Shire of Quairading

*Audit and Risk Committee Meeting Minutes*

12th March 2019

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**SHIRE OF QUAIRADING**

Quairading Audit and Risk Council Meeting held on 12th March 2019 commencing at 4.58 pm.

# ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson opened the Meeting at 4.58 pm.

“Before we start our Meeting, I would like to acknowledge that we are meeting on Noongar land and we pay respect to the original custodians…past, present and future and welcome you all here today for this Meeting”.

# ITEM 2 ATTENDANCE AND APOLOGIES

**Councillors**

Cr Haythornthwaite Chairperson

Cr WMF Davies Shire President

Cr LR Brown

Cr J McRae

Cr PD Smith

Cr TJ Stacey

**Council Officers**

Mr GA Fardon Chief Executive Officer

Mr NL Gilfellon Executive Manager of Corporate Services

Mr A Rourke Executive Manager of Works & Services

Mr RM Bleakley IPR/ Strategic Projects Officer

**Observers/Visitor**

Nil.

**Apologies**

Cr B McGuinness Deputy Shire President

**Approved Leave of Absence**

Nil

# ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil.

# ITEM 4 DECLARATIONS OF INTEREST

Councillors to use pro forma declaration of interest handed to Chief Executive Officer prior to meeting or verbal declaration of interest.

* Declarations of Financial Interest – Local Government Act 1995 Section 5.60a
* Declarations of Proximity Interest – Local Government Act 1995 Section 5.60b
* Declarations of Impartiality Interest – Administration Regulations 1996 Section 34c

Nil at this time.

# ITEM 6 STANDING ITEMS – EXTERNAL AUDIT

*Audit & Risk Committee - Terms of Reference 7.6*

The Chairperson received Committee consent to bring forward Item 6.1 to facilitate the telephone meeting with Council’s Auditor Mr Greg Godwin.

## 6.1 Council Meeting with Auditor

The Meeting with Mr Greg Godwin, commenced at 5.02 pm in Council’s Committee Room.

For Councillor’s reference Mr Godwin’s Audit Report and Management Letter were attachments to this Committee Meeting Agenda Papers.

**Statutory Requirements**

##### *Local Government Act 1995*

##### 7.12A. Duties of local government with respect to audits

(1) A local government is to do everything in its power to: -

(a) assist the auditor of the local government to conduct an audit and carry out the auditor’s other duties under this Act in respect of the local government; and

(b) ensure that audits are conducted successfully and expeditiously.

(2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.

(3) A local government must: -

(a) examine an audit report received by the local government; and

(b) determine if any matters raised by the audit report, require action to be taken by the local government; and

(c) ensure that appropriate action is taken in respect of those matters.

(4) A local government must: -

(a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and

(b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.

(5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government’s official website.

**Council Delegated of Authority**

*Delegation F.1 – Audit Committee: Meeting with Auditor*

Council delegates authority and power to the Audit & Risk Committee to meet with the Local Government’s Auditor at least once per year.

Mr Godwin made the following Comments on the Audit Report, Management Letter and the Office of Auditor General auditing Local Governments’ Financials.

**Audit Report**

Mr Godwin stated the Clear Independence of the Auditor from Council and Management.

Mr Godwin confirmed that Council had achieved a Clear (Unqualified) Audit Report

New Paragraph this year – Emphasis of Matter – Basis of Preparation

This includes wording that confirms that Council is not allowed to recognise the Value of Land under Roads.

There is a more detailed paragraph “Responsibilities of the Auditor” in this Year’s Report – this is a requirement of the Auditor General.

In accordance with the Auditor General’s principle of “decluttering”, this year’s Audit Report does not make reference to Adverse Trends or Non Compliance as the Audit Opinion has found no Adverse Trends or Non-Compliance of the Local Government Act by Council.

**Management Letter**

Mr Godwin spoke to each of the presented Ratios with particular focus on the Operating Surplus Ratio which had shown an improvement in the ratio in the past year, whilst still being in the negative.

Mr Godwin expressed comfort in the method of preparation and calculation of each of the ratios.

Councillors queried the reported Adverse Trends and the Target Ratios.

Mr Godwin provided detail on the Ratio Targets of both the Department of Local Government and the higher Ratios of the OAG and the different interpretation of significant adverse trends by the Auditor General.

Moore Stephens take the approach of the overall financial position of the Council and that the Risk must be assessed along with the Ratios.

Mr Godwin advised that the WANDRRA Event and Repairs may still have a skewing effect on the Ratios in the 2018/19 Financials.

The revaluation of Assets and the reassessment of Effective Useful Life and Depreciation Rates will also impact on the Ratios.

Mr Godwin highlighted the issue of Council not having an IT Disaster Recovery Plan and sought details on Council’s intentions on this Matter.

The Chief Executive Officer responded that the need for an IT Disaster Recovery Plan was identified in a recent external IT Audit and that Council had resolved to budget in the 2019/20 year for the preparation of both an IT Strategy and an IT Disaster Recovery Plan.

The CEO commented on the work undertaken with guidance from LGIS on the development of a Business Continuity Plan.

**Office of the Auditor General (OAG)**

Mr Godwin made reference to the First Report by the Auditor General to Parliament on the Local Government Financial Audits conducted for the 2017/2018 Year. A copy will be circulated to all Councillors by the CEO.

In their first year, the OAG audited 46 local governments with 42 Local Governments’ Audit having been completed by the 1st March 2019.

2 Audit Reports signed off to date were Qualified Audit Reports

The full take up of Local Governments will be done by 2020/2021.

The OAG reported that 24 Councils had Adverse Trends.

The Auditor General did not provide any advice to those Councils on how to address the reported Adverse Trends.

Mr Godwin commented that in the Shire of Brookton’s case in this first year, the Auditor General’s Staff were in attendance at the Shire for 2 weeks and such a timeframe in each Council is not sustainable. Additional Audit Staff are being recruited by the OAG.

Currently OAG will audit 10% of Council “in house” and 90% of the Councils will be audited by Contracted Audit Firms such as Moore Stephens.

Discussion ensued on the anticipated significant increase in Audit Costs in the order of 25 to 50% over previous Audit Costs.

Mr Godwin did confirm that Moore Stephens have a current Audit Contract with Council which limits Council’s exposure to the increasing Audit Fees during the term of the Contract.

The Auditor General is requiring that there be 2 Meetings between the Auditor and the Audit & Risk Committee each year.

