

# Ordinary Council Meeting

## Notice of Meeting | 25<sup>th</sup> June 2020

I respectfully advise that the ORDINARY COUNCIL MEETING will be held at the Shire Lesser Hall on Thursday 25<sup>th</sup> June 2020 commencing at 2.00 pm.

In accordance with the current State Emergency Declarations in regard to public gatherings, the Meeting venue is restricted to 64 Persons in total (including Councillors, Staff and Public).

Public are able to attend this meeting.

Public questions may be submitted electronically to this meeting. Please click on the link for further information <https://www.quairading.wa.gov.au/documents/1150/public-question-time-form>

Alternatively, Questions may be asked in Person.

MEETING AGENDA ATTACHED

Graeme Fardon

GRAEME FARDON  
CHIEF EXECUTIVE OFFICER

Date: 19<sup>th</sup> June 2020

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### Disclaimer

Members of the public should note that in any discussion regarding any planning or other application that any statement or intimation of approval made by any member or officer of the Shire of Quairading during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Quairading. No action should be taken on any item discussed at a Council meeting prior to written advice on the resolution of the Council being received.

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## SHIRE OF QUAIRADING

### ITEM 1 OPENING & ANNOUNCEMENTS

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The Shire President opened the Meeting at \_\_\_\_\_ pm.

"Before we start our Meeting, I would like to acknowledge that we are meeting on Noongar / Ballardong 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

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#### Councillors

Cr WMF Davies	Shire President
Cr JN Haythornthwaite	Deputy Shire President
Cr BR Cowcill	
Cr JW Haythornthwaite	
Cr JR Hippisley	
Cr B McGuinness	
Cr PD Smith	
Cr TJ Stacey	

#### Council Officers

Mr GA Fardon	Chief Executive Officer
Mr A Rourke	Executive Manager of Works & Services
Mr N Gilfellow	Executive Manager of Corporate Services
Mr RM Bleakley	IPR & Strategic Projects Officer
Mrs A Strauss	Executive Officer

#### Observers/Visitor

#### Apologies

#### Leave of Absence Previously Granted

### ITEM 3 PUBLIC QUESTION TIME

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### ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

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## ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

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## ITEM 6 DECLARATIONS OF INTEREST

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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.

## ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 7.1 Confirmation of Minutes – 28<sup>th</sup> May 2020

#### Recommendation

**That the Minutes of the Ordinary Meeting of Council held on the 28<sup>th</sup> May 2020 be confirmed as a true and accurate. (Attached)**

### 7.2 Business Arising



## SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 28<sup>th</sup> May 2020 commencing at 2.01 pm.

### ITEM 1 OPENING & ANNOUNCEMENTS

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The Shire President opened the Meeting at 2.01 pm.

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

Cr Davies welcomed Councillors, Staff and the Member of the Public to the meeting.

Cr Davies advised that an invitation had been extended to Rest a While Coffee - New Business in Town to join Council for Afternoon Tea.

### ITEM 2 ATTENDANCE AND APOLOGIES

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#### Councillors

Cr WMF Davies	Shire President
Cr JN Haythornthwaite	Deputy Shire President
Cr BR Cowcill	
Cr JW Haythornthwaite	
Cr JR Hippiisley	
Cr B McGuinness	
Cr PD Smith	
Cr TJ Stacey	

#### Council Officers

Mr GA Fardon	Chief Executive Officer
Mr A Rourke	Executive Manager of Works & Services
Mr N Gilfellon	Executive Manager of Corporate Services
Mr RM Bleakley	IPR & Strategic Projects Officer
Mrs A Strauss	Executive Officer

#### Observers/Visitor

Ms Jill Hayes

#### Apologies

Nil

#### Leave of Absence Previously Granted

Nil.

### ITEM 3 PUBLIC QUESTION TIME

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No Questions asked.

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**ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS**

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Nil.

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**ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE**

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Nil.

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**ITEM 6 DECLARATIONS OF INTEREST**

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

Nil, at this time.

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**ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING**

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**7.1 Confirmation of Minutes – 30<sup>th</sup> April 2020****RESOLUTION: 158-19/20****MOVED Cr Cowcill SECONDED Cr Hippisley**

That the Minutes of the Ordinary Meeting of Council held on the 30<sup>th</sup> April 2020 be confirmed as a true and accurate.

**CARRIED 8/0**

**7.2 Business Arising**

Cr Davies reported that he did have further information on the CRISP System and that it would be reported on in the Councillor's Information session.

## ITEM 8      MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

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*No matters for consideration.*

## ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

### 9.1 Accounts for Payment – April 2020

<b>Meeting Date</b>	28 <sup>th</sup> May 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellow
<b>Attachments</b>	(i) April 2020 Payment List (ii) Transport Takings (iii) Credit Card Statement
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 159-19/20

#### MOVED Cr McGuinness SECONDED Cr Stacey

That Council note the following:

1. That Schedule of Accounts for April covering Municipal Vouchers 23714 to 23718 & EFT 7785 to EFT 7856 totalling \$303,950.67 be received and
2. That Police Licensing payments for the month of April 2020 totalling \$15,583.90 be received (Attachment 9.1.2); and
3. That fund transfers to Corporate Credit Card for April 2020 balance totalling \$82.62 be received (Attachment 9.1.3); and
4. That Net Payroll payments for the month April 2020 totalling \$166,751.67; and
5. That the Lease payment for the month of April 2020 on the CESM Vehicle totalling \$1,140.08; and
6. That Superannuation payments for April 2020 totalling \$26,263.04.

**CARRIED 8/0**

### IN BRIEF

Payments are per attached schedules 9.1 1/2/3

### MATTER FOR CONSIDERATION

Note the accounts paid during April 2020.

### BACKGROUND

Accounts paid are required to be submitted each month.

### STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996 (Reg 13 (1)) requires that where the Chief Executive Officer has delegated power to make payments from the Municipal or Trust funds a list of accounts paid is to be prepared each month.

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Payment from Council's Municipal Fund. Expenditure as per delegated authority and included in the adopted 2019/2020 Budget.

Payments made for the 2019/20 Year in the Payments List have been included in Councils Budget in accordance with section 6.8 of the Local Government Act 1995.

**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**

Nil

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

Financial - Risk Matrix Rating considered Low – On Risk Matrix given Purchasing / Procedures followed, together with Management Separation of acceptance of duties and Processes in place.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low – Creditors reviewed weekly and paid in accordance to agreed terms.

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

## 9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 30<sup>th</sup> April 2020

<b>Meeting Date</b>	28 <sup>th</sup> May 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellow
<b>Attachments</b>	(i) Financial Statements for April 2020
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 160-19/20

#### MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

That Council receive the Monthly Financial Statements for the period ending 30<sup>th</sup> April 2020.

**CARRIED 8/0**

### IN BRIEF

- Monthly Financial Statements for the period ending 30<sup>th</sup> April 2020 attached.
- Monthly Financial Statements have been updated based on the Moore Stephens Monthly Statements Model.
- The Monthly Financial Statements report include the Fund Balances Report and the Variance Report previously reported separately.

### MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements

### BACKGROUND

Council resolved in October 2000 (Minute Number 071-00/01) to receive Financial Statements in the required statutory format. Requests for new Monthly Financial Statements started a search for a new template. The current template is based on the Moore Stephens Monthly Budget Template.

### STATUTORY ENVIRONMENT

Amendments to the regulations, gazetted on the 31<sup>st</sup> March 2005 and effective from the 1<sup>st</sup> July 2005, have repealed the existing regulations (34 and 35) relating to monthly and quarterly / triannual financial reports.

They have been substituted in accordance with a new Regulation 34. This new regulation only requires Local Governments to report on a monthly basis, although it is much more prescriptive as to what is required and its intention is to establish a minimum standard across the industry.

The new regulations require Local Government to prepare each month a statement of financial activity as per attachment. This statement is intended to report on the sources and application of funds highlighting variances to budget for the month in question.

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

The Model Monthly Financial Statements cost \$430 (2018/19) and will be an ongoing annual expense if the latest model is needed. Staff time is used to update and customise the template for Council preferences.

**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**

Nil

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

Financial - Risk Matrix Rating considered Low – Comprehensive Monthly Financial Reports in accordance with the Local Government's Financial Regulation 34.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

Operation – Risk Matrix Rating considered Low – Level verified through Council Financial Audits.

Natural Environment – Risk Matrix Rating considered Low.

**COMMENT**

The Monthly Financial Statements have been updated based on the Moore Stephens Monthly Reporting Template. They now also include the Fund Balances Report and the Variation Report which were previously separate items.

The Model Template has been updated to include profit and loss statements for the Medical Practice, Childcare and Caravan Park. The Statements can continue to be updated and customised to include relevant information for Council and Staff and to work with improved Management Accounting practices.

## ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

### 10.1 Skeleton Weed Program / Avon South Local Action Group

<b>Meeting Date</b>	28 <sup>th</sup> May 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Correspondence from the Mr Brian Kimber of the Department of Primary Industry and Regional Development (ii) Minutes of the Foundation Meeting of the Avon South Local Action Group for Skeleton Weed
<b>Owner/Applicant</b>	Mr Brian Kimber on behalf of the Avon South Local Action Group. CEO – Nil
<b>Disclosure of Interest</b>	It is reported that the Local Action Group have offered the interim Coordinator's Position to Mr Brian Kimber. Any appointment would be subject to the successful Funding application submitted by the Local Action Group to the State Department.

### OFFICER RECOMMENDATION

#### RESOLUTION: 161-19/20

#### MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley

That: -

1. Council Support the Avon South Local Action Group for Skeleton Weed covering the Shire Districts of Beverley, Brookton, Quairading and York by holding and administering the Group's Funding from the Department of Primary Industries and Regional Development and the Grains, Seeds and Hay Industry Fund Scheme for a proposed Period of 3 Financial Years.
2. That Council support the Local Action Group with the employment of the Local Action Group Coordinator on a full Cost Recovery basis.
3. Council review the Support Arrangement on an Annual basis.

**CARRIED 8/0**

### IN BRIEF

- Council was approached in September 2019 in regard to Council hosting the Finances for a Local Area Action Group (LAG) that has been formed covering the Shire Districts of Quairading, Beverley, Brookton and York.
- Local Rural Landholders / Growers are on the South Avon LAG Establishment Committee.
- LAG's are administered by the Department of Primary Industries and Regional Development (DPIRD) with full funding sourced from the "Grains, Seeds and Hay Industry Fund Scheme" (GSHIFS)
- LAG's Funding is directed through a Host Council with Funds being drawn down upon the authorisation of the appointed LAG Executive Office bearers.



- Council will be receiving an Administration Allowance of \$2,000 per Year.
- Further research has been undertaken by the CEO on the operation of LAG's in neighbouring Councils and it is concluded that there will be minimal (if any) impact on Council's Operations whilst providing a valuable State Government and Grower Funded Biosecurity Service within the four Districts.

### **MATTER FOR CONSIDERATION**

Proposal for Council to host the Governance and Finances for the newly formed Local Action Group under the State Government's Skeleton Weed Program.

### **BACKGROUND**

#### Background and Funding

The Skeleton Weed Program began in 1973-74 following the discovery of large infested areas in the Shire of Narembeen District.

The program is delivered by the Department of Primary Industries and Regional Development (DPIRD) under a service delivery arrangement with the Grains, Seeds and Hay Industry Management Committee.

The Committee acts under the Biosecurity and Agriculture Management Industry Funding Schemes (Grains) Regulations 2010 to manage prioritised pests affecting the grains industry.

The Grains, Seeds and Hay Industry Management Committee is funded through contributions raised on the sale of grain, seed and hay.

Services provided by the program are only available to landholders who contribute to the Grains Industry Funding Scheme through the sale of grain, seed or hay. Landholders not under the scheme but who have skeleton weed on their properties are still required to meet their obligations under the program but at their cost.

There are a number of LAG's that have been established under the Program including a LAG each in the Shire of Narembeen and the Shire of Bruce Rock.

The CEO's of both Councils have confirmed that they do administer the funding and also provide support by including the LAG Coordinator on their Payroll and also arrange the lease of the Coordinator's vehicle. Both CEO's commented that the Program works very smoothly and is not a financial or administrative impost upon their respective Council.

Narembeen's LAG Officer has desk space at a transportable office building located within the Light Industrial Area.

Bruce Rock's Officer is based at the CRC, however the Officer is mainly out on the road and in the paddocks with landholders.

Office Accommodation in any one of the Towns is yet to be discussed with the LAG Committee, however there is vacant Office spaces within the CRC Building, which could be negotiated at the Set Hire Charges.

Residential Accommodation is not required as this time as the Interim Coordinator resides

#### Skeleton Weed Program Strategies

- Improve landholders' ability to find and eradicate skeleton weed.
- Increase landholders' awareness of skeleton weed as a highly undesirable weed.
- Widely publicise descriptions and pictures of skeleton weed to help landholders identify infestations.

- Inform landholders about the most up-to-date techniques available for the management and eradication of skeleton weed.
- Encourage local grower groups (Local Action Groups) to participate in cooperative surveillance and reporting of infestations.
- Encourage Local Action Groups to assist in the management and eradication of skeleton weed in their local areas.
- Implement practical compliance regimes in affected areas.
- Provide landholders with incentives to report infestations.
- Provision of winter control treatments where landholders are compliant with program requirements.

### STATUTORY ENVIRONMENT

Local Action Groups are established and funded under Biosecurity and Agriculture Management Industry Funding Schemes (Grains) Regulations 2010.

### POLICY IMPLICATIONS

N/A.

### FINANCIAL IMPLICATIONS

Nil to Council – the LAG is fully funded, with Council also receiving an Administration Allowance of \$2,000 per Year in recognition of being Host Council for the Funds.

The mechanisms of receipt and payment are to be investigated and any accounting income or expenditure will be included in the 2020/21 Budget.

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

#### Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience
ED1.1	Economic and tourism development, including: <ul style="list-style-type: none"> <li>▪ leverage Federal and State Government priorities and programs (e.g. building the capacity of local industry to undertake Local and State Government contracts)</li> </ul>

#### Natural Environment Objective: To preserve and sustain our natural environment

ITEM	OUTCOMES AND STRATEGIES
NE2	Protected and valued natural areas
NE2.1	Manage regulation of vegetation clearing
NE2.2	Ensure nature reserves and reserves are well managed to meet the needs of the community to enjoy natural areas

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

ITEM	OUTCOMES AND STRATEGIES
G2	Strengthened Advocacy and Partnerships
G2.1	Partnerships with and advocacy to Federal and State Government to strengthen service provision within the Shire
G2.3	Regional and sub-regional partnerships to achieve better outcomes for the community

## COMMUNITY CONSULTATION

Interest Meetings have been held in the Region with a view to establishing the Local Area Group of the Shire Districts of Beverley, Brookton, Quairading and York.

Quairading LCDC have been briefed on the Role and Function of a Local Action Group.

The Skeleton Weed Program and the work of Local Action Groups was displayed on the LCDC Display at the 2019 Quairading Agricultural Show. DPIRD Officer, Mr Brian Kimber was present at the Agricultural Show to promote the Program and to answer any question from the Public who visited the Display.

Local Growers Todd Mills and Chad Mills are Members of the LAG Committee.

There have been a number of Growers who have been approached and support the establishment of the LAG in the four Districts.

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

Financial - Risk Matrix Rating is assessed as Low. The Skeleton Weed Program (through the LAG) is fully funded from the Grains, Seeds and Hay Industry Fund Scheme. Council is only to warehouse the funds and they are only drawn down / used with written authority from the LAG and in accordance with the Group's Deliverable under their Funding Agreement with DPIRD. Enquiries with neighbouring Councils with LAG's, advise that they have had no issue with the operation and administration of the LAG funds or the Program and they have been operating successfully for many years.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Council's role is to hold the funds for the LAG and have the Coordinator on Council's Payroll.

Operation – Risk Matrix Rating is assessed as Low. Management of the LAG Funds can be accommodated within Council's day to day Operations. All procurements for the Program would be through and in accordance with Council's Purchasing Policies and Procedures.

Natural Environment – Risk Matrix Rating is assessed as Low for Council. Skeleton Weed has a major adverse impact on Agricultural Production.

## 10.2 Purchasing Policy Review

<b>Meeting Date</b>	28 <sup>th</sup> May 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Purchasing Policy (with Tracked Amendments)
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 162-19/20

#### **MOVED Cr Smith SECONDED Cr Hippisley**

That Council adopt the revised FIN.2 Purchasing Policy to comply with the recent and foreshadowed amendments to the Local Government (Functions and General) Regulations 1996.

**CARRIED 8/0**

### IN BRIEF

- The State Government has amended the Local Government (Functions and General) Regulations 1996 to increase the Tender Threshold from \$150,000 to \$250,000.
- In addition, new provisions were made in the legislation to remove the requirement to go to Public Tender in Declared Emergencies for Goods and Services directly relating to the Emergency.
- The Revised Policy also includes the adjustment of the other Thresholds in the Purchasing Policy to enable Management to more effectively procure Goods and Services without diminishing the level of governance, accountability and transparency required by Council.
- The principle of "Local Buy" has been incorporated into the proposed Revised Policy.
- The proposed changes are desirable to ensure robust compliance with applicable State Regulation.
- This policy assists with maintaining a strong governance framework with respect to the procurement of goods, services and works for Council.

### MATTER FOR CONSIDERATION

That Council consider the revised Purchasing Policy for adoption.

### BACKGROUND

Council last reviewed the Purchasing Policy in September 2018. The Policy is ordinarily reviewed every two (2) years.

As part of recent Covid-19 legislation, the State Government has amended the Local Government (Functions and General) Regulations 1996 to increase the Tender Threshold from \$150,000 to \$250,000.

This is a permanent change to the Threshold in Regulation 11.

Therefore, it is necessary for Council to amend its Policy to reflect the new Threshold prescribed by Legislation.

In line with Council's ongoing policy review process, the Purchasing Policy has been reviewed in light of the updated West Australian Local Government Association (WALGA) Model Purchasing Policy and internal review of purchasing processes.

The Management Team propose that it is timely for Council to consider the Variation of the lowest Threshold in the Policy from \$5,000 to \$10,000 which relates to Purchases that can made by Authorised Delegated Officers with one written or verbal Quotation.

The amendment is sought to alleviate the difficulties encountered by Staff with Purchases that are just over the \$5,000 Threshold and requiring a written second quote. Many of these procurements involve local businesses and Contractors and a second Quotation needs to be sought from outside of the District to comply with the current Policy. The regional businesses who are being asked for the second quote are aware that Council has a "Buy Local" policy and that the second quote is being sought for both comparison and Policy compliance reasons.

The seeking of the second quote often does not lead to "Better Value" being achieved and can prolong the purchasing process.

WALGA recently published an updated version of its Model Purchasing Policy template (available to Governance and/or Procurement subscribers) to address the recent amendments to the *Local Government (Functions and General) Regulations 1996* and have updated the 'Local Buy' policy principles to align with Premier McGowan and Minister Templeman's request for Local Government goods and services expenditure to be invested toward economic support of local businesses.

The recommended Revised Purchasing Policy has been based on the Principles included in the WALGA Model Policy.

The key amendments are provided below: -

*Local Government (Functions and General) Regulations 1996*

An increase to the tender threshold to \$250,000.

Removing the requirement to publicly invite tenders during a state of emergency for:

- the supply of goods or services associated with a state of emergency and
- a contract renewal or extension of no more than 12 months when the original contract is to expire within three months.

## **STATUTORY ENVIRONMENT**

### **Local Government Act 1995**

3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

### **Local Government (Functions and General) Regulations 1996, Part 4**

Reg 11. When tenders have to be publicly invited

(1A) In this regulation –

state of emergency declaration has the meaning given in the Emergency Management Act 2005 section 3.

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the

consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.

#### 11A. Purchasing policies for local governments

- (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.
- (2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).
- (3) A purchasing policy must make provision in respect of –
  - (a) the form of quotations acceptable; and
  - (ba) the minimum number of oral quotations and written quotations that must be obtained; and
  - (b)the recording and retention of written information, or documents, in respect of –
    - (i) all quotations received; and
    - (ii) all purchases made.

#### **POLICY IMPLICATIONS**

Amendment to this Policy.

#### **FINANCIAL IMPLICATIONS**

There are no direct financial implications of adopting the proposed changes to the purchasing policy, however the proposed changes are aimed at ensuring that the Shire of Quairading obtains value for money in its purchasing in a legally and ethically compliant manner.

#### **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
G4.3	Ensure optimum organisational capacity and efficiency

#### **CONSULTATION**

The proposed changes relate to improvement of internal processes. Accordingly, it was determined that no public consultation is required.

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

Financial - Risk Matrix Rating is assessed as Low. Purchasing policy is required by legislation and provides Governance direction to Management and to the Delegated Purchasing Officers.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Risk is mitigated through the regular review of the Policy to align it with legislation and Industry Best practice. Failure to comply with the Policy by Management will result in an escalated Fraud Risk and Reputational Risk.

Operation – Risk Matrix Rating is assessed as Low. Processes in accord with the Policy are already incorporated into Council's day to day Operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

**COMMENT**

Under the Local Government Act, Council is able to make, amend and revoke Policies to assist Council with performing its Executive functions and Statutory obligations.

This policy was last reviewed and adopted on 27<sup>th</sup> September 2018 (Resolution No. 41-18/19) as part of the Policy Review Project.



## ITEM 11      MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

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*No matters for consideration.*



## ITEM 12 MATTERS FOR CONSIDERATION – WORKS

### 12.1 RFT 05-19/20 Supply and Delivery of one New Compact Tracked Loader and the Trade or Outright purchase of one x 2008 Caterpillar Skid Steer Loader

Meeting Date	28 <sup>th</sup> May 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMSW Allan Rourke
Attachments	2 X Confidential attachments under separate cover
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

#### OFFICER RECOMMENDATION

##### RESOLUTION: 163-19/20

##### MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

That Council: -

1. Accept the Tender received from Clark Equipment Sales for the Supply and Delivery of one (1) New Compact Tracked Loader being a Bobcat T595 for the cost of \$86,650 (ex GST) and the Trade of Council's 2008 Caterpillar 226B Skid Steer Loader of \$16,000 (ex GST).
2. Notes that the Changeover Amount of \$70,650 (ex GST) will be fully funded from Council's Plant Replacement Reserve Fund.
3. Amend the Current Budget Capital Expenditure from \$85,000 to \$86,650, Proceeds from Sale from \$12,000 to \$16,000 and reduce transfer from Plant Reserve from \$73,000 to \$70,650.

**CARRIED BY ABSOLUTE MAJORITY 8/0**

#### IN BRIEF

- Request for Tender (RFT) advertised for the Supply and Delivery of new machine and the Trade or Outright Purchase of Council's Caterpillar Skid Steer Loader.
- Whole of life costing based on 7-year replacement was prepared by UNIQCO.
- Five Tender Submissions received for the supply, delivery with trade.
- Two Tender Submissions received for the outright purchase.
- Operator assessment on short listed machines was carried out by the EMWS.

#### MATTER FOR CONSIDERATION

For Council to consider the Officers' Tender Evaluation of the submissions received for the Supply and Delivery of one (1) new Compact Tracked Loader and Trade or Outright Purchase of Council's 2008 Caterpillar 226B Skid Steer Loader.

#### BACKGROUND

A RFT was advertised in the West Australian on the 22<sup>nd</sup> April 2020, Council's Website, Banksia Bulletin and Passion Sheet.

The submissions were assessed using an assessment matrix as shown below:

Price Consideration	Weighting
Whole of life cost	40%
Tendered Price	30%
Qualitative Criteria	
Service and Backup	10%
Warranty	10%
Environmental Impact	10%

The assessment matrix allows Tenders to be evaluated in an unbiased manner where the tenderer with the highest overall points may be considered to be the most advantageous Tender. This is to be used as a guide only during the assessment and is not necessarily binding.

## STATUTORY ENVIRONMENT

### Local Government Act 1995 Section 3.57

#### LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996 - REG 11

#### 11. When tenders have to be publicly invited

(1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.

(2) Tenders do not have to be publicly invited according to the requirements of this Division if –

- (a) The supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
- (b) The supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program.

It is highlighted that this was current legislation at the start of the procurement process

## POLICY IMPLICATIONS

The Shire of Quairading Purchasing Policy FIN.2, requires that for prices over \$150,000 Council goes to public tender. WALGA's preferred supplier list allows for the tender process to be waived in lieu of seeking quotations from suppliers on WALGA's 'preferred supplier list'.

## FINANCIAL IMPLICATIONS

In the Shire of Quairading 2019/2020 Adopted Budget, an allowance has been made of \$73,000 (ex GST) changeover cost. The recommended changeover cost would be \$70,650 (ex GST) should Council accept the Officers' Recommendation.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Built Environment Objective: Planning and infrastructure to meet the needs of the community

ITEM	OUTCOMES AND STRATEGIES
B2	Enhanced and Sustainably Managed Assets and Infrastructure

## COMMUNITY CONSULTATION

N/A.

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

Financial – Risk Matrix Rating is considered Low – Change over cost is within budget.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating is considered Low – Tenders have been sought as per Council's Purchasing Policy FIN.2 and the LG Act and Regulations.

Operation – Risk Matrix Rating is considered Low – in accordance with the Ten Year Plant Replacement Program. Purchase and changeover of the Compact Tracked Loader will not impact upon Council's operations.

Natural Environment – Risk Matrix Rating is considered Low.

### COMMENT

Tender submissions closed on Friday 8<sup>th</sup> May 2020 at 4.00pm, Tender opening was conducted on Monday 11<sup>th</sup> May 2020 at 1.00pm five (5) submissions had been received from five (5) companies for the supply and trade and two companies for the outright purchase via RFT 05-19/20: -

#### Supply and Trade

- Porter Equipment Australia
- ASV Sales and Services
- WesTrac Pty Ltd
- Clark Equipment Sales
- Source Machinery

#### Outright Purchase

- Allused Equipment Pty Ltd
- Smith Broughton Auctioneers

Source Machinery Tender submission was a late submission and was not accepted.

The four complying submissions for the Supply and Trade have been assessed and scored against Price considerations and Qualitative Criteria. Totals are as follows:

Company	Make	Model	Weighted Score
Porter Equipment Australia	ASV	RT65	<b>85.26</b>
*ASV Sales and Service	ASV	RT65	<b>0</b>
*WesTrac	Caterpillar	259D3	<b>0</b>
Clark Equipment Sales	Bobcat	T595	<b>88.00</b>

\*Note: The Tender submissions from ASV Sales and Service and WesTrac were not considered as they were too far over the Changeover budget.

As the trade prices are better value to Council the two tender submissions received for the outright purchase have not been recommended.

From the above table, the Tenderer to receive the highest score is Clark Equipment Sales for the Bobcat T595.

The Executive Manager of Works and Services and the Works Staff have undertaken an operational and visual assessment of the ASV RT65 Machine.

The Executive Manager of Works and Services has undertaken an operational and visual assessment of the Bobcat T595 Machine.

The inspections included access to maintenance service points, cab layout, operator comfort, safety and overall suitability for Council's requirements.

Both machines displayed all the necessary requirements from the operational assessment.

In conclusion, based on the evaluation made, the tender submission from Clark Equipment for the Bobcat T595 is the preferred machine.

## ITEM 13 URGENT COUNCILLORS' BUSINESS

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### **RESOLUTION: 164-19/20**

#### **MOVED Cr Hippisley SECONDED Cr Stacey**

That Council accept Urgent Councillors' Business.

**CARRIED 8/0**

### **13.1 District Tourism Promotion on GWN7**

#### **Cr Smith**

Cr Smith raised Council's recent deferral of the District Tourism Promotion to the Draft Budget Workshops. In light of the significant easing of the COVID-19 Regional travel restrictions, Cr Smith sought reconsideration of the Promotion in this financial year and also to take advantage of the State Government's Regional Tourism Campaign. Cr Smith proposed that Council proceed with the production of the District Tourism Advertisement on GWN7 within the parameters of the current financial year's Tourism Promotion budget.

