the same extent that they would be prevented if the alleged offender had been convicted by a court of, and punished for, the alleged offence.
- (3) Payment of a modified penalty is not to be regarded as an admission for the purposes of any proceedings, whether civil or criminal.

#### 233 Paid modified penalty, application of

An amount paid as a modified penalty is, subject to section 231(2), to be dealt with as if it were a penalty imposed by a court as a penalty for an offence.

#### 234 Designated persons, appointment of

- (1) The chief executive officer of a responsible authority may, in writing, appoint persons or classes of persons to be designated persons for the purposes of section 228, 229, 230 or 231 or for the purposes of 2 or more of those sections.
- (2) A person who is authorised to give infringement notices under section 228 is not eligible to be a designated person for the purposes of any of the other sections.

### *Planning and Development Regulations 2009*

#### *Town Planning Scheme No. 2.*

Policy Implications – Nil at this stage.

#### Financial Implications

The Council budgets funds for planning legal costs which include enforcing compliance with LPS2 and planning approvals.

Economic Implications - Nil

Social Implications - Nil

Environmental Considerations – Nil

Consultation - Nil

#### Options

The Council can resolve:

1. the Officer's Recommendation;
2. an amended Officer's Recommendation;
3. to not accept the Officer's Recommendation, giving reasons.

Voting Requirements – Absolute Majority

**COUNCIL DECISION – 2017-10:**

**That Council**

- 1. adopt the revised delegation P2: Planning, included at 9.2.1A, to delegate Council's authority to the Chief Executive Officer for all matters relating to Planning Improvement Notices; and**
- 2. note the Shire administration will continue to seek compliance of the Local Planning Scheme and planning approvals with landowners and applicants through negotiation, however where resolution cannot be reached by negotiation, a Planning Infringement Notice/s may be issued or a recommendation that legal action be pursued through the courts.**

**Moved: Cr Newman**

**Seconded: Cr Haslam**

**Carried 5/0**

## P2: Planning

The Chief Executive Officer is delegated authority for:

### 1. Requirements for Public Notice

- 1.1 Making a determination on the form or forms of public notice to be given of a proposed development, scheme amendment, road closure or other proposal where the Local Planning Scheme or other legislation requires that such public notice be given and give such notice.
- 1.2 Making a determination to require that public notice of a development to be given in accordance with Local Planning Scheme where such notice is considered to be in the public interest.

### 2. Approval of Permitted "P" and Incidental Uses

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

### 3. Residential Design Code Matters

Making a determination on any matter required to be determined under the Residential Design Codes including where an exercise of discretion is required, provided that appropriate notice of the proposed development is given to adjoining properties where it is required or is considered to have the potential to adversely affect the amenity of an adjoining property.

### 4. Minor Modification of Planning Determinations

Making modifications to planning approvals where:

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

#### NOTES:

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

### 5. Dealing with Subdivisions

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

6. Dealing with Scheme Amendments

- 6.1 Requiring modifications to Local Planning Scheme Amendment documents to ensure that all documents are maintained at a consistent high quality and the information contained within the document addresses all issues considered relevant and will enable the public and referral agencies to fully understand the Amendment.
- 6.2 Accepting modifications to Local Planning Scheme Amendment documents required by the Western Australian Planning Commission or the Minister for Planning at any stage throughout the Scheme Amendment process.
- 6.3 Respond in writing to scheme amendment requests. Based on Council resolution, the CEO to set out that support for scheme amendment requests should cover multiple lots or a precinct compared to an individual lot, unless the site subject to the scheme amendment request is a considerable area or the applicant provides suitable justification for the proposal to the satisfaction of the Council.

7. Legal Proceedings

- 7.1 all matters relating to Planning Infringement Notices including sections 228, 229, 230 and 231 of the Planning and Development Act
- 7.2 ~~7.1~~ Taking all necessary action against owners or occupiers of properties to cease illegal uses, comply with the Local Planning Scheme and/or comply with conditions of Development Approval, including instituting prosecution proceedings under the Planning and Development Act, in the Court in its summary jurisdiction.
- 7.3 ~~7.2~~—Represent Council, or appoint appropriate representatives, where necessary at prosecutions, appeals and enquiries pertaining to the enforcement of the provisions of the Planning and Development Act and the implementation of Council's Local Planning Scheme

8. Miscellaneous Matters

- 8.1 Electing to return or defer consideration of incomplete and unsatisfactory applications for planning consent.
- 8.2 Granting variations to relevant Planning Policies and provisions of the Residential Design Codes on Building Licence applications (where the application is exempt from the requirement to gain planning approval under the Residential Design Codes and/or the Local Planning Scheme).
- 8.4 Provision of written and verbal responses to planning appeals, mediated settlements resulting from appeals and Western Australian Planning Commission requests for reconsideration.
- 8.5 Prepare submissions and correspondence to government agencies and other organisations where consistent with the Local Planning Scheme, Local Planning Strategy, Council policies and guiding precedent approvals.

9. Right to have matter heard By Council

Where an applicant disputes or has issue with a planning determination made in accordance with this delegation, it will be a matter of right for the applicant to request that the matter be reconsidered by Council, provided the exercise of such right does limit any other right of appeal that exists in Law.

