

*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 16th NOVEMBER 2017

Shire of Cuballing
Council Chambers
Campbell Street, Cuballing

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1. DECLARATION OF OPENING:

The Shire President, Cr Conley, declared the meeting open at 2:05pm.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:

2.1.1 Attendance

Cr Mark Conley
Cr Eliza Dowling
Cr Scott Ballantyne
Cr Roger Newman

President
Deputy President

Mr Gary Sherry
Ms Tonya Williams
Mr Bruce Brennan

Chief Executive Officer
Deputy Chief Executive Officer
Manager of Works & Services

2.1.2 Apologies

Cr Tim Haslam

2.1.3 Leave of Absence

Cr Dawson Bradford

3. STANDING ORDERS:

COUNCIL DECISION – 2017/112:

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

Moved: Cr Newman

Seconded: Cr Dowling

Carried 4/0

4. PUBLIC QUESTION TIME:

4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:

Nil

4.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:

Nil

4.3 PUBLIC QUESTIONS FROM THE GALLERY:

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE:

Nil

6. CONFIRMATION OF MINUTES:

6.1.1 Ordinary Meeting of Council held on Thursday 19th October 2017

COUNCIL DECISION – 2017/113:

That the minutes of the Ordinary Meeting of Council held on Thursday 19th October 2017 be confirmed as a true record of proceedings.

Moved: Cr Dowling

Seconded: Cr Ballantyne

Carried 4/0

6.1.2 Special Meeting of Council held on Monday 23rd October 2017

COUNCIL DECISION – 2017/114:

That the minutes of the Special Meeting of Council held on Monday 23rd October 2017 be confirmed as a true record of proceedings.

Moved: Cr Dowling

Seconded: Cr Newman

Carried 4/0

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

Nil

8. DISCLOSURE OF FINANCIAL INTEREST:

Nil

9. REPORTS OF OFFICERS AND COMMITTEES:

9.1 DEPUTY CHIEF EXECUTIVE OFFICER:

9.1.1	List of Accounts Submitted for Council Approval and Payment – October 2017
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File Ref. No:	NA
Disclosure of Interest:	Nil
Date:	7 th November 2017
Author:	Nichole Gould
Attachments:	9.1.1A List of October 2017 Trust Accounts 9.1.1B List of October 2017 Municipal Accounts

Summary

Council is to consider the October 2017 List of Accounts.

Background – Nil

Comment

Council is provided at Attachments 9.1.1A and 9.1.1B with a list of payments made from each of Council's bank accounts during the month of October 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 – 2017/115:

That Council receives the List of Accounts for October 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 October 2017 totalling \$22,088.25 included at Attachment 9.1.1A; and**
2. **Municipal Fund in October 2017 totalling \$171,550.71 included at Attachment 9.1.1B.**

Moved: Cr Dowling

Seconded: Cr Newman

Carried 4/0

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

Chq/EFT	Name	Description	Amount
02102017	Police Licensing	Police Licensing Payments	7,458.75
18102017	Police Licensing	Police Licensing Payments	497.55
19102017	Police Licensing	Police Licensing Payments	207.90
20102017	Police Licensing	Police Licensing Payments	230.15
23102017	Police Licensing	Police Licensing Payments	943.90
24102017	Police Licensing	Police Licensing Payments	217.65
25102017	Police Licensing	Police Licensing Payments	510.90
26102017	Police Licensing	Police Licensing Payments	869.05
27102017	Police Licensing	Police Licensing Payments	116.30
30102017	Police Licensing	Police Licensing Payments	4,972.25
31102017	Police Licensing	Police Licensing Payments	547.05
04102017	Police Licensing	Police Licensing Payments	182.40
06102017	Police Licensing	Police Licensing Payments	1,120.05
09102017	Police Licensing	Police Licensing Payments	228.50
10102017	Police Licensing	Police Licensing Payments	2,720.95
11102017	Police Licensing	Police Licensing Payments	548.80
12102017	Police Licensing	Police Licensing Payments	92.60
16102017	Police Licensing	Police Licensing Payments	312.00
17102017	Police Licensing	Police Licensing Payments	311.50
			22,088.25

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

Chq/EFT	Name	Description	Amount
02102017	Rent On Forrest Street	Rent On Forrest Street	600.00
18102017	Rent For Grader Driver House	Rent For Grader Driver House	360.00
30102017	Rent On Forrest Street	Rent On Forrest Street	600.00
04102017	Rent For Grader Driver House	Rent For Grader Driver House	360.00
09102017	Interest On Graders	Interest On Graders	656.26
09102017	Loan Repayment No. 63 Graders	Loan Repayment No. 63 Graders	3,058.02
16102017	Rent On Forrest Street	Rent On Forrest Street	600.00
EFT3123	Mary Caunt	Face Painter 9.30am To 1pm For Kids Day Event 27 September 2017	260.00
EFT3124	Abcb C/O Loud Events	Registration Ncc Seminar Series 2018 – Perth 28/02/18	160.00
EFT3125	Air Liquide Pty Ltd	Cylinder Fee Size G & E	137.65
EFT3126	Allan's Bobcat & Truck Hire	Hire Of Excavator To Dig Grave – Mrs Louis Young	330.00
EFT3127	Ampac Debt Recovery	Legal Fees – Pssso Lodgement Fee Adjust, Property Search, Price Sierakowski General Professional Fees, Legal Disbursements	2,016.19
EFT3128	Beaurepaires	4 X 11r22.5 148/145k Remington Trailer Tyre & Fitting	1,774.58
EFT3129	Builders Registration Board Building Commission	September 2017 Building Forms	673.10
EFT3130	Ballards Of Narrogin	1 X 45kg Gas Bottle	125.00
EFT3131	Butler Settineri	Interim Audit Fees For Year Ending 30 June 2017	3,722.51
EFT3132	Cannon Hygiene Australia Pty Ltd	Sanitary Unit Monthly Service Bi Annual Invoice	430.41
EFT3133	Corsign (WA) Pty Ltd	Signs, Post & Brackets	1,273.80
EFT3134	Cuby Roadhouse	Postage & Freight	640.33
EFT3135	Dews Mini Excavations	Hire Of Bobcat & Excavator Clean Out Culverts / Drainage	9,482.00
EFT3136	Department Fire And Emergency Services	2017/18 EsL Levy	1,275.00
EFT3137	Dryandra Farms	Push Up & Supply Gravel From Dryandra Farms Gravel Pit	2,781.24
EFT3138	Edwards Motors Pty Ltd	15,000kms Service Holden Colorado Ute Cn0	475.25
EFT3139	Edge Planning & Property	Interim Invoice September 17	618.75
EFT3140	Fairway Carriers	Freight Charges – Komatsu – Cutting Edges	643.86
EFT3141	Filters Plus	Fuel Filter	31.68
EFT3142	Great Southern Fuel Supplies	September 17 Account – Bulk Diesel	22,209.09

Chq/EFT	Name	Description	Amount
EFT3143	Great Southern Waste Disposal	Rubbish Removal 29/08/17 To 26/09/17 – Household Service X 256	5,549.14
EFT3144	JR & A Hersey P/L	Work Pants & Work Shirts & Jacket – Tim Bradford, David Thompson, Terry Clark & Gary Sherry	1,793.55
EFT3145	Kenneth Paul Hart	Supply Of Gravel Wandering–Narrogin Road	6,000.00
EFT3146	Komatsu Australia Pty Limited	Wear Plates For Blades	1,076.46
EFT3147	Landgate	Aerial Imagery & Service Fee Extraction	741.60
EFT3148	LG People	Workforce Planning Scope Of Services	5,500.00
EFT3149	LGIS Insurance	Lgis Workcare Insurance 2017/18 – Second Instalment	40,739.36
EFT3150	LGIS Risk Management	Lgiswa Peel/Central Wheatbelt Regional Risk Coordination Programme Project Number 9471 Service To 30/09/17	2,435.40
EFT3151	Limitless Promotions	Dog Tags Years Ending 2020, 2021 & Life & Stainless Steel Rings	450.00
EFT3152	Metrocount	100m Roll Road Count Tube & Plugs	529.10
EFT3153	Market Creations	Backup In The Cloud – September	518.73
EFT3154	Marketforce	Local Govt Notices – Advert – The West Australian 11/10/17 – Proposed Local Laws	724.76
EFT3155	McDougall Weldments	Gal Sheet Water Tank	229.17
EFT3156	Melchiorre Plumbing And Gas	Backflow Prevention Test & Report To Water Corporation	1,100.00
EFT3157	Moore Stephens (WA) Pty Ltd	Presentation Of Strategic Resource Plan To Council – 21/09/17 Plus Travel	2,255.00
EFT3158	Narrogin Agricultural Repairs	18 X Blades, Bolts, Washer, Nuts To Suit Howard Cox Mower & Cox Bolt & Nut Set	207.00
EFT3159	Narrogin Auto Electrics	Trailer Plug, Globe, Extention Cable & Cigarette Lighter Plug & Din	157.63
EFT3160	Narrogin Bearing Services	Draw Bar Pins & Drill Bit For Water Tank	169.94
EFT3161	Narrogin Betta Home Living	Oven Seal	29.95
EFT3162	Narrogin Earthmoving And Concrete	Winter Shoulder Grading – Hire Of Roller	6,886.00
EFT3163	Narrogin Toyota & Mazda	10,000km Service & Fit Fog Light – Toyota Corolla	499.29
EFT3164	Narrogin Country Fresh Meats	Council Meeting 20/10/2017 – 12 X Scotch Fillett Steak, 6 X	108.00

Chq/EFT	Name	Description	Amount
		Chicken Kebabs & 6 X Beef Kebabs	
EFT3165	Narrogin Hire Service And Reticulation	Hunter Sprinklers, Ball Valve & Float Ball	594.70
EFT3166	Narrogin Pumps Solar And Spraying	Clear Tubing, Ball Valve, Galv Tee & Nipple For Water Tank	303.65
EFT3167	Primaries – Narrogin	Roundup Ultra Max 20litres X 12	2,154.46
EFT3168	Shire Of Narrogin	Bin Collection Service Cuballing Transfer Station July & August 22.66 Tonne @ \$77.50 Per Tonne – Transferred To Shire Of Narrogin Landfill Site	3,672.85
EFT3169	SM Monitoring Pty Ltd	Quarterly Monitoring Account For Security System	110.00
EFT3170	SOS Office Equipment	Photocopier Meter Reading Dcvc4475 – 24/08/17 To 27/09/17	566.66
EFT3171	Seek	Advertisement Dceo Position Plus Standout Ad Feature	363.00
EFT3172	Shire Of Beverley	Central Country Zone Golf Day X 1 Players (Gary Sherry) – 6 October 17	120.00
EFT3173	Sportspower Narrogin	3 X Razor Shirt Blk/Gld Wp405ms	110.00
EFT3174	Toll Ipec (Courier Australia)	Freight Charges – Jr & A Hersey	40.72
EFT3175	Total Undercar	4 X 245/70/16cat3 Cooper At3 Tyres @ 118r 10 Ply With Tubeless Valve Std Incl Fitting & Balancing	2,569.50
EFT3176	Tonya Williams	50% Reimbursement – Ballards Of Narrogin – T Williams	64.25
EFT3177	Tutt Bryant Equipment	Throttle Control Cable	623.67
EFT3178	Vinidex	12 X 225 Stormwater Sn8 Plus Freight	1,776.19
EFT3179	WA College Of Agriculture	2017 Graduation Students Awards Sponsorship	100.00
EFT3180	Waterman Irrigation	Standpipe Controller Upgrades 50 % Deposit For Cuballing & Popanyinning	3,658.60
EFT3181	Elisa Alice Dowling	Return Of Election Nomination 2017	80.00
EFT3182	Mark Conley	Return Of Election Nomination 2017	80.00
EFT3183	Peter Scott Ballantyne	Return Of Election Nomination 2017	80.00
DD1408.1	Hostplus Super	Superannuation Contributions	216.77
DD1408.2	WA Local Government Super Plan	Payroll Deductions	5,382.60
DD1408.3	Hesta	Superannuation Contributions	350.12