### **RESOLUTION: 165-19/20**

#### **MOVED Cr Smith SECONDED Cr Hippisley**

That Council authorise the Chief Executive Officer to proceed as soon as possible with the production of the Tourism Advertising on GWN7 to a maximum budget allocation of \$12,000 for the 2019/2020 financial year.

**CARRIED 6/2**

Cr Smith further reported on behalf of Roe Tourism Association of a proposal being considered by the Group titled "1 MAN & A BIKE" Television Series through the region. The 5-episode Series will have a strong focus on tourism promoting Western Australia's road trip possibilities.

Cr Smith suggested that Council should consider this opportunity to promote the District of Quairading and commented that further information will be provided to all Councillors for consideration at the June 2020 Ordinary Council Meeting.

Council then discussed the interpretation or definition of "Urgent Councillors' Business" and requested that the CEO undertake research on the Governance aspects of Urgent Business and also how other Councils handle Urgent Matters in their Meeting Agendas.

## ITEM 14 CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)

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*No matters for consideration.*

## ITEM 15 NEXT MEETING DATE

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The next Ordinary Meeting of Council is scheduled to take place on Thursday 25<sup>th</sup> June 2020, commencing at 2 pm at the Council Chambers, 10 Jennaberring Road, Quairading. (Venue to be confirmed)

ITEM 16 CLOSURE

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Cr Davies thanked Councillors and Staff and member of the public, Ms Jill Hayes for their attendance.

There being no further business, the Chairman closed the Meeting at 3.22 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 28<sup>th</sup> May 2020 were confirmed on 25<sup>th</sup> June 2020 as recorded on Resolution No. \_\_\_\_\_

Confirmed.....25/06/20

ITEM 8      MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

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*No matters for consideration.*

## ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

### 9.1 Accounts for Payment – May 2020

<b>Meeting Date</b>	25 <sup>th</sup> June 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellow
<b>Attachments</b>	(i) May 2020 Payment List (ii) Transport Takings (iii) Credit Card Statement
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

That Council note the following:

1. That Schedule of Accounts for May covering Municipal Vouchers 23719 to 23722 & EFT 7857 to EFT 7958 totalling \$766,989.70 be received and
2. That Police Licensing payments for the month of May 2020 totalling \$11,797.00 be received (Attachment 9.1.2); and
3. That fund transfers to Corporate Credit Card for May 2020 balance totalling \$452.36 be received (Attachment 9.1.3); and
4. That Net Payroll payments for the month May 2020 totalling \$115,264.80; and
5. That the Lease payment for the month of May 2020 on the CESM Vehicle totalling \$1,140.08; and
6. That Superannuation payments for May 2020 totalling \$16,924.39

**VOTING REQUIREMENTS** – Simple Majority

#### IN BRIEF

Payments are per attached schedules 9.1 1/2/3

#### MATTER FOR CONSIDERATION

Note the accounts paid during May 2020.

#### BACKGROUND

Accounts paid are required to be submitted each month.

#### STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996 (Reg 13 (1)) requires that where the Chief Executive Officer has delegated power to make payments from the Municipal or Trust funds a list of accounts paid is to be prepared each month.

#### POLICY IMPLICATIONS

Nil



## FINANCIAL IMPLICATIONS

Payment from Council's Municipal Fund. Expenditure as per delegated authority and included in the adopted 2019/2020 Budget.

Payments made for the 2019/20 Year in the Payments List have been included in Councils Budget in accordance with section 6.8 of the Local Government Act 1995.

## 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

Nil

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

Financial - Risk Matrix Rating considered Low – On Risk Matrix given Purchasing / Procedures followed, together with Management Separation of acceptance of duties and Processes in place.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low – Creditors reviewed weekly and paid in accordance to agreed terms.

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

## LIST OF ACCOUNTS MAY 2020

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	FUNDED
EFT7857	04/05/2020	ROBYN LEE DALL	REIMBURSEMENT: COTTAGE BOND	200.00	FULLY
EFT7858	04/05/2020	QUAIRADING TYRE & BATTERY SUPPLIES	GREASE CARTRIDGES, MULCHER BELTS & Q368 CAT LOADER TYRE REPAIRS	339.75	
EFT7859	04/05/2020	LANDGATE	2020/21 RURAL UV GENERAL REVALUATION	7,615.08	
EFT7860	04/05/2020	QUAIRADING EARTHMOVING CO.	WIN & STOCKPILE GRAVEL - FAIRCLOUGHS, HAMMONDS HILL & ROCK BREAKING	11,220.00	PARTIAL
EFT7861	04/05/2020	WESFARMERS KLEENHEAT GAS PTY LTD	45KG GAS BOTTLE FACILITY FEE/CYLINDER SERVICE CHARGE AT 19 POWELL CRES	79.20	
EFT7862	04/05/2020	MAJOR MOTORS PTY LTD	NEW ISUZU CREW CAB TIPPER LESS TRADE IN	38,486.00	
EFT7863	04/05/2020	EASTERN HILLS SAWS & MOWERS	MOWER PARTS	170.00	
EFT7864	04/05/2020	SUNNY SIGN COMPANY PTY LTD	LAKE MEARS RD SIGNS - DANGIN MEARS RD PROJECT	202.40	PARTIAL
EFT7865	04/05/2020	PERFECT COMPUTER SOLUTIONS P/L	MAINTENANCE & IT SUPPORT: APRIL	212.50	
EFT7866	04/05/2020	WATER CORPORATION	VARIOUS WATER USAGE & CHARGES: 14/02/20 - 16/04/20	23,071.77	PARTIAL
EFT7867	04/05/2020	BORAL CONSTRUCTION MATERIALS GROUP	2 X 205LT DRUMS EMULSION & PATCHING ASPHALT	2,021.80	
EFT7868	04/05/2020	LANDMARK	DAVEY PUMP DYNAJET XJ50	869.00	
EFT7869	04/05/2020	BENT NAIL BUILDING & MAINTENANCE	SUPPLY & INSTALL MANUAL SOAP DISPENSERS AT COMMUNITY BUILDING, TOWN HALL AT TOURIST LAYBY	1,128.19	
EFT7870	04/05/2020	SUNNY INDUSTRIAL BRUSHWARE	1 X TENNANT MAIN BROOM & 4 X TENNANT SIDE BROOMS	834.46	
EFT7871	04/05/2020	WESTERN STABILISERS PTY LTD	WETMIX SLK 18.50 TO 21.55 @ 9.4 METRES = 29,222M2 (INCLUDES INTERSECTIONS) AT DANGIN MEARS ROAD	36,402.43	PARTIAL
EFT7872	04/05/2020	QUICK CORPORATE	ADMIN & MEDICAL CENTRE STATIONERY	1,195.19	
EFT7873	04/05/2020	RICHARD BLEAKLEY	ANTI- BIRD NETTING 4X10M & KEYS CUT FOR YOUTH CENTRE	45.54	
EFT7874	04/05/2020	WA CONTRACT RANGER SERVICES P/L	RANGER SERVICES: 09/04/20 & 17/04/20	420.75	
EFT7875	04/05/2020	C & D CUTRI	SUPPLY MAINTENANCE REQUIREMENTS TO BRIDGE 717	7,480.00	
EFT7876	04/05/2020	DANIELLE MOLONEY	GLEN 20 DISINFECTANT SPRAY - CHILDCARE	16.00	
EFT7877	04/05/2020	CQ WATER TRUCK HIRE	2 X 6 WHEELER WATER CART HIRE - DANGIN MEARS RD	10,587.50	PARTIAL
EFT7878	04/05/2020	PROFORM CIVIL	DRAINAGE UPGRADE WORKS QUAIRADING -CUNDERDIN ROAD SLK 14.13 TO 19.34	37,812.50	93%
EFT7879	04/05/2020	FLAVOURTOWN CATERING	CATERING FOR CITIZENSHIP CEREMONY	195.00	
EFT7880	04/05/2020	NORTHAM HOLDEN	Q190: 36 000KM SERVICE AND Q0: 24 000KM SERVICE	716.62	
EFT7881	04/05/2020	ANNIE'S BAGS AND THINGS	EMBROIDERY FOR CLEANERS SHIRTS	135.00	
EFT7882	04/05/2020	SHERRIN RENTALS PTY LTD	DRY HIRE PADFOOT ROLLER FOR DANGIN MEARS ROAD	3,355.00	PARTIAL
EFT7883	04/05/2020	PLUMBERJ'S MOBILE PLUMBING	AG HALL: CISTERN REPAIRS	88.00	
EFT7884	07/05/2020	QUAIRADING TYRE & BATTERY SUPPLIES	SUPPLY NEW DOUBLE COIN RLB1 TYRE AND 1 X STRIP & FIT	495.42	
EFT7885	07/05/2020	QUAIRADING FARMERS CO-OP	MONTHLY ACCOUNT - APRIL	338.28	
EFT7886	07/05/2020	SHIRE OF MERREDIN	TOURISM ADVERT IN EASTERN WHEATBELT VISITORS GUIDE	1,155.00	
EFT7887	07/05/2020	QUAIRADING AGRI SERVICES	DEPOT PURCHASES FOR THE MONTH OF APRIL	2,810.74	
EFT7888	07/05/2020	PERFECT COMPUTER SOLUTIONS P/L	MAINTENANCE & IT SUPPORT: APRIL	255.00	
EFT7889	07/05/2020	CLINICARE PHARMACY QUAIRADING	CHILDCARE: OMRON EAR THERMOMETER PROBES	5.95	
EFT7890	07/05/2020	WATER CORPORATION	LICENCE: TOAPIN WEIR	550.00	
EFT7891	07/05/2020	BENT NAIL BUILDING & MAINTENANCE	SOLAR LIGHT BATTERY INSTALLATION AT THE SHOWGROUNDS, EXCAVATOR AND LABOUR HIRE	189.75	
EFT7892	07/05/2020	NOBLE MEDICAL INVESTMENT PTY LTD	EMPLOYEE PRE-EMPLOYMENT MEDICAL	139.70	
EFT7893	07/05/2020	AG IMPLEMENTS QUAIRADING	Q4450: INVESTIGATE AND REPAIR SIDE TIPPING FUNCTION ON SEMI SIDE TIPPER	679.52	
EFT7894	07/05/2020	CWB ELECTRICAL & A/C	ADMIN: REPLACE TIMER ON SECURITY LIGHTS, TOURIST LAYBY: REPLACE FAULTY RCD, MEDICAL: REPLACE RETICULATION PUMP	1,265.55	
EFT7895	07/05/2020	PORTER EQUIPMENT AUSTRALIA PTY LTD	SUPPLY AND DELIVERY OF 1X NEW SELF PROPELLED SMOOTH DRUM ROLLER BEING AMMANN ARS130 AS PER RFT 3-19/20	135,230.00	
EFT7896	07/05/2020	CORRIGIN ENGINEERING PTY LTD	SHADE SAIL POLE MODIFICATIONS INC CRANAGE, HAULAGE AND MODIFICATIONS	4,058.61	
EFT7897	12/05/2020	QUAIRADING TYRE & BATTERY SUPPLIES	Q237: REPLACE O'RING, STRIP CLEAN & FIT TYRE, Q4450: REPLACE 3 X VALVES, STRIP & FIT	505.37	
EFT7898	12/05/2020	TOLL TRANSPORT PTY LTD	FREIGHT OF MEDICAL SUPPLIES	29.21	

EFT7899	12/05/2020	BURGESS RAWSON	WATER USAGE 13/02/20 - 16/04/20 PTA LEASE PROPERTY	2,311.77	
EFT7900	12/05/2020	SURGICAL HOUSE	VIRACLEAN SURFACE DISINFECTANT 5LTR	84.48	
EFT7901	12/05/2020	PERFECT COMPUTER SOLUTIONS P/L	MAINTENANCE & IT SUPPORT: APRIL	340.00	
EFT7902	12/05/2020	MARNHAM'S MECHANICAL SERVICES	SERVICE GENSET AT TOWN HALL & DOCTORS SURGERY	561.00	
EFT7903	12/05/2020	BENT NAIL BUILDING & MAINTENANCE	SHIRE CARPORT: REMOVE AND REPAIR DAMAGED GUTTER, COMMUNITY BUILDING: INSTALL TILES IN MENS BATHROOM	913.63	
EFT7904	12/05/2020	WA CONTRACT RANGER SERVICES P/L	RANGER SERVICES: 29/04/20 & 30/04/20	561.00	
EFT7905	12/05/2020	JOHN GREENWOOD	REIMBURSEMENT: HOUSE RENTAL BOND	326.00	FULLY
EFT7906	12/05/2020	PRIMARIES	4 X 20LT ROUNDUP ULTRA MAX, 1 X 20LT TRIX 600EC & 1 X 5LT FUSILADE FORTE	1,528.69	
EFT7907	12/05/2020	QUAIRADING BOOK POST (HOWLETT)	LIBRARY CONTRACT & APRIL MONTHLY ACCOUNT FOR ADMIN & MEDICAL CENTRE	2,736.51	
EFT7908	12/05/2020	SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS TRIPLE M	88.00	
EFT7909	12/05/2020	STABILISATION TECHNOLOGY	SUPPLY PAVEMENT INVESTIGATION, TESTING AND REPORTING ON QUAIRADING CUNDERDIN ROAD.	15,334.00	93%
EFT7910	12/05/2020	CWB ELECTRICAL & A/C	SECURE SOLAR PV ARRAYS & REPLACE BATTERIES ON OVAL STREET LIGHTS	462.00	
EFT7911	12/05/2020	SOPHIE DAVIES	REIMBURSEMENT: UNIFORM	74.96	
EFT7912	12/05/2020	BOC LIMITED	CONTAINER RENTAL: OXYGEN/ACETYLENE/ARGOSHIELD	48.45	
EFT7913	15/05/2020	WA TREASURY CORPORATION	CAPTIAL & INTEREST PAYMENTS ON LOANS 117 & 118	30,101.22	PARTIAL
EFT7914	19/05/2020	QUAIRADING TYRE & BATTERY SUPPLIES	CANCELLED		
EFT7915	19/05/2020	AVON WASTE	DOM RUBBISH REMOVAL X 467, RECYCLING SERVICES: 13/04/20 & 27/04/20, BULK RECYCLING SERVICES: 24/04/20	8,334.94	PARTIAL
EFT7916	19/05/2020	MAJOR MOTORS PTY LTD	Q582: REPLACE AIR CONDITIONER COMPRESSOR	1,671.76	
EFT7917	19/05/2020	INSTANT WEIGHING	CALIBRATION OF COMPULOAD 6000 FITTED TO CAT LOADER	990.00	
EFT7918	19/05/2020	MEDICAL DIRECTOR AUSTRALIA	CANCELLED		
EFT7919	19/05/2020	GRAEME ASHLEY FARDON	REIMBURSEMENT - CLOTHING ALLOWANCE	166.60	
EFT7920	19/05/2020	TERRENCE DICK	REIMBURSEMENT: COMMUNITY BUILDING & KEY BOND	825.00	FULLY
EFT7921	19/05/2020	MARNHAM'S MECHANICAL SERVICES	Q240: 4000HR SERVICE	10,998.26	
EFT7922	19/05/2020	COLAS	BITUMEN SEALING: DANGIN-MEARS RD	186,069.35	PARTIAL
EFT7923	19/05/2020	WA CONTRACT RANGER SERVICES P/L	RANGER SERVICES: 04/05/20, 08/05/20, 11/05/20 & 13/05/20	607.75	
EFT7924	19/05/2020	AG IMPLEMENTS QUAIRADING	RETAINER AND QUICK LOCK PIN	7.79	
EFT7925	19/05/2020	R MUNNS ENGINEERING CONSULTING	INFRASTRUCTURE CONDITION ASSESSMENT AND REVALUATION (ROADS)	18,693.40	
EFT7926	19/05/2020	JESS RICHARDS	REIMBURSEMENT: WORKING WITH CHILDREN CHECK	87.00	
EFT7927	19/05/2020	PROFORM CIVIL	DRAINAGE UPGRADE WORKS QUAIRADING -CUNDERDIN ROAD SLK 14.13 TO 19.34	31,380.80	PARTIAL
EFT7928	19/05/2020	ADVANCED TRAFFIC MANAGEMENT	CANCELLED		
EFT7929	19/05/2020	JOHNSTON ELECTRICAL & COMMUNICATION	REPLACE STOVE TOP IN CARAVAN PARK CAMPERS KITCHEN. UPGRADE CIRCUIT BREAKER TO RCD + PARTS AND LABOUR	370.00	
EFT7930	19/05/2020	PHARMAUST MANUFACTURING	2X 1L DISINFECTANT AND 8X 500ML HAND SANITISERS	263.63	
EFT7931	19/05/2020	OWEN TREW	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7932	19/05/2020	NORMA LEE	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7933	19/05/2020	WAYNE SMITH	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7934	26/05/2020	QUAIRADING TYRE & BATTERY SUPPLIES	Q15087: SUPPLY 2 X NEW 11R22.5 ADVANCE GL71'S, STRIP & FIT	1,461.97	
EFT7935	26/05/2020	PERFECT COMPUTER SOLUTIONS P/L	MAINTENANCE & IT SUPPORT	340.00	
EFT7936	26/05/2020	BENT NAIL BUILDING & MAINTENANCE	REPAIRS TO COLOURBOND FENCE: 74 MCLENNAN STREET	761.56	
EFT7937	26/05/2020	WESTRAC PTY LTD	REPAIR HEATING FAULT TO 12M GRADER INCLUDING TRAVEL AND LABOUR	3,166.82	
EFT7938	26/05/2020	WESTERN STABILISERS PTY LTD	CEMENT STABILISATION: DANGIN - MEARS ROAD	32,029.69	PARTIAL
EFT7939	26/05/2020	WORKWEAR GROUP (PACIFIC BRANDS)	STAFF UNIFORMS	658.96	
EFT7940	26/05/2020	COMBINED PEST CONTROL	COMMUNITY BUILDING: VISIT SITE AND INCLUDE SOME BASIC RODENTICIDE	110.00	
EFT7941	26/05/2020	WA CONTRACT RANGER SERVICES P/L	RANGER SERVICES: 14/05/20 & 18/05/20	467.50	
EFT7942	26/05/2020	JODIE YARDLEY	REIMBURSEMENT: LINEN FOR CABINS/COTTAGE	159.00	
EFT7943	26/05/2020	DAVID COLLARD	REIMBURSEMENT: COTTAGE BOND	200.00	FULLY

EFT7944	26/05/2020	MARKETFORCE	WEST AUSTRALIAN AD - NEW COMPACT TRACKED LOADER AND TRADE OR OUTRIGHT PURCHASE 1 X 2008 SKID STEER LOADER 22/04/2020	441.02	
EFT7945	26/05/2020	QUAIRADING BOOK POST (HOWLETT)	ADMIN: POSTAGE	215.79	
EFT7946	26/05/2020	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT: QUAIRADING - CUNDERDIN ROAD	40,709.08	93%
EFT7947	26/05/2020	UNIQCO	WHOLE OF LIFE COSTINGS ON 1 X TRACKED LOADER	385.00	
EFT7948	26/05/2020	HILLS FIRE EQUIPMENT SERVICE - ELLENFIELD NOMINEES	SERVICING OF FIRE EXTINGUISHERS	1,111.00	
EFT7949	26/05/2020	FUTURE POWER WA PTY LTD	TENDER 02-19/20: CLAIM 2: SUPPLY AND INSTALLATION OF SPORTS LIGHTING ON THE AFL OVAL AT QDG SPORTS GROUND	15,304.63	PARTIAL
EFT7950	26/05/2020	EXURBAN RURAL & REGIONAL PLANNING	TOWN PLANNING SERVICES INCLUDING CONTRACT DRAFTING & WAPC SUBDIVISION APPLICATION FEE	6,547.61	
EFT7951	26/05/2020	NUTRIENT AG SOLUTIONS	BULKA BAG CEMENT INCL. FREIGHT	7,840.80	
EFT7952	26/05/2020	CAROL RILEY	REIMBURSEMENT: COTTAGE BOND	200.00	FULLY
EFT7953	26/05/2020	KELLY SMITH	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7954	26/05/2020	STEPHEN ANDREWS	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7955	26/05/2020	VERONICA HEARN	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7956	26/05/2020	BARRY BOVELL	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7957	26/05/2020	MURRAY CARLTON	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7958	26/05/2020	PLUMBERJ'S MOBILE PLUMBING	UNIT 7 AKV - REPLACE AUTO WASHING MACHINE CONVERSION TAP	126.50	
23719	04/05/2020	SYNERGY	ELECTRICTY USAGE & CHARGES 28/12/19 - 03/03/20	189.39	
23720	12/05/2020	TELSTRA	TELEPHONE USAGE & CHARGES TO 28/04/20	1,915.69	
23721	26/05/2020	SYNERGY	ELECTRICITY USAGE & CHARGES 25/03/20 - 24/04/20	2,401.92	
23722	26/05/2020	SHIRE OF QUAIRADING	WRF: FLOAT	100.00	FULLY
				<b>766,989.70</b>	

<b>TRANSPORT TAKINGS FOR THE MONTH ENDING</b>		
<b>MAY 2020</b>		<b>Attachment 9.1.2</b>
<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT \$</b>
1/05/2020	TRANSPORT TAKINGS	151.95
4/05/2020	TRANSPORT TAKINGS	124.25
5/05/2020	TRANSPORT TAKINGS	102.60
7/05/2020	TRANSPORT TAKINGS	19.60
8/05/2020	TRANSPORT TAKINGS	187.20
11/05/2020	TRANSPORT TAKINGS	41.95
12/05/2020	TRANSPORT TAKINGS	158.50
13/05/2020	TRANSPORT TAKINGS	694.25
14/05/2020	TRANSPORT TAKINGS	151.60
15/05/2020	TRANSPORT TAKINGS	1,082.00
18/05/2020	TRANSPORT TAKINGS	36.90
19/05/2020	TRANSPORT TAKINGS	924.80
20/05/2020	TRANSPORT TAKINGS	1,095.40
21/05/2020	TRANSPORT TAKINGS	1,149.90
22/05/2020	TRANSPORT TAKINGS	725.65
25/05/2020	TRANSPORT TAKINGS	1,171.90
26/05/2020	TRANSPORT TAKINGS	204.65
29/05/2020	TRANSPORT TAKINGS	1,008.95
APRIL TAKINGS BANKED IN MAY		<b>11,671.15</b>
<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT \$</b>
30/04/2020	TRANSPORT TAKINGS	125.85
		<b>125.85</b>
		<b>11,797.00</b>

**Important notice regarding Autopay Direct Debit Arrangement- Direct Debit**

\* If you have set up a direct debit arrangement for making automatic repayments to your BusinessChoice credit card account, and there have been two failed direct debit transactions (that is, we cannot withdraw the nominated amount from your nominated account) in consecutive months due to insufficient funds in the nominated account, we may, at our sole discretion:

1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
2. Impose a fee or charge (No change- We currently charge a \$9 missed payment fee when payment is not received by statement due date)
3. Charge interest on any unpaid purchases outstanding (No change)

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment. Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

**Please remember** any payments made into the Billing account that places the Billing Account into credit or results in a zero balance at the payment due date, your direct debit will still continue to take place. This also applies if you make an additional payment into the Billing Account that is only a partial payment and still leaves a debit balance on the Billing Account, your direct debit arrangement for the month will remain unchanged and continue to take place.

**BusinessChoice Everyday VISA Card**

Date of Transaction	Description	Debits/Credits	Cardholder Comments
30 APR	<b>Purchases</b> SHIRE OF QUAIRADING QUAIRADING AU	Q582 125.85	Licensing
04 MAY	GOVERNMENT SERVICES NOT ELSE SHIRE OF QUAIRADING QUAIRADING AU	Q450 36.90	Licensing
04 MAY	GOVERNMENT SERVICES NOT ELSE SHIRE OF QUAIRADING QUAIRADING AU	Q439 31.95	Licensing
07 MAY	ZOOM.AUD 8887999666 US INC FX FEE AUD \$0.69	Q672 23.78	Computer Maintenance (IT)
22 MAY	DIRECT MARKETING CONTINUITY VacuumSpot Tullamarine AU FURNITURE, HOME FURNISHINGS	1382 233.88	Vacuum QMP
	<b>Sub Total:</b>	<b>452.36</b>	
28 MAY	<b>Miscellaneous Transactions</b> TRANSFER CLOSING BALANCE TO BILLING ACCT	452.36 -	
	<b>Sub Total:</b>	<b>452.36 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	

I have checked the above details and verify that they are correct.

Cardholder Signature 

Date 15/6/2020

Transactions examined and approved.

Manager/Supervisor Signature 

Date 18/06/2020

## 9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 31<sup>st</sup> May 2020

<b>Meeting Date</b>	25 <sup>th</sup> June 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellon
<b>Attachments</b>	(i) Financial Statements for May
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

**That Council receive the Monthly Financial Statements for the period ending 31<sup>st</sup> May 2020.**

### VOTING REQUIREMENTS – Simple Majority

#### IN BRIEF

- Monthly Financial Statements for the period ending 31<sup>st</sup> May 2020 attached.
- Monthly Financial Statements have been updated based on the Moore Stephens Monthly Statements Model.
- The Monthly Financial Statements report include the Fund Balances Report and the Variance Report.

#### MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements

#### BACKGROUND

Council resolved in October 2000 (Minute Number 071-00/01) to receive Financial Statements in the required statutory format. Requests for new Monthly Financial Statements started a search for a new template. The current template is based on the Moore Stephens Monthly Budget Template.

#### STATUTORY ENVIRONMENT

Amendments to the regulations, gazetted on the 31<sup>st</sup> March 2005 and effective from the 1<sup>st</sup> July 2005, have repealed the existing regulations (34 and 35) relating to monthly and quarterly / triannual financial reports.

They have been substituted in accordance with a new Regulation 34. This new regulation only requires Local Governments to report on a monthly basis, although it is much more prescriptive as to what is required and its intention is to establish a minimum standard across the industry.

The new regulations require Local Government to prepare each month a statement of financial activity as per attachment. This statement is intended to report on the sources and application of funds highlighting variances to budget for the month in question.

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

The Model Monthly Financial Statements cost \$430 (2018/19) and will be an ongoing annual expense if the latest model is needed. Staff time is used to update and customise the template for Council preferences.

### **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**

Nil

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

Financial - Risk Matrix Rating considered Low – Comprehensive Monthly Financial Reports in accordance with the Local Government’s Financial Regulation 34.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

Operation – Risk Matrix Rating considered Low – Level verified through Council Financial Audits.

Natural Environment – Risk Matrix Rating considered Low.

#### **COMMENT**

The Monthly Financial Statements have been updated based on the Moore Stephens Monthly Reporting Template. They now also include the Fund Balances Report and the Variation Report which were previously separate items.

The Model Template has been updated to include profit and loss statements for the Childcare Centre and Caravan Park. The Statements can continue to be updated and customised to include relevant information for Council and Staff and to work with improved Management Accounting practices.



**SHIRE OF QUAIRADING**

**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 May 2020**

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

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**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MAY 2020**

**KEY INFORMATION**

**Items of Significance**

The material variance adopted by the Shire of Quairading for the 2019/20 year is \$10,000 and 10%. 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.

	% Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance (Under)/Over
<b>Capital Expenditure</b>					
<b>Land &amp; Buildings</b>					
Park Cottages	93.60%	205,151	205,141	192,022	(13,119)
Industrial Lots	4.08%	155,851	155,851	6,355	(149,496)
<b>Plant &amp; Equipment</b>					
Q3919 - Dynapac Steel Roller	96.07%	145,000	145,000	139,300	(5,700)
Q430 - Caterpillar Bobcat	0.00%	86,650	86,550	-	(86,550)
<b>Infrastructure - Roads</b>					
2019/20 Roads Program	99.66%	1,731,214	1,709,596	1,725,377	15,781
<b>Other Infrastructure</b>					
Oval Lighting	40.50%	175,090	175,090	70,907	(104,183)
Bowling Green Repairs	100.00%	181,603	181,603	181,603	(0)
Old School Site	0.00%	93,360	93,360	-	(93,360)
<b>Operational</b>					
Medical Practice Expense	91.85%	306,716	290,386	281,708	(8,678)
Roads Maintenance	79.77%	637,303	584,194	508,383	(75,811)

% Compares current ytd actuals to annual budget

Financial Position	* Note	Prior Year 1 June 2019	Current Year 31 May 2020
Adjusted Net Current Assets	141%	\$ 1,571,593	\$ 2,209,757
Cash and Equivalent - Unrestricted	176%	\$ 1,454,293	\$ 2,561,974
Cash and Equivalent - Restricted	130%	\$ 2,371,054	\$ 3,085,269
Receivables - Rates	103%	\$ 229,922	\$ 236,745
Receivables - Other	6%	\$ 146,748	\$ 9,445
Payables	332%	\$ 152,645	\$ 507,452

\* Note: Compares current ytd actuals to prior year actuals at the same time

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MAY 2020**

**INFORMATION**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 18th June 2020  
Prepared by: Executive Manager of Corporate Services  
Reviewed by: Chief Executive Officer

**BASIS OF PREPARATION**

**REPORT PURPOSE**

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

**BASIS OF ACCOUNTING**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**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.

**SIGNIFICANT ACCOUNTING POLICES**

**GOODS AND SERVICES TAX**

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

**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.

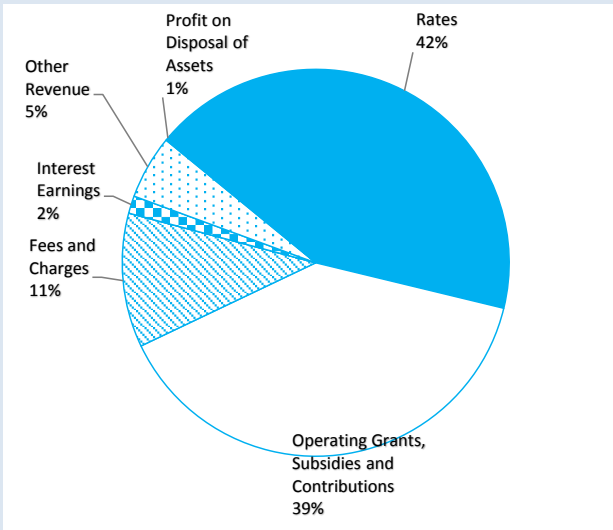
**ROUNDING OFF FIGURES**

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

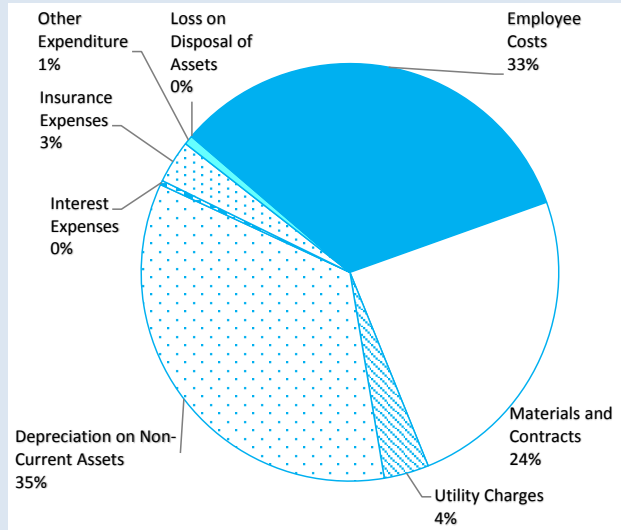
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MAY 2020**

**SUMMARY GRAPHS**

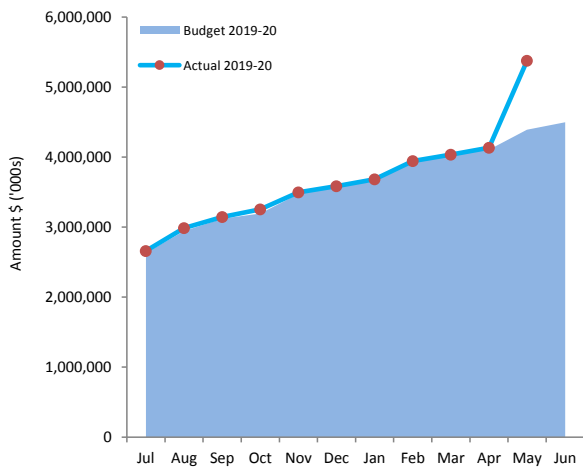
**OPERATING REVENUE**



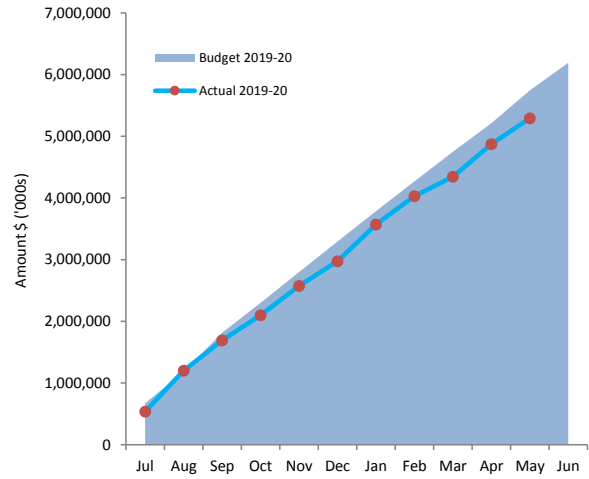
**OPERATING EXPENSES**



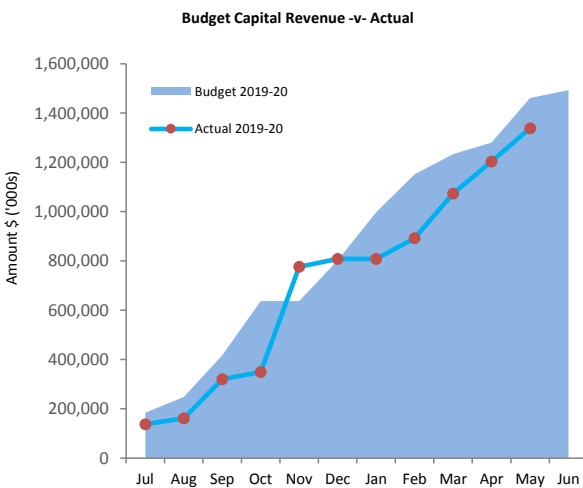
**Budget Operating Revenues -v- Actual**



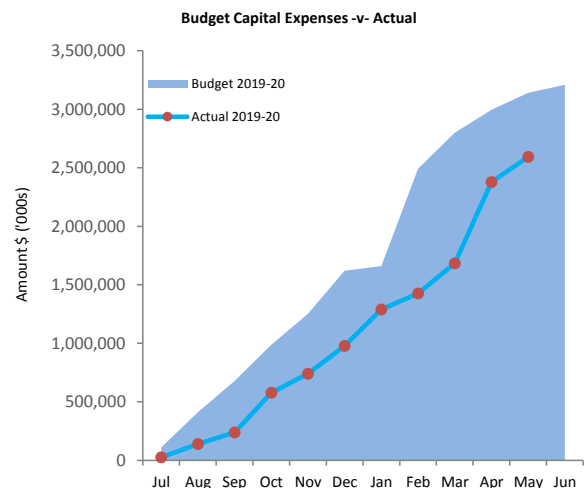
**Budget Operating Expenses -v-YTD Actual**



**CAPITAL REVENUE**



**CAPITAL EXPENSES**



This information is to be read in conjunction with the accompanying Financial Statements and Notes. Capital Revenue include Capital Grants and Contributions, Proceeds of Sale and Borrowings.

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 MAY 2020**

**STATUTORY REPORTING PROGRAMS**

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

<b>PROGRAM NAME</b>	<b>OBJECTIVE</b>	<b>ACTIVITIES</b>
<b>GOVERNANCE</b>	To provide a decision making process for the efficient allocation of scarce resources.	The Governance function accumulates the costs of Members expenses and other costs of Council that relate to the tasks of assisting councillors and the Ratepayers on matters which do not concern specific Council services, being election costs; allowances and expenses of members; policy and training and audit fees.
<b>GENERAL PURPOSE FUNDING</b>	To collect revenue to allow for the provision of services that are not fully funded by specific fees and charges.	Rates, general purpose government grants and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b>	To provide services to help ensure a safer and environmentally conscious community.	Supervision of local laws, fire control which covers the maintenance of bushfire equipment and insurance; animal control and a shared community emergency services manager.
<b>HEALTH</b>	To provide an operational framework for environmental and community health.	Health inspections, food quality control, pest control and operation of the medical centre.
<b>EDUCATION AND WELFARE</b>	To provide services to disadvantaged persons, the elderly, children and youth.	Operation and maintenance of the Little Rainmakers Childcare Centre, Arthur Kelly Village and minor in-kind association with the Fail Aged Lodge. Youth programme and Quairading Youth Centre.
<b>HOUSING</b>	To provide and maintain housing.	Maintenance of housing rented to staff and non staff.
<b>COMMUNITY AMENITIES</b>	To provide services required by the community.	Rubbish and recycling services and administration of Town Planning Scheme and Heritage services. Community bus service, maintenance of cemeteries, public conveniences and environmental services.
<b>RECREATION AND CULTURE</b>	To establish and effectively manage infrastructure and resources which will help the social wellbeing of the community.	Maintenance of Halls, Swimming Pool, community buildings and various reserves and library.
<b>TRANSPORT</b>	To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, drainage works, footpaths, parking facilities and cleaning of streets. Natural disaster road and bridge repairs. On-line licensing centre for Department of Transport. Maintenance of the Airstrip.
<b>ECONOMIC SERVICES</b>	To help promote the Shire Quairading and its economic wellbeing.	Community development, operation of caravan park and short stay accommodation, tourism and townscape, control of noxious weeds/plants. Pests and building control, community gym and building control.
<b>OTHER PROPERTY AND SERVICES</b>	To monitor and control the Shire of Quairading overheads.	Administration, Private works overheads, plant operating costs, allocation of salaries and wages. Operation of private works.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	1(b)	2,376,208	2,376,208	2,376,208	0	0%	
<b>Revenue from operating activities</b>							
Governance		5,824	5,782	9,652	3,870	67%	
General Purpose Funding - Rates	5	2,299,602	2,298,953	2,280,405	(18,548)	(1%)	
General Purpose Funding - Other		983,509	977,438	1,959,272	981,834	100%	▲
Law, Order and Public Safety		197,103	158,248	165,761	7,513	5%	
Health		114,629	111,743	126,252	14,509	13%	▲
Education and Welfare		190,279	169,963	160,521	(9,442)	(6%)	
Housing		109,576	100,448	90,561	(9,888)	(10%)	
Community Amenities		166,458	161,896	146,731	(15,165)	(9%)	
Recreation and Culture		30,944	29,152	33,966	4,814	17%	
Transport		175,613	174,963	176,561	1,598	1%	
Economic Services		112,185	102,091	93,845	(8,246)	(8%)	
Other Property and Services		112,246	101,657	135,774	34,117	34%	▲
		<b>4,497,968</b>	<b>4,392,335</b>	<b>5,379,301</b>	986,966	22%	▲
<b>Expenditure from operating activities</b>							
Governance		(650,199)	(592,892)	(504,350)	88,541	15%	▲
General Purpose Funding		(83,039)	(76,119)	(61,227)	14,892	20%	▲
Law, Order and Public Safety		(362,226)	(333,745)	(313,004)	20,741	6%	
Health		(409,057)	(384,490)	(369,835)	14,655	4%	
Education and Welfare		(356,815)	(329,388)	(274,124)	55,264	17%	▲
Housing		(183,945)	(169,638)	(149,545)	20,093	12%	▲
Community Amenities		(494,667)	(453,581)	(388,603)	64,977	14%	▲
Recreation and Culture		(946,428)	(897,208)	(780,808)	116,401	13%	▲
Transport		(2,044,888)	(1,892,201)	(1,803,104)	89,097	5%	
Economic Services		(554,673)	(518,652)	(415,805)	102,848	20%	▲
Other Property and Services		(105,931)	(95,416)	(232,024)	(136,608)	(143%)	▼
		<b>(6,191,868)</b>	<b>(5,743,329)</b>	<b>(5,292,428)</b>	450,901	8%	
<b>Operating activities excluded from budget</b>							
Add Back Depreciation		1,931,312	1,770,370	<b>1,828,034</b>	57,665	3%	
Adjust (Profit)/Loss on Asset Disposal	6	7,094	11,094	<b>(18,916)</b>	(30,010)	(271%)	▼
Adjust Provisions and Accruals		3,478	3,478	<b>3,162</b>	(316)	(9%)	
<b>Amount attributable to operating activities</b>		<b>247,984</b>	<b>433,948</b>	<b>1,899,154</b>	<b>1,465,206</b>	(338%)	
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions		1,185,205	1,167,756	<b>1,079,856</b>	(87,900)	(8%)	
Proceeds from Disposal of Assets	6	158,050	143,050	<b>108,323</b>	(34,727)	(24%)	▼
Capital Acquisitions	7	(3,208,110)	(3,139,844)	<b>(2,592,387)</b>	547,457	17%	▲
<b>Amount attributable to investing activities</b>		<b>(1,864,855)</b>	<b>(1,829,038)</b>	<b>(1,404,207)</b>	<b>424,830</b>	23%	▲
<b>Financing Activities</b>							
Proceeds from New Debentures		150,000	150,000	<b>150,000</b>	0	0%	
Self-Supporting Loan Principal		36,341	35,809	<b>35,809</b>	0	0%	
Transfer from Reserves	9	859,235	547,292	<b>547,292</b>	0	0%	
Repayment of Debentures	8	(94,443)	(88,297)	<b>(88,297)</b>	0	0%	
Transfer to Reserves	9	(1,300,000)	(1,120,000)	<b>(1,306,201)</b>	(186,201)	(17%)	▼
<b>Amount attributable to financing activities</b>		<b>(348,867)</b>	<b>(475,196)</b>	<b>(661,397)</b>	<b>(186,201)</b>	(39%)	
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>410,471</b>	<b>505,922</b>	<b>2,209,757</b>	1,703,835	(337%)	

**KEY INFORMATION**

▲ ▼ 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.

The material variance adopted by Council for the 2019/20 year is \$10,000 and 10%.

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

## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 MAY 2020

### REVENUE

#### RATES

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

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

#### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

#### PROFIT ON ASSET DISPOSAL

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

#### FEES AND CHARGES

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

#### SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies 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 on rate arrears and interest on debtors.

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

## NATURE OR TYPE DESCRIPTIONS

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

#### 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.



**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**BY NATURE OR TYPE**

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	1(b)	2,376,208	2,376,208	<b>2,376,208</b>	0	0%	
<b>Revenue from operating activities</b>							
Rates	5	2,299,602	2,298,953	2,280,405	(18,548)	(1%)	
Operating Grants, Subsidies and Contributions		1,205,927	1,190,425	2,105,753	915,327	77%	▲
Fees and Charges		597,627	559,763	602,722	42,959	8%	
Interest Earnings		80,389	73,689	78,901	5,213	7%	
Other Revenue		299,463	254,544	286,933	32,390	13%	▲
Profit on Disposal of Assets	6	14,960	14,960	24,584	9,624	64%	
		<b>4,497,968</b>	<b>4,392,335</b>	<b>5,379,301</b>	986,966	22%	▲
<b>Expenditure from operating activities</b>							
Employee Costs		(2,016,027)	(1,999,615)	(1,754,796)	244,819	12%	▲
Materials and Contracts		(1,701,901)	(1,458,899)	(1,288,166)	170,733	12%	▲
Utility Charges		(230,430)	(211,234)	(184,183)	27,051	13%	▲
Depreciation on Non-Current Assets		(1,931,312)	(1,770,370)	(1,828,034)	(57,665)	(3%)	
Interest Expenses		(24,077)	(22,071)	(17,631)	4,440	20%	
Insurance Expenses		(168,455)	(168,455)	(176,349)	(7,895)	(5%)	
Other Expenditure		(97,612)	(86,631)	(37,599)	49,032	57%	▲
Loss on Disposal of Assets	6	(22,054)	(26,054)	(5,668)	20,386	78%	
		<b>(6,191,868)</b>	<b>(5,743,329)</b>	<b>(5,292,428)</b>	450,901	(8%)	
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,931,312	1,770,370	<b>1,828,034</b>	57,665	3%	
Adjust (Profit)/Loss on Asset Disposal	6	7,094	11,094	<b>(18,916)</b>	(30,010)	(271%)	▼
Adjust Provisions and Accruals		3,478	3,478	<b>3,162</b>	(316)	(9%)	
<b>Amount attributable to operating activities</b>		<b>247,985</b>	<b>433,948</b>	<b>1,899,154</b>	1,465,206	338%	
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions		1,185,205	1,167,756	<b>1,079,856</b>	(87,900)	(8%)	
Proceeds from Disposal of Assets	6	158,050	143,050	<b>108,323</b>	(34,727)	(24%)	▼
Capital acquisitions	7	(3,208,110)	(3,139,844)	<b>(2,592,387)</b>	547,457	17%	▲
<b>Amount attributable to investing activities</b>		<b>(1,864,855)</b>	<b>(1,829,038)</b>	<b>(1,404,207)</b>	424,830	(23%)	
<b>Financing Activities</b>							
Proceeds from New Debentures		150,000	150,000	<b>150,000</b>	0	0%	
Self-Supporting Loan Principal		36,341	35,809	<b>35,809</b>	0	0%	
Transfer from Reserves	9	859,235	547,292	<b>547,292</b>	0	0%	
Repayment of Debentures	8	(94,443)	(88,297)	<b>(88,297)</b>	0	0%	
Transfer to Reserves	9	(1,300,000)	(1,120,000)	<b>(1,306,201)</b>	(186,201)	(17%)	▼
<b>Amount attributable to financing activities</b>		<b>(348,867)</b>	<b>(475,196)</b>	<b>(661,397)</b>	(186,201)	39%	
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>410,471</b>	<b>505,922</b>	<b>2,209,757</b>	1,703,835	337%	

**KEY INFORMATION**

▲▼ 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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**NOTE 1(a)  
NET CURRENT ASSETS**

**SIGNIFICANT ACCOUNTING POLICIES**

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

**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.

**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.

**INVENTORIES**

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020

OPERATING ACTIVITIES  
NOTE 1(b)  
ADJUSTED NET CURRENT ASSETS

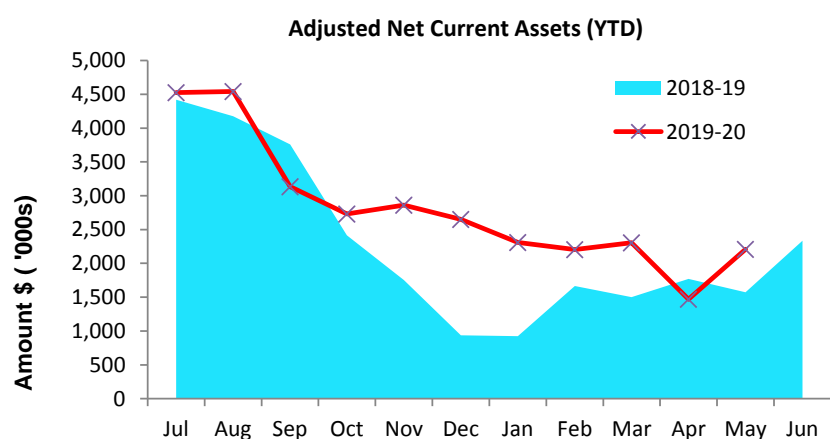
	Ref Note	Last Years Closing 30 June 2019	This Time Last Year 01 Jun 2019	Year to Date Actual 31 May 2020
		\$	\$	\$
<b>Adjusted Net Current Assets</b>				
<b>Current Assets</b>				
Cash Unrestricted	3	2,215,132	1,454,293	2,561,974
Cash Restricted	3	2,518,144	2,371,054	3,085,269
Receivables - Rates	4	237,459	229,922	236,745
Receivables - Other	4	192,221	146,748	9,445
Expected Credit Loss Allowance	4	(18,933)	0	(18,933)
Income Accrued		4,699	0	1,893
Prepaid Expenses		13,347	0	0
Interest / ATO Receivable		26,115	35,176	28,627
Inventories		4,870	3,753	7,964
		5,193,054	4,240,946	5,912,984
<b>Less: Current Liabilities</b>				
Payables		(341,006)	(152,645)	(507,452)
Provisions - employee		(81,311)	(393,660)	(315,963)
Long term borrowings		(315,964)	2,874	6,986
		(738,281)	(543,431)	(816,429)
<b>Unadjusted Net Current Assets</b>		<b>4,454,773</b>	<b>3,697,515</b>	<b>5,096,555</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Cash reserves	3	(2,326,360)	(2,371,054)	(3,085,269)
Less: Loans receivable		(35,811)	0	0
Add: Provisions - employee		202,295	248,006	205,457
Add: Long term borrowings		81,311	(2,874)	(6,986)
<b>Adjusted Net Current Assets</b>		<b>2,376,208</b>	<b>1,571,593</b>	<b>2,209,757</b>

**SIGNIFICANT ACCOUNTING POLICIES**

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

**KEY INFORMATION**

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



**This Year YTD**

**Surplus(Deficit)**

**\$2.21 M**

**Last Year YTD**

**Surplus(Deficit)**

**\$1.57 M**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**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 2019/20 year is \$10,000 and 10%.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
General Purpose Funding - Other	981,834	100%	▲	Permanent	Advanced Payment of 2020/21 FAGS payment
Health	14,509	13%	▲	Permanent	Medical Practice Income
Other Property and Services	34,117	34%	▲	Permanent	Timing of Sale of Surplus Electrical Goods and Workers Compensation Reimbursements
<b>Expenditure from operating activities</b>					
Governance	88,541	15%	▲	Timing	Accounting Support Fees, timing of Risk Co-ordinator Program, Integrated Planning Costs in Administration and Administration Allocated
General Purpose Funding	14,892	20%	▲	Timing	Administration Allocation and Rate Collection Legal Expenses lower than budgeted
Education and Welfare	55,264	17%	▲	Timing	Timing of Independent Living Units Design and expenses at AKV and Childcare Centre
Housing	20,093	12%	▲	Timing	Maintenance expenses
Community Amenities	64,977	14%	▲	Timing	Timing of costs for Town Planning, Cemetery and Badjalung Drain Survey
Recreation and Culture	116,401	13%	▲	Timing	Timing of Swimming Pool operations, Parks and Gardens, Oval, Shire Hall and Recreation Facility Audit
Economic Services	102,848	20%	▲	Timing	Timing of costs at Caravan Park, CRC and Tourist Promotion expenses
Other Property and Services	(136,608)	(143%)	▼	Timing	Under allocation of PWO, POC costs higher than budgeted, Workers Compensation Expenses
<b>Investing Activities</b>					
Capital Acquisitions	547,457	17%	▲	Timing	Timing of Capital Projects & Acquisitions

**KEY INFORMATION**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS**

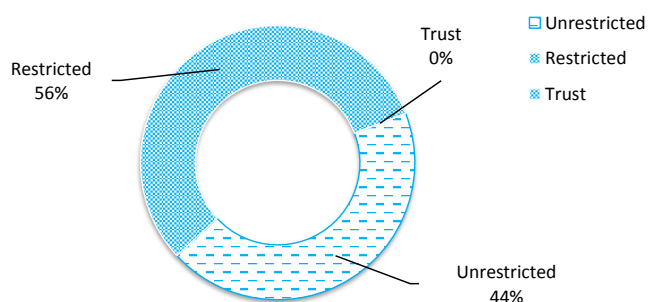
<b>Cash and Investments</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Trust</b>	<b>Total YTD Actual</b>	<b>Institution</b>	<b>Interest Rate</b>	<b>Maturity Date</b>
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	650			650			
<b>At Call Deposits</b>							
Municipal Fund	1,088,835			1,088,835	Westpac		
Medical Centre	2			2	Westpac		
Child Care Centre	1,316			1,316	Westpac		
Municipal On Call	720,000			720,000	Westpac	0.05%	
Reserve Fund On Call		52,170		52,170	Westpac	0.05%	
Trust Fund			0		Westpac		
<b>Term Deposits</b>							
Municipal Investment - Term Deposit	306,455			306,455	Westpac	0.25%	05-Jun-20
Municipal Investment - Term Deposit	303,001			303,001	Westpac	0.25%	03-Jun-20
Reserve Investment - Term Deposit		483,561		483,561	Westpac	1.30%	03-Jun-20
Reserve Investment - Term Deposit		976,722		976,722	Westpac	1.05%	12-Jul-20
Reserve Investment - Term Deposit		617,797		617,797	Westpac	0.85%	22-Aug-20
Reserve Investment - Term Deposit		955,020		955,020	Westpac	1.05%	23-Jun-20
<b>Total</b>	<b>2,420,259</b>	<b>3,085,269</b>	<b>0</b>	<b>5,505,528</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

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.

**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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.



**Total Cash**

**\$5.51 M**

**Unrestricted**

**\$2.42 M**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Rates Receivable	30 June 2019	31 May 20
	\$	\$
Opening Arrears Previous Years	183,897	237,459
Levied this year	2,394,734	2,489,560
Less Collections to date	(2,341,172)	(2,490,274)
Equals Current Outstanding	<b>237,459</b>	<b>236,745</b>
<b>Net Rates Collectable</b>	<b>237,459</b>	<b>236,745</b>
% Collected	97.76%	100.03%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	3,217	567	0	784	4,568
Percentage	70%	12%	0%	17%	
<b>Balance per Trial Balance</b>					
Sundry debtors					4,567
Loss Allowance					(18,933)
GST receivable					28,627
Pensioner Rebates					4,878
<b>Total Receivables General Outstanding</b>					<b>19,139</b>

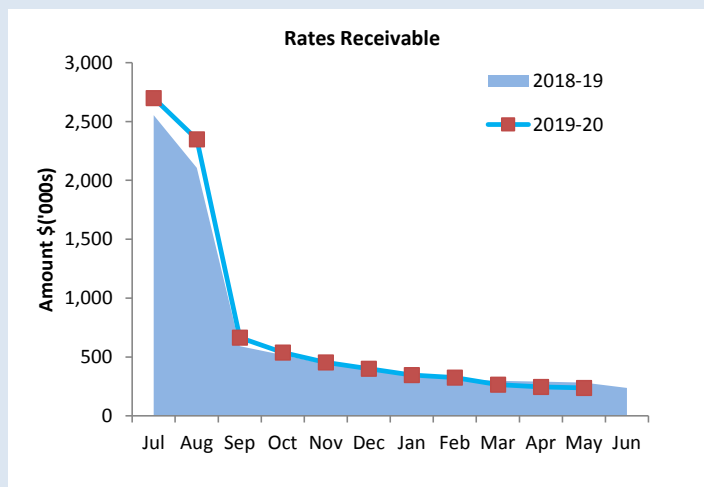
Amounts shown above include GST (where applicable)

**KEY INFORMATION**

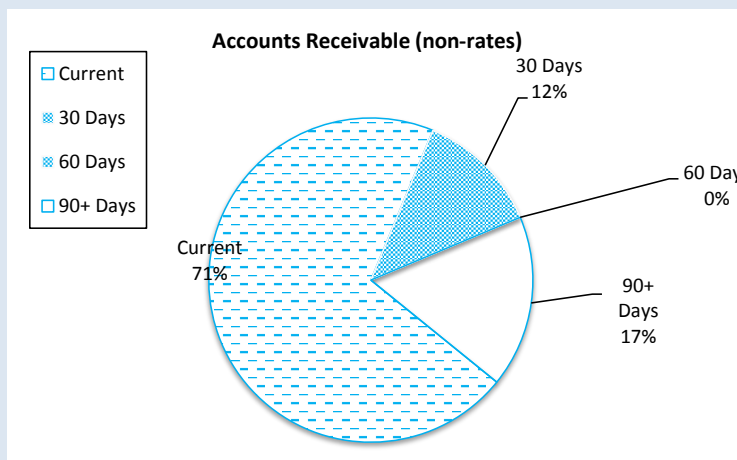
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

**SIGNIFICANT ACCOUNTING POLICIES**

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.



