



Shire of Quairading

Ordinary Council Meeting Agenda



28th February 2019

Notice of Meeting

28th February 2019

Dear Councillors,

The next Ordinary Meeting of Council will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday 28th February 2019 commencing at 2pm.

Yours faithfully,

GRAEME FARDON
Chief Executive Officer

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.

Any plans or documents contained in this document may be subject to copyright law provisions (Copyright Act 1968, as amended) and the express permission of the copyright owner(s) should be sought prior to the reproduction.

Table of Contents

ITEM 1	OPENING & ANNOUNCEMENTS	4
ITEM 2	ATTENDANCE AND APOLOGIES	4
ITEM 3	PUBLIC QUESTION TIME	4
ITEM 4	DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS	4
ITEM 5	APPLICATIONS FOR LEAVE OF ABSENCE	5
ITEM 6	DECLARATIONS OF INTEREST	5
ITEM 7	CONFIRMATION OF MINUTES AND BUSINESS ARISING	5
7.1	Confirmation of Minutes – 20 th December 2018	5
7.2	Business Arising	5
ITEM 8	MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING	48
8.1	Caravan Park Cottages Tender No.2-18/19	48
ITEM 9	MATTERS FOR CONSIDERATION – FINANCE & AUDIT	56
9.1	Accounts for Payment – December 2018 & January 2019	56
9.2	Financial Information–Statements of Income and Expenditure for the Period Ending – 31 st December 2018 & 31 st January 2019	69
ITEM 10	MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION	121
10.1	Review of the Shire of Quairading Delegations	121
10.2	Annual Electors Meeting Minutes – 5 th February 2019	206
10.3	Strategic Planning Committee Minutes – 12 th February 2019	213
10.4	Extraordinary Councillor Vacancy	232
10.5	Re-branding Project	237
ITEM 11	MATTERS FOR CONSIDERATION – HEALTH AND BUILDING	242
ITEM 12	MATTERS FOR CONSIDERATION – WORKS	243
12.1	Supply and Delivery of one New Multi Tyred Roller and Trade of one Ammann AP240 Multi Tyred Roller - RFT 02/19 Disposal of one 2006 Ammann Multi Tyred Roller	243
ITEM 13	URGENT COUNCILLORS' BUSINESS	247
ITEM 14	CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)	247
ITEM 15	NEXT MEETING DATE	247
ITEM 16	CLOSURE	247

SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 28th February 2019 commencing at _____ pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at _____ pm.

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr WMF Davies	Shire President
Cr B McGuinness	Deputy Shire President
Cr LR Brown	
Cr JN Haythornthwaite	
Cr J McRae	
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

Apologies

Leave of Absence Previously Granted

Cr WE Shenton: 1st December 2018 to 28th February 2019 (inclusive).

ITEM 3 PUBLIC QUESTION TIME

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

ITEM 6 DECLARATIONS OF INTEREST

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

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

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – 20th December 2018

Recommendation

That the Minutes of the Ordinary Meeting of Council held on the 20th December 2018 be confirmed as a true and accurate. (Attached)

7.2 Business Arising

SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 20th December 2018 commencing at 2.00 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.00 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”.

Cr Davies welcomed the Councillors, Staff and Member of the Public Mr John Haythornthwaite to the Meeting.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr WMF Davies	Shire President
Cr B McGuinness	Deputy Shire President
Cr LR Brown	
Cr JN Haythornthwaite	
Cr J McRae	
Cr PD Smith	
Cr TJ Stacey	

Council Officers

Mr GA Fardon	Chie 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
Mrs S Caporn	Grants & Projects Officer (from 2.11 pm)

Observers/Visitor

Mr John Haythornthwaite

Apologies

Nil

Leave of Absence Previously Granted

Cr WE Shenton: 1st December 2018 to 28th February 2019 (inclusive).

ITEM 3 PUBLIC QUESTION TIME

Mr John Haythornthwaite

Question

Page 47 EFT 6033: Micks Mobile Services. Fit Spotlight Bar onto Bullbar on CESM Vehicle. Who supplied the spotlight bar and how much work does this vehicle do at night?

Response

The Chief Executive Officer advised that the vehicle is the Community Emergency Services Managers Vehicle and Micks Mobile Services fitted the Spotlight only. The Spotlight Bar was supplied by Primaries EFT 6050 @ \$343.19.

Question

Page 47 EFT 6042: Shire of Merredin. Advertising in Eastern Wheatbelt Visitors Guide \$1,155. What is this expense for?

Response

The Chief Executive Officer advised that Eastern Wheatbelt Visitors Guide is printed annually and distributed to Tourists travelling through the Wheatbelt and from the Merredin Visitors Centre.

A Quairading editorial is included in the publication.

Question

Page 49 EFT 3073: CQ Water Truck Hire. 24 Hours Watercart Hire on 9/10/18 Toapin Road @ \$8,228. Why are we hiring a Water Truck for \$342.83 per hour?

Response

The Executive Manager of Works & Services advised that the line item description did not display the whole description.

The Water Truck is hired at \$110 per Hour and the payment not only covered the Toapin Road, but also Yoting Road and Goldfields Road.

Question

Page 50 EFT 6106: Micks Mobile Services. Service of Central Fire Truck – Q04 @ \$3,393.60. What sort of service would this be?

Response

The Chief Executive Officer advised that total cost of \$3,393 is for multiple Trucks and parts including: -

Pre harvest service and general vehicle inspection for Q04 (Central VBFB) @ \$1,111.60

Pre harvest service and general vehicle inspection Q02 (Central VBFB) @ \$918.00

Supply of parts for the future Servicing of the 4x Brigade Trucks - Wamenusking, North Quairading, Doodenanning and South Quairading Fire Trucks - \$1364.00.

Question

Page 53 VISA Card: Western Power Utilities. There are 3 x equal payments for \$625. What were the payments for?

Response

The Chief Executive Officer advised that the Council through its Electrician had to prepay the connection fees for 3 properties as part of the Main Roads project at the Intersection with Winmar Road. The full cost of the connection fees are to be borne by Main Roads WA.

Question

Page 22: Council Meeting dates 2019. Where are the meeting dates advertised?

Response

The Chief Executive Officer advised that the Council Meeting Dates for 2019 have been advertised in the Avon Advocate, Shire Noticeboard and Website.

Question

Page 115: Review of Committee Performance, Membership and Terms of Reference. Resolution AR10-18/19. Why was point 1.4 removed?

Response

The Chief Executive Officer advised that the point 1.4 was removed as it duplicated in point 5 “Notice of Meetings”.

Mr Fardon clarified that Committee Meeting Agendas and Minutes are available to the Public and will also be published on the Website.

Question

Page 214: Meeting Procedures Local Law 2019. Could I have a copy of the Local Law to review?

Response

The Chief Executive Officer advised that if Council resolve to go ahead with advertising the Local Law, it would be made available to the Public for comment.

2.11 pm

Mrs Sarah Caporn entered the Meeting.

Question

Page 252: Draft Community Park Concept Plan and Rural Youth monies.

Are there people connected to the Shire who are in “conflict of Interest” with regard to the spending of the Rural Youth money? And who will be paying for the insurance liability on the Park?

Response

The Chair invited the Grants and Projects Officer Mrs Caporn to provide a brief background. Mrs Caporn advised that the money resulting from the sale of the Quairading Rural Youth premises a number of years ago had been lodged in the Shire’s Trust Fund for the purpose of assisting towards the funding of the future Community Park.

The Chief Executive Officer advised that he was aware that Council’s Grants Officer was a member of the ex- Rural Youth members who determined that the money be directed towards the Community Park project.

The Chief Executive Officer confirmed that once the Park was developed, Council would bear liability under its existing Public Liability Policy.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil received.

ITEM 6 DECLARATIONS OF INTEREST

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 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – 29th November 2018**RESOLUTION: 106-18/19****MOVED Cr Haythornthwaite SECONDED Cr Stacey**

That the Minutes of the Ordinary Meeting of Council held on the 29th November 2018 be confirmed as a true and accurate.

CARRIED 7/0

7.2 Business Arising**The Quairading Rainmakers Inc. Street Art Project – Project Proposal**

Cr McRae, with reference to Resolution 99-18/19, asked if the Quairading Rainmakers had been contacted to have the Plinth and Lighting included in their Grant Applications?

The Chief Executive Officer confirmed that both verbal and written communication had been made with Rainmakers advising that Council's Funding Commitment was \$10,000, and further advising them that the Grant Applications must include all project costs.

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

8.1 Caravan Park Cottages Tender No.2-18/19 Evaluation

Meeting Date	20 th December 2018
Responsible Officer	IPR & SPO Richard Bleakley
Reporting Officer	IPR & SPO Richard Bleakley
Attachments	Evaluation Matrix
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That Council: -

1. **Accept the Tender from Modular WA as the preferred Contractor for the Park Cottage Project with a provisional cost of \$260,781 (incl. GST), and**
2. **Authorise the CEO to proceed to negotiations with Modular WA to finalise, design and specifications of the cottages, and the preparation and signing of the Contract.**

RESOLUTION: 107-18/19

MOVED Cr McGuinness SECONDED Cr Smith

That Council defer the Caravan Park Cottages Tender No.2-18/19 Evaluation Item to the Strategic Planning Committee Meeting in February 2019 with an Officer's Report being presented detailing further Design/Layouts, Cost implications of the Variations, and additional financial information / analysis on Loan Funding and Building Reserve Funds.

CARRIED 7/0

IN BRIEF

- Shire of Quairading initiated the Caravan Park Redevelopment Program in 2013 with the drafting of a Concept and Business Plan.
- Phase 1 of the Redevelopment program implemented in 2015/16 with the realignment of sites, upgrading of services, construction of ablution block and camper's kitchen, and the preparation of the Park Cottages pad.
- Several unsuccessful submissions for grant funding were made to finance the Phase 2 of the Caravan Park Redevelopment between 2016 and 2017.
- Park Cottage Forum was held in October 2018.
- Council made an allocation in the 2018/19 Budget for the Construction of Three Park Cottages (\$395,000).
- Project went out to tender in November 2018.
- Eight Tenders were received at the Closure of tenders on 5th December 2018.

MATTER FOR CONSIDERATION

Selection of Contractor for the Design, Construction and Installation of Three (3) Park Cottages (One being disability friendly).

BACKGROUND

Redevelopment of the Caravan Park commenced with the development of a Concept and Business Plan by Brighthouse (Consultants) in 2013.

A modified and more modest plan was drafted in 2014/15 based on the redevelopment of the existing Caravan Park for approximately 20 camping sites, two drive-through sites, a new ablutions block and kitchen facilities plus three short stay self-catering cottages. This was to be delivered in two Phases.

Phase 1 was successfully implemented in 2015/16 funded through Royalties for Regions and Council resources.

With the contraction and regionalising of Royalties for Regions funding, alternative sources were sought to finance Phase 2 of the project: The State Regional Grant Scheme, and the Federal Program Building Better Regions.

These submissions were unsuccessful, and following the Council Park Cottage Forum held in October 2017 a decision was made to proceed to implementation of Phase 2 – Design, Construct and Installation of 3 Park Cottages (one being disability friendly through joint funding from Council resources and a State Treasury Loan.

An allocation of \$395,000 (ex GST) was made in the Council Budget for 2018/19.

• Rates	\$10,000
• Building Reserves	\$235,000
• WA Treasury Loan Corporation	\$150,000
Total	\$395,000

Breakdown of Budget Allocation (ex GST) is:

• Cottages (Contractor)	\$330,000
• External / landscaping (Shire)	\$25,000
• Fit out (Shire)	\$40,000
Total	\$395,000

Project proceeded to Tender in November 2018 with eleven parties expressing interest.

Request for Tenders closed on 5th December 2018.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Purchasing Policy (adopted 27/09/2018)

FINANCIAL IMPLICATIONS

Short term:

Project costings were based on best estimate figures derived from the market place. Financial implications are unknown until the tendering / contract process is completed.

The budget of this project was \$395,000. The estimated cost of this project with the preferred supplier is \$305,000. (This figure includes Shire's commitment to landscaping and fit out) This will result in an estimated saving of \$90,000. As recommended this will reduce the transfer out of reserves by an estimated \$90,000.

Medium / Long term

Following completion of the project, Council will need to ensure that sufficient operating and maintenance costs are budgeted into the Annual Budget (Project life cycle costings).

Projected annual operating and maintenance costs is \$33,000.

Revenue – Projections on revenue were based on a study conducted on regional parks with short stay accommodation. This will need to be reassessed once the cottages are operational.

Projected annual revenue is \$62,500.

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
ED2	Tourism facilities and services
ED2.1	Contribute to readily accessible visitor information and services, including good quality, affordable visitor accommodation

COMMUNITY CONSULTATION

During the revision of the Strategic Community Plan in 2017 the construction of short stay accommodation was identified as a high priority.

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

Financial - Risk Matrix Rating is considered Low. Process for selection of Tenderer has complied with Shire's Purchasing Policy, and the WALGA RFT Framework.

Health – Risk Matrix Rating is considered Low. Tenderer was required to provide an OSH Plan for the delivery of the project.

Reputation – Risk Matrix Rating is considered Low. Due diligence has been conducted to ensure the Shire minimises its risk through the selection process of the Contractor. Project management protocols will be in place to monitor the delivery of the project. Contractor has been required to provide a Quality Assurance Plan for the delivery of the project.

Operation – Risk Matrix Rating is considered Low. Project management protocols will be in place to monitor the delivery of the project. Contractor has been required to provide a Quality Assurance Plan for the delivery of the project.

Natural Environment – Risk Matrix Rating is considered Low. Cottages are to comply with Australian Building Code Standards. Cottages to be connected to town deep sewerage system. Landscaping and gardening with low maintenance and low water requirements.

COMMENT

A total of eight Tenders were received with 11 designs presented (8 as specified in the RFT, 3 as alternatives).

Level of professionalism of submissions exceeded tenders received previously.

- Costings (incl. GST) ranged from \$260K to \$416K
- Size of cottages ranged from 55m² to 76m²
- A number of alternative designs, construction processes and materials were used
- All submissions presented a disability friendly cottage - Price variance from standard being \$4-5K
- All submissions met environmental standards with LED lighting, high insulation ratings and some utilising heat pump hot water systems

- Project completion dates ranged from four months to six months.

All submissions were assessed based on compliance and qualitative criteria and ranked accordingly.

Three companies were shortlisted

- Modular WA
- Evoke Living
- Australian Eco Construction

Follow up conversations with referees and past clients were conducted

Modular WA is the preferred Tenderer. It presented the most financially attractive proposal and met all the criteria and specifications of the Request for Tender. The design is basic, and the footprint smaller. Recent clients provided positive feedback on delivery of similar programs in both regional and urban environments.

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – November 2018

Meeting Date	20 th December 2018
Responsible Officer	EMCS Nathan Gilfellon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	9.1.1 November 2018 Accounts 9.1.2 Transport Takings 9.1.3 Credit Card Statement
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 108-18/19

MOVED Cr Smith SECONDED Cr McRae

That Council note the following:

1. That Schedule of Accounts covering Municipal Vouchers 23582 to 23596 & EFT6022 to EFT6109 & DD13239.1 to DD13239.12 & DD13245.1 to DD13245.12 totalling \$1,050,089.91 be received; and
2. That Police Licensing payments for the month of November 2018 totalling \$25,823.95 be received (Attachment 9.1.2); and
3. That fund transfers to Corporate Credit Card for October 2018 balance totalling \$2,836.48 be received (Attachment 9.1.3); and
4. That Payroll payments for the month November 2018 totalling \$157,698.68 be received; and
5. That fund transfers from Trust account to Municipal account for November 2018 totalling \$159.60 be received; and.
6. That the Lease payment for the month of November on the CESM Vehicle totalling \$1,775.97.

CARRIED 7/0

IN BRIEF

Payments are per attached schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the accounts paid during November 2018

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 2018/2019 Budget.

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

Health – Low Risk

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

Operation – Low Risk

Natural Environment – Low Risk.

9.2 Fund Balances Report – November 2018

Meeting Date	20 th December 2018
Responsible Officer	EMCS Nathan Gilfellon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	9.2.1 Reconciliation Reports
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 109-18/19

MOVED Cr Haythornthwaite **SECONDED** Cr Brown

That Council note the Reconciled Fund Balances for the period ending 30th November 2018.

CARRIED 7/0

IN BRIEF

Fund Balances for the Period ending 30th November 2018 as stated below.

MATTER FOR CONSIDERATION

Reconciled Cash Financial Position as at 30th November 2018.

BACKGROUND

The Municipal, Cash Backed Reserves and Trust Accounts shown here as at 30th November 2018, are provided to inform Council of its Cash Financial Position as at that date.

<u>Account</u>	<u>Statement</u> <u>Balance</u>		<u>Reconciliation</u> <u>Balance</u>
Municipal A/c Acc: 000001	\$71,492.01	Reconciled Municipal Balance	\$1,553,986.52
At Call - Invest. Acc:128224	\$340,000.00	(Plus Outstanding Payments)	\$1,426.14
Childcare Centre Acc:150827	\$8,796.45	(Less Outstanding Deposits)	(\$264.15)
Medical A/c Acc: 111529	\$33,866.15	(Less Outstanding Transport)	(\$993.90)
Investment T/Deposit Acc: 164436	– \$500,000.00		
Investment T/Deposit Acc: 164225	– \$300,000.00		
Investment T/Deposit Acc: 164217	– \$300,000.00		
Total Municipal	<u>\$1,554,154.61</u>		<u>\$1,554,154.61</u>
T/Deposit-Reserve Acc: 38639	\$454,201.65		
At Call – Reserve Acc: 129083	\$51,998.63		

T/Deposit-Reserve Acc: 149105	\$1,334,452.95		
T/Deposit-Reserve Acc: 160427	\$460,134.61		
T/Deposit-Reserve Acc: 1604065	\$410,000.00		
Total Reserves	<u>\$2,710,787.84</u>		<u>\$2,710,787.84</u>
Trust A/c	\$89,835.81	Trust General Ledger	\$89,835.81
	\$0	Plus Outstanding Deposits	\$0
	\$0	Less Outstanding Transfers	\$0
Police Licensing	\$993.90		\$993.90
Total Trust	<u>\$90,829.71</u>		<u>\$90,829.71</u>
	<u>\$4,264,942.45</u>		<u>\$4,264,942.45</u>

STATUTORY ENVIRONMENT

Forms part of the Financial Management Reg 34(2)(a)

POLICY IMPLICATIONS

Nil

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

Nil

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

Financial - Low Risk – Accounting and Reconciliation conducted in accordance with Council's Financial Management Procedures and acting in accordance with Local Government Accounting Regulations.

Health – Low Risk

Reputation – Low Risk

Operation – Low Risk

Natural Environment – Low Risk.

9.3 Financial Information—Statements of Income and Expenditure for the Period Ending – 30th November 2018

Meeting Date	20 th December 2018
Responsible Officer	EMCS Nathan Gilfellon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	9.3.1 Financial Statements
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 110-18/19

MOVED Cr Stacey SECONDED Cr McRae

That Council receive the Financial Statements for the period ending 30th November 2018.

CARRIED 7/0

IN BRIEF

Financial Statements for the period ending 30th November 2018 attached.

Financial Statements reflect Original Budget, not revised (current) budget.

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements for Financial Activity

BACKGROUND

Council resolved in October 2000 (Minute Number 071-00/01) to receive Financial Statements in the required Statutory format.

STATUTORY ENVIRONMENT

Amendments to the regulations, gazetted on the 31st March 2005 and effective from the 1st 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

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

Nil

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

Financial - Low Risk – Comprehensive Monthly Financial Reports in accordance with the Local Government's Financial Regulation 34 including individual schedules on each budget line item provided to Council for analysis.

Health – Low Risk

Reputation – Low Risk

Operation – Low Risk – Level verified through Council Financial Audits.

Natural Environment – Low Risk.

COMMENT

Schedules in the normal format also accompany the required documentation to assist with the interpretation for fund movements and variations.

The attached statement includes the original budget and not the revised budget (being the budget including the adjustments from the November Budget Review). This is due to the statements SynergySoft integration linking to the Original Budget rather than the Current Budget. As this will take significant time to fix, it has not been adjusted in this month's statements.

9.4 Financial Statements – Variation to Budget by Percentage or Value – 30th November 2018

Meeting Date	20 th December 2018
Responsible Officer	EMCS Nathan Gilfellon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	9.4.1 Statement of Financial Activity and Variations Report
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 111-18/19

MOVED Cr Smith SECONDED Cr Haythornthwaite

That Council note the Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the period ending 30th November 2018.

CARRIED 7/0

IN BRIEF

As detailed in variation report attached.

MATTER FOR CONSIDERATION

To review all Financial Activity for material variances greater than both 10% and \$10,000.00 to Budget.

BACKGROUND

Under the requirements of regulation 34 Council is to each financial year adopt a percentage or value for reporting material variances.

At the Ordinary Meeting of Council held 26th July 2018 under Budget Adoption resolution 7-18/19 it was moved to report on any material **“Variations of \$10,000.00 AND Greater than 10%”**. Council will continue to include in the Adopted Annual Budget the material variation limits to be reported on. Any member of Council is still able to request clarification of any variation they may have a concern with.

STATUTORY ENVIRONMENT

Regulation 34 Financial Activity s. 6.4

(1) A Local Government is to prepare each month a statement of financial activity reporting on the sources and application of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail-

Item (5) covers the variances and states that each financial year; a Local Government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

POLICY IMPLICATIONS

Nil

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

Nil

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

Financial - Low Risk - Adopted Risk Management Policy and Risk Management Framework in Place. Comprehensive Reporting on Material Variances in accordance with the Local Government's Financial Regulation 34 and as Adopted Annually by Council.

Health – Low Risk

Reputation – Low Risk

Operation – Low Risk

Natural Environment – Low Risk.

9.5 Audit and Risk Committee Meeting Minutes – 11th December 2018

Meeting Date	20 th December 2018
Responsible Officer	EMCS Nathan Gilfellon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	Audit & Risk Committee Meeting Minutes
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 112-18/19

MOVED Cr McRae SECONDED Cr Brown

That Council receive the Minutes of the Audit & Risk Committee for its Meeting of 11th December 2018.

CARRIED 7/0

Auditor Meeting

RESOLUTION: 113-18/19

MOVED Cr Stacey SECONDED Cr Smith

RESOLUTION: AR6-18/19

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

Council invite the Shire of Quairading Auditor Greg Godwin to the March Meeting of the Audit and Risk Committee via Telecommunication.

CARRIED 7/0

Medical Practice 3 Year Comparison

RESOLUTION: 114-18/19

MOVED Cr Haythornthwaite SECONDED Cr Brown

RESOLUTION: AR7-18/19

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

1. The Medical Practice Financial Statements (with historical data and trends) as submitted for the six (6) monthly periods for the past 3 years be received.
2. The next six monthly report be presented in the next Audit and Risk Committee meeting.

CARRIED 7/0

Policy Review

RESOLUTION: 115-18/19

MOVED Cr McRae SECONDED Cr Stacey

RESOLUTION: AR8-18/19

That the Audit & Risk Committee recommend to Council: -

1. That Council revoke the attached List (34 Policies)
2. That Council adopt the 12 Revised Policies as listed (with the listed following minor amendments): -
 - (1) CS.1 Complaints Policy
 - (2) CS.2 Communication Policy

Policy Objective: Remove second point "Provides a framework for the Shire to undertake Community Engagement where appropriate".
 - (3) CS.3 Community Grants Policy

Policy – Allocation of Resources: Remove "Council will allocate a minimum Amount towards community Grants each year within their Annual Budget. The minimum allocation will be the same as the amount spend last financial year."

Annexure A Criteria 2 Organisational Ability heading amend to Organisation

Annexure A Remove "Copy of Applicant's Constitution? Y/N"
 - (4) CS.4 Community Engagement Policy

Annexure A Example techniques: Add Banksia Bulletin

Evaluation Add "to be reported at the June Audit and Risk Committee"
 - (5) ENV.1 Town Treescape Policy
 - (6) ENV.2 Road Reserve Weed Control Policy
 - (7) GOV.3 Records Management Policy
 - (8) ORG.2 Leave Management Policy
 - (9) ORG.3 Risk Management Policy
 - (10) ORG.4 Occupational Health and Safety Policy

Objective Point 1 Change "Providing and maintaining workplaces, plant, and systems of work such that, so far as is reasonably practicable, employees are not exposed to hazards" to "Providing and maintaining workplaces, plant, and systems of work such that, so far as is reasonably practicable, exposure to hazards is minimised."

Objective Point 2 Change "Providing such information, instruction, and training to, and supervision of, employees to enable them to perform their work so they are not exposed to hazards" to Providing such information, instruction, and training to, and supervision of, employees to enable them to perform their work so that hazards exposure is minimised."
 - (11) COM.1 Stall Holders in Public Places Policy
 - (12) COM.2 Junior Sports Alcohol Management Policy
3. That Council adopt New Policy ORG.6
ORG.6 Recognition of Service.

CARRIED 7/0

Report on Excess Annual Leave and Long Service Leave

RESOLUTION: 116-18/19

MOVED Cr McGuinness SECONDED Cr Smith

RESOLUTION: AR9-18/19

That the Audit and Risk Committee recommend to Council that: -
Council receive the report on the Shire's Leave Liabilities.

CARRIED 7/0

Review of Committee Performance, Membership and Terms of Reference

RESOLUTION: 117-18/19

MOVED Cr Smith SECONDED Cr McGuinness

RESOLUTION: AR10-18/19

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

Council adopt the Reviewed Audit and Risk Committee Terms of Reference with the following amendments: -

MEMBERSHIP: Remove point "1.4 The agenda and minutes of the Audit and Risk Committee meetings, subject to any items that are discussed in confidence under section 5.22 of the Act and subsequently retained as confidential under Section 5.23 of the Act, are also required to be made available to the public."

That the words "Audit & Risk Committee" be replaced with "Committee".

CARRIED 7/0

Audit and Risk Committee 2019 Meeting Dates

RESOLUTION: 118-18/19

MOVED Cr Stacey SECONDED Cr Brown

RESOLUTION: AR11-18/19

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

Council to support the following Committee Meeting schedule for 2019 to commence at 5 pm in the Council Chambers:

March	Tuesday, 12 th
June	Tuesday, 11 th
September	Tuesday, 10 th
December	Tuesday, 10 th

CARRIED 7/0

Use of Community Bus: Quairading District High School

RESOLUTION: 119-18/19

MOVED Cr Haythornthwaite SECONDED Cr Smith

RESOLUTION: AR12-18/19

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

1. This item be deferred to the March Audit and Risk Committee Meeting.
2. The Officers Report to include Community consultation undertaken, feasibility study, users and future user's analysis and historical to inform the officer's recommendation.

CARRIED 7/0

Write off Outstanding Sundry Debtors (Confidential Item)

RESOLUTION: 120-18/19

MOVED Cr Haythornthwaite SECONDED Cr Smith

RESOLUTION: AR13-18/19

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

To write off the amounts for Sundry Debtors 91383, 91162, 93707, 93825, 91790 totalling \$1,420.78.

CARRIED 7/0

IN BRIEF

Minutes of the 11th December 2018 Meeting of the Audit and Risk Committee include eight (8) Recommendations to Council.

MATTER FOR CONSIDERATION

Minutes of the Audit & Risk Committee Meeting - Recommendation to Council.

BACKGROUND

The Audit and Risk Committee Meeting was held on the 11th December 2018 from which there was three (8) Recommendations for Council's Consideration, namely: -

RESOLUTION: AR6-18/19

RESOLUTION: AR7-18/19

RESOLUTION: AR8-18/19

RESOLUTION: AR9-18/19

RESOLUTION: AR10-18/19

RESOLUTION: AR11-18/19

RESOLUTION: AR12-18/19

RESOLUTION: AR13-18/19

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit) Regulations 1996.

POLICY IMPLICATIONS

Nil.

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

N/A.

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

Financial – Risk Matrix rating considered Low. Write off of long standing debtors to (1) more accurately reflect debtors able to be collected (2) through regular review of Leave Liability and Medical Practice financial performance.

Health – Risk Matrix rating considered Low.

Reputation – Risk Matrix rating considered Low. Reputational Risk mitigated with updates policies and attention to governance and audit issues.

Operation – Risk Matrix rating considered Low. All items recommended are within Council's existing Operations.

Natural Environment – Risk Matrix rating considered Low. Risk mitigated with review of Policies on Town Treescape and Roadside Weed Control Policies.

POLICIES TO BE REVOKED

#	Policy #	Policy Title	Review Notes
1	1.1	Budget Adoption	Management Directive
2	1.2	Rate Collection – Procedure for Unpaid Rates	Management Directive
3	2.6	Office Hours	Management Directive
4	2.9	Vehicle and Plant Tenders – Closing Dates	Management Directive
5	2.18	Sundry Debtors Policy	Management Directive
6	2.22	Disposal of Asbestos Policy	Management Directive
7	3.7	Issue of Publications, Maps, Etc.	Management Directive
8	3.11	Civic Functions	Management Directive
9	3.13	Notice of Meeting – Proxy Committee Members	Management Directive
10	3.14	Deputations to Council	Management Directive
11	4.1	Payroll Deductions	Management Directive
12	4.4	Staff Training	Management Directive
13	4.12	Staff Vacancies	Management Directive
14	4.13	Rostered Days Off Policy	Management Directive
15	6.1	New Tenants	Management Directive
16	6.28	Single Persons Units	Management Directive
17	7.5	Outstanding Debtors – Council Property	Management Directive
18	7.7	Annual Inspection of Buildings	Management Directive
19	7.10	Shire Hall – Upfront Payment for Hire	Management Directive
20	7.11	Crockery	Management Directive
21	9.2	Pipe Crossings	Management Directive
22	9.4	Soil Conservation Works, Contour Banks etc.	Management Directive
23	9.8	School Bus Signs	Management Directive
24	9.11	Weed Control	Management Directive
25	9.15	Overtime – Outside Staff (Management and in Budget – No need to refer to Council)	Management Directive
26	9.17	Protective Clothing	Management Directive
27	9.20	School Bus Turnarounds	Management Directive
28	9.26	Water Courses and Drainage – Road Reserves	Local Government (Uniform Local Provisions) Regulations 1996 (18,19)
29	9.29	Road Making Material	Management Directive
30	9.33	Burning of Council Reserves – Townsite Policy	Management Directive
31	10.1	Building Permit Applications	Under Delegated Authority
32	11.1	Application for Private Works	Management Directive
33	11.4	Firebreaks	Management Directive
34	11.5	Private Works - Authorisation	Management Directive

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 Proposed Shire of Quairading Meeting Procedures Local Law 2019

Meeting Date	20 th December 2018
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Proposed Meeting Procedure Local Law 2019
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 121-18/19

MOVED Cr Smith SECONDED Cr McGuinness

That Council: -

1. Adopt the proposed Shire of Quairading Meeting Procedures Local Law 2019, as contained in Attachment 1 for advertising purposes;
2. Pursuant to section 3.12 of the Local Government Act 1995, give Statewide public notice that it intends to make the Shire of Quairading Meeting Procedures Local Law 2019, as contained in the Attachment:
 - (a) the purpose of which is to provide rules and guidelines which apply to the conduct of meetings of the Council, Committees and to meetings of Electors; and
 - (b) the effect is intended to result in:
 - (i) better decision-making by the Council and Committees;
 - (ii) the orderly conduct of meetings dealing with Council business;
 - (iii) better understanding of the process of conducting meetings.
3. Send copies of the proposed local law to the Minister for Local Government, Sports and Cultural Industries for comment.

MOTION LOST 2/5

Reason for Variation from Officer's Recommendation

Council considered that the proposed Meeting Procedures Local Law was not required at this time as Council already conducted Meetings with appropriate Meeting protocols which provided flexibility for Committees.

IN BRIEF

- The Shire has utilised the Draft Meeting Procedure local law prepared by WALGA and contemporary examples of the local law from other Councils, in the preparation of the draft proposed Shire of Quairading Meeting Procedures Local Law 2019.
- If Council wish to adopt the new local law, then a six-week public submission period is required.
- After the last day for submissions, a further report to Council will be provided to consider any submissions and for Council resolution.

- The Purpose of the Shire of Quairading Meeting Procedures Local Law 2019 is to provide rules and guidelines which apply to the conduct of meetings of the Council and its committees and to meetings of electors.
- The Effect of the Shire of Quairading Meeting Procedures Local Law 2019 is intended to result in:
 - (a) better decision-making by the Council and committees;
 - (b) the orderly conduct of meetings dealing with Council business;
 - (c) better understanding of the process of conducting meetings

MATTERS FOR CONSIDERATION

To allow:

- (1) the Presiding Person to give notice to the Meeting of the intent to make a new Shire of Quairading Meeting Procedures Local Law 2019;
- (2) the Presiding Person to give notice of the purpose and effect of the proposed Shire of Quairading Meeting Procedures Local Law 2019;
- (3) for the Council to adopt the proposed Shire of Quairading Meeting Procedures Local Law 2019 for advertising purposes; and
- (4) for advertising of the proposed Shire of Quairading Meeting Procedures Local Law 2019 for public comment.

BACKGROUND

Commonly known as Standing Orders, the recent Industry trend has been to title them as “Meeting Procedures Local Laws” to emphasise their application to all Council, Committee and Electors meetings.

It is also usual for the local law to also apply to any other meetings such as Reference or advisory groups and Briefing/Workshop Sessions to the extent that is appropriate.

STATUTORY ENVIRONMENT

Legislation for making local laws is set out in Part 3-Division 2 of the Local Government Act 1995 (the Act). The statutory procedure for adopting a local law is prescribed in section 3.12 as follows:

3.12. Procedure for making local laws

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.
- (2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
- (3) The local government is to —
 - (a) give Statewide public notice stating that —
 - (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and
 - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
 - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;

and
 - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and

- (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.
- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.

*** Absolute majority required.**

- (5) After making the local law, the local government is to publish it in the *Gazette* and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the *Gazette* the local government is to give local public notice —
- (a) stating the title of the local law; and
 - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
 - (c) advising that copies of the local law may be inspected or obtained from the local government's office.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.
- (8) In this section —

making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

[Section 3.12 amended by No. 1 of 1998 s. 8; No. 64 of 1998 s. 6; No. 49 of 2004 s. 16(4) and 23; No. 26 of 2016 s. 5.]

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

FINANCIAL IMPLICATIONS

Advertising costs and Gazettal fees for this Local Law have been provided for Council's Budget Review at the November 2018 OCM.

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

COMMUNITY CONSULTATION

The purpose of this report is to obtain Council approval of its intention to make this local law and to authorise proceeding to advertise the draft Shire of Quairading Meeting Procedures Local Law 2019 and invite submissions from the public.

Public consultation is a legislative requirement. A period of six weeks is required to allow the public to make written submissions on the proposed Shire of Quairading Meeting Procedures Local Law

2019. Any submissions from the public that are received will be assessed and a report will be presented to the Council for consideration before Council formally adopts the Local Law (with or without amendment).