Chq/EFT	Name	Description	Amount
DD1408.4	Australian Super	Superannuation Contributions	686.11
DD1408.5	Westscheme Superannuation	Superannuation Contributions	256.31
DD1408.6	Matrix Superannuation	Superannuation Contributions	171.18
DD1408.7	DJ Superannuation	Superannuation Contributions	186.47
DD1415.1	Hostplus Super	Superannuation Contributions	216.77
DD1415.2	WA Local Government Super Plan	Payroll Deductions	5,388.84
DD1415.3	Hesta	Superannuation Contributions	376.14
DD1415.4	Australian Super	Superannuation Contributions	558.81
DD1415.5	Westscheme Superannuation	Superannuation Contributions	234.34
DD1415.6	Matrix Superannuation	Superannuation Contributions	121.63
DD1415.7	DJ Superannuation	Superannuation Contributions	186.47
DD1416.1	inet Limited	NBN Wireless Limitless Boost Internet Inc Lnm Calls	91.29
DD1416.2	Bigair Cloud Managed Services Pty Ltd	Internet Service	133.18
14587	Building & Construction Industry Training	BCITF Forms September 2017	361.50
14588	Synergy	Electricity Charge – Street Lighting 25/08/17 To 24/09/17	596.35
14589	Shire Of Cuballing	Building Services – October 17 – Labour 21.25 @ \$110 & Travel 153kms @ \$0.95	2,499.82
14590	Telstra	Service Charges – Shire Office	965.66
14591	Water Corporation	Water Charges – Park Ridley St Cuballing	886.54
14592	Shire Of Cuballing (Coles Card reimbursment)	Groceries – RDA Film Nights Wednesday 27 September Popo & Thursday 28 September Cuby	462.22
DD1431.1	Commonwealth Bank	Monthly Bank Fees x 3 Credit Cards, CEO Credit Card – CEO Car Fuel, DCEO Credit Card – Strategic Community Plan, DCEO Credit Card – DCEO Car Fuel, DCEO Credit Card – AutoCad Program 12 Month Subscription, DCEO Credit Card – DCEO Car Fuel, MWS Credit Card – Hitachi Wrench Impact 18V, MWS Credit Card – Toolbox Meeting Meat, MWS Credit Card – Toolbox Meeting Groceries, MWS Credit Card – Toolbox Meeting Groceries, GST	1,158.54
			171,550.71

9.1.2 Statement of Financial Activity

Applicant:	N/A
File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	6 th November 2017
Author:	Tonya Williams, Deputy Chief Executive Officer
Attachments:	9.1.2A Statement of Financial Activity 9.1.2A

Summary

Council is to consider the Statement of Financial Activity for October 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

Governance

Computer upgrades were budgeted for and are not yet expended. Profit on asset disposal has gone here, but will be moved when asset is created and run through the Asset Register after the Annual Financials have been completed.

Law, Order & Public Safety

An advance was paid in June for the Quarter 1 payment of the Emergency Services Levy Grant (\$6,875).

Vehicle maintenance is under budget and depreciation is not yet run creating a timing difference.

Community Amenities

Local Planning Strategy has no expenditure recorded against it, though it was budgeted to have spent some. Tip maintenance costs are slightly under budget.

Transport

Permanent difference due to changes in Main Roads Direct Grant from budgeted \$99,902 to \$57,535. Budgeted to receive in July, not yet received.

Road maintenance is over budget. Depreciation journals have not yet been run, creating a timing difference on expenditure.

Economic Services

Building expenses are lower than budgeted.

Other Property and Services

Private Works income is under budget, balanced by expenditure also coming in under budget.

Capital Expenditure

Capital Roads Program has been delayed due to road clearing permit difficulties. Work has commenced and is expected to be completed on time.

Permanent difference on roller changeover as it came in under budget.

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

Administration Allocations done to October 2017.

Depreciation expenses calculated to June 2017. No asset transaction will be run for 2017/18 until the Audit Report has been approved.

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 – 2017/116:

That the Statement of Financial Activity, as included at Attachment 9.1.2A for the Shire of Cuballing for period ending 31st October 2017 be received.

Moved: Cr Dowling

Seconded: Cr Ballantyne

Carried 4/0

SHIRE OF CUBALLING

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 October 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 October 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 October 2017 of \$1,383,487.

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	-\$	1,429	No material variance
Infrastructure - Roads	▲ \$	105,666	No material variance
Plant and Equipment	▼ -\$	160,000	No material variance

Capital Revenue

Grants, Subsidies and Contributions		\$2,330	Final contributions to
Proceeds from Disposal of Assets	▲	\$35,000	No material variance.

	Collected / Complete	Annual Budget	YTD Budget	YTD Actual
Significant Projects				
DREC Weather Shelter	106%	\$ 21,182	\$ 21,182	\$ 22,384
Cuballing Transfer Station	1%	\$ 28,711	\$ -	\$ 227
RRG - Wandering Narrogin Road 16/17	1%	\$ 140,072	\$ 42,475	\$ 1,151
Grants, Subsidies and Contributions				
Operating Grants, Subsidies and Contributions	29%	\$ 588,375	\$ 99,902	\$ 171,334
Non-operating Grants, Subsidies and Contributions:	23%	\$ 686,271	\$ 121,851	\$ 154,974
	26%	\$ 1,274,646	\$ 221,753	\$ 326,308
Rates Levied	100%	\$ 1,070,995	\$ 1,070,994	\$ 1,072,126

% Compares current ytd actuals to annual budget

Financial Position		Prior Year	Current Year
Adjusted Net Current Assets	104%	\$ 1,331,299	\$ 1,383,487
Cash and Equivalent - Unrestricted	115%	\$ 1,027,203	\$ 1,185,761
Cash and Equivalent - Restricted	99%	\$ 1,308,821	\$ 1,297,163
Receivables - Rates	53%	\$ 339,581	\$ 181,595
Receivables - Other	358%	\$ 14,784	\$ 52,909
Payables	49%	\$ 36,751	\$ 17,848

% 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

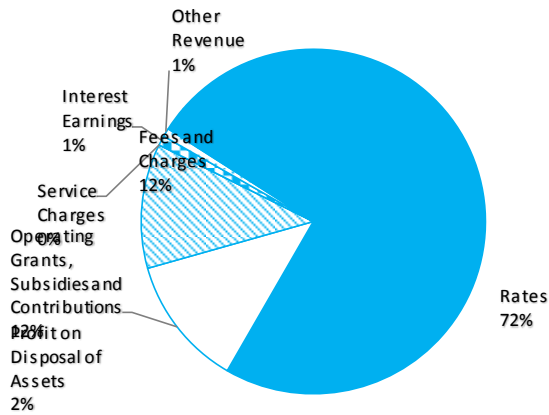
Preparation

Prepared by: Tonya Williams, DCEO

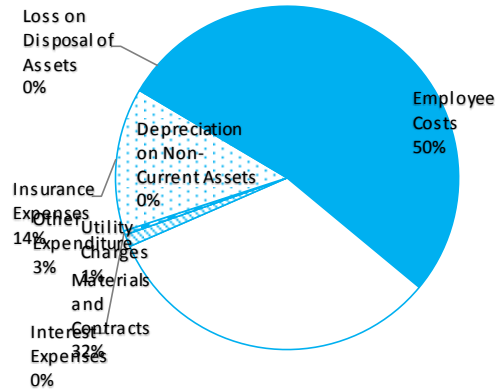
Reviewed by: Gary Sherry, CEO

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

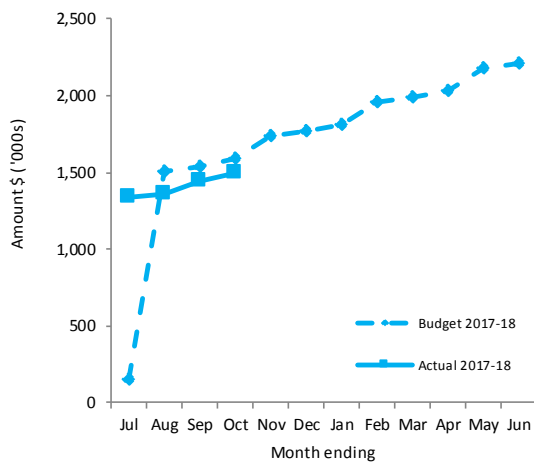
Operating Revenue



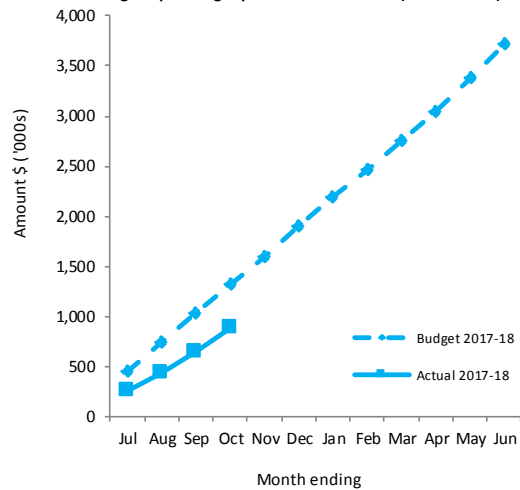
Operating Expenditure



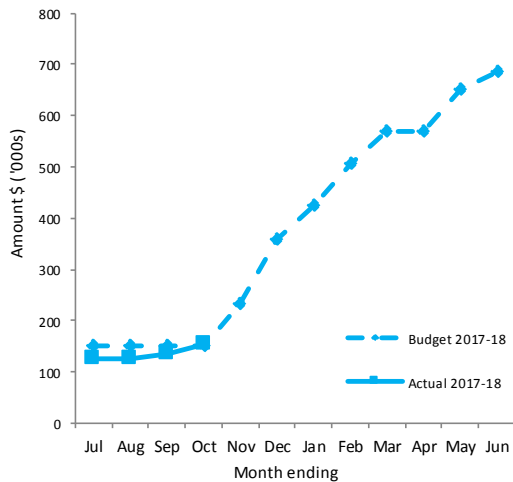
Budget Operating Revenues -v- Actual (Refer Note 2)