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

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



Reference: Local Government Act 1995 section 5.42

## 9.2.2 Development Assessment Panel Recommendations

Applicant:	N/A
File Ref. No:	ADM206
Disclosure of Interest:	Nil
Date:	4 <sup>th</sup> January 2017
Author:	Gary Sherry
Attachments:	Nil

### **Summary**

**Council is to select Councillors to be recommended to the Minister for Planning to be appointed as members and alternate members of the Development Assessment Panel to decide on any very large development applications in the Shire of Cuballing.**

### **Background**

In 2011 amendments to the Planning and Development Act 2005 were proclaimed to introduce a range of planning reforms designed to streamline the planning approval process. Part of this reform included the enabling powers required to establish Development Assessment Panels (DAPs) in Western Australia.

DAPs are supposed to enhance planning expertise in decision making by improving the balance between technical advice and community aspirations. Specialist members work with local government representatives to determine complex development applications in line with the requirements of existing planning instruments.

There is be two different types of DAPs established in Western Australia: Local Development Assessment Panels (LDAPs), and Joint Development Assessment Panels (JDAPs). LDAPs service a single local government, where that local government is deemed to be a high-growth local government with enough development to support its own DAP.

There is only LDAP established in Western Australia, for the City of Perth. JDAPs are established to service two or more local governments. There are 8 JDAPs in Western Australia, with 5 servicing metropolitan regions and 3 servicing the regional area of Western Australia. The Shire of Cuballing is part of the Midwest/Wheatbelt JDAP including the 67 local authorities in the Wheatbelt, Goldfields Esperance and Midwest Region.

While the Wheatbelt JDAP Specialist members will review every development application forwarded to the JDAP, Shire of Cuballing members will sit on those matters relating to the Shire of Cuballing.

DAPs will meet and determine development applications within certain class and value thresholds set in the DAP regulations. There are three types of DAP applications:

- mandatory DAP applications,
- "opt-in" DAP applications, and
- delegated applications.

The Mandatory DAP applications are development applications which must be determined by a DAP and cannot be determined by a local government or the WAPC.

Mandatory applications must meet the following value thresholds:

- DAP Mandatory value threshold City of Perth \$20 million or more; and
- Rest of the state \$10 million or more.

"Opt-in" DAP applications are development applications where the applicant may choose to have the application determined by a DAP, or by the local government or WAPC under the normal process. In order to be considered an "opt-in" application, the application must fit within the following value thresholds:

DAP "Opt-in" value threshold

- City of Perth Between \$2 million and \$20 million; and
- Rest of the state Between \$2 million and \$10 million.

All DAP applications are still be lodged with the local government and assessed by the local government and/or the WAPC.

The DAPs are made up of two types of members, specialist and local government members. The DAP regulations require that specialist members hold particular qualifications in the fields listed in the next section of this document. Local government members are members of a local government council who are nominated by that local government to sit on a DAP.

The current Specialist Members of the Midwest/Wheatbelt JDAP are:

- Presiding Member Mr David Gray
- Deputy Presiding Member Mr Robert Fenn
- Third Specialist Mr Patrick Dick

There are be deputy members for local government members and specialist members, referred to as "alternate members". Alternate members will be called on when an issue of quorum arises or when a DAP member is unable to act by reason of illness, absence or other cause. Alternate local government members cannot sit in the place of specialist members, just as alternate specialist members cannot sit in the place of local government members.

Each DAP has five members appointed by the Minister, three specialist members (one of whom is the presiding member, and one the deputy presiding member), and two local members, nominated by the local government.

At a meeting of a DAP, a quorum is constituted by three DAP members, which must be:

- two specialist members, one of whom is the presiding member or deputy presiding member, and
- one local government member.

DAP meetings are open to the public and submitters may be given the opportunity to present their case to the DAP directly, if they wish, before a decision is made on the application. A person who has made a DAP application will have the right to apply to the State Administrative Tribunal to review the DAP's decision.

### Comment

In 2013 the Minister of Planning appointed the Shire of Cuballing's nominations of:

Local Members	Cr Mark Conley, Cr Dawson Bradford
Alternate Members	Cr Roger Newman, Cr Scott Ballantyne

to the Midwest/Wheatbelt JPDAP.

These JDAP appointments expire on 26 April 2017.

Under regulation 26 of the Planning and Development (Development Assessment Panels) Regulations 2011 (DAP Regulations), Council is requested to nominate four elected members of the Council, comprising two local members and two alternate local members to sit on the JDAP as required.

Nominations are required to be received by 28 February 2017.

Following receipt of Council's nominations, the Minister for Planning will consider and appoint nominees for up to a three-year term, expiring on 26 April 2020.

All appointed local members will be placed on the local government member register and advised of DAP training dates and times. It is mandatory for all JDAP members to attend training before they sit on a JDAP. JDAP members who have previously completed training will not be required to complete further training. Priority training will be provided to high application volume DAPs.

Local government elections may result in a change to JDAP membership if current councillors, who are JDAP members, are not re-elected. In this instance, the deputy local JDAP members will take the place of the former local JDAP members.