Advertising must be Statewide as well as locally.

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

Financial – Risk Matrix Rating is considered Low. Risk Mitigated with preparation of the Draft local law being conducted by Council's Executive Officers and Statutory Advertising/ Gazettal being provided for Council's Budget Review.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low. Reputational Risk is mitigated as proposed local law will lead to clearer guidelines and protocols being in place for the conduct of all Council arranged Meetings.

Operation – Risk Matrix Rating is considered Low. The preparation of the Draft local law and administration of the Statutory Advertising period is accommodated within Council's ordinary operations.

Natural Environment – Risk Matrix Rating is considered Low.

COMMENT

The proposed Shire of Quairading Meeting Procedures Local Law 2019 is set out in the attachment to this report and is designed to reflect contemporary and best practice in local government meeting procedures whilst providing compliance with the relevant legislative processes.

In making a new local law, the Shire must comply with the provisions of section 3.12 of the Act.

The Local Government (Functions and General) Regulations (Regulation 3) states that for the purpose of Section 3.12(2) of the Act, the person presiding at a Council Meeting is to give notice of the purpose of the local law by ensuring that the purpose and effect of the proposed local law is included in the agenda for that purpose and the minutes of the meeting of the Council include the purpose and effect of the proposed local law.

10.2 Re-branding Project

Meeting Date	20 th December 2018
Responsible Officer	CEO Graeme Fardon
Reporting Officer	GPO Sarah Caporn
Attachments	Nil
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

1. That Council engage Castledine & Castledine Design for the Rebranding project at a Cost of \$10,250.
2. Subject to the satisfactory completion of the re-branding project, any modifications to the Website resulting from the re-branding is to be undertaken within Council's existing Website Support hours through Market Creations.
3. Council Officers continue to research the feasibility and cost of a Branding Video against a District Tourism video and report back to Council.

RESOLUTION: 122-18/19

MOVED Cr Smith SECONDED Cr McGuinness

That Castledine & Castledine Design, CreativelQ and Key2 Creative be invited to make a Presentation to Council and Community prior to considering this Item.

CARRIED 7/0

IN BRIEF

- Council has supported that a Rebranding of the Shire be researched.
- Budget Review has provided a Budget of \$15,100 for the Rebranding Project.
- Council's Purchasing Policy requires Seek at least two (2) written quotations from suitable suppliers.
- The purchasing decision is to be based upon assessment of the supplier's response to:
 - a brief outline of the specified requirement for the goods; services or works required; and
 - value for money criteria, not necessarily the lowest price.
- 4 Quotations for Design Services have been sought and received.
- The Quotation from Castledine & Castledine Design is \$10,250.
- Acceptance of the Castledine and Castledine Quotation will still allow Council flexibility to consider either a Brand Creation Video or a Video that promotes the District's Attractions.

MATTER FOR CONSIDERATION

Council officers have approached four relevant suppliers to quote on the project. The following provides an "apples for apples" comparison of the quoting suppliers for Council to consider.

Further background on the company and examples of their work are below.

Deliverable	Castledine Design	CreativeIQ	Key2 Creative	Market Creations
Community Consultation - 2 x sessions <i>incl travel to Qdg</i>	\$850.00	\$2,600.00	\$4,960.00	\$4,246.00
Maximum of 4 logo design concepts	\$3,800.00	\$2,500.00	\$4,200.00	\$5,700.00
Preparation and printing of Brand Packs for concept review	\$2,200.00	PDF supplied – print at own cost	\$1,680.00	\$495.00
Style Guide for final design	\$1,400.00	\$1,350.00	\$2,240.00	\$1,716.00
Word letterhead template	\$150.00	inc above	\$280.00	\$286.00
Report Cover	\$350.00	inc above	\$1,120.00	\$286.00
Facebook page set up	\$250.00	\$350.00	\$490.00	\$429.00
Email signatures template	\$250.00	\$295.00	\$140.00	\$1,067.00
Business Cards - 6 kinds x 250 cards - design & print	\$280.00	\$770.00	\$280.00	\$583.00
Letterheads - 500 x A4 printed full colour on 100gsm bond	\$240.00	\$198.00 (x 1000 copies)	\$500.00	\$297.00
With Compliments Slips - 500 x DL printed full colour on 100gsm bond	\$140.00	\$165.00 (x 1000 copies)	\$500.00	\$220.00
Envelopes - 1000 x plain & 1000 x window faces - full colour on self-seal envelopes	\$340.00	\$360.00	\$280.00	\$517.00
TOTALS	\$10,250.00	\$8,588.00	\$16,670.00	\$15,842.00
<i>Optional Brand Creation Video - Costs from...</i>	\$3,000.00	\$600.00	\$5,000.00	\$858.00

FURTHER BACKGROUND ON QUOTING SUPPLIERS (in alphabetical order)

There was an option to include a branding video for distribution via social media channels. The branding video can take two formats – one can be similar to Bruce Rock to explain where the branding has come from but CreativeIQ proposed making more of a promotional video highlighting why Quairading is a good place to visit and live. The Shire will need to source some still photography to intercut with the video images to show our community at different times of the year.

Castledine & Castledine Design – Stephen Castledine is based in the hills of Kalamunda. For the last 20 years, he has created unique and memorable brand identity programmes for clients large and small. Stephen is the main graphic artist but his wife and business partner Mikaela grew up in Shackleton so they know our area well. They deliver customised and affordable graphic design solutions for a wide range of requirements relating to visual branding. Services include logo design, bespoke typography and image creation. Stephen has created the identity of some of WA's most memorable brands including the WAFL, WFI insurance, WA Ballet and Perth Airport. Their work with local government includes City of Swan, City of Perth, City of Kalamunda and Shire of Mundaring. <http://www.castledine.com.au/brands-portfolio/>



CreativeIQ – Anna Dixon and her team are based in Northam and have worked with the Quairading community previously on the Enterprising Communities project, also known as *Thrive to Survive* workshop, back in October 2016. Their services include graphic design, copy and content writing, website development and project management of printing services. Their proposal focuses on developing a modern brand for our community based on genuine engagement to design a brand that the Shire and community have strong ownership of. Recent projects include rebranding of WA Regional Capitals and community engagement on their Strategic Plan for the Shire of Merredin. They don't have a graphic designer on staff so partner with Megan Hoeneveld who has a very modern geometric style to her work. <https://creativeiq.net/>



Key2 Creative – Alan Jennings and his team of eight are based in Mt Hawthorn. They brand themselves as different, not because of what they do, but how and why they do it. Their services include design, copywriting, print and digital design. They mainly focus on working with the not-for-profit, health and community care sectors but have recently embarked on a major rebranding project with the Shire of Collie (currently underway). <https://www.key2creative.com.au/>



Market Creations –

On the 25th October, Councillors and other interested community members attended a presentation from Market Creations on undertaking a possible re-branding process for our community to update the Shire' corporate image and branding more generally.

Market Creations are very familiar with rural WA local governments having recently worked with the Shires of Boddington, Carnarvon, Kellerberrin, Kojonup and Narrogin amongst others. They are a full service marketing and technology agency and their services include creative design, marketing strategy, brand development, online and digital services, public relations and event management. They currently host the Shire of Quairading website. <https://www.marketcreations.com.au/>



VIDEO & PHOTOGRAPHY

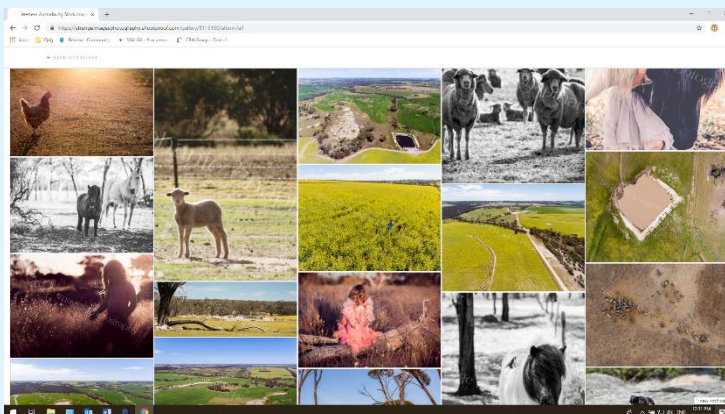
The Shire will need to source some still photography and drone footage to intercut with video images to make a video highlighting Quairading. This is helpful to show our community at different times of the year other than when the engaged supplier is in town filming.

Strange Images Photography (Dee-ann Strange from Bruce Rock):

Bruce Rock has used some stock images from their website for their re-branding. There are 490 images of farming, sunsets and general Wheatbelt landscapes for hire as stock images. See the link through to the online gallery on <https://www.strangeimagesphotography.com/stock-images/>

Narembene are also undertaking a re-branding exercise and have hired Strange Images to do a photo shoot similar to what we are looking for. De-ann Strange took photos of places of interest and signage, also there were local people organised to be in some photos too around town. They may also use some of the stock hire images too.

She also is available for drone photography.



1-2hr photo shoot on site, with the best images presented in a downloadable gallery (approx 30 images) is \$495.

UPDATING THE WEBSITE

Undertaking a branding process will naturally generate the need to update Shire logos on all sorts of items including digital communications such as the existing website and social media pages. Administrators for the website can currently update and change images for six large frames in the centre of the homepage with current items of interest and the document centre can be updated with new items. Any other design changes must go back through current website host, Market Creations.

Market Creations have naturally proposed a full website refresh as part of the branding project (see below). However, if the Shire keeps the same basic template/structure for the website at this stage then it is quite straightforward and cost-effective to add a few adjustments to reflect the new branding (such as replacing the blue with a colour in the new logo and adding the logo where it currently says Quairading in text at the top).

The Shire is eligible for 18 hours of support per financial year as part of our website hosting package via the *CouncilConnect* platform (charged through WALGA at \$5300 p.a.). The Shire have only utilised 2.75 support hours so far this year.

Existing social media pages (updated with new branding and logos as costed above) is ideally the way to distribute links to encourage residents and visitors back to the static pages on the website to find the information they need.

Council may wish to consider adding some functionality such as online booking forms for Shire venues or accommodation but that is something that can be done after the branding process or presented back to Council as a more comprehensive proposal as part of a wider website update with a new set of quoting suppliers. We focused on suppliers who had branding and logo expertise above.

Option 1: Utilising existing support hours
for minor updates to branding and design

\$0

Option 2: Website refresh – new design by Market Creations

\$5,462

Booking Manager Module Integration

\$1,200

Transfer of content to new design

\$1,144

Total

\$7,806 inc GST

STATUTORY ENVIRONMENT

N/A

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council has made a provision of \$15,100 in the Budget Review adopted by Council at its November 2018 OCM.

The initial Budget estimate did not include an amount for the Branding Video (\$858 quoted by Market Creations).

The Grants & Projects Officer has provided several Options for the filming and production of a District Video.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G3	Community Engagement
G3.1	Provide appealing opportunities for the community to participate in decisions that affect them.
G3.2	Collaborate with the community to achieve desired outcomes.

COMMUNITY CONSULTATION

Community consultation will be completed as part of this project. There are at least two workshop or survey sessions costed in each of the proposals. Ideas and input from the community is important to identify the key values, assets and iconography of Quairading.

CreativeIQ suggested a pop-up session at a central location (say Co-op foyer) to provide community members the chance to engage casually with the process beyond a longer, more formal workshop session. They also included a week-long online survey using the Loomio platform. Participants will be guided by structured questions but it allows for conversation between participants rather than in isolation like a survey.

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

Financial – Risk Matrix Rating considered Low. Risk mitigated by Council having reviewed the 2018/19 Budget to provide \$15,100 for the Rebranding Project. Quotations have been sought in accordance with Council's Purchasing Policy.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low. Reputational Risk will be mitigated and public image improved through a new "fresh" Branding.

Operation – Risk Matrix Rating considered Low. Management of the Branding Consultant will be through Council's normal Operations and Structure. Community Engagement to be promoted by the Community / Grants Team and local Publicity.

Natural Environment – Risk Matrix rating is considered Low.

FURTHER COMMENT

The existing Shire of Quairading logo was designed by Marilyn White and features a natural wood sculpture by local artist Ian Wills (dec) and the native *Banksia cuneata*, a species originally only found in the Quairading area. The logo was selected by a committee of locals in the mid-1980s and was seen as an antidote to the usual wheat & wool adopted by many Wheatbelt towns.



10.3 Annual Report for Year Ended 30th June 2018

Meeting Date	20 th December 2018
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Annual Report 2017/2018 (including the Auditor's Report) under separate cover.
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 123-18/19

MOVED Cr Haythornthwaite SECONDED Cr McGuinness

1. Council accept the Annual Report for the Year Ended 30th June 2018.
2. That the Annual Electors Meeting be convened for Tuesday 5th February 2019 in the Lesser Hall commencing at 7.00pm.

CARRIED BY ABSOLUTE MAJORITY 7/0

IN BRIEF

- Council's Audit Report is now to hand and included within the Annual Report
- Council's Annual Report has been prepared.
- Statutory Requirement for Council to accept Council's Annual Report for the Prior Financial Year by the 31st December 2018.
- Council to set the date of the Annual Electors Meeting being no more than 56 Days after Council has accepted the Annual Report.
- Last Date to hold the Annual Electors Meeting is Thursday 14th February 2019.
- Recommend convening the Annual Electors Meeting for the week before Council commences Committee and Council Meetings for 2019.

MATTER FOR CONSIDERATION

Acceptance of Annual Report for the year ended 30th June 2018.

BACKGROUND

Statutory Requirement for Council to accept the Annual Report of Council for the Prior Financial Year.

STATUTORY ENVIRONMENT

- Sections 5.53, 5.54 and 5.55 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.

Acceptance of annual reports

- 5.54.** (1) Subject to subsection (2), the annual report for a financial year is to be accepted by the local government no later than 31 December after that financial year.
- (2) If the auditor's report is not available in time for the annual report for the financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

Notice of annual reports

- 5.55** The CEO is to give local public notice of the availability of the Annual Report as soon as is practicable after the report has been accepted by Council.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1.1	Continual improvement in IPR, transparency and accountability
G4	Sound Organisation
G4.3	Ensure optimum organisational capacity and efficiency

COMMUNITY CONSULTATION

Council's Annual Report will be published on the Quairading Website and also available in Hard Copy from the Administration Centre. Statutory Advertising and Community Information on the availability of the Annual Report and the Notice of the Annual Electors Meeting will be widely circulated in the Community.

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

Financial – Risk Matrix Rating considered Low. Cost of Publishing of the Annual Report and Advertising is within Council's Governance Budget.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low. Risk mitigated by Council having operated within the legislative requirements. Annual Electors Meeting to be convened as soon as possible following the School Holiday Period and within the 56 Day timeframe prescribed in the Local Government Act.

Operation – Risk Matrix Rating considered Low. Preparation of the Annual Report and Annual Financial Statements and conducting the Annual Electors Meeting within Council's normal Operations.

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

Once accepted, the Annual Report is to be made available to the Public and also published on Council's Website. Further, the Annual Report will be the major Item of Business on the Agenda of the Annual Electors Meeting.

Council is required to select a date for the Annual Electors Meeting but not more than 56 days after Council accepts the Annual Report. This means the Annual Electors Meeting must be held no later than Thursday 14th February 2019.

Council is also required to give at least 14 days Local Public Notice of the Annual Electors Meeting.

Council's known Meeting Dates in February 2019 (prior to and including the 14th February) are as follows: -

- Tuesday 12th – Strategic Planning Committee at 5.00pm.

It is considered prudent that the Annual Electors Meeting be held prior to Council commencing its meetings for 2019.

It is recommended that the Annual Electors Meeting be held on Tuesday 5th February 2019 in the Lesser Hall commencing at 7.00pm.

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

12.1 Draft Community Park Concept Plan

Meeting Date	20 th December 2018
Responsible Officer	Grants & Projects Officer, Sarah Caporn
Reporting Officer	Grants & Projects Officer, Sarah Caporn
Attachments	Community Park Budget & Scaled Concept Plan
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 124-18/19

MOVED Cr Smith SECONDED Cr Brown

1. That Council approve the Draft Community Park Concept Plan with a Project Estimate of \$418,400.
2. Council Staff proceed to applying for external grant funding on the basis of Council's \$75,000 Commitment and the Contribution from Council's Trust Fund from Rural Youth of \$73,500.
3. That the Concept and Grant Funding Outcomes be submitted to Council's 2019/2020 Budget Workshops.

CARRIED 6/1

IN BRIEF

- The draft Concept Plan for the Community Park is presented for Council's discussion and approval.
- The proposed site is the area between the CRC and Vintage Clubs on Parker Street and extending south into 10.4 hectares of crown land designated as Reserve 36774 vested by the State to the Shire of Quairading for the purpose of Wildlife Park (known to the Focus Group as Salmon Gums Reserve).
- Extensive community consultation has been undertaken to reach this point.
- Proposed that there will be a playground / picnic area north of Parker Street, a mountain bike pump track across the road east of MacDonald Street with a beautified area to the west of MacDonald Street, near the Town Dam.
- A number of Walk Trails are proposed through the bush towards Harris Street.
- Budget Review in November 2018 OCM has removed Capital Budget for On Ground Works in 2018/2019. Original Budget of \$225,000.
- Likewise, Budget for Grant Income and Transfer of Rural Youth Funds from Trust Fund also deferred.
- Original (2018/2019 Adopted Budget) had Council's Contribution at \$75,000.
- Project Scope may need to be adjusted dependent upon the outcome of Grant Funding Applications to maintain Council's original Project commitment.
- Project Cost Estimate (Detailed Costing Schedule in Attachment)

Category	Total Cost
Preliminaries	\$1,000
Utilities	\$32,000
Landscaping	\$69,872
Facilities	\$44,050
Play Equipment	\$236,645
Fixtures / Furniture	\$34,830
Grand Total	\$418,398

MATTER FOR CONSIDERATION

Council to review the proposed plans and Project cost estimates prepared so the Concept can be Adopted.

Grants Team can proceed to applying for external Grant Funding for the remainder of the Funds required for this scale of Project.

BACKGROUND

PARK ELEMENTS

Play Equipment:

Council’s Grants & Projects Officer has consulted with both playgroups (Murphy St and Little Joeys) and the QDHS students to ascertain their priority play equipment and gathering quotes for the other items being considered for inclusion in the park.

Focus was on items that could be used by multiple children at the same time while also catering for a variety of age groups and physical and active experiences. The school students voted between 6 different items with the Eagles Lair - a large 6m climbing tower, a flying fox and some outdoor trampolines being their top 3 items. Other play elements include 2 x basket swings, a set of junior swings, an embankment slide, tunnel, water play pump and metal trays (flowing into a dry creek-bed landscaping) and a sand play platform with sieves, buckets, a sand lift and tube attached.

These were the items brought forward during the public consultation phase and compiled into this draft concept plan. There is also an illustrative picture gallery below.



Please see the draft concept plan with a rough placement of the elements across the site with the required safety surface requirements. There are a few changes we need to make and perhaps include this fabulous log tractor. I propose to write to the Vintage Club to ask for their assistance in making something for our park.



The company I've been working with for the play equipment has suggested adding a climbing rock (Item 10) but this is actually something we can build ourselves as they sell the small hand grips as separate items. As long as the rock is under 3m high from ground level and has a non-compacting safety surface (in our case, mulch) of at least 2.5m x 300mm then we should be compliant to the safety requirements. I see this as being a major feature within the park that can give things a lovely local flavour – and how cool would it be to climb up a big rock to be king of the castle! Starting the grips at above 400mm discourages younger children from climbing up and we can even set up a smaller rock for them. The Quairading CRC will be holding a Quiz Night in early February and wish to donate the money towards making this climbing rock happen.

Pump Track

There will be some soil to be removed from the park area to get the levels correct so that 300mm of softfall mulch and 150mm of turf can be installed. We are proposing to install a pump track across Parker Street, to the east of MacDonald Road (see image below as an example). The track can utilise spoil from the playground area as the base gravel layer before adding the clay over the top. We have found a designer to help with this component and are awaiting his advice on a great design for our site.

The pump track will be well utilised by older children and teenagers as well as visiting cycling enthusiasts keen for a weekend in the country.



Seating & Benches

We propose installing Replas Big Benches as some seating options across the site. They utilise recycled plastic bottles so are a very eco-option to embrace. They have minimal lifetime maintenance. The product also comes in 125mm square bollards which we will utilise in the fencing.



Electrics

I've been consulting with John Greenwood about sourcing power for the site. My initial plan of connecting back to the CRC has been abandoned as there are several areas of paving and a carpark to avoid. There is an existing Western Power pole on the south east corner of the site so we will apply for a new connection and run the power through a new meter box and then across to the electric BBQ in the picnic area, lights for the ablution block and some lighting along the pathways. These costings have been included in the budget. I am also exploring the option of a solar system but we are still waiting on costings for this component.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

No Financial Implication for the 2018/19 Financial Year.

Project Cost Estimate of \$418,400 as presented.

Project Scale and Timing will be dependent on the level of External Grant Funding achieved

Outcomes of the Grant Applications and Project Development will be brought to the 2019/20 Budget Workshops.

Grant Funding Opportunities Identified.

Lotterywest will be the main funding body Council will approach for the Community Park project.

Lotterywest Grants officers have been kept updated on progress to date and are expecting an application from the Shire early in 2019 under their Community Outdoor Spaces grants.

Council will also apply for funding from the Federal Government through the next round of Building Better Regions programme.

There are some components that can be staged or delayed to ensure the most effective use of financial resources.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES
S1.2	Promote increased participation in the social and cultural life of the community.

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

ITEM	OUTCOMES AND STRATEGIES
B2.2	Ensure the provision of community facilities and other built assets take into account the needs of the community.

COMMUNITY CONSULTATION

Extensive community consultation has been undertaken with both the Murphy Street and Little Joey's Playgroups and Students from the Quairading District High School. In addition, approximately 20 local residents formed a Focus Group which have also provided input and feedback.

There was a draft image at the Quairading Agricultural Show for people to view and provide feedback.

Distribution of the draft Concept Plan will be further circulated once Council has had the opportunity to provide their input and approval.

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

Financial – Risk Matrix Rating is considered Low for the Current Year as Park Concept Stage only. Risk can be mitigated through Council's Financial Contribution being set at \$75,000 and to then ascertain the outcomes of all Grant applications before submitting to the 2019/20 Budget Workshops.

Health – Risk Matrix Rating considered as Low.

Reputation – Risk Matrix Rating is considered Low. Council has conducted extensive consultation on the Project Concept as it was listed as a High Priority in Council's Strategic Community Planning Process. There is reputational risk if the Project is not progressed to an affordable scale acceptable to Council and the Community.

Operation – Risk Matrix Rating considered Low. Park Project (inc Council Labour & Plant) would need to be included in Capital and Operational Budgets in future years.

Natural Environment – Risk Matrix Rating considered Low. Impact on natural environment will be minimised through Project planning and Delivery management. Proposed Walk Trails will be low maintenance and utilising many existing tracks. Vegetation Clearance not planned.

ITEM 13 URGENT COUNCILLORS' BUSINESS

No matters for consideration.

ITEM 14 CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)**14.1 Review of Chief Executive Officer's KPI's (Confidential Item)**

The Meeting will be closed by Council Resolution to the Public under Part 5 Division 2 Section 5.23 (2)(a) of the Local Government Act 1995 as the Item relates to a "a matter affecting an employee or employees".

RESOLUTION: 125-18/19**MOVED Cr Smith SECONDED Cr McGuinness**

That the meeting be closed to the Public at 3.46 pm to consider Item 14.1 CEO's KPI's, in accordance with Section 5.23 (2) of the Local Government Act 1995.

CARRIED 7/0**3.46 pm**

Mr Nathan Gilfellow, Mr Richard Bleakley, Mr Allan Rourke, Mrs Anthea Strauss and Mr John Haythornthwaite left the Meeting.

RESOLUTION: 126-18/19**MOVED Cr Haythornthwaite SECONDED Cr Smith**

That the meeting be open to members of the Public at 4.12 pm.

CARRIED 7/0**4.15 pm**

Mr Nathan Gilfellow, Mr Richard Bleakley, Mr Allan Rourke, Mrs Anthea Strauss and Mr John Haythornthwaite returned to the Meeting.

ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 28th February 2019, commencing at 2 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

Cr Davies thanked the Councillors, Staff and their contributions to Council this year, and thanked Mr Haythornthwaite for his attendance.

Cr Davies also thanked Cr McGuinness for stepping in and chairing the LEMC Meeting and for attending the City of Melville Mayoral Dinner.

Cr Davies concluded by wishing everyone a Merry Christmas and a safe New Year.

ITEM 16 CLOSURE

There being no further business, the Chairman closed the Meeting at 4.16 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 20th December 2018 were confirmed on 28th February 2019 as recorded on Resolution No. _____

Confirmed..... 28/02/19

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

8.1 Caravan Park Cottages Tender No.2-18/19

Meeting Date	28 th February 2019
Responsible Officer	IPR&SP Officer Richard Bleakley
Reporting Officer	IPR&SP Officer Richard Bleakley
Attachments	Attachment 1 Park Cottage Evaluation Attachment 2 Cost Benefit Analysis - Park Cottages Attachment 3 Cottage Dimensions - preferred suppliers
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That Council: -

- 1 **Accept the Tender from Modular WA as the preferred Contractor for the Park Cottage Project with a tendered cost of \$260,781 (inc GST), and**
- 2 **Recognise an estimated saving of \$90,000 likely to be achieved on the project, and that the Project saving amount be reduced from the amount to be funded from the Building Reserve Fund.**
- 3 **Authorise the Chief Executive Officer to proceed with the preparation, finalisation and signing of the Contract with Modular WA.**

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Council made an allocation of \$395,000 in the 2018/19 Budget for the Construction of Three Park Cottages.
- Project went out to Tender in November 2018.
- Eight Tenders were received at the Closure of Tenders on 5th December 2018.
- Council consideration of the Tenders was deferred to February Council Meeting to enable Staff to secure additional information from the Tenderers and to provide further Financial / Funding Analysis for Council's consideration.
- All Tenderers have provided alternative Floorplans which accommodate "Queen size" beds and all Tenderers have confirmed that there is no variation in the Tendered Amounts submitted to Council by the Close of Tenders.
- The Estimated saving in the overall Project Budget of \$90,000, would enable a reduction in the amount of funds required from the Building Reserve Fund.
- Financial advantage identified by the retention of raising a \$150,000 Loan from the WA Treasury Corporation over 10 Years and reduce the draw upon the Building Reserve Fund to \$145,000 from \$235,000. Refer to "Financial Implications" section for financial analysis.

MATTER FOR CONSIDERATION

Selection of Contractor for the Design, Construction and Installation of three (3) Park Cottages (One with Universal Access).

Funding Model to be adopted for the Capital project.

BACKGROUND

Redevelopment of the Caravan Park commenced with the development of a Concept and Business Plan by Brighthouse (Consultants) in 2013.

A modified and more modest plan was drafted in 2014/15 based on the redevelopment of the existing Caravan Park for approximately 20 camping sites, two drive-through sites, a new ablutions block and kitchen facilities plus three short stay self-catering cottages. This was to be delivered in two Phases.

Phase 1 was successfully implemented in 2015/16 funded through Royalties for Regions and Council resources.

With the contraction and regionalising of Royalties for Regions funding, alternative sources were sought to finance Phase 2 of the project, the State Regional Grant Scheme, and the Federal program Building Better Regions.

These submissions were unsuccessful, and following the Council Park Cottage Forum held in October 2017 a decision was made to proceed to implementation of Phase 2 – Design, Construct and Installation of 3 Park Cottages (one being disability friendly through joint funding from Council resources and a State Treasury Loan.

An allocation of \$395,000 (ex GST) was made in the Council Budget for 2018/19: -

Breakdown of Budget Allocation is:

Expenditure

• Cottages (Contractor)	\$330,000
• External / Landscaping (Shire)	\$25,000
• Fitout (Shire)	\$40,000
Total	\$395,000

Project Funding

• General Revenue	\$10,000
• Building Reserves	\$235,000
• WA Treasury Corporation Loan	\$150,000
Total	\$395,000

Project proceeded to Tender in November 2018 with eleven parties expressing interest.

Request for Tenders closed on 5th December 2018.

A total of eight Tenders were received with 11 designs presented (8 as specified in the RFT, 3 as alternatives).

An Officer Report was presented at the December 2018 Council Meeting. Council deferred consideration of the Item to the February 2019 Council Meeting to allow for further information to be collected and then the Item be included in the February 2019 OCM Agenda.

The Officer proceeded to contact all Tenderers about an extension to tender period and the validity of the original Tender. All Tenderers confirmed that their Tenders would remain valid until the end of the extension period.

The Officer sought further information on quotations and specifications

- Confirmation / clarification on fixtures included in the tender quote
 - Bathroom; Kitchen; Living area; Bedrooms.
- Cost implications of variation to layout and size of rooms on the original price quoted (specific – bedrooms: Shire intends to furnish the bedrooms with “Queen size beds” (153 x 203)

Additional information has been collected re: layout of cottages, fixtures and features within the cottages.

Council's Executive Team have also undertaken further financial analysis to model the various Funding options to achieve the most financial advantage to Council.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 3.57

Local Government (Functions & General) Regulations 1996

POLICY IMPLICATIONS

Purchasing Policy FIN.2 (adopted 27/09/2018).

FINANCIAL IMPLICATIONS

Capital:

Project Budget costings were based on best estimate figures derived from the market place during the preparation of the Draft Budget.

The Adopted Budget for this project was \$395,000. The estimated cost of this project with the preferred supplier is \$305,000. (This figure includes provisions for landscaping and fitout of the cottages). This will result in an estimated Project saving of \$90,000.

An analysis was undertaken to determine the financial advantage of reducing one of the funding methods either Reserve Funds or Borrowings.

The Below Table shows this analysis.

10 Year Loan Comparison (Reduce Loan or Reserves)				
		Reduce Reserve	Reduce Loan	No Loan
Loan Principal		150,000.00	60,000.00	0.00
Per Payment		9,028.09	3,611.24	0.00
Total Term Payment		180,561.76	72,224.71	0.00
Total Term Interest#		30,561.76	12,224.71	0.00
Cost of Loan		\$30,561.76	\$12,224.71	\$0.00
Costs of Using Reserves*				
Years of Loan	Interest Rate^	\$145,000 Used from Reserve	\$235,000 Used from Reserve	\$295,000 Used from Reserve
1 year	2.41%	3,494.50	5,663.50	7,109.50
2 years	2.37%	3,433.60	5,564.80	6,985.60
3 years	2.27%	3,295.85	5,341.55	6,705.35
4 years	2.28%	3,307.45	5,360.35	6,728.95
5 years	2.37%	3,429.25	5,557.75	6,976.75
6 years	2.45%	3,545.25	5,745.75	7,212.75
7 years	2.54%	3,684.45	5,971.35	7,495.95
8 years	2.62%	3,799.00	6,157.00	7,729.00
9 years	2.67%	3,868.60	6,269.80	7,870.60
10 years	2.72%	3,939.65	6,384.95	8,015.15
		35,797.60	58,016.80	72,829.60
Total Cost of Funding		\$66,359.36	\$70,241.51	\$72,829.60
*The Cost of Reserve is the opportunity cost of lost interest by not having the Reserve funds in Term Deposits				
^Interest Rate based on Australia Yield Curve plus 0.64% (0.64% based risk premium received on current Term Deposits)				
#Interest rate of 3.67% based on 10 Year WATC Rate (06 February 2019) including the State Government Loan Guarantee Fee.				

The above modelling identifies the advantage of using a Fixed Interest Loan over the use of additional Reserve Funds. This is due to the current low interest rates on Loans and the Home Loan Method reducing interest payments below interest received on Reserve Funds invested in later years of the Loan Term.

In addition, this allows Council to retain the Reserve funds for use as leverage to attract future grants on other Building Projects. This will provide a Return on Investment (ROI) far greater than the cost of a loan. A Project with 60% Council Funding / 40% Grant Funding will achieve a ROI of 66%.

Operating:

Following completion of the project, Council will need to ensure that sufficient operating and maintenance costs are budgeted into the Annual Budget and Forward Budgets. (Project life cycle costings)

Projected annual operating and maintenance costs is \$33,000 (based on existing operating costs for the park cottage then extrapolated for 3 Cottages).

Revenue – Projections on revenue were based on a study conducted on regional parks with short stay accommodation which reflected an average Occupancy Rate of 75%. This will need to be reassessed once the cottages are operational.

Projected annual revenue is \$62,500 (based on 50% occupancy of the 3 park cottages with nightly rate of \$125 inc GST).

This represents a Projected Nett Operating Surplus of \$29,500 per year, which can then be directed to fund the Loan Repayment commitments.

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
ED2	Tourism facilities and services
ED2.1	Contribute to readily accessible visitor information and services, including good quality, affordable visitor accommodation

COMMUNITY CONSULTATION

During the revision of the Strategic Community Plan in 2017 the construction of short stay accommodation was identified as a high priority.

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

Financial - Risk Matrix Rating is considered Low

Process for selection of Tenderer has complied with Shire's Purchasing Policy, and the WALGA Request for Tender Framework.

Health – Risk Matrix Rating is considered Low

Tenderer was required to provide an OSH Plan for the delivery of the project.

Reputation – Risk Matrix Rating is considered Low

Due diligence has been conducted to ensure the Shire minimises its risk through the selection process of the Contractor.

Project management protocols will be in place to monitor the delivery of the project.

Contractor has been required to provide a Quality Assurance Plan for the delivery of the project.

Operation – Risk Matrix Rating is considered Low

Project management protocols will be in place to monitor the delivery of the project.

Contractor has been required to provide a Quality Assurance Plan for the delivery of the project.

Natural Environment – Risk Matrix Rating is considered Low

Cottages are to comply with Australian Building Code Standards.

Cottages to be connected to town deep sewerage system.

Landscaping and gardening with low maintenance and low water requirements.

COMMENT

A total of eight Tenders were received with 11 designs presented (8 as specified in the RFT, 3 as alternatives).

Level of professionalism of submissions exceeded tenders received previously.

- Costings (inc GST) ranged from \$260K to \$416K
- Size of cottages ranged from 55m² to 76m²
- A number of alternative designs, construction processes and materials were used
- All submissions presented a design for a Universal Access Cottage - Price variance from a standard floorplan was in the range of an additional \$4,000-\$5,000.
- All submissions met environmental standards with LED lighting, high insulation ratings and some utilising heat pump hot water systems
- Project completion dates ranged from four months to six months.

All submissions were assessed based on compliance and qualitative criteria and ranked accordingly.

Concerns were raised about: -

- i. the layout of the cottages with particular reference to the size of bedrooms,
- ii. building specifications and fixtures.

This was followed up by the IPR&SP Officer and a further evaluation of the Tenders was conducted.

Two companies were being identified for shortlisting.