Firstly, the Pre Audit Meeting held prior to the Interim Audit Visit.

The CEO commented that the Interim Audit is scheduled for the 8th – 10th May 2019

Provisional date for the Pre-Audit Meeting is Monday 6th May 2019

The Audit Strategy document will be circulated by Moore Stephens, once it is finalised.

There will be a mandatory Exit meeting with the Audit & Risk Committee as part of the Final Audit Visit of the year.

Areas of more Audit attention required by the OAG include: -

* More detailed Audit on Journal entries
* Interest Earned on Trust Funds
* Valuations (Consistency of Approach) especially in regard to Restricted Use Land

Further comments on: -

Additional Audit Costs incurred in some Councils, due to the Council Financial Statements not being ready for the Audit.

Additional Costs also due Audit Partners having to prepare for the additional Meetings.

5.48pm

There being no further discussions with Council’s Auditor, Mr Godwin, the telephone meeting concluded.

The Committee returned to the Council Chambers.

# ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

## 5.1 Confirmation of Minutes – 11th December 2018

**RECOMMENDATION AR14-18/19**

**MOVED Cr Stacey SECONDED Cr Davies**

That the Minutes of the Audit & Risk Committee Meeting held on the 11th December 2018 be confirmed as a true and accurate record. (Attached)

**RECOMMENDATION CARRIED 6/0**

## 5.2 Business Arising

The Chief Executive Officer provided a brief report on the in house Procurement Training provided by WALGA in January with all Staff in attendance benefitting from the Course and implementing many new templates and processes.

# ITEM 6 STANDING ITEMS – EXTERNAL AUDIT (CONTINUED)

## 6.2 **Responses to Audit Management Letter**

|  |  |
| --- | --- |
| **Meeting Date** | 12th March 2019 |
| **Responsible Officer** | CEO Graeme Fardon |
| **Reporting Officer** | EMCS Nathan Gilfellon |
| **Attachments** | 6.2.1 2018 Management Report |
| **Owner/Applicant** | Shire of Quairading |
| **Disclosure of Interest** | Nil. |

**OFFICER RECOMMENDATION**

**That the Audit and Risk Committee Recommend to Council that: -**

**Council consider the strategies presented in their preparation of the 2019/20 Annual Budget.**

**VOTING REQUIREMENTS –** Simple Majority

**RECOMMENDATION: AR15-18/19**

**MOVED Cr Davies SECONDED Cr Smith**

That the Audit and Risk Committee Recommend to Council that: -

Council consider the Strategies (but not limited to), as presented in the Report, in the preparation of the 2019/20 Annual Budget.

**RECOMMENDATION CARRIED 6/0**

**IN BRIEF**

* The Management Letter received by the Auditor, highlighted the Operating Ratio and the lack of a Disaster Recovery Program as key issues arising from the Audit.
* Staff have listed strategies for Council to consider in the next Annual Budget process.

**MATTER FOR CONSIDERATION**

Issues raised in the 2018 Management Letter and Strategies to be considered in the next Annual Budget.

**BACKGROUND**

In the Audit and Risk Committee Terms of Reference 7.7 External Audit (g), the Audit and Risk Committee is to review the report to the Chief Executive Officer and Management’s response to the External Auditor’s findings and recommendations.

On the 10th December 2018 Shire Auditor Greg Godwin presented his Audit Report and Management Letter to Shire President Wayne Davies and a copy to Chief Executive Officer.

**STATUTORY ENVIRONMENT**

Local Government Act 1995 Section 7.12A (2) & (3).

**POLICY IMPLICATIONS**

Audit and Risk Committee Terms of Reference 7.7 External Audit (h), the Audit and Risk Committee is to review the report to the Chief Executive Officer and management’s response to the External auditor’s findings and recommendations.

**FINANCIAL IMPLICATIONS**

No direct financial implications, however each strategy will have an impact on future years if undertaken.

**STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027**

**Governance Objective: Strong governance and community engagement**

| **Item** | **Outcomes and Strategies** |
| --- | --- |
| G1 | Robust Integrated Planning and Reporting (IPR) |
| G1.1 | Continual improvement in IPR, transparency and accountability |

**COMMUNITY CONSULTATION**

N/A

**RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.**

Financial – Risk Matrix Rating is considered as Low Risk. Strategies identified are to improve the financial position of the Shire.

Health – Risk Matrix Rating is considered as Low Risk.

Reputation – Risk Matrix Rating is considered as Low Risk.

Operation – Risk Matrix Rating considered Low Risk. Some strategies may have an impact on operations if undertaken.

Natural Environment – Risk Matrix Rating is considered as Low Risk.

**COMMENT**

Following the Audit of the 2017/18 Financial Statements and the issues raised in the Auditor’s Management Letter, Executive Staff have prepared the below strategies for consideration by the Committee and Council.

**Operating Surplus**

1. Council to explore business activities but only where a robust business plan has been developed with a view to maximise returns.
2. Council to explore operating grants that fund their current operations and in regard to services that are funded by operating grants, that these services only be delivered in line with their funding.
3. Council set a rate increase at a percentage above the ‘business as usual’ rate with a view of decreasing the operational deficit.
4. Council to charge full cost recovery on Fees and Charges where considered fair and equitable.
5. Council will only consider subsidies and concessions where there are sound and consistent reasons to do so.
6. Council to review current accounting and payroll procedures to allocate and budget employee costs to capital works where able to in regards to the AASB Standards.

Noted that a review of the Employee on Costs is undertaken each year.

1. Council to review current services and service levels of operations with a view to reduce services in order to achieve operational savings.
2. Council to focus on capital projects and capital grants that reduce operating expenditure or create operational efficiencies.
3. Council improve year to date budgeting and budget monitoring processes to better understand and manage operational trends.
4. Council not to use Debt unless to create income producing assets.
5. Greater Control on Debt Recovery

It is to be noted that while the operating surplus is currently in the negative, it has improved on the previous year. Also to be noted is a large decrease in the Valuation of the Roads that will decrease depreciation, decrease operating expenses and will have a large impact on the Financial Ratios.

**Disaster Recovery Program**

Council has already identified a need for a Disaster Recovery Program as part of the Focus Networks IT Audit which is to be presented to Council as a consideration in the 2019/20 budget.

The Chief Executive Officer confirmed that all Journals are authorised and signed by a Senior Officer prior to them being actioned.