At the Special Meeting of Council in October 2015 Council decided that delegates for the Shire of Cuballing to the Midwest/Wheatbelt JDAP would be:

Delegates	Cr Conley, Cr Bradford
Deputy Delegates	Cr Ballantyne, Cr Newman

While the Officer has recommended that Council's decision of October 2015 be repeated, there is the opportunity for Council to confirm different nominees if desired.

#### Strategic Implications

It is not anticipated that many development applications submitted to the Shire of Cuballing will reach the levels required to be referred for a decision by the DAP. However all of those applications will be size to be significantly important to the Shire.

#### Statutory Environment

Section 171A(2) of the Planning Act, provides for the development of regulations that specify the powers and operations of DAPs.

The Planning and Development (Development Assessment Panels) Regulations 2010 provide for the operation, constitution and administration of DAPs.

The Department of Planning has policy documents relating to the administration of DAPs. These include the DAP Standing Orders, DAP Code of Conduct and guidance manuals.

Policy Implications – Nil

#### Financial Implications

The full costs of the operation of the Midwest/Wheatbelt JDAP in dealing with an application in the Shire of Cuballing are met by the Shire of Cuballing.

Economic Implications - Nil

Social Implications - Nil

Environmental Considerations – Nil

Consultation - Nil

#### Options

The Council can resolve:

1. resolve the Officer's Recommendation;
2. resolve to select as many Councillors as nominees to be recommend to the Minister for Planning as DAP Members and alternate DAP Members;
3. resolve to not select any Councillors to be nominated to the Minister and allow the Minister to select other local electors to be DAP Members and alternate DAP Members.

Voting Requirements – Simple Majority

**COUNCIL DECISION – 2017-11:**

**That Council nominate:**

1. **Councillor Conley and Councillor Bradford to the Minister for Planning as Development Assessment Panel members; and**
2. **Councillor Newman and Councillor Ballantyne to the Minister for Planning as Alternate Development Assessment Panel members.**

**Moved: Cr Haslam**

**Seconded: Cr Ballantyne**

**Carried 5/0**

### 9.2.3 2016 Compliance Audit Return

Applicant:	N/A
File Ref. No:	ADM 35
Disclosure of Interest:	Nil
Date:	10 <sup>th</sup> January 2017
Author:	Gary Sherry
Attachments:	9.2.3A 2016 Compliance Audit Return Draft

#### **Summary**

**The Department of Local Government and Communities require the Compliance Audit Return for the period 1<sup>st</sup> January 2016 to 31<sup>st</sup> December 2016 to be completed, endorsed and included within an Ordinary Meeting Agenda papers.**

#### **Background**

The Compliance Audit Return (CAR) is a Department of Local Government and Communities (DLGC) prepared check list of some of the statutory requirements Local Governments in the twelve months to 31<sup>st</sup> December 2016.

While the structure of the 2016 CAR is generally similar to that of previous years, the DLGC has kept the reduced number of areas of compliance covered in recent CAR's to those considered high risk. The CAR contains substantially fewer questions, reducing the size of the CAR from the previous 27 pages in 2010 to nine pages for 2016.

Regulation 14 of the Local Government (Audit) Regulations requires that a local government's Audit Committee reviews the CAR and reports the results of that review to the Council prior to adoption by Council and submission to the DLGC.

The Statutory Compliance Audit Return is to be:

1. presented to the Audit Committee for consideration at a meeting of the Audit Committee; by Council;
2. recommended for Adoption by Council at an Audit Committee Meeting;
3. presented to the Council at a meeting of Council;
4. adopted by the Council; and
5. the adoption recorded in the minutes of the meeting at which it is adopted.

After the Compliance Audit Return has been presented to Council, a certified copy of the return, along with the relevant section of the minutes and any additional information explaining or qualifying the compliance audit is to be submitted to the Executive Director, Department of Local Government, by 31<sup>st</sup> March 2017.

#### **Comment**

Council's Audit Committee is to consider the CAR 2016 prior to the February 2017 Ordinary Council Meeting. The Compliance Audit Return 2016 is included at Attachment 9.2.3A. The Audit Committee is to make a recommendation to Council for formal adoption.

The 2016 Compliance Audit Return included the following matter of non-compliance:

Disclosure of Interest				
No	Reference	Question	Response	Comments
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2016.	No	The issue of annual returns form was overlooked by staff. All the annual returns of elected members were received by 10 <sup>th</sup> October 2016. Staff are preparing a compliance calendar to prevent a re-occurrence.
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2016.	No	The issue of annual returns form was overlooked by staff. All the annual returns of staff were received by 13 <sup>th</sup> September 2016. Staff are preparing a compliance calendar to prevent a re-occurrence.

A draft Compliance Calendar, including a significant number of compliance requirements and dates of regular events has been provided to Councillors. This Calendar will be formally considered by Council at a future meeting of Council.