- Modular WA
- Evoke Living

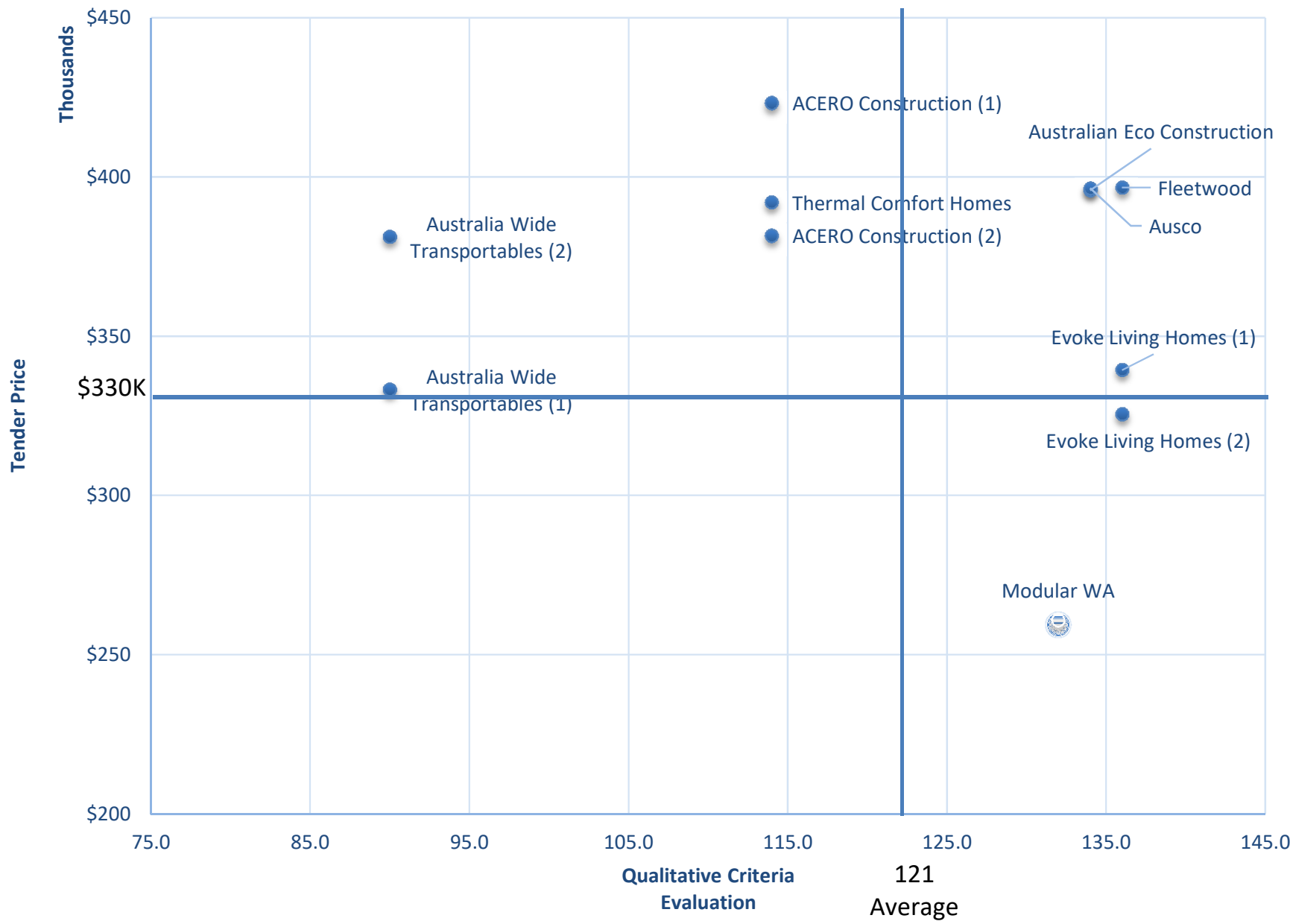
Follow up conversations were conducted with Referees and past clients were conducted.

Evoke Living (WBS) provided an attractive option within the budget parameters. They are a regional company with whom the Shire has recently engaged for the construction of the Works Depot with an excellent outcome. Their design provides a more attractive facility (Cottage with Universal Access) but at a significantly higher price.

Modular WA presented the most financially attractive proposal and met all the criteria and specifications of the Request for Tender. The design is basic, and the footprint smaller. Recent clients provided positive feedback on delivery of similar programs in both regional and urban environments.

Modular WA is the preferred Tenderer.

TENDER EVALUATION - PARK COTTAGES



Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Grand Total		
Expenditure																																	
Capital																																	
Site preparation	-\$20,000																															-\$20,000	
Cottages	-\$326,716																															-\$326,716	
Fittings	-\$30,000				-\$15,000					-\$15,000					-\$15,000					-\$15,000					-\$15,000							-\$105,000	
Loan / Rent																																	
Payments	\$0	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	-\$19,363	
O&M																																	
Labour	-\$4,170	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$16,680	-\$487,890
Operating	-\$1,730	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$6,919	-\$202,373
Utilities	-\$1,950	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$7,800	-\$228,150	
Insurance	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$45,000	
Total	-\$386,066	-\$52,262	-\$52,262	-\$52,262	-\$67,262	-\$52,262	-\$52,262	-\$52,262	-\$52,262	-\$67,262	-\$52,262	-\$32,899	-\$32,899	-\$32,899	-\$47,899	-\$32,899	-\$32,899	-\$32,899	-\$32,899	-\$47,899	-\$32,899	-\$32,899	-\$32,899	-\$32,899	-\$47,899	-\$32,899	-\$32,899	-\$32,899	-\$32,899	-\$32,899	-\$1,085,278		
Income																																	
Rental	\$15,604	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$1,825,639	
Total	\$15,604	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$62,415	\$1,825,639		
+ / -	-\$370,462	\$10,153	\$10,153	\$10,153	-\$4,847	\$10,153	\$10,153	\$10,153	\$10,153	-\$4,847	\$10,153	\$29,516	\$29,516	\$29,516	\$14,516	\$29,516	\$29,516	\$29,516	\$29,516	\$29,516	\$29,516	\$29,516	\$29,516	\$29,516	\$29,516	\$29,516	\$29,516	\$29,516	\$29,516	\$29,516	\$216,879		
Cumulative	-\$370,462	-\$360,309	-\$350,155	-\$340,002	-\$344,849	-\$334,696	-\$324,543	-\$314,389	-\$304,236	-\$309,083	-\$298,930	-\$269,413	-\$239,897	-\$210,381	-\$195,865	-\$166,348	-\$136,832	-\$107,316	-\$77,800	-\$63,283	-\$33,767	-\$4,251	\$25,265	\$54,782	\$69,298	\$98,814	\$128,330	\$157,847	\$187,363	\$216,879			

		Sensitivity Analysis			
		Occupancy Rate (%) vrs Rental (\$/Night)			
		100	125	150	
Cottages	3				
Rates (\$/night)	125	40%	-8.7%	-2.1%	1.7%
Rates (\$/night)ex GST	114	50%	-2.2%	2.7%	6.4%
Occupancy	50%	60%	1.8%	6.5%	10.6%
Discount Rate	2.0%	IRR (30 Years)			
Life (Years)	30				
Loan Interest Rate	3.8%				
NPV	\$42,130				
IRR	2.7%				
BC Ratio	1.7				
Cottage	326,716				
Operational Costs					
Labour	5,560				
Operating	2,306				
Utilities	2,600				
Insurance	500				
Years	30				
CPI	2.0%				

Fleetwood:
 Funding model base on
 i) Shire contribution of \$220,000 for cottages, and
 ii) 10 Year Loan from State Treasury of \$160,000

Assumption 2017/18 only 3 months operation of cottages (Mar - Jun 18)

Cottage Dimensions

(Preferred Suppliers)

External	Evoke Living		Modular WA	
	Standard	Universal Access	Standard	Universal Access
Footprint	63	70	60	64
Building	56	64	48	52
Veranda	7	5.5	8.5	9.4
Skid	0	0	2.9	2.9

Internal	Evoke Living		Modular WA	
	Standard	Universal Access	Standard	Universal Access
Living / Kitchen	21	22	23	25.5
Bathroom	4	7.5	5.2	6
Bedroom 1	9.6	11.3	8.5	8.5
Bedroom 2	9.3	11.2	8.5	6.1
Corridor	5.5	4.5	1	2.6
Living Area	49.4	56.5	46.2	48.7

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – December 2018 & January 2019

Meeting Date	28 th February 2019
Responsible Officer	EMCS Nathan Gilfellow
Reporting Officer	EMCS Nathan Gilfellow
Attachments	9.1.1 December 2018 Payment List 9.1.2 Transport Takings 9.1.3 Credit Card Statement 9.1.4 January 2019 Payment List 9.1.5 Transport Takings 9.1.6 Credit Card Statement
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That Council note the following:

1. That Schedule of Accounts for December covering Municipal Vouchers 23597 to 23600 & EFT6110 to EFT6198 & DD13267.1 to DD13267.11 & DD13268.1 to DD13268.12 totalling \$714,110.28 be received, Schedule of Accounts for January covering Municipal Vouchers 23601 to 23617 & EFT6199 to EFT6276 & DD13288.1 to DD13288.10 & DD13289.1 to DD13289.11 totalling \$689,688.15 be received; and
2. That Police Licensing payments for the month of December 2018 totalling \$20,676.35 and the month of January totalling \$82,801.05 be received on the 28th February 2019 (Attachment 9.1.2 and 9.1.5); and
3. That fund transfers to Corporate Credit Card for November 2018 balance totalling \$426.80 be received (Attachment 9.1.3) and Corporate Credit Card for December 2018 balance totalling \$108 be received (Attachment 9.1.6); and
4. That Payroll payments for the month December 2018 totalling \$163,065.54 and January 2019 totalling \$159,431.78 be received; and
5. That the Lease payment for the month of December on the CESM Vehicle totalling \$1,775.97 and the Lease payment for the month of January on the CESM Vehicle totalling \$1,775.97.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

Payments are per attached schedules 9.1 1/2/3/4/5/6

MATTER FOR CONSIDERATION

Note the accounts paid during December 2018 and January 2019.

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 2018/2019 Budget.

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 DUE & SUBMITTED TO COUNCIL - DECEMBER 2018

ATTACHMENT 9.1.1

CHQ/EFT/DD	DATE	NAME	DESCRIPTION	AMOUNT	FUNDS / RECOVERED
EFT6110	04/12/2018	CDM AUSTRALIA PTY LTD	REPLACEMENT SCANNER AND FAX MACHINE - MEDICAL CENTRE	1,039.50	PARTIALLY RECOVERED
EFT6111	04/12/2018	QUAIRADING EARTHMOVING CO.	PART PAYMENT NO. 2 OF INV. 18304 / CERT 14 - WANDRRA	24,176.55	RECOVERED
EFT6112	04/12/2018	SUNNY SIGN COMPANY PTY LTD	SIGNS - VARIOUS LOCATIONS	2,345.40	
EFT6113	04/12/2018	A W DUNCAN CARPENTRY SERVICES	REPLACE GUTTERS & DOWNPIPES ON NORTHSIDE OF SHIRE HALL	10,433.83	
EFT6114	04/12/2018	LANDMARK	SINO ROUNDUP 20L - PARKS AND OVAL	527.34	
EFT6115	04/12/2018	SARAH CAPORN	REIMBURSEMENT OF PRE EMPLOYMENT MEDICAL	139.70	
EFT6116	04/12/2018	G J JONES PLUMBING	REPLACE HOT WATER SYSTEM FOR SHIRE HALL KITCHEN	1,412.19	
EFT6117	04/12/2018	DIGGING DOCKER	TRENCHING FOR MAIN ROADS ALTERATIONS - CNR HEAL & WINMAR RDS	350.00	RECOVERED
EFT6118	04/12/2018	JENNA COWCILL	REIMBURSEMENT FOR PURCHASE OF ITEMS FOR CHRISTMAS FUNCTION	133.98	
EFT6119	04/12/2018	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES - 19 & 27/11/2018	818.12	
EFT6120	04/12/2018	TERRALEE HOPKINS	REIMBURSEMENT OF PRE EMPLOYMENT MEDICAL	132.00	
EFT6121	04/12/2018	WA HINO SALES & SERVICE	5000KM 1ST SERVICE - HINO TRUCK 300 SERIES	341.80	
EFT6122	14/12/2018	JONATHAN RICHARD HIPPISEY	REIMBURSEMENT OF CAT TRAP BOND	20.00	RECOVERED
EFT6123	14/12/2018	QUAIRADING TYRE & BATTERY SUPPLIES	VARIOUS TYRES, REPAIRS, BATTERIES AND GAS	2,712.54	
EFT6124	14/12/2018	COURIER AUSTRALIA	FREIGHT FROM WESTRAC - TIP RIPPER, PINS & RETAINER CAT 12M GRADER	24.64	
EFT6125	14/12/2018	LANDGATE	RURAL UV INTERIM VALUATION SHARED - 13/10/2018 - 19/11/2018	164.20	
EFT6126	14/12/2018	QUAIRADING EARTHMOVING CO.	EXCAVATOR & GRADER OPERATIONS - GRAINFREIGHT	1,089.00	RECOVERED
EFT6127	14/12/2018	QUAIRADING AGRI SERVICES	VARIOUS CONSUMABLES - MULTIPLE LOCATIONS	935.75	
EFT6128	14/12/2018	AWARD SECURITY	ALARM MONITORING - SHIRE OFFICES, MEDICAL PRACTICE, COMMUNITY RESOURCE CENTRE AND DEPOT	414.70	
EFT6129	14/12/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	MEDICAL PRACTICE - VARIOUS IT MAINTENANCE	467.50	
EFT6130	14/12/2018	MARNHAM'S MECHANICAL SERVICES	REPAIR ROLLER AND NISSAN TRUCK	248.05	
EFT6131	14/12/2018	BENT NAIL BUILDING & MAINTENANCE	INSTALL CHRISTMAS DECORATIONS - SHIRE HALL	82.50	
EFT6132	14/12/2018	WESTRAC PTY LTD	TIP RIPPER, PINS & RETAINER CAT 12M GRADER - Q237	1,486.86	
EFT6133	14/12/2018	QUICK CORPORATE	STATIONERY	276.50	
EFT6134	14/12/2018	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	EMERGENCY SERVICES LEVY AND OPTION B AGREEMENT - ESL 2ND QTR CONTRIBUTION	20,964.90	RECOVERED
EFT6135	14/12/2018	RICHARD BLEAKLEY	REIMBURSEMENT FOR LAPTOP, PORTABLE DVD PLAYER & MS OFFICE FOR SHIRE HALL	809.00	RECOVERED
EFT6136	14/12/2018	COMBINED PEST CONTROL	ANNUAL SPIDER, FLY & MOSQUITO SERVICE ON EXTERIOR FOR ARTHUR KELLY VILLAGE	297.00	
EFT6137	14/12/2018	GLENWARRA DEVELOPMENT SERVICES	TOWN PLANNING SERVICES	2,805.00	
EFT6138	14/12/2018	CNW PTY LTD	VARIOUS ELECTRICAL MATERIALS	1,625.89	PARTIALLY RECOVERED
EFT6139	14/12/2018	MM ELECTRICAL MERCHANDISING NORTHAM	VARIOUS ELECTRICAL MATERIALS	771.51	PARTIALLY RECOVERED
EFT6140	14/12/2018	CQ WATER TRUCK HIRE	HIRE OF WATERCART - CUBBINE RD UPGRADE	33,510.37	
EFT6141	14/12/2018	QUAIRADING BOOK POST (HOWLETT)	MONTHLY FEE FOR PROVISION OF LIBRARY SERVICES - DECEMBER 2018	3,170.94	
EFT6142	14/12/2018	PROFORM CIVIL	CIVIL DESIGN, BILL OF QUANTITIES AND INSPECTION 7/09/2018 - WEIR ROAD	3,729.00	
EFT6143	14/12/2018	FLAVOURTOWN CATERING	PROVISION FOR 3 COURSE MEAL FOR SHIRE CHRISTMAS FUNCTION 68 ADULTS, 21 CHILDREN	2,265.00	
EFT6144	14/12/2018	MKM CONSULTING ENGINEERING	DESIGN OF BOWLING CLUB FLOOD LIGHTING FOOTINGS	1,361.25	RECOVERED
EFT6145	14/12/2018	K2 AUDIOVISUAL	AUDIOVISUAL UPGRADE TO SHIRE HALL INCLUDING CHOIR MICROPHONE	110,637.18	RECOVERED
EFT6146	14/12/2018	GERRY DAAMS	REIMBURSEMENT OF COTTAGE BOND - 28/11/2018	200.00	RECOVERED
EFT6147	14/12/2018	BOC LIMITED	GAS BOTTLES SERVICE FEE - DEPOT & MEDICAL CENTRE	47.14	PARTIALLY RECOVERED
EFT6148	21/12/2018	ST JOHN AMBULANCE AUSTRALIA	REIMBURSEMENT OF HIRE FEE - LESSER HALL & KITCHEN HIRE 13/11/2018	176.00	RECOVERED
EFT6149	21/12/2018	QUAIRADING SMASH REPAIRS	SUPPLY & FIT WINDSCREEN - TIPPER	825.00	
EFT6150	21/12/2018	QUAIRADING TYRE & BATTERY SUPPLIES	2 X 45KG GAS BOTTLES - 8 DALL ST	220.00	
EFT6151	21/12/2018	AVON WASTE	DOMESTIC RUBBISH & RECYCLING SERVICES - NOVEMBER 2018	7,350.52	PARTIALLY RECOVERED

EFT6152	21/12/2018	QUAIRADING FARMERS CO-OP	VARIOUS ITEMS FOR NOVEMBER ACCOUNT	1,076.68	
EFT6153	21/12/2018	COURIER AUSTRALIA	FREIGHT - VARIOUS	86.96	
EFT6154	21/12/2018	IMPRINT PLASTIC	DESK SIGNS - NEW STAFF	100.10	
EFT6155	21/12/2018	QUAIRADING EARTHMOVING CO.	TRANSPORT LOWLOADER TO PIT, PLANT HIRE, TEST HOLES, GRAVEL SAMPLES - MCRAES PIT	17,061.00	
EFT6156	21/12/2018	ARROW BRONZE	8 LINE NICHE PLATE SOUTH CAROLING CEMETERY	272.08	RECOVERED
EFT6157	21/12/2018	ELLIOTTS IRRIGATION PTY LTD	SUPPLY & INSTALLATION OF 80MM MANIFOLD & SOLENOIDS - SHIRE OVAL	6,219.40	
EFT6158	21/12/2018	WA TREASURY CORPORATION	REPAYMENT ON LOANS 115 - BOWLING CLUB	9,374.84	RECOVERED
EFT6159	21/12/2018	QUAIRADING AGRI SERVICES	VARIOUS MATERIALS - MULTIPLE LOCATIONS	1,699.07	PARTIALLY RECOVERED
EFT6160	21/12/2018	QUAIRADING CLUB INC.	REFRESHMENTS - CHRISTMAS PARTY	969.00	
EFT6161	21/12/2018	QUAIRADING COMMUNITY RESOURCE CENTRE	EXPENDITURE FOR OCTOBER - QUAIRADING NATURE RESERVE, PRINTING, COMPUTER MAINTENANCE, YOUTH SERVICES, COMMUNITY RESOURCE CENTRE, TRAFFIC CONTROL, OTHER MINOR	2,740.40	
EFT6162	21/12/2018	JANET COLBUNG	BOND REIMBURSEMENT - COMMUNITY BUILDING	625.00	RECOVERED
EFT6163	21/12/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	IT MAINTENANCE	340.00	
EFT6164	21/12/2018	QUAIRADING DISTRICT HIGH SCHOOL	DONATION FOR END OF YEAR BOOK AWARDS	50.00	
EFT6165	21/12/2018	QUAIRADING BOWLING CLUB	SERVING REFRESHMENTS - CHRISTMAS PARTY	280.00	
EFT6166	21/12/2018	WA COUNTRY HEALTH SERVICE - WHEATBELT	REFUND FOR DUPLICATE PAYMENT OF INVOICE 17410	342.24	
EFT6167	21/12/2018	BORAL CONSTRUCTION MATERIALS GROUP LTD	4 X 205L DRUMS OF EMULSION - ROAD MAINTENANCE	1,623.60	
EFT6168	21/12/2018	BOB WADDELL CONSULTANT	ASSISTANCE WITH AUDITOR ENQUIRIES & CHANGES TO THE ANNUAL FINANCIAL REPORT	1,023.00	
EFT6169	21/12/2018	OSSROCK TRANSPORT	WET HIRE OF SEMI SIDE TIPPER - CUBBINE RD ROADWORKS	12,993.75	
EFT6170	21/12/2018	LANDMARK	BOOM KLEEN 20L - CHEMICAL FOR OVAL/PARKS	132.00	
EFT6171	21/12/2018	FREDERICK RUCK	REIMBURSEMENT FOR 2 PAIRS OF WORK PANTS	100.80	
EFT6172	21/12/2018	CIVIC LEGAL	LEGAL REVIEW OF RELEVANT LEGISLATION & CORRESPOND ON PTA LAND ON QUAIRADING TOWNSITE	5,280.00	
EFT6173	21/12/2018	JANINE ANDERSON	REIMBURSEMENT FOR FOOD BOUGHT FOR SENIORS LUNCHEON	28.78	RECOVERED
EFT6174	21/12/2018	CONTRACT AQUATIC SERVICES	ICLEANER & MONTHLY CONTRACT FEE	16,800.00	
EFT6175	21/12/2018	SUNNY INDUSTRIAL BRUSHWARE	3 SIDE BRUSHES FOR REBRISTLE - SWEEPER AND FREIGHT	374.20	
EFT6176	21/12/2018	DIGGING DOCKER	INSTALL CARAVAN SIGNS AS PER PLAN AND CUT TO EXPOSE FLOOD LIGHTING FOOTINGS AT BOWLING	1,160.00	PARTIALLY RECOVERED
EFT6177	21/12/2018	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC CONTROL - CUBBINE ROAD	29,712.69	
EFT6178	21/12/2018	ROADSWEST ENGINEERING GROUP WA PTY LTD	WANDRRA FLOODING - TENDER NO.5 - PROGRESS CLAIM NO.16 - 5/10/18 - 1/11/2018 AND CLAIM NO. 17 - 2/11/2018 - 29/11/2018	124,106.09	RECOVERED
EFT6179	21/12/2018	GREAT SOUTHERN FUEL SUPPLIES	FUEL DELIVERIES TO DEPOT - NOVEMBER 2018	13,929.16	
EFT6180	21/12/2018	AVON CONCRETE	RFT 02-17/18 CERTIFICATE 15 WANDRRA FLOOD DAMAGE REPAIRS - 1845 & 1846 (B)	113,587.90	RECOVERED
EFT6181	21/12/2018	DYLAN COPELAND	STATE NRM OFFICE GRANTS, CLEARING PERMITS, WHEATBELT NRM AGM, TRAVEL (IN JEN GREEN'S ABSENCE)	2,728.00	
EFT6182	21/12/2018	KINGDOM MEDICALS PTY LTD	CLINICAL SERVICES TO SHIRE OF QUAIRADING FROM 7/11/18 - 4/12/18	53,967.87	PARTIALLY RECOVERED
EFT6183	21/12/2018	THOMPSON SIGNS	METAL SIGN FOR BULYEE RD BUSH FIRE TANK	99.00	RECOVERED
EFT6184	21/12/2018	NORTHAM MAZDA	20000KM SERVICE - ADMIN VEHICLE	394.87	
EFT6185	21/12/2018	CNW PTY LTD	VARIOUS ELECTRICAL MATERIALS	139.38	PARTIALLY RECOVERED
EFT6186	21/12/2018	MM ELECTRICAL MERCHANDISING NORTHAM	VARIOUS ELECTRICAL MATERIALS	9,621.77	PARTIALLY RECOVERED
EFT6187	21/12/2018	MARKETFORCE	LOCAL GOVT TENDERS - THE WEST AUSTRALIAN - 17/11/18, DEATH NOTICE - 16/11/18, PEST PLANT AMENDMENTS - THE WEST AUSTRALIAN - 31/10/18	1,012.51	
EFT6188	21/12/2018	JOHN GREENWOOD	REIMBURSEMENT FOR VARIOUS ELECTRICAL MATERIALS	217.78	PARTIALLY RECOVERED
EFT6189	21/12/2018	MOORE STEPHENS	AUDIT FINAL BILLING FOR YEAR END JUNE 2018, TRAVEL AND OUT OF POCKET EXPENSES	12,151.95	
EFT6190	21/12/2018	BLUESTEEL ENTERPRISES P/L (AGENT FOR: FRONTLINE FIRE & RESCUE)	BUSHFIRE FIGHTING EQUIPMENT	1,325.51	RECOVERED
EFT6191	21/12/2018	DANIEL SHAUN MARZOCCHI	REIMBURSEMENT FOR PURCHASE OF POND FOR YOUTH CENTRE AQUACULTURE PROGRAM	108.00	RECOVERED
EFT6192	21/12/2018	ALLWEST PLANT HIRE	DRY HIRE 15T PAD FOOT ROLLER - CUBBINE RD RECONSTRUCTION	4,174.50	

EFT6193	21/12/2018	QUEST INNALOO	ACCOMMODATION DURING DOT LICENSING TRAINING FOR - J YARDLEY AND K BULTERS	1,840.00	RECOVERED
EFT6195	21/12/2018	AJ & BR COWCILL	REPAIR FUEL ISSUES - MULTI ROLLER - Q960, OIL LEAKS REPAIRED - Q450	1,415.80	
EFT6196	21/12/2018	VERNICE PTY LTD	BOND REIMBURSEMENT COTTAGE	200.00	RECOVERED
EFT6197	21/12/2018	CUBBINE PASTORAL CO	REIMBURSEMENT OF WATER SUPPLY ALTERATIONS COMPLETED BY WATER CORP - ACCOUNTS DATED 21/8/18	1,628.02	RECOVERED
EFT6198	21/12/2018	SHERIDAN'S FOR BADGES	NAME BADGES - NEW STAFF	104.06	
CHQ 23597	14/12/2018	ST JOHN AMBULANCE AUSTRALIA	REIMBURSEMENT OF BOND FOR LESSER HALL HIRE 16/11/2018	625.00	RECOVERED
CHQ 23598	14/12/2018	TELSTRA	PHONE USAGE AND CHARGES 20/10 - 19/11/2018	2,551.57	
CHQ 23599	14/12/2018	WATER CORPORATION	WATER USAGE AND CHARGES 19/9 - 18/11/2018	1,222.74	
CHQ 23600	14/12/2018	SYNERGY	LOT 17433 TOAPIN RD - POWER USAGE AND CHARGES 08/10 - 28/11/2018	204.95	
DD13267.1	25/12/2018	WA SUPER	SUPERANNUATION CONTRIBUTIONS	4,533.65	
DD13267.2	25/12/2018	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	379.31	
DD13267.3	25/12/2018	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	293.54	
DD13267.4	25/12/2018	SUNCORP BRIGHTER SUPER	SUPERANNUATION CONTRIBUTIONS	167.76	
DD13267.5	25/12/2018	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	1,043.80	
DD13267.6	25/12/2018	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	278.58	
DD13267.7	25/12/2018	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	323.19	
DD13267.8	25/12/2018	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	113.72	
DD13267.9	25/12/2018	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	231.90	
DD13267.10	25/12/2018	SUPERWRAP ESSENTIALS - PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	327.57	
DD13267.11	25/12/2018	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	115.62	
DD13268.1	11/12/2018	WA SUPER	SUPERANNUATION CONTRIBUTIONS	4,341.28	
DD13268.2	11/12/2018	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	136.24	
DD13268.3	11/12/2018	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	314.21	
DD13268.4	11/12/2018	SUNCORP BRIGHTER SUPER	SUPERANNUATION CONTRIBUTIONS	167.76	
DD13268.5	11/12/2018	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	1,135.42	
DD13268.6	11/12/2018	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	278.58	
DD13268.7	11/12/2018	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	404.27	
DD13268.8	11/12/2018	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	317.51	
DD13268.9	11/12/2018	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	68.56	
DD13268.10	11/12/2018	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	137.33	
DD13268.11	11/12/2018	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	231.90	
DD13268.12	11/12/2018	SUPERWRAP ESSENTIALS - PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	408.21	
				714,110.28	

TRANSPORT TAKINGS FOR THE MONTH ENDING		
Dec-18		Attachment 9.1.2
<i>DATE</i>	<i>DESCRIPTION</i>	<i>AMOUNT</i>
29/11/2018	TRANSPORT RECEIPTS	771.55
30/11/2018	TRANSPORT RECEIPTS	222.35
03/12/18	TRANSPORT RECEIPTS	3,214.25
04/12/18	TRANSPORT RECEIPTS	1,171.40
05/12/18	TRANSPORT RECEIPTS	1,182.95
06/12/18	TRANSPORT RECEIPTS	500.40
07/12/18	TRANSPORT RECEIPTS	106.75
11/12/18	TRANSPORT RECEIPTS	1,706.00
11/12/18	TRANSPORT RECEIPTS	1,698.30
12/12/18	TRANSPORT RECEIPTS	1,499.70
13/12/18	TRANSPORT RECEIPTS	812.50
14/12/18	TRANSPORT RECEIPTS	278.60
17/12/18	TRANSPORT RECEIPTS	3,012.60
18/12/18	TRANSPORT RECEIPTS	1,536.45
19/12/18	TRANSPORT RECEIPTS	261.40
20/12/18	TRANSPORT RECEIPTS	148.60
21/12/18	TRANSPORT RECEIPTS	2,552.55
	Total	20,676.35
	AMOUNTS YET TO BE DRAWN	0.00

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)

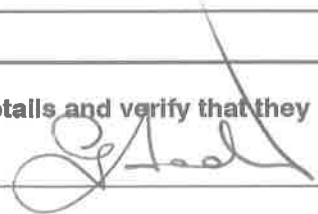
If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment. Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments 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
06 NOV	Purchases OFWKS ONLINE BENTLEIGH 03 AU	1392 402.95	Phone for Med Prac for Dermatoscope. Citizenship coin 0
06 NOV	STATIONERY, OFFICE & SCHOOL THE PERTH MINT EAST PERTH AU	0372 23.85	
	Sub Total:	426.80	
28 NOV	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	426.80 -	
	Sub Total:	426.80 -	
	Grand Total:	0.00	

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

Cardholder Signature _____



Date _____

5/12/2018

Transactions examined and approved.