Collected	Rates Due
<b>100%</b>	<b>\$236,745</b>



<b>Debtors Due</b>
<b>\$19,139</b>
<b>Over 30 Days</b>
<b>30%</b>
<b>Over 90 Days</b>
<b>17%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE**

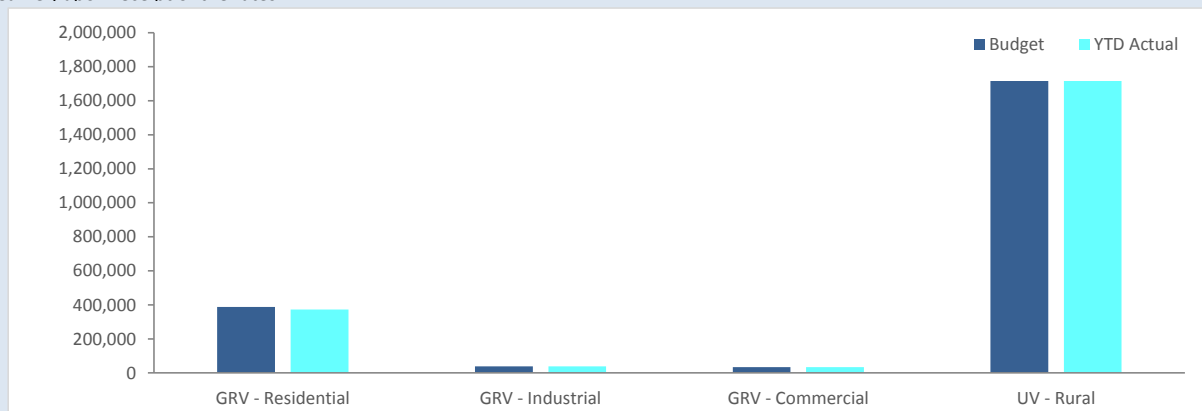
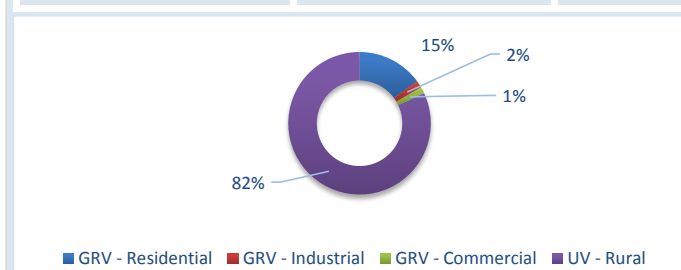
General Rate Revenue	Amended Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV - Residential	0.135679	315	2,563,032	347,750	0	0	347,750	332,746	0	0	332,746
GRV - Industrial	0.135679	20	261,785	35,519	0	0	35,519	35,519	0	0	35,519
GRV - Commercial	0.135679	11	248,376	33,699	0	0	33,699	33,699	0	0	33,699
UV - Rural	0.012301	374	147,974,500	1,820,234	0	0	1,820,234	1,820,234	(1,383)	0	1,818,851
	Minimum \$										
GRV - Residential	650	61	66,044	39,650	0	0	39,650	39,650	0	0	39,650
GRV - Industrial	650	5	6,315	3,250	0	0	3,250	3,250	0	0	3,250
GRV - Commercial	650	0		0	0	0	0	0	0	0	0
UV - Rural	650	30	854,736	19,500	0	0	19,500	19,500	0	0	19,500
<b>Sub-Totals</b>		<b>816</b>	<b>151,974,788</b>	<b>2,299,602</b>	<b>0</b>	<b>0</b>	<b>2,299,602</b>	<b>2,284,598</b>	<b>-1,383</b>	<b>0</b>	<b>2,283,215</b>
Write Offs							(700)				(14,966)
<b>Amount from General Rates</b>							<b>2,298,902</b>				<b>2,268,249</b>
Ex-Gratia Rates							12,642				12,156
<b>Total General Rates</b>							<b>2,311,544</b>				<b>2,280,405</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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.

**KEY INFORMATION**

General Rates		
Budget	YTD Actual	%
<b>\$2.3 M</b>	<b>\$2.27 M</b>	<b>99%</b>

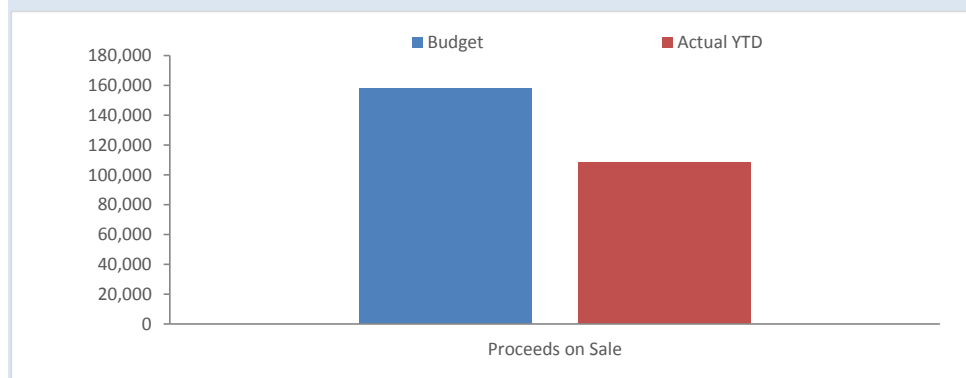


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020

OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS

Asset Ref.	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
P530	Holden Captiva Active	25,507	15,000		(10,507)				
P3446	Mazda BT 50	7,952	14,000	6,048		8,588	12,909	4,321	
P649	Mazda BT 50	14,325	14,000		(325)	15,205	19,091	3,886	
P430	Caterpillar Bobcat	14,375	16,000		1,625				
P582	Isuzu NPR 300 Tipper	19,438	27,000	7,562		18,981	27,273	8,292	
P3919	Dynapac Steel Roller	20,847	8,000		(12,847)	20,621	16,364		(4,257)
Q530	Electrical Van	18,650	20,000	1,350		20,493	23,636	3,144	
	Land Held for Resale	35,000	35,000		0				
P148	Goods Sold at Auction - Fibreglass Tank	1,961	550			1,961	550		(1,411)
Q3277	Goods Sold at Auction - 1998 Ford Truck Table Top	3,559	8,500			3,559	8,500	4,941	
		<b>161,613</b>	<b>158,050</b>	<b>14,960</b>	<b>(22,054)</b>	<b>89,407</b>	<b>108,323</b>	<b>24,584</b>	<b>(5,668)</b>

## KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
<b>\$158,050</b>	<b>\$108,323</b>	<b>69%</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS**

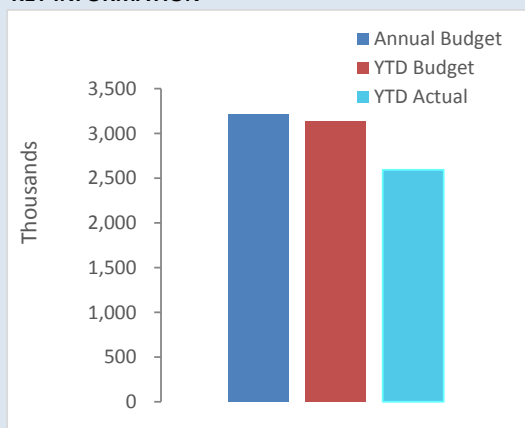
Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land	155,851	155,851	6,355	(149,496)
Buildings	216,021	216,011	202,900	(13,111)
Plant & Equipment	443,220	405,120	310,554	(94,566)
Furniture & Equipment	0	0	0	0
Infrastructure - Roads	1,731,214	1,709,596	1,725,377	15,781
Infrastructure - Footpaths	52,500	48,125	58,983	0
Infrastructure - Other	609,303	605,140	288,217	(316,923)
<b>Capital Expenditure Totals</b>	<b>3,208,110</b>	<b>3,139,844</b>	<b>2,592,387</b>	<b>(558,315)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,185,205	1,167,756	1,079,856	(87,900)
Borrowings	150,000	150,000	150,000	0
Other (Disposals & C/Fwd)	158,050	143,050	108,323	(34,727)
Cash Backed Reserves				
Plant Reserve	306,250	308,600	308,600	0
Swimming Pool Reserve	0	0	0	0
Building Reserve	272,093	100,000	223,733	123,733
Health Reserve	155,851	0	0	0
Road Infrastructure Reserve	0	0	0	0
Contribution - operations	980,661	1,270,438	721,874	(548,563)
<b>Capital Funding Total</b>	<b>3,208,110</b>	<b>3,139,844</b>	<b>2,592,387</b>	<b>(547,457)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition.

For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.































**KEY INFORMATION**



<b>Acquisitions</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Spent</b>
	<b>\$3.21 M</b>	<b>\$2.59 M</b>	<b>81%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$1.19 M</b>	<b>\$1.08 M</b>	<b>91%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020

INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion		Account Number	Amended			Variance (Under)/Over
			Annual Budget	YTD Budget	YTD Actual	
	<b>Capital Expenditure</b>					
	<b>Land</b>					
4%	 Industrial Lots	2601	155,851	155,851	6,355	-149,496
4%	 <b>Total</b>		155,851	155,851	6,355	-149,496
	<b>Buildings</b>					
94%	 Park Cottages	9546	205,151	205,141	192,022	-13,119
100%	 Swimming Pool Shed	9550	10,870	10,870	10,878	8
94%	 <b>Total</b>		216,021	216,011	202,900	-13,111
	<b>Plant &amp; Equipment</b>					
0%	 OQ - Holden Captiva Active	9001	38,000	0	0	0
86%	 Q3446 - Mazda BT 50	9750	34,000	34,000	29,401	-4,599
103%	 Q649 - Mazda BT 50	9751	36,600	36,600	37,819	1,219
0%	 Q430 - Caterpillar Bobcat	9752	86,650	86,550	0	-86,550
104%	 Q582 - Isuzu NPR 300 Tipper	9753	60,000	60,000	62,277	2,277
96%	 Q3919 - Dynapac Steel Roller	9754	145,000	145,000	139,300	-5,700
97%	 Portable Generator	9552	42,970	42,970	41,757	-1,213
70%	 <b>Total</b>		443,220	405,120	310,554	-94,566
	<b>Furniture &amp; Equipment</b>					
0%	<b>Total</b>		0	0	0	0
	<b>Infrastructure - Roads</b>					
100%	 2019/20 Roads Program	3604	1,731,214	1,709,596	1,725,377	15,781
100%	 <b>Total</b>		1,731,214	1,709,596	1,725,377	15,781
	<b>Infrastructure - Footpaths</b>					
112%	 McLennan Street/School	3707	52,500	48,125	58,983	10,858
112%	 <b>Total</b>		52,500	48,125	58,983	0
	<b>Infrastructure - Other</b>					
40%	 Oval Lighting	9837	175,090	175,090	70,907	-104,183
100%	 Bowling Green Repairs	9836	181,603	181,603	181,603	-0
22%	 Pool Shade Sail System	9553	20,000	18,337	4,350	-13,987
0%	 Pool Waterwise	9554	10,000	10,000	0	-10,000
41%	 Community Park and Trail Design	9838	20,000	20,000	8,185	-11,815
62%	 Street Signage	9595	30,000	27,500	18,676	-8,824
0%	 Old School Site	9587	93,360	93,360	0	-93,360
15%	 Tourist Layby	9582	27,950	27,950	4,185	-23,765
0%	 Shire Hall Audio Visual - Lighting upgrade	9531	20,000	20,000	0	-20,000
0%	 Hall Car Park Upgrade Design	9829	10,000	10,000	0	-10,000
0%	 Heal St Car Parking and Layby Design	C512	11,300	11,300	0	-11,300
3%	 Parker House Generator Siteworks	9590	10,000	10,000	313	-9,687
47%	 <b>Total</b>		609,303	605,140	288,217	-316,923

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS**

Information on Borrowings Particulars	2018/19	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Transport</b>									
Loan 118 - Depot Building	434,269			45,502	45,502	388,767	388,767	13,021	16,208
<b>Economic Services</b>									
Park Cottages	0	150,000	150,000	6,986	12,600	143,014	137,400	1,110	3,581
	434,269	150,000	150,000	52,488	58,102	531,781	526,167	14,131	19,789
<b>Self supporting loans</b>									
<b>Recreation and Culture</b>									
Loan 115 - Bowling Club	78,011			33,302	33,834	44,709	44,177	3,224	3,902
Loan 116 - Tennis Club	1,178			924	924	254	254	18	116
Loan 117 - Golf Club	6,482			1,583	1,583	4,899	4,899	258	270
	85,671	0	0	35,809	36,341	49,862	49,330	3,500	4,288
<b>Total</b>	519,940	150,000	150,000	88,297	94,443	581,643	575,497	17,631	24,077

All debenture repayments were financed by general purpose revenue.

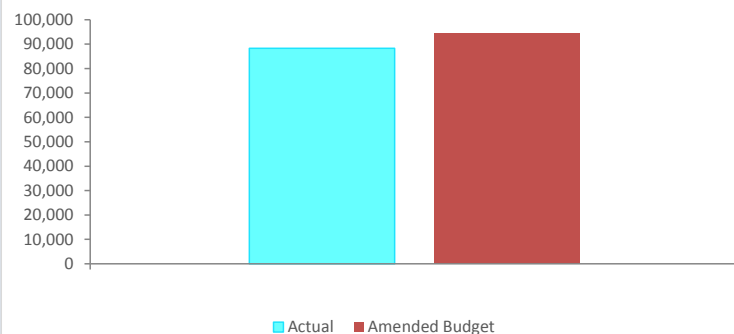
**SIGNIFICANT ACCOUNTING POLICIES**

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.

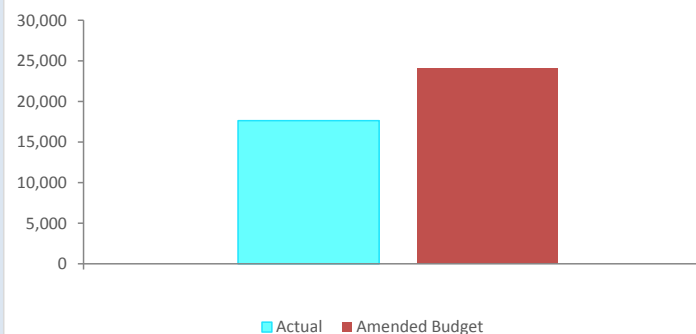
**KEY INFORMATION**

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 - Principal Repaid**



**Borrowings - Interest Paid**



**Principal Repaid**

**\$88,297**

**Interest Expense**

**\$17,631**

**Loans Outstanding**

**\$.58 M**

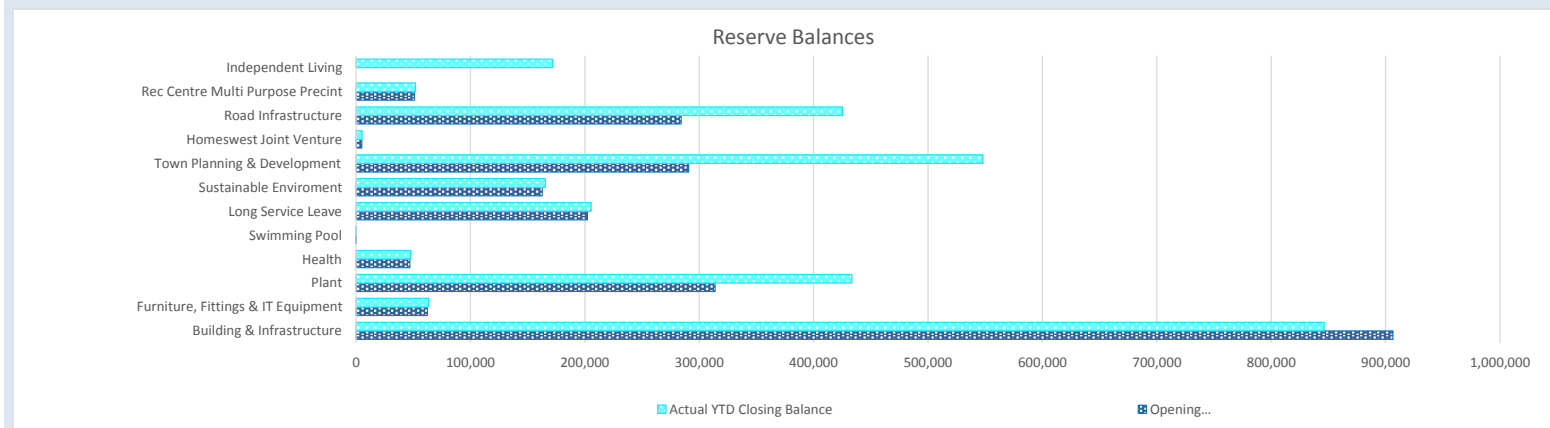
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**OPERATING ACTIVITIES  
NOTE 9  
RESERVES**

**Cash Backed Reserve**

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Building & Infrastructure	906,547	15,587	13,598	150,000	150,000	(272,093)	(223,733)	800,041	846,412
Furniture, Fittings & IT Equipment	62,392	1,073	975					63,465	63,367
Plant	313,858	5,396	8,128	420,000	420,000	(306,250)	(308,600)	433,004	433,386
Health	47,072	810	736					47,882	47,808
Swimming Pool	258	5	4					263	262
Long Service Leave	202,295	3,478	3,162					205,773	205,457
Sustainable Environment	162,755	2,798	2,544					165,553	165,299
Town Planning & Development	290,735	4,999	7,158	250,000	250,000	(155,851)		389,883	547,893
Homeswest Joint Venture	5,151	89	81					5,240	5,232
Road Infrastructure	284,180	4,886	5,984	150,000	150,000	(125,041)	(14,959)	314,025	425,205
Rec Centre Multi Purpose Precint	51,117	879	799					51,996	51,916
Building Renewal	0		1,255	120,000	120,000			120,000	121,255
Independent Living	0		1,777	170,000	170,000			170,000	171,777
<b>Total</b>	<b>2,326,360</b>	<b>40,000</b>	<b>46,201</b>	<b>1,260,000</b>	<b>1,260,000</b>	<b>(859,235)</b>	<b>(547,292)</b>	<b>2,767,125</b>	<b>3,085,269</b>

**KEY INFORMATION**



**Interest Earned**  
**\$46,201**

**Reserves Bal**  
**\$3.09 M**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020

NOTE 10  
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	Amended			Variance (Under)/Over
	Annual Budget	YTD Budget	YTD Actual	
<b>Operating grants, subsidies and contributions</b>				
Federal Assistance Grants	890,267	890,267	1,872,886	982,619
MRWA Direct Road Grant	135,679	135,679	135,679	0
NRM Grant	24,624	22,572	0	(22,572)
Childcare Grant	35,000	26,250	36,000	9,750
Fire Prevention Grants	34,884	34,884	42,262	7,378
Staff Contributions to Vehicle	15,600	14,300	13,397	(903)
Ex Gratia Contribution	12,642	12,642	0	(12,642)
Medical Practice Grants and Contributions	33,750	30,937	5,104	(25,833)
Youth Centre Grants	6,481	6,481	425	(6,056)
Independent Living Units Concept Grant	10,000	10,000	0	(10,000)
Workers Compensation Reimbursement	7,000	6,413	0	(6,413)
<b>Operating grants, subsidies and contributions Total</b>	<b>1,205,927</b>	<b>1,190,425</b>	<b>2,105,752</b>	<b>915,327</b>
<b>Non-operating grants, subsidies and contributions</b>				
Roads to Recovery/ MRWA Regional Road Group	767,370	767,370	767,370	0
Old School Site Grant	45,000	45,000	0	-45,000
Bowling Club Contribution for Replacement Green	70,135	70,135	70,135	0
Audio Visual Town Hall Project Grant	10,000	10,000	0	-10,000
Oval Lighting Grant	43,618	43,618	43,618	0
Portable Generator Grant	20,560	20,560	10,280	-10,280
Access Ramps	19,090	19,090	19,089	-1
WA Freight Network	209,432	191,983	167,546	-24,437
Indoor Cricket Community Park Contribution	0	0	1,818	1,818
<b>Non-operating grants, subsidies and contributions Total</b>	<b>1,185,205</b>	<b>1,167,756</b>	<b>1,079,856</b>	<b>-87,900</b>
<b>Grand Total</b>	<b>2,391,132</b>	<b>2,358,181</b>	<b>3,185,608</b>	<b>827,427</b>

**KEY INFORMATION**

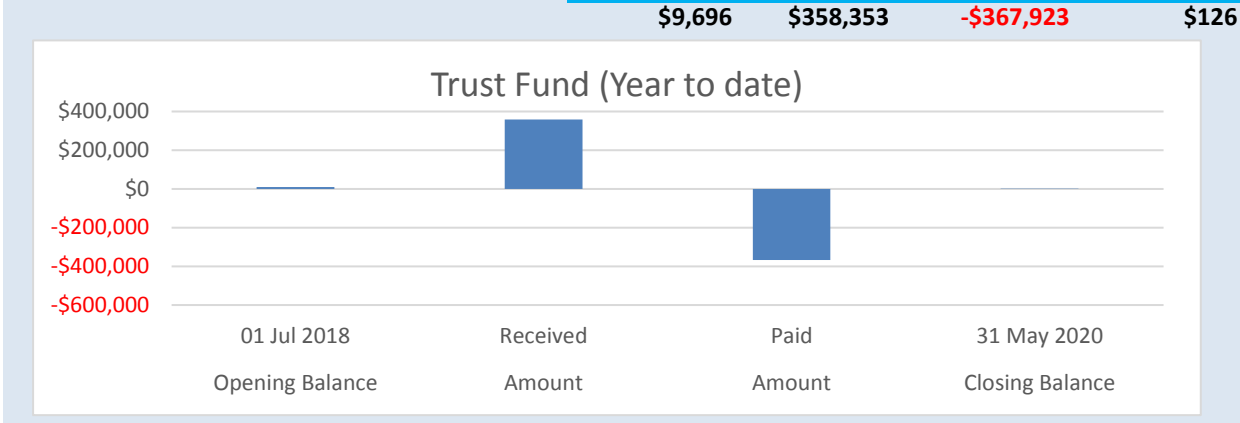
Actual Ex Gratia Contribution have been collected and is included in Rates, not Operating grants, subsidies and contributions.  
Workers Compensation Reimbursement Actual shown in Other Revenue

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**NOTE 11  
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 2018	Amount Received	Amount Paid	Closing Balance 31 May 2020
Department of Transport	\$9,696	\$358,353	-\$367,923	\$126
	<b>\$9,696</b>	<b>\$358,353</b>	<b>-\$367,923</b>	<b>\$126</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**NOTE 12  
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
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Opening Surplus				130,308
	<b>Permanent Changes</b>						
	Wheatbelt Secondary Freight Network Program	45-19/20	Capital Expenses			70,000	60,308
	Road Infrastructure Reserve	45-19/20			70,000		130,308
	Tourist Promotion - Roe Tourism	46-19/20	Operating Expenses			5,000	125,308
	Community Grants	65-19/20	Operating Expenses			646	124,662
	Sale of Miscellaneous Materials - Reduction of Rock and Material Sale	78-19/20	Operating Revenue			13,000	111,662
	Standpipes - Decreased Usage due to new Tariffs and no Major Road Projects	78-19/20	Operating Revenue			20,000	91,662
	Rental Income - 19 Gillett St - Reduced due to vacancies	78-19/20	Operating Revenue			10,500	81,162
	Federal Assistance Grants	78-19/20	Operating Revenue		59,745		140,907
	Income from Sale of Goods - Shire Auction	78-19/20	Operating Revenue		15,950		156,857
	WANDRRA - Income not Budgeted	78-19/20	Operating Revenue		2,324		159,181
	Bridge Maintenance	78-19/20	Operating Expenses			12,000	147,181
	Record Keeping - \$1200 for Record Keeping Plan plus disposal Training and materials	78-19/20	Operating Expenses			5,000	142,181
	New Pump for Dam	78-19/20	Operating Expenses			5,000	137,181
	Swimming Pool Contractor fees - Tender lower than budgeted	78-19/20	Operating Expenses		10,000		147,181
	New Generator - Fuel and Servicing	78-19/20	Operating Expenses			4,000	143,181
	Mobile Communications - New Mobile Phones for Staff	78-19/20	Operating Expenses			4,000	139,181
	Standpipes - Decreased Usage due to new Tariffs and no Major Road Projects	78-19/20	Operating Expenses		20,000		159,181
	Community Grants In-Kind for remainder of the year	78-19/20	Operating Expenses			2,000	157,181
	Bowling Club Contribution - Adjustment to Actual Contribution	78-19/20	Capital Revenue		47,286		204,467
	Hall Ramps - Income Budgeted in previous year received this year	78-19/20	Capital Revenue		19,090		223,557
	Income from Sale of Goods - Shire Auction	78-19/20	Operating Revenue		9,050		232,607
	Park Cottages - Awaiting finalisation of costs	78-19/20	Capital Expenses		45,000		277,607
	Swimming Pool Shed - Installation cost	78-19/20	Capital Expenses			1,020	276,587
	Portable Generator - Additional cost for installation and commissioning	78-19/20	Capital Expenses			1,100	275,487
	New Quairading Oval Lighting - Increase due to provide for current quotes	78-19/20	Capital Expenses			17,890	257,597
	Bowling Green Repairs - Adjustment to actual Project costs	78-19/20	Capital Expenses			46,530	211,067
	Heal St Parking and Layby Design - Additional costs for Layby Design	78-19/20	Capital Expenses			11,300	199,767
	Parker House Generator Site Works	78-19/20	Capital Expenses			10,000	189,767
	Waste Centre Income	126-19/20	Operating Revenue		5,500		195,267
	Community Bus	126-19/20	Operating Revenue			3,500	191,767
	Accommodation Cabins	126-19/20	Operating Revenue			19,000	172,767
	Accommodation Caravan Park	126-19/20	Operating Revenue			7,000	165,767
	Factory Units	126-19/20	Operating Revenue		4,000		169,767
	Contributions for Long Service Leave	126-19/20	Operating Revenue		7,000		176,767
	Penalty Interest on Rates	126-19/20	Operating Revenue		6,000		182,767
	Sale of Surplus Goods - Electrical Trailer	126-19/20	Operating Revenue		9,000		191,767
	Charges Unclassified	126-19/20	Operating Revenue			4,000	187,767
	Public Works Overheads Classification Change	126-19/20	Operating Expenses		160,978		348,745
	Caravan Park	126-19/20	Operating Expenses		10,000		358,745
	Tyres on POC Plant	126-19/20	Operating Expenses			5,700	353,045
	Part & Repairs on POC Plant	126-19/20	Operating Expenses			25,000	328,045
	Engineering Fees - Additional for Life of Assets Costings	126-19/20	Operating Expenses			2,500	325,545
	Noxious Weeds	126-19/20	Operating Expenses			2,000	323,545
	Caravan Park Cabins	126-19/20	Operating Expenses		5,000		328,545
	Other Expenses - CDO	126-19/20	Operating Expenses		7,000		335,545
	Roads Maintenance	126-19/20	Operating Expenses		6,000		341,545
	Ovals & Grounds - Temporary Lighting	126-19/20	Operating Expenses			22,500	319,045
	GSG Building Maintenance	126-19/20	Operating Expenses		10,000		329,045
	Councillors Conferences and Training	126-19/20	Operating Expenses		4,500		333,545
	Street Signage	126-19/20	Operating Expenses		10,000		343,545
	Public Works Overheads Classification Change	126-19/20	Operating Expenses			160,978	182,567
	Councillors Allowances - Special Meetings	126-19/20	Operating Expenses			5,000	177,567
	WSFN Grant Income	126-19/20	Capital Revenue		209,432		386,999
	WSFN Road Project	126-19/20	Operating Expenses			154,391	232,608
	Road Construction	126-19/20	Operating Expenses		2,500		235,108
	Footpath Construction	126-19/20	Operating Expenses			2,500	232,608
	Pool Shade Sail System	126-19/20	Operating Expenses			10,000	222,608
	Street Signage	126-19/20	Operating Expenses			10,000	212,608
	WSFN Contribution from Reserve - Reduced Requirement	126-19/20			55,041		267,649
	Adjustment based on Actual Opening Surplus	126-19/20	Opening Surplus(Deficit)		142,822		410,471
	Purchase of Bobcat	163-19/20	Capital Expenses			1,650	408,821
	Sale of Caterpillar Bobcat	163-19/20	Capital Revenue		4,000		412,821
	Plant Reserve	163-19/20				2,350	410,471
				0	957,218	677,055	410,471