Strategic Implications – Nil at this time

### Statutory Environment

Local Government Act 1995

7.13. Regulations as to audits

(1) Regulations may make provision —

- (aa) as to the functions of the CEO and the audit committee in relation to audits carried out under this Part and reports made on those audits;
- (ab) as to the functions of audit committees, including the selection and recommendation of an auditor;
- (ac) as to the procedure to be followed in selecting an auditor;
- (ad) as to the contents of the annual report to be prepared by an audit committee;
- (ae) as to monitoring action taken in respect of any matters raised in a report by an auditor;
  - (a) with respect to matters to be included in agreements between local governments and auditors;
  - (b) for notifications and reports to be given in relation to agreements between local governments and auditors, including any variations to, or termination of such agreements;
  - (ba) as to the copies of agreements between local governments and auditors being provided to the Department;
  - (c) as to the manner in which an application may be made to the Minister for approval as an auditor;
  - (d) in relation to approved auditors, for —
    - (i) reviews of, and reports on, the quality of audits conducted;
    - (ii) the withdrawal by the Minister of approval as an auditor;
    - (iii) applications to the State Administrative Tribunal for the review of decisions to withdraw approval;
  - (e) for the exercise or performance by auditors of their powers and duties under this Part;
  - (f) as to the matters to be addressed by auditors in their reports;

- (g) requiring auditors to provide the Minister with such information as to audits carried out by them under this Part as is prescribed;
  - (h) prescribing the circumstances in which an auditor is to be considered to have a conflict of interest and requiring auditors to disclose in their reports such information as to a possible conflict of interest as is prescribed;
  - (i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —
    - (i) of a financial nature or not; or
    - (ii) under this Act or another written law.
- (2) Regulations may also make any provision about audit committees that may be made under section 5.25 in relation to committees.

#### Local Government (Audit) Regulations

#### 13. Prescribed statutory requirements for which compliance audit needed (Act s. 7.13(1)(i))

For the purposes of section 7.13(1)(i) the statutory requirements set forth in the Table to this regulation are prescribed.

Table

Local Government Act 1995		
s. 3.57	s. 3.58(3) and (4)	s. 3.59(2), (4) and (5)
s. 5.16	s. 5.17	s. 5.18
s. 5.36(4)	s. 5.37(2) and (3)	s. 5.42
s. 5.43	s. 5.44(2)	s. 5.45(1)(b)
s. 5.46	s. 5.67	s. 5.68(2)
s. 5.70	s. 5.73	s. 5.75
s. 5.76	s. 5.77	s. 5.88
s. 5.103	s. 5.120	s. 5.121
s. 7.1A	s. 7.1B	s. 7.3
s. 7.6(3)	s. 7.9(1)	s. 7.12A
Local Government (Administration) Regulations 1996		
r. 18A	r. 18C	r. 18E
r. 18F	r. 18G	r. 19
r. 22	r. 23	r. 28
r. 34B	r. 34C	
Local Government (Audit) Regulations 1996		
r. 7	r. 10	
Local Government (Elections) Regulations 1997		
r. 30G		
Local Government (Functions and General) Regulations 1996		
r. 7	r. 9	r. 10
r. 11A	r. 11	r. 12
r. 14(1), (3) and (5)	r. 15	r. 16
r. 17	r. 18(1) and (4)	r. 19
r. 21	r. 22	r. 23
r. 24	r. 24E	r. 24F
Local Government (Rules of Conduct) Regulations 2007		
r. 11		



14. Compliance audits by local governments
- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
  - (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
  - (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
  - (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
    - (a) presented to the council at a meeting of the council; and
    - (b) adopted by the council; and
    - (c) recorded in the minutes of the meeting at which it is adopted.

Policy Implications – Nil

Financial Implications – Nil

Economic Implications - Nil

Social Implications - Nil

Environmental Considerations – Nil

Consultation - Nil

#### Options

The Council can resolve:

1. the Audit Committee's Recommendation; or
2. defer and seek additional information.

Voting Requirements – Simple Majority

#### **COUNCIL DECISION – 2017-12:**

##### **That Council:**

- 1. adopts the completed Local Government Compliance Audit Return for the period 1<sup>st</sup> January 2016 to 31<sup>st</sup> December 2016 and the President and Chief Executive Officer be authorised to sign the joint certification and return to the Director General of the Department of Local Government and Communities as required; and**
- 2. notes the non-compliance matter and requests that the Chief Executive Officer ensure the area of non-compliance is addressed.**

**Moved: Cr Newman**

**Seconded: Cr Ballantyne**

**Carried 5/0**



## Cuballing - Compliance Audit Return 2016

### Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government and Communities together with a copy of section of relevant minutes.

<b>Commercial Enterprises by Local Governments</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2016.	N/A	No major trading undertakings were conducted in 2016.	Gary Sherry
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2016.	N/A		Gary Sherry
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2016.	N/A		Gary Sherry
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2016.	N/A		Gary Sherry
5	s3.59(5)	Did the Council, during 2016, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Gary Sherry