Manager/Supervisor Signature _____



Date _____

5/12/18

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL JANUARY 2019

Attachment 9.1.4

EFT/CHQ/DD	Date	Name	Description	Amount	Funds/Recovered
EFT6199	07/01/2019	GILLIAN JANET MCRAE	COUNCILLOR SITTING FEE OCTOBER TO DECEMBER 2018	869.25	
EFT6200	07/01/2019	QUAIRADING AGRI SERVICES	VARIOUS TOOLS, EQUIPMENT AND CONSUMABLES	1,276.23	
EFT6201	07/01/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	VARIOUS IT MAINTENANCE - MEDICAL CENTRE	297.50	
EFT6202	07/01/2019	LYALL RICHARD BROWN	COUNCILLOR SITTING FEE OCTOBER TO DECEMBER 2018	869.25	
EFT6203	07/01/2019	OSSROCK TRANSPORT	REIMBURSEMENT OF 4 ROOMS BOND AT THE BARRACKS	400.00	RECOVERED
EFT6204	07/01/2019	W.E SHENTON & CO	COUNCILLOR SITTING FEE OCTOBER TO DECEMBER 2018	289.75	
EFT6205	07/01/2019	BRETT MCGUINNESS	COUNCILLOR SITTING FEE OCTOBER TO DECEMBER 2018	869.25	
EFT6206	07/01/2019	LGISWA	GREAT EASTERN REGIONAL RISK COORDINATION PROGRAMME - TO 19/12/2018	6,607.76	
EFT6207	07/01/2019	TREVOR STACEY	COUNCILLOR SITTING FEE OCTOBER TO DECEMBER 2018	869.25	
EFT6208	07/01/2019	WAYNE M DAVIES	COUNCILLOR SITTING FEE OCTOBER TO DECEMBER 2018	1,471.55	
EFT6209	07/01/2019	JO HAYTHORNTHWAITE	COUNCILLOR SITTING FEE OCTOBER TO DECEMBER 2018	869.25	
EFT6210	07/01/2019	COLAS	BITUMEN SEALING WORK - CUBBINE RD	189,707.28	
EFT6211	07/01/2019	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES ON 4/12, 14/12, AND 17/12/2018	888.25	
EFT6212	07/01/2019	CNW PTY LTD	VARIOUS ELECTRICAL SUPPLIES	274.15	PARTIALLY RECOVERED
EFT6213	07/01/2019	MM ELECTRICAL MERCHANDISING NORTHAM	VARIOUS ELECTRICAL SUPPLIES	1,179.82	PARTIALLY RECOVERED
EFT6214	07/01/2019	UNITED CRANE SERVICES PTY LTD	CRANE & RIGGER TO STAND 4 LIGHT POLES AT QUAIRADING BOWLING CLUB & 4 LIGHT POLES AT QUAIRADING TOWN OVAL	4,248.20	RECOVERED
EFT6215	07/01/2019	SPORTS SURFACES	RESURFACING OF QUAIRADING NETBALL COURTS & LINEMARKING - REPAIRS	2,959.00	
EFT6216	07/01/2019	ASSET INFRASTRUCTURE MANAGEMENT	DEVELOPMENT OF LONG TERM MAINTENANCE & CAPITAL WORKS PROGRAMMES FOR BRIDGES	6,050.00	
EFT6217	07/01/2019	JUNE WALKER	REIMBURSEMENT OF COTTAGE BOND	200.00	RECOVERED
EFT6218	07/01/2019	BOC LIMITED	GAS BOTTLE MONTHLY FEE DECEMBER - MEDICAL CENTRE AND DEPOT	48.68	
EFT6219	14/01/2019	QUAIRADING SMASH REPAIRS	INSURANCE EXCESS - CEO VEHICLE REPAIRS	1,000.00	
EFT6220	14/01/2019	QUAIRADING TYRE & BATTERY SUPPLIES	TYRES REPAIRS	1,552.52	
EFT6221	14/01/2019	AVON WASTE	DOMESTIC, RECYCLE & BULK RUBBISH COLLECTION	8,992.17	
EFT6222	14/01/2019	QUAIRADING FARMERS CO-OP	VARIOUS SUPPLIES FOR ADMIN, CHRISTMAS FUNCTION, CHILDCARE, DEPOT, MEDICAL PRACTICE, CARAVAN PARK & NEWSPAPERS	172.27	
EFT6223	14/01/2019	LANDGATE	GROSS RENTAL VALUATIONS	66.50	
EFT6224	14/01/2019	WESFARMERS KLEENHEAT GAS PTY LTD	FACILITY FEE / CYLINDER CHARGE - 2 X 45KG VAP CYL - 8 EDWARDS WAY	67.56	
EFT6225	14/01/2019	QUAIRADING AGRI SERVICES	VARIOUS ELECTRICAL SUPPLIES	55.00	PARTIALLY RECOVERED
EFT6226	14/01/2019	QUAIRADING COMMUNITY RESOURCE CENTRE	DECEMBER 2018 - VARIOUS SERVICES TO ADMIN, NATURE RES, YOUTH PROGRAM, MEDICAL PRACTICE	1,112.70	
EFT6227	14/01/2019	BORAL CONSTRUCTION MATERIALS GROUP LTD	4 DRUMS OF EMULSION, 50BAGS OF BITUPAK - ROAD MAINTENANCE	2,743.40	
EFT6228	14/01/2019	BENT NAIL BUILDING & MAINTENANCE	REMOVE AND STORE CHRISTMAS DECORATIONS - TOWN HALL	82.50	
EFT6229	14/01/2019	TOTAL EDEN PTY LTD	SPRINKLERS GEAR DRIVE - OVAL	1,562.91	
EFT6230	14/01/2019	G J JONES PLUMBING	1.5 TONNE EXCAVATOR DRY HIRE - CULVERT CLEARING CUBBINE RD	440.00	
EFT6231	14/01/2019	DIGGING DOCKER	REMOVE LIMESTONE WALL TO ALLOW REMOVAL OF LIGHT POLE, REINSTATE WALL - BOWLING CLUB	440.00	RECOVERED

EFT6232	14/01/2019	CANCELLED DUE TO INCORRECT STATEMENT	CANCELLED DUE TO INCORRECT STATEMENT	0.00	
EFT6233	14/01/2019	KINGDOM MEDICALS PTY LTD	CLINICAL SERVICES TO SOQ FROM 19/12/2018 TO 1/1/2019	8,994.65	PARTIALLY RECOVERED
EFT6234	14/01/2019	AG IMPLEMENTS QUAIRADING	FUEL PUMP & FUEL FILTERS - MULTI ROLLER	100.00	
EFT6235	14/01/2019	BROWNLEY'S PLUMBING & GAS	STANDARD BACKFLOW TESTS FOR 6 STANDPIPES - SHIRE DEPOT	1,513.60	
EFT6236	14/01/2019	MARKETFORCE	19/12/2018 - WEST AUSTRALIAN AD - PROPOSED ANIMALS LOCAL LAW	925.49	
EFT6237	14/01/2019	CQ WATER TRUCK HIRE	HIRE OF 6 WHEEL WATER TRUCK: CUBBINE RD, CUNDERDIN RD & OTHER ROADS BITUMENISING	6,715.50	
EFT6238	14/01/2019	CANCELLED DUE TO INCORRECT CREDITOR	CANCELLED DUE TO INCORRECT CREDITOR	0.00	
EFT6239	14/01/2019	AVON FENCING	SUPPLY & INSTALL FARM FENCING - LOT 17158 GOLDFIELDS RD QUAIRADING	9,684.40	RECOVERED
EFT6240	14/01/2019	NOKRA IMPORTS P/L	ARKON TABLET MOUNT - CESM VEHICLE	135.92	RECOVERED
EFT6241	14/01/2019	MALCOLM THOMPSON PUMPS - QUESTAS CORP.	POOL PUMP KIT	400.40	
EFT6242	18/01/2019	QUAIRADING EARTHMOVING CO.	WANDRRA FLOOD DAMAGE REPAIR ROADS RFT 01-17/2018 CERTIFICATE #15	195,489.44	RECOVERED
EFT6243	18/01/2019	COUNTRY COPIERS NORTHAM	COPIER CHARGE	419.46	
EFT6244	18/01/2019	WA TREASURY CORPORATION	GUARANTEE FEE ON LOANS 115, 116, 117 AND 118	2,093.41	PARTIALLY RECOVERED
EFT6245	18/01/2019	VALLEY FORD	30,000KM SERVICE - MW & S VEHICLE	570.00	
EFT6246	18/01/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	9/1/19 TRAVEL, PARTS AND LABOUR TO REPLACE NEW UPS, LABOUR IN OFFICE TO SETUP IP ADDRESS OF NETWORK CARD IN UPS	4,967.50	
EFT6247	18/01/2019	GRAEME ASHLEY FARDON	REIMBURSEMENT FOR WORKWEAR	99.95	
EFT6248	18/01/2019	G J JONES PLUMBING	1.5 TONNE EXCAVATOR DRY HIRE - GRAVESITE	137.50	PARTIALLY RECOVERED
EFT6249	18/01/2019	QUICK CORPORATE	STATIONERY ITEMS - ADMIN AND DAYCARE CENTRE	542.38	
EFT6250	18/01/2019	GREAT SOUTHERN FUEL SUPPLIES	4800 LTRS @\$1.2337 DIESEL	6,294.50	
EFT6251	18/01/2019	GLENWARRA DEVELOPMENT SERVICES	13/11/2018 - ATTENDANCE ON ENQUIRIES, WA PLANNING COMMISSION & STATE HERITAGE OFFICE REFERRAL, DRAFT HERITAGE LIST	1,155.00	
EFT6252	18/01/2019	NORTHAM MAZDA	REPLACED SEATBELT LATCH - RECALL AND 50,000KM SERVICE - MAZDA UTE	404.74	
EFT6253	18/01/2019	MOORE STEPHENS	MANAGEMENT REPORTING MANUAL 2018 - MONTHLY REPORTING TEMPLATES	473.00	
EFT6254	18/01/2019	GAMATO MANUFACTURING	VARIOUS ELECTRICAL SUPPLIES	1,047.20	PARTIALLY RECOVERED
EFT6255	18/01/2019	PRIMARIES	VARIOUS ELECTRICAL SUPPLIES	34.56	PARTIALLY RECOVERED
EFT6256	18/01/2019	QUAIRADING BOOK POST (HOWLETT)	MONTHLY FEE FOR PROVISION OF LIBRARY SERVICES - 1-31 JANUARY 2019	2,264.10	
EFT6257	18/01/2019	DANIEL SHAUN MARZOCCHI	REIMBURSEMENT FOR POOL TABLE POCKET LINERS AND POOL TABLE CLOTH - YOUTH CENTRE	156.94	
EFT6258	18/01/2019	HOPEWELL NDABAMBI	REIMBURSEMENT OF COTTAGE BOND	200.00	RECOVERED
EFT6259	25/01/2019	AVON WASTE	REVERSAL OF A CREDIT - (INVOICE ENTERED TWICE 8.10.2018) - RUBBISH AND RECYCLING SERVICE	693.64	
EFT6260	25/01/2019	COURIER AUSTRALIA	FREIGHT- VARIOUS	30.80	
EFT6261	25/01/2019	BRUCE ROCK ENGINEERING	REPAIRS TO LIGHT POLES - BOWLING CLUB	3,413.30	RECOVERED
EFT6262	25/01/2019	QUAIRADING COMMUNITY RESOURCE CENTRE	HIRE OF SCREEN, IPR/SPO	90.00	
EFT6263	25/01/2019	CLINICARE PHARMACY QUAIRADING	FIRST AID CONSUMABLES	216.65	
EFT6264	25/01/2019	BJ & SM FAIRCLOUGH	10,000M3 FROM GRAVEL PIT ROYALTY	22,000.00	
EFT6265	25/01/2019	CONTRACT AQUATIC SERVICES	MONTHLY FEE, INTERM AND VACSWIM PROGRAMS, POOL CHEMICALS AND SERVICE EQUIPMENT	19,700.00	
EFT6266	25/01/2019	QUICK CORPORATE	STATIONERY SUPPLIES - ADMIN AND DEPOT	530.56	

EFT6267	25/01/2019	GREAT SOUTHERN FUEL SUPPLIES	6000L DIESEL @\$1.2060P/L	9,221.52	
EFT6268	25/01/2019	AVON CONCRETE	RFT 02-17/2018 CERTIFICATE 16 - WANDRRA FLOOD DAMAGE REPAIRS FLOODWAYS/CULVERTS & BRIDGES	69,080.12	RECOVERED
EFT6269	25/01/2019	CUSTOM INVESTING PTY LTD	FORM AND POUR 32MPA CONCRETE BASES X 4 - BOWLING CLUB	4,980.80	RECOVERED
EFT6270	25/01/2019	DYLAN COPELAND	COMPLETING PROGRESS REPORTS FOR AUDITING AND VARIATION REQUESTS	352.00	
EFT6271	25/01/2019	KINGDOM MEDICALS PTY LTD	CLINICAL SERVICES TO SOQ FROM 2 - 15 JANUARY 2018	17,989.29	PARTIALLY RECOVERED
EFT6272	25/01/2019	CNW PTY LTD	VARIOUS ELECTRICAL MATERIALS	86.17	PARTIALLY RECOVERED
EFT6273	25/01/2019	MOORE STEPHENS	AUDIT SERVICES RE DEFERRED PENSIONERS FOR YEAR ENDING JUNE 2018	440.00	
EFT6274	25/01/2019	DAIKIN AUSTRALIA PTY LTD	ELECTRICAL SUPPLIES	761.20	PARTIALLY RECOVERED
EFT6275	25/01/2019	UNITED CRANE SERVICES PTY LTD	REMOVE 4 LIGHTING POLES AT QUAIRADING BOWLING CLUB	2,332.00	RECOVERED
EFT6276	25/01/2019	CANNON HYGIENE AUSTRALIA	ANNUAL FEE FOR SANITARY UNIT SERVICE - PREMISES 1 - DEPOT	205.59	
CHQ 23601	07/01/2019	PETER DAVID SMITH	COUNCILLOR SITTING FEE OCTOBER TO DECEMBER 2018	793.25	
CHQ 23602	07/01/2019	TELSTRA	PHONE USAGE AND CHARGES TO 15/12/2018	1,099.16	
CHQ 23603	07/01/2019	NICOLE GAIR	REIMBURSEMENT OF COTTAGE BOND	200.00	RECOVERED
CHQ 23604	07/01/2019	SHIRE OF QUAIRADING	COMMON DATE FOR VEHICLE REGISTRATION 31/7/19 - CAT LOADER	137.00	
CHQ 23605	14/01/2019	UNUSED CHQ DUE TO MISPRINTING	UNUSED CHQ DUE TO MISPRINTING BATCH	0.00	
CHQ 23606	14/01/2019	UNUSED CHQ DUE TO MISPRINTING	UNUSED CHQ DUE TO MISPRINTING BATCH	0.00	
CHQ 23607	14/01/2019	UNUSED CHQ DUE TO MISPRINTING	UNUSED CHQ DUE TO MISPRINTING BATCH	0.00	
CHQ 23608	14/01/2019	UNUSED CHQ DUE TO MISPRINTING	UNUSED CHQ DUE TO MISPRINTING BATCH	0.00	
CHQ 23609	14/01/2019	UNUSED CHQ DUE TO MISPRINTING	UNUSED CHQ DUE TO MISPRINTING BATCH	0.00	
CHQ 23610	14/01/2019	TELSTRA	PHONE USAGE AND CHARGES 20/10/2018 - 19/11/2018	2,262.37	
CHQ 23611	14/01/2019	WATER CORPORATION	WATER USAGE AND CHARGES 17/10/2018 - 13/12/2018	17,655.77	
CHQ 23612	14/01/2019	SYNERGY	POWER USAGE AND CHARGES 8/11/2018 TO 12/12/2018 CARAVAN PARK, COTTAGE,	13,200.95	
CHQ 23613	14/01/2019	SHIRE OF QUAIRADING	RE-COUP PETTY CASH	135.60	
CHQ 23614	18/01/2019	SYNERGY	POWER USAGE AND CHARGES - 25/11/2018 - 24/12/2018	1,927.65	

CHQ 23615	18/01/2019	CANCELLED DUE TO INCORRECT CREDITOR	CANCELLED DUE TO INCORRECT CREDITOR	0.00
CHQ 23616	25/01/2019	UNUSED CHQ DUE TO MISPRINTING	UNUSED CHQ DUE TO MISPRINTING	0.00
CHQ 23617	25/01/2019	SYNERGY	POWER USAGE AND CHARGES - 12/12/2018 - 8/01/2019	1,321.10
DD13288.1	22/01/2019	WA SUPER	SUPERANNUATION CONTRIBUTIONS	4,612.22
DD13288.2	22/01/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	281.70
DD13288.3	22/01/2019	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	314.21
DD13288.4	22/01/2019	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	1,037.53
DD13288.5	22/01/2019	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	278.58
DD13288.6	22/01/2019	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	317.51
DD13288.7	22/01/2019	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	111.85
DD13288.8	22/01/2019	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	254.73
DD13288.9	22/01/2019	SUPERWRAP ESSENTIALS - PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	395.00
DD13288.10	22/01/2019	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	110.25
DD13289.1	08/01/2019	WA SUPER	SUPERANNUATION CONTRIBUTIONS	4,427.64
DD13289.2	08/01/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	373.98
DD13289.3	08/01/2019	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	314.21
DD13289.4	08/01/2019	SUNCORP BRIGHTER SUPER	SUPERANNUATION CONTRIBUTIONS	167.76
DD13289.5	08/01/2019	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	1,047.33
DD13289.6	08/01/2019	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	278.58
DD13289.7	08/01/2019	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	328.86
DD13289.8	08/01/2019	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	113.72
DD13289.9	08/01/2019	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	293.76
DD13289.10	08/01/2019	SUPERWRAP ESSENTIALS - PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	314.42
DD13289.11	08/01/2019	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	106.23
				689,688.15

TRANSPORT TAKINGS FOR THE MONTH ENDING		
Jan-19		Attachment 9.1.5
<i>DATE</i>	<i>DESCRIPTION</i>	<i>AMOUNT</i>
2/01/2019	TRANSPORT RECEIPTS	4,285.45
3/01/2019	TRANSPORT RECEIPTS	4,753.40
6/01/2019	TRANSPORT RECEIPTS	6,417.90
7/01/2019	TRANSPORT RECEIPTS	500
8/01/2019	TRANSPORT RECEIPTS	1,389.30
9/01/2019	TRANSPORT RECEIPTS	1,560.65
10/01/2019	TRANSPORT RECEIPTS	1,034.80
11/01/2019	TRANSPORT RECEIPTS	22,585.50
14/01/2019	TRANSPORT RECEIPTS	882.7
15/01/2019	TRANSPORT RECEIPTS	2,610.95
16/01/2019	TRANSPORT RECEIPTS	97.65
17/01/2019	TRANSPORT RECEIPTS	16,885.30
18/01/2019	TRANSPORT RECEIPTS	1,211.90
21/01/2019	TRANSPORT RECEIPTS	1,264.15
22/01/2019	TRANSPORT RECEIPTS	1,294.50
23/01/2019	TRANSPORT RECEIPTS	12,391.90
24/01/2019	TRANSPORT RECEIPTS	171.05
25/01/2019	TRANSPORT RECEIPTS	2,549.50
29/01/2019	TRANSPORT RECEIPTS	914.45
	Total	82,801.05
30/01/2019	TRANSPORT RECEIPTS	2672.55
31/01/2019	TRANSPORT RECEIPTS	1,117.85
	AMOUNTS YET TO BE DRAWN	3,790.40

JS Tec
AB
PH
EMAIL

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
10 DEC	Purchases JS TECHNLOGY & DIGITL NORTHAM AU	98.00	GL0997 Repay to CESM Mobile Phone + Screen Protector
10 DEC	ELECTRONIC REPAIR SHOPS JS TECHNLOGY & DIGITL NORTHAM AU	10.00	
	Sub Total:	108.00	
30 DEC	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	108.00 -	
	Sub Total:	108.00 -	
	Grand Total:	0.00	

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

Cardholder Signature

[Handwritten Signature]

Date

16/1/19

Transactions examined and approved.

Manager/Supervisor Signature

[Handwritten Signature]

Date

25/1/2019

S007357 / M002755 / 363 / CN1VPCP1

9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 31st December 2018 & 31st January 2019

Meeting Date	28 th January 2019
Responsible Officer	EMCS Nathan Gilfellon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	9.2.1 Financial Statements – December 9.2.2 Financial Statements - January
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That Council receive the Monthly Financial Statements for the period ending 31st December 2018 and the 31st January 2019.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Monthly Financial Statements for the period ending 31st December 2018 and 31st January 2019 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.

STATUTORY ENVIRONMENT

Amendments to the regulations, gazetted on the 31st March 2005 and effective from the 1st 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 and will be an annual expense if the latest model is needed. Quotes to setup and integrate the statements were quoted at \$14,400 exceeding a budget allocation of \$10,000. Instead of using this quote staff have started to the template setup internally.

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 including individual schedules on each budget line item provided to Council for analysis.

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 and Childcare. The Statements can continue to be updated 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 December 2018

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

TABLE OF CONTENTS

Monthly Summary Information	3 - 6
Statement of Financial Activity by Program	7
Statement of Financial Activity by Nature or Type	8
Note 1 Net Current Assets	10
Note 2 Explanation of Material Variances	12
Note 3 Cash and Investments	13
Note 4 Receivables	14
Note 5 Rating Revenue	15
Note 6 Disposal of Assets	16
Note 7 Capital Acquisitions	17
Note 8 Borrowings	19
Note 9 Reserves	20
Note 10 Grants and Contributions	21
Note 11 Trust Fund	22
Note 12 Budget Amendments	23
Note 13 Medical Practice	24
Note 14 Childcare	25

THIS PAGE INTENTIONALLY LEFT BLANK

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 DECEMBER 2018**

KEY INFORMATION

Items of Significance

The material variance adopted by the Shire of Quairading for the 2018/19 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
Capital Expenditure					
Buildings					
Shire Hall Upgrades	80.74%	128,300	128,300	103,583	-24,717
Cottage Project	0.13%	395,000	30,000	526	-29,474
Plant & Equipment					
Community Bus	0.00%	135,700	135,700	0	-135,700
Infrastructure - Roads					
Roads Construction	37.36%	1,639,967	871,649	612,742	-258,907
Other Infrastructure					
New Bowling Green	0.00%	230,000	0	0	0
New Lighting Quairading Oval	0.79%	219,000	19,000	1,740	-17,260

% Compares current ytd actuals to annual budget

Financial Position	* Note	Prior Year 31 December 2017	31 December 2018
Adjusted Net Current Assets	44%	\$ 2,139,667	\$ 935,256
Cash and Equivalent - Unrestricted	50%	\$ 1,903,409	\$ 948,391
Cash and Equivalent - Restricted	113%	\$ 2,357,227	\$ 2,670,494
Receivables - Rates	95%	\$ 374,819	\$ 357,725
Receivables - Other	30%	\$ 442,716	\$ 133,247
Payables	23%	\$ 1,744,231	\$ 404,389

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 DECEMBER 2018**

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 18th February 2019
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.

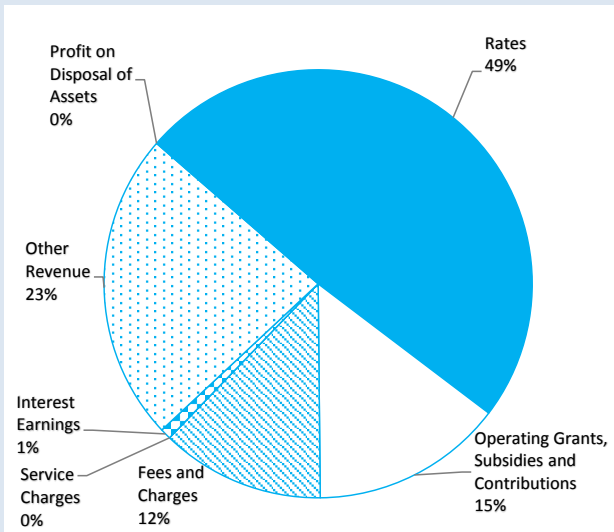
ROUNDING OFF FIGURES

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

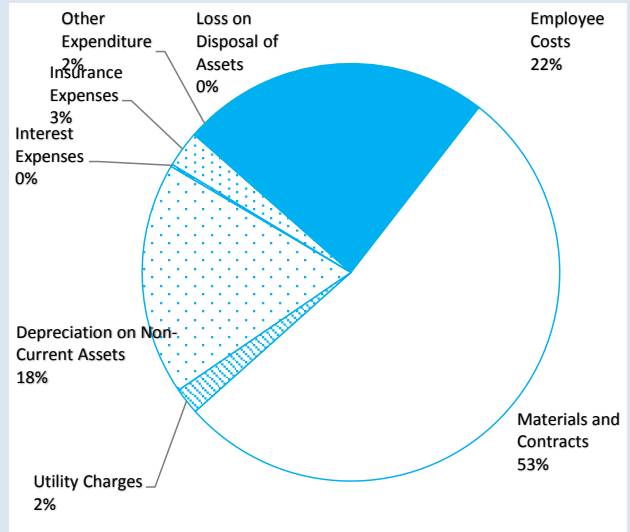
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 DECEMBER 2018**

SUMMARY GRAPHS

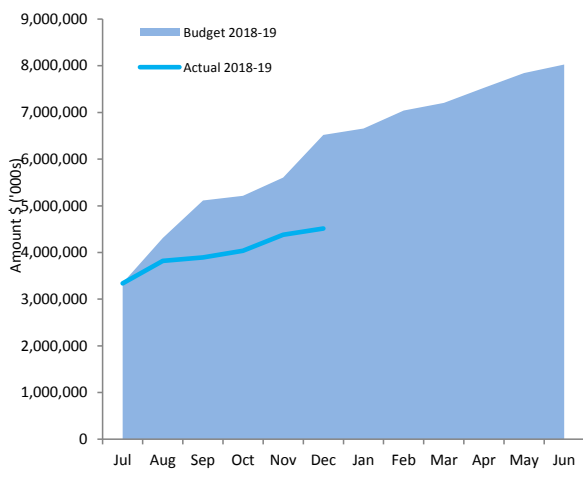
OPERATING REVENUE



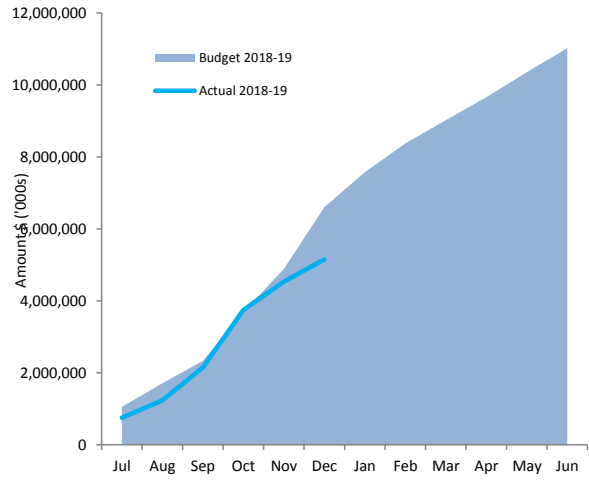
OPERATING EXPENSES



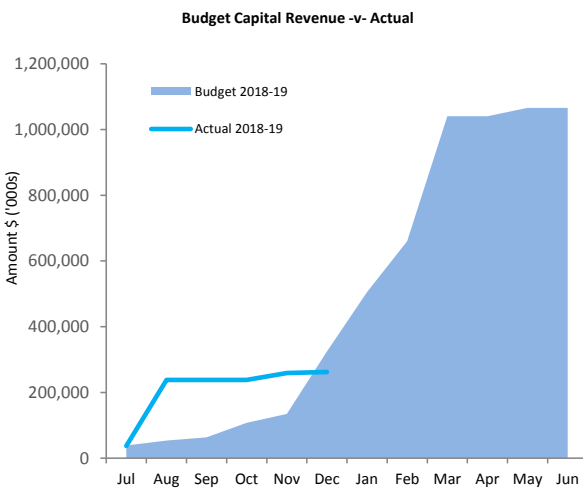
Budget Operating Revenues -v- Actual



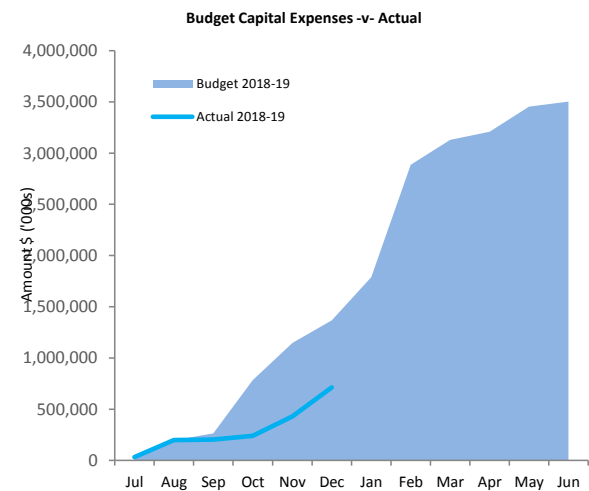
Budget Operating Expenses -v-YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



This information is to be read in conjunction with the accompanying Financial Statements and Notes.
Capital revenue includes Capital Grants and Contributions, Sale on Proceeds and Borrowings

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 DECEMBER 2018**

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME	OBJECTIVE	ACTIVITIES
GOVERNANCE	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.
GENERAL PURPOSE FUNDING	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.
LAW, ORDER, PUBLIC SAFETY	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.
HEALTH	To provide an operational framework for environmental and community health.	Health inspections, food quality control, pest control and operation of the medical centre.
EDUCATION AND WELFARE	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.
HOUSING	To provide and maintain housing.	Maintenance of housing rented to staff and non staff.
COMMUNITY AMENITIES	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.
RECREATION AND CULTURE	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.
TRANSPORT	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.
ECONOMIC SERVICES	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.
OTHER PROPERTY AND SERVICES	To monitor and control the Shire of Quairading overheads.	Private works overheads, plant operating costs, allocation of salaries and wages. Operation of electrical services and private works.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2018**

STATUTORY REPORTING PROGRAMS

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	1(b)	1,839,098	1,839,098	1,634,796	(204,302)	(11%)	
Revenue from operating activities							
Governance		16,076	11,160	9,416	(1,744)	(16%)	
General Purpose Funding - Rates	5	2,210,354	2,222,930	2,208,565	(14,365)	(1%)	
General Purpose Funding - Other		970,627	462,788	475,696	12,908	3%	
Law, Order and Public Safety		188,450	97,704	59,587	(38,117)	(39%)	▼
Health		456,258	218,381	175,628	(42,753)	(20%)	▼
Education and Welfare		186,798	92,329	98,838	6,509	7%	
Housing		109,576	54,912	52,319	(2,593)	(5%)	
Community Amenities		164,725	150,055	129,181	(20,874)	(14%)	▼
Recreation and Culture		278,539	20,153	18,890	(1,263)	(6%)	
Transport		3,025,996	2,949,693	1,044,772	(1,904,921)	(65%)	▼
Economic Services		128,180	72,020	73,785	1,765	2%	
Other Property and Services		290,720	167,108	166,459	(649)	(0%)	
		8,026,299	6,519,233	4,513,137	(2,006,096)	(31%)	▼
Expenditure from operating activities							
Governance		(719,874)	(426,196)	(409,069)	17,127	4%	
General Purpose Funding		(99,288)	(32,048)	(35,878)	(3,830)	(12%)	
Law, Order and Public Safety		(342,832)	(184,893)	(173,840)	11,053	6%	
Health		(715,529)	(359,572)	(350,732)	8,840	2%	
Education and Welfare		(301,663)	(161,869)	(157,122)	4,748	3%	
Housing		(243,041)	(124,740)	(110,109)	14,631	12%	▲
Community Amenities		(529,451)	(267,936)	(211,595)	56,341	21%	▲
Recreation and Culture		(874,336)	(455,774)	(468,113)	(12,339)	(3%)	
Transport		(6,337,397)	(4,139,294)	(2,922,428)	1,216,866	29%	▲
Economic Services		(617,055)	(309,187)	(251,856)	57,331	19%	▲
Other Property and Services		(239,266)	(141,829)	(255,352)	(113,523)	(80%)	▼
		(11,019,732)	(6,603,338)	(5,346,093)	1,257,245	19%	▲
Operating activities excluded from budget							
Add Back Depreciation		3,274,946	1,637,352	963,498	(673,854)	(41%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	(9,702)	0	4,771	4,771		
Adjust Provisions and Accruals		0	0	40,406	40,406		▲
Amount attributable to operating activities		271,811	1,553,247	175,720	(628,677)	89%	
Investing Activities							
Non-operating Grants, Subsidies and Contributions		1,065,780	324,789	262,133	(62,656)	(19%)	▼
Proceeds from Disposal of Assets	6	157,000	27,000	229	(26,771)	(99%)	▼
Land Held for Resale		0	0	0	0		
Capital Acquisitions	7	(3,502,971)	(1,367,953)	(743,787)	624,166	46%	▲
Amount attributable to investing activities		(2,280,191)	(1,016,164)	(481,425)	534,739	53%	▲
Financing Activities							
Proceeds from New Debentures		150,000	0	0	0		
Self-Supporting Loan Principal		34,572	17,021	26,397	9,376	55%	
Transfer from Reserves	9	770,867	50,000	50,000	0	0%	
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	8	(80,893)	(38,930)	(48,305)	(9,375)	(24%)	
Transfer to Reserves	9	(463,900)	(410,000)	(424,140)	(14,140)	(3%)	
Amount attributable to financing activities		410,646	(381,909)	(396,048)	(14,139)	(4%)	
Closing Funding Surplus(Deficit)	1(b)	241,364	1,994,272	933,043	(283,220)	53%	

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 2018/19 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 DECEMBER 2018

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 DECEMBER 2018**

BY NATURE OR TYPE

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1(b)	1,839,098	1,839,098	1,634,796	(204,302)	(11%)	▼
Revenue from operating activities							
Rates	5	2,222,510	2,222,930	2,208,565	(14,365)	(1%)	
Operating Grants, Subsidies and Contributions	10	1,200,170	628,242	655,224	26,982	4%	
Fees and Charges		1,110,947	624,178	558,350	(65,828)	(11%)	▼
Interest Earnings		87,000	27,428	36,913	9,485	35%	
Other Revenue		3,390,314	3,016,455	1,054,086	(1,962,369)	(65%)	▼
Profit on Disposal of Assets	6	15,358	0	0			
		8,026,299	6,519,233	4,513,138	(2,006,095)	(31%)	▼
Expenditure from operating activities							
Employee Costs		(2,183,078)	(1,115,408)	(1,155,519)	(40,111)	(4%)	
Materials and Contracts		(4,418,089)	(3,193,221)	(2,827,578)	365,643	11%	▲
Utility Charges		(203,057)	(103,986)	(110,429)	(6,443)	(6%)	
Depreciation on Non-Current Assets		(3,274,946)	(1,637,352)	(963,498)	673,854	41%	▲
Interest Expenses		(32,333)	(13,078)	(9,289)	3,789	29%	
Insurance Expenses		(212,205)	(197,872)	(151,154)	46,718	24%	▲
Other Expenditure		(690,368)	(342,421)	(123,855)	218,566	64%	▲
Loss on Disposal of Assets	6	(5,656)	0	(4,771)	(4,771)		
		(11,019,732)	(6,603,338)	(5,346,093)	1,257,245	(19%)	
Operating activities excluded from budget							
Add back Depreciation		3,274,946	1,637,352	963,498	(673,854)	(41%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	(9,702)	0	4,771	4,771		
Adjust Provisions and Accruals		0	0	40,406	40,406		▲
Amount attributable to operating activities		271,811	1,553,247	175,720	(1,377,527)	(89%)	
Investing activities							
Non-operating grants, subsidies and contributions	10	1,065,780	324,789	262,133	(62,656)	(19%)	▼
Proceeds from Disposal of Assets	6	157,000	27,000	229	(26,771)	(99%)	▼
Land held for resale		0	0	0	0		
Capital acquisitions	7	(3,502,971)	(1,367,953)	(743,787)	624,166	46%	▲
Amount attributable to investing activities		(2,280,191)	(1,016,164)	(481,425)	534,739	(53%)	
Financing Activities							
Proceeds from New Debentures		150,000	0	0	0		
Self-Supporting Loan Principal		34,572	17,021	26,397	9,376	55%	
Transfer from Reserves	9	770,867	50,000	50,000	0	0%	
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	8	(80,893)	(38,930)	(48,305)	(9,375)	(24%)	
Transfer to Reserves	9	(463,900)	(410,000)	(424,140)	(14,140)	(3%)	
Amount attributable to financing activities		410,646	(381,909)	(396,048)	(14,139)	4%	
Closing Funding Surplus (Deficit)	1(b)	241,364	1,994,272	933,043	(1,061,229)	(53%)	

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 DECEMBER 2018**

**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 DECEMBER 2018

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

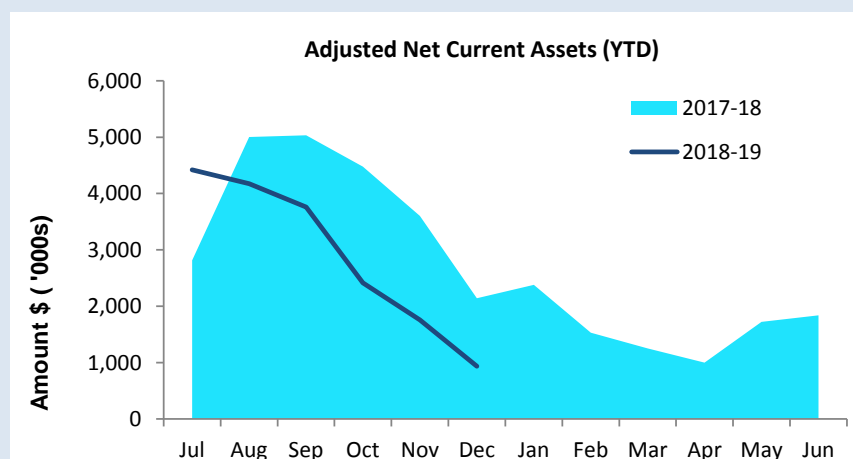
	Ref Note	Last Years Closing 30 June 2018	This Time Last Year 31 Dec 2017	Year to Date Actual 31 Dec 2018
Adjusted Net Current Assets		\$	\$	\$
Current Assets				
Cash Unrestricted	3	186,818	1,903,409	934,256
Cash Restricted	3	2,524,748	2,357,227	2,670,494
Receivables - Rates	4	183,897	374,819	357,725
Receivables - Other	4	2,797,593	442,716	133,247
Loans receivable		34,573	0	0
Interest / ATO Receivable		158,130	156,610	75,333
Inventories		10,256	6,422	(15,262)
		5,896,015	5,241,203	4,155,793
Less: Current Liabilities				
Payables		(1,744,231)	(538,230)	(404,389)
Provisions - employee		(393,660)	(387,150)	(393,660)
Long term borrowings		(78,722)	(9,119)	(30,417)
		(2,216,613)	(934,499)	(828,466)
Unadjusted Net Current Assets		3,679,402	4,306,704	3,327,327
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(2,296,355)	(2,357,227)	(2,670,494)
Less: Loans receivable		(34,573)	0	0
Add: Provisions - employee		207,600	181,071	248,006
Add: Long term borrowings		78,722	9,119	30,417
Adjusted Net Current Assets		1,634,796	2,139,667	935,256