# ITEM 7 STANDING ITEMS – INTERNAL AUDIT

*Audit & Risk Committee - Terms of Reference 7.5*

## 7.1 Statutory Compliance Audit Return

|  |  |
| --- | --- |
| **Meeting Date** | 12th March 2019 |
| **Responsible Officer** | CEO Graeme Fardon |
| **Reporting Officer** | CEO Graeme Fardon |
| **Attachments** | Compliance Audit Return 2018 |
| **Owner/Applicant** | Shire of Quairading |
| **Disclosure of Interest** | Nil. |

**RECOMMENDATION: AR16-18/19**

**MOVED Cr Smith SECONDED Cr Stacey**

That the Audit and Risk Committee recommend to Council that: -

The Statutory Compliance Audit Return for the period 1st January 2018 to 31st December 2018 be adopted by Council.

**RECOMMENDATION CARRIED 6/0**

**IN BRIEF**

* High Level of Compliance observed.
* N/A Responses indicate that the particular Compliance Requirement was not actioned or required during the Year under Review.
* All Audit and Financial Management Compliance was completed within the Statutory timeframes.
* Question 5 of the Integrated Planning Section highlighted the need (as planned by Council) to review all Asset Plans.
* Question 7 of the Integrated Planning Section highlighted the current implementation work being undertaken on the Workforce Plan.

**MATTER FOR CONSIDERATION**

Consideration of the Statutory Compliance Audit Return for the year ended 31st December 2018.

**BACKGROUND**

Council is required to undertake a Compliance Audit, via the Statutory Compliance Return provided by the Department of Local Government each year.

The Chief Executive Officer has completed the Draft Compliance Return for Committee’s consideration and Recommendation to Council.

Compliance Return comprises of Questions in the following Areas of Activity: -

• Commercial Enterprises by Local Governments

• Delegation of Power/Duty

• Disclosure of Interest

• Disposal of Property

• Elections

• Finance

• Integrated Planning and Reporting

• Local Government Employees

• Official Conduct

• Tenders for Providing Good & Services

**STATUTORY ENVIRONMENT**

**Local Government (Audit) Regulations 1996**

**14. Compliance Audits by Local Governments**

(1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.

(2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.

(3A) The local government’s audit committee is to review the compliance audit return and is to report to the council the results of that review.

(3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be: -

(a) presented to the council at a meeting of the council; and

(b) adopted by the council; and

(c) recorded in the minutes of the meeting at which it is adopted.

**15. Compliance Audit Return, Certified Copy of etc. to be given to Executive Director**

1. (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with: -

(a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and

(b) any additional information explaining or qualifying the compliance audit.

1. Is to be submitted to the Executive Director by 31st March next following the period to which the return relates.
2. (2) In this regulation: -

***certified*** in relation to a compliance audit return means signed by: -

(a) the mayor or president; and

(b) the CEO.

**POLICY IMPLICATIONS**

N/A.

**FINANCIAL IMPLICATIONS**

Nil - Financial implications in 2018/19, as Statutory Compliance Return has been completed internally and online by the Chief Executive Officer following a review of Council’s Processes and Practices for the 2018 Calendar Year.

The Statutory Compliance Return is to be presented to the Audit & Risk Committee and then Report by Recommendation to Council at the March 2019 Ordinary Council Meeting.

Council is required to submit the Signed (Shire President and Chief Executive Officer) Statutory Compliance Return and relevant Council Minutes to the Director General of the Department of Local Government by the 31st March 2019.

**STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027**

**Governance Objective: Strong governance and community engagement**

| **Item** | **Outcomes and Strategies** |
| --- | --- |
| G1 | Robust Integrated Planning and Reporting (IPR) |
| G1.1 | Continual improvement in IPR, transparency and accountability |
| G4 | Sound Organisation |
| G4.1 | Maintain sustainability ratios at or above basic level |
| G4.2 | Increase non-rates revenue generation |
| G4.3 | Ensure optimum organisational capacity and efficiency |

**COMMUNITY CONSULTATION**

N/A

**RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.**

Financial - Risk Matrix Rating is assessed as Low. Risk is mitigated through ongoing review and monitoring of Council’s Management & Compliance Procedures and Processes.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low.

Operation – Risk Matrix Rating is assessed as Low. Compliance undertaken as part of Council’s day to day operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

**COMMENT**

The Chief Executive Officer has reviewed the organisation’s Procedures, Processes and Actions for the 2018 Calendar Year and prepared the Statutory Compliance Return for consideration by the Audit & Risk Committee and Recommendation to Council.

# ITEM 8 STANDING ITEMS – FINANCIAL REPORTING

## 8.1 WANDRRA

The Report on the Outstanding WANDRRA Claims as at the 28th February 2019 were noted and the Chief Executive Officer provided further information on the finalisation of the on ground Works on this Project.

## 8.2 Medical Practice Comparison Report

|  |  |
| --- | --- |
| **Meeting Date** | 12th March 2019 |
| **Responsible Officer** | EMCS Nathan Gilfellon |
| **Reporting Officer** | EMCS Nathan Gilfellon |
| **Attachments** | 8.2.1 Medical Practice Long Term Financial and Patient Number Comparison |
| **Owner/Applicant** | Shire of Quairading |
| **Disclosure of Interest** | Nil. |

**OFFICER RECOMMENDATION**

**That the Risk and Audit Committee Recommend to Council that: -**

**The Medical Practice Financial Statements and Patient Visitation Data (with historical data and trends) be received.**

**VOTING REQUIREMENTS** – Simple Majority

**RECOMMENDATION: AR17-18/19**

**MOVED Cr McRae SECONDED Cr Brown**

That the Risk and Audit Committee Recommend to Council that: -

1. The Medical Practice Financial Statements and Patient Visitation Data (with historical data and trends) be received, and

2. The Findings contained in the Report be incorporated into the negotiation process for a new Contract.

**RECOMMENDATION CARRIED 6/0**

**Reason for Variation to Officer’s Recommendation**

Inclusion of Findings in the Report in future Contract negotiations.

**IN BRIEF**

* Council owns and operates the Quairading Medical Practice.
* GP Clinical Services are provided under a Contract Arrangement.
* Council’s provide an Annual Budget Provisions for the Operation of the Medical Practice.
* Council receives all Revenue associated with the Medical Practice.
* The six (6) monthly reviews by the Audit and Risk Committee will ensure an additional level of scrutiny and a process to monitor trends.
* Financial and Patient Visitation Information beyond the last 3.5 years have been added to provide greater context to the trends.
* The patient’s figures have been included to add additional information.