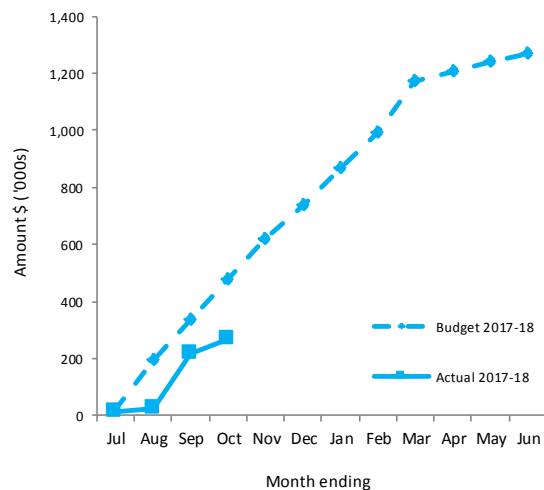
Budget Operating Expenses -v- YTD Actual (Refer Note 2)



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 October 2017

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	916,109	916,109	907,867	(8,242)	(1%)	
Revenue from operating activities							
Governance		1,845	83	37,736	37,653	45191%	▲
General Purpose Funding	9	1,397,106	1,156,838	1,153,908	(2,930)	(0%)	
Law, Order and Public Safety		35,000	20,750	12,179	(8,571)	(41%)	▼
Health		1,200	300	340	40	13%	
Education and Welfare		0	0	0	0		
Housing		4,680	1,560	1,620	60	4%	
Community Amenities		59,100	58,988	60,142	1,154	2%	
Recreation and Culture		8,795	8,795	35,850	27,054	308%	▲
Transport		282,561	146,233	68,655	(77,578)	(53%)	▼
Economic Services		47,500	13,917	14,856	939	7%	
Other Property and Services		309,757	99,298	104,950	5,652	6%	
		2,147,545	1,506,762	1,490,237			
Expenditure from operating activities							
Governance		(134,068)	(62,545)	(53,591)	8,955	14%	▲
General Purpose Funding		(70,759)	(20,636)	(17,558)	3,079	15%	▲
Law, Order and Public Safety		(128,909)	(51,628)	(24,309)	27,319	53%	▲
Health		(48,935)	(16,603)	(12,802)	3,801	23%	▲
Education and Welfare		(53,073)	(4,191)	(4,155)	36	1%	
Housing		(55,115)	(18,372)	(14,617)	3,755	20%	▲
Community Amenities		(316,955)	(106,235)	(93,914)	12,321	12%	▲
Recreation and Culture		(278,481)	(91,117)	(72,277)	18,840	21%	▲
Transport		(2,219,575)	(739,692)	(567,113)	172,579	23%	▲
Economic Services		(167,639)	(55,955)	(40,533)	15,422	28%	▲
Other Property and Services		(251,711)	(136,718)	25,154	161,871	118%	▲
		(3,725,220)	(1,303,692)	(875,715)			
Operating activities excluded from budget							
Add back Depreciation		1,429,950	476,650	0	(476,650)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(11,863)	(11,863)	(35,000)	(23,137)	195%	
Adjust Provisions and Accruals		0	0	0	0		
Amount attributable to operating activities		(159,587)	667,858	579,522			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	11	686,271	152,643	154,974	2,330	2%	
Proceeds from Disposal of Assets	8	32,000	0	35,000	35,000		▲
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(241,131)	(21,182)	(22,611)	(1,429)	(7%)	
Infrastructure Assets	13	(864,211)	(191,796)	(86,130)	105,666	55%	▲
Plant and Equipment	13	(170,000)	0	(160,000)	(160,000)		▼
Furniture and Equipment	13	0	0	0	0		
Amount attributable to investing activities		(557,071)	(60,334)	(78,767)			
Financing Activities							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0		
Transfer from Reserves	7	152,210	152,210	0	(152,210)	(100%)	▼
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(71,146)	(20,482)	(20,482)	0	0%	
Transfer to Reserves	7	(280,515)	(4,653)	(4,653)	0	0%	
Amount attributable to financing activities		(199,451)	127,075	(25,135)			
Closing Funding Surplus(Deficit)	3	0	1,650,707	1,383,487			

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 October 2017

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	916,109	916,109	907,867	(8,242)	(1%)	
Revenue from operating activities							
Rates	9	1,070,995	1,070,994	1,072,126	1,132	0%	
Operating Grants, Subsidies and Contributions	11	611,525	237,591	183,115	(54,476)	(23%)	▼
Fees and Charges		394,161	177,177	174,526	(2,652)	(1%)	
Service Charges		0	0	0	0		
Interest Earnings		31,000	11,000	13,608	2,608	24%	
Other Revenue		28,000	10,000	11,862	1,862	19%	
Profit on Disposal of Assets	8	11,863	11,863	35,000			
		2,147,544	1,518,625	1,490,237			
Expenditure from operating activities							
Employee Costs		(902,102)	(304,222)	(434,502)	(130,280)	(43%)	▼
Materials and Contracts		(1,150,360)	(392,841)	(284,228)	108,613	28%	▲
Utility Charges		(40,508)	(13,436)	(10,147)	3,289	24%	▲
Depreciation on Non-Current Assets		(1,429,950)	(476,650)	0	476,650	100%	▲
Interest Expenses		(8,968)	(2,870)	(3,272)	(402)	(14%)	
Insurance Expenses		(118,762)	(103,805)	(118,384)	(4,579)	(14%)	▼
Other Expenditure		(74,570)	(21,731)	(25,182)	(3,451)	(16%)	
Loss on Disposal of Assets	8	0	0	0			
		(3,725,219)	(1,315,554)	(875,715)			
Operating activities excluded from budget							
Add back Depreciation		1,429,950	476,650	0	(476,650)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(11,863)	(11,863)	(35,000)	(23,137)	195%	
Amount attributable to operating activities		(159,588)	667,858	579,522			
Investing activities							
Grants, Subsidies and Contributions	11	686,271	152,643	154,974	2,330	2%	
Proceeds from Disposal of Assets	8	32,000	0	35,000	35,000		▲
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(241,131)	(21,182)	(22,611)	(1,429)	(7%)	
Infrastructure Assets	13	(864,211)	(191,796)	(86,130)	105,666	55%	▲
Plant and Equipment	13	(170,000)	0	(160,000)	(160,000)		▼
Furniture and Equipment	13	0	0	0	0		
Amount attributable to investing activities		(557,071)	(60,334)	(78,767)			
Financing Activities							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0		
Transfer from Reserves	7	152,210	152,210	0	(152,210)	(100%)	▼
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(71,146)	(20,482)	(20,482)	0	0%	
Transfer to Reserves	7	(280,515)	(4,653)	(4,653)	0	0%	
Amount attributable to financing activities		(199,451)	127,075	(25,135)			
Closing Funding Surplus (Deficit)	3	(0)	1,650,707	1,383,487	(267,220)	(16%)	▼

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.

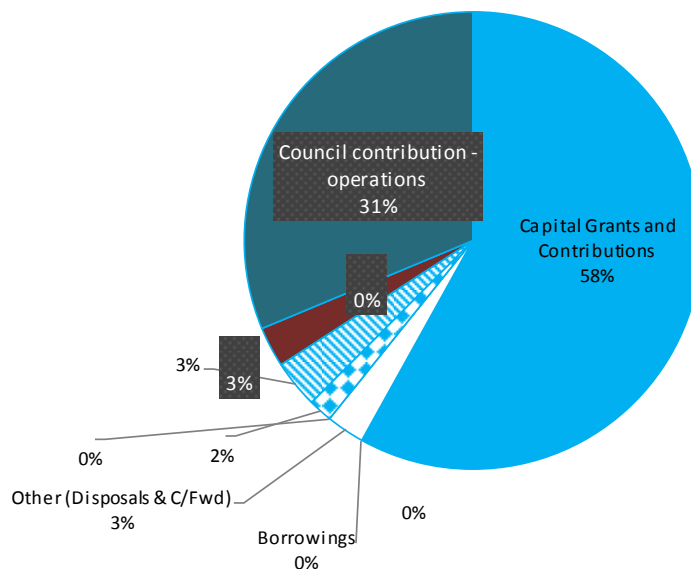
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF CUBALLING
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
 For the Period Ended 31 October 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	21,182	241,131	22,611	1,429
Infrastructure Assets	13	0	0	191,796	864,211	86,130	(105,666)
Plant and Equipment	13	0	0	0	170,000	160,000	160,000
Capital Expenditure Totals		0	0	212,978	1,275,342	268,740	55,763
Capital acquisitions funded by:							
Capital Grants and Contributions				121,851	686,271	154,974	
Borrowings				0	0	0	
Other (Disposals & C/Fwd)				0	32,000	35,000	
Council contribution - Cash Backed Reserves				0	93,695	0	
Plant and Equipment Reserve				0	0	0	
Administration Building and Office Equipment Reserve				0	19,985	0	
Housing Reserve				0	40,000	0	
Recreation and Community Facility Reserve				0	0	0	
Refuse Site Reserve				0	33,710	0	
Grain Freight Reserve				0	0	0	
Equestrian Reserve				0	0	0	
Council contribution - operations				91,127	369,681	78,767	
Capital Funding Total				212,978	1,181,647	268,740	

Budgeted Capital Acquisitions Funding



SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 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 October 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.