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)

\$.94 M

Last Year YTD

Surplus(Deficit)

\$2.14 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2018**

**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 2018/19 year is \$10,000 and 10%.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Law, Order and Public Safety	(38,117)	(39%)	▼	Timing	Timing of CESM reimbursement
Health	(42,753)	(20%)	▼	Permanent	HIC, PNIG, SiHi not attracted and Consultations lower than budgeted
Community Amenities	(20,874)	(14%)	▼	Timing	Timing of NRM Grant
Transport	(1,904,921)	(65%)	▼	Timing	Timing of WANDRRA reimbursements
Expenditure from operating activities					
Housing	14,631	12%	▲	Timing	Depreciation on Land and Buildings
Community Amenities	56,341	21%	▲	Timing	Timing of Town Planning Scheme and NRM Small Community Grants
Transport	1,216,866	29%	▲	Timing	WANDRRA and Depreciation lower than budgeted
Economic Services	57,331	19%	▲	Timing	Depreciation on Land, Buildings and Infrastructure. Timing of Tourist Promotion
Other Property and Services	(113,523)	(80%)	▼	Timing	POC and PWO Costs not fully allocated
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(62,656)	(19%)	▼	Timing	Timing of recieval of grants
Proceeds from Disposal of Assets	(26,771)	(99%)	▼	Timing	Timing of sale of Plant
Capital Acquisitions	624,166	46%	▲	Timing	Timing of Roller and Bus changeover, CCTV project and Road Construction

KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2018**

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

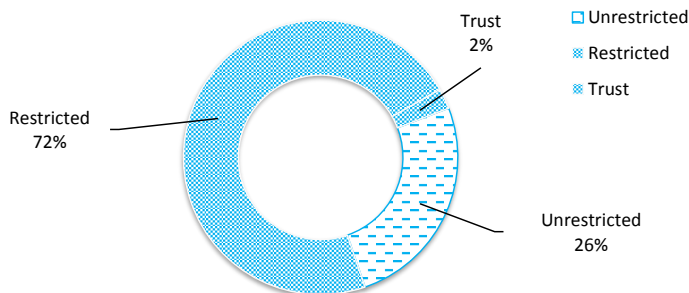
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	750			750			
At Call Deposits							
Municipal Fund	60,527			60,527	Westpac		
Medical Centre	17,918			17,918	Westpac		
Child Care Centre	9,196			9,196	Westpac		
Municipal On Call	260,000			260,000	Westpac	0.60%	
Reserve Fund On Call		52,016		52,016	Westpac	0.60%	
Trust Fund			88,892	88,892	Westpac		
Term Deposits							
Municipal Investment - Term Deposit	300,000			300,000	Westpac	2.60%	05-Jan-19
Municipal Investment - Term Deposit	300,000			300,000	Westpac	1.99%	05-Feb-19
Reserve Investment - Term Deposit		416,110		416,110	Westpac	2.59%	03-Mar-19
Reserve Investment - Term Deposit		1,334,453		1,334,453	Westpac	2.65%	12-Jan-19
Reserve Investment - Term Deposit		454,202		454,202	Westpac	2.00%	22-Feb-19
Reserve Investment - Term Deposit		413,714		413,714	Westpac	2.83%	23-Mar-19
Total	948,391	2,670,494	88,892	3,707,777			

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	Unrestricted
\$3.71 M	\$.95 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2018**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates Receivable	30 June 2018	31 Dec 18
	\$	\$
Opening Arrears Previous Years	134,695	183,897
Levied this year	2,297,690	2,394,734
Less Collections to date	(2,248,488)	(2,220,906)
Equals Current Outstanding	183,897	357,725
Net Rates Collectable	183,897	357,725
% Collected	97.86%	92.74%

KEY INFORMATION

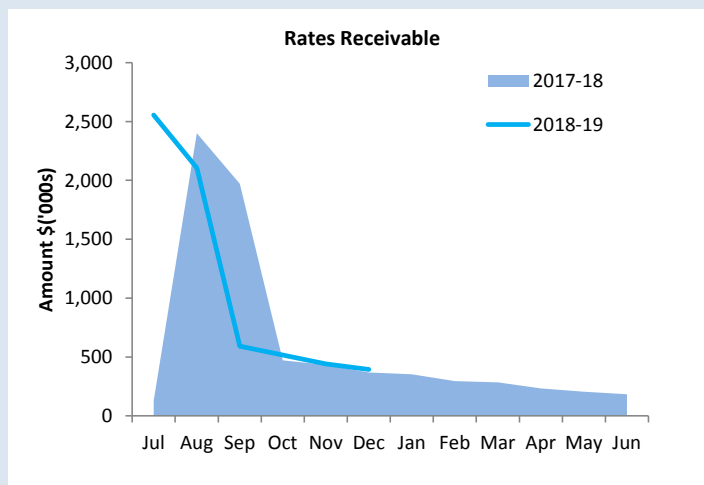
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

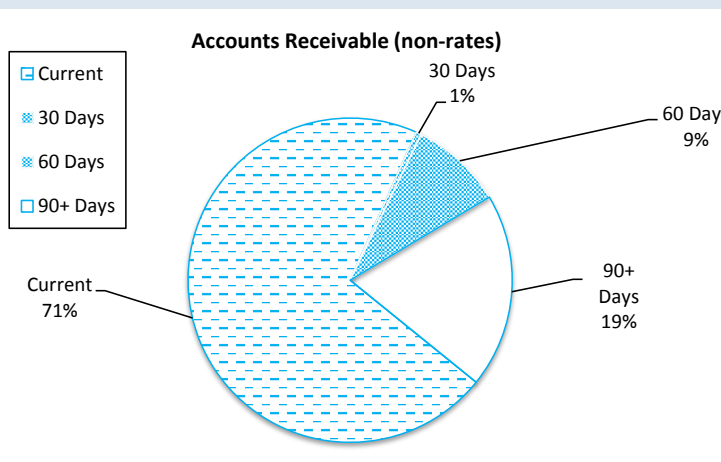
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period 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.

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	147,782	1,115	19,216	40,468	208,580
Percentage	71%	1%	9%	19%	
Balance per Trial Balance					
Sundry debtors					133,247
GST receivable					75,333
Loans receivable - clubs/institutions					0
Total Receivables General Outstanding					208,580

Amounts shown above include GST (where applicable)



Collected	Rates Due
93%	\$357,725



Debtors Due
\$208,580
Over 30 Days
29%
Over 90 Days
19%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2018**

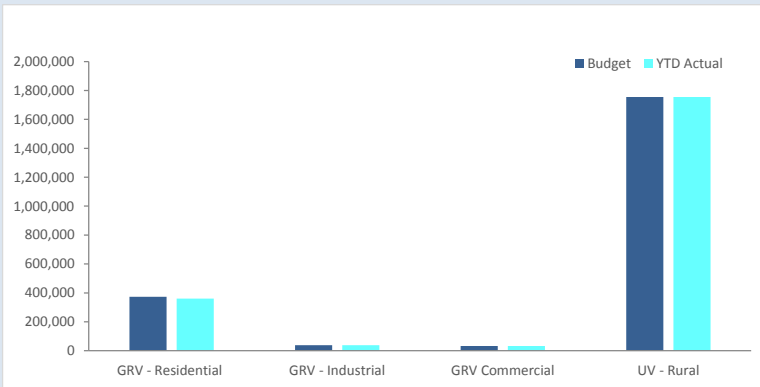
**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

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	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV - Residential	0.130784	314	2,550,656	333,585	0	0	333,585	320,451	0	0	320,451
GRV - Industrial	0.130784	20	261,785	34,237	0	0	34,237	34,237	0	0	34,237
GRV Commercial	0.130784	11	248,376	32,484	0	0	32,484	32,484	0	0	32,484
UV - Rural	0.013007	376	134,648,500	1,751,373	0	0	1,751,373	1,751,535	26	0	1,751,561
	Minimum \$										
GRV - Residential	625	62	67,999	38,750	0	0	38,750	39,375	0	0	39,375
GRV - Industrial	625	5	6,315	3,125	0	0	3,125	3,125	0	0	3,125
GRV - Commercial	625	0	0	0	0	0	0	0	0	0	0
UV - Rural	625	28	667,195	17,500	0	0	17,500	16,875	0	0	16,875
Sub-Totals		816	138,450,826	2,211,054	0	0	2,211,054	2,198,082	26	0	2,198,108
Write Offs							(700)				(1,232)
Amount from General Rates							2,210,354				2,196,876
Ex-Gratia Rates							12,156				11,689
Total General Rates							2,222,510				2,208,565

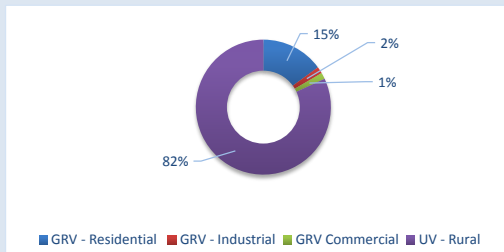
SIGNIFICANT ACCOUNTING POLICIES

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	%
\$2.21 M	\$2.2 M	99%

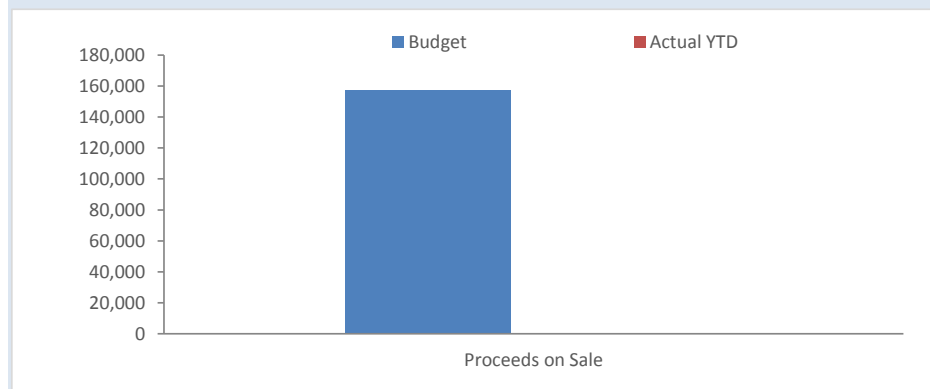


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2018**

**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)
		\$	\$	\$	\$	\$	\$	\$	\$
6Q0	CEO Vehicle Q0	N/A	35,000						
4Q190	Managers Works Utility Q190	38,656	33,000		5,656				
Q551	Team Leader Crew Cab Q551	11,719	17,500	5,781					
Q3856	Nissan Navara Q3856	5,003	7,500	2,497					
Q465	BT 50 Share Ute Q465	19,069	23,500	4,431					
Q661	Town Gdn Ute Q661	10,896	13,500	2,604					
Q633	Excavator Ute Q633	4,954	5,000	46					
Q960	Armann Multi Tyre Roller	N/A	30,000						
P11V31	Communtiy Bus Q458	N/A	27,000						
1168	South Dangin Vacant Lot	N/A	0			5,000	229		(4,771)
		90,297	157,000	15,359	5,656	5,000	229	0	(4,771)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$157,000	\$229	0%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2018**

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

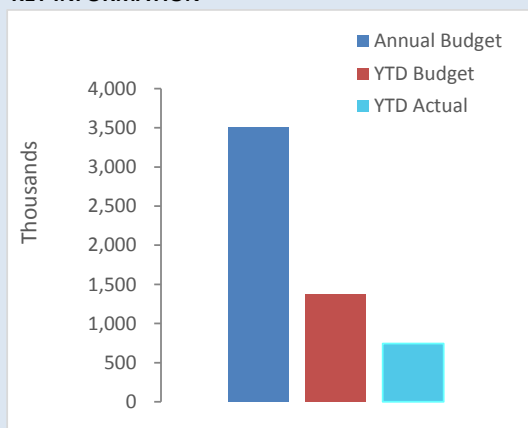
Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land	0	0	0	0
Buildings	696,464	259,764	129,306	-130,458
Plant & Equipment	590,700	135,700	0	-135,700
Furniture & Equipment	0	0	0	0
Infrastructure - Roads	1,639,967	871,649	612,742	-258,907
Infrastructure - Footpaths	0	0	0	0
Infrastructure - Other	575,840	100,840	1,740	-99,100
Capital Expenditure Totals	3,502,971	1,367,953	743,787	(624,166)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	703,280	297,789	262,133	-35,656
Borrowings	150,000	0	150,000	150,000
Other (Disposals & C/Fwd)	157,000	27,000	229	-26,771
Cash Backed Reserves				
Plant Reserve	-337,000	0	0	0
Swimming Pool Reserve	-6,761	0	0	0
Building Reserve	-280,000	0	0	0
Health Reserve	-5,000	0	0	0
Road Infrastructure Reserve	-50,000	0	0	0
Contribution - operations	3,171,452	1,043,164	331,425	(711,739)
Capital Funding Total	3,502,971	1,367,953	743,787	(624,166)

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

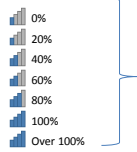


Acquisitions	Annual Budget	YTD Actual	% Spent
	\$3.5 M	\$0.74 M	21%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$0.7 M	\$0.26 M	37%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2018

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

Capital Expenditure Total
Level of Completion Indicators



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

% of Completion # Level of completion indicator, please see table at the end of this note for further detail.

		Amended			Variance
		Account Number	Annual Budget	YTD Budget	(Under)/Over
Capital Expenditure					
Land					
Total			0	0	0
Buildings					
0.00	█ Curtains - 14 Reid St	9518	5,000	5,000	0
0.81	█ Shire Hall - Upgrades	9531	128,300	128,300	103,583
0.00	█ Works Depot -	9534	27,250	10,000	0
0.00	█ Auther Kelly - Roof	9537	31,020	26,520	0
0.00	█ 64 Coraling St - Improvements	9539	10,450	0	0
0.00	█ Cottage - Project	9546	395,000	30,000	526
0.05	█ Swimming Pool Upgrade - Shed and Winches	9550	29,000	29,000	1,545
0.00	█ Medical Centre Ablution Access	9561	5,000	0	0
0.00	█ 8 Dall St - Front Window Replacement	9564	4,500	0	0
0.96	█ Community Building Replacements	9577	3,500	3,500	3,359
0.00	█ Tourist Layby	9582	30,000	0	0
0.74	█ Golf Club Machinery Shed	9585	27,444	27,444	20,291
0.19	Total		696,464	259,764	129,306
Plant & Equipment					
0.00	█ CEO Vehicle Q0	9000	45,000	0	0
0.00	█ Managers Works Utility Q190	9702	40,000	0	0
0.00	█ Team Leader Crew Cab Q551	9707	42,000	0	0
0.00	█ Nissan Navara Q3856	9726	38,000	0	0
0.00	█ BT 50 Share Ute Q465	9718	42,000	0	0
0.00	█ Town Gdn Ute Q661	9729	35,000	0	0
0.00	█ Excavator Ute Q633	9728	38,000	0	0
0.00	█ Armann Multi Tyre Roller	9009	175,000	0	0
0.00	█ Communtiy Bus Q458	9706	135,700	135,700	0
	Total		590,700	135,700	0
Furniture & Equipment					
Total			0	0	0
Infrastructure - Roads					
0.37	█ Road Construction	3604	1,639,967	871,649	612,742
0.37	Total		1,639,967	871,649	612,742
Infrastructure - Footpaths					
Total			0	0	0
Infrastructure - Other					
0.00	█ Hall Car Park Upgrade	9829	25,000	0	0
0.00	█ CCTV Development	9835	81,840	81,840	0
0.00	█ Bowling Club - New Green	9836	230,000	0	0
0.01	█ New Lighting Quairading Oval	9837	219,000	19,000	1,740
0.00	█ Youth Disability Access	9833	20,000	0	0
0.00	Total		575,840	100,840	1,740

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2018**

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Information on Borrowings Particulars	2017/18	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport									
Loan 118 - Depot Building	478,419			21,908	44,150	456,511	434,269	5,414	17,444
Economic Services									
Park Cottages	0	0	150,000		2,171	0	147,829		829
							0		
	478,419	0	150,000	21,908	46,321	456,511	582,098	5,414	18,273
Self supporting loans									
Recreation and Culture									
Loan 115 - Bowling Club	109,267			24,755	31,256	84,512	78,011	1,624	6,962
Loan 116 - Tennis Club	2,974			889	1,796	2,085	1,178	39	106
Loan 117 - Golf Club	8,002			753	1,520	7,249	6,482	119	376
							0		
	120,243	0	0	26,397	34,572	93,846	85,671	1,782	7,444
Total	598,662	0	150,000	48,305	80,893	550,357	667,769	7,196	25,717

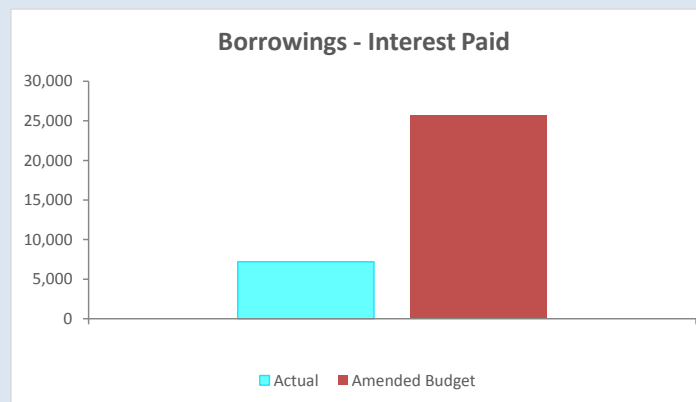
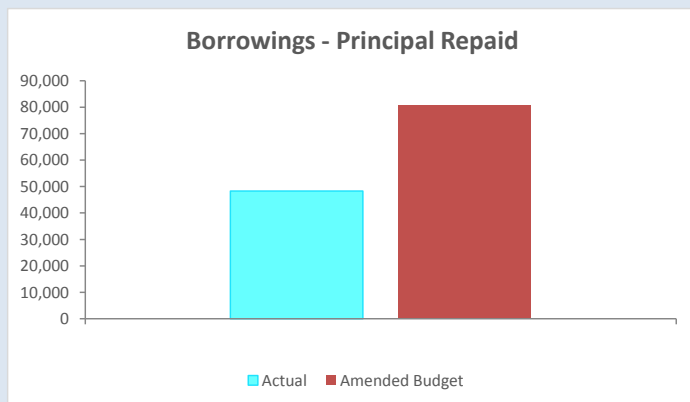
All debenture repayments were financed by general purpose revenue.

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.



2018/19 Principal Repaid
\$48,305
Interest Expense
\$7,196
Loans Outstanding
\$.55 M

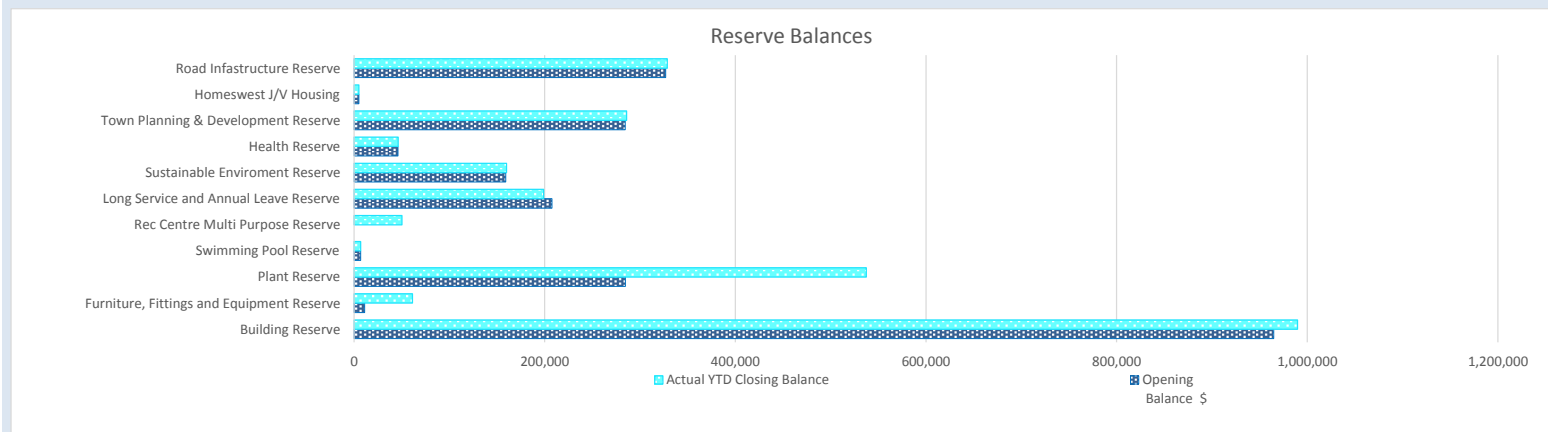
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2018**

**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 Reserve	964,730	22,621	5,155	20,000	20,000	(280,000)	0	727,351	989,885
Furniture, Fittings and Equipment Reserve	11,027	259	316	50,000	50,000	0	0	61,286	61,343
Plant Reserve	284,547	6,685	2,780	250,000	250,000	(337,000)	0	204,232	537,327
Swimming Pool Reserve	6,904	162	36	0	0	(6,761)	0	305	6,940
Rec Centre Multi Purpose Reserve	0	0	258	50,000	50,000	0	0	50,000	50,258
Long Service and Annual Leave Reserve	207,601	4,878	1,294	40,000	40,000	(92,106)	(50,000)	160,373	198,894
Sustainable Environment Reserve	159,185	3,741	834	0	0	0	0	162,926	160,019
Health Reserve	46,039	1,082	241	0	0	(5,000)	0	42,121	46,281
Town Planning & Development Reserve	284,360	6,682	1,488	0	0	0	0	291,042	285,848
Homeswest J/V Housing	5,038	118	26	0	0	0	0	5,156	5,064
Road Infrastructure Reserve	326,924	7,672	1,712	0	0	(50,000)	0	284,596	328,636
	2,296,355	53,900	14,140	410,000	410,000	(770,867)	(50,000)	1,989,388	2,670,494

KEY INFORMATION



Interest Earned
\$14,140
Reserves Bal
\$2.67 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2018

NOTE 10
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	Amended			Variance (Under)/Over
	Annual Budget	YTD Budget	YTD Actual	
Operating grants, subsidies and contributions				
Federal Assistance Grants	866,021	433,010	433,011	1
MRWA Direct Road Grant	127,291	78,320	127,291	48,971
NRM Grant	22,000	22,000	0	(22,000)
Childcare Grant	29,000	14,500	25,258	10,758
Fire Prevention Grants	28,778	14,390	24,575	10,185
Staff Contributions to Vehicle Expenses	6,080	3,042	3,284	242
New Bowling Green - Bowling Club Contribution	25,000			0
Operating grants, subsidies and contributions Total	1,104,170	565,262	613,419	48,157
Non-operating grants, subsidies and contributions				
Roads to Recovery/ MRWA regional Road Group	485,491	100,000	221,933	121,933
CCTV Community Project	81,840	81,840	37,200	-44,640
Golf Club Shed Contribution	21,449	21,449	0	-21,449
Youth Disability Access	20,000	0	0	0
CRSFF Funding	4,500	4,500	0	-4,500
Commonwealth Grant Agreement - Town Hall Project	87,000	87,000	0	-87,000
Quairading Curtain Raisers Donation - Town Hall Project	3,000	3,000	3,000	0
Non-operating grants, subsidies and contributions Total	703,280	297,789	262,133	-35,656
Grand Total	1,807,450	863,051	875,552	12,501

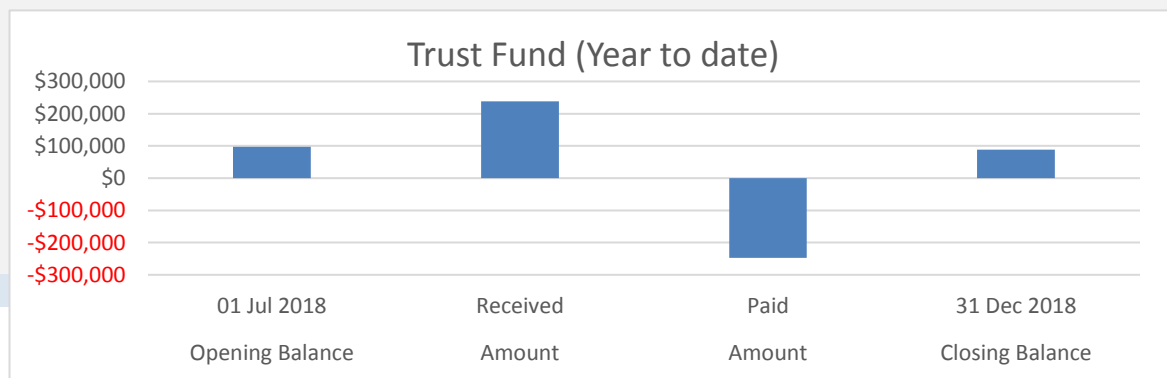
KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2018**

**NOTE 12
TRUST FUND**

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

Description	Opening Balance 01 Jul 2018	Amount Received	Amount Paid	Closing Balance 31 Dec 2018
CRC Rental Bond	\$1,150	\$0	-\$610	\$540
Departement of Transport	\$9,507	\$227,790	-\$237,297	\$0
Hall/C Building Hire Bonds	\$625	\$3,400	-\$3,400	\$625
Hall Table Bonds	\$0	\$0	\$0	\$0
Barracks Bond	\$0	\$800	-\$800	\$0
Bus Hire Bond	\$0	\$0	\$0	\$0
Cottage Bond	\$800	\$3,200	-\$3,800	\$200
Cat Trap Bond	\$0	\$60	-\$60	\$0
Housing Bond	\$326	\$0	\$0	\$326
BSL	\$57	\$620	-\$463	\$214
BCITF	\$0	\$635	-\$323	\$312
QARRAS - Luncheon	\$3,451	\$0	\$0	\$3,451
Doodenanning Cemetery	\$1,196	\$0	\$0	\$1,196
South Caroling Cemetery	\$4,888	\$0	\$0	\$4,888
Nomination Fees	\$0	\$0	\$0	\$0
Town Planning - Peacock 2 Yrs	\$1,000	\$0	\$0	\$1,000
Rural Youth	\$73,227	\$0	\$0	\$73,227
Housing - to go to Bond Administrator	\$0	\$1,652	-\$626	\$1,026
Factory Unit	\$1,088	\$0	\$0	\$1,088
	\$97,315	\$238,157	-\$247,379	\$88,093



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2018**

**NOTE 13
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Opening Surplus				41,805
	Permanent Changes						41,805
	Inclusion of the Profit/ Loss on the sale of Council Vehicle		Operating Revenue		15,358		57,163
	Reduction in the expected income from cottages		Operating Revenue			6,500	50,663
	Increase in income from sale of miscellaneous materials		Operating Revenue		25,000		75,663
	Rent to be received on 8 Dall St		Operating Revenue		3,800		79,463
	Increase of the Federal Assistance Grants		Operating Revenue		68,021		147,484
	Increase of Main Roads Direct Grant		Operating Revenue		48,971		196,455
	Bowling Club contribution to the repair of Bowling Club Lighting		Operating Revenue		18,750		215,205
	Contribution to admin vehicle		Operating Revenue			3,800	211,405
	Insurance received due to damages from the Bowling Green, Light Pole and removal of debris		Operating Revenue		220,750		432,155
	Increase of staff costs due to pay out of leave entitlements, increase of incorrectly calculated childcare wages and increase of wages from overlap of staff during handovers due to retirements and parental leave		Operating Expenses			130,302	301,853
	Decrease in the provision of leave entitlements.		Operating Expenses		80,000		381,853
	It Audit - High and Medium Risk Items		Operating Expenses			16,667	365,186
	Reduction in expected costs of accounting support		Operating Expenses		30,000		395,186
	Shire Rebranding		Operating Expenses			12,500	382,686
	Stationary as part of Shire Rebranding		Operating Expenses			2,600	380,086
	Meeting local laws and advertising		Operating Expenses			8,000	372,086
	Removal of debris and the removal and replacement of fencing at the bowling club		Operating Expenses			10,500	361,586
	Soil contamination testing - PTA (ex valley ford)		Operating Expenses			10,000	351,586
	New files for record keeping		Operating Expenses			1,500	350,086
	Repair of 4 light towers at the Bowling Club		Operating Expenses			25,000	325,086
	Secondary freight route project - Better regions grant application contribution		Operating Expenses			6,000	319,086
	Reduction of strategic contractors in members other expenditure		Operating Expenses		5,000		324,086
	Design costs for saleyard subdivision		Operating Expenses			20,000	304,086
	Reduction of expected cost of loan 118 (depot) and reduced cost of new loan due to timing		Operating Expenses		9,133		313,219
	Extra actual cost of ESL insurance		Operating Expenses			4,350	308,869
	Loss on sale of Q190 Ford Ranger		Operating Expenses			5,656	303,213
	Reduction in expected doubtful debts to match balance sheet		Operating Expenses		16,667		319,880
	Contribution from the bowling Club for the new green upgrade		Capital Revenue		25,000		344,880
	Contribution from the Rural Youth (in trust) for Centenary Park		Capital Revenue			73,500	271,380
	Grant from Lotterywest for Centenary Park		Capital Revenue			75,000	196,380
	Contribution for RSL Hall Ramps		Capital Revenue		15,500		211,880
	Lotterywest grant for Old School site development		Capital Revenue			40,000	171,880
	Reduction in expected proceeds from sale of Shire vehicles		Capital Revenue			43,000	128,880
	RSL Hall Ramps		Capital Revenue			15,500	113,380
	Depot - Final Payment (Retention money held)		Capital Revenue			17,250	96,130
	Old School Site development		Capital Revenue		85,000		181,130
	Culvert Cleaner		Capital Expenses		50,000		231,130
	Q3856 - Spray Ute		Capital Expenses		2,000		233,130
	Q465 - Shared Works Ute		Capital Expenses			2,000	231,130
	Q551 - Team Leader Crew Cab		Capital Expenses			2,000	229,130
	Q633 - Excavator Ute		Capital Expenses		2,000		231,130
	Q661 - Town Gdn Ute		Capital Expenses		5,000		236,130
	New Bowling Green		Capital Expenses			230,000	6,130
	Centenary Park moved to next year		Capital Expenses		225,000		231,130
	Lights for Quairading Oval		Capital Expenses			219,000	12,130
	Funds from Long Service Leave and Annual Leave to assist in the payment of leave entitlements		Other		25,000		37,130
	Funds from Plant reserve for increases trade in cost of plant		Other		38,000		75,130
	Funds from Building Reserve not needed for Old School Site in the current year		Other			45,000	30,130
	Funds from the Town Planning and Development Reserve to fund design costs for saleyards subdivision		Other		20,000		50,130
	Profit and Loss Non-cash adjustment		Non Cash Item	9,703			40,427
				9,703	1,033,950	1,025,625	

KEY INFORMATION

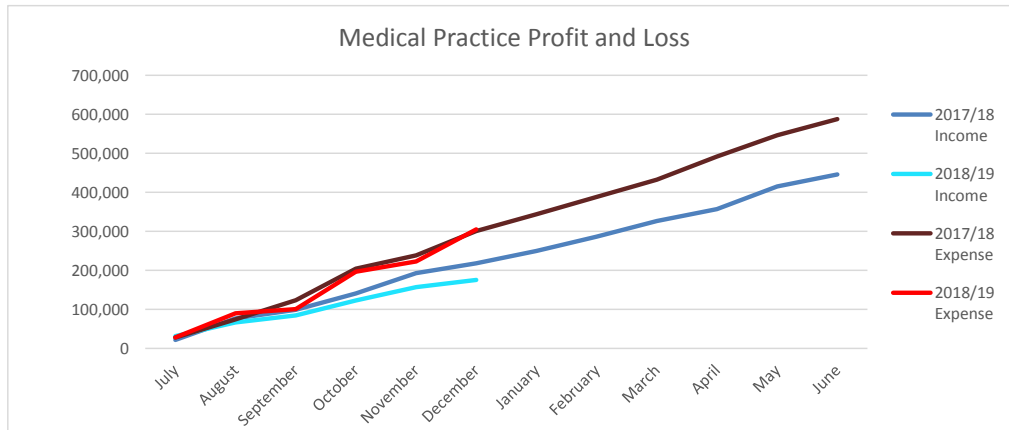
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2018**

**NOTE 13
MEDICAL PRACTICE**

Medical Practice Profit and Loss			
	Year to Date Actual 2018 / 2019	BUDGET 18/19	YTD%
EXPENDITURE			
LABOUR			
CONTRACTOR DOCTOR 17/18 + JUN 30 CPI in OCT18	\$196,247	\$431,553	45%
Wages			
PRACTICE NURSE (2 days a week)	\$0	\$29,380	0%
PRACTICE MGR RECEPTIONISTS - Job Share 3 Staff (1.6 FTE)	\$68,680	\$99,801	69%
Super			
PRACTICE NURSE	\$0	\$2,791	0%
PRACTICE MGR RECEPTIONISTS - Job Share 3 Staff (1.6 FTE)	\$5,164	\$9,709	53%
Insurance			
WORKERS COMPENSATION @ 2.3%	\$1,971	\$2,972	66%
MEDICAL INDEMNITY/PROFESSIONAL FEES	\$250	\$990	25%
Other			
STAFF DEVELOPMENT	\$0	\$1,000	0%
MATERIALS			
MATERIALS - MEDICAL/OTHER	\$2,143	\$8,214	26%
UTILITIES			
ELECTRICITY CONSUMED	\$1,032	\$1,900	54%
PHONE	\$2,368	\$4,200	56%
POSTAGES, PRINTING, STATIONERY, ETC	\$2,385	\$4,850	49%
OTHER			
MINOR CAPITAL EXPENDITURE ITEMS	\$2,425	\$3,000	81%
COMPUTERS - MTCE (NON CAPITAL)	\$3,344	\$3,000	111%
CREDIT CARD MERCHANT FEES	\$198	\$500	40%
OTHER SURGERY EXPENSES	\$18,873	\$16,140	117%
TOTAL CASH EXPENDITURE	\$305,081	\$620,000	49%

	Year to Date Actual 2018 / 2019	BUDGET 18/19	YTD%
INCOME			
INTEREST - SUPPORT PACKAGES	\$772	\$2,000	39%
HIC PAYMENTS (PIP) & (SWWML) & (CIR) -EX GST	\$0	\$20,000	0%
RFDS PAYMENTS	\$3,000	\$4,800	63%
PRACTICE NURSE INCENTIVE GRANT	\$259	\$23,000	1%
RECEIPTS FROM CONSULTATIONS	\$20,254	\$64,200	32%
VTA BENEFIT / M 'CARE	\$113,757	\$220,000	52%
SiHi GP INCENTIVE (EX GST)	\$0	\$26,000	0%
VMP PAYMENTS (EX GST) - ESTIMATED	\$37,446	\$95,000	39%
SUNDRY PAYMENTS	\$0	\$0	
TOTAL CASH INCOME	\$175,488	\$455,000	39%