**MATTER FOR CONSIDERATION**

Medical Practice Financial and Patient Visitation Number Comparisons for the last four (4) financial years and the first six months of the 2018/19 year.

**BACKGROUND**

At the February 2018 Ordinary Meeting, Council directed that the Deputy Chief Executive Officer provide the Audit and Risk Committee with detailed financial records on the Medical Practice income and expenditure on a six (6) monthly basis for the last 3 years.

The analysis is designed to identify any noticeable trends for the Medical Practice and strategies that could be utilised to reduce Council’s financial exposure and risk in this Activity Area.

In the December 2018 Audit and Risk Meeting, the dates of reporting have been shifted to the closest Committee meeting after the end of each six-month period.

**STATUTORY ENVIRONMENT**

Nil.

**POLICY IMPLICATIONS**

Nil.

**FINANCIAL IMPLICATIONS**

Council has budgeted for an Operating Shortfall of $165,000. This Shortfall is funded through Council’s General Revenue.

The Operating Shortfall as at 31st December 2018 is $129,592.

The Budget Review Process in February and March has identified a projected reduction of $36K in the Budgeted Operating Expenditure but also a larger projected reduction in Operating Income (Government Grants & Subsidies of $72.5K and Consultation Fees of $16.5K).

**STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027**

Social Objective: Active, healthy, safe and inclusive community

| **Item** | **Outcomes and Strategies** |
| --- | --- |
| S2 | Healthy community |
| S2.1 | Advocate on behalf of the community for improved access to health |
| S2.2 | Promote public health |

Governance Objective: Strong governance and community engagement

| **Item** | **Outcomes and Strategies** |
| --- | --- |
| G1 | Robust Integrated Planning and Reporting (IPR) |
| G1.1 | Continual improvement in IPR, transparency and accountability |

**COMMUNITY CONSULTATION**

The Medical Practice and Health Services in general was identified as a High Priority in Council’s Community Engagement Process (March 2017).

**RISK ASSESSMENT**

Financial – Risk Matrix Rating is considered as Medium Risk. Risk level assessed due to the withdrawal of various Grant / Subsidy Programs previously included in the Practice Income and the ongoing trend of an increasing Operating Shortfall.

Health – Risk Matrix Rating is considered as Low Risk. Public Health Risk will escalate for the Community if the Medical Practice (with GP’s) is not operating in a sustainable and effective manner.

Reputation – Risk Matrix Rating is considered as Low Risk. Heightened risk identified as Community expectation of a continuing Medical Service in the District is High. Reputational Risk if Medical Practice / GP availability is not maintained.

Operation – Risk Matrix Rating considered Low Risk. Operation of the Medical Practice and GP Contractor Model is incorporated into Council’s operations and budgets. Further Monitoring and Liaising role through Council’s Medical Executive Committee.

Natural Environment – Risk Matrix Rating is considered as Low Risk.

**COMMENT**

There is an increasing trend in the operating shortfall of the Medical Practice evident in the first half of the 2018/19 financial year as shown in the attached Medical Practice Income and Expenditure Long Term Comparison.

The attached patient’s analysis has been extrapolated to a full year based on the year to January figures and shows a decrease in the level of patients and the income received (income achieved includes Consultation fees and Government Grants and Subsidies for operation).

Operating Expenditure has been closely monitored by the Practice Manager/s during the past 6 months and is within Operating Budget.

Practice Nurse has been on Parental Leave for the year to date and correspondingly Practice Nurse Incentive Program (PNIP) income has not been received.

Also included with this Report is the Patient/Income Analysis on a Monthly basis from July 2018 to January 2019. This reflects that the average number of Patients seen per month is 405 Billable Patients (both at the Surgery and the Hospital). The 12-year Average for Patients seen per Month is 475 Patients and 4-year Average is 448 Patients per Month.

Over the 12 years there has been a steady overall population (est.1020 Persons) but with an increasingly Ageing Community and a community with many on Welfare / Pension Benefits.

Further strategies for the future could include longer Consulting hours, but this would need to be discussed in a future GP Model.

To counter the loss of Grants / Incentive Funding, Rural Health West have advised of several Funding Pools which have been recently rebadged or launched and they are being researched to ascertain whether the Practice and Dr Adeleye are eligible for these Income Sources.

These Programs include: -

* General Practice Rural Incentive Payment (GPRIP)
* Practice Incentive Payments (PIP’s)
* Country Health Innovation (CHI)

Note that the Practice Nurse Incentive Program (PNIP) and the GP Rural Incentives Program (GPRIP) will be transitioned to the Workforce Incentive Program effective 1st July 2019. The Medical practice is already registered for the PNIP Stream of this Funding.

## 8.3 March 2019 Budget Review

|  |  |
| --- | --- |
| **Meeting Date** | 12th March 2019 |
| **Responsible Officer** | EMCS Nathan Gilfellon |
| **Reporting Officer** | EMCS Nathan Gilfellon |
| **Attachments** | 8.3.1 March 2019 Budget Review |
| **Owner/Applicant** | Shire of Quairading |
| **Disclosure of Interest** | Nil. |

**OFFICER RECOMMENDATION**

**That the Risk and Audit Committee Recommend to Council that: -**

**That Council adopt the March 2019 Budget Review Report and adopt the Variations to Budget as detailed in attachment 8.3.1 – March 2019 Budget Review.**

**VOTING REQUIREMENTS –** Simple Majority

**RECOMMENDATION: AR18-18/19**

**MOVED Cr Smith SECONDED Cr McRae**

That the Risk and Audit Committee recommend to Council that: -

1. Council adopt the March 2019 Budget Review Report and adopt the Variations to Budget as detailed in attachment 8.3.1 – March 2019 Budget Review, and

2. The authorised Grant re-classification and updated Year to Date figures be incorporated into the Budget Review Report for presentation to Council.

**RECOMMENDATION CARRIED 6/0**

**Reason for Variation to Officer’s Recommendation**

At the request of the Reporting Officer the second Part of the Recommendation was included.

**IN BRIEF**

Following a Budget Review Workshop on the 20th February 2019 the March Budget Review and Budget Variations has been submitted.