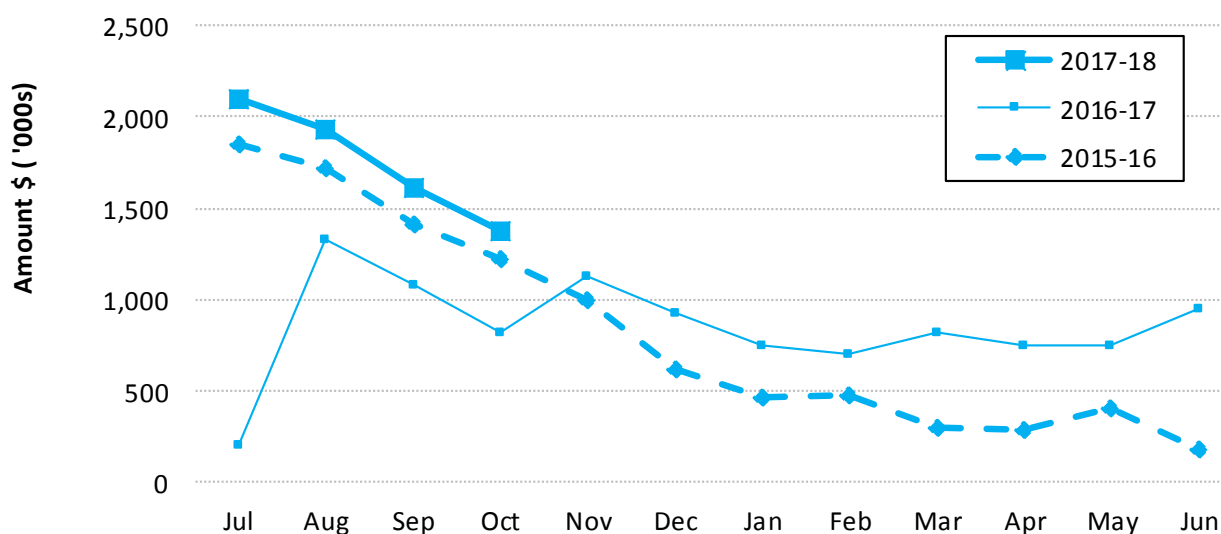
Reporting Program	Var. \$	Var. %	V	Timing/ Permane	Explanation of Variance
Operating Revenues	\$	%			
General Purpose Funding	(2,930)	(0%)			No material variance. Profit on asset disposal runs through this account, will be moved to correct place (Roller, \$35,000) once Asset Register is updated. Permanent difference due to an incorrectly paid account that was reimbursed for
Governance	37,653	45191%	▲	Timing	\$2,659.80.
Law, Order and Public Safety	(8,571)	(41%)		Timing	(\$6,875).
Health	40	13%	▼		No material variance.
Housing	60	4%			No material variance.
Community Amenities	1,154	2%			No material variance.
Recreation and Culture	27,054	308%	▲		Dryandra Equestrian contribution invoices put in as operating instead of Capital. Permanent difference due to changes in Main Roads Direct Grant from budgetd \$99,902 to \$57,535. Budgeted to receive in July, not yet received.
Transport	(77,578)	(53%)	▼		LGIS Broking refund paid, not budgeted.
Economic Services	939	7%		Permanent	Private Works income slightly under Budget, diesel fuel rebate not yet claimed.
Other Property and Services	5,652	6%		Timing	
Operating Expense					
General Purpose Funding	3,079	15%	▲	Timing	Legal Fees invoice posted, not yet allocated out to Rates accounts.
Governance	8,955	14%	▲	Timing	Computer upgrades budgeted and not yet completed (\$3,382). Depreciation not yet run.
Law, Order and Public Safety	27,319	53%	▲	Timing	Vehicle maintenance under budget, depreciation not yet run.
Health	3,801	23%	▲		EHO Salary under budget.
Education & Welfare	36	1%			No material variance.
Housing	3,755	20%	▲	Timing	No maintenance work conducted at CEO house, depreciation not yet run.
Community Amenities	12,321	12%	▲	Timing	Local Planning strategy has not yet had any expenses against it (\$3,375 expected). Tip Maintenance costs slightly under budget. Depreciation not yet run.
Recreation and Culture	18,840	21%	▲	Timing	Depreciation not yet run.
Transport	172,579	23%	▲	Timing	Road Maintenance is over budget. Depreciation not yet run (\$180,317).
Economic Services	15,422	28%	▲	Timing	Building expenses less than budgeted. Tourism expenses less than budgeted as Event signs have not yet gone ahead. Community Functions under budget, with further expenses expected in coming months.
Other Property and Services	161,871	118%	▲	Timing	Private Works expenditure under budget, plant costs under budget with further expenditure expected as vehicle licences are corrected in the coming months. Protective clothing not yet expended (\$5,000) and depreciation not yet run.
Capital Revenues					
Grants, Subsidies and Contributions	2,330	2%		Timing	Final contributions to Dryandra Equestrian Centre Weather Shelter were expected to be invoiced by the end of July, this will happened in October as the project is fully acquitted.
Proceeds from Disposal of Assets	35,000		▲		No material variance.
Capital Expenses					
Land and Buildings	(1,429)	(7%)		Timing	No material variance Capital works program has been delayed by the road clearing permits. Work is expected to be completed in coming months.
Infrastructure - Roads	158,686	65%	▲		
Plant and Equipment	10,000	6%		Permanent	Saving in total cost of Roller replacement.
Furniture and Equipment	0				No material variance
Financing					
Loan Principal	0	0%			No material variance

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

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	This Time Last Year	Current
	Note	30 June 2017	30 Oct 2016	31 Oct 2017
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	814,001	1,027,203	1,148,158
Cash Restricted	11	0	0	0
Cash Reserves	4	1,292,509	1,308,821	1,297,163
Receivables - Rates	6	65,448	339,581	181,595
Receivables - Other	6	57,907	14,784	52,909
Interest / ATO Receivable/Trust		0	23,112	11,410
Inventories		7,262	3,619	7,262
		2,237,126	2,717,120	2,698,497
Less: Current Liabilities				
Payables and Provisions		(36,751)	(77,000)	(17,848)
		(36,751)	(77,000)	(17,848)
Less: Cash Reserves	7	(1,292,509)	(1,308,821)	(1,297,163)
Net Current Funding Position		907,867	1,331,299	1,383,487

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.

FAGS Allocation in 16/17 there was a 50% Advance of 17/18 payments in June 2017

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

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	57,728			57,728	CBA	0.00%	At Call
Investment Account	1,127,333			1,127,333	CBA	1.25%	At Call
Trust Bank Account			22,771	22,771	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) Term Deposits							
Reserves Term Deposit 1		430,721		430,721	CBA	1.77%	01-Dec-17
Reserves Term Deposit 2		432,191		432,191	CBA	2.05%	04-Dec-17
Reserves Term Deposit 3		431,347		431,347	CBA	2.11%	30-Nov-17
Total	1,185,761	1,297,163	22,771	2,505,695			

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 October 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	

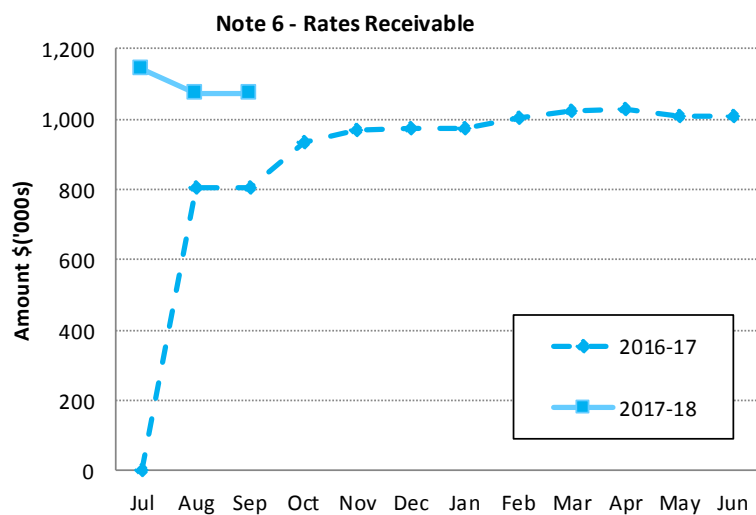
SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2017

Note 6: Receivables

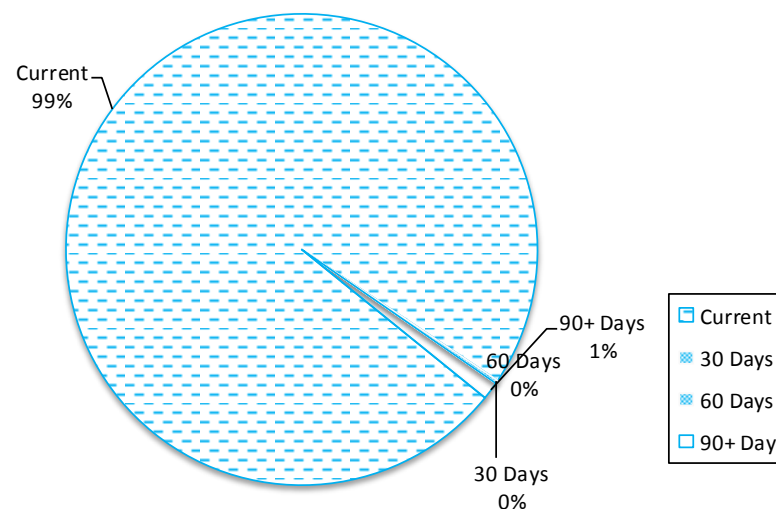
Receivables - Rates Receivable	31 Oct 2017	30 June 2017
	\$	\$
Opening Arrears Previous Years	70,590	47,139
Levied this year	1,072,125	1,031,115
Less Collections to date	(1,072,124)	(1,007,664)
Equals Current Outstanding	70,590	70,590
Net Rates Collectable	70,590	70,590
% Collected	93.82%	93.45%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	52,141	120	0	648	52,909
Balance per Trial Balance					
Sundry Debtors					52,909
Receivables - Other					11,410
Total Receivables General Outstanding					64,319

Amounts shown above include GST (where applicable)



Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables Rates

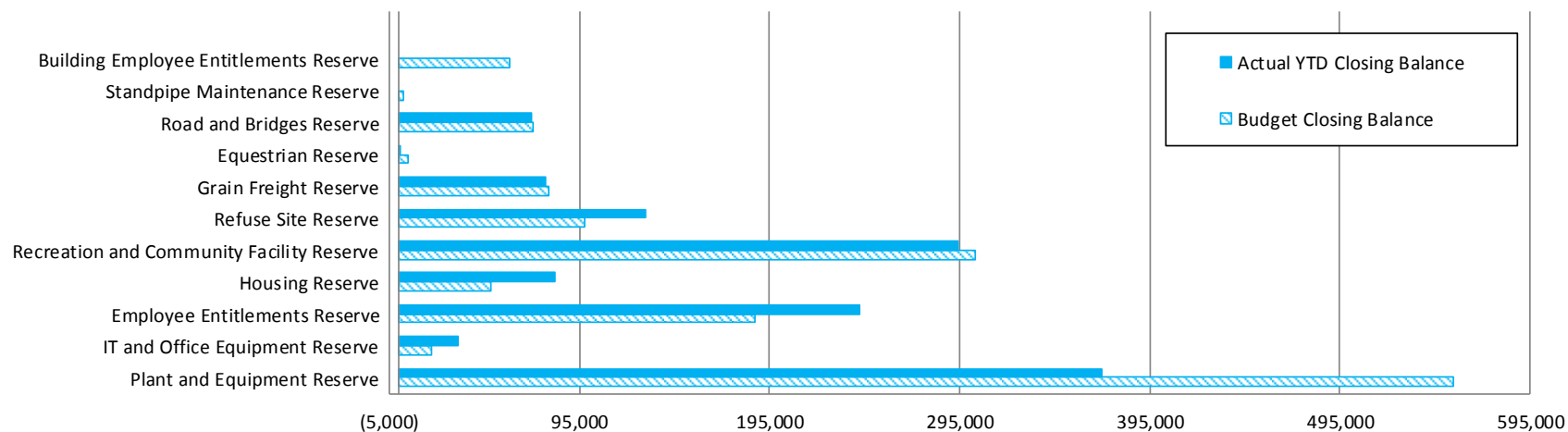
Rates Issue Date - 4 August 2016
 Discount Period Ends - 25 August 2016
 Rates Due - 8 September 2016