TOTAL CASH INCOME	\$175,488	\$455,000	39%
TOTAL CASH EXPENDITURE	\$305,081	\$620,000	49%
OUTCOME	-\$129,593	-\$165,000	79%

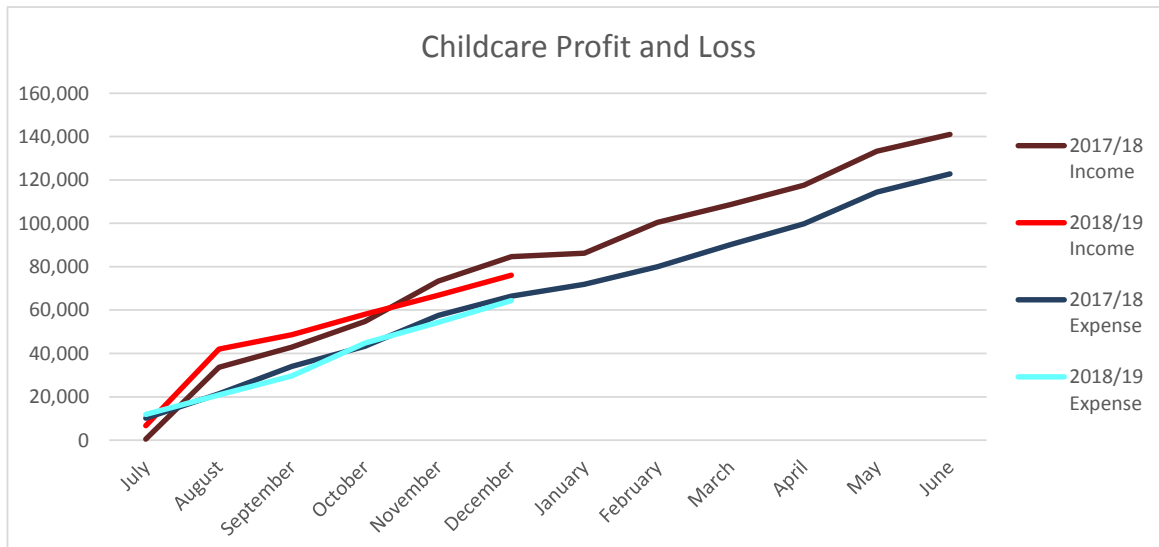


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2018**

**NOTE 14
CHILD CARE**

	December Actual	YTD Actual	Budget	%
INCOME				
Fees	\$ 9,196	\$ 50,796	\$ 102,500	50%
Grant Funds		\$ 25,258	\$ 31,500	80%
Donations	\$ -	\$ -	\$ 1,000	0%
**Funds Reimbursements	\$ -	\$ 39		
TOTAL INCOME	\$ 9,196	\$ 76,092	\$ 135,000	56%
EXPENDITURE				
Insurance		\$ 1,863	\$ 1,906	98%
Dept Communities - Annual Service Fee		\$ 203	\$ 1,500	14%
Operating Expenses	\$ 25	\$ 1,772	\$ 10,534	17%
Power	\$ 217	\$ 661	\$ 1,600	41%
Phone	\$ 83	\$ 245	\$ 600	41%
Wages	\$ 8,841	\$ 54,466	\$ 102,861	53%
Superannuation	\$ 840	\$ 5,129	\$ 7,872	65%
**Funds to be reimbursed	\$ -	\$ 39		
TOTAL EXPENDITURE	\$ 10,005	\$ 64,377	\$ 126,873	51%
Income	\$ 76,092			
Expenses	-\$ 64,377			
Surplus/ Deficit	\$ 11,715			

** 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 for



SHIRE OF QUAIRADING

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 January 2019

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

TABLE OF CONTENTS

Monthly Summary Information	3 - 6
Statement of Financial Activity by Program	7
Statement of Financial Activity by Nature or Type	8
Note 1 Net Current Assets	10
Note 2 Explanation of Material Variances	12
Note 3 Cash and Investments	13
Note 4 Receivables	14
Note 5 Rating Revenue	15
Note 6 Disposal of Assets	16
Note 7 Capital Acquisitions	17
Note 8 Borrowings	19
Note 9 Reserves	20
Note 10 Grants and Contributions	21
Note 11 Trust Fund	22
Note 12 Budget Amendments	23
Note 13 Medical Practice	24
Note 14 Childcare	25

THIS PAGE INTENTIONALLY LEFT BLANK

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2019**

KEY INFORMATION

Items of Significance

The material variance adopted by the Shire of Quairading for the 2018/19 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
Capital Expenditure					
Buildings					
Shire Hall Upgrades	80.74%	128,300	128,300	103,583	(24,717)
Cottage Project	0.13%	395,000	258,000	526	(257,474)
Plant & Equipment					
Community Bus	0.00%	135,700	135,700	-	(135,700)
Infrastructure - Roads					
Roads Construction	40.65%	1,639,967	871,649	666,657	(204,992)
Other Infrastructure					
New Bowling Green	0.00%	230,000	-	-	-
New Lighting Quairading Oval	0.80%	219,000	19,000	1,745	(17,255)

% Compares current ytd actuals to annual budget

Financial Position	* Note	Prior Year 31 January 2018	31 January 2019
Adjusted Net Current Assets	39%	\$ 2,379,578	\$ 925,165
Cash and Equivalent - Unrestricted	94%	\$ 990,625	\$ 927,546
Cash and Equivalent - Restricted	125%	\$ 2,159,111	\$ 2,691,245
Receivables - Rates	90%	\$ 324,828	\$ 292,036
Receivables - Other	8%	\$ 1,526,932	\$ 122,514
Payables	14%	\$ 1,744,231	\$ 242,129

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2019**

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 21st February 2019

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.

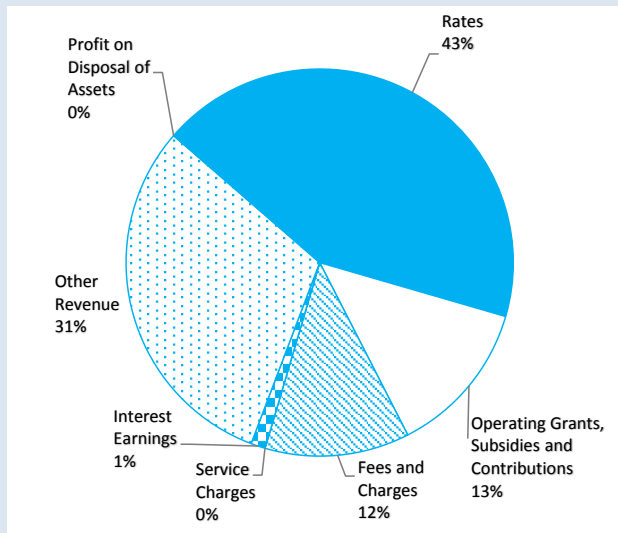
ROUNDING OFF FIGURES

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

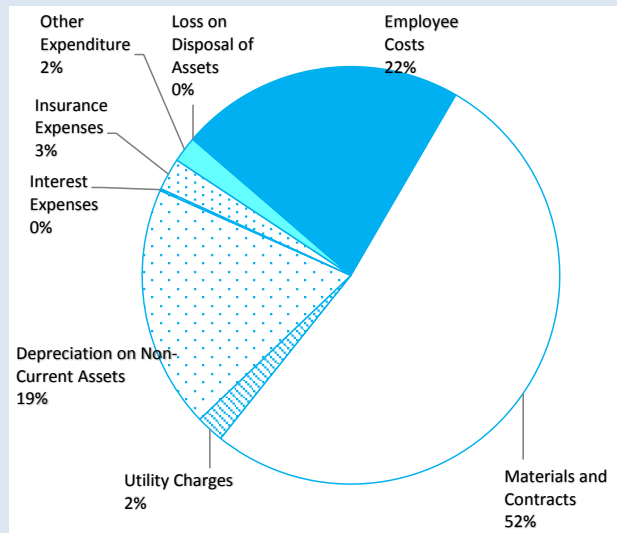
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2019**

SUMMARY GRAPHS

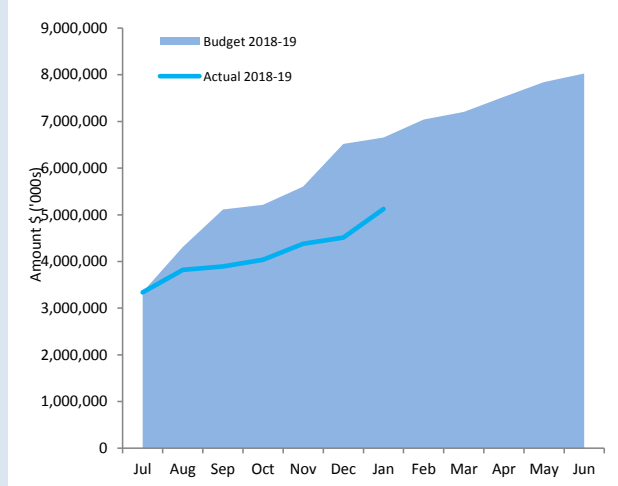
OPERATING REVENUE



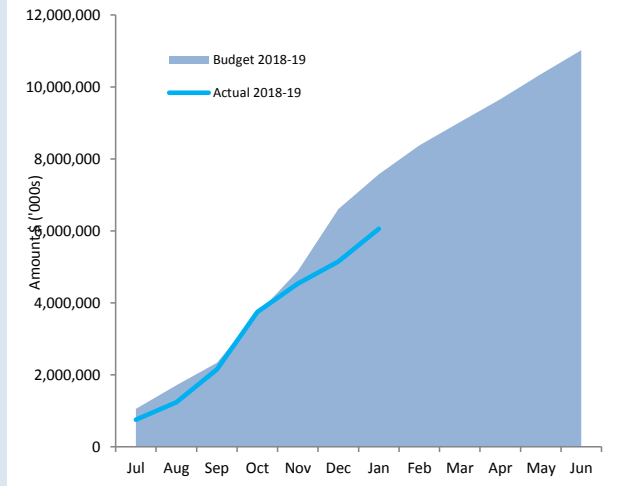
OPERATING EXPENSES



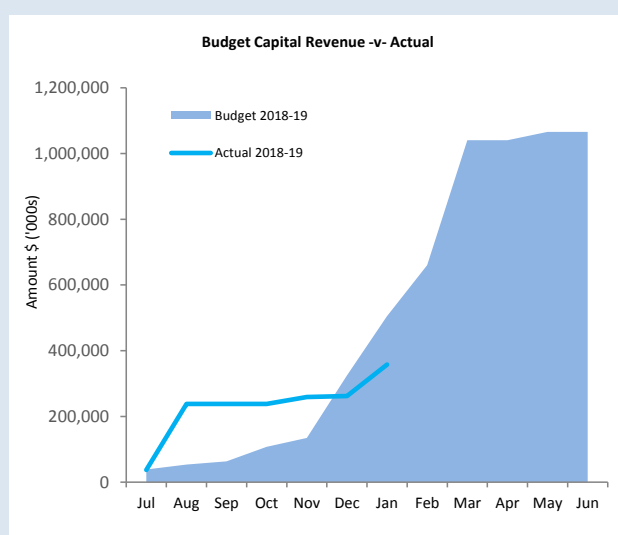
Budget Operating Revenues -v- Actual



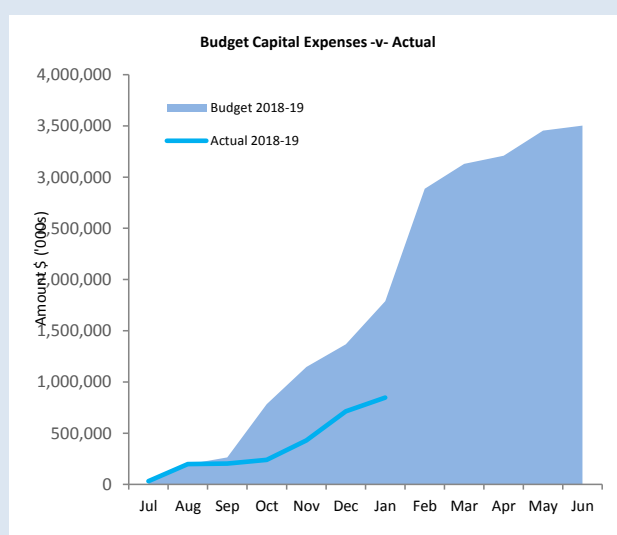
Budget Operating Expenses -v-YTD Actual



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 JANUARY 2019**

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME	OBJECTIVE	ACTIVITIES
GOVERNANCE	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.
GENERAL PURPOSE FUNDING	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.
LAW, ORDER, PUBLIC SAFETY	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.
HEALTH	To provide an operational framework for environmental and community health.	Health inspections, food quality control, pest control and operation of the medical centre.
EDUCATION AND WELFARE	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.
HOUSING	To provide and maintain housing.	Maintenance of housing rented to staff and non staff.
COMMUNITY AMENITIES	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.
RECREATION AND CULTURE	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.
TRANSPORT	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.
ECONOMIC SERVICES	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.
OTHER PROPERTY AND SERVICES	To monitor and control the Shire of Quairading overheads.	Private works overheads, plant operating costs, allocation of salaries and wages. Operation of electrical services and private works.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2019**

STATUTORY REPORTING PROGRAMS

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	1(b)	1,839,098	1,839,098	1,634,796	(204,302)	(11%)	
Revenue from operating activities							
Governance		16,076	11,679	9,816	(1,863)	(16%)	
General Purpose Funding - Rates	5	2,210,354	2,222,900	2,209,166	(13,734)	(1%)	
General Purpose Funding - Other		970,627	483,826	500,718	16,892	3%	
Law, Order and Public Safety		188,450	97,892	105,581	7,689	8%	
Health		456,258	256,048	202,295	(53,753)	(21%)	▼
Education and Welfare		186,798	120,913	109,244	(11,669)	(10%)	
Housing		109,576	64,456	61,026	(3,430)	(5%)	
Community Amenities		164,725	152,360	130,257	(22,103)	(15%)	▼
Recreation and Culture		278,539	24,531	18,900	(5,631)	(23%)	
Transport		3,025,996	2,951,689	1,510,248	(1,441,441)	(49%)	▼
Economic Services		128,180	83,365	87,467	4,102	5%	
Other Property and Services		290,720	187,298	180,524	(6,774)	(4%)	
		8,026,299	6,656,957	5,125,244	(1,531,713)	(23%)	▼
Expenditure from operating activities							
Governance		(719,874)	(461,489)	(440,432)	21,057	5%	
General Purpose Funding		(99,288)	(36,631)	(39,360)	(2,729)	(7%)	
Law, Order and Public Safety		(342,832)	(209,678)	(198,944)	10,734	5%	
Health		(715,529)	(418,296)	(385,123)	33,173	8%	
Education and Welfare		(301,663)	(183,213)	(170,954)	12,259	7%	
Housing		(243,041)	(137,541)	(121,141)	16,400	12%	▲
Community Amenities		(529,451)	(309,361)	(233,841)	75,520	24%	▲
Recreation and Culture		(874,336)	(538,887)	(556,695)	(17,808)	(3%)	
Transport		(6,337,397)	(4,722,201)	(3,302,276)	1,419,925	30%	▲
Economic Services		(617,055)	(352,965)	(286,630)	66,335	19%	▲
Other Property and Services		(239,266)	(204,861)	(320,427)	(115,566)	(56%)	▼
		(11,019,732)	(7,575,123)	(6,055,822)	1,519,301	20%	▲
Operating activities excluded from budget							
Add Back Depreciation		3,274,946	1,967,714	1,136,507	(831,207)	(42%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	(9,702)	0	4,771	4,771		
Adjust Provisions and Accruals		0	0	(7,160)	(7,160)		
Amount attributable to operating activities		271,811	1,049,548	203,540	(833,596)	81%	
Investing Activities							
Non-operating Grants, Subsidies and Contributions		1,065,780	297,789	360,833	63,044	21%	▲
Proceeds from Disposal of Assets	6	157,000	27,000	229	(26,771)	(99%)	▼
Land Held for Resale		0	0	0	0		
Capital Acquisitions	7	(3,502,971)	(1,770,953)	(847,171)	923,782	52%	▲
Amount attributable to investing activities		(2,280,191)	(1,446,164)	(486,109)	960,055	66%	▲
Financing Activities							
Proceeds from New Debentures		150,000	0	0	0		
Self-Supporting Loan Principal		34,572	17,021	16,133	(888)	(5%)	
Transfer from Reserves	9	770,867	50,000	50,000	0	0%	
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	8	(80,893)	(38,930)	(38,041)	889	2%	
Transfer to Reserves	9	(463,900)	(410,000)	(444,890)	(34,890)	(9%)	
Amount attributable to financing activities		410,646	(381,909)	(416,798)	(34,889)	(9%)	
Closing Funding Surplus(Deficit)	1(b)	241,364	1,060,573	935,429	(283,220)	12%	

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 2018/19 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 JANUARY 2019

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 JANUARY 2019**

BY NATURE OR TYPE

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1(b)	1,839,098	1,839,098	1,634,796	(204,302)	(11%)	▼
Revenue from operating activities							
Rates	5	2,222,510	2,222,900	2,209,166	(13,734)	(1%)	
Operating Grants, Subsidies and Contributions		1,200,170	652,079	665,895	13,816	2%	
Fees and Charges		1,110,947	703,579	618,961	(84,618)	(12%)	▼
Interest Earnings		87,000	48,466	61,669	13,203	27%	▲
Other Revenue		3,390,314	3,029,933	1,569,553	(1,460,380)	(48%)	▼
Profit on Disposal of Assets	6	15,358	0	0			
		8,026,299	6,656,957	5,125,244	(1,531,713)	(23%)	▼
Expenditure from operating activities							
Employee Costs		(2,183,078)	(1,325,927)	(1,331,924)	(5,997)	(0%)	
Materials and Contracts		(4,418,089)	(3,554,983)	(3,169,997)	384,986	11%	▲
Utility Charges		(203,057)	(112,874)	(130,921)	(18,047)	(16%)	▼
Depreciation on Non-Current Assets		(3,274,946)	(1,967,714)	(1,136,507)	831,207	42%	▲
Interest Expenses		(32,333)	(14,578)	(9,289)	5,289	36%	
Insurance Expenses		(212,205)	(198,665)	(151,154)	47,511	24%	▲
Other Expenditure		(690,368)	(400,382)	(121,259)	279,123	70%	▲
Loss on Disposal of Assets	6	(5,656)	0	(4,771)	(4,771)		
		(11,019,732)	(7,575,123)	(6,055,822)	1,519,301	(20%)	
Operating activities excluded from budget							
Add back Depreciation		3,274,946	1,967,714	1,136,507	(831,207)	(42%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	(9,702)	0	4,771	4,771		
Adjust Provisions and Accruals		0	0	(7,160)	(7,160)		
Amount attributable to operating activities		271,811	1,049,548	203,540	(846,008)	(81%)	
Investing activities							
Non-operating grants, subsidies and contributions		1,065,780	297,789	360,833	63,044	21%	▲
Proceeds from Disposal of Assets	6	157,000	27,000	229	(26,771)	(99%)	▼
Land held for resale		0	0	0	0		
Capital acquisitions	7	(3,502,971)	(1,770,953)	(847,171)	923,782	52%	▲
Amount attributable to investing activities		(2,280,191)	(1,446,164)	(486,109)	960,055	(66%)	
Financing Activities							
Proceeds from New Debentures		150,000	0	0	0		
Self-Supporting Loan Principal		34,572	17,021	16,133	(888)	(5%)	
Transfer from Reserves	9	770,867	50,000	50,000	0	0%	
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	8	(80,893)	(38,930)	(38,041)	889	2%	
Transfer to Reserves	9	(463,900)	(410,000)	(444,890)	(34,890)	(9%)	
Amount attributable to financing activities		410,646	(381,909)	(416,798)	(34,889)	9%	
Closing Funding Surplus (Deficit)	1(b)	241,364	1,060,573	935,429	(125,144)	(12%)	

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 JANUARY 2019**

**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 JANUARY 2019

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

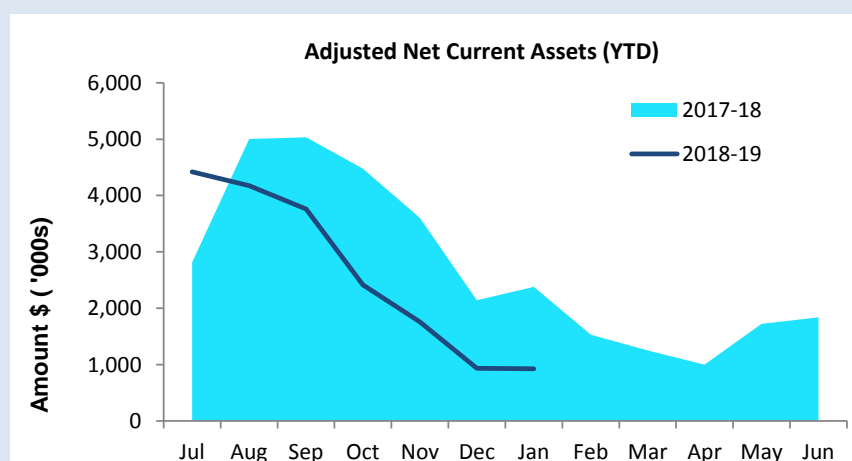
	Ref Note	Last Years Closing 30 June 2018	This Time Last Year 31 Jan 2018	Year to Date Actual 31 Jan 2019
Adjusted Net Current Assets		\$	\$	\$
Current Assets				
Cash Unrestricted	3	186,818	990,625	928,571
Cash Restricted	3	2,524,748	2,159,111	2,691,245
Receivables - Rates	4	183,897	324,828	292,036
Receivables - Other	4	2,797,593	1,526,932	122,514
Loans receivable		34,573	0	0
Interest / ATO Receivable		158,130	134,887	44,638
Inventories		10,256	6,422	(27,245)
		5,896,015	5,142,805	4,051,759
Less: Current Liabilities				
Payables		(1,744,231)	(398,195)	(242,129)
Provisions - employee		(393,660)	(387,150)	(393,660)
Long term borrowings		(78,722)	(9,119)	(30,417)
		(2,216,613)	(794,464)	(666,206)
Unadjusted Net Current Assets		3,679,402	4,348,341	3,385,553
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(2,296,355)	(2,159,111)	(2,691,245)
Less: Loans receivable		(34,573)	0	0
Add: Provisions - employee		207,600	181,229	200,440
Add: Long term borrowings		78,722	9,119	30,417
Adjusted Net Current Assets		1,634,796	2,379,578	925,165

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)

\$.93 M

Last Year YTD

Surplus(Deficit)

\$2.38 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2019**

**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 2018/19 year is \$10,000 and 10%.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Health	(53,753)	(21%)	▼	Permanent	HIC, PNIG, SiHi not attracted and Consultations lower than budgeted
Community Amenities	(22,103)	(15%)	▼	Timing	Timing of NRM Grant
Transport	(1,441,441)	(49%)	▼	Timing	Timing of WANDRRA reimbursements
Expenditure from operating activities					
Housing	16,400	12%	▲	Timing	Depreciation on Land and Buildings Timing of Town Planning Scheme, NRM Small Community Grants and Soil Contamination Test
Community Amenities	75,520	24%	▲	Timing	WANDRRA and Depreciation lower than budgeted
Transport	1,419,925	30%	▲	Timing	Depreciation on Land, Buildings and Infrastructure. Timing of Tourist Promotion.
Economic Services	66,335	19%	▲	Timing	POC and PWO rates not high enough to allocate full costs
Other Property and Services	(115,566)	(56%)	▼	Timing	
Investing Activities					
Non-operating Grants, Subsidies and Contribu	63,044	21%	▲	Timing	Timing of recieval of Grants
Proceeds from Disposal of Assets	(26,771)	(99%)	▼	Timing	Timing of sale of Plant
Capital Acquisitions	923,782	52%	▲	Timing	Timing of Roller and Bus changeover, CCTV project and Road Construction and Cottage Project

KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2019**

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

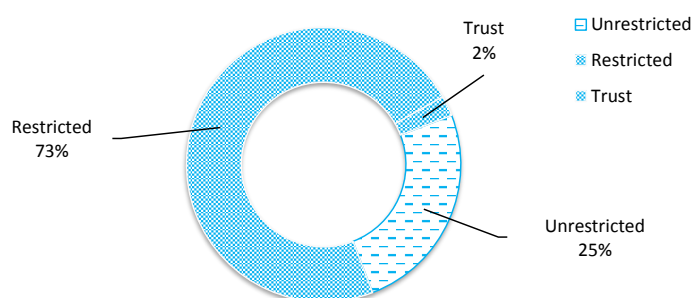
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	750			750			
At Call Deposits							
Municipal Fund	38,309			38,309	Westpac		
Medical Centre	27,420			27,420	Westpac		
Child Care Centre	1,067			1,067	Westpac		
Municipal On Call	560,000			560,000	Westpac	0.60%	
Reserve Fund On Call		52,034		52,034	Westpac	0.60%	
Trust Fund			88,965	88,965	Westpac		
Term Deposits							
Municipal Investment - Term Deposit	300,000			300,000	Westpac	1.99%	05-Feb-19
Reserve Investment - Term Deposit		416,110		416,110	Westpac	2.59%	03-Mar-19
Reserve Investment - Term Deposit		1,355,186		1,355,186	Westpac	2.51%	12-Apr-19
Reserve Investment - Term Deposit		454,202		454,202	Westpac	2.00%	22-Feb-19
Reserve Investment - Term Deposit		413,714		413,714	Westpac	2.83%	23-Mar-19
Total	927,546	2,691,245	88,965	3,707,757			

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	Unrestricted
\$3.71 M	\$.93 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2019**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates Receivable	30 June 2018	31 Jan 19
	\$	\$
Opening Arrears Previous Years	134,695	183,897
Levied this year	2,297,690	2,394,734
Less Collections to date	(2,248,488)	(2,286,595)
Equals Current Outstanding	183,897	292,036
Net Rates Collectable	183,897	292,036
% Collected	97.86%	95.48%

KEY INFORMATION

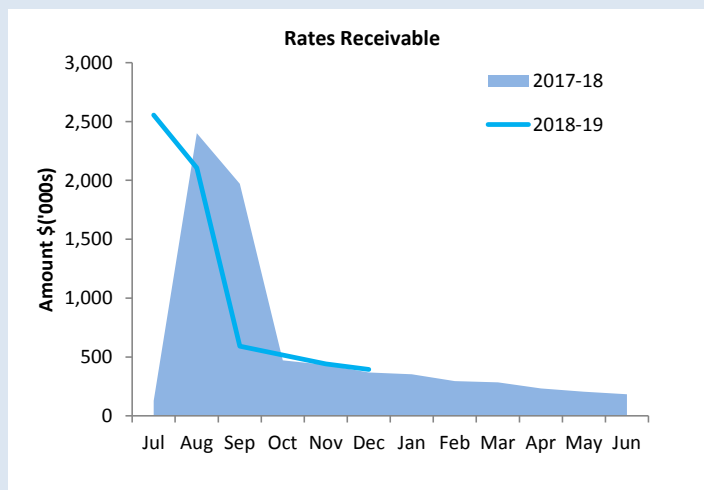
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

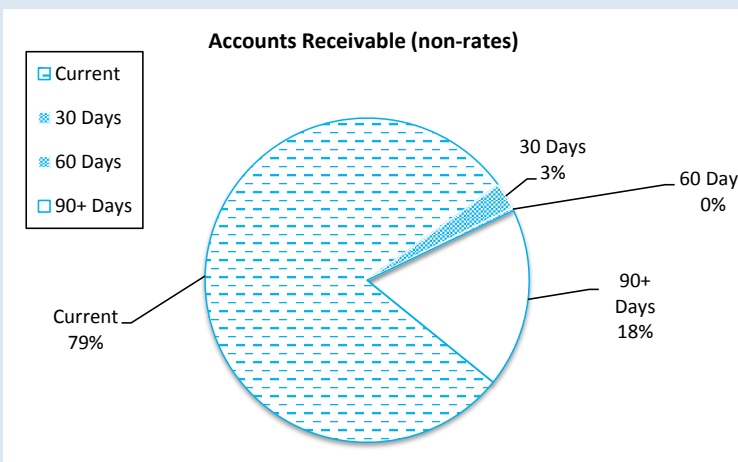
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period 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.

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	132,337	4,386	514	29,916	167,152
Percentage	79%	3%	0%	18%	
Balance per Trial Balance					
Sundry debtors					122,514
GST receivable					44,638
Loans receivable - clubs/institutions					0
Total Receivables General Outstanding					167,152

Amounts shown above include GST (where applicable)



Collected	Rates Due
95%	\$292,036



Debtors Due
\$167,152
Over 30 Days
21%
Over 90 Days
18%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2019**

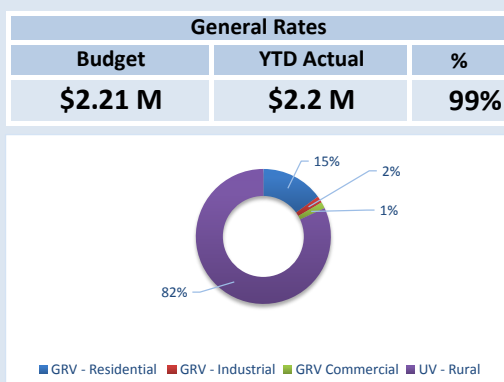
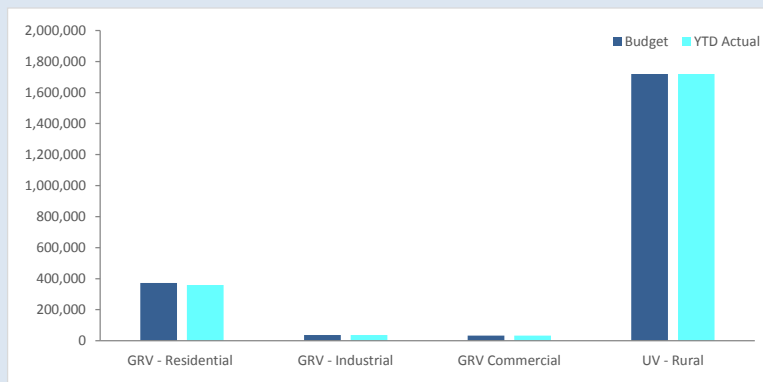
**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

General Rate Revenue	Rate in	Number of Properties	Rateable Value	Amended Budget			YTD Actual				
				Rate Revenue	Interim Rate	Back Rate	Rate Revenue	Interim Rates	Back Rates	Total Revenue	
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV - Residential	0.130784	314	2,550,656	333,585	0	0	333,585	320,451	0	0	320,451
GRV - Industrial	0.130784	20	261,785	34,237	0	0	34,237	34,237	0	0	34,237
GRV Commercial	0.130784	11	248,376	32,484	0	0	32,484	32,484	0	0	32,484
UV - Rural	0.013007	376	134,648,500	1,751,373	0	0	1,751,373	1,751,535	636	0	1,752,171
Minimum \$											
GRV - Residential	625	62	67,999	38,750	0	0	38,750	39,375	0	0	39,375
GRV - Industrial	625	5	6,315	3,125	0	0	3,125	3,125	0	0	3,125
GRV - Commercial	625	0	0	0	0	0	0	0	0	0	0
UV - Rural	625	28	667,195	17,500	0	0	17,500	16,875	0	0	16,875
Sub-Totals		816	138,450,826	2,211,054	0	0	2,211,054	2,198,082	636	0	2,198,718
Write Offs							(700)				(1,241)
Amount from General Rates							2,210,354				2,197,477
Ex-Gratia Rates							12,156				11,689
Total General Rates							2,222,510				2,209,166

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

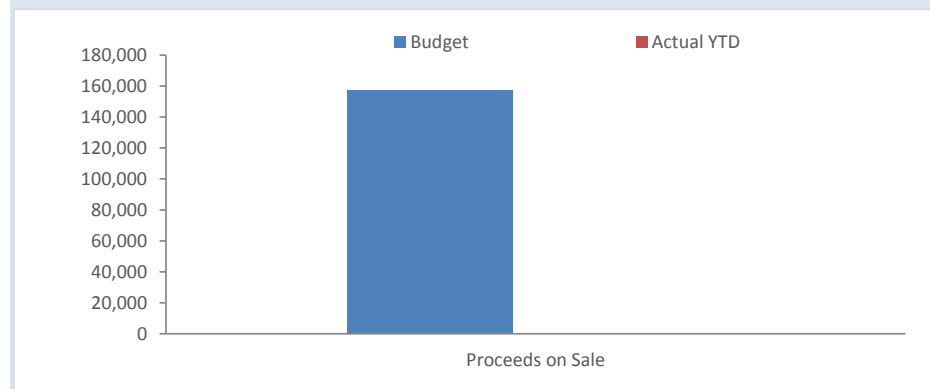


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2019**

**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)
		\$	\$	\$	\$	\$	\$	\$	\$
6Q0	CEO Vehicle Q0	N/A	35,000						
4Q190	Managers Works Utility Q190	38,656	33,000		5,656				
Q551	Team Leader Crew Cab Q551	11,719	17,500	5,781					
Q3856	Nissan Navara Q3856	5,003	7,500	2,497					
Q465	BT 50 Share Ute Q465	19,069	23,500	4,431					
Q661	Town Gdn Ute Q661	10,896	13,500	2,604					
Q633	Excavator Ute Q633	4,954	5,000	46					
Q960	Armann Multi Tyre Roller	N/A	30,000						
P11V31	Communtiy Bus Q458	N/A	27,000						
1168	South Dangin Vacant Lot	N/A	0			5,000	229		(4,771)
		90,297	157,000	15,359	5,656	5,000	229	0	(4,771)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$157,000	\$229	0%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2019**

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

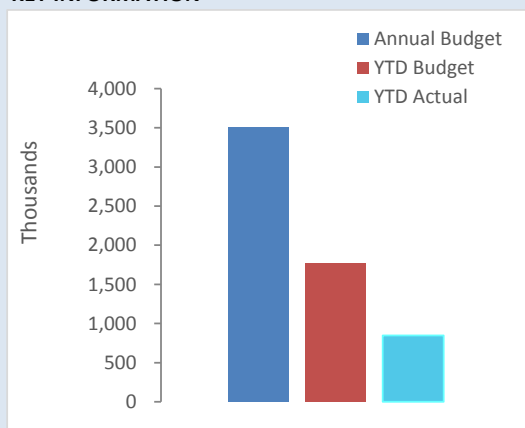
Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land	0	0	0	0
Buildings	696,464	487,764	144,974	-342,790
Plant & Equipment	590,700	310,700	0	-310,700
Furniture & Equipment	0	0	0	0
Infrastructure - Roads	1,639,967	871,649	666,657	-204,992
Infrastructure - Footpaths	0	0	0	0
Infrastructure - Other	575,840	100,840	35,540	-65,300
Capital Expenditure Totals	3,502,971	1,770,953	847,171	(923,782)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	703,280	297,789	349,133	51,344
Borrowings	150,000	150,000	150,000	0
Other (Disposals & C/Fwd)	157,000	27,000	229	-26,771
Cash Backed Reserves				
Plant Reserve	-337,000	0	0	0
Swimming Pool Reserve	-6,761	0	0	0
Building Reserve	-280,000	0	0	0
Health Reserve	-5,000	0	0	0
Road Infrastructure Reserve	-50,000	0	0	0
Contribution - operations	3,171,452	1,296,164	347,809	(948,355)
Capital Funding Total	3,502,971	1,770,953	847,171	(923,782)

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

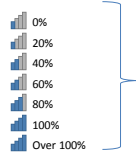


Acquisitions	Annual Budget	YTD Actual	% Spent
	\$3.5 M	\$0.85 M	24%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$0.7 M	\$0.35 M	50%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2019

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

Capital Expenditure Total
Level of Completion Indicators



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

% of Completion # Level of completion indicator, please see table at the end of this note for further detail.