**MATTER FOR CONSIDERATION**

Statutory Budget Review Report and Supporting Summary of Major Budget Variations

**BACKGROUND**

Council is required to conduct a Budget Review between 1st January and 31st March each Financial Year and to submit the Review Report and relevant Council Minutes to the Department of Local Government within 30 days of Council’s Determination.

This year Council also undertook a November Budget Review that has reduced the burden to this budget review.

**STATUTORY ENVIRONMENT**

**Local Government Act 1995 Section 6.2**

**Local Government (Financial Management) Regulations 1996**

33A. Review of budget

(1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.

(2A) The review of an annual budget for a financial year must: -

(a) consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and

(b) consider the local government’s financial position as at the date of the review; and

(c) review the outcomes for the end of that financial year that are forecast in the budget.

(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

(3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

\*Absolute majority required.

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

**POLICY IMPLICATIONS**

Nil.

**FINANCIAL IMPLICATIONS**

The Budget Variations are detailed in this report.

These will change the Budgeted closing surplus to $50,432 from the current surplus of $34,327.

**STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027**

Governance Objective: Strong governance and community engagement

| **Item** | **Outcomes and Strategies** |
| --- | --- |
| G1 | Robust Integrated Planning and Reporting (IPR) |
| G1.1 | Continual improvement in IPR, transparency and accountability |
| G4 | Sound Organisation |
| G4.1 | Maintain sustainability ratios at or above basic level |
| G4.2 | Increase non-rates revenue generation |
| G4.3 | Ensure optimum organisational capacity and efficiency |

**COMMUNITY CONSULTATION**

Nil.

**RISK ASSESSMENT**

Financial – Risk Matrix Rating considered Low Risk. Review process mitigates the financial variability (risk) of Council Financial Position as a result of the review of the actual Outcomes of Council’s Operations and Projects undertaken Year to Date.

Health – Risk Matrix Rating considered Low Risk.

Reputation – Risk Matrix Rating considered Low Risk.

Operation – Risk Matrix Rating considered Low Risk. Adopted Review provides for sufficient Funding to enable the continuation of Council’s Activities and Projects.

Natural Environment – Risk Matrix Rating considered Low Risk.

**COMMENT**

An Annual Budget Review is a statutory requirement however, is also part of Best Practice.

Officers conducted two budget workshops, the first with senior officers and the second with Councillors and senior officers in attendance. Variations to the budget have been outlined in the attached budget review report and are now recommended to this Committee.

# ITEM 9 STANDING ITEMS – CONTROLS, SYSTEMS AND PROCEDURES

*No matters for consideration.*

# ITEM 10 STANDING ITEMS – RISK MANAGEMENT REPORTS AND ISSUES

*Audit & Risk Committee - Terms of Reference 7.1, 7.3*

## 10.1 Report on Excess Annual Leave and Long Service Leave

|  |  |
| --- | --- |
| **Meeting Date** | 12th March 2019 |
| **Responsible Officer** | EMCS Nathan Gilfellon |
| **Reporting Officer** | EMCS Nathan Gilfellon |
| **Attachments** | Nil |
| **Owner/Applicant** | Shire of Quairading |
| **Disclosure of Interest** | Nil |

**RESOLUTION: AR19-18/19**

**MOVED CR Davies SECONDED Cr McRae**

That the Audit and Risk Committee Recommend to Council that: -

Council receive the report on the Shire’s Annual Leave and Long Service Leave Liabilities.

**RECOMMENDATION CARRIED 6/0**

**IN BRIEF**

* Information shows the current Annual and Long Service Leave for the 2018/19 Financial Year by Month
* There are no Employees with Excess Leave entitlements.

**MATTER FOR CONSIDERATION**

Report on Excess Annual Leave and Long Service Leave Entitlements and Leave Liabilities.

**BACKGROUND**

Since 2017, Council has requested that excess Annual Leave and Long Service Leave be reported to the Audit and Risk Committee.

The current policy defines excess leave is when the employee has accrued more than 8 week’s paid annual leave.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

Local Government (Long Service Leave Regulations)

*Local Government Industry Award 2010*

Excess Leave is defined as per the Industry Award: -

*“An Employee has an* ***excess leave accrual*** *if the employee has accrued more than 8 week’s paid annual leave”*

**POLICY IMPLICATIONS**

Current Policy: Leave Management Policy (ORG.2)

**FINANCIAL IMPLICATIONS**

Annual and Long Service Leave Reserve Fund Cash Balance as at 31st January 2019 is $200,440 and a Projected Closing Balance as at the 30th June 2019 of $160,373

Current Leave is treated as Accruals in the Annual Budget.

Any prior year Leave entitlements taken by Staff or paid out can be funded from the Annual and Long Service Leave Reserve Fund.

The current Liability for both types of Leave (if all Claimed on 28/2/2019) is calculated at $236,901.

**STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027**

**Governance Objective: Strong governance and community engagement**

| **Item** | **Outcomes and Strategies** |
| --- | --- |
| G1 | Robust Integrated Planning and Reporting (IPR) |
| G1.1 | Continual improvement in IPR, transparency and accountability |

**COMMUNITY CONSULTATION**

N/A

**RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.**

Financial – Risk Matrix Rating is considered as Medium Risk. Financial exposure and therefor Risk escalation, if Leave accruals are not monitored and managed.

Health – Risk Matrix Rating is considered as Low Risk.

Reputation – Risk Matrix Rating is considered as Low Risk.

Operation – Risk Matrix Rating considered Low Risk.

Natural Environment – Risk Matrix Rating is considered as Low Risk.

**COMMENT**

This report has been prepared to inform the Audit and Risk Committee of the current leave liabilities and of any employees who have excess leave and the steps taken to reduce these liabilities.