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 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	368,717	5,719	1,327	180,000	0	0	0	554,436	370,045
IT and Office Equipment Reserve	31,339	486	113	5,000	0	(19,985)	0	16,840	31,452
Employee Entitlements Reserve	241,665	3,750	870	0	0	(58,515)	0	186,900	242,535
Housing Reserve	81,720	1,267	294	5,000	0	(40,000)	0	47,987	82,015
Recreation and Community Facility Reserve	293,306	4,548	1,056	5,000	0	0	0	302,854	294,362
Refuse Site Reserve	129,255	1,952	465	0	0	(33,710)	0	97,497	129,720
Grain Freight Reserve	77,219	1,196	278	0	0	0	0	78,415	77,497
Equestrian Reserve	26	8	0	5,000	0	0	0	5,034	26
Road and Bridges Reserve	69,261	1,074	249	0	0	0	0	70,335	69,510
Standpipe Maintenance Reserve	0	0	0	2,000	0	0	0	2,000	0
Building Employee Entitlements Reserve	0	0	0	58,515	0	0	0	58,515	0
	1,292,509	20,000	4,653	260,515	0	(152,210)	0	1,420,814	1,297,162

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 October 2017

Note 8: Disposal of Assets

Asset Number	Asset Description	YTD Actual				Amended Budget			
		Net Book Value	Proceeds	Profit Loss	(Loss)	Net Book Value	Proceeds	Profit Loss	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and Equipment								
10,054	CN151 Multipac Mutli Tyre Roller	47,254	35,000		(12,254)	20,137	32,000	11,863	
		47,254	35,000	0	(12,254)	20,137	32,000	11,863	0

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 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
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV	7.0866	166	2,138,942	151,578	0	0	151,578	151,578	0	0	151,578
UV	0.7142	186	103,070,000	736,126	0	0	736,126	736,126	0	0	736,126
Sub-Totals		352	105,208,942	887,704	0	0	887,704	887,704	0	0	887,704
Minimum Payment	\$										
GRV	690.00	161	805,991	111,090	0	0	111,090	111,090	0	0	111,090
UV	900.00	158	14,017,700	142,200	0	0	142,200	142,200	0	0	142,200
Sub-Totals		319	14,823,691	253,290	0	0	253,290	253,290	0	0	253,290
		671	120,032,633	1,140,994	0	0	1,140,994	1,140,994	0	0	1,140,994
Discount							(68,854)				(70,000)
Write Off							(15)				0
Amount from General Rates							1,072,125				1,070,994
Ex-Gratia Rates							0				0
Specified Area Rates							0				0
Totals							1,072,125				1,070,994

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 October 2017

Note 10: Information on Borrowings

(a) Debenture Repayments

Particulars	Loan Date	Years	Principal at 1/07/2017	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
					Amended		Amended		Amended	
					Actual	Budget	Actual	Budget	Actual	Budget
				\$	\$	\$	\$	\$	\$	
Transport										
Loan 62 - Loader	11/08/2008	10	34,109		8,317	34,109	25,792	0	569	1,434
Loan 63 - Graders	7/02/2014	8	187,681		12,165	37,037	175,516	150,644	2,692	7,534
			221,790	0	20,482	71,146	201,308	150,644	3,261	8,968

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 October 2017

Note 11: Grants and Contributions

	Grant Provider	Type	Opening Balance (a)	Budget Operating	Capital	YTD Budget	Annual Budget (d)	Post Variations (e)	Expected (d)+(e)	YTD Actual Revenue	
				\$	\$	\$				\$	
General Purpose Funding											
	Grants Commission - General	WALGGC	Operating	0	292,191	0	0	292,191	292,191	65,009	
	Grants Commission - Roads	WALGGC	Operating	0	174,657	0	0	174,657	174,657	36,915	
Law, Order and Public Safety											
	DFES Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Operating	0	20,625	0	0	20,625	20,625	10,875	
Recreation and Culture											
	Grants - Kidsport	Dept. of Communities	Operating	0	0	0	0	0	0	0	
	DREC Weather Shelter	R4R, Lotterywest, Contributions	Non-operating	0	0	26,369	26,369	26,369	26,369	28,699	
	Yornaning Dam Upgrades		Non-operating	0	0	34,723	0	34,723	34,723	0	
Transport											
	Direct Grant - Main Roads	Main Roads WA	Operating	0	99,902	0	99,902	99,902	99,902	57,535	
	Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	243,253	0	243,253	243,253	0	
	RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	381,926	95,482	381,926	381,926	126,275	
Economic Services											
	Youth Day Grant	Dept. of Communities	Operating	0	1,000	0	0	1,000	1,000	0	
	Volunteer Day Grant	Dept. of Communities	Operating	0	1,000	0	0	1,000	1,000	1,000	
	Kid's Day Go for 2&5	Healthways	Operating	0	0	0	0	0	0	2,500	
	Seniors Day Grant	Dept. of Communities	Operating	0	0	0	0	0	0	1,000	
TOTALS				0	589,375	686,271	221,753	1,275,646	0	1,275,646	326,308
SUMMARY											
	Operating	Operating Grants, Subsidies and Contributions		0	588,375	0	99,902	588,375	0	588,375	171,334
	Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	0	0	0	0	0	0	
	Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	686,271	121,851	686,271	0	686,271	154,974
TOTALS				0	588,375	686,271	221,753	1,274,646	0	1,274,646	326,308

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 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 Oct 2017
	\$	\$	\$	\$
Bonds - Building	6,889	0	0	6,889
Bonds - Hall Hire	1,150	0	0	1,150
Badmington Club	20	0	0	20
Commodine Tennis Club	2,990	0	0	2,990
Cuballing Country Festival	1,099	0	0	1,099
Cuballing Cricket Club	200	0	0	200
Yornaning Dam	0	0	0	0
Cuballing Football Association	566	0	0	566
Environment and Townscape Trust Fund	6,362	0	0	6,362
Police Licensing	1,573	73,953	(72,732)	2,794
Swipe Cards	1,605	0	0	1,605
Reimbursements	320	240	(240)	320
	22,774	74,193	(72,972)	23,995










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

Note 13: Capital Acquisitions

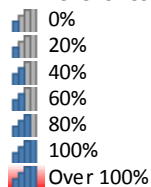
Assets	Account	YTD Actual			Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
 <i>Level of completion indicator, please see table at the end of this note for further detail.</i>								
Land & Buildings								
Recreation And Culture								
 Building Renewal - Cuballing Town Hall	11048	0	0	0	(10,190)	0	0	C162
 Building Renewal - Cuballing CWA Hall	11048	0	0	0	(6,090)	0	0	C164
 Building Renewal - Cuballing Memorial Park	11230	0	0	0	(52,948)	0	0	C176
 Building Renewal - Cuballing Recreation Centre	11230	0	0	0	(9,985)	0	0	C165
 Building Renewal - Yornaning Dam	11230	0	0	0	(80,951)	0	0	C187
 DREC Weather Shelter	11310	(22,384)	0	(22,384)	(21,182)	(21,182)	(1,202)	Final works from 2016/17
Recreation And Culture Total		(22,384)	0	(22,384)	(181,346)	(21,182)	(1,202)	
Community Amenities								
Cuballing Transfer Station	10742	0	0	(227)	(28,711)	0	(227)	J601
Cuballing Transfer Station	10742	0	0	0	(31,074)	0	0	C158
Community Amenities Total		0	0	(227)	(59,785)	0	(227)	
Land & Buildings Total		(22,384)	0	(22,611)	(241,131)	(21,182)	(1,429)	
Other Infrastructure								
Economic Services								
Standpipe Upgrades	13605	0	0	(3,326)	(7,356)	0	(3,326)	
Economic Services Total		0	0	(3,326)	(7,356)	0	(3,326)	
Other Infrastructure Total		0	0	(3,326)	(7,356)	0	(3,326)	
Plant , Equip. & Vehicles								
Transport								
Multipac Roller	12405	0	0	(160,000)	(170,000)	0	(160,000)	Budget - purchase Aug
Transport Total		0	0	(160,000)	(170,000)	0	(160,000)	
Plant , Equip. & Vehicles Total		0	0	(160,000)	(170,000)	0	(160,000)	

Roads

Transport

	RRG - Wandering Narrogin Road 16/17	12115	(42,475)	0	(1,151)	(140,072)	(42,475)	41,324	J600
	RRG - Wandering Narrogin Road	12115	(92,819)	0	(44,906)	(324,865)	(92,819)	47,912	R129
	RRG - Stratherne Road	12115	0	0	(30,971)	(148,664)	0	(30,971)	R001
	R2R - Popanyinning West Road Widening	12120	(4,354)	0	(5,218)	(169,721)	(4,354)	(864)	R002
	R2R - Popanyinning West Road Reseal	12120	0	(3,656)	0	(40,418)	(3,656)	3,656	R002C
	R2R - Yornaning West Road Reseal	12120	0	0	0	(15,239)	0	0	R005A
	R2R - Cuballing East Road Reseals	12120	0	0	0	(5,080)	0	0	R006
	R2R - Victoria Road Reseal	12120	0	(48,492)	(557)	(12,796)	(48,492)	47,935	R122
Transport Total			(139,648)	(52,148)	(82,804)	(856,855)	(191,796)	108,992	
	Roads Total		(139,648)	(52,148)	(82,804)	(856,855)	(191,796)	108,992	
Capital Expenditure Total			(162,032)	(52,148)	(268,740)	(1,267,986)	(212,978)	(52,437)	

Level of Completion Indicators



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

9.1.3 Capital Purchase: Cuballing Fire Station Ablution Facility

Applicant: N/A
File Ref. : ADM83/ADM214
Disclosure of Interest: Nil
Date: 7th November 2017
Author: Tonya Williams, Deputy CEO
Attachments: Nil

Summary

Council is to consider approving out of Budget expenditure for the addition of an ablution facility at the Cuballing Fire Station as part of a DFES Capital Grant.

Background

During Budget deliberations, Shire staff applied for a Capital Grant from the Department of Fire and Emergency Services to construct an ablution facility at the Cuballing Fire Station. It was believed that this grant was unsuccessful and not included in the 2017/18 Budget.

Comment

Staff worked with DFES to ensure the facility would meet necessary requirements and were offered feedback based on other facilities DFES has funded in other Shires. Based on these discussions, staff submitted an application for a company to supply to ablution block and to sub contract out other works as needed to local suppliers.

Staff supplied quotes to DFES as part of the grant application, the successful option is outlined below.

Supply of 4 Toilets and disabled facility	\$49,170
Plumber	\$20,889
Electrician	\$4,510
Building Licence and Septic Tank	\$1,012
Earthworks	Shire in kind
Delivery	Shire in kind
Contingency	\$2,200
TOTAL	\$77,781

The total expenditure covered by the grant is \$77,781 (GST inclusive).

The provision of this toilet block will improve facilities for volunteer fire fighters.

Strategic Implications – Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications

The purchase of this facility will have income from the Department of Fire and Emergency Services that covers \$77,781 of the expected expenditure. As part of the application some costs were to be provided in kind by the Shire, this expenditure will need to be reallocated in the Budget.

Economic Implication – Nil

Environmental Considerations – Nil

Consultation

Department of Fire and Emergency Services
Chief Bushfire Control Officer

Options

Council may resolve:

1. the Officer's Recommendation;
2. to not proceed with the building of ablution facilities at the Cuballing Fire Shed.