<b>Delegation of Power / Duty</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A	Council has made no delegations to committees.	Gary Sherry
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Gary Sherry
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Gary Sherry
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Gary Sherry
5	s5.18	Has Council reviewed delegations to its committees in the 2015/2016 financial year.	N/A		Gary Sherry
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Gary Sherry
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Gary Sherry
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Gary Sherry
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Gary Sherry
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Gary Sherry
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Gary Sherry
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2015/2016 financial year.	Yes	Delegations reviewed 16 June 2016.	Gary Sherry
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Gary Sherry
<b>Disclosure of Interest</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or	Yes		Gary Sherry



		decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).			
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	N/A	No such participation was sought or granted in 2016.	Gary Sherry
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Gary Sherry
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	N/A	No new elected members joined Council in 2016.	Gary Sherry
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Gary Sherry
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2016.	No	The issue of annual returns form was overlooked by staff. All the annual returns of elected members were received by 10th October 2016. Staff are preparing a compliance calendar to prevent a re-occurrence.	Gary Sherry
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2016.	No	The issue of annual returns form was overlooked by staff. All the annual returns of staff were received by 13th September 2016. Staff are preparing a compliance calendar to prevent a re-occurrence.	Gary Sherry
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Gary Sherry
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Gary Sherry
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in	Yes		Gary Sherry



		the form prescribed in Administration Regulation 28.		
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes	Gary Sherry
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes	Gary Sherry
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes	Gary Sherry
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes	Gary Sherry
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes	Gary Sherry
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes	Gary Sherry

### Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	Yes		Gary Sherry
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes		Gary Sherry



<b>Elections</b>						
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>	
1	Elect Reg (1)	30G Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	N/A	No election was conducted in 2016	Gary Sherry	

<b>Finance</b>						
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>	
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Tonya Williams	
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Tonya Williams	
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	N/A	No appointed.	Auditor Tonya Williams	
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	N/A	No appointed.	Auditor Tonya Williams	
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2016 received by the local government within 30 days of completion of the audit.	Yes		Tonya Williams	
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2016 received by the local government by 31 December 2016.	Yes		Tonya Williams	
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken by the local government, was that action undertaken.	N/A	No action identified	Tonya Williams	
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report	N/A		Tonya Williams	



		(prepared under s7.9(1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.		
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9(1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A	Tonya Williams
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes	Tonya Williams
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes	Tonya Williams
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes	Tonya Williams
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes	Tonya Williams
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	No	Tonya Williams

**Local Government Employees**

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A	No CEO was appointed in 2016	Gary Sherry
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A		Gary Sherry
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on	N/A		Gary Sherry



		appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).			
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Gary Sherry
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A	No designated senior employees were appointed or terminated in 2016.	Gary Sherry

**Official Conduct**

No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A	The CEO is the complaints officer	Gary Sherry
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Gary Sherry
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Gary Sherry
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Gary Sherry
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Gary Sherry
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Gary Sherry





<b>Tenders for Providing Goods and Services</b>						
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>	
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	N/A	No tenders were invited in 2016.	Gary Sherry	
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	Yes		Gary Sherry	
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	N/A		Gary Sherry	
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	N/A		Gary Sherry	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	N/A		Gary Sherry	
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	N/A		Gary Sherry	
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A		Gary Sherry	
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Gary Sherry	
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	N/A		Gary Sherry	
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of	N/A		Gary Sherry	



		the successful tender or advising that no tender was accepted.		
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A	Gary Sherry
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A	Gary Sherry
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A	Gary Sherry
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A	Gary Sherry
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A	Gary Sherry
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A	Gary Sherry
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A	No panel of suppliers was set up in 2016 Gary Sherry
18	F&G Reg 24AD(6)	If the local government to sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A	Gary Sherry
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A	Gary Sherry
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and	N/A	Gary Sherry



		which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.		
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A	Gary Sherry
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A	Gary Sherry
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A	Gary Sherry
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A	No new regional price preference police was adopted in 2016 Gary Sherry
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes	Gary Sherry

I certify this Compliance Audit return has been adopted by Council at its meeting \_\_\_\_\_  
 on \_\_\_\_\_

\_\_\_\_\_  
 Signed Mayor / President, Cuballing

\_\_\_\_\_  
 Signed CEO, Cuballing

## 9.2.4 Policy & Delegation – Impounding and Disposal of Abandoned Vehicles

Applicant: NA  
File Ref. No: ADM118  
Disclosure of Interest: Nil  
Date: 18<sup>th</sup> January 2017  
Author: Gary Sherry  
Attachments: 9.2.1A draft Policy  
9.2.1B draft Delegation

### **Summary**

#### **Council is to consider a draft Policy and Delegation for the Impounding and Disposal of Abandoned Vehicles.**

#### **Background**

Council has impounded an abandoned vehicle on the Wandering Narrogin Road. The vehicle remained on the road for over a week and passers by were removing material and property from the vehicle. Staff believed that to leave the vehicle for longer would pose a fire hazard.

This issue arises from time to time on Council roads and Council can be requested to take action for vehicles on the Great Southern Highway.

At this time, Council has no policy as to how to deal with impounding and disposing of these vehicles.

#### **Comment**

A Council policy relating to abandoned vehicles is required to ensure that staff and the wider community understand Council's role in enforcing the requirements under the Local Government Act 1995 in order to meet our statutory obligations.