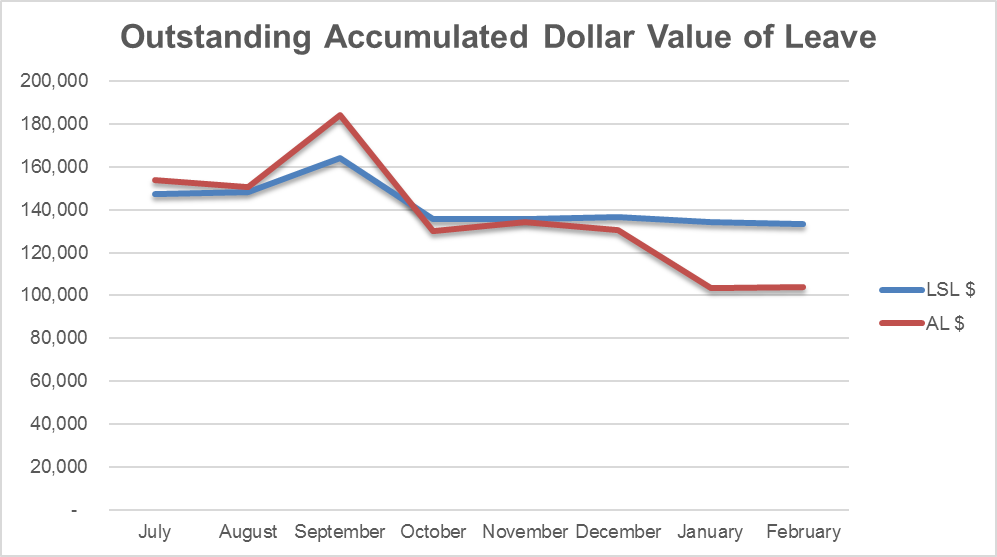
As at the 28th of February 2019 there are no employees with excess annual leave.

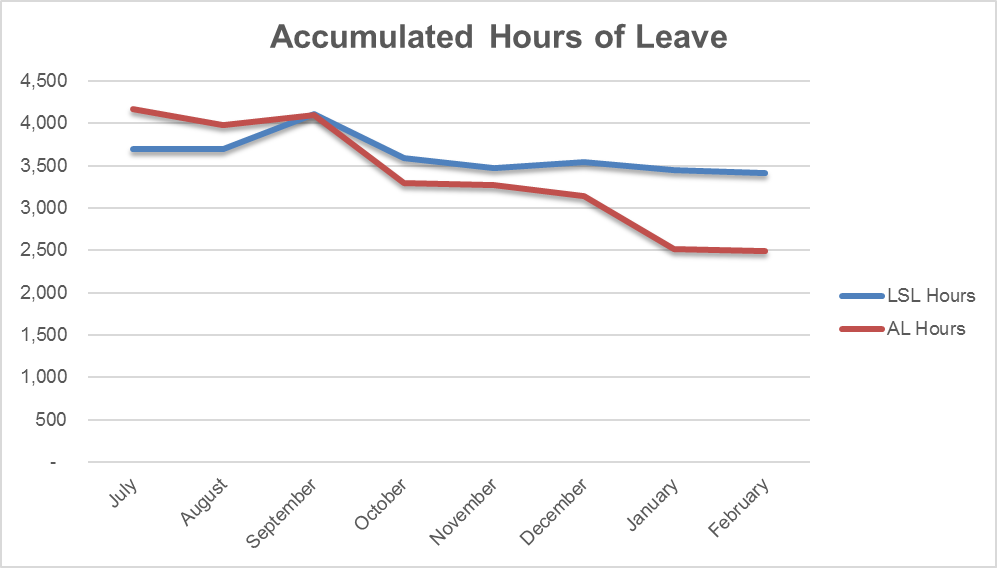
The Chief Executive Officer has approved of One Employee’s Plan to take their Long Service Leave in 3 instalments. There are no further Employees that have reached excess Long Service Leave Liabilities.

During the 2018/19 financial year, there has been a significant reduction of 43% (in Dollar Value) in the Annual Leave Liability through a combination of Retirements and current staff taking accrued Annual Leave.

The Long Service Leave Liability has been reduced by 18% (in Dollar Value) from a high in September 2018.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Staff Leave Entitlement Month by Month | | | | |
|  | **LSL Hours** | **LSL $** | **AL Hours** | **AL $** |
| July | 3,696 | 147,281 | 4,165 | 153,719 |
| August | 3,696 | 148,420 | 3,984 | 150,760 |
| September | 4,113 | 164,099 | 4,093 | 184,068 |
| October | 3,588 | 135,714 | 3,294 | 129,947 |
| November | 3,478 | 135,647 | 3,273 | 134,268 |
| December | 3,538 | 136,792 | 3139 | 130,596 |
| January | 3,454 | 134,336 | 2,521 | 103,514 |
| February | 3,413 | 133,155 | 2,498 | 103,756 |

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# ITEM 11 STANDING ITEMS – OTHER

*Audit & Risk Committee - Terms of Reference 9.2*

## 11.1 Results of Consultation Survey – Community Bus

|  |  |
| --- | --- |
| **Meeting Date** | 12th March 2019 |
| **Responsible Officer** | CEO Graeme Fardon |
| **Reporting Officer** | GPO Sarah Caporn |
| **Attachments** | Community Survey; Results from Survey |
| **Owner/Applicant** | Shire of Quairading |
| **Disclosure of Interest** | Nil. |

**RECOMMENDATION: AR20-18/19**

**MOVED Cr Davies SECONDED Cr Brown**

That the Audit and Risk Committee recommend to Council that: -

1. The Officer’s Report on the Community Bus be received, and

2. Council retain the current Community Bus for a further three years or until it reaches 100,000 Kilometres, and

3. The Hire Rate be reduced to $0.90/km inc. GST (to cover Operating Costs) for a trial period of two years as an initiative to promote greater use of the Community Bus.

**RECOMMENDATION CARRIED 4/2**

**IN BRIEF**

* Current bus was purchased in 2012 and has registered 65,169 kms to date
* 2018/19 Budget allocations including a changeover amount of $108,700 for trading in the current bus on a new model
* A study on the use of the Community Bus over the past four years has been conducted.
* Statistics on use, patronage has been collated and running costs per kilometre determined
* Council requested that a community survey be conducted to gather opinions on the Community Bus
* A community survey has recently conducted with 65 respondents (30 on paper, 35 electronic) to gauge community opinions on the Community Bus.
* Consultation with Sporting Clubs, Community Groups and Organisations was held to determine travel frequency and distance, vehicle source, and numbers
* Findings of the Community Consultation are included in the body of the report
* Feedback from the Community is that:
* There is a need for a community bus;
* Its size is appropriate;
* It needs modifications to make it more aged friendly;
* That the high hire cost of the bus is a deterrent to use the bus.
* Feedback from Clubs, Groups and Organisations is that:
* The cost of hire is too high and there are cheaper options available;
* The size of the bus is too large for smaller clubs;
* Aged friendly / access is an issue;
* Some clubs / organisations have acquired their own vehicles.