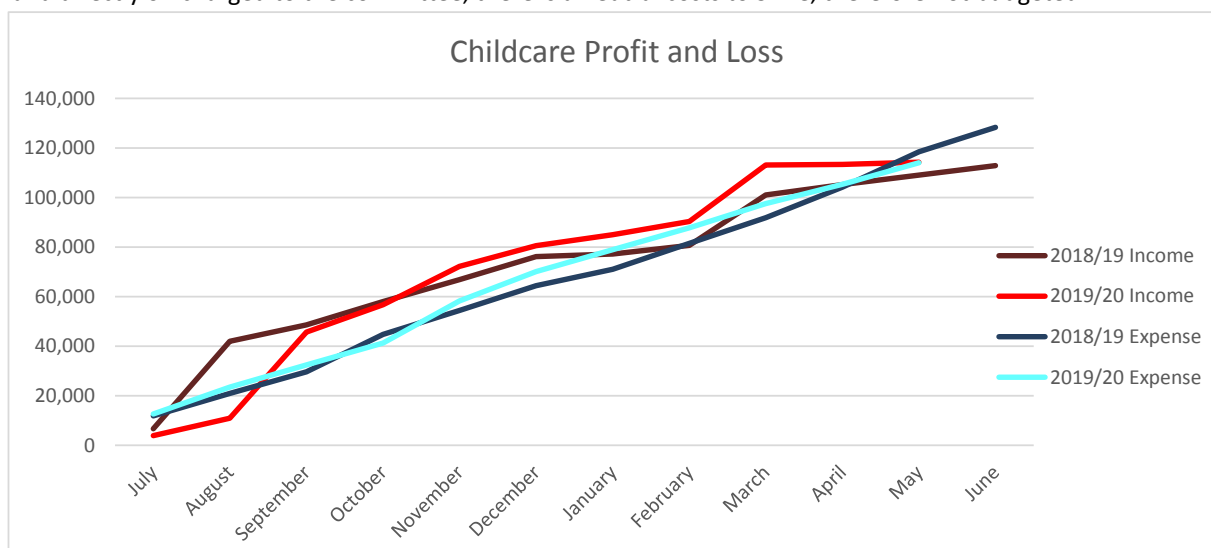
**KEY INFORMATION**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**NOTE 13  
CHILDCARE**

<b>Childcare Profit and Loss (Cash)</b>	<b>Month Actual</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>VAR %</b>
<b>INCOME</b>				
Fees	\$ 890	\$ 77,970	\$ 90,000	87%
Grant Funds		\$ 36,000	\$ 35,000	103%
Donations		\$ -	\$ 1,000	0%
**Funds Reimbursements		\$ 270		
<b>TOTAL INCOME</b>	<b>\$ 890</b>	<b>\$ 114,240</b>	<b>\$ 126,000</b>	<b>91%</b>
<b>EXPENDITURE</b>	<b>Month Actual</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>VAR %</b>
Insurance		\$ 2,514	\$ 2,513	100%
Dept Communities - Annual Service Fee		\$ -	\$ 1,500	0%
Operating Expenses	\$ 100	\$ 4,054	\$ 13,500	30%
Power	\$ 215	\$ 1,201	\$ 1,500	
Phone	\$ 37	\$ 410	\$ 500	0%
Wages	\$ 7,664	\$ 96,721	\$ 109,269	89%
Superannuation	\$ 700	\$ 8,851	\$ 10,381	85%
**Funds to be reimbursed		\$ 270		
<b>TOTAL EXPENDITURE</b>	<b>\$ 8,717</b>	<b>\$ 114,020</b>	<b>\$ 139,163</b>	<b>82%</b>
<b>Income</b>	<b>\$ 114,240</b>			
<b>Expenses</b>	<b>\$ 114,020</b>			
<b>Surplus/ Deficit</b>	<b>\$ 219</b>			

\*\* Funds for Reimbursement are purchased by the Shire on behalf of the fundraising committee and directly on charged to the committee, there is a neutral costs to Shire, therefore not budgeted

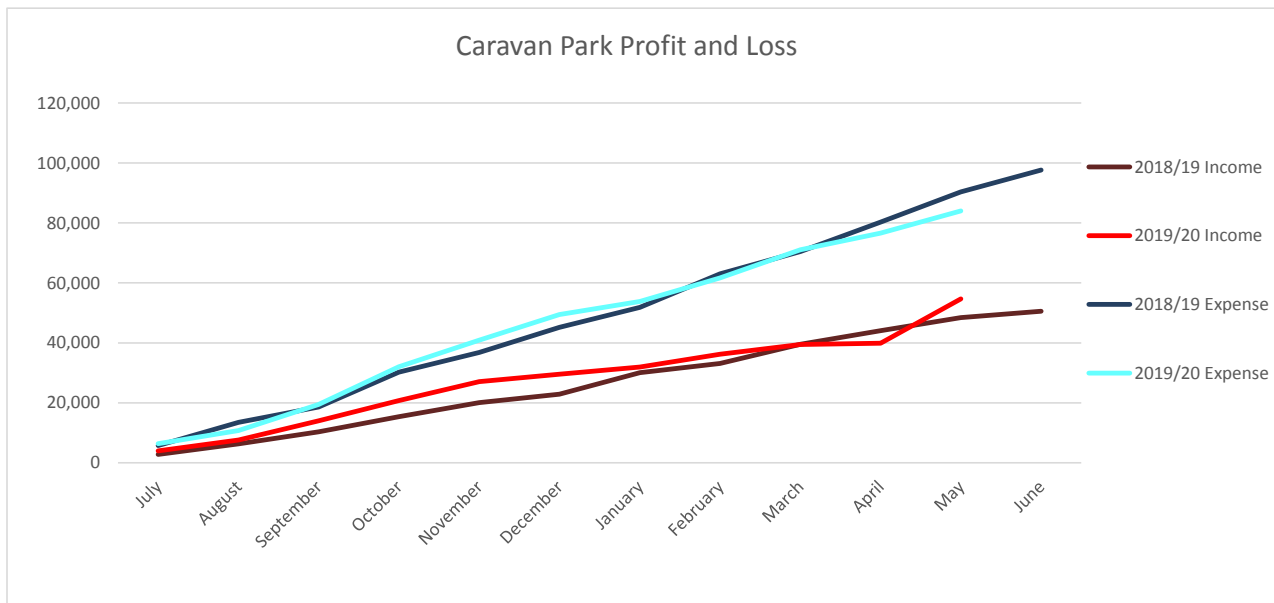




**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**NOTE 14  
CARAVAN PARK**

Caravan Park Profit and Loss	YTD Bookings/ Stays	YTD Actual	Current Budget	VAR %
<b>INCOME</b>				
Caravan Park Charges	799	\$24,373	\$30,500	80%
Cottage Charges	55	\$4,670	\$9,000	52%
Cabins Charges	171	\$25,623	\$21,000	122%
<b>TOTAL INCOME</b>		<b>\$54,666</b>	<b>\$60,500</b>	<b>90%</b>
<b>EXPENDITURE</b>		<b>YTD Actual</b>	<b>Current Budget</b>	<b>VAR %</b>
<b>Caravan Park</b>				
Wages inc O/H		\$39,373	\$51,963	76%
Materials		\$7,545	\$6,255	121%
Utilities		\$9,844	\$13,860	71%
Insurance		\$711	\$646	110%
<b>Caravan Park Total</b>		<b>\$57,474</b>	<b>\$72,724</b>	<b>79%</b>
<b>Cottage</b>				
Wages inc O/H		\$5,182	\$6,816	76%
Materials		\$6,429	\$22,175	29%
Utilities		\$1,117	\$1,630	69%
Insurance		\$589	\$535	110%
<b>Cottage Total</b>		<b>\$13,317</b>	<b>\$31,156</b>	<b>43%</b>
<b>Cabins</b>				
Wages inc O/H		\$10,336	\$19,265	54%
Materials		\$1,944	\$3,325	58%
Utilities		\$928	\$14,370	6%
Insurance		\$0	\$0	
<b>Cabins Total</b>		<b>\$13,208</b>	<b>\$36,960</b>	<b>36%</b>
<b>TOTAL EXPENDITURE</b>		<b>\$ 83,999</b>	<b>\$ 140,840</b>	<b>60%</b>
<b>Income</b>		<b>\$ 54,666</b>	<b>\$ 60,500</b>	<b>90%</b>
<b>Expenses</b>		<b>\$ 83,999</b>	<b>\$ 140,840</b>	<b>60%</b>
<b>Surplus/ Deficit</b>		<b>-\$ 29,333</b>	<b>-\$ 80,340</b>	<b>37%</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**NOTE 15  
RATIO'S**

	2020	This Time	2019	2018	2017	Target Range
	YTD	Last Year				
Current Ratio	4.63	5.07	6.00	0.93	1.29	≥1.00
Debt Service Cover Ratio	16.31	15.96	19.61	16.98	41.90	≥ 15.0
Operating Surplus Ratio	0.03	(0.06)	0.01	(0.24)	(0.43)	≥0.15
Own Source Revenue Coverage Ratio	0.62	0.48	0.77	0.69	0.46	≥0.90

The above ratios are calculated as follows:

Current Ratio equals 
$$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$$

Debt Service Cover Ratio 
$$\frac{\text{Annual Operating Surplus before Interest and Depreciation}}{\text{Principal and Interest}}$$

Operating Surplus Ratio 
$$\frac{\text{Operating Revenue minus Operating Expenses}}{\text{Own Source Operating Revenue}}$$

Own Source Revenue Coverage Ratio 
$$\frac{\text{Own Source Operating Revenue}}{\text{Operating Expenses}}$$

N/A - This ratio cannot be readily calculated from within these Monthly Statements so is excluded

### 9.3 Audit and Risk Committee Meeting Minutes – 9<sup>th</sup> June 2020

Meeting Date	25 <sup>th</sup> June 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Audit & Risk Committee Meeting Minutes
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

#### OFFICER'S RECOMMENDATION

1. That Council receive the Minutes of the Audit & Risk Committee Meeting held on the 9<sup>th</sup> June 2020; and
2. Consider the Committee's following Recommendations individually: -

**Voting Requirements – Simple Majority**

#### Auditor's Interim Management Letter

**RECOMMENDATION: AR21-19/20**

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

1. That Council receive the Interim Management Letter from Council's Auditor Mr Greg Godwin of Moore Stephens for the audit Year ended 30th June 2020.
2. That Council notes Management's Responses and Planned Actions from the Auditor's Letter.

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

**RECOMMENDATION: AR22-19/20**

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

Council receive the report on the Shire's Leave Liabilities.

#### Annual Assessment Report on Community Engagement

**RECOMMENDATION: AR23-19/20**

That the Audit & Risk Committee Recommend to Council:

That Council receive the Annual Assessment Report of Council's Community Engagement for the 2019/2020 year.

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#### IN BRIEF

Minutes of the 9<sup>th</sup> June 2020 Meeting of the Audit and Risk Committee include three (3) Recommendations to Council.

#### MATTER FOR CONSIDERATION

Recommendations to Council.

## BACKGROUND

The Audit and Risk Committee Meeting was held on the 9<sup>th</sup> June 2020 from which there are three (3) Recommendations for Council's consideration, namely: -

RESOLUTION: AR21-19/20

RESOLUTION: AR22-19/20

RESOLUTION: AR23-19/20

## STATUTORY ENVIRONMENT

### Local Government Act 1995

- Annual Financial Statements prepared by Council in accordance with Section 6.4
- 2018/19 Audit Completed in accordance with Section 7.9
- Section 7.12A - Council is required to meet with the Auditor at least once in every Year

### Local Government (Audit) Regulations 1996

Applies.

## POLICY IMPLICATION

Councils ORG.2 Leave Management Policy.

## FINANCIAL IMPLICATIONS

### AR21-19/20

Nil – The Interim Audit is part of the Annual Audit and the costs are in accordance with the Audit Contract Council has with Moore Stephens. These costs are included in the 2019/2020 Budget. Current Year Budget Provision for the conduct of the Audit is \$22,700.

### AR22-19/20

Annual and Long Service Leave Liability as at the 31<sup>st</sup> May 2020 is calculated at \$290,778.

The Reserve Fund is provided for the funding of Long Service Leave and the payment of any Prior Year accrued Leave.

The Annual Leave and Long Service Leave Reserve Fund Cash Balance as at the 31<sup>st</sup> May 2020 is \$205,457.

### AR23-19/20

Nil

## 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 considered Low. Risk relating to Staff Leave Liability mitigated through the application and compliance with Council’s Leave Policy and Management Procedures

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating considered Low.

Operation – Risk Matrix Rating considered Low. All Audit and Risk Matters are undertaken as part of Council’s operations and within Council’s Structure and resources.

Natural Environment – Risk Matrix Rating considered Low.

## SHIRE OF QUAIRADING

The Quairading Audit & Risk Committee Minutes of the Meeting held on 9<sup>th</sup> June 2020 commencing at 4.59 pm.

### ITEM 1 OPENING & ANNOUNCEMENTS

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The Chairperson opened the Meeting at 4.59 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".

The Chairperson Cr Jo Haythornthwaite thanked the Shire President and Cr McGuinness for the manner in which they conducted the electronic Council Meetings and the Strategic Planning Committee Meeting during the Covid-19 Pandemic.

### ITEM 2 ATTENDANCE AND APOLOGIES

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#### Councillors

Cr JN Haythornthwaite	Chairperson / Deputy Shire President
Cr WMF Davies	Shire President
Cr BR Cowcill	
Cr JW Haythornthwaite	
Cr JR Hippiisley	
Cr B McGuinness	
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

n/a

#### Apologies

Nil.

#### Approved Leave of Absence

Nil.

### ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

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Nil.

## ITEM 4 DECLARATIONS OF INTEREST

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

Nil, at this time.

## ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 5.1 Confirmation of Minutes – 10<sup>th</sup> March 2020

**RECOMMENDATION: AR20-19/20****MOVED Cr Cowcill SECONDED Cr McGuinness**

That the Minutes of the Audit & Risk Committee Meeting held on the 10<sup>th</sup> March 2020 be confirmed as a true and accurate record.

**CARRIED 8/0**

### 5.2 Business Arising

Nil.

## ITEM 6 STANDING ITEMS – EXTERNAL AUDIT

*Audit & Risk Committee - Terms of Reference 7.6*

### 6.1 Auditor's Interim Management Letter

<b>Meeting Date</b>	9 <sup>th</sup> June 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellow
<b>Attachments</b>	Moore Stephens – Interim Management Report (Under Separate Cover)
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

**RECOMMENDATION: AR21-19/20**

**MOVED Cr Davies SECONDED Cr Hippisley**

That the Audit & Risk Committee Recommend to Council:

1. That Council receive the Interim Management Letter from Council's Auditor Mr Greg Godwin of Moore Stephens for the audit Year ended 30th June 2020.
2. That Council notes Management's Responses and Planned Actions from the Auditor's Letter.

**CARRIED 8/0**

### IN BRIEF

- Council has undertaken the Interim Audit with Council Auditors. The entire process has been conducted offsite.
- The Pre Audit Meeting was conducted with Greg Godwin, the Audit and Risk Committee and Executive Staff on the 10<sup>th</sup> March 2020.
- Council Auditor Greg Godwin has presented his Interim Management Report to the Chair of the Audit and Risk Committee showing matters raised with Management. The Auditors Letter is attached under separate cover.
- Comments from Management to matters raised have been included in the attached.

### MATTER FOR CONSIDERATION

Receipt of the Interim Management Letter for the Year Ended 30th June 2020.

### BACKGROUND

The Annual Interim Audit of Council's Financials for the audit year ending 30<sup>th</sup> June 2020 was conducted with an Offsite Audit Visit from Late March to Early May.

Council's Auditor, Mr Godwin, has now completed the Interim Audit and has provided the Interim Management Report Letter.



## STATUTORY ENVIRONMENT

### *Local Government Act 1995*

Part 7 refers to Audits of Council and the Conduct of the Audit.

Section 5.53 of the Local Government Act 1995 states as follows: -

- 5.53. (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain -
- (a) a report from the Mayor or President;
  - (b) a report from the CEO;
  - (c) a report of the principal activities commenced or continued during the financial year;
  - (d) an assessment of the local government's performance in relation to each principal activity;
  - (e) an overview of the principal activities that are proposed to commence or to continue in the next financial year;
  - (f) the financial report for the financial year;
  - (g) such information as may be prescribed in relation to the payments made to employees;
  - (h) the auditor's report for the financial year; and
  - (i) such other information as may be prescribed.

### *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.

## POLICY IMPLICATIONS

Audit and Risk Committee Terms of Reference

(e) The Committee is to review the findings of the External Audit. This may include, but not be limited to, the following: -

- Discussion of any major issues which arose during the audit;
- Any accounting and audit judgments; and
- Levels of errors identified during the audit.

(f) The Committee will also support the Auditor as required and has Function to oversee the following:-

- The implementation of Audit Recommendations made by the Auditor, which have been accepted by Council, and
- The implementation of accepted Recommendations from reviews of Council's systems and procedures.

(h) The 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

The Interim Audit is a part of the Annual Audit and costs are as per the Audit Contract. These costs are budgeted for each year. The current budget provision for auditing is \$22,700.

## 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

Nil

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

Financial - Risk Matrix Rating is considered Low. Cost of the Annual Audit is included in the Budget. The Audit's purpose is not to uncover any financial fraud, however having strong financial processes, as raised in the Management report can reduce the risk of this occurring.

Health – Risk Matrix Rating is considered Low

Reputation – Risk Matrix Rating is considered Low

Operation – Risk Matrix Rating is considered Low

Natural Environment – Risk Matrix Rating is considered Low

## COMMENT

Management comments to the matters raised are included in the Management Letter. All matters that have been raised have been discussed with key Staff, with training having commenced where necessary.

## ITEM 7      STANDING ITEMS – INTERNAL AUDIT

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### *Audit & Risk Committee - Terms of Reference 7.5*

No matters for consideration.

## ITEM 8      STANDING ITEMS – FINANCIAL REPORTING

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### *Audit & Risk Committee - Terms of Reference 7.2*

No matters for consideration.

## ITEM 9      STANDING ITEMS – CONTROLS, SYSTEMS AND PROCEDURES

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### *Audit & Risk Committee - Terms of Reference 7.3*

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

<b>Meeting Date</b>	9 <sup>th</sup> June 2020
<b>Responsible Officer</b>	EMCS Nathan Gilfellon
<b>Reporting Officer</b>	SFO Jodie Yardley
<b>Attachments</b>	Nil
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

**RECOMMENDATION: AR22-19/20**

**MOVED Cr Hippisley SECONDED Cr Stacey**

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

Council receive the report on the Shire's Leave Liabilities.

**CARRIED 8/0**

#### Committee Discussion

The Chief Executive Officer provided further detail on his intentions to take his currently deferred Long Service Leave later in the Year, subject to the availability of a Relief Acting CEO.

#### IN BRIEF

- Since 2017, Council has requested that excess Annual Leave and Long Service Leave be reported to the Audit and Risk Committee
- Council receive the report on the Shire's Leave Liabilities.

#### 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 as when the Employee has accrued more than eight weeks paid annual leave.

#### STATUTORY ENVIRONMENT

*Local Government Act 1995*

Local Government (Long Service Leave Regulations)

Local Government Industry Award 2010

The Industry Award defines Excess Leave as -

*"An Employee has an **excess leave accrual** if the employee has accrued more than eight weeks 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 31<sup>st</sup> May 2020 is \$205,457.

The Annual Budget treats Current Leave as Accruals.

The Annual and Long Service Leave Reserve funds any prior year Leave entitlements taken by Staff or paid out.

The current Liability for both types of Leave (if all Claimed on 31<sup>st</sup> May 2020) is calculated at \$290,778.

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

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

<b>ITEM</b>	<b>OUTCOMES AND STRATEGIES</b>
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 31<sup>st</sup> May 2020, one employee with excess annual leave has commenced leave on 25<sup>th</sup> May 2020 for two weeks. This will reduce their leave to be under the excess leave threshold.

The CEO has approved of One Employee's Plan to take their Long Service Leave in three instalments. The first of which has now been taken.

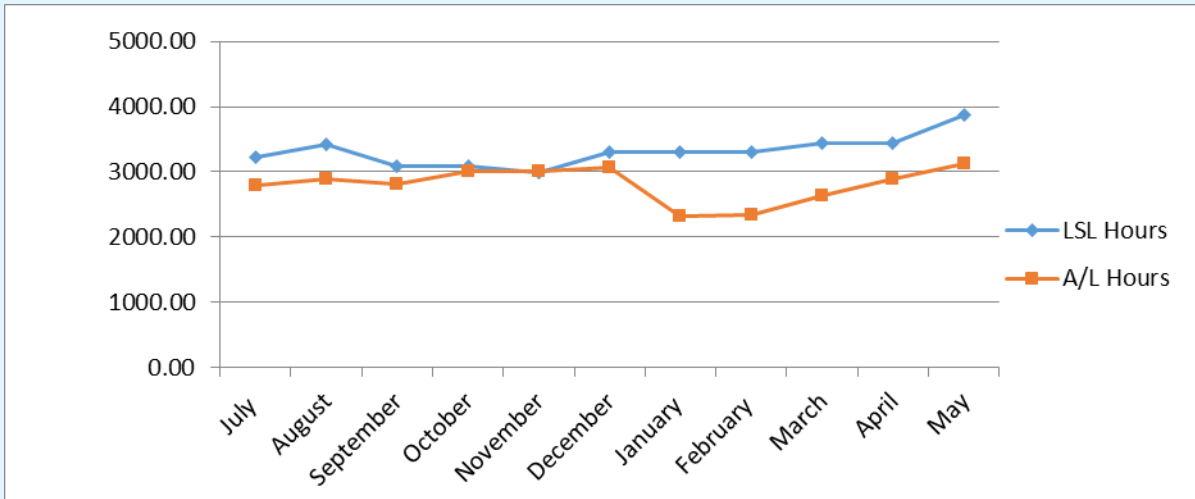
One Employee has Long Service Leave Liabilities as at the 6<sup>th</sup> September 2019. This has been approved to commence in March 2020 although due to COVID-19 it has been postponed to a mutually agreeable date.

Since February 2020, there has been a significant increase of 30% (in Dollar Value) in the Annual Leave Liability through additional accrued leave and annual leave not being taken due to COVID-19.

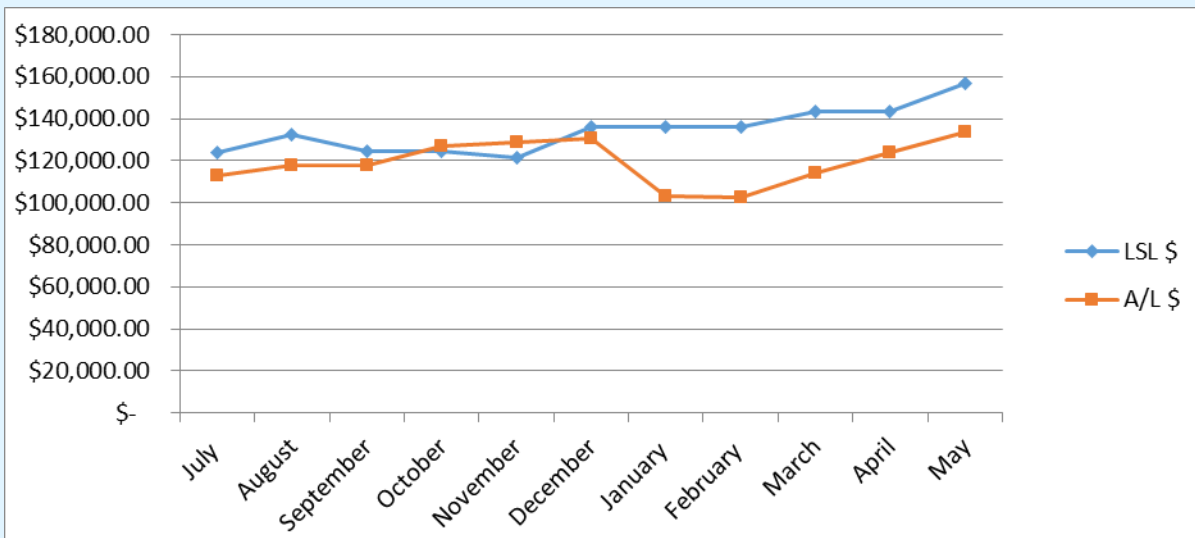
The Long Service Leave Liability has increased 15% (in Dollar Value) since February 2020. This is due to one employee becoming eligible and two increasing their accrued leave entitlement.

	<b>LSL Hours</b>	<b>LSL \$</b>	<b>AL Hours</b>	<b>AL \$</b>
<b>June</b>	3,507	134,820	3,056	127,501
<b>July</b>	3,218	124,006	2,795	113,180
<b>August</b>	3,426	132,468	2,890	118,114
<b>September</b>	3,080	124,610	2,817	117,850
<b>October</b>	3,080	124,610	3,003	126,828
<b>November</b>	2,981	121,657	3,016	129,068
<b>December</b>	3,300	135,877	3,071	130,333
<b>January</b>	3,300	135,877	2,312	102,902
<b>February</b>	3,300	135,877	2,344	102,873
<b>March</b>	3,448	143,288	2,638	114,171
<b>April</b>	3,448	143,288	2,881	124,120
<b>May</b>	3,867	156,814	3,122	133,964

**Accumulated Hours of Leave**



**Outstanding Accumulated Dollar Value of Leave**





## ITEM 11 STANDING ITEMS – OTHER

*Audit & Risk Committee - Terms of Reference 9.2 & 9.5*

### 11.1 Annual Assessment Report on Community Engagement

<b>Meeting Date</b>	9 <sup>th</sup> June 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	Community Engagement Policy, Community Action Plan
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

**RECOMMENDATION: AR23-19/20**

**MOVED Cr Hippisley SECONDED Cr Cowcill**

That the Audit & Risk Committee Recommend to Council:

That Council receive the Annual Assessment Report of Council's Community Engagement for the 2019/2020 year.

**CARRIED 8/0**

### IN BRIEF

- In accordance with Council's Community Engagement Policy, an Annual Assessment of the level of engagement achieved is to be reported to the June Audit & Risk Committee.
- In December 2019, Council adopted the Community Action Plan for the 12 months ahead.
  - The Action Plan describes how the Shire of Quairading will increase its level of engagement with the community and acknowledges the desire of Council to share information in keeping with our vision to position Quairading as the best place to live, work and visit.
  - The Action Plan provides direction to Councillors and Staff on identified activities with the objective of maximising meaningful and appropriate Community engagement across all areas of the Organisation.
  - The Action Plan will be assessed and reviewed each June to ensure that community engagement remains focussed and relevant to the Shire of Quairading community and stakeholders.