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

#### **Statutory Environment**

##### Local Government Act 1995

##### 3.40A. Abandoned vehicle wreck may be taken

- (1) An employee authorised by a local government for the purpose may remove and impound a vehicle that, in the opinion of the local government, is an abandoned vehicle wreck.
- (2) If, within 7 days after a vehicle is removed under subsection (1), the owner of the vehicle is identified, the local government is to give notice to that person advising that the vehicle may be collected from a place specified during such hours as are specified in the notice.
- (3) A notice is to include a short statement of the effect of subsection (4)(b) and the effect of the relevant provisions of sections 3.46 and 3.47.
- (4) If —
  - (a) after 7 days from the removal of a vehicle under subsection (1), the owner of the vehicle has not been identified; or
  - (b) after 7 days from being given notice under subsection (2), the owner of the vehicle has not collected the vehicle,the local government may declare that the vehicle is an abandoned vehicle wreck.

- (5) In this section — **abandoned vehicle wreck** means a vehicle —
- (a) that is not operational; and
  - (b) the owner of which has not been identified by the local government after using all reasonable avenues to do so; and
  - (c) that has a value that is less than the prescribed value calculated in the prescribed manner.
- 3.46. Goods may be withheld until costs paid
- (1) A local government may refuse to allow goods impounded under section 3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government.
  - (2) A local government may refuse to allow goods removed under section 3.40 or 3.40A to be collected until the costs of removing and keeping them have been paid to the local government.
- 3.47. Confiscated or uncollected goods, disposal of
- (1) The local government may sell or otherwise dispose of any goods that have been ordered to be confiscated under section 3.43.
  - (2) The local government may sell or otherwise dispose of any vehicle that has not been collected within —
    - (a) 2 months of a notice having been given under section 3.40(3); or
    - (b) 7 days of a declaration being made under section 3.40A(4) that the vehicle is an abandoned vehicle wreck.
  - (2a) The local government may sell or otherwise dispose of impounded goods that have not been collected within the period specified in subsection (2b) of —
    - (a) a notice having been given under section 3.42(1)(b) or 3.44; or
    - (b) being impounded if the local government has been unable, after making reasonable efforts to do so, to give that notice to the alleged offender.
  - (2b) The period after which goods may be sold or otherwise disposed of under subsection (2a) is —
    - (a) for perishable goods — 3 days;
    - (b) for animals — 7 days;
    - (ca) for prescribed non perishable goods — one month;
    - (c) for other non perishable goods — 2 months.
  - (3) Section 3.58 applies to the sale of goods under this section as if they were property referred to in that section.
  - (4) Money received by a local government from the sale of goods under subsection (2a) is to be credited to its trust fund except to the extent required to meet the costs and expenses incurred by the local government in removing, impounding and selling the goods.
  - (5) Money received by a local government from the sale of a vehicle under subsection (2) is to be credited to its trust fund except to the extent required to meet the costs referred to in section 3.46 and the expenses incurred by the local government in selling the vehicle.
  - (6) Unless this section requires it to be credited to its trust fund, money received by a local government from the sale under this section of any goods is to be credited to its municipal fund.

#### Local Government (Functions and General) Regulations 1996

29A. Abandoned vehicle wrecks, value etc. prescribed for (Act s. 3.40A(5)(c))

For the purposes of the definition of abandoned vehicle wreck in section 3.40A(5)(c) of the Act —

- (a) the prescribed value is "\$200"; and

- (b) the prescribed manner in which that value is to be calculated is that the value is to be based on the local private sale value of a vehicle of the same, or a similar, model, year and condition.

Policy Implications

To develop a policy to deal with the treatment of abandoned vehicles by Shire of Cuballing staff.

Financial Implications

Adopting policy and delegated authority will allow Council to seek to recover the cost of managing vehicles abandoned in the shire of Cuballing.

Economic Implications - Nil

Social Implications

Abandoned vehicles can become a fire hazard on roadsides if not handled efficiently by Council staff.

Environmental Considerations

Abandoned vehicles can become a litter nuisance on roadsides if not handled efficiently by Council staff.

Consultation - Nil

Options

The Council can resolve:

1. the Officer's Recommendation;
2. to adopt an amended Policy and/or delegation; or
3. defer and seek additional information.

Voting Requirements - Simple Majority

**COUNCIL DECISION – 2017-13:**

**That Council:**

1. **adopt Policy 10.18 Impounding and Disposal of Abandoned Vehicles as shown as Attachment 9.2.4A; and**
2. **delegates authority to the CEO included at draft Delegation F10 Disposal of Impounded and Abandoned Vehicles included at Attachment 9.2.4B.**

**Moved: Cr Bradford**

**Seconded: Cr Newman**

**Carried 5/0**

## 5.15 IMPOUNDING AND DISPOSAL OF ABANDONED VEHICLES

### Policy Statement:

Council imposes the following conditions and requires the following procedures to be adhered to when dealing with “abandoned vehicles”.

1. If the vehicle is on private property, the owner of that property can ask Council to remove a vehicle from their property. Council will charge a fee for this service.
2. If the vehicle is not on private property, then Council will remove the vehicle and pay for the costs of removal.
3. The vehicle will then be relocated to the Shire Depot compound until Council can determine if the vehicle is abandoned.