Voting Requirements – Absolute Majority

COUNCIL DECISION – 2017/117:

That Council approve out of Budget expenditure to construct an ablution facility at the Cuballing Fire Station in accordance with the Department of Fire and Emergency Services Capital Grant application up to an amount of \$80,000 excluding GST.

Moved: Cr Ballantyne

Seconded: Cr Dowling

Carried 4/0

9.2 CHIEF EXECUTIVE OFFICER:

9.2.1 Appointment of Dual Fire Control Officers

Applicant:	N/A
File Ref. No:	ADM081
Disclosure of Interest:	Nil
Date:	31 st October 2017
Author:	Gary Sherry
Attachments:	Nil

Summary

Council is to consider the appointment of the Bush Fire Control Officers of the neighbouring Shire of Williams to act as Bush Fire Control Officers in the Shire of Cuballing if required.

Background

The Shire of Cuballing considers annually the appointment of locally based Bush Fire Control Officers recommended by the Bush Fire Advisory Committee.

For the efficiency of bush fire responses in areas near to the boundary of local governments, Shires have in the past formally appoint as fire control officers of their neighbouring Shire to act in an emergency if local fire control officers are unavailable or delayed in attending an emergency.

The current appointed Dual Fire Control Officers are:

- Rodney Leonard Shaddick Shire of Pingelly
- Robert Alexander Kirk Shire of Pingelly
- Alan William Parsons Shire of Pingelly
- Anthony Turton Shire of Pingelly
- Andrew Augustin Marshall Shire of Pingelly
- Steve Rose Shire of Wickepin
- Trevor Leeson Shire of Wickepin
- Roger Butler Shire of Wickepin
- Richard Chadwick Shire of Narrogin
- Barry Hardie Shire of Narrogin

Comment

The Shire of Williams has advised the Shire of Cuballing that:

- Phillip Martin; and
- Stuart Rintoul

are the Fire Control Officers of the Shire of Williams who could serve as Dual Fire Control Officers in the Shire of Cuballing.

Strategic Implications – Nil

Statutory Environment

Bush Fires Act 1954

38. Local government may appoint Bush Fire Control Officer

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
- (2)
 - (a) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.
 - (b) *[deleted]*
 - (c) The local government shall fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer within one month after the vacancy occurs and if the local government fails or neglects to do so within that time, the Authority may by notice in writing require the local government to appoint a person to the vacant office within one month after service on it of such notice.
 - (d) Where a local government that has been served with a notice pursuant to paragraph (c) fails or neglects to comply with the requirements of that notice, the Authority may appoint a person to the vacant office.
 - (e) A bushfire control officer appointed under the provisions of this section shall be issued with a certificate of appointment by the local government or, if he is appointed by the Authority, by the Authority.
- (3) The local government may, in respect to bush fire control officers appointed under the provisions of this section, exercise so far as they can be made applicable the same powers as it may exercise in respect to its other officers, under the provisions of the Acts under which those other officers are appointed.
- (4) A bushfire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for
 - (a) carrying out normal brigade activities;
 - (b) *[deleted]*
 - (c) *[deleted]*
 - (d) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of Part III;
 - (e) procuring the due observance by all persons of the provision of Part III.
- (5)
 - (a) A local government may issue directions to a bush fire control officer appointed by the local government, or to an officer of a bush fire brigade registered by the local government to burn, subject to the provisions of this Act, bush on, or at the margins of, streets, roads, and ways, under the care, control and management of the local government.
 - (b) The bush fire control officer, or officer of the bush fire brigade, may by authority of any directions so issued carry out the directions but subject to the provisions of this Act.
 - (c) The provisions of this subsection are not in derogation of those of subsection (4).

Policy Implications – Nil

Financial Implications – Nil

Economic Implication – Nil

Environmental Considerations – Nil

Consultation

The Shires of Wickepin, Pingelly and Narrogin have provided their nominated Bush Fire Control Officers.

Options

Council may resolve:

1. the Officer's Recommendation;
2. an amended resolution with different appointments; or
3. to not appoint one or all proposed Dual Fire Control Officers.

Voting Requirements – Simple Majority

COUNCIL DECISION – 2017/118:

That Council appoint the following persons as Fire Control Officers for the Shire of Cuballing for the 2017/18 bush fire season:

- | | | |
|----|-------------------|----------------|
| 1. | Shire of Williams | Phillip Martin |
| 2. | Shire of Williams | Stuart Rintoul |

Moved: Cr Ballantyne

Seconded: Cr Dowling

Carried 4/0

9.2.2 Code of Conduct

Applicant:	N/A
File Ref. No:	ADM
Disclosure of Interest:	Nil
Date:	2 nd November 2017
Author:	Gary Sherry
Attachments:	9.2.2A Code of Conduct – Adopted April 2008 9.2.2B draft Code of Conduct

Summary

Council is to consider adoption of a revised Code of Conduct for Councillors, Committee Members and Employees.

Background

The Shire of Cuballing's Code of Conduct was last reviewed by Council in 2008. This Code of Conduct accurately follows the WALGA Model Code of Conduct. A copy of the existing Code of Conduct is included at Attachment 9.2.2A.

Comment

Section 5.103 of the Local Government Act requires every local government to adopt a Code of Conduct which is to be observed by Councillors, Committee Members and Employees. It is appropriate that the Code of Conduct be reviewed from time to time and with the recent Council election and given the document has not been reviewed for nine years, it is now appropriate to undertake a review.

While there have been few issues surrounding the application of the Code of Conduct across the organisation, there has been a recent increased focus on the ethics of the behaviour of local government Councillors and staff.

A Code of Conduct may be called upon from time to time to review behaviour and the Code should align with applicable legislation and Council Policy to produce transparent and accountable governance in the organisation.

Matters adequately dealt with under the Code of Conduct include:

1. Conflict and Disclosure of Interest;
2. Personal Benefit;
3. Conduct of Councillors and Staff; and
4. Dealing with Council Policy

The draft Code of Conduct, included at Attachment 9.2.2B broadly follows the WALGA Model Code of Conduct. The draft Code of Conduct differs from the WALGA Model Code through the:

- addition of a Forward from the Shire President that links the Code of Conduct to the values of the Shire of Cuballing;
- removal of sections of the Local Government Act and regulations that were quoted verbatim. These sections included the role of staff and the administrative definition and processes of declaring an interest and accepting gifts. Councillors and staff are required to abide with legislation and regulation. Councillors, staff and the public can be provided with this specific information upon request;

- addition of a section on the role of Council as a whole. This section focuses on the leadership role of Council and the adoption of working under a “Board of Directors” style of management;
- additional of a section on the declaration of impartiality interests. While not legislated, declaration of Impartiality interests are important for ensuring the transparency of Council decision making and operations;
- addition of a section on the relationships between Councillors and staff that focuses on the respect required to achieve effective teamwork;

The areas of significant difference are highlighted in red print in Attachment 9.2.2B.

Strategic Implications

The Code of Conduct is an important tool used to operate a local government organisation in an open and transparent way. A Code of Conduct is a legislative requirement applicable to local government in Western Australia.

Statutory Environment

Local Government Act 1995, Section 5.103 and Local Government (Rules of Conduct) Regulations 2007.

Policy Implications – Nil

Financial Implications – Nil

Economic Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

Options

Council may resolve:

1. the Officer’s Recommendation;
2. to adopt the Officer’s Recommendation with amendments to the draft Code of Conduct;
3. to defer and request staff provided an amended draft Code of Conduct for future consideration.

Voting Requirements – Simple Majority

COUNCIL DECISION – 2017/119:

That Council adopt the draft Code of Conduct for Councillors, Committee Members and Employees included at Attachment 9.2.2B.

Moved: Cr Ballantyne

Seconded: Cr Newman

Carried 4/0



SHIRE OF CUBUALLING

CODE OF CONDUCT

FOR

**COUNCIL MEMBERS,
COMMITTEE MEMBERS &
STAFF**

Adopted April 2008

PREAMBLE

The Model Code of Conduct provides Council Members, Committee Members and staff in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Model Code is complementary to the principles adopted in the Local Government Act and regulations which incorporates four fundamental aims to result in:

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

The Code provides a guide and a basis of expectations for Council Members, Committee Members and staff. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

STATUTORY ENVIRONMENT

The Model Code of Conduct observes statutory requirements of the Local Government Act 1995 (S 5.103 – Codes of Conduct) and Local Government (Administration) Regulations 1996 (Regs 34B and 34C).

RULES OF CONDUCT

Council Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the Local Government Act 1995 and Local Government (Rules of Conduct) Regulations 2007.

1. ROLES

1.1 Role of Council Member

The primary role of a Council Member is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Council Member's public life.

The Role of Council Members as set out in S 2.10 of the Local Government Act 1995 follows :

A Councillor —

- (a) Represents the interests of electors, ratepayers and residents of the district;*
- (b) provides leadership and guidance to the community in the district;*
- (c) facilitates communication between the community and the council;*
- (d) participates in the local government's decision-making processes at council and committee meetings; and*
- (e) performs such other functions as are given to a Councillor by this Act or any other written law."*

A Council Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of

conduct from its elected representatives. In fulfilling the various roles, Council Members activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Council Members and on Local Governments.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

1.2 Role of Staff

The role of staff is determined by the functions of the CEO as set out in S 5.41 of the Local Government Act 1995 : –

The CEO's functions are to —

- (a) *advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) *ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) *cause council decisions to be implemented;*
- (d) *manage the day to day operations of the local government;*
- (e) *liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- (f) *speak on behalf of the local government if the mayor or president agrees;*
- (g) *be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);*
- (h) *ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) *perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO."*

1.3 Role of Council

The Role of the Council is in accordance with S 2.7 of the Local Government Act 1995:

(1) *The council —*

- (a) *directs and controls the local government's affairs; and*
- (b) *is responsible for the performance of the local government's functions.*

(2) *Without limiting subsection (1), the council is to —*

- (a) *oversee the allocation of the local government's finances and resources; and*
- (b) *determine the local government's policies."*

1.4 Relationships between Council Members and Staff

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Council Members and staff have a mutual respect and co-operate with each other to achieve the Council's corporate goals and

implement the Council's strategies. To achieve that position, Council Members need to observe their statutory obligations which include, but are not limited to, the following:

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility.

2. CONFLICT AND DISCLOSURE OF INTEREST

2.1 Conflict of Interest

- (a) Council Members, Committee Members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Council Members, Committee Members and staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the local government area or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
- (d) Council Members, Committee Members and staff who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (e) Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

2.2 Financial Interest

Council Members, Committee Members and staff will adopt the principles of disclosure of financial interest as contained within the Local Government Act.

2.3 Disclosure of Interest

Definition :

In this clause, and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996 –

“interest” means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- (a) A person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person is required to disclose the nature of the interest –
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the meeting immediately before the matter is discussed.

- (b) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter –
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the time the advice is given.

- (c) A requirement described under items (a) and (b) exclude an interest referred to in S 5.60 of the Local Government Act 1995.

- (d) A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if –
 - (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
 - (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.

- (e) If a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then –
 - (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.