		Amended			Variance		
		Account Number	Annual Budget	YTD Budget	(Under)/Over		
Capital Expenditure							
Land							
Total			0	0	0		
Buildings							
0.00	█	Curtains - 14 Reid St	9518	5,000	5,000	0	-5,000
0.81	█	Shire Hall - Upgrades	9531	128,300	128,300	103,583	-24,717
0.57	█	Works Depot - Construction	9534	27,250	10,000	15,668	5,668
0.00	█	Auther Kelly - Roof	9537	31,020	26,520	0	-26,520
0.00	█	64 Coraling St - Improvements	9539	10,450	0	0	0
0.00	█	Cottage - Project	9546	395,000	258,000	526	-257,474
0.05	█	Swimming Pool Upgrade - Shed and Winches	9550	29,000	29,000	1,545	-27,455
0.00	█	Medical Centre Ablution Access	9561	5,000	0	0	0
0.00	█	8 Dall St - Front Window Replacement	9564	4,500	0	0	0
0.96	█	Community Building Replacements	9577	3,500	3,500	3,359	-141
0.00	█	Tourist Layby	9582	30,000	0	0	0
0.74	█	Golf Club Machinery Shed	9585	27,444	27,444	20,291	-7,153
0.21	█	Total		696,464	487,764	144,974	-342,790
Plant & Equipment							
0.00	█	CEO Vehicle Q0	9000	45,000	0	0	0
0.00	█	Managers Works Utility Q190	9702	40,000	0	0	0
0.00	█	Team Leader Crew Cab Q551	9707	42,000	0	0	0
0.00	█	Nissan Navara Q3856	9726	38,000	0	0	0
0.00	█	BT 50 Share Ute Q465	9718	42,000	0	0	0
0.00	█	Town Gdn Ute Q661	9729	35,000	0	0	0
0.00	█	Excavator Ute Q633	9728	38,000	0	0	0
0.00	█	Armann Multi Tyre Roller	9009	175,000	175,000	0	-175,000
0.00	█	Communtiy Bus Q458	9706	135,700	135,700	0	-135,700
		Total		590,700	310,700	0	-310,700
Furniture & Equipment							
Total			0	0	0	0	0
Infrastructure - Roads							
0.41	█	Road Construction	3604	1,639,967	871,649	666,657	-204,992
0.41	█	Total		1,639,967	871,649	666,657	-204,992
Infrastructure - Footpaths							
Total			0	0	0	0	0
Infrastructure - Other							
0.00	█	Hall Car Park Upgrade	9829	25,000	0	0	0
0.41	█	CCTV Development	9835	81,840	81,840	33,795	-48,045
0.00	█	Bowling Club - New Green	9836	230,000	0	0	0
0.01	█	New Lighting Quairading Oval	9837	219,000	19,000	1,745	-17,255
0.00	█	Youth Disability Access	9833	20,000	0	0	0
0.06	█	Total		575,840	100,840	35,540	-65,300

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2019**

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Information on Borrowings Particulars	2017/18	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport									
Loan 118 - Depot Building	478,419			21,908	44,150	456,511	434,269	7,083	17,444
Economic Services									
Park Cottages	0	0	150,000	0	2,171	0	147,829	0	829
							0		
	478,419	0	150,000	21,908	46,321	456,511	582,098	7,083	18,273
Self supporting loans									
Recreation and Culture									
Loan 115 - Bowling Club	109,267			15,380	31,256	93,887	78,011	2,010	6,962
Loan 116 - Tennis Club	2,974			0	1,796	2,974	1,178	49	106
Loan 117 - Golf Club	8,002			753	1,520	7,249	6,482	148	376
							0		
	120,243	0	0	16,133	34,572	104,110	85,671	2,206	7,444
Total	598,662	0	150,000	38,041	80,893	560,621	667,769	9,289	25,717

All debenture repayments were financed by general purpose revenue.

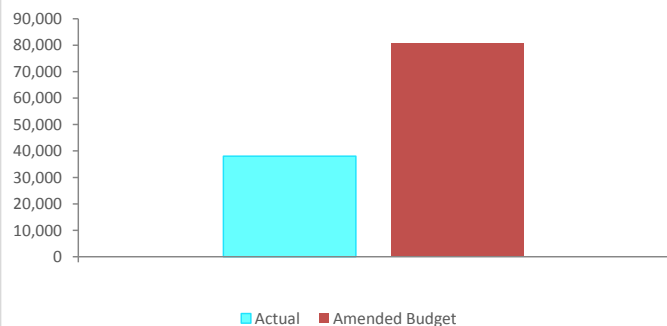
SIGNIFICANT ACCOUNTING POLICIES

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.

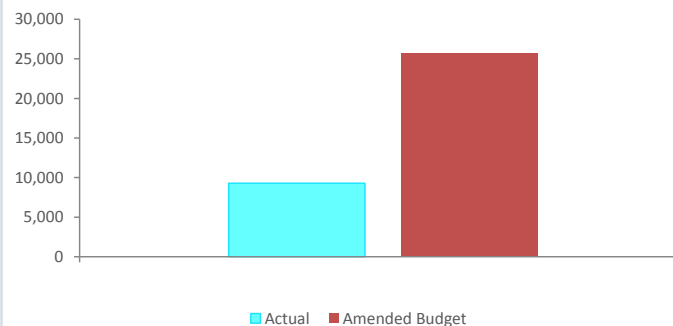
KEY INFORMATION

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



2018/19 Principal Repaid

\$38,041

Interest Expense

\$9,289

Loans Outstanding

\$.56 M

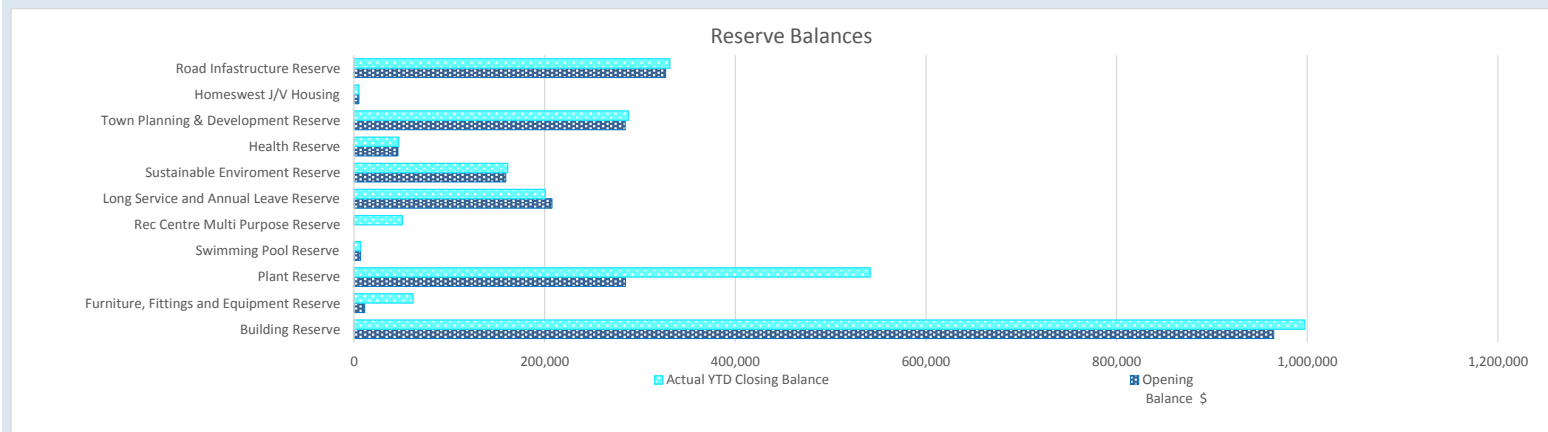
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2019**

**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 Reserve	964,730	22,621	12,847	20,000	20,000	(280,000)	0	727,351	997,577
Furniture, Fittings and Equipment Reserve	11,027	259	792	50,000	50,000	0	0	61,286	61,819
Plant Reserve	284,547	6,685	6,956	250,000	250,000	(337,000)	0	204,232	541,503
Swimming Pool Reserve	6,904	162	90	0	0	(6,761)	0	305	6,994
Rec Centre Multi Purpose Reserve	0	0	649	50,000	50,000	0	0	50,000	50,649
Long Service and Annual Leave Reserve	207,601	4,878	2,839	40,000	40,000	(92,106)	(50,000)	160,373	200,440
Sustainable Environment Reserve	159,185	3,741	2,077	0	0	0	0	162,926	161,263
Health Reserve	46,039	1,082	600	0	0	(5,000)	0	42,121	46,639
Town Planning & Development Reserve	284,360	6,682	3,709	0	0	0	0	291,042	288,069
Homeswest J/V Housing	5,038	118	66	0	0	0	0	5,156	5,104
Road Infrastructure Reserve	326,924	7,672	4,265	0	0	(50,000)	0	284,596	331,189
	2,296,355	53,900	34,890	410,000	410,000	(770,867)	(50,000)	1,989,388	2,691,245

KEY INFORMATION



Interest Earned
\$34,890
Reserves Bal
\$2.69 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2019

NOTE 10
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	Amended		YTD Actual	Variance (Under)/Over
	Annual Budget	YTD Budget		
Operating grants, subsidies and contributions				
Federal Assistance Grants	866,021	433,010	433,011	1
MRWA Direct Road Grant	127,291	78,320	127,291	48,971
NRM Grant	22,000	22,000	0	(22,000)
Childcare Grant	29,000	29,000	26,325	(2,675)
Fire Prevention Grants	28,778	14,390	34,167	19,777
Staff Contributions to Vehicle Expenses	6,080	3,042	3,284	242
New Bowling Green - Bowling Club Contribution	25,000	25,000	0	(25,000)
Operating grants, subsidies and contributions Total	1,104,170	604,762	624,078	19,316
Non-operating grants, subsidies and contributions				
Roads to Recovery/ MRWA regional Road Group	485,491	100,000	221,933	121,933
CCTV Community Project	81,840	81,840	37,200	-44,640
Golf Club Shed Contribution	21,449	21,449	0	-21,449
Youth Disability Access	20,000	0	0	0
CRSFF Funding	4,500	4,500	0	-4,500
Commonwealth Grant Agreement - Town Hall Project	87,000	87,000	87,000	0
Quairading Curtain Raisers Donation - Town Hall Project	3,000	3,000	3,000	0
Non-operating grants, subsidies and contributions Total	703,280	297,789	349,133	51,344
Grand Total	1,807,450	902,551	973,211	70,660

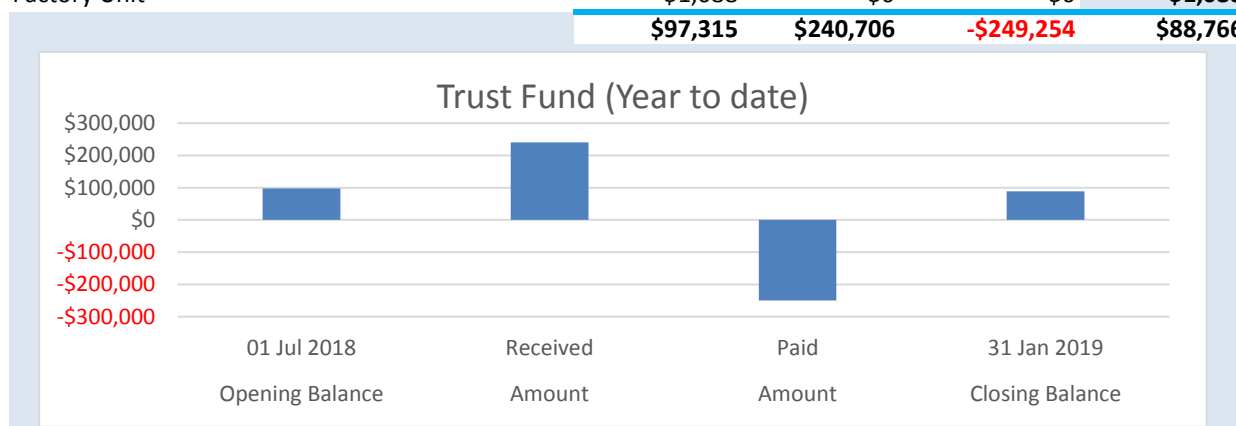
KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2019**

**NOTE 12
TRUST FUND**

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

Description	Opening Balance 01 Jul 2018	Amount Received	Amount Paid	Closing Balance 31 Jan 2019
CRC Rental Bond	\$1,150	\$0	-\$610	\$540
Departement of Transport	\$9,507	\$227,790	-\$237,297	\$0
Hall/C Building Hire Bonds	\$625	\$4,475	-\$4,475	\$625
Hall Table Bonds	\$0	\$0	\$0	\$0
Barracks Bond	\$0	\$800	-\$800	\$0
Bus Hire Bond	\$0	\$0	\$0	\$0
Cottage Bond	\$800	\$4,400	-\$4,600	\$600
Cat Trap Bond	\$0	\$60	-\$60	\$0
Housing Bond	\$326	\$0	\$0	\$326
BSL	\$57	\$765	-\$463	\$359
BCITF	\$0	\$763	-\$323	\$440
QARRAS - Luncheon	\$3,451	\$0	\$0	\$3,451
Doodenanning Cemetery	\$1,196	\$0	\$0	\$1,196
South Caroling Cemetery	\$4,888	\$0	\$0	\$4,888
Nomination Fees	\$0	\$0	\$0	\$0
Town Planning - Peacock 2 Yrs	\$1,000	\$0	\$0	\$1,000
Rural Youth	\$73,227	\$0	\$0	\$73,227
Housing - to go to Bond Administrator	\$0	\$1,652	-\$626	\$1,026
Factory Unit	\$1,088	\$0	\$0	\$1,088
	\$97,315	\$240,706	-\$249,254	\$88,766



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2019**

**NOTE 13
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Opening Surplus				41,805
	Permanent Changes						41,805
	Inclusion of the Profit/ Loss on the sale of Council Vehicle		Operating Revenue		15,358		57,163
	Reduction in the expected income from cottages		Operating Revenue			6,500	50,663
	Increase in income from sale of miscellaneous materials		Operating Revenue		25,000		75,663
	Rent to be received on 8 Dall St		Operating Revenue		3,800		79,463
	Increase of the Federal Assistance Grants		Operating Revenue		68,021		147,484
	Increase of Main Roads Direct Grant		Operating Revenue		48,971		196,455
	Bowling Club contribution to the repair of Bowling Club Lighting		Operating Revenue		18,750		215,205
	Contribution to admin vehicle		Operating Revenue			3,800	211,405
	Insurance received due to damages from the Bowling Green, Light Pole and removal of debris		Operating Revenue		220,750		432,155
	Increase of staff costs due to pay out of leave entitlements, increase of incorrectly calculated childcare wages and increase of wages from overlap of staff during handovers due to retirements and parental leave		Operating Expenses			130,302	301,853
	Decrease in the provision of leave entitlements.		Operating Expenses		80,000		381,853
	It Audit - High and Medium Risk Items		Operating Expenses			16,667	365,186
	Reduction in expected costs of accounting support		Operating Expenses		30,000		395,186
	Shire Rebranding		Operating Expenses			12,500	382,686
	Stationary as part of Shire Rebranding		Operating Expenses			2,600	380,086
	Meeting local laws and advertising		Operating Expenses			8,000	372,086
	Removal of debris and the removal and replacement of fencing at the bowling club		Operating Expenses			10,500	361,586
	Soil contamination testing - PTA (ex valley ford)		Operating Expenses			10,000	351,586
	New files for record keeping		Operating Expenses			1,500	350,086
	Repair of 4 light towers at the Bowling Club		Operating Expenses			25,000	325,086
	Secondary freight route project - Better regions grant application contribution		Operating Expenses			6,000	319,086
	Reduction of strategic contractors in members other expenditure		Operating Expenses		5,000		324,086
	Design costs for saleyard subdivision		Operating Expenses			20,000	304,086
	Reduction of expected cost of loan 118 (depot) and reduced cost of new loan due to timing		Operating Expenses		9,133		313,219
	Extra actual cost of ESL insurance		Operating Expenses			4,350	308,869
	Loss on sale of Q190 Ford Ranger		Operating Expenses			5,656	303,213
	Reduction in expected doubtful debts to match balance sheet		Operating Expenses		16,667		319,880
	Contribution from the bowling Club for the new green upgrade		Capital Revenue		25,000		344,880
	Contribution from the Rural Youth (in trust) for Centenary Park		Capital Revenue			73,500	271,380
	Grant from Lotterywest for Centenary Park		Capital Revenue			75,000	196,380
	Contribution for RSL Hall Ramps		Capital Revenue		15,500		211,880
	Lotterywest grant for Old School site development		Capital Revenue			40,000	171,880
	Reduction in expected proceeds from sale of Shire vehicles		Capital Revenue			43,000	128,880
	RSL Hall Ramps		Capital Revenue			15,500	113,380
	Depot - Final Payment (Retention money held)		Capital Revenue			17,250	96,130
	Old School Site development		Capital Revenue		85,000		181,130
	Culvert Cleaner		Capital Expenses		50,000		231,130
	Q3856 - Spray Ute		Capital Expenses		2,000		233,130
	Q465 - Shared Works Ute		Capital Expenses			2,000	231,130
	Q551 - Team Leader Crew Cab		Capital Expenses			2,000	229,130
	Q633 - Excavator Ute		Capital Expenses		2,000		231,130
	Q661 - Town Gdn Ute		Capital Expenses		5,000		236,130
	New Bowling Green		Capital Expenses			230,000	6,130
	Centenary Park moved to next year		Capital Expenses		225,000		231,130
	Lights for Quairading Oval		Capital Expenses			219,000	12,130
	Funds from Long Service Leave and Annual Leave to assist in the payment of leave entitlements		Other		25,000		37,130
	Funds from Plant reserve for increases trade in cost of plant		Other		38,000		75,130
	Funds from Building Reserve not needed for Old School Site in the current year		Other			45,000	30,130
	Funds from the Town Planning and Development Reserve to fund design costs for saleyards subdivision		Other		20,000		50,130
	Profit and Loss Non-cash adjustment		Non Cash Item	9,703			40,427
				9,703	1,033,950	1,025,625	

KEY INFORMATION

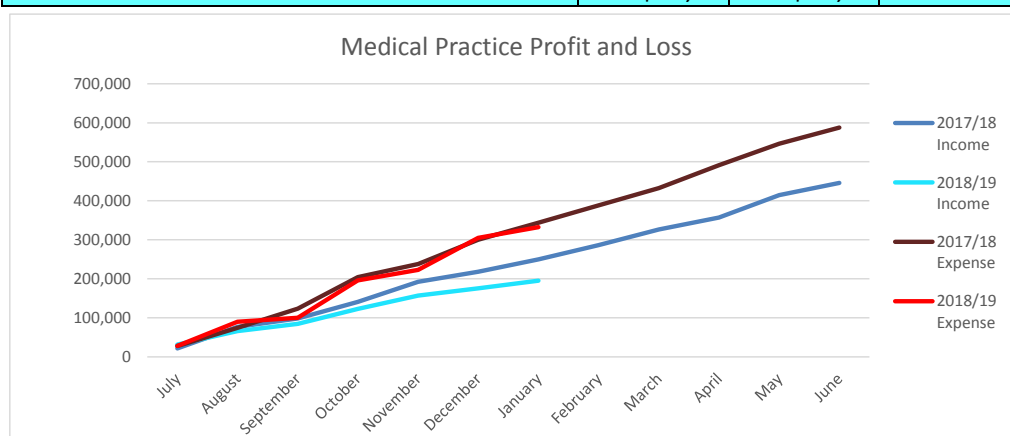
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2019

NOTE 13
MEDICAL PRACTICE

Medical Practice Profit and Loss (Cash)			
	Year to Date Actual 2018 / 2019	BUDGET 18/19	YTD%
EXPENDITURE			
LABOUR			
CONTRACTOR DOCTOR 17/18 + JUN 30 CPI in OCT18	\$212,601	\$431,553	49%
Wages			
PRACTICE NURSE (2 days a week)	\$0	\$29,380	0%
PRACTICE MGR RECEPTIONISTS - Job Share 3 Staff (1.6 FTE)	\$76,844	\$99,801	77%
Super			
PRACTICE NURSE	\$0	\$2,791	0%
PRACTICE MGR RECEPTIONISTS - Job Share 3 Staff (1.6 FTE)	\$5,925	\$9,709	61%
Insurance			
WORKERS COMPENSATION @ 2.3%	\$1,971	\$2,972	66%
MEDICAL INDEMNITY/PROFESSIONAL FEES	\$250	\$990	25%
Other			
STAFF DEVELOPMENT	\$0	\$1,000	0%
MATERIALS			
MATERIALS - MEDICAL/OTHER	\$2,143	\$8,214	26%
UTILITIES			
ELECTRICITY CONSUMED	\$1,258	\$1,900	66%
PHONE	\$2,687	\$4,200	64%
POSTAGES, PRINTING, STATIONERY, ETC	\$2,420	\$4,850	50%
OTHER			
MINOR CAPITAL EXPENDITURE ITEMS	\$3,465	\$3,000	116%
COMPUTERS - MTCE (NON CAPITAL)	\$3,392	\$3,000	113%
CREDIT CARD MERCHANT FEES	\$198	\$500	40%
OTHER SURGERY EXPENSES	\$19,412	\$16,140	120%
TOTAL CASH EXPENDITURE	\$332,565	\$620,000	54%

	Year to Date Actual 2018 / 2019	BUDGET 18/19	YTD%
INCOME			
INTEREST - SUPPORT PACKAGES	\$773	\$2,000	39%
HIC PAYMENTS (PIP) & (SWWML) & (CIR) -EX GST	\$0	\$20,000	0%
RFDS PAYMENTS	\$3,000	\$4,800	63%
PRACTICE NURSE INCENTIVE GRANT	\$259	\$23,000	1%
RECEIPTS FROM CONSULTATIONS	\$22,969	\$64,200	36%
VTA BENEFIT / M 'CARE	\$130,883	\$220,000	59%
SiHi GP INCENTIVE (EX GST)	\$0	\$26,000	0%
VMP PAYMENTS (EX GST) - ESTIMATED	\$37,446	\$95,000	39%
SUNDRY PAYMENTS	\$0	\$0	
TOTAL CASH INCOME	\$195,330	\$455,000	43%

TOTAL CASH INCOME	\$195,330	\$455,000	43%
TOTAL CASH EXPENDITURE	\$332,565	\$620,000	54%
OUTCOME	-\$137,235	-\$165,000	83%

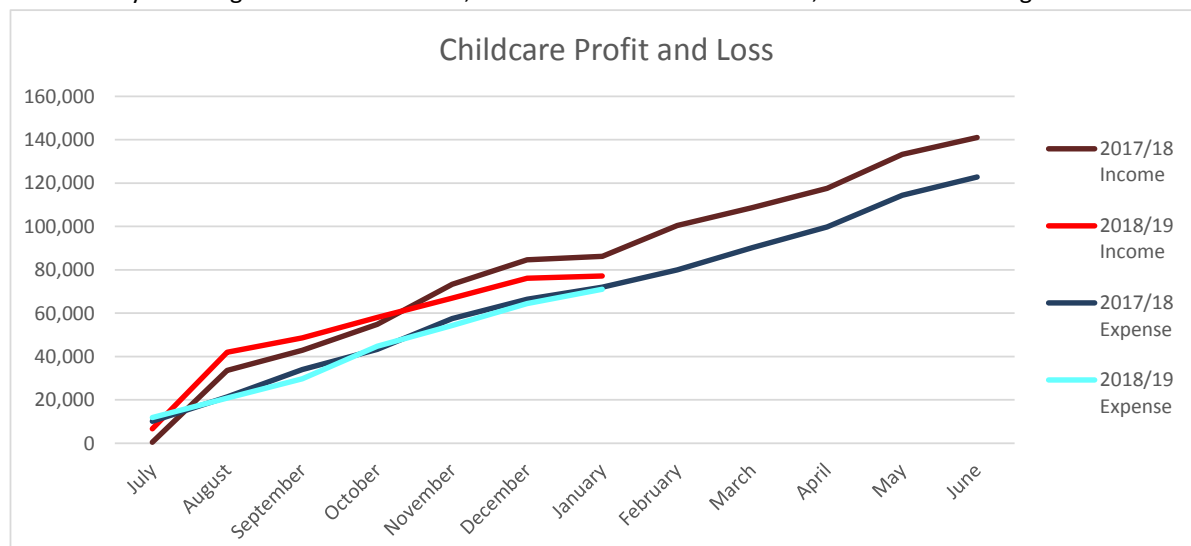


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2019**

**NOTE 14
CHILDCARE**

Childcare Profit and Loss (Cash)	January Actual	YTD Actual	Budget	%
INCOME				
Fees	\$1,067	\$51,863	\$102,500	51%
Grant Funds	\$0	\$25,258	\$31,500	80%
Donations	\$0	\$0	\$1,000	0%
**Funds Reimbursements	\$0	\$39	\$0	
TOTAL INCOME	\$1,067	\$77,159	\$135,000	57%
EXPENDITURE				
Insurance	\$0	\$1,863	\$1,906	98%
Dept Communities - Annual Service Fee	\$0	\$203	\$1,500	14%
Operating Expenses	\$47	\$1,820	\$10,534	17%
Power	\$0	\$661	\$1,600	41%
Phone	\$37	\$282	\$600	47%
Wages	\$5,982	\$60,448	\$102,861	59%
Superannuation	\$598	\$5,727	\$7,872	73%
**Funds to be reimbursed	\$0	\$39	\$0	
TOTAL EXPENDITURE	\$ 6,664	\$ 71,041	\$ 126,873	56%
Income	\$ 77,159			
Expenses	\$ 71,041			
Surplus/ Deficit	\$ 6,118			

** 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



ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 Review of the Shire of Quairading Delegations

Meeting Date	28 th February 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	1. Delegation Register for Review 2. Delegations – Schedule of Authority – under separate cover.
Owner/Applicant	Shire of Quairading
Disclosure of Interest	N/A

OFFICER RECOMMENDATION

That Council resolves that: -

1. Pursuant to S5.42 of the Local Government Act 1995 and other enabling legislation, Council delegates to the Chief Executive Officer the exercise of its powers and discharge of its duties in respect of the 2 new Delegations items A.12 and A.13 listed in the Register of Delegations.
2. Pursuant to S5.42 of the Local Government Act 1995 and other enabling legislation, Council delegates to the Chief Executive Officer the exercise of its powers and discharge of its duties in respect of the items listed in the current Register of Delegations (Except Delegation No. FIR.3, F.1, B.1, B.2, B.3, B.4 and B.7).
3. Pursuant to S5.16 of the Local Government Act 1995 and other enabling legislation, Council delegates to the Audit and Risk Committee the exercise of its powers and discharge of its duties in respect of Meeting with Council's Auditor (Delegation F.1).
4. Pursuant to S17 and 18 of the Bush Fires Act 1954, Council Delegates Authority to the Shire president and the Chief Bushfire Control Officer to exercise its powers and discharge of its duties in respect to Variations to Prohibited and Restricted Burning Periods (Delegation No. FIR.3).
5. Pursuant to S127 of the Building Act 2011 and other enabling legislation, Council delegates to the Manager of Health and Building the exercise of its powers and discharge of its duties in respect of the items listed in the Register of Delegations (Delegation No. B.1, B.2, B.3, B.4 and B.7 only).

VOTING REQUIREMENTS – Absolute Majority

IN BRIEF

- Legislative Requirement and Good Governance Practice to Review the Delegation of Authority to the Chief Executive Officer and to Committees (if any) on an Annual basis.

MATTER FOR CONSIDERATION

Review and Adoption of current Delegations to the Chief Executive Officer, Shire President, Chief Bush Fire Control Officer, Manager of Health & Building and the Audit & Risk Committee, and including two (2) new proposed Delegations: -

A.12 - Disposing of Property (Public Auction or Public Tender); and

A.13 - Disposing of Property (Private Treaty).

BACKGROUND

Local Government Act 1995, section 5.42 provides for a local government to delegate some of its powers and duties to the Chief Executive Officer, section 5.46(2) states “that at least once in every financial year, delegations made under this Division are to be reviewed by the delegator”.

Council last reviewed its Delegation Register on the 22nd February 2018.

The two (2) new proposed Delegations: -

A.12 - Disposing of Property (Public Auction or Public Tender); and

A.13 - Disposing of Property (Private Treaty)

The new Delegations will authorise the Chief Executive Officer under Delegated Authority (Delegation A.12) to dispose of property to the highest bidder at public auction or the most acceptable public tender, and (Delegation A.13) to dispose of property by private treaty where this is considered the most advantageous method.

These Delegations were raised as “best practice” by WALGA’s Trainer at the Procurement Training recently held in Quairading. If granted, the Delegation provides for the CEO to administer and determine bids / offers on Property Disposals that have been included in Council’s Adopted Budget or authorised by Council throughout the year. The delegations will greatly assist with process of the sale of surplus equipment from the old Works Depot & Top Yard. It is envisaged that the items will be sold at a Public Auction and remaining unsold items by Private Treaty.

Delegation A.13 will be of assistance when Council receives Offers for the vacant land in Edwards Way and the CEO can proceed to Statutory Advertising of a proposed Disposition of Property under Section 3.58 of the Local Government Act.

STATUTORY ENVIRONMENT

Local Government Act 1995

Delegation of Powers and Duties

5.16. Delegation of some powers and duties to certain committees

(1) Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.

* Absolute majority required.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

(3) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —

(a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and

(b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.

(4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

5.17. Limits on delegation of powers and duties to certain committees

(1) A local government can delegate —

(a) to a committee comprising council members only, any of the council’s powers or duties under this Act except —

(i) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and

(ii) any other power or duty that is prescribed; and

(b) to a committee comprising council members and employees, any of the local government’s powers or duties that can be delegated to the CEO under Division 4; and

(c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —

- (i) the local government's property; or
- (ii) an event in which the local government is involved.

(2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

[Section 5.17 amended by No. 49 of 2004 s. 16(2).]

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

- (a) this Act other than those referred to in section 5.43; or
- (b) the Planning and Development Act 2005 section 214(2), (3) or (5).

* Absolute majority required.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.46. Register of, and records relevant to, delegations to CEO and employees

(1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.

(2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

(3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Disposal of Property

3.58. Disposing of property

(1) In this section —

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property, but does not include money.

(2) Except as stated in this section, a local government can only dispose of property to —

- (a) the highest bidder at public auction; or
- (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition —

- (i) describing the property concerned; and
- (ii) giving details of the proposed disposition; and
- (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

Bush Fire Act 1954

Division 2 — Prohibited burning times

17. Prohibited burning times may be declared by Minister

- (10) A local government may by resolution delegate to its mayor, or president, and its Chief Bush Fire Control Officer, jointly its powers and duties under subsections (7) and (8).
- (11) A local government may by resolution revoke a delegation it has given under subsection (10) and no delegation so given prevents the exercise and discharge by the local government of its powers and duties under subsections (7) and (8).

Division 3 — Restricted burning times

18. Restricted burning times may be declared by FES Commissioner

- (5C) The provisions of section 17(8), (9), (10) and (11), with the necessary adaptations and modifications, apply to and in relation to the variation of restricted burning times or prescribed conditions by a local government, as if those provisions were expressly incorporated in this section.

POLICY IMPLICATIONS

Nil.

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

N/A

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

Financial – Risk Matrix Rating assessed as Low. Financial risk mitigated through annual review of all Delegations and Sub Delegations.

Health – Risk Matrix rating assessed as Low.

Reputation – Risk Matrix rating assessed as Low.

Operation – Risk Matrix rating assessed as Low. Delegations provide for orderly conduct of Council's Operations

Natural Environment – Risk Matrix rating assessed as Low.

COMMENT

The current Delegated Authorities have been reviewed by the Chief Executive Officer and are recommended to be renewed. Two new Delegations are proposed.