The procedure for handling abandoned vehicles is:

1. Staff will take photograph of the vehicle that has been identified as possibly abandoned.
2. Staff will search vehicle for owner identification, being aware of hazards, ‘sharps’, chemicals etc.
3. Place sticker on window of vehicle advising ‘Reported to Shire’,
4. Staff will arrange removal within 24 hours, noting investigation number, time and date etc.
5. After 24 hours have passed from the sticker being placed on the vehicle window, Council will remove the vehicle to the Shire Depot compound.
6. Council will contact the Police to obtain authority to search for the identity of the vehicle’s owner, by:
  - a. Registration search on the vehicle – search required of DPI Licensing system to determine owner; or
  - b. Where no registration plates are on the vehicle, obtain engine number (VIN) from the vehicle and search DPI Licensing system to determine owner.
7. If the owner is identified within 7 days from the above searches, then Council will give notice to the person advising that the vehicle may be collected from the refuse site during hours of operation and to pay the costs incurred by Council in carrying out the removal, impounding and keeping of the vehicle. (Form 10.18B)
8. If after carrying out the above searches Council is unable to determine the owner of the vehicle within 7 days, then the vehicle is declared either:
  - a. an “abandoned vehicle wreck”. Council can sell a vehicle if it has not been collected within 7 days of this declaration under S3.47(2)(b) of the Local Government Act 1995. An “abandoned vehicle wreck” means a vehicle that is under S3.40A(5) of the Local Government Act is:
    - i. “not operational” – the vehicle is not registered, or Council is not in possession of the keys for a vehicle; and
    - ii. The owner of the which has not been identified; and
    - iii. The value is less than \$200 in accordance with regulation 29A of the *Local Government (Functions and General) Regulations 1996*, the prescribed manner in which that value is to be calculated is that the value is to be based on the local private sale value of a vehicle of the same, or a similar, model, year and condition; or
  - b. An “impounded vehicle”, as it has a market value of \$200 or more and requires impoundment for a minimum of 2 months.
9. Ranger to remove plates (if any) and hand into Licensing section at Shire Office.
10. The vehicle will be disposed of as outlined in determination of the market value shown below.

Estimated Market Value	Method of Advertising	Action
\$1 - \$500	Notices seeking offers for purchases shall be displayed on the Shire of Cuballing's notice boards, Facebook and on the website.	Any vehicle not purchased will be disposed of at the Cuballing Transfer Station.
\$501 - \$5,000	Notices seeking offers for purchases shall be advertised with local public notice and displayed on the Shire of Cuballing's notice boards, Facebook and on the website.	Any vehicle not purchased will be disposed of at the Cuballing Transfer Station.
\$5,001 +	Items shall be tendered as per the requirements of S3.58 of the Local Government Act 1995.	Any vehicle not purchased will be disposed of at the Cuballing Transfer Station.

Objective:

To provide a policy that deals with the removal, impounding and disposal of abandoned vehicles.

Resolution No:

Resolution Date:



**F10: Disposal of Impounded and Abandoned Vehicles**

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

**Guidelines**

The sale of the vehicles impounded or abandoned vehicles will be conducted in the following manner:

Estimated Market Value	Method of Advertising	Action
\$1 - \$500	Notices seeking offers for purchases shall be displayed on the Shire of Cuballing's notice boards, Facebook and on the website.	Any vehicle not purchased will be disposed of at the Cuballing Transfer Station.
\$501 - \$5,000	Notices seeking offers for purchases shall be advertised with local public notice and displayed on the Shire of Cuballing's notice boards, Facebook and on the website.	Any vehicle not purchased will be disposed of at the Cuballing Transfer Station.
\$5,001 +	Items shall be tendered as per the requirements of S3.58 of the Local Government Act 1995.	Any vehicle not purchased will be disposed of at the Cuballing Transfer Station.

All tenders/offers received shall be opened in accordance with approved tender opening procedures.

The Acceptance of tenders/offers by the Chief Executive Officer will be according to:

1. The highest tender/offer shall be accepted for any item.
2. Where two or more tenders/offers are received of equal value, the winning tender/offer shall be determined by a lottery.
3. If for any reason it is deemed necessary to vary from (a) or (b), then the matter must be referred to Council for its consideration.

Reference: Local Government Act 1995 section 5.42

**Cr Newman declared a Proximity Interest in 9.2.5 Mobile Telephone Base Station - Cuballing in that he owns property adjoining the mobile telephone based station is proposed to be built and left the Council Chamber at 3:00pm.**

9.2.5	Mobile Telephone Base Station - Cuballing
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Applicant:	Servicetream
File Ref. No:	ADM 33
Disclosure of Interest:	Nil
Date:	24 <sup>th</sup> January 2016
Author:	Gary Sherry
Attachments:	Nil

### **Summary**

**Council is to consider comment to be provided to Servicestream for the proposed installation of an Telstra mobile telephone base station at the existing NBNC Co fixed wireless site at Lot 425 Hotham Street Cuballing.**

### **Background**

In about July 2013 Council approved an application from NBN Co Limited to install a fixed wireless NBN (telecommunications) Facility Lot 425 Hotham Street, Cuballing.

The telecommunication facility constructed in 2015 comprises of a 40 metre high monopole along with ancillary components and forms part of the National Broadband Network of fixed wireless infrastructure.

### **Comment**

Telstra is proposing to install new mobile phone base station equipment on the existing 40m NBN Co. monopole located Lot 425 Hotham Street, Cuballing WA 6311 as part of the Mobile Black Spot Programme.