### MATTER FOR CONSIDERATION

For Council to receive the Annual Community Engagement Assessment Report in accordance with the Shire's Community Engagement Policy.

### BACKGROUND

Community consultation is a key component of the Integrated Planning and Reporting requirements of the Local Government (Administration) Regulations 1996. The Shire's Strategic Community Plan has identified 'Strong governance and community engagement' as one of its five (5) key objectives and lists

Strategy G3 – Community Engagement as an issue to be addressed. Each strategy has a specific goal, a commitment to the community and a set of methodologies.

Community engagement is an umbrella term that covers information sharing, consultation and active participation between the Shire and community. It seeks to ensure people have an opportunity to participate in decisions that affect them.

In a local government context community engagement can take many forms, ranging from receiving a letter about a neighbour's development application, Council e-newsletters or responding to a "have your say" advertisement, to attending a facilitated workshop on a major project.

Community engagement is any activity that assists Council: -

- Provide opportunities for the community to voice an opinion on any proposals, plans, services and activities
- Work more closely with the community to shape policy options and priorities.

Community engagement does not necessarily mean achieving consensus. However, community input into Council's decision-making process provides the potential for a better, more informed decision for everyone. This results in:

- Improving the relationship between the Community and Council;
- Enhancing Community ownership of decisions;
- Adding value to Council's decision-making processes by drawing on the skills and wisdom of people and groups in the Community.
- Maximising the possible positive impacts of Council decision and minimising the possible negative impacts.

## STATUTORY ENVIRONMENT

*Local Government Act 1995 – s.5.56 Planning for the future*

Local Government (Administration) Regulations 1996 – Reg 19(c)(9)

*(9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan*

## POLICY IMPLICATIONS

Strategic Community Plan 2017-2027

CS.4 Community Engagement Policy

Strategic Document – Community Engagement Action Plan 2019 - 2020

## FINANCIAL IMPLICATIONS

Nil - Community Engagement has been undertaken within Council's Operating Budgets.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Social Objective: Active, healthy, safe and inclusive community

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

## 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
G3	Community Engagement
G3.2	Collaborate with the community to achieve desired outcomes

### COMMUNITY CONSULTATION

Community consultation is a key component of the Integrated Planning and Reporting requirements of the Local Government (Administration) Regulations 1996.

The Shire's Strategic Community Plan 2017 - 2027 has identified "Strong governance and community engagement" as one of its five (5) key objectives and lists Strategy G3 – Community Engagement as an issue to be addressed.

The Shire's Community Engagement Policy specifies that an Annual Assessment be undertaken to gauge the level of community engagement achieved, and report back to the Audit and Risk Committee Meeting each June.

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

Financial - Risk Matrix Rating is assessed as Low. Community Engagement was undertaken within Council's adopted Budget.

Health – Risk Matrix Rating is assessed as Low. Covid Community Updates played an important role in keeping the Community informed on the emerging Declared Emergency.

Reputation – Risk Matrix Rating is assessed as Low. Risk Mitigated through a high level of Community engagement.

Operation – Risk Matrix Rating is assessed as Low. Higher level of Community Engagement achieved with existing Staff resources however at times other projects and competing priorities were needing to be compromised. In particular, there was significant resources allocated to the production and publishing of the Covid 19 Community information.

Natural Environment – Risk Matrix Rating is assessed as Low.

### COMMENT

The Community Engagement Policy and Action Plan are aimed to ensure: -

- Increased community awareness about Council's services, planning and program delivery;
- Increased awareness of community views and issues that should be considered as part of the decision-making process;
- Increased awareness of the needs and diversity of the local community;
- Development of solutions and outcomes that are broadly supported by the community;
- Increased satisfaction with council and strengthening of trust between Council and community;
- Increased understanding, community ownership and acceptance of decisions;
- Enhanced relationships with Council and the community working together to address local issues;
- Improved decision making and community outcomes;
- Potential for time, resource and cost savings;
- Increased transparency and accountability with regard to council decision making.

## Communications and engagement approach

A range of communication and engagement activities were undertaken in 2019/2020 to inform, consult and involve participants from across the community.

	METHOD	HOW WE ENGAGED
Online	Advertisements (Newspapers, Notice board, Banksia Bulletin, Passion Sheet and Shire Newsletters)	Public Notices, Tenders, Land Sales, Compliance Notices, Vacancies
	Bulk Text Messaging	Telstra Messaging – Emergency SMS system reports regularly to subscribers on Emergency/Bushfire/ Harvest Ban information. 450 Subscribers in 2019/2020 compared to 388 in 2018/2019.
	Regional Radio	Regular Radio Interviews regarding Community & Shire Activities - Triple M - Monthly 101.3fm Voice of the Avon - Quarterly
	Hotline/Phone-in	Harvest Ban Hotline
	Email / Mailchimp	Business and Tourism – Caravan Club notification; assisting our community groups, clubs and businesses find the latest funding opportunities through targeted Grants emails and Mailchimp Bimonthly Council Newsletter (Months of June, August and December) February and April editions were not published due to the production of the Weekly Covid-19 Community Update.
	Social Media	Shire Facebook Page
	Website	Council, Council facilities, Community Activities/Groups, Latest News
	Survey	Community Grants Program Survey
Indirect	Mail outs	Community Update COVID-19 X 9
	Town Clock Noticeboard, Banner, Poster, Signage	Electronic Notice Board, Newly branded Town Signage and Banners
	Suggestion Box	Council Community Suggestion Box at the Ag Show
	Client Request System	Client requests are generated through various medians including reports by phone, email, website or over the front counter at the Administration Centre and Works Depot.
In Person	Engagement Sessions	Community Park Project, Rebranding Project, Tourism Steering Committee, Aged Accommodation Project, Sporting Precinct Working Group, Quarterly Reconciliation Action Plan Committee Meetings, Wheatbelt Youth Council Meetings (Youth, Shire, School and the Police).
	Council Community Connect Calls	COVID-19 Council Community Contact one-on-one calls by Councillors to identified "At Risk" Community Members
	Council Meetings	Open to Public (excluding March and April Council Meetings due to Covid-19 Restrictions)
	Annual Electors Meeting	Open to Public
	Citizenship Ceremonies	3x Citizenship ceremonies held 24 October 2019, 26 January 2020, 5 March 2020
	Site Tour	Shire of Menzies Shire President & Councillor – Cabin Tour, QARRAS – Cabin Tour
	Council Ag Show Stand 12 October 2019	Council Stand – including Displays of the main Street Layby Concept, Community Park Concept, Caravan Park Cottages and the Container Deposit Scheme. Stand attended to by Councillors and the CEO and EMWS. NAIDOC Day Cultural Stand and Walk in Unity – CEO and Community.
Australia Day	Australia Breakfast held at the Bowling Club, Launch of the District's new Branding and Awards for Citizen of the Year and Recognition Awards- 26 January 2020 – in excess of 200 persons attended	

METHOD		HOW WE ENGAGED
Tourism		Tourism Strategy Launch 19 February 2020 - Estimated 40 Community Members in Attendance Tourist Visitor Survey - Ongoing (Roe Tourism)
In Person		Shire Administration Centre - Front Counter - DoT Health & Building, Rates, Facility Bookings, Planning, Cemetery, Ranger Services Works Depot Reception - Works Reports and Enquiries, Contractor and Supplier Enquiries Shire Officers @ CRC - Community Group Engagement, Meetings, Bulletins.

## Comments on the Trends of the various Avenues used (Refer to the respective Graphs below)

### Customer Service Requests

The number of Customer Requests from 2018/19 to 2019/2020 remains consistent. A further analysis of the percentage of Closed and Open Requests will be analysed and reported in the 2019/2020 Annual Report.

### Social Media - Facebook

Increasing number of Posts on the Shire Facebook Page

7.0% decrease in the reach of Facebook Posts over the 12 months. Largely attributed to the drop in Posts during the Covid Pandemic when other avenues of Community Information were utilised.

Reduction in the level of "negative feedback to Posts"

### Emergency SMS System

450 Subscribers in 2019/2020 compared to 388 in 2018/2019.

Level of Communications is determined by Seasonal / Bushfire Conditions.

### Shire eNewsletter (Mailchimp) and COVID-19 Community Update

The last Shire Newsletter was published December 2019. The Newsletter has been intermittently replaced by the COVID-19 Community Update Letter keeping the Quairading Community & District up to date on trading local Businesses, access to Shire Facilities & Bookings.

9 x Covid Community Updates were published and mailed to each letterbox.

Level of engagement remained very consistent with 188 Subscribers to the e-newsletter and an average "Opening Rate" of 64%.

### Department of Transport (DoT) Transactions

The 12-month trend line (in red) shows transactions have remained consistent, but a decline is clearly visible during the COVID-19 lockdown when Clients were encouraged to conduct their Licensing transactions online with DoT.

### Administration Centre - Front Counter Attendance

This is a new measure of total time with front counter customers introduced in June 2019. The red line indicates an average of 30 Hours per week of Staff time attending to face to face Customer Service.

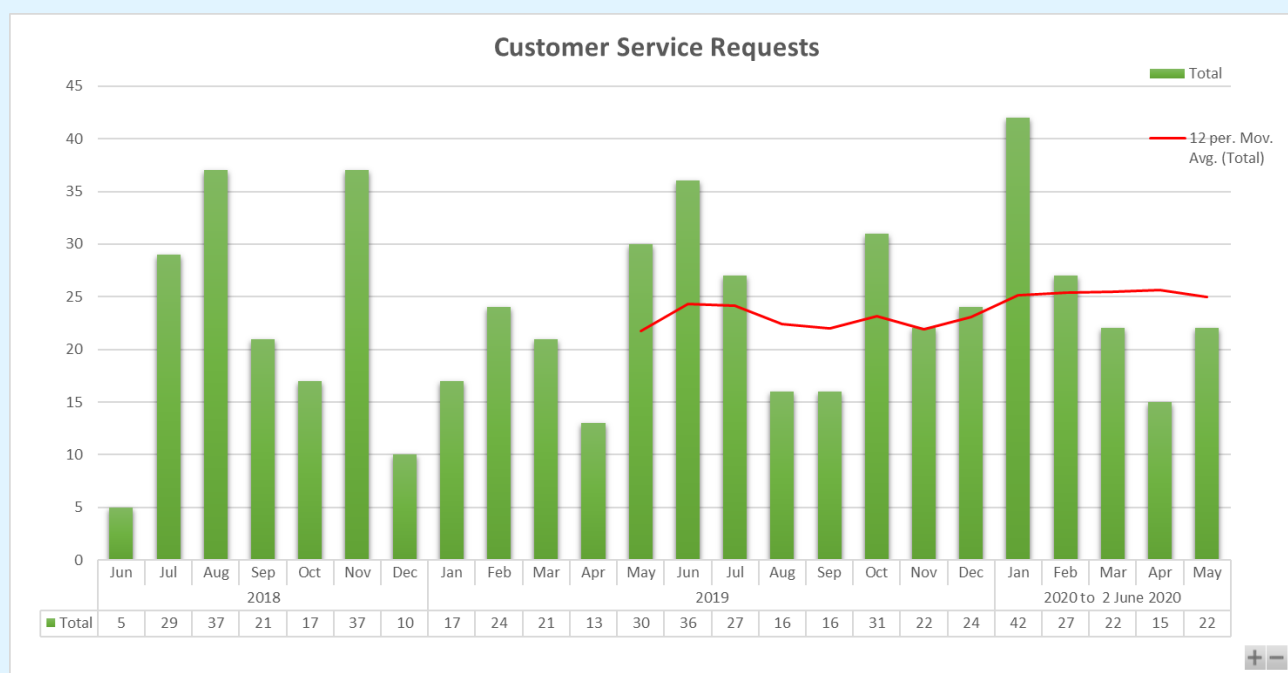
### Shire of Quairading Website Google Analytics

There has been a decrease in user activity across the Shire's Website. The Website is an area the Administration Staff still needs to review with the object of increasing usability and functionality.

The decrease could very well be attributed to the commencement of the Visit Quairading WA website, Facebook and Instagram which has attracted many followers. The decline may also have resulted while Council and the Community were finalising the District Branding and new Logo.

## STATISTICS OF INTEREST

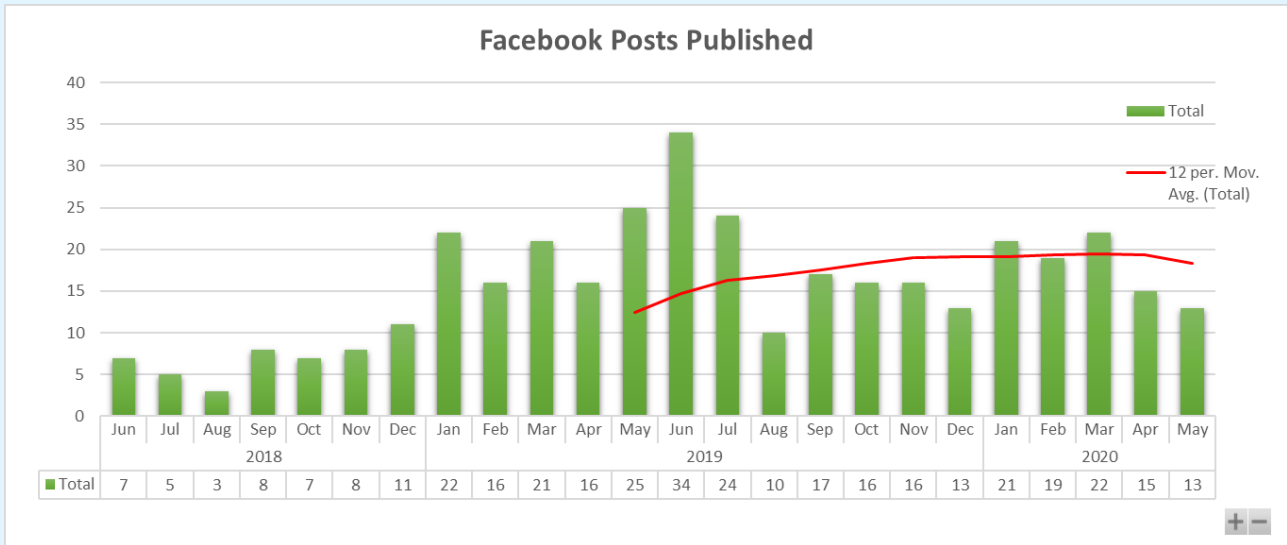
### Customer Service Module:



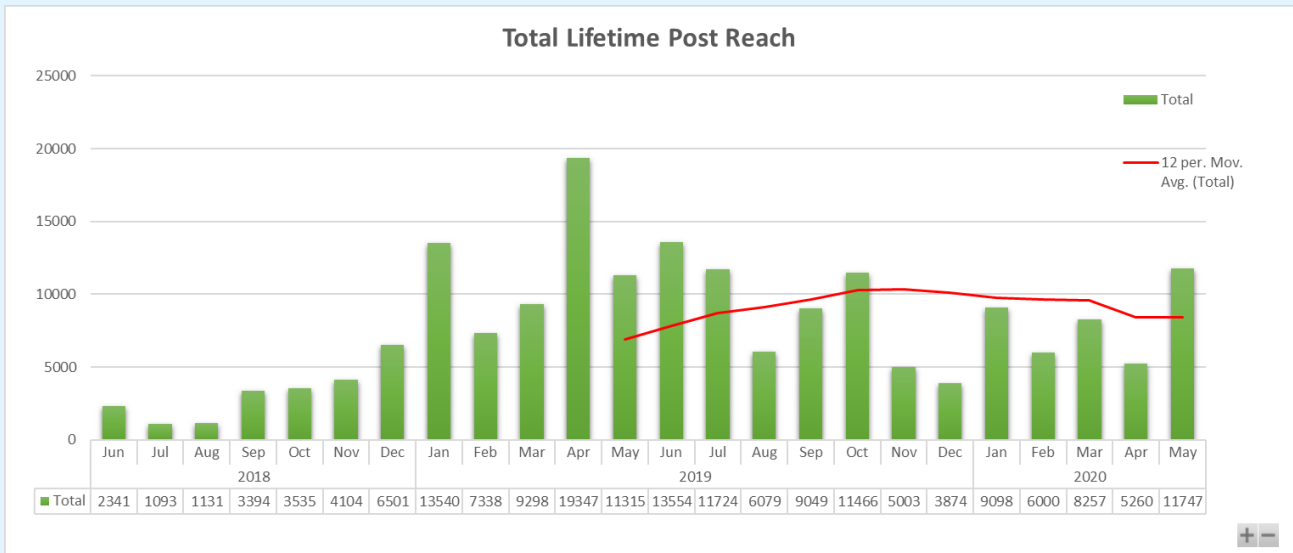
Financial Year	No. of Requests received
2018/2019	292
2019/2020 - Jan to 2 <sup>nd</sup> Jun 2020	264
<b>Total</b>	<b>556</b>

### Social Media – Facebook:

641 Followers on the Shire’s Facebook Page.

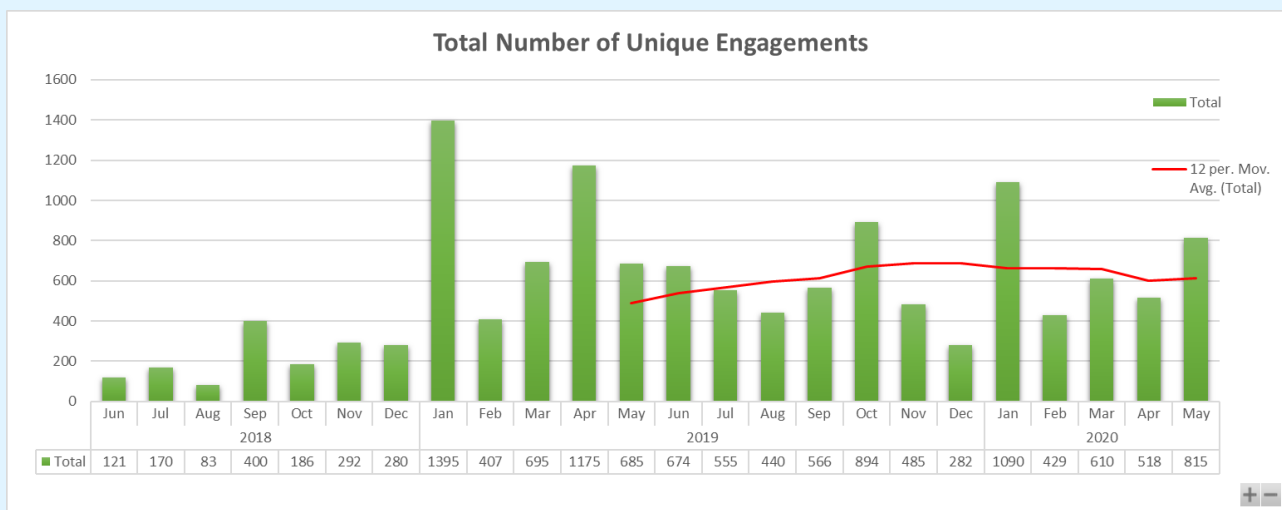


Financial Year	No. of Posts
2018/2019	176
2019/2020 - Jan to 28 <sup>th</sup> May 2020	186
<b>Total</b>	<b>362</b>

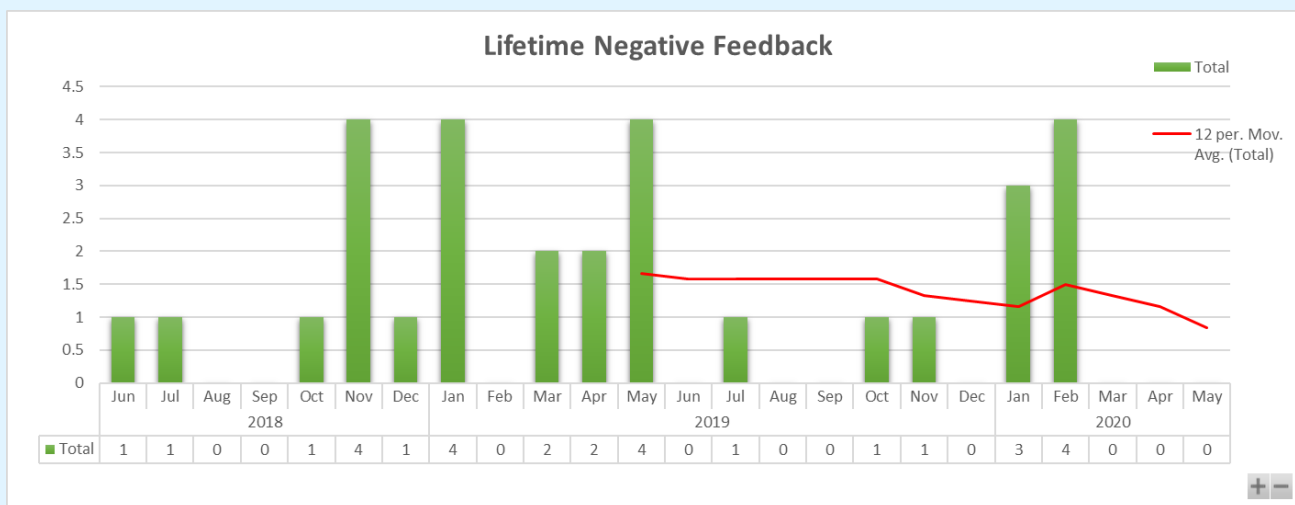


Financial Year	No. of Lifetime Post reach
2018/2019	94,150
2019/2020 - Jan to 28 <sup>th</sup> May 2020	87,557
<b>Total</b>	<b>181,707</b>





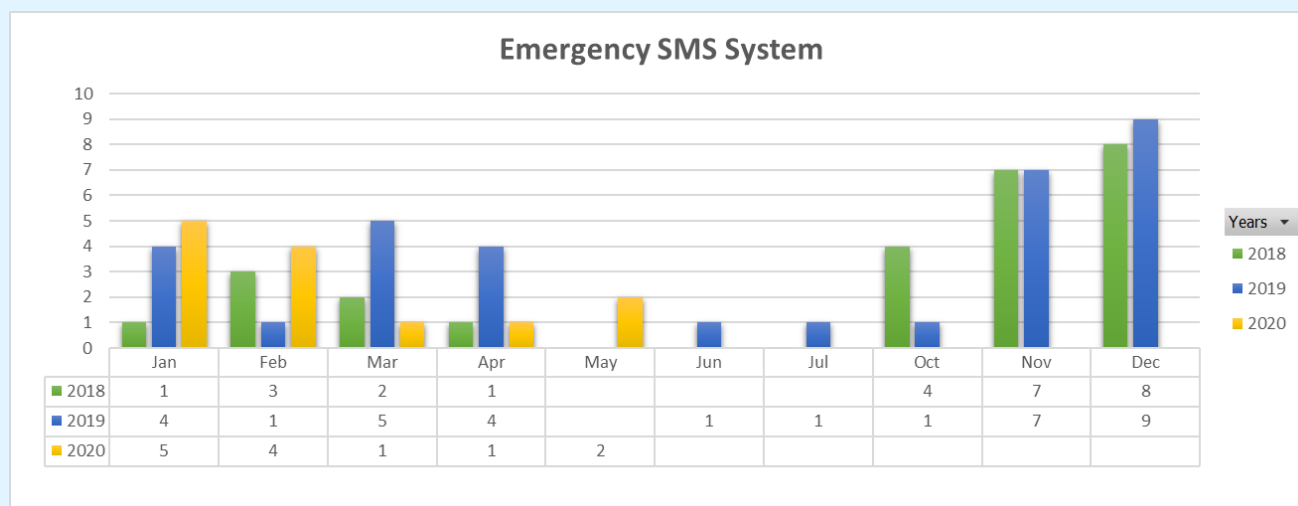
Financial Year	No. of Engagements	Unique
2018/2019		6,442
2019/2020 - Jan to 28 <sup>th</sup> May 2020		6,684
<b>Total</b>		<b>13,126</b>



Financial Year	No. of times people have given negative feedback to your post
2018/2019	19
2019/2020 - Jan to 28 <sup>th</sup> May 2020	10
<b>Total</b>	<b>29</b>



## Emergency SMS System:



Financial Year	No. of Emergency SMS sent
2018/2019	34
2019/2020 - Jan to 2 <sup>nd</sup> June 2020	31
<b>Total</b>	<b>65</b>

Current number of Members on the Emergency SMS System Database is 450.

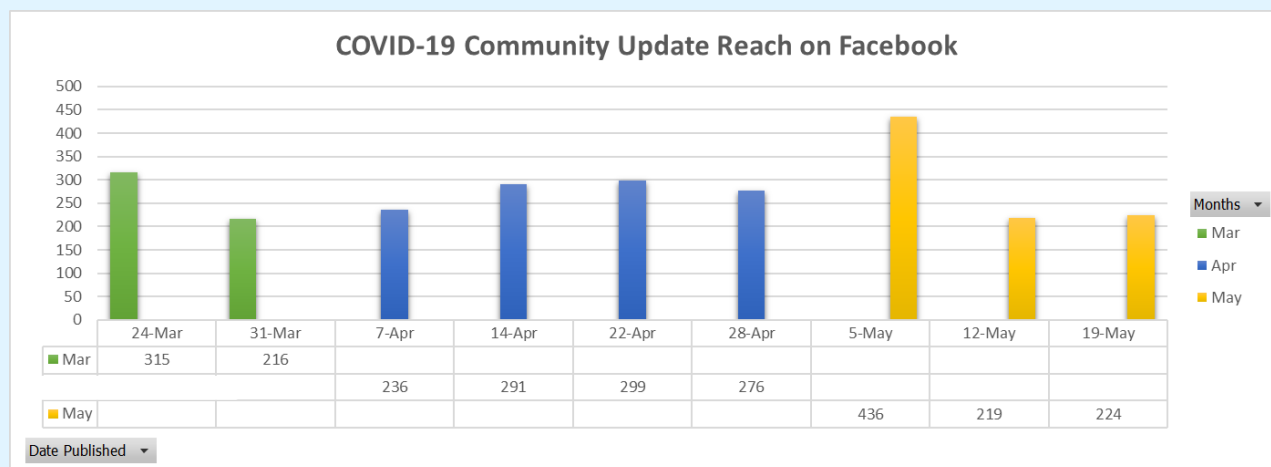
## Shire eNewsletter (Mailchimp):

Years	Date Published	Subscribers	Opened	% Opened
2018	Feb	176	109	62%
	Apr	175	114	65%
	Jun	179	114	64%
	Aug	179	112	63%
	Oct	184	109	59%
	Dec	181	120	66%
2019	Feb	180	109	61%
	Apr	178	107	60%
	Jun	188	116	62%
	Aug	188	126	67%
	Dec	188	119	63%

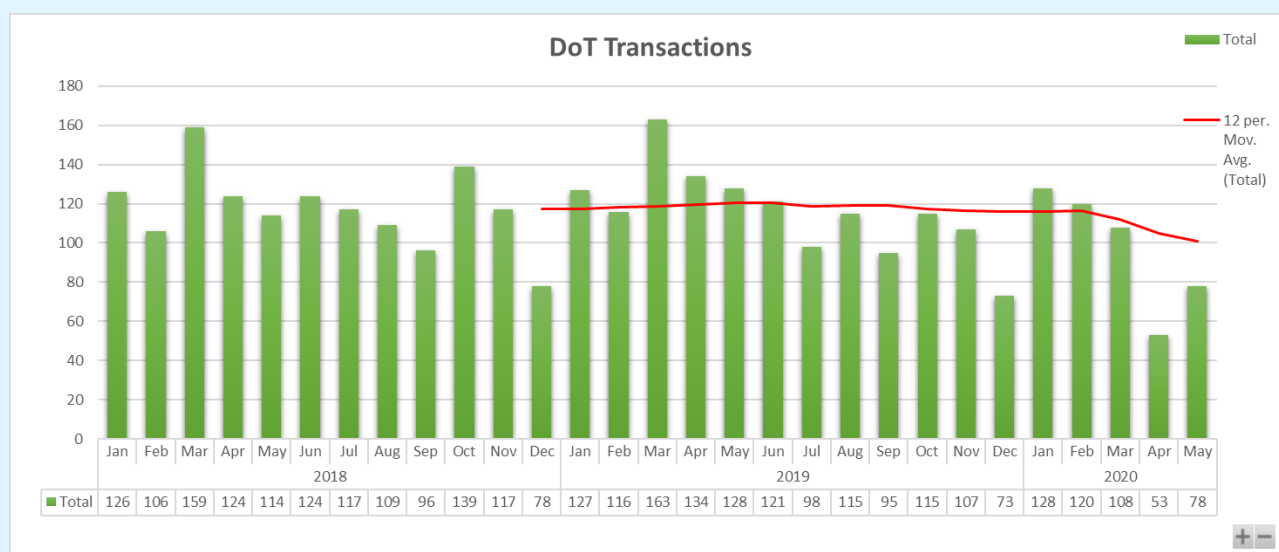
### COVID-19 Community Update:

9 x 450 Community Mail Out letters distributed per date below: -

24<sup>th</sup> March 2020, 31<sup>st</sup> March 2020, 7<sup>th</sup> April 2020, 14<sup>th</sup> April 2020, 28<sup>th</sup> April 2020, 5<sup>th</sup> May 2020, 12<sup>th</sup> May 2020, 19<sup>th</sup> May 2020, 3<sup>rd</sup> June 2020.