- (f) If –

- (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
 - (ii) a disclosure is made as described in item (d)(ii) at a meeting; or
 - (iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting,
- the nature of the interest is to be recorded in the minutes of the meeting.

3. PERSONAL BENEFIT

3.1 Use of Confidential Information

Council Members, Committee Members and staff will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm or detriment to any person or organisation.

3.2 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

3.3 Improper or Undue Influence

Council Members and staff will not take advantage of their position to improperly influence other Council Members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

3.4 Gifts

Definitions :

In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996 –

“activity involving a local government discretion” means an activity –

- (a) that cannot be undertaken without an authorisation from the local government; or*
- (b) by way of a commercial dealing with the local government;*

“gift” has the meaning given to that term in S 5.82(4) except that it does not include –

- (a) a gift from a relative as defined in S 5.74(1); or*
- (b) a gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or*
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;*

“notifiable gift”, in relation to a person who is an employee, means –

- (a) a gift worth between \$50 and \$300; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;*

“prohibited gift”, in relation to a person who is an employee, means –

- (a) *a gift worth \$300 or more; or*
- (b) *a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.*

- (a) A person who is an employee is to refrain from accepting a prohibited gift from a person who –
 - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.

- (b) A person who is an employee and who accepts a notifiable gift from a person who –
 - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion,notify the CEO, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.

- (c) The notification of the acceptance of a notifiable gift must be in writing and include –
 - (i) the name of the person who gave the gift; and
 - (ii) the date on which the gift was accepted; and
 - (iii) a description, and the estimated value, of the gift; and
 - (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - (v) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition) –
 - (1) a description; and
 - (2) the estimated value; and
 - (3) the date of acceptance,of each other gift accepted within the 6 month period.

- (d) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).

- (e) This clause does not apply to gifts received from a relative (as defined in S 5.74(1) of the Local Government Act) or an electoral gift (to which other disclosure provisions apply).

- (f) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the CEO, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

4. CONDUCT OF COUNCIL MEMBERS, COMMITTEE MEMBERS AND STAFF

4.1 Personal Behaviour

- (a) Council Members, Committee Members and staff will:
 - (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
 - (ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;

- (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
 - (iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
 - (v) always act in accordance with their obligation of fidelity to the Local Government.
- (b) Council Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

4.2 Honesty and Integrity

Council Members, Committee Members and staff will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the Mayor/President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.
- (c) be frank and honest in their official dealing with each other.

4.3 Performance of Duties

- (a) While on duty, staff will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.
- (b) Council Members and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Council Members and Committee Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

4.4 Compliance with Lawful Orders

- (a) Council Members, Committee Members and staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution can not be achieved, with the Chief Executive Officer.
- (b) Council Members, Committee Members and staff will give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

4.5 Administrative and Management Practices

Council Members, Committee Members and staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

4.6 Corporate Obligations

(a) Standard of Dress

Council Members, Committee Members and staff are expected to comply with neat and responsible dress standards at all times. Accordingly:

- (i) Council Members and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Local Government in an official capacity.
- (ii) Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual staff.

(b) Communication and Public Relations

- (i) All aspects of communication by staff (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.
- (ii) As a representative of the community, Council Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Council Members should acknowledge that:
 - as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
 - information of a confidential nature ought not be communicated until it is no longer treated as confidential;
 - information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
 - information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.
- (iii) Committee Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

4.7 Appointments to Committees

As part of their representative role Council Members are often asked to represent the Council on external organisations. It is important that Council Members :

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation.

5. DEALING WITH COUNCIL PROPERTY

5.1 Use of Local Government Resources

Council Members and staff will:

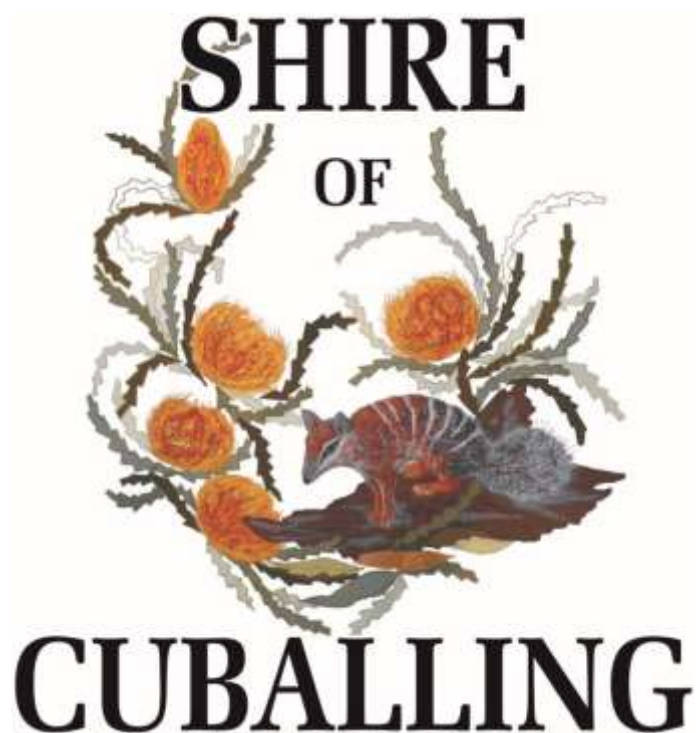
- (a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Local Government resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the Local Government's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

5.2 Travelling and Sustenance Expenses

Council Members, Committee Members and staff will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy and the provisions of the Local Government Act.

5.3 Access to Information

- (a) Staff will ensure that Council Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.
- (b) Council Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.



**CODE OF CONDUCT
FOR COUNCILLORS, COMMITTEE
MEMBERS AND STAFF**

Adopted:

Foreword

A Message from the Shire President

The Council first reviewed a Code of Conduct for Councillors, Committee Members and Staff of the Shire of Cuballing in April 1997. This was subsequently reviewed in 2000, 2004, 2005 and 2008.

A Code of Conduct is a requirement of Section 5.103 of the Local Government Act 1995 and Local Government (Rules of Conduct) Regulations 2007.

This Code has been prepared using the requirements of the Act and also the Western Australian Local Government Association's Model Code of Conduct as a guide.

Our aim is to ensure that Councillors and Employees understand the minimum acceptable standards of conduct in the carrying out of their duties.

I believe that this Code of Conduct will assist Councillors, Committee Members and Employees ensure that our core values of Transparency, Honesty, Respect, Dedication, Proactivity and Cohesiveness are achieved.

It is intended that the Code of Conduct be an effective system of self-regulation to carry out all local government functions with appropriate governance within the Shire of Cuballing.

I therefore commend the Code of Conduct to all Councillors, Committee Members and Employees in our organisation's quest to maintain the highest possible standards of professional conduct.

Mark Conley
SHIRE PRESIDENT

November 2017

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PREAMBLE

This Code of Conduct provides Councillors, committee members and staff in the Shire of Cuballing with consistent guidelines for a minimum standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in our Local Government.

The Code encourages a commitment to ethical and professional behaviour.

The Code complements the “General “Principles” guiding the behaviour of Councillors as prescribed in the Local Government (Rules of Conduct) Regulations 2007 being:

- (a) Act with reasonable care and diligence;
- (b) Act with honesty and integrity;
- (c) Act lawfully;
- (d) Avoid damage to the reputation of the local government;
- (e) Be open and accountable to the public;
- (f) Base decisions on relevant and factually correct information;
- (g) Treat others with respect and fairness; and
- (h) Not be impaired by mind affecting substances.

Councillors also acknowledge that they will abide by the “Rules of Conduct” as prescribed in the Local Government (Rules of Conduct) Regulations 2007.

Role of the Council

In addition to those roles prescribed by the Local Government Act 1995, the Council will adopt the principle of working under a “Board of Directors” style of management. This means Council will focus on:

- Policy setting and review;
- Strategic direction & priority setting;
- Allocation of resources; and
- Establishing and monitoring financial and performance indicators.

Council will not involve itself in the day-to-day management of the Shire’s operations.

Role of Councillors

The role of a Councillor is as follows:

- (a) Represent the interests of all electors, ratepayers and residents of the District.
- (b) Provide leadership and guidance to the community in the District.
- (c) Facilitate communication between the community and the Council.
- (d) Participate in the Local Government’s decision-making processes at Council and Committee Meetings.
- (e) Perform such other functions as are given to a Councillor by the Local Government Act 1995 or any other written law.

This means that a Councillor’s primary role is to represent the community, and the effective translation of the community’s needs and aspirations into a direction and future for the Shire of Cuballing.

A Councillor is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives.

In fulfilling the various roles, Councillors' activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community.
- achieving sound financial management and accountability in relation to the Local Government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Councillors and on Local Governments.

1. CONFLICT AND DISCLOSURE OF INTEREST

1.1 Conflict of Interest

- (a) Councillors, committee members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire of Cuballing, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Councillors and Staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the Shire of Cuballing or which may be in conflict with the Council's functions (other than purchasing the principal place of residence).
- (d) Councillors and Staff who exercise recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (e) Staff will refrain from partisan political activities during working hours or which relate directly to their role in the Shire of Cuballing, which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

1.2 Financial and Proximity Interest

Councillors, committee members and staff will adopt the principles of disclosure of financial and proximity interest as contained within the Local Government Act.

1.3 Disclosure of Interest

- (a) Councillors, committee members and appropriate staff will disclose, in a written return or at the relevant meeting, the interests which might be in conflict with their public or professional duties.
- (b) Whenever disclosure is required, recommended in this Code, or otherwise seems appropriate, it will be made promptly, fully and in writing within the register provided.

1.4 Impartiality Interest

Councillors, committee members and staff will adopt the principles of disclosure of an interest that may affect impartiality as contained within the Local Government (Administration) Regulations. In this regard Councillors, committee Councillors and staff are to disclose any interest that he or she has in any matter to be discussed at a Council or Committee meeting:

- (a) That they will be attending;
- (b) That they have given or will give advice; and
- (c) Immediately before the matter is discussed or at the time advice is given and be recorded in the Minutes of the meeting.

and this disclosure is to be recorded in the minutes of that meeting.

2. PERSONAL BENEFIT

2.1 Use of Confidential Information

Councillors, committee members and staff will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.

2.2 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire of Cuballing upon its creation unless otherwise agreed by separate contract with the Shire.

2.3 Improper or Undue Influence

Councillors, committee members and staff will not take advantage of their position to improperly influence other Councillors or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

2.4 Gifts and Bribery

- (a) Councillors, committee members and staff will not seek or accept (directly or indirectly) from any person or body, any immediate or future gift, reward or benefit (other than gifts of a token kind, or moderate acts of hospitality) for themselves or for any other person or body who is undertaking, or likely to undertake, business:

- that requires the person to obtain any authorisation from the local government;
- by way of contract between the person and the local government; or

- by way of providing any service to the local government.
- (b) If any gift, reward or benefit is offered or gifts of a token kind accepted, disclosure will be made promptly (within 10 days) and fully in writing to the Chief Executive Officer who will record such gifts in the Gift Register.
- (c) For the purpose of paragraph (a), a token gift or moderate act of hospitality for Councillors shall have a minimum value of \$50 and a maximum value of \$300, provided that multiple token gifts and hospitality from one person or body in the same calendar year shall not exceed these amounts in aggregate.
- (d) For the purpose of paragraph (a), a token gift or moderate act of hospitality for staff shall have a minimum value of \$0 and a maximum value of \$50 for gifts and \$100 for moderate acts of hospitality, provided that multiple token gifts and hospitality from one person or body in the same calendar year shall not exceed these amounts in aggregate.
- (e) Acceptance of gifts valued (individually or collectively) for more than \$300 are strictly prohibited for Councillors, committee Councillors or staff.