The proposed facility will consist of:

- Six (6) panel antennas installed on the existing 40m NBN Co. Monopole
- One (1) equipment shelter located at the base of the monopole
- Ancillary equipment associated with the facility.

This project is part of Telstra's participation in one of the largest ever expansions of mobile coverage in regional and remote Australia, through the Federal Government's Mobile Black Spot Programme. Telstra will be building 429 new 3G/4G base stations over the next three years, plus a further 250 4G data only small cells, representing a combined investment of more than \$340 million in regional and remote Australia by Telstra, the Federal Government and several State and Local Governments as well

Details about the proposed facility and its emissions can be found on the website [www.rfnsa.com.au/6311002](http://www.rfnsa.com.au/6311002) or by contacting Service Stream directly. The proposed facility will be in compliance with the ACMA EMR regulatory arrangements.

As part of Telstra consultation process, Council has been invited to provide feedback about this proposal. Comments on the proposal will be accepted until 1<sup>st</sup> March 2016.

Depending on the outcome of the consultation process, it is Telstra's intention to complete construction of the telecommunications facility by June 2017.

### Strategic Implications

Shire of Cuballing Strategic Community Plan - Communications

Objective 1: For Cuballing residents and businesses to have fast internet access and mobile phone coverage

- Council will accelerate building approvals for proposed NBN towers along the Great Southern Highway.

- Council will lobby mobile phone service providers (Telstra, Telstra) to expedite infrastructure in the shire and use towers for transceivers.

### Statutory Environment

Telecommunications carriers, including Telstra, Optus or NBNCo, have the power to install low-impact facilities without seeking state, territory or local government planning approval.

Low impact facilities are specified in the Telecommunications (Low-impact Facilities) Determination 1997, and include small radiocommunications antennae and dishes that are erected on existing towers and buildings.

Because the proposed Telstra mobile base station will be constructed on an existing NBNCo facility, the proposed works are deemed to be Low-Impact in accordance with the Telecommunications (Low-impact Facilities) Determination 1997 and as such do not require a Development Approval from Council.

Facilities such as freestanding mobile phone towers are not classified as low-impact facilities and their installation requires local council approval. An extension of up to five metres on an existing tower as low impact, provided the tower has not previously been extended.

Policy Implications – Nil

Financial Implications – Nil

### Economic Implications

The potential for additional mobile telephone providers in the Shire of Cuballing should have downward pressure on mobile phone charges.

### Social Implications

A reliable, wide ranging mobile telephone service in Cuballing will provide considerable social benefit to local residence.

### Environmental Considerations

The proposed facility will be in compliance with the Australian Communications and Media Authority's electro-magnetic emissions regulatory arrangements.

Consultation - Nil

### Options

The Council can resolve:

1. the Officer's Recommendation;
2. an amended Officer's Recommendation, providing additional comment in support of the proposal for a mobile telephone base station at the existing telecommunications infrastructure at Lot 425 Hotham Street Cuballing; or
3. to not support the proposal for a mobile telephone base station at the existing telecommunications infrastructure at Lot 425 Hotham Street Cuballing.

Voting Requirements – Simple Majority

**COUNCIL DECISION – 2017-14:**

**That Council advise Servicestream that Council supports the proposal for Telstra to construct a Telstra mobile telephone base station at the existing NBNCo fixed wireless infrastructure at Lot 425 Hotham Street Cuballing**

**Moved: Cr Ballantyne**

**Seconded: Cr Haslam**

**Carried 4/0**

**Cr Newman entered the Council Chamber at 3:00pm.**

**9.3 MANAGER OF WORKS & SERVICES:**

Nil

**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:**

Nil

## 12. CONFIDENTIAL ITEMS:

Mr Sherry declared an Impartiality Interest in 12.1.1 Investigation of the Purchase of Land for Gravel – East Popanyinning in that he is a long time friend of the property owner and left the Council Chamber at 3:04pm.

12.1.1	Investigation of the Purchase of Land for Gravel – East Popanyinning
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Applicant:	N/A
File Ref. No:	A972
Disclosure of Interest:	Impartiality Interest – Mr Patten is a long time friend of the Author
Date:	8 <sup>th</sup> February 2017
Author:	Gary Sherry
	12.1.1A Location Map
Attachments:	12.1.1B Map of Location 12324
	12.1.1C Map of Gravel Samples

### COUNCIL DECISION – 2017-15:

That Council continue to investigate the purchase from Mr Duncan Patten of a 20 hectare portion of Williams Location 12344 for the purpose of establishing a strategic, secure, long term, source of gravel from this site for use in road construction and maintenance in the north eastern area of the Shire of Cuballing for the cost of \$25,000 and the expenses of subdivision.

Moved: Cr Newman

Seconded: Cr Haslam

Carried 5/0

Mr Sherry entered the Council Chamber at 3:12pm.

**13. NEXT MEETING**

2pm, Thursday 16<sup>th</sup> March 2017 at the Shire of Cuballing Council Chambers, Campbell Street, Cuballing.

**14. CLOSURE OF MEETING:**

There being no further business, the Shire President, Cr Conley, closed the meeting at 3.13pm.