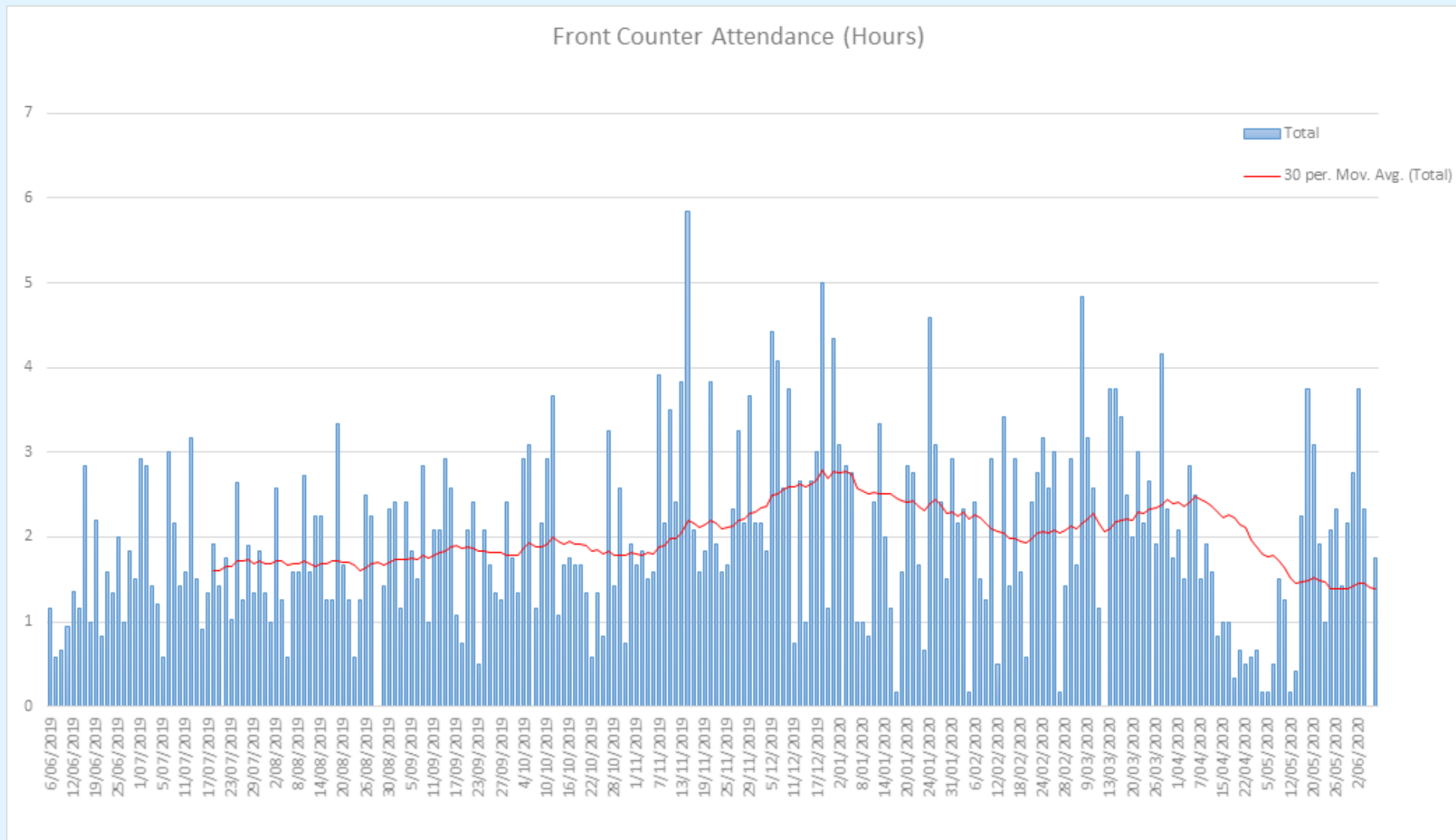


### Department of Transport(DoT) Transactions:

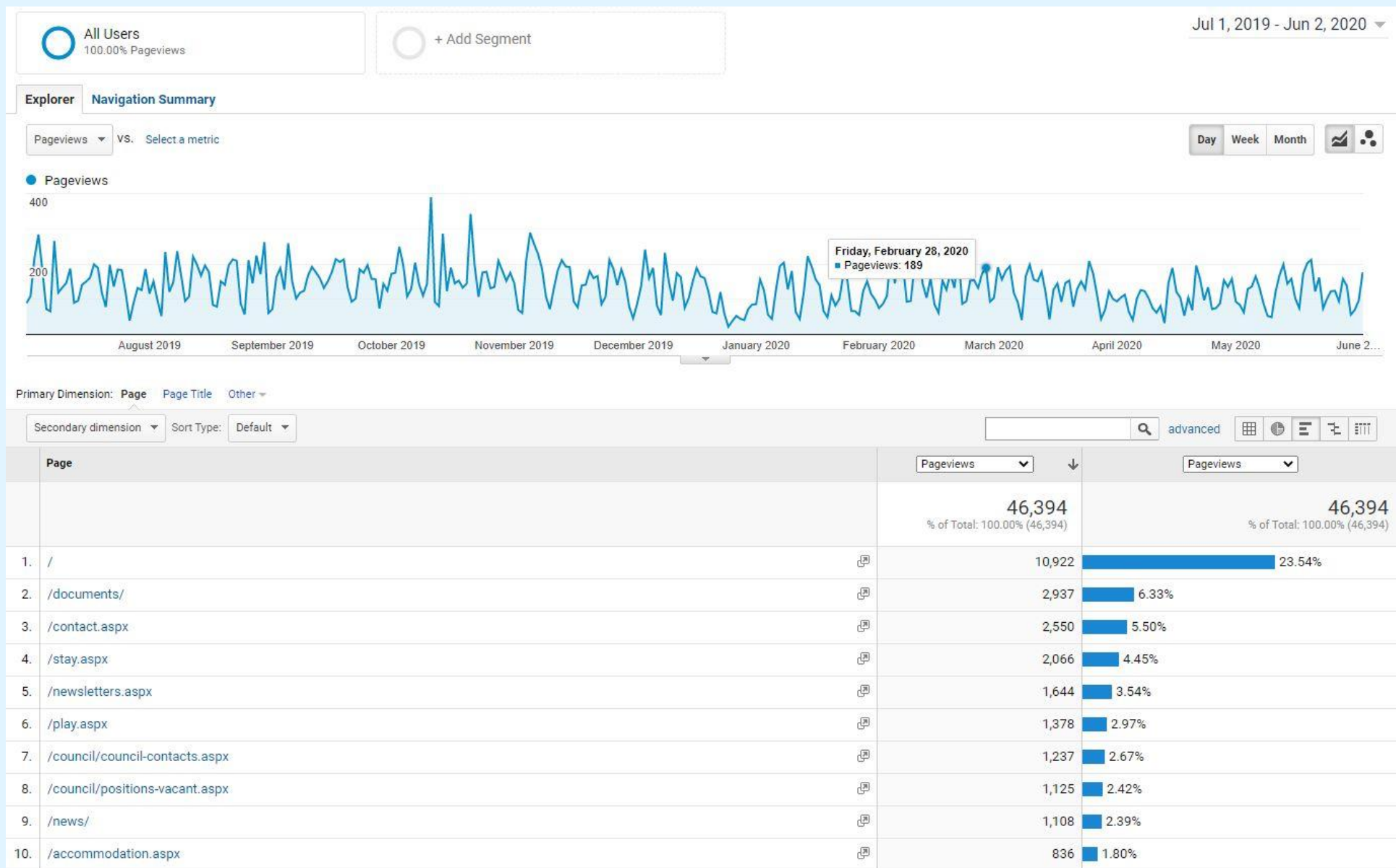


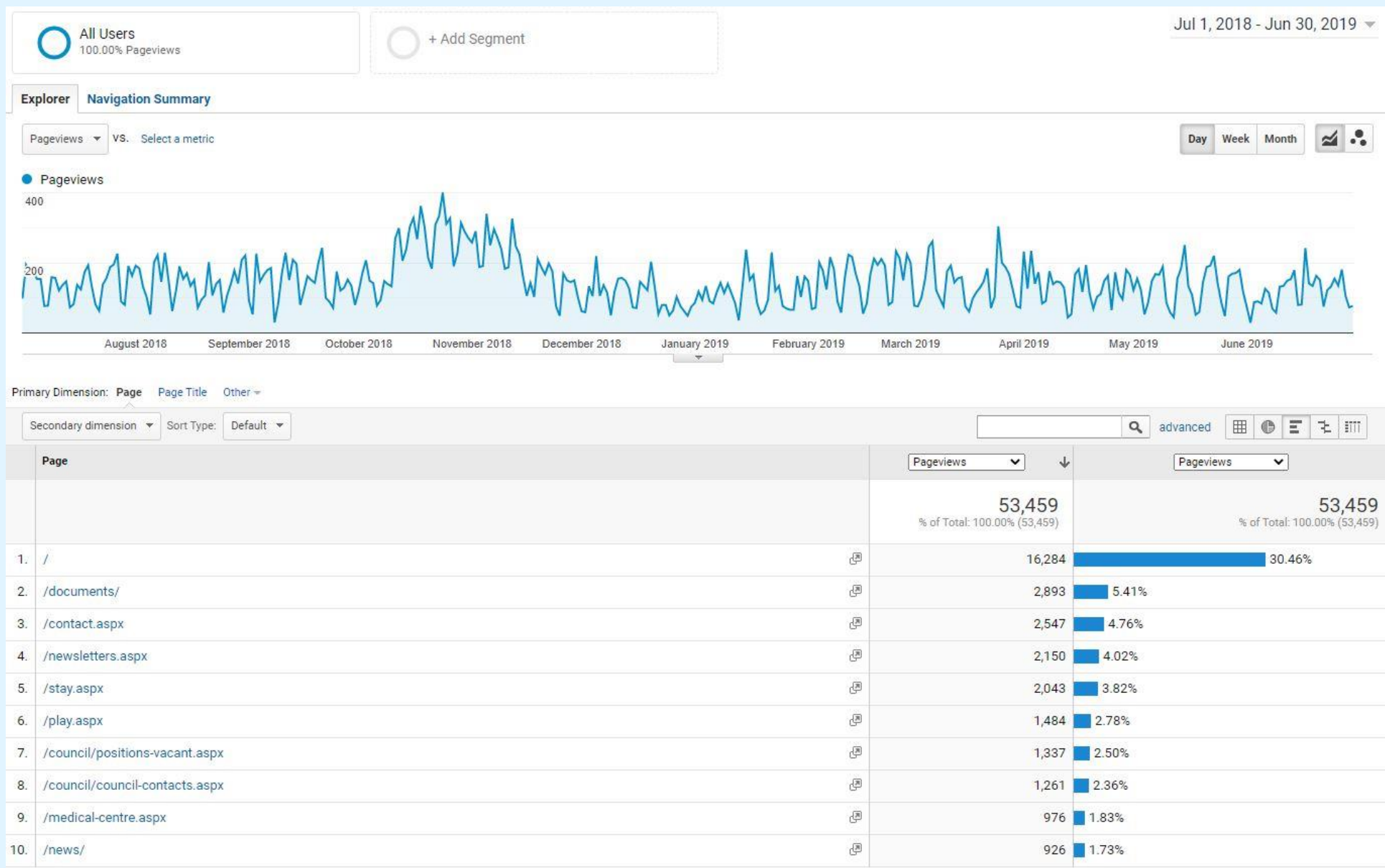
Financial Year	No. of Transactions
2018/2019	1,445
2019/2020 - Jan to 29 <sup>th</sup> May 2020	1,090
<b>Total</b>	<b>2,535</b>

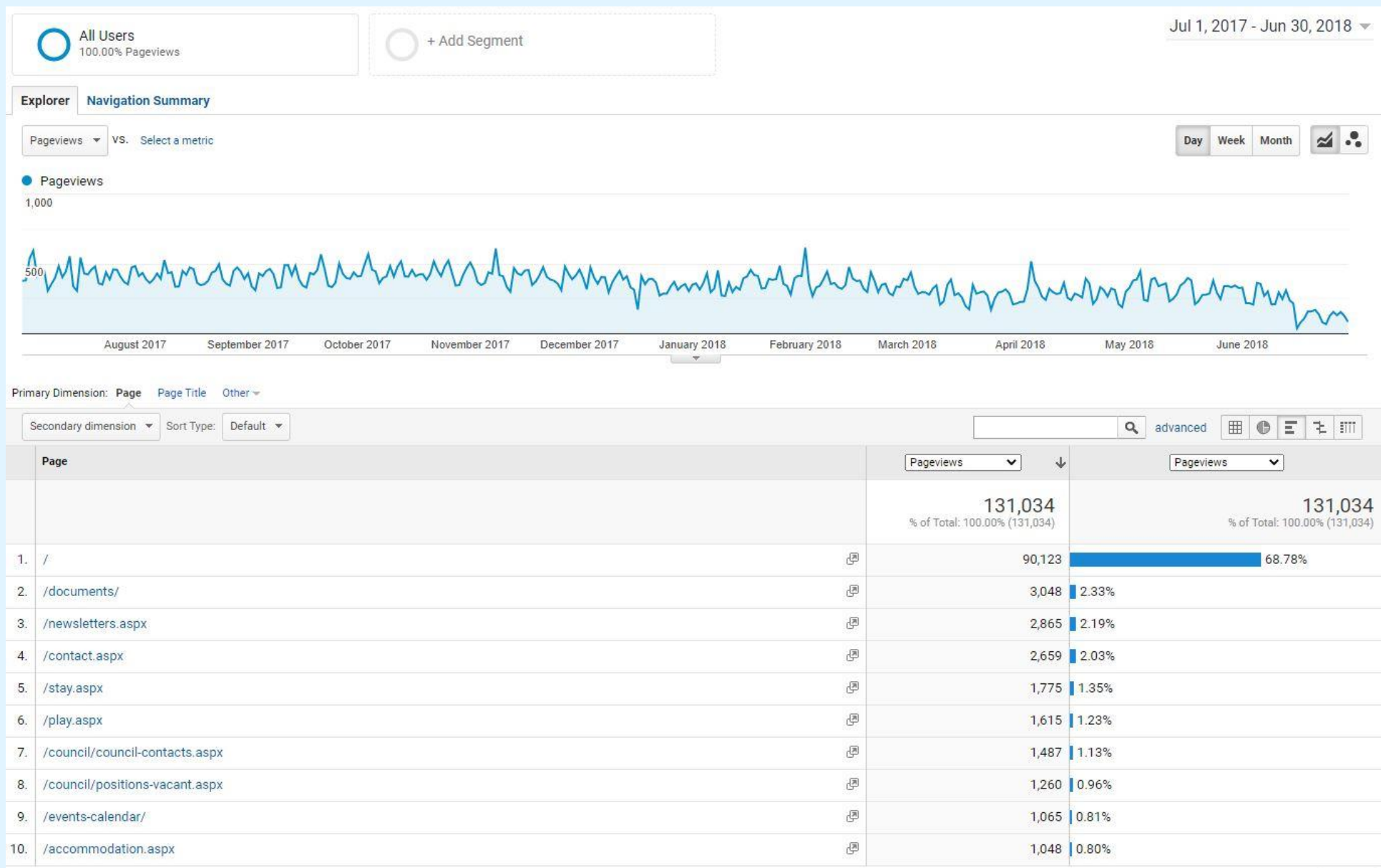
**Administration Centre – Front Counter Attendance (Hours per day):**



## Shire of Quairading Website Google Analytics:







## 11.2 Review of Committee Performance, Membership and Terms of Reference

<b>Meeting Date</b>	9 <sup>th</sup> June 2020
<b>Responsible Officer</b>	CEO, Graeme Fardon
<b>Reporting Officer</b>	CEO, Graeme Fardon
<b>Attachments</b>	Terms of Reference
<b>Owner/Applicant</b>	Audit & Risk Committee
<b>Disclosure of Interest</b>	

### COMMITTEE RECOMMENDATION

#### RECOMMENDATION: AR24-19/20

#### MOVED Cr Davies SECONDED Cr Hippisley

That the Committee has reviewed its Structure and Performance for 2019/2020 Year and that there be no change to the Committee's Terms of Reference.

**CARRIED 8/0**

### IN BRIEF

- Council re -constituted the Audit and Risk Committee on the 31<sup>st</sup> October 2019, following the 2019 Local Government Elections.
- All Councillors have been appointed as Members of the Committee.
  - Committee's Terms of Reference (ToR) were reviewed by the Committee and subsequently endorsed by Council in December 2019.
  - The December A&R Committee meeting requested that the Performance Review of the Audit & Risk Committee be listed for the June 2020 Committee Meeting.
  - Clause 9.5 of the A&R T provides for the annual Review of the Committee's Performance, Membership and Terms of Reference to ensure that the Committee is operating at maximum effectiveness and for Committee to recommend any changes it considers necessary to Council for approval.

### MATTER FOR CONSIDERATION

Conduct review of the Performance and effectiveness of the Committee and to recommend any changes in the Committee's Terms of Reference to Council for Approval.

### BACKGROUND

The Terms of Reference (Copy attached) were last reviewed in December 2019 and the Terms of Reference now align with the most recent legislative amendments effected by the State Government. The amendments were largely required due to the Office of the Auditor General taking on the responsibility of Local Government Audits.

There are no further recommended changes to the current Terms of Reference.

### STATUTORY ENVIRONMENT

Local Government Act 1995 Part 7 refers to the Audit Committees



Local Government (Audit) Regulations 1996.

#### Reg16. Functions of audit committee

An audit committee has the following functions –

- (a) to guide and assist the local government in carrying out –
  - (i) its functions under Part 6 of the Act; and
  - (ii) its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to –
  - (i) report to the council the results of that review; and
  - (ii) give a copy of the CEO's report to the council;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under –
  - (i) regulation 17(1); and
  - (ii) the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government –
  - (i) is required to take by section 7.12A(3); and
  - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
  - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
  - (iv) has accepted should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.

#### POLICY IMPLICATIONS

Current Terms of Reference of the Audit & Risk Committee.

#### FINANCIAL IMPLICATIONS

Nil.

#### 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**

No consultation was required or undertaken in relation to this report.

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

Financial - Risk Matrix Rating is assessed as Low. Financial risk is mitigated by having an effective Audit & Risk Committee.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Risk mitigated by Annual Review of the Committees performance and Terms of Reference.

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low.

## **COMMENT**

To assist the Committee with the Annual Review Process the following areas of the Terms of Reference are highlighted: -

### **Membership**

All Councillors are to be Members of the Committee.

Appointment of the Committee was in accordance with the provisions of the Local Government Act.

x2 Meetings had full Attendance, 1 meeting had x7 Councillors and 1 meeting had x6 Councillors in Attendance.

### **Secretarial / Administrative**

CEO ensured that there were sufficient resources provided to the Committee to adequately carry out its functions.

### **Meetings**

Committee is to meet Quarterly – Meetings held in the months of September, October (Special), December, March and June.

### **Notice of Meetings and Agenda Papers**

All Notice of Meetings and Agenda Papers and Supporting documents were provided by the Administration into the Document Centre in a timely manner and within the timeframe specified in the Terms of Reference.

### **Minutes of Meetings**

Minutes were prepared in accordance with the Local Government Act and lodged onto the Document Centre within the five (5) Working days of the meeting.

### **Roles of the Committee**

Committee to support the Auditor and to oversee the implementation of the Audit Recommendations.

Committee met with the Auditor Mr Greg Godwin by telephone in December 2019 and March 2020.

The Committee is required to monitor the integrity of the financial statements of the Council, including its annual report, reviewing significant financial reporting issues and judgments which they contain.

The Committee is required to: -

- Keep under review the effectiveness of the Council's internal controls and risk management systems;
- Monitor and advise the CEO in the reviews of certain systems as prescribed from time to time by the Audit and Financial Management Regulations.
- Review and recommend the approval, where appropriate, of statements to be included in the annual report concerning internal controls and risk management;
- Receive and review reports from the Chief Executive Officer on the activities of the Strategic Risk Management Plan and the Operational Risk Management Plan ("Risk Management Dashboard").

In September 2019, the Committee considered the CEO's Report pursuant to Regulation 17 in regard to the Chief Executive Officer's review on the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal control and legislative compliance.

At the March 2020 Meeting, the Committee considered and received the CEO's Reports on the following: -

- Report on the Office of the Auditor General Recommendations
- Statutory Compliance Return for 2019
- Report on Management Override Mitigation

Other issues considered included the feasibility and possible cost of an independent external Auditor and also engaging an independent experienced LG Practitioner to undertake the Annual Statutory Compliance Return.

The Committee is also responsible for facilitating / arranging Chief Executive Officer's Performance Review Process – Process commenced for completion of the 2020 CEO Performance Review, with a Target date of the end of July 2020.

#### Further Review Items

- Effectiveness of the Presiding Member (Chairperson)
- Effectiveness of the Committee Meeting Procedures
- Meetings are conducted effectively, with sufficient time allocated for significant or emerging issues.
- Level of Communications with Council's Auditor, Committee Chairperson, CEO and Senior Management.
- Adequacy of Reports provided to the Committee.
- Any other resources that the Committee may require.

## ITEM 12 COUNCILLORS' EMERGING ISSUES

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### **Cr Stacey**

Nil

### **Cr John Haythornthwaite**

Cr John Haythornthwaite queried the intent Clause 5.2 of the Terms of Reference. The Chief Executive Officer clarified that in the rare event of a Special Meeting of the Audit & Risk Committee, that every endeavour would be made to ensure that the Special Meeting be convened at a suitable time to maximise Committee member attendance.

The Chief Executive Officer also provided information on the Constitution of Council Committees and the requirement for Committee Members to vote on all Recommendations before the Committee and then the Recommendations if passed, are then submitted to Council.

### **Cr McGuinness**

Nil

### **Cr Davies**

Cr Davies proposed that a Dinner be held after the June 2020 Council Meeting with Partners also invited, given that it had been in excess of 6 Months since Council met socially.

There was broad support from the meeting and the matter was left with the Shire President and the Chief Executive Officer to arrange the Post Meeting Dinner.

### **Cr Hippisley**

Nil

### **Cr Cowcill**

Nil

### **Cr Smith**

Councillor Smith commented that following discussions in Item 6.1, identified savings on Consultants Fees for the preparation of the IT and the Disaster Recovery Plan could be directed by Management towards future improvements in Processes and Documentation.

### **Cr Jo Haythornthwaite**

Nil.

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

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*No matters for consideration.*

**ITEM 14      NEXT MEETING DATE**

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The next Audit & Risk Committee Meeting is scheduled to take place on Tuesday 8<sup>th</sup> September 2020, commencing at 5.00 pm on at the Council Chambers, 10 Jennaberring Road, Quairading. (Venue to be confirmed).

**ITEM 15      CLOSURE**

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There being no further business, the Chairman closed the Meeting at 6.12 pm.

I certify the Minutes of the Audit & Risk Committee Meeting held on 9<sup>th</sup> June 2020 were confirmed on 8<sup>th</sup> September 2020 as recorded on Resolution No. \_\_\_\_\_

Confirmed..... 08/09/2020

## ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

### 10.1 1 MAN & A BIKE Television Series Proposal

<b>Meeting Date</b>	25 <sup>th</sup> June 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Proposal Synopsis
<b>Owner/Applicant</b>	Visage Productions
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

Subject to Council consideration, that Council: -

1. Register its interest in the campaign 1 MAN & A BIKE Television Series Proposal from Visage Productions with Roe Tourism Association; and
2. Make an Operational Budget provision of \$8,000 for the 2020/2021 Financial Year for the Promotion.

**VOTING REQUIREMENTS** –Simple Majority

#### IN BRIEF

- The five-episode series will be broadcast throughout Western Australia on the Seven Network, the State's highest rating free-to-air channel, on a weekend afternoon later in 2020, both metro and regionally.
- Filming for the series to commence once the episodes are fully subscribed (plan is to commence in the second half of 2020 with filming in destinations appropriate to seasonal weather conditions and attractions, for example during the wildflower season).
- Each episode will be allocated to a particular region or road-trips, with multiple-LGA collaborations coming together to form an episode.
- Each half-hour episode ends up being 20-21 minutes after commercials, being four, five-minute segments, which can be broken up in various ways.
- A new designated Facebook page has just been developed <https://www.facebook.com/onemanandabike/> and will be profiled and promoted extensively before, during and after the series, with regular updates on location, inclusive of linked sites and hashtag branding.

#### MATTER FOR CONSIDERATION

That Council consider the 1 MAN & A BIKE Television Series Proposal being considered by the Roe Tourism Association Member Councils.

## BACKGROUND

Visage Productions contacted Roe Tourism in February regarding the 1 MAN & A BIKE Television Series Proposal. The series will be hosted by popular WA radio personality Ian 'Blackers' Blackley, who will take us on a road-trip through the best of Western Australia, telling some awesome stories along the journey.

In this series, Visage Productions would like to introduce a more personal element to the concept, bringing locals in each area into the story and get them to talk about why their town is such a good place to visit. Each episode would be built via a collaboration of LG's coming together to bring each episode to fruition.

In the initial series, Visage Productions would like to include episodes from the Midwest, Wheatbelt, Goldfields, Southwest, Avon Valley, and the Great Southern, plus we are open to including other regions if they can raise the interest.

Participation in the series will involve an outlay in the 2020/2021 Financial year, working to a total episode budget of approximately \$35,000 - \$40,000, ex GST. This would be a joint collaboration between the Shires of Corrigin, Kondinin, Kulin, Narembeen -who have expressed their interest in the Project and possibly Quairading and Bruce Rock. A maximum of five Shires is the recommended participation per episode, otherwise each individual Shire will only receive minimal exposure.

If there are five LG's involved, each LG would receive a four-minute story as part of the 21:30 minute episode (half hour with commercials).

From a production point of view, this would involve a five-day shoot, in the Spring-time, early Summer to get the best out of the countryside colours and landscapes. Visage Productions would spend a day in each location to film each four (4) minute story. The series to be filmed in high definition with multiple use of drone technology (within CASA approved areas).

The VISAGE team would work closely with each partner in developing the story outline, concept and script, with full editorial control given to each partner, inclusive of final approval prior to broadcast.