**MATTER FOR CONSIDERATION**

The Future of the Community Bus – Immediate and Longer Term.

**BACKGROUND**

Current bus was purchased in 2012 and has registered 65,169 kms to date.

At the time of purchase it had an expected life of 10 years.

***Community Bus Usage***

Life time bus usage is approximately 9,300 km per annum. Usage of the bus has been declining over time. (Documented usage only goes back to November 2016)

The largest user has been the Quairading District High School followed by QARRAS, and Sporting Clubs.

|  |  |  |
| --- | --- | --- |
| **Data from January 2017 – January 2019** | | |
| **User Group** | **Distance Travelled (kms)** | **%** |
| QDHS | 4,981 | 41% |
| QARRAS | 2,235 | 18% |
| Single User | 2,219 | 18% |
| Sporting Clubs | 1,628 | 13% |
| Service & Repairs | 800 | 7% |
| Shire | 414 | 3% |
| **Grand Total** | **12,277** | **100%** |

***Community Bus Financials***

Community Bus was purchased for $116,390 in 2012.

Historical financial data for Community Bus from 2015/16 to 2018/19.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Income** | **Expense  (O & M)** | **Depreciation** | **Total Cost**  **(Exp + Dep)** |
| 15/16 | $8,620 | $3,081 | $3,550 | $6,631 |
| 16/17 | $10,553 | $7,415 | $2,320 | $9,735 |
| 17/18 | $7,143 | $3,108 | $5,909 | $9,017 |
| 18/19[[1]](#footnote-1) | $3,748 | $4,882 | $3,481 | $8,362 |

***Community Bus Running Costs ($/km)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Distance (kms)** | **Running cost (Exc Dep)**  **$/km** | **Running Cost (inc Dep)**  **($/km)** |
| 17/18 | 6,307 | $0.49 | $1.43 |
| 18/19 | 3,548 | $1.38 | $2.36 |
| Average | 4,928 | $0.81 | $1.76 |

Average Running costs ($/km) over the two-year period that mileage statistics have been documented is ***$0.81/km*** ((exc. depreciation) and ***$1.76/km*** (inc depreciation). Figure for 2018/19 appear elevated because it includes annual costs (insurance, licencing) and there has been a significant reduction in hiring of the bus.

***Shire Community Bus Hire Rates and Subsidies***

Shire currently hires the Community Bus at a rate of $1.75/km (inc GST) and inclusive of fuel.

Council provides a Subsidy to Senior Citizens & Youth Centre - Max 500Km / Annum each.

Council provides a Subsidy to School "Moving Forward Program" - 600km.

***Comparison with Other Shires***

Data was collected from three neighbouring Shires.

|  |  |  |  |
| --- | --- | --- | --- |
| **Shire** | **Class** | **Rate** | **+ / - Fuel** |
| Beverley[[2]](#footnote-2) | “Standard” | $1.55 / km | Including Fuel |
|  | "School Age" (50% subsidy) | $0.77 / Km | Including Fuel |
| Bruce Rock | "Resident” | $0.86 / km | Including Fuel |
|  | "Non-Resident” | $1.25 / km | Including Fuel |
| Kellerberrin | “Standard” | $0.60 / km | Excluding Fuel |
|  | “Seniors Groups” | $0.50 / km | Excluding Fuel |
| Quairading | “Standard” | $1.75 / Km | Including Fuel |

Shire of Quairading has the highest hire rates for a Community Bus in the immediate neighbourhood.

**SURVEY RESULTS**

***INDIVIDUAL SURVEYS***

Staff conducted a community survey from 14th February through to 1st March 2019. A total of 66 surveys responses were received: 31 paper surveys were returned, and 35 were received electronically via a Survey Monkey link promoted on social media.

Five (5) Key Questions were asked with an opportunity to provide additional feedback and comments at the end.

***Bus Usage – Frequency***

* 58% of respondents used the Bus less than once a year or never.
* 6% of respondents used the bus on a regular basis (quarterly)

***Need for a Community Bus***

* 97% of respondents believed that the Community Bus was a service that should be provided by the Shire

***Size of Bus***

* 82% of respondents wanted to retain a bus of the existing size

***Importance of Universal Access***

* 95% of respondents indicated that there was a need to address access within the bus
* This is not surprising considering the majority of respondents were in the 50+ and over category.

***Price Structure***

* 84% of the respondents believed the cost of the Bus should be subsidized.

***General Comments***

* Community bus is too expensive to hire
* Have been hiring bus from neighbouring shires because of the high cost.
* Not affordable to local clubs and community groups
* Value of service recognised but too expensive
* Need for better promotion / advertising of the service.

***GROUPS / CLUBS AND INSTITUTIONS***

The following Clubs, Groups and Institutions were interviewed

|  |  |  |
| --- | --- | --- |
| **Institutions** | **Sports Clubs** | **Social Community Groups** |
| P&C QDHS | Football Club | QARRAS |
| Hospital | Quairading Aquatic Club | Curtain Raisers |
| CRC | Hockey | Quairading Youth |
|  | Tennis |  |

***Sporting Clubs***

*Frequency of Travel*

* Seasonal use between 1 to 2 times per month (max 10 time per season)

*Means of Transport*

* Smaller clubs use private vehicles but also hire the Footy Club mini-bus
* Football club has own vehicle but also uses private vehicles.

*Numbers of Passengers*

* Numbers range between 5 and 25

*Distances travelled*

* Majority of travel is Local / Regional (1 – 1½ Hours)
* There are occasional trips to Perth.

*Comments*

* Bus would be used if cheaper
* Size of bus too large for the smaller clubs – hence use of Footy Club mini-bus

***Community Clubs***

*Frequency of Travel*

* Year round use but frequency less
* Quarterly / Annually
* Bus not used by Youth Group currently

*Means of Transport*

* Community Bus
* Occasional rental when numbers exceed seating of Community Bus.

*Numbers of Passengers*

* Numbers range between 5 and 35 (QARRAS)

*Distances travelled*

* Bus is used predominantly for regional travel and to Perth.

*Comments*

* Is used for cultural and social events
* Needs to be more universal friendly
* Needs storage for walker frames ….
* Constraint is the issue of needing a special drivers licence

***Institutions***

*Frequency of Travel*

* Year round
* School and hospital organise travel at least once per month
* CRC once every six months

*Means of Transport*

* Hospital has own vehicle (12 seater) funded through HACC Program
* School (PC) has been renting buses from neighbouring Shires. It has now purchased its own bus
* CRC both uses private vehicles and hires Footy Club Bus. Once a year will use the Community Bus

*Numbers of Passengers*

* Hospital between 5 and 10
* School between 15 and 30
* CRC between 5 and 12

*Distances travelled*

* Travel is a combination of local, regional travel and to Perth.