3. CONDUCT OF COUNCILLORS AND STAFF

3.1 Personal Behaviour

- (a) Councillors and staff will:
 - act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
 - perform their duties impartially and in the best interests of the Shire of Cuballing uninfluenced by fear or favour;
 - act in good faith (ie honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire of Cuballing and the community;
 - make no allegations which are improper or derogatory (unless true and in public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
 - always act in accordance with their obligation of fidelity to the Shire of Cuballing.
- (b) Councillors will represent and promote the interests of the Shire of Cuballing, while recognising their special duty to their own constituents.

3.2 Honesty and Integrity

Councillors, committee members and staff will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the President any dishonesty or possible dishonesty on the part of any other member or the Chief Executive Officer, and in the case of an employee to the Chief Executive Officer.

- (c) be frank, honest and tactful in their official dealing with each other.

3.3 Performance of Duties

- (a) While on duty, staff will give their whole time and attention to the Shire of Cuballing's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire of Cuballing.
- (b) Councillors and committee members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Councillors will be as informed as possible about the functions of the Council, and treat all Councillors of the community honestly and fairly.

3.4 Compliance with Lawful Orders

- (a) Councillors, committee members and Staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution can not be achieved, with the Chief Executive Officer.
- (b) Councillors, committee members and Staff will give effect to the lawful decisions of Council, Committee Meetings and policies of the Shire of Cuballing, whether or not they agree with or approve of them.

3.5 Administrative and Management Practices

Councillors and staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

3.6 Corporate Obligations

- (a) Standard of Dress

Councillors and Staff are expected to comply with neat and respectable dress standards at all times.

Management reserves the right to the right to adopt policies relating to corporate dress and raise the issue of dress with individual staff.

- (b) Communication and Public Relations

- (i) **The Shire President and the Chief Executive Officer (or their delegated nominees) are the only people authorised to represent the views of the Council or the Shire to the media.**

- (ii) All aspects of communication by staff (including verbal, written or person), involving the Shire's activities should reflect the status and objectives of the Shire of Cuballing. Communications should be accurate, polite and professional.

- (iii) As a representative of the community Councillors need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council.

In doing so Councillors should acknowledge that:

- as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council and Councillors will publicly support Council's decisions even if they are contrary to their own personal views;
- information of a confidential nature ought not be communicated until it is no longer treated as confidential;
- information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
- information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

3.7 Relationships between Councillors and Staff

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other Councillors or staff. That teamwork will only occur if Councillors and staff have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. **To achieve that position:**

(a) Councillors need to:

- accept that their role is a leadership, not a management, operational or administrative one;
- acknowledge that they have no capacity to individually direct Councillors or staff to carry out particular functions;
- refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility.

(b) Staff need to:

- accept that their role is a management, operational or administrative one;
- acknowledge that they will not show bias towards individual Councillors or act in any manner that may suggest an absence of impartiality;
- refrain from publicly criticising Councillors or decisions of Council in a way that casts aspersions on their competence and credibility.

3.8 Appointments to External Committees

As part of their representative role Councillors are often asked to represent the Council on external organisations. It is important that Councillors:

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation.

4. DEALING WITH COUNCIL PROPERTY

4.1 Use of Local Government Resources

Councillors and staff will:

- (a) be scrupulously honest in their use of the Shire of Cuballing's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the Shire of Cuballing's resources or equipment (including the services of Council staff) for private purposes other than when supplied as part of a contract of employment or when hired for the relevant fee as a member of the public in accordance with Council Policy.

4.2 Travelling and Sustenance Expenses

Councillors and staff will only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the Shire of Cuballing in accordance with Council policy and the provisions of the Local Government Act.

4.3 Access to Information

- (a) Staff will ensure that Councillors are given access to all information necessary for them to properly perform their functions and comply with their responsibilities as Councillors.
- (b) Councillors will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

9.2.3 *The Cuby News Advertising*

Applicant: N/A
File Ref. No: ADM220
Disclosure of Interest: Nil
Date: 7th November 2017
Author: Gary Sherry
Attachments: Nil

Summary

Council is to consider the permitting of and setting charges for advertising in *The Cuby News Newsletter* and establishing a community funding stream for the proceeds of any charges for this funding.

Background

The *Cuby News* was initially started as a two page community newsletter prepared and printed by Council staff on a monthly basis.

From 2013 the *Cuby News* was prepared by Ms Deb Hopper on behalf of the Popanyinning Progress Association (PPA). By 2017 the *Cuby News* had grown to a 20 page newsletter with one colour page. Council staff printed and distributed the *Cuby News* through the local Cuballing and Popanyinning post offices and makes the publication available on the Shire of Cuballing website.

From 2013 advertising was progressively included in the newsletter. This advertising provided publicity for locally available services and products. The PPA collected the revenue from advertising for providing their community services.

In September 2017 Ms Hopper advised she was ceasing the preparation of the *Cuby News* and that nobody in the PPA was willing to take on the considerable task involved of the preparation. The October 2017 edition was the last prepared by Ms Hopper.

To ensure continuity of product, Council staff prepared a 14 page edition of *The Cuby News* distributed in November 2017. Council's Community Development Officer, Ms Michelle Atwell, prepared this edition of *The Cuby News* as part of her paid employment. A number of local contributors assisted by providing copy for inclusion.

Comment

The Cuby News provides local news and information for Shire of Cuballing residents. *The Cuby News* is provided across the Shire and is one of the few local activities that focuses on the entirety of the Shire of Cuballing. In assisting to meet Council's Strategic Community Plan's social goals, it is important that *The Cuby News* continues in some format.

The extension to allow advertising in *The Cuby News* is desirable to allow advertising and notices of interest to local residents. It is expected that advertisers will include:

- local businesses seeking to advertise;
- businesses from outside the Shire of Cuballing seeking to advertise products and services available commercially;
- community groups located in the Shire of Cuballing or providing services into the Shire of Cuballing seeking to promote their activities conducted with the Shire of Cuballing to local residents;

- community groups located outside the Shire of Cuballing seeking to promote their fund raising activities; or
- government departments, politicians and non-profit groups willing to pay to have their publicity material and public notices published in the Shire of Cuballing.

By charging for all advertising in *The Cuby News*, Council does not need to consider questions of fairness and equity in access to a Shire produced activity. All those who wish to advertise can do so by paying the Council set charge.

The proposed charges for advertising in *The Cuby News* are:

- Full page \$30
- Half Page \$15
- Quarter Page \$8
- Shire of Cuballing located non-profit community group discount is half the cost for each category.

These charges are broadly similar to those charges of other community newsletters in the region.

The Shire of Cuballing located non-profit community groups that would be eligible for a -profit community group discount for advertising include:

- sporting clubs like the Cuballing Cricket and Tennis clubs;
- community groups like the PPA and Cuballing bootscooters;
- community groups who have local volunteers.

Having the Shire charging for advertising in *The Cuby News* is permitted under the local government act, but does require public notice and a Council decision. Normally these charges would be included with the Shire budget. To commence charging mid year, Council must set the fees and locally advertise the proposed charges and the commencement date.

Strategic Implications

The Shire of Cuballing Strategic Community Plan 2017–2027 identifies the following Goals and Strategies:

SOCIAL – Our Community, Neighbourhoods, Recreation and Culture.

Goals

- A vibrant community, enjoying access to a wide range of quality arts and cultural activities.

	Strategy	Outcome
1.1	Create a vibrant social environment that is accessible and inclusive for all ages and abilities.	The community feel welcome involved and connected to each other.
1.3	Encourage and support volunteers and community groups.	Active and growing volunteer and community groups.
1.4	Facilitate improved access to health and welfare programs and education opportunities.	The community has access to a broad range of improving health and welfare programs and education opportunities.
1.5	Provide and promote sport, recreation and leisure facilities and programs.	A variety of accessible sport and recreation opportunities and activities.

	Strategy	Outcome
1.6	Support local arts and cultural activities.	A variety of arts and cultural activities can be pursued by locals

ECONOMY – Our Economy, Infrastructure, Systems and Services.

Goals

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

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

Statutory Environment

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 —
- providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
 - supplying a service or carrying out work at the request of a person;
 - subject to section 5.94, providing information from local government records;
 - receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
 - supplying goods;
 - such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
- imposed* during a financial year; and
 - 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 —

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

Policy Implications

It is proposed that Council will consider a future policy of the allocation of revenue received through the sale of advertising in the *The Cuby News*.

Financial Implications

Currently the Shire of Cuballing has printed 330 copies of the *Cuby News* each month. This has an estimated printing cost of \$0.39 per issue or approximately \$128.70 per month.

Currently this cost is absorbed into Council's administration printing costs and not separately accounted for.

Indirect costs, such as administrative staff time to print, collate and distribute the *Cuby News* is not insignificant but not separately costed or identified. Having Shire staff now complete the preparation of the *The Cuby News* will increase this staff cost.

Economic Implication

The provision of advertising within the locally distributed *The Cuby News* will provide economic assistance through local advertising.

Social Implication

The provision of advertising within the locally distributed *The Cuby News* will provide assistance to local community groups through local advertising.

The provision of advertising within the locally distributed *The Cuby News* will provide local residents with information about the availability of local products and services.

Environmental Considerations – Nil

Consultation – Nil

Options

Council may resolve:

1. the Officer's Recommendation;
2. an amended Officer's Recommendation, giving reasons; or
3. to not:
 - a. have Council prepare, collate, print and distribute The Cuby News newsletter; or
 - b. permit the sale of advertising in the Cuby News newsletter

Voting Requirements – Simple Majority

COUNCIL DECISION – 2017/120:

That Council:

- 1. prepare, collate, print and distribute The Cuby News newsletter on a monthly basis;**
- 2. permit the sale of advertising to be included in The Cuby News newsletter;**
- 3. to charge the following charges to advertise in The Cuby News newsletter:**
 - a. Full page \$30**
 - b. Half Page \$15**
 - c. Quarter Page \$8**
 - d. Shire of Cuballing located non-profit community group discount provides a free Quarter Page advert;**

4. give local public notice of Council's intention to adopt these new charges to advertise in The Cuby News from Monday 27th November 2017;
5. direct staff to provide future consideration of the allocation of the proceeds of sales of advertising in The Cuby News advertising to local community projects.

Moved: Cr Ballantyne

Seconded: Cr Newman

Carried 4/0

10. CONFIDENTIAL MATTERS:

Nil

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

Nil

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

Nil

13. NEXT MEETING

Ordinary Council Meeting, 2.00pm, Thursday 21st December 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 2:39pm.