## STATUTORY ENVIRONMENT

### Local Government Act 1995

#### 6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –
  - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.

\* *Absolute majority required.*

#### (1a) In subsection (1) –

***additional purpose*** means a purpose for which no expenditure estimate is included in the local government's annual budget.

#### (2) Where expenditure has been incurred by a local government –

- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
- (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

## POLICY IMPLICATIONS

Nil – No Policy in place

## FINANCIAL IMPLICATIONS

Provision for this Promotion would need to be included in the Adopted Operational Budget for the 2020/2021 Financial year. Depending upon the number of Councils participating and the final production Costs it is estimated that the Cost per Council will be \$8000. This is in addition the proposed Annual Subscription of \$6000 per Member Council.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience
ED1.1	Economic and tourism development

### Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G2.3	Regional and sub-regional partnerships to achieve better outcomes for the community
G3	Community Engagement
G3.2	Collaborate with the community to achieve desired outcomes
G4	Sound Organisation
G4.2	Increase non-rates revenue generation

## Council's Tourism Development Strategy 2020

### Adopted February 2020

Up to date marketing material and content creation.	Audit of current printed	Tourism Steering Committee	High	6 months
	Create brochures for Caravan Park and distribute to surrounding Visitor Centres.	Shire of Quairading	High	3 - 6 months
	Distribute Visit Quairading A3 Guides to local businesses and surrounding towns.	Quairading CRC & Shire of Quairading	High	6 months
	Create videos of local attractions.	Quairading CRC & Shire of Quairading	Med	12 months
	Maintain a collection of high quality local photos.	Quairading CRC	Med	12 months
	Promote local events and attractions through regular "Around The Towns" segment on Triple M radio.	Shire of Quairading	High	Ongoing
Positive regional collaboration.	Ensure local info on regional websites is up to date.	Quairading CRC & Shire of Quairading	High	Ongoing



	Assess benefits of joining Roe Tourism or other regional tourism collectives.	Shire of Quairading	High	6 months
	Develop 'day trip' recommendations - Silo Trail, Wave Rock, Granite Way, Wildflowers, Wheatbelt Pubs	Quairading CRC	Med	6 months
	Attend trade shows to promote the region (e.g., Caravan & Camping Show)	Shire of Quairading	High	6 Months

## COMMUNITY CONSULTATION

No Community Consultation undertaken however Council's Roe Tourism Delegates have received this information from the Executive Officer of Roe Tourism Association.

### RISK ASSESSMENT - Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating is assessed as Low. If Council were to support participation in the Promotion, the amount of \$8000 will need to be included in Council's Operational Budget for the upcoming Financial year.

Health - Risk Matrix Rating is assessed as Low.

Reputation - Risk Matrix Rating is assessed as Low. Council has already committed to a "Stand alone" Tourist Promotion through GWN7 and RED TV.

Operation - Risk Matrix Rating is assessed as Low. Minimal if any impact on Council's Operations and Structure. Production Company plan to be in each Participating Town for a day of filming to achieve the 4-5 minute Segment. Volunteer Community members and Tourism Steering Group members will be required to assist the production Team.

Natural Environment - Risk Matrix Rating is assessed as Low.

## COMMENT

The series is to be produced by VISAGE Productions [www.visageproductions.com.au](http://www.visageproductions.com.au) - a Perth based production company which has been in operation for over 25 years.

Example <https://vimeo.com/191148327> an episode from series four (series five was produced in 2019).

The five-episode series will be broadcast throughout Western Australia on the Seven Network, the State's highest rating free-to-air channel, on a weekend afternoon later in 2020, both metro and regionally. After broadcast the episodes will be added to the Seven Network on-line catch-up service.

There are multiple benefits for the partners Visage Production bring on board:

- Western Australia broadcast coverage.
- The series will also be available via catch-up on 7plus
- All participating partners will have total control of editorial content and will have final approval on each episode prior to broadcast.
- Pre-broadcast exposure via social media platforms and on-location hashtag relevant links.
- On-location social media coverage during filming.



- Opportunities to cross-promote with other marketing mediums in designated regions, being both newspaper and radio. We can supply previous examples of this, if required.
- On-camera promos to be filmed on location that can be utilised pre-broadcast via social media platforms.
- Every episode to be made available via our Facebook page, once aired on the commercial network. This has resulted in thousands of additional shares and plays, inclusive of international reach.
- Unlimited access to the final edited story and full episode, which can be forwarded in various sizes and formats, across multiple mediums.
- Capability to cut-down packages for other marketing purposes.
- Access to the filmed high definition raw video files, inclusive of drone footage, which can be further promoted through other promotional mediums such as television commercials, websites and social media (conditions apply).
- Can also film any additional required footage whilst on-location if time permits.



ONE man ONE bike ... and many stories to tell



Presented by VISAGE Productions



Presented by popular radio personality Ian 'Blackers' Blackley, 1 MAN & A BIKE takes us on a road trip through the 'best of Western Australia', telling some awesome stories along the way ... with a little help from some friends.

Designed to have a strong tourism focus 1 MAN & A BIKE will be produced as an uptempo presentation where Blackers will be given a guided tour by locals in locations that WA is famous for, and some 'not so well-known' spots that are not yet on the map.

This personal angle will provide a 'point of difference' with Blackers hitting the road by motorbike to showcase WA's magnificent countryside, and he'll introduce you to locals in each location ... locals who will compliment Blackers charismatic and humorous style of presenting.

Having the 'local touch' in each location provides viewers with an authentic personal point-of-view, and Blackers, a self-confessed motorcycle enthusiast, will add another dimension to the series, bringing his extensive broadcast experience and friendly personality to the screen.

This is a tourism focussed concept with a difference, and one we suggest will appeal to a wide market and audience.



## 10.2 Minor Boundary Adjustment – Shires of Quairading and Cunderdin

<b>Meeting Date</b>	25 <sup>th</sup> June 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	WAPC 158544 Subdivision Plan
<b>Owner/Applicant</b>	Nil
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

That;

1. The Shire of Quairading being an affected local government within the meaning of Schedule 2.1 of the Local Government Act 1995, resolves to submit, jointly with the Shire of Cunderdin, a proposal to the Local Government Advisory Board, pursuant to clause 2(1)(c) of Schedule 2.1 of the Act, which would vary the boundary of the district of the Shire of Quairading to be South of Lot 801 and West of Lot 800 (Thompson Road) in accordance with the plan included in this report illustrating the proposed change.
2. The Chief Executive Officer be authorised to prepare and submit a joint proposal with the Shire of Cunderdin to the Local Government Advisory Board as detailed above.

**VOTING REQUIREMENTS** – Absolute Majority

### IN BRIEF

- The landholder on the corner of Goldfields Road and Thompson / Thomson Road successfully applied to the WA Planning Commission for the re-alignment of the property boundaries which has resulted in the current Shire Boundary traversing the newly created Lot 802.
- The Titles of the three (3) newly created Lots have been created.
- The Subdivision would result in the issuing of separate Rate Notices from both Shires for their respective portions of the newly aligned Lots.
- Discussions have been held with the CEO of the Shire of Cunderdin on the preparation of a joint proposal to the Local Government Advisory Board.
- Nett result is that Council would receive an estimated 33 Hectares of ex Lots 7233 and 7234 from the Cunderdin Shire and Council would grant over an estimated 33 Hectares of the Eastern portion of Lot 2 (now in Lot 800) located east of Thompson Road.
- Recommended for ease of administration and clarity for the future that the Shire Boundary be modified to reflect the new boundaries of Lots 800, 801 and 802.

### MATTER FOR CONSIDERATION

Minor Amendment to the Common Boundary with the Shire of Cunderdin

## BACKGROUND

The Landholder owns property both in the Shires of Cunderdin and Quairading and applied to the WA Planning Commission (WAPC) in October 2019 for a re-alignment of the Parcels of land.

The WAPC considered the Subdivisional Application and Approved the proposed 3 Lots in January 2020.

The CEO and Rates officer has been in liaison with their counterparts at the Shire of Cunderdin for several months on a proposed adjustment to the Shires' Common Boundary.

The Boundary Proposal is to be placed before both Councils for their Consideration and subject to Agreement, a joint Proposal for the minor Boundary Adjustment will be prepared for the Local Government Advisory Board for consideration.

It is considered prudent that the Boundary Adjustment be proceeded with given the implications of each Council having to obtain an Unimproved Valuation for portion of the parcels of land in their District and the landholder receiving two Rate Notices for the divided Lots.

In addition, the CEO is aware that Lot 802 has recently been sold which will necessitate a Settlement on the Council Rates.

The 3 newly created Lots are made up from the following old Lots: -

800 (New) is made up from lots 2 (Q Shire) and lot 8388 (C Shire)

801 (New) is made up from lots 7234, 7233 (Cunderdin Shire)

802 (New) is made up from lots 2 (Q Shire) and lots 7234, 7233 (C Shire)

## STATUTORY ENVIRONMENT

### Local Government Act 1995

A submission, in accordance with Schedule 2.1 of the Local Government Act 1995 will need to be made to the Local Government Advisory Board.

VOTING - absolute vote is required in accordance with Schedule 2.1 of the Local Government Act 1995.

### Schedule 2.1 – Provisions about creating, changing the boundaries of, and abolishing districts

#### 2. Making a proposal

- (1) A proposal may be made to the Advisory Board by –
  - (a) the Minister; or
  - (b) an affected local government; or
  - (c) 2 or more affected local governments, jointly; or
  - (d) affected electors who –
    - (i) are at least 250 in number; or
    - (ii) are at least 10% of the total number of affected electors.

(2) A proposal is to –

- (a) set out clearly the nature of the proposal, the reasons for making the proposal and the effects of the proposal on local governments; and
- (b) be accompanied by a plan illustrating any proposed changes to the boundaries of a district; and
- (c) comply with any regulations about proposals.

### 3. Dealing with proposals

- (1) The Advisory Board is to consider any proposal.
- (2) The Advisory Board may, in a written report to the Minister, recommend\* that the Minister reject a proposal if, in the Board's opinion –
  - (a) the proposal is substantially similar in effect to a proposal on which the Board has made a recommendation to the Minister within the period of 2 years immediately before the proposal is made; or
  - (aa) where the proposal was made by affected electors under clause 2(1)(d), that the majority of those electors no longer support the proposal; or
  - (b) the proposal is frivolous or otherwise not in the interests of good government.

*\* Absolute majority required.*

- (3) If, in the Advisory Board's opinion, the proposal is –
  - (a) one of a minor nature; and
  - (b) not one about which public submissions need be invited,
 the Board may, in a written report to the Minister, recommend\* that the Minister reject the proposal or that an order be made in accordance with the proposal.

*\* Absolute majority required.*

- (4) Unless it makes a recommendation under subclause (2) or (3), the Advisory Board is to formally inquire into the proposal.

#### POLICY IMPLICATIONS

There are no policy implications with this report.

#### FINANCIAL IMPLICATIONS

Nil - No major cost involved with the Shire Boundary adjustment.

The Proposal provides for the transfer of equivalent areas of land to / from both Shires, so there is no identified gain or loss to both Councils.

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

**Built Environment Objective: Planning and infrastructure to meet the needs of the community**

ITEM	OUTCOMES AND STRATEGIES
B1	Responsive Land Use Planning
B1.1	Ensure land use planning services are responsive to community aspirations including increased availability of industrial, commercial and residential land.

#### COMMUNITY CONSULTATION

No Community consultation in relation to the preparation of this report.

Consultation has been undertaken by the CEO's and Rates Officers with the Shires of Quairading and Cunderdin.

Liaison with the Landholder's Settlement Agent has occurred.

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

Financial - Risk Matrix Rating is assessed as Low. No Financial Risk identified by Council's Administration. There is potential increased risk of increased financial cost as future Administrations deal with the land "straddling" the Shire Boundary.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. If the Boundary adjustment is not supported there is increased risk of reputational risk over time as the landowners will continue to

Operation – Risk Matrix Rating is assessed as Low. Joint Proposal will be prepared by the CEO's of both Quairading and Cunderdin Shires. Boundary Adjustment is considered minor by the CEO's. All administration will be conducted "in house" and within existing resources.

Natural Environment – Risk Matrix Rating is assessed as Low. No impact on the Environment.

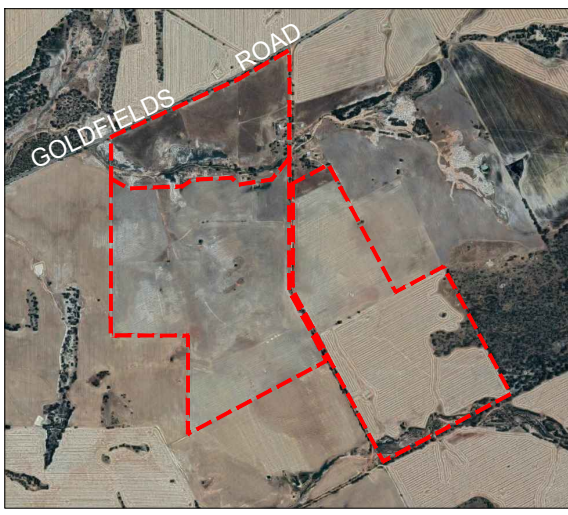
**COMMENT**

The variation of the Shire Boundary is considered minor and it is envisaged that the Local Government Advisory Board will determine the same.

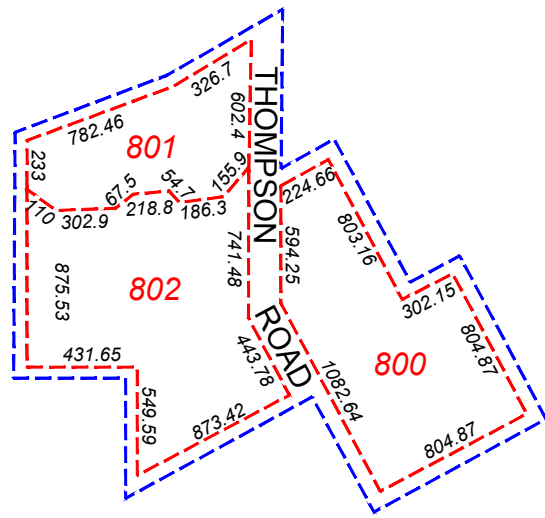
There have been several historical precedents that the CEO is aware of where the Shire Boundary has been adjusted when the Shire Boundary traverses through a parcel of land.

Council (and the affected adjoining Council) have successfully had the Shire Boundary adjusted.



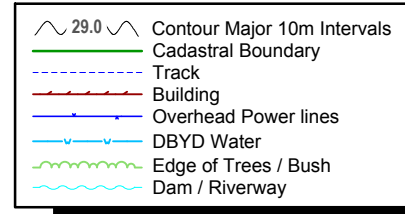


LOCATION PLAN  
NOT TO SCALE



- Application Area
- Cadastral Boundary
- Proposed Boundary

LINestyle LEGEND

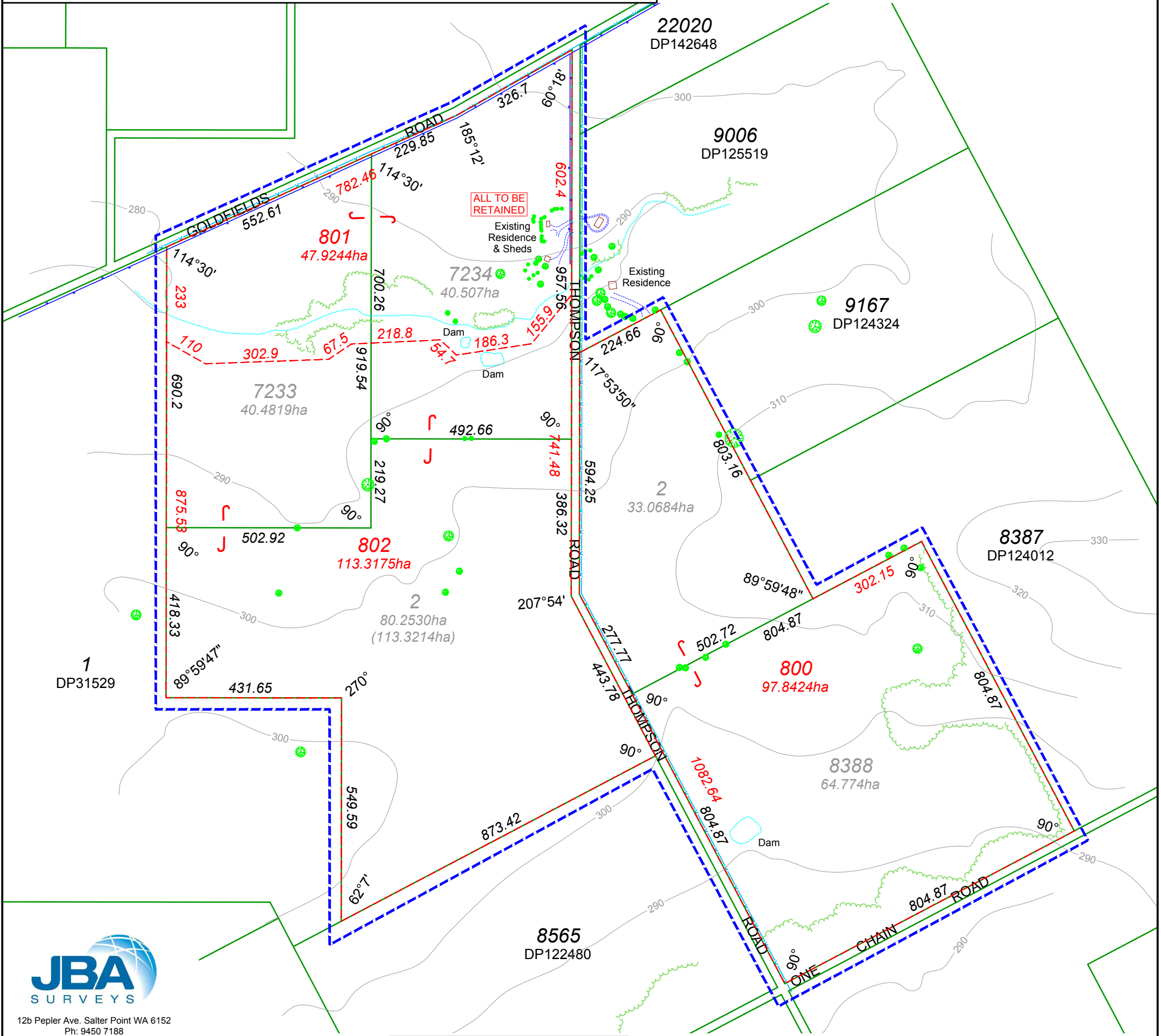


AREA SCHEDULE

N° of original lots = 4  
 Lot 2 = 113.3214ha  
 Lot 7233 = 40.4819ha  
 Lot 7234 = 40.507ha  
 Lot 8388 = 64.774ha

N° of proposed lots = 3  
 Lot 800 = 97.8424ha  
 Lot 801 = 47.9244ha  
 Lot 802 = 113.3175ha

**TOTAL = 259.0843ha**



12b Pepler Ave. Salter Point WA 6152  
 Ph: 9450 7188  
 email: admin@jbasurveys.com.au  
 web: www.jbasurveys.com.au

- Notes:**
1. Boundary plotted from Landgate SCDB digital data only.
  2. True position of Boundary is subject to a re-establishment survey.
  3. Dimensions, Areas and Offsets subject to re-establishment survey.
  4. Water data plotted from Dial Before You Dig only.
  5. All Buildings & Structures on all Proposed Lots to be Retained.

19106-APS01-1.0.dwg

DEPARTMENT OF PLANNING, LANDS AND HERITAGE	
DATE	FILE
08-Oct-2019	158544

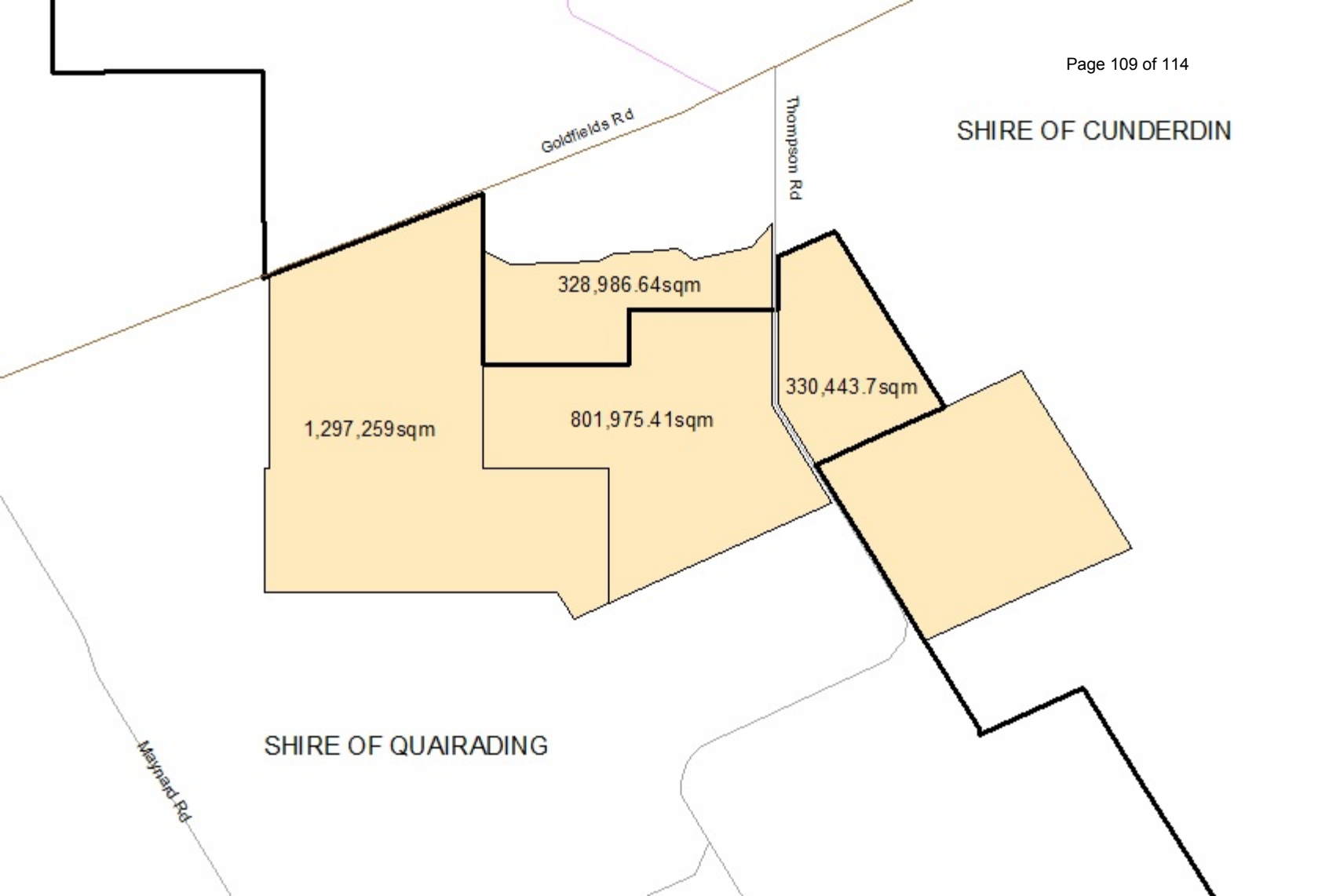
Scale @A3 1:10000



VER. 1.0	DATE 08.08.2019	BY SF	AMENDMENTS Issued for Information	FILE SOURCE 19106-1.0-08082019-MGA94-F	CLIENT: STEPHEN MILLS	JOB NO: 19106	TITLE: PROPOSED SUBDIVISION	DATUM			
						PROJECT: LOT 2 ON DP31529, LOT 8388 ON DP124013, LOT 7233 ON DP118674 & LOT 7234 ON DP118676 N° 44 THOMPSON ROAD, YOUNDEGIN, WA, 6410 C/T's 2520-96, 1055-359 & 1021-414		VERT: AHD HORIZ: MGA94 Z50 SCALE: 1:10000			
						SURVEYOR: N/A	DATE OF SURVEY: N/A	DRAWN BY: SF	APPROVED BY: NRW	DWG NO: 19106-APS01	VER: 1.0
										SHEET NO: 1 OF 1	A3



SHIRE OF CUNDERDIN



SHIRE OF QUAIRADING

### 10.3 Quairading Local Health Advisory Group (LHAG)

<b>Meeting Date</b>	25 <sup>th</sup> June 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	Nil
<b>Owner/Applicant</b>	Health Service Manager Diana Ellison
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

1. That Council nominate the following Delegate \_\_\_\_\_ and Proxy Delegate \_\_\_\_\_ to the Quairading Local Health Advisory Group.
2. That the Appointments be for the Term concluding with the October 2021 Election

#### VOTING REQUIREMENTS – Simple Majority

#### IN BRIEF

- As part of Council's governance and representation obligations, individual Councillors represent Council on a range of Community and Organisations' committees.
- The Councillor's role as a delegate on these committees is to represent the position of Council, and involves reporting back to Council on the issues, or progress of the committees or Groups.
- Council invited to elect a Delegate and a Proxy Delegate to the Local Health Advisory Group.
- LHAG being re-established by the Quairading Health Service Manager.

#### MATTER FOR CONSIDERATION

Council is invited to appoint a Council Delegate and a Proxy Delegate to the Quairading Local Health Advisory Group (LHAG).

#### BACKGROUND

Health Service Manager Diana Ellison has approached the Chief Executive Officer and advised that she is planning to re-establish a LHAG for the Quairading District Hospital as a Community Advisory.

Ms Ellison advised that the Advisory Group will be small in number (Community Members and Council Representatives) and to meet at the most 3-4 times a Year. Meetings will be approximately an hour in duration and be held during normal Work Hours in the Hospital Meeting Room.

Members of the public can provide feedback information, suggestions, concerns, etc., to the Advisory Group who work with the WA Country Health Services and Local Government to advocate for health services on behalf of the community.

#### STATUTORY ENVIRONMENT

N/A

#### POLICY IMPLICATIONS

N/A

## FINANCIAL IMPLICATIONS

Nil

## 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

## COMMUNITY CONSULTATION

No consultation was required or undertaken in relation to this report.

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

Financial - Risk Matrix Rating is assessed as Low. No financial risk identified.

Health – Risk Matrix Rating is assessed as Low. Council’s participation in LHAG will enable Council to provide input into local (WACHS) health issues.

Reputation – Risk Matrix Rating is assessed as Low. It is considered prudent for Council’s reputation and community perception that Council accept the invitation to have a Delegate and a proxy Delegate on the soon to be formed Quairading LHAG.

Operation – Risk Matrix Rating is assessed as Low. Attendance at LHAG Meetings will be within Council’s normal operations and Structure.

Natural Environment – Risk Matrix Rating is assessed as Low.

## COMMENT

The LHAG gives community members a say in how their health services are delivered. It is a forum for ongoing communication and interaction between WA Country Health Service staff, Local Government and community members and aims to develop workable solutions for local health service related issues.

Membership of the LHAG provides the opportunity for continuously improving consumer and community participation at the local level.

The composition of the LHAG intends to reflect a cross-section of community health interests. Members of the LHAG are health consumers, carers, community members and service providers who actively seek to improve service planning, access, safety and quality.

## ITEM 11      MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

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*No matters for consideration.*

ITEM 12      MATTERS FOR CONSIDERATION – WORKS

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*No matters for consideration.*

**ITEM 13 URGENT COUNCILLORS' BUSINESS**

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**ITEM 14 CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)**

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*No matters for consideration.*

**ITEM 15 NEXT MEETING DATE**

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The next Ordinary Meeting of Council is scheduled to take place on Thursday 30<sup>th</sup> July 2020, commencing at 2 pm at the Council Chambers, 10 Jennaberring Road, Quairading. (Venue to be confirmed)

**ITEM 16 CLOSURE**

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