*Comments*

* Biggest deterrent for the use of the Community Bus has been the high price to hire with cheaper options in neighbouring Shires.
* Bus too large for needs
* Need for a special driver’s licence.

**FURTHER CONSIDERATIONS**

The Quairading DHS P&C has recently purchased a 24 seat bus for the school to use. The P&C have confirmed that the bus will be used exclusively for the school at this time but it may be available to junior sporting clubs and other community groups in the future.

**STATUTORY ENVIRONMENT**

Local Government Act 1995

**POLICY IMPLICATIONS**

Nil.

**FINANCIAL IMPLICATIONS**

The 2018/19 Budget provides the following:

|  |  |  |
| --- | --- | --- |
| 9706 | Purchase Price – New Coaster Bus | $135,700 |
| 7066 | Sale of Current Community Bus (Q458) | $27,000 |
|  | *Changeover Balance* | *$108,700* |
|  | Funding |  |
|  | Amount Allocated from Reserves | $85,000 |
|  | Amount Allocated from Municipal Acct | $23,700 |

**STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027**

This project achieves multiple items within the Shire’s Strategic Community Plan.

| **Item** | **Outcomes and Strategies** |
| --- | --- |
| S1 | Active community |
| S1.1 | Provide facilities and support participation in sport and recreational activities, facilities and clubs |
| S1.2 | Promote increased participation in the social and cultural life of the community |
| B2 | Enhanced and Sustainably Managed Assets and Infrastructure |
| B2.2 | Ensure the provision of community facilities and other built assets takes into account the needs of the community |
| G3 | Community Engagement |
| G3.1 | Provide appealing opportunities for the community to participate in decisions that affect them |

**COMMUNITY CONSULTATION**

A survey was circulated to the community through a postal drop off and through social media and Survey Monkey.

Short interviews were conducted with Sporting Clubs, Community Groups and other local institutions.

Results from these consultations have been included in the body of the report.

**RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.**

Financial - Risk Matrix Rating is assessed as Low. Council budgets for the Operation and Hiring of the Community Bus. Frequency of the Hirings have diminished considerably in the past 2 years whilst many Operating Costs such as Licensing and Insurance are Fixed Costs. Financial Risk for Council will escalate if Council were to purchase a new Bus and still have low patronage and low Hiring Income.

Health – Risk Matrix Rating is considered Low

Reputation – Risk Matrix Rating is considered Low. There is a potential reputational risk, if Council does not review the Hire Rate to promote greater local use of the Community Bus.

Operation – Risk Matrix Rating is considered Low. The Community Bus is established within Council’s operations and Budget.

Natural Environment – Risk Matrix Rating is considered Low.

**COMMENT**

Shire Community Bus is seven (7) years old with only 65,000 kilometres on the clock. The bus is in good condition with low operational and maintenance costs. It should be retained for the next three years and traded in at 100,000 kilometres.

A study on the use of the Community Bus over the past four years has been conducted.

Statistics on use /patronage has been collated and running costs per kilometre determined.

The current rate used by the Shire ($1.75 /Km) is equivalent to full cost recovery @ $1.76 / km verses recovery (exc depreciation) @ $0.81 / km.

Comparisons of fees and charges have been made with neighbouring Shires to determine the competitiveness of the Shire’s Community Bus. The Quairading Community Bus is the most expensive to hire. This is a deterrent for clubs and organisations to hire it.

It is recommended that Council should consider a trial reduction in Hire Rate and subsidize the hire of the bus in an effort to promote greater use of the Bus in the short term.

It is also highlighted that the P&C Bus will only be utilised for School activities (possibly later on for Junior Sport)

Feedback from the Community is that:

1. There is a need for a community bus;
2. Its size is appropriate;

iii It needs modifications to make it more aged friendly;

iv That the high hire cost of the bus is a deterrent to use the bus.

Feedback from Clubs, Groups and Organisations is that:

i The cost of hire is too high and there are cheaper options available;

ii The size of the bus is too large for smaller clubs;

iii Aged friendly / access is an issue;

iv Some clubs / organisations have acquired their own vehicles.

# ITEM 12 COUNCILLORS’ EMERGING ISSUES

Cr Davies

Cr Davies commented that he had been liaising with Mr Terry Kean in regard to his Community Tree Planting Proposal and enquired when Council would be receiving the Soil Test Results for the Ex- Valley Ford (PTA) land. The Chief Executive Officer confirmed that the Consultant’s Report was now to hand and will be presented in the next Council Meeting Agenda.

The Chief Executive Officer provided an update on the Review of the GP Contract and Cr Davies provided an overview of the recent MEC Meeting. The Chief Executive Officer confirmed that Rural Health West were assisting Council with a Report being prepared on the GP Models operating in the Wheatbelt region.

Cr Stacey

Cr Stacey sought clarification from the Chief Executive Officer on what feedback was being requested from Councillors on the Business Attraction Framework.

The Chief Executive Officer advised that Councillors were invited to provide any thoughts or suggested business initiatives that may be included in the Draft Strategy document.

CEO

The Chief Executive Officer sought Committee confirmation on the setting of the date for the Pre-Audit Meeting with the Auditor.

Committee resolved that the Meeting be scheduled for Monday 6th May 2019 commencing at 4.00pm

# ITEM 13 CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)

*No matters for consideration.*

# ITEM 14 NEXT MEETING DATE

The next Audit & Risk Committee Meeting is scheduled to take place on Tuesday 11th June 2019, commencing at 5.00pm on at the Council Chambers, 10 Jennaberring Road, Quairading.

# ITEM 15 CLOSURE

There being no further business, the Chairman closed the Meeting at 7.15 pm.

I certify the Minutes of the Audit & Risk Committee Meeting held on 14th March 2019 were confirmed on 11th June 2019 as recorded on Resolution No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confirmed.......................................................................................................................... 11/06/2019

1. Figures for Year to Date (31 Jan 2019) [↑](#footnote-ref-1)
2. Beverley Community Bus is over 10 years old and has clocked 200K+ Kilometres. [↑](#footnote-ref-2)