Delegation Register

Shire of Quairading



Description of Review	Council Resolution Number
Delegation 32 – Certain Planning Functions Relating to the Town Planning Scheme	85-15/16: 25 th November 2015
Annual Delegation Review	63-16/17: 20 th October 2016
Annual Delegation Review	134-17/18: 22 nd February 2018

Contents

Contents	2
Administration	5
Delegation A.1 – Administration of Local Laws	6
Delegation A.2 - Executing and Affixing of Common Seal to Documents.....	7
Delegation A.3 – Long Service Leave Applications	8
Delegation A.4 – Making a Cash Advance to a Person	9
Delegation A.5 – Tenders: Minor Variation to Contracts	10
Delegation A.6 – Payments from Municipal Fund and Trust Fund	11
Delegation A.7 – Performing Functions Outside Own District.....	12
Delegation A.8 – Public Inspection of Certain Documents Relating to Council or Committee Meetings.....	13
Delegation A.9 – Use of Shire Vehicles by Employees.....	14
Delegation A.10 – Bank Authorities	15
Delegation A.11 – Liquor Permits.....	16
Delegation A.12 – Disposing of Property (Public Auction or Public Tender).....	17
Delegation A.13 – Disposing of Property (Private Treaty).....	18
Building	19
Delegation B.1 – Extension of Period of Duration of Occupancy Permit or Building Approval Certificate.....	20
Delegation B.2 – Grant of Occupancy Permit or Building Approval Certificate	21
Delegation B.3 – Applications for the Use of Battery Powered Smoke Alarms in Dwellings.....	22
Delegation B.4 – Issue of Demolition Permits	23
Delegation B.5 – Building Act 2011: Appointment of Authorised Persons	24
Delegation B.6 – Building Act 2011: Commencement of Legal Proceedings.....	25
Delegation B.7 – Issue and Revocation of Building Orders	26
Delegation B.8 – Issue Licence to Deposit Material on Street and Excavate on Land Abutting a Street.....	27
Delegation B.9 – Private Swimming Pools: Alternative Barrier Approval	28
Bushfire.....	29
Delegation FIR.1 – Bushfires Act: Authorised Officers, Bushfire Control Officers, Prescribed Officers and Officers to Carry Out Enforcement Proceedings.....	30
Delegation FIR.2 – Bushfires Act: Powers and Duties	31
Delegation FIR.3 – Prohibited and Restricted Burning Times Variation.....	32
Finance	33
Delegation F.1 – Audit Committee: Meeting with Auditor.....	34
Delegation F.2 – Expression of Interest for Goods and Services.....	35
Delegation F.3 – Tendering for Goods and Services.....	36
Delegation F.4 – Investment of Surplus Funds	37

Delegation F.5 – Reimbursement of Expenses Incurred by an Employee.....	38
Delegation F.6 – Reimbursement of Expenses Incurred by Councillors.....	39
Delegation F.7 – Waiving and Granting of Concessions and Write-Off of Debts	40
Health.....	41
Delegation H.1 – Caravan Park and Camping Grounds Act: Authorised Persons.....	42
Delegation H.2 – Food Act 2008: Administration.....	43
Delegation H.3 – Health Act 1911 and Relevant Regulations: Administration and Notices of Breach	44
Planning	46
Delegation P.1 – Certain Planning Functions Relating to the Town Planning Scheme	47
Delegation P.2 – Response to Applications for Land Subdivisions and Amalgamations.....	50
Delegation P.3 – State Administrative Tribunal: Response to Applications for Review	51
Delegation P.4 – Taking of Land under the Land Administration Act 1997 and the Native Title Act 1993	52
Delegation P.5 – Town Planning Scheme: Responding to Appeals and Requests for Reconsideration.....	53
Rangers	54
Delegation RNG.1 – Control of Vehicles (Off-road Areas) Act: Authorised Officer	55
Delegation RNG.2 – Dog Act: Authorised Persons, Registration Officer and Officers to Carry Out Enforcement Proceedings.....	56
Delegation RNG.3 – Cat Act: Authorised Persons, Registration Officer and Officers to Carry Out Enforcement Proceedings.....	57
Delegation RNG.4 – Hawkers, Stall Holders and Street Traders Licences.....	58
Delegation RNG.5 – Litter Act: Authorised Officers and Withdrawal of Infringement Notices.....	59
Delegation RNG.6 – Local Government Act: Appointment of Authorised Persons.....	60
Delegation RNG.7 – Removal and Impounding of Goods.....	61
Delegation RNG.8 – Notices Requiring Certain Things to be done by Owner or Occupier of Land.....	62
Rates.....	63
Delegation R.1 – Agreement as to Payment of Rates and Service Charges.....	64
Delegation R.2 – Amending the Rate Record	65
Delegation R.3 – Due Date for Payment of Rates and Service Charges.....	66
Delegation R.4 – Objection to Rate Record and Request for Extension of Time	67
Delegation R.5 – Recovery of Rates Accruing Where Land Is Sold or Disposed of and Notice Is Not Given	68
Delegation R.6 – Recovery of Unpaid Rate or Service Charge.....	69
Works.....	70
Delegation W.1 – Altering Thoroughfare Alignments.....	71
Delegation W.2 – Crossing from Public Thoroughfare to Private Land or Private Thoroughfare	72
Delegation W.3 – Entry to Any Land in an Emergency	73
Delegation W.4 – Excavation on Public Thoroughfares	74
Delegation W.5 – Gates and Other Devices Across Thoroughfares	75
Delegation W.6 – Permits for Heavy Haulage Vehicles	76
Delegation W.7 – Private Works On, Over or Under Public Places	77

Delegation W.8 – Regulatory Sign Applications (Stop, Give-Way, Speed, etc.)78
Delegation W.9 – Temporary Road Closures.....79
Delegation W.10 – Revocation of Temporary Road Closure to Vehicles.....80

Administration

Delegation A.1 – Administration of Local Laws

Date Adopted:	28/05/2015
Date Last Reviewed:	22/02/2018
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	

Legal (Parent):
<ol style="list-style-type: none"> 1. Local Government Act 1995, Section 5.42 2. Local Government Act 1995, Section 3.18(1)

Legal (Subsidiary):
<ol style="list-style-type: none"> 1. Local Government Act 1995, Sections 9.1 and 9.4

Council delegates its authority and power to the Chief Executive Officer, to administer its Local Laws, and initiate legal action if considered necessary, subject to:

- 1.0 Compliance with Sections 9.1(1) and 9.4 of the Local Government Act 1995.

Delegation A.2 - Executing and Affixing of Common Seal to Documents

Date Adopted:	28/05/2015	Delegate:	President and CEO Jointly where required
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Local Government Act 1995, Section 5.42

Legal (Subsidiary):
1. Local Government Act, Section 9.49A(4)

- 1.0 Council delegate its authority and power to the President and the Chief Executive Officer to execute documents and affix the Common Seal thereto, where such documents result from the following transactions:
- 1.1 Where land is disposed of pursuant to Section 3.58 of the Local Government Act 1995 (As Amended).
- 1.2 Where land is acquired pursuant to Section 3.55 and 3.59 of the Local Government Act 1995 (As Amended).
- 1.3 In respect of leases of land and licence to occupy municipal property where approved by the Council.
- 1.4 In respect of leases for the purchase of plant and equipment approved by the Council.
- 1.5 In respect of borrowings approved by the Council.
- 1.6 In respect of easements and legal agreements over land for the purpose of drainage or conditions arising from subdivision of land and planning approvals.
- 1.7 In respect of withdrawal of caveats and surrender of easements where the Chief Executive Officer considers that the Council's interests have been satisfied.
- 1.8 In respect of contracts of employment approved by the Council.
- 1.9 In respect of agreements required for funding of Council works and services considered with the resolution of the Council or requiring renewal of the agreement for funding currently provided.
- 1.10 In respect of the final adoption of local laws by the Council, subject to:
- (a) Meeting the requirements detailed in Councils Policy on Use of the Shire Common Seal; and
 - (b) Council being notified via a report to be submitted to each Council Meeting in relation to the execution of documents and affixing of the Common Seal.

Delegation A.3 – Long Service Leave Applications

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):	Legal (Subsidiary):
<ol style="list-style-type: none"> 1. Local Government Act 1995, Section 5.42 2. Local Government Act 1995, Section 5.48 	<ol style="list-style-type: none"> 1. Local Government (Long Service Leave) Regulations

Council delegates its authority and power to the Chief Executive Officer to consider and decide on applications received from employees under the *Local Government (Long Service Leave) Regulations*, subject to:

- 1.0 The Chief Executive Officer to ensure operations of the Council will not be unduly hindered by the absence of the applicant on long service leave.

Delegation A.4 – Making a Cash Advance to a Person

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Local Government Act 1995, Section 5.42

Legal (Subsidiary):
1. Local Government Act 1995, Section 5.102

Council delegates its authority and power to the Chief Executive Officer to make a cash advance to a person in respect of an expense for which the person can be reimbursed, subject to:

- 1.0 Compliance with Division 8 of Part 5 of the Local Government Act 1995.

Delegation A.5 – Tenders: Minor Variation to Contracts

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Local Government Act 1995, Section 5.42	Legal (Subsidiary): 1. Local Government (Functions and General) Regulations, Regulation 20
--	--

Council delegates its authority and power to the Chief Executive Officer to –

- 1.0 Make a minor variation to a contract for goods or services before the Shire enters the contract with the successful tenderer, subject to:
 - (a) the tenderer agreeing to the minor variations; and
 - (b) The variation is minor having regard to the total goods or services that tenderers were invited to supply (deliverables and price).
- 2.0 Select the next most advantageous tender if the successful tenderer does not want to accept the contract with the variation, or the local government and the tenderer cannot reach agreement, subject to Regulation 20(2) of the Local Government (Functions and General) Regulations 1996.

Delegation A.6 – Payments from Municipal Fund and Trust Fund

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	Yes 1.0: EMCS, EMW&S, EO, TOWN GARDENER, ELECTRICIAN (Limited Amounts) 2.0: CEO, EMCS and/or EO
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):	Legal (Subsidiary):
1. Local Government Act 1995, Section 5.42	<ol style="list-style-type: none"> 1. Local Government Act 1995, Section 6.7(2) 2. Local Government Act 1995, Section 6.8 3. Local Government Act 1995, Section 6.10 4. Local Government Act 1995, Section 3.1 5. Local Government (Financial Management) Regulations, Regulations 5, 11, 12 and 13

Council delegates its authority and power to the Chief Executive Officer to:

- 1.0 Sign and issue purchase orders to incur liabilities from the Municipal Fund or the Trust Fund on behalf of the Shire, subject to:
 - (a) Compliance with Council Purchasing Policy; and
 - (b) Purchase orders only being issued for items of expenditure detailed within the adopted annual budget, or for payments that have been authorised by a resolution of Council in advance, or authorised in advance by the president in an emergency.

- 2.0 Authorise and make payments by cheque or electronic funds transfer (EFT) from the Municipal Fund or the Trust Fund, subject to:
 - (a) The payment(s) only being for items of expenditure detailed within the adopted annual budget, or for payments that have been authorised by a resolution of Council in advance, or authorised in advance by the President in an emergency; and
 - (b) The Chief Executive Officer, Deputy Chief Executive Officer or Chief Executive Officer's Secretary (2 Signatories for EFT or over \$5,000 Cheque Payments) jointly signing payments made by cheque, or jointly authorising payments made by EFT; and
 - (c) Compliance with the requirements of Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.

Delegation A.7 – Performing Functions Outside Own District

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Local Government Act 1995, Section 5.42 2. Local Government Act 1995, Section 3.20	Legal (Subsidiary):
--	----------------------------

Council delegates its authority and power to the Chief Executive Officer to determine whether things done by the Shire in performing its executive function will be done outside its own district, subject to:

- 1.0 Compliance with the requirements of Section 3.20 of the Local Government Act 1995;
- 2.0 Details of the actions taken are to be recorded on the appropriate file and a report on the actions taken is to be presented to Council at its next ordinary meeting.

Delegation A.8 – Public Inspection of Certain Documents Relating to Council or Committee Meetings

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

<p>Legal (Parent):</p> <ol style="list-style-type: none"> 1. Local Government Act 1995, Section 5.42 2. Local Government Act 1995, Section 5.25(1)(j) 	<p>Legal (Subsidiary):</p> <ol style="list-style-type: none"> 1. Local Government (Administration) Regulations, Regulation 14(1) 2. Local Government Act 1995, Section 5.95 3. Local Government (Administration) Regulations, Regulations 29A and 29B
--	---

Council delegates its authority and power to the Chief Executive Officer to make available for inspection by the public notice papers and agendas relating to any Council or Committee Meeting that is open to the public, subject to:

- 1.0 The limits on right to inspect local government information detailed in Section 5.95 of the Act.
- 2.0 Compliance with Regulations 29A and 29B of the *Local Government (Administration) Regulations 1996*.

Delegation A.9 – Use of Shire Vehicles by Employees

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Local Government Act 1995, Section 5.42	Legal (Subsidiary):
--	------------------------------------

Council delegate its authority and power to the Chief Executive Officer to:

- 1.0 Supply employees with means of transportation in order that they may provide effective and efficient services; and
- 2.0 Make all appropriate private use arrangements with all employees having use of a Council vehicle, whilst having regard for legislative implications, such Fringe Benefit Tax and the like.

Delegation A.10 – Bank Authorities

Date Adopted:	22/02/2018	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	Yes CEO,EMCS and/or EO
Policy Reference:	204-06/07	Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Local Government Act 1995, Section 5.42	Legal (Subsidiary):
--	------------------------------------

Council delegate its authority and power to the Chief Executive Officer to ensure compliance with Councils Banking Authority that:

- 1.0 All instructions and authorities to the Shire of Quairading's Bankers are to be signed jointly by either, the Chief Executive Officer, Deputy Chief Executive Officer and/or Chief Executive Officers Secretary.

Delegation A.11 – Liquor Permits

Date Adopted:	22/02/2018	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:	204-06/07	Chief Executive Instruction/Procedure:	

Legal (Parent):	Legal (Subsidiary):
<ol style="list-style-type: none"> 1. Local Government Act 1995, Section 5.42 2. Liquor Control Act 1988 	Local Government Property Local Law 2016

Council delegate its authority and power to the Chief Executive Officer to:

- 1.0 Approve or reject applications to consume liquor in Council buildings or on Council controlled reserves without reference to Council. All applications to consume liquor are to be in writing and addressed to the Chief Executive Officer

Delegation A.12 – Disposing of Property (Public Auction or Public Tender)

Date Adopted:		Delegate:	CEO
Date Last Reviewed:	New	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Local Government Act 1995, Section 5.42 2. Local Government Act 1995, Section 3.58 (2)	Legal (Subsidiary):
--	----------------------------

Council delegate its authority and power to the Chief Executive Officer to:

- 2.0 Dispose of property in accordance with Section 3.58(2) of the Local Government Act 1995 to the highest bidder at public auction or the most acceptable public tender.

Conditions and Exceptions:

- 2.0 Subject to the disposal being identified in the Shire's Annual Budget and the value of the property is less than \$50,000.

Delegation A.13 – Disposing of Property (Private Treaty)

Date Adopted:		Delegate:	CEO
Date Last Reviewed:	New	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):	Legal (Subsidiary):
<ol style="list-style-type: none"> 1. Local Government Act 1995, Section 5.42 2. Local Government Act 1995, Section 3.58 (3) 	

Council delegate its authority and power to the Chief Executive Officer to:

- 1.0 Dispose of property in accordance with Section 3.58(3) of the Local Government Act 1995.

Conditions and Exceptions:

- 2.0 Subject to the disposal being identified in the Shire's Annual Budget.

Delegation applies to:

- a) All transactions to a maximum value of \$50,000 where no public submissions are received in response to public advertising as required by Section 3.58(3)(a).
- b) Any other transactions to a maximum value of \$50,000.

Building

Delegation B.1 – Extension of Period of Duration of Occupancy Permit or Building Approval Certificate

Date Adopted:	28/05/2015	Delegate:	MH&B
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Building Act 2011, Section 127	Legal (Subsidiary): 1. Building Act 2011, Section 65
---	--

Council delegates its authority and power to the Manager of Health & Building to approve or refuse to approve applications submitted under Section 65 of the Building Act.

Delegation B.2 – Grant of Occupancy Permit or Building Approval Certificate

Date Adopted:	28/05/2015	Delegate:	MH&B
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Building Act 2011, Section 127	Legal (Subsidiary): 1. Building Act 2011, Section 58 2. Building Act 2011, Section 62
---	--

Council delegates its authority and power to the Manager of Health & Building to approve, modify or refuse to approve applications submitted under Section 58 of the Act, and may impose conditions in accordance with Section 62 of the Building Act.

Delegation B.3 – Applications for the Use of Battery Powered Smoke Alarms in Dwellings

Date Adopted:	28/05/2015	Delegate:	MH&B
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Building Act 2011, Section 127	Legal (Subsidiary): 1. Building Regulations 2012, Regulation 61
---	---

Council delegates its authority and power to the Manager of Health & Building to approve or refuse to approve an application for the use of battery powered smoke alarms within a dwelling, or a part of a dwelling, subject to:

- 1.0 The Manager of Health & Building being satisfied that, at the time of giving the approval, installing a smoke alarm connected to the mains power supply would involve:
- (a) a sufficient problem of a structural nature; or
 - (b) A sufficient problem of any other nature, the cause of which is not within the control of the owner.

Delegation B.4 – Issue of Demolition Permits

Date Adopted:	28/05/2015	Delegate:	MH&B
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

<p>Legal (Parent):</p> <ol style="list-style-type: none"> 1. Building Act 2011, Section 127 	<p>Legal (Subsidiary):</p> <ol style="list-style-type: none"> 1. Building Act 2011, Section 21 2. Building Act 2011, Section 22 3. Building Act 2011, Section 119 4. Building Regulations 2012
---	---

Council delegates its authority and power to the Manager of Health & Building to approve or refuse plans, specifications and an application for a demolition permit submitted under the Building Act 2011, subject to:

- 1.0 Compliance with Sections 21 and 22 of the *Building Act 2011*.
- 2.0 Notice being given to the applicant informing of their review rights under Section 119 of the *Building Act 2011*.

Delegation B.5 – Building Act 2011: Appointment of Authorised Persons

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

<p>Legal (Parent):</p> <ol style="list-style-type: none"> 1. Local Government Act 1995, Section 5.42 2. Building Act 2011, Section 127 3. Building Act 2011, Section 96 	<p>Legal (Subsidiary):</p> <ol style="list-style-type: none"> 1. Building Regulations 2012
---	--

Council delegates its authority and power to the Chief Executive Officer to appoint authorised persons for the purposes of the Building Act 2011 and the Building Regulations 2012, subject to:

- 1.0 Any appointment being in writing to the employee so appointed;
- 3.0 A Schedule of Authorisations being submitted to Council from time to time;
- 3.0 The employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

Delegation B.6 – Building Act 2011: Commencement of Legal Proceedings

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):	Legal (Subsidiary):
<ol style="list-style-type: none"> 1. Local Government Act 1995, Section 5.42 2. Building Act 2011, Section 133 	<ol style="list-style-type: none"> 1. Building Act 2011, Section 96 2. Building Regulations 2012

Council delegates its authority and power to the Chief Executive Officer to commence proceedings for an alleged offence under the Building Act 2011 and Building Regulations 2012.

Delegation B.7 – Issue and Revocation of Building Orders

Date Adopted:	28/05/2015	Delegate:	MH&B
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Building Act 2011, Section 127	Legal (Subsidiary): 1. Building Act 2011, Section 110 2. Building Act 2011, Section 117 3. Building Regulations 2012
---	--

Council delegates its authority and power to the Manager of Health & Building to:

- 1.0 Make a building order in respect of one or more of the following:
 - (a) Particular building work;
 - (b) Particular demolition work; or
 - (c) A particular building or incidental structure.
- 2.0 Revoke a building order, subject to compliance with Section 117(1) of the Building Act 2011 by serving written notice to each person to whom the order is directed.

Delegation B.8 – Issue Licence to Deposit Material on Street and Excavate on Land Abutting a Street

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	MH&B
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):	Legal (Subsidiary):
<ol style="list-style-type: none"> 1. Local Government Act 1995, Section 5.42 2. Building Act 2011, Section 127. 	<ol style="list-style-type: none"> 1. Building Act 2011, Section 166(3)(g) 2. Building Regulations 2012, Regulation 64.

Council delegates its authority and power to the Chief Executive Officer to issue licenses for:

- 1.0 The deposit of materials on a street, way or other public place; or
- 2.0 The excavation on land abutting or adjoining a street, way or other public place, subject to:
 - (a) The requirements of Regulation 64 of the *Building Regulations 2012*; and
 - (b) The payment of the relevant licence fee set by Council annually in its Schedule of Fees and Charges.

Delegation B.9 – Private Swimming Pools: Alternative Barrier Approval

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	MH&B
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Local Government Act 1995, Section 5.42 2. Building Act 2011, Section 127	Legal (Subsidiary): 1. Building Act 2011, Section 65
---	--

Council delegates its authority and power to the Chief Executive Officer to approve or refuse to approve applications for alternative enclosures for private swimming pools, subject to:

- 1.0 The alternative requirements restricting access by young children to the private swimming pool as effectively as if there were compliance with AS 1926.1.

Bushfire

Delegation FIR.1 – Bushfires Act: Authorised Officers, Bushfire Control Officers, Prescribed Officers and Officers to Carry Out Enforcement Proceedings

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	Yes CESM, Bushfire Control Officers
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):	Legal (Subsidiary):
<ol style="list-style-type: none"> 1. Local Government Act 1995, Section 5.42 2. Bushfires Act 1954, Sections 38, 59(3), 59(5), 59A(2) 	<ol style="list-style-type: none"> 1. Bushfires Infringement Regulations, Regulation 4

Council delegates its authority and power to the Sub-delegates named in the “Schedule of Authorisations” to perform the specified duties under the Bushfires Act, subject to:

- 1.0 A Schedule of Authorisations being submitted to Council from time to time; and
- 2.0 The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

Delegation FIR.2 – Bushfires Act: Powers and Duties

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Local Government Act 1995, Section 5.42 2. Bushfires Act 1954, Section 48	Legal (Subsidiary):
---	----------------------------

Council delegates its authority and power to the Chief Executive Officer to perform all the functions and duties of the local government under the Bushfires Act 1954, subject to:

- 1.0 This power and authority cannot be sub-delegated by virtue of Section 48(3) of the Bushfires Act.
- 2.0 The exclusion of powers and duties prescribed in the Act including those that require a resolution by the local government.
- 3.0 Where the exercise of authority relates to the determination of firebreaks in alternative positions, or alternative action to abate fire hazards, the Chief Executive Officer shall liaise with the Chief Bushfire Control Officer on each specific variation request.

Delegation FIR.3 – Prohibited and Restricted Burning Times Variation

Date Adopted:	28/05/2015	Delegate:	Shire President and Chief Bushfire Control Officer
Date Last Reviewed:	22/02/2018	On-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):
<ol style="list-style-type: none"> 1. Bushfires Act 1954, Section 17(10). 2. Bushfires Act 1954, Section 18(5C)

Legal (Subsidiary):
<ol style="list-style-type: none"> 1. Bushfires Act 1954, Section 17(7) and (8) 2. Bushfires Act 1954, Section 18(5) and (5C)

Council delegates its authority and power to the Shire President and Chief Bushfire Control Officer jointly to:

- 1.0 Vary the prohibited burning times within the district of the Shire of Quairading, subject to:
 - (a) The appropriate notice being given as required by Section 17(8) of the *Bushfires Act 1954*.
- 2.0 Vary the restricted burning times within the district of the Shire of Quairading, subject to:
 - (a) The appropriate notice being given as required by Section 18(5C) of the *Bushfires Act 1954*.

Note: Where agreement cannot be reached, then the matter shall be presented to Council for determination.

Finance

Delegation F.1 – Audit Committee: Meeting with Auditor

Date Adopted:	28/05/2015	Delegate:	Audit & Risk Committee
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

<p>Legal (Parent):</p> <ol style="list-style-type: none"> 1. Local Government Act 1995, Section 5.42 2. Local Government Act 1995, Section 5.16 	<p>Legal (Subsidiary):</p> <ol style="list-style-type: none"> 1. Local Government Act 1995, Section 7.12A(2) 2. Local Government Act 1995, Section 7.12A(3) 3. Local Government (Administration) Regulation 18G
--	---

Council delegates its authority and power to the Risk & Audit Committee to meet with the local governments' Auditor at least once per year.

Delegation F.2 – Expression of Interest for Goods and Services

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Local Government Act 1995, Section 5.42	Legal (Subsidiary): 1. Local Government (Financial Management) Regulations 1996, as amended
--	---

Council delegates its authority and power to the Chief Executive Officer to:

- 1.0 Seek expressions of interest with respect to the supply of the goods or services before entering the tender process, because the CEO believes that there is good reason to make a preliminary selection from amongst prospective tenderers due to –
 - (a) the nature of the goods or services; or
 - (b) the cost of preparing plans, specifications or other information for the purpose of adequately describing the goods or services required,

and the CEO believes it would be advantageous to the local government if tenders were invited only from persons it considers to be capable of satisfactorily supplying the goods or services.
- 2.0 Determine in writing the criteria for the preliminary selection of prospective tenderers, subject to:
 - (a) Compliance with Regulation 21(1) of the Local Government (Functions and General) Regulations 1996;
 - (b) The goods or services being listed in the Shires Adopted Annual Budget;
 - (c) The criteria, once determined, are to be incorporated in the expression of interest documentation.
- 3.0 Consider any submissions of expression of interest that have not been rejected and decide which ones could satisfactorily supply the goods or services, subject to:
 - (a) Compliance with Regulation 23(3) of the Local Government (Functions and General) Regulations 1996; and
 - (b) Compliance with Regulations 14(2), 15(2), 17(2)(c) and 18(3) of the Local Government (Functions and General) Regulations 1996.

Delegation F.3 – Tendering for Goods and Services

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Local Government Act 1995, Section 3.57 2. Local Government Act 1995, Section 5.42	Legal (Subsidiary): 1. Local Government (Financial Management) Regulations 1996, as amended 2. Local Government (Functions and General) Regulations 1996, as amended
--	---

Council delegates its authority and power to the Chief Executive Officer to:

- 1.0 Call tenders for works or services prior to entering in to contract with others in respect to supply of goods or services exceeding \$150,000;
- 2.0 Call tenders for the provision of works or services not exceeding a value of \$150,000 and to accept what is to be deemed the most advantageous tender;
- 3.0 Determine that the Shire has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier and not publicly invite tenders before the Shire enters into a contract for the supply of goods or services even though the consideration under the contract is, or is expected to be, worth more than \$150,000;
- 4.0 Determine in writing the criteria for deciding which tender should be accepted, subject to Regulation 14(2a) of the Local Government (Functions and General) Regulations 1996;

Subject to:

- (a) Tenders called subject to (1) and (2) above, are to comply with Council's Purchasing Policy.
- (b) The goods or services being listed in the Shire's Adopted Annual Budget;
- (c) The criteria, once determined in (4) above, it is to be incorporated in the tender documentation.

Delegation F.4 – Investment of Surplus Funds

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	Yes – Council Bank Signatories CEO, EMCS and/or EO
Policy Reference:		Chief Executive Instruction/Procedure:	

<p>Legal (Parent):</p> <ol style="list-style-type: none"> 1. Local Government Act 1995, Section 5.42 	<p>Legal (Subsidiary):</p> <ol style="list-style-type: none"> 1. Local Government Act 1995, Sections 6.14 and 6.15 2. Local Government (Financial Management Regulations) 1996, Regulation 19 3. Trustees Act 1962, Part III
--	--

Council delegates its authority and power to the Chief Executive Officer to invest money held in the municipal or trust funds that is not required for the time being for any purpose in accordance with Part III of the Trustees Act 1962, subject to:

- 1.0 Compliance with the established and documented internal control procedures to ensure control over the investments; and
- 2.0 Compliance with Regulations 19c, 28 and 49 of the *Local Government (Financial Management) Regulations 1996*; and
- 3.0 Compliance with Council Policy – Investments.

Delegation F.5 – Reimbursement of Expenses Incurred by an Employee

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Local Government Act 1995, Section 5.42	Legal (Subsidiary): 1. Local Government Act 1995, Section 5.101(2)
--	--

Council delegates its authority and power to the Chief Executive Officer to reimburse an employee for an expense incurred in relation to a matter affecting the local government, subject to:

- 1.0 The expenditure being authorised by a Manager or Supervisor before the expense is incurred.

Delegation F.6 – Reimbursement of Expenses Incurred by Councillors

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Local Government Act 1995, Section 5.42	Legal (Subsidiary): 1. Local Government Act 1995, Section 5.98(2)(b) 2. Local Government Act 1995, Section 5.98(4)
--	---

Council delegates its authority and power to the Chief Executive Officer to approve the reimbursement of expenses to Councillors, subject to:

- 1.0 The expenses to be approved for reimbursement are those prescribed by the Act and the Regulations.

Delegation F.7 – Waiving and Granting of Concessions and Write-Off of Debts

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Local Government Act 1995, Section 5.42	Legal (Subsidiary): 1. Local Government Act 1995, Sections 6.12
--	---

Council delegates its authority and power to the Chief Executive Officer to approve or refuse applications or requests for –

- 1.0 A waiver of a debt other than rates or a service charge.
- 2.0 The granting of a concession in relation to a debt other than rates or service charge.
- 3.0 The write-off of a debt to a maximum of \$5.00.

Subject to:

- (a) The amount of the request or application not exceeding \$100.00.

Health

Delegation H.1 – Caravan Park and Camping Grounds Act: Authorised Persons

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	Yes MH&B, Contract Rangers
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Local Government Act 1995, Section 5.42 2. Caravan Park and Camping Grounds Act 1995, Section 17(1)	Legal (Subsidiary): 1. Caravan Park and Camping Grounds Regulations 1997
---	--

Council delegates its authority and power to the Chief Executive Officer to appoint authorised person/s named in the “Schedule of Authorisations” to perform the duties of an authorised person under the Caravan Park and Camping Grounds Act 1995 and the Caravan Park and Camping Ground Regulations 1997, subject to:

- 1.0 A Schedule of Authorisations being submitted to Council from time to time; and
- 2.0 The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

Delegation H.2 – Food Act 2008: Administration

Date Adopted:	28/05/2015	Delegate:	CEO & MH&B
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):	Legal (Subsidiary):
<ol style="list-style-type: none"> 1. Local Government Act 1995, Section 5.42 2. Food Act 2008, Section 118 	<ol style="list-style-type: none"> 1. Food Regulations 2009

Council delegates its authority and power to the Chief Executive Officer and Manager of Health & Building, to:

- 1.0 Administer the functions of the Shire of Quairading as an 'enforcement agency' under the *Food Act 2008* and the *Food Regulations 2009*, subject to:
 - (a) this authority does not include the appointment of, or the authority to act as, 'authorised officers' or 'designated officers', pursuant to Sections 122, 123 and 126(3), (6), (7) and (13) of the *Food Act 2008*.

Delegation H.3 – Health Act 1911 and Relevant Regulations: Administration and Notices of Breach

Date Adopted:	28/05/2015	Delegate:	CEO & MH&B
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

<p>Legal (Parent):</p> <ol style="list-style-type: none"> 1. Local Government Act 1995, Section 5.42 2. Health Act 1911, Part IV, V, VI and VII 3. Public Health (Administrative Provisions) Act 2016 (Upon Implementation by Proclamation) 	<p>Legal (Subsidiary):</p>
---	-----------------------------------

Council delegates its authority, powers and functions under:

- 1.0 The *Health Act 1911* (as amended) to the Chief Executive Officer and Manager of Health & Building (“Environmental Health Officer”) relating to:
- (i) Part IV – Division 2, Division 4 and Division 7;
 - (ii) Part V – Divisions 1, 2 and 3;
 - (iii) Part VI; and
 - (iv) Part VII – Division 1,
- Subject to the conditions of –
- (a) With respect to Part IV – Divisions 2, 4 and 7, authority is limited to the approval of applications under Section 107; the forming of opinions; the issuing of notices, requisitions, directions and orders, subject to prior consultation with and agreement of the Environmental Health Officer; the carrying out or causing to be carried out, works in default of duly served notices, but does not include the undertaking or contracting of works, the provision of sanitary conveniences or receptacles, the making of charges for works or the supply of pans or receptacles for refuse.
 - (b) With respect to Part V – Division 1 and 2, authority is limited to the forming of opinions and issuing of notices and directions subject to prior consultation with and agreement of the Environmental Health Officer, but does not include the carrying out of works in default of duly served notices.
 - (c) With respect to Part VII Division 1, authority extends to the issuing of requisitions and, in the case of default, the causing of requisite work to be done, subject to prior discussion with and agreement of the Environmental Health Officer.

(v) *The Health Act 1911* and the Regulations, Local-Laws and orders made thereunder relating to issue such notices as are deemed necessary for breaches of the Act, subject to the conditions of:

(a) Any non-compliance with any notice will be referred to the Council before proceeding with legal action.

- 2.0 Section 107 of the *Health Act 1911* (as amended) to the Environmental Health Officer relating to the approval of applications for effluent disposal systems.
- 3.0 *The Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974* to the Chief Executive Officer and the Environmental Health Officer.
- 4.0 *The Health Act 1911* (as amended) to the Chief Executive Officer relating to section 27 for the appointment of environmental health officers.
- 5.0 The Officers exercising Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty. All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.

Planning

Delegation P.1 – Certain Planning Functions Relating to the Town Planning Scheme

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): <i>Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Clauses 82 & 83</i>	Legal (Subsidiary): Quairading Town Planning Scheme No. 2
--	---

Council delegates its authority and power to the Chief Executive Officer in accordance with Clauses 82 and 83 of the *Planning and Development (Local Planning Schemes) Regulations 2015* as follows:

- 1.0 Advertising and Determining Applications for Development Approval
 - 1.1 Notification and Advertising of Applications for Development Approval in accordance with Clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015* determine that a particular application will be advertised and carry out the means and extent of such advertising.
- 2.0 Consideration of Applications for Planning Approval
 - 2.1 Determine applications with a use permissibility classification of 'P', 'D' and 'A' in Table 1 for Development Approval in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, Shire of Quairading Town Planning Scheme No. 2 and/or Western Australian Planning Commission State Planning Policy No. 3.1 – Residential Design Codes where no objections have been received (if advertised) and impose conditions as required.
 - 2.2 Refusal of all development applications where the proposed use is not permitted by the Scheme or where the development does not comply with the non-discretionary provisions of the Residential Design Codes or any mandatory statutory requirement or adopted Council policy.
 - 2.3 Grant an extension of development approval for up to two (2) years.
- 3.0 Use Not Listed
 - 3.1 To determine if a use that is not specifically listed in the Zoning Table (Table 1) of the Quairading Town Planning Scheme No. 2 is consistent, maybe consistent or is not consistent with the objectives of the zone.

Subject to:

- (a) An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.
- (b) With the exception of delegated power 2.0 above, all applications will be submitted to a meeting of Council for determination in the following circumstances:
- (c) Where the delegated decision would be contrary to the intent of a previous decision made at a Council meeting, or any law or regulation;
- (d) Where written objection is received to the proposal from any statutory agency;

- (e) Where the proposal is inconsistent with the intent of the Local Planning Scheme, relevant Policies, Residential Design Codes, or any Outline Development Plan adopted by Council;
- (f) Where notification has been given to adjoining and nearby owners or the general public for comment in accordance with the Local Planning Scheme or any Policy and written objections have been received within the time specified.

4.0 Advertising Extension for Town Planning Scheme Amendments

- 4.1 To extend the advertising period for planning scheme amendments where it is considered necessary to provide for adequate consultation and/or accommodate specific community consultation exercises (e.g. special electors meetings, workshops etc.).

Subject to:

- (a) An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

5.0 Directions regarding unauthorised development

- 5.1 To give directions in relation to unauthorised development and to authorise any action available to the responsible authority under the *Planning and Development Act 2005* incidental to such written direction, including but not limited to issuing a notice to correct or amend the development or to commence legal action in accordance with the Council's endorsed procedure for compliance and enforcement.

Subject to:

- (a) An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

6.0 Structure Plans, Activity Centre Plans and Local Development Plans

- 6.1 Acceptance of Structure Plans and amendments to Structure Plans, Activity Centre Plans and Local Development Plans for the purposes of advertising in accordance with the provisions of Regulation 18 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

7.0 Responsible Authority Reports to the Development Assessment Panel

- 7.1 To submit Responsible Authority Reports to the Development Assessment Panel pursuant to Regulation 12 of the *Planning and Development (Development Assessment Panels) Regulations 2011* in relation to applications for planning approval under Shire of Quairading Town Planning Scheme No. 2.

Subject to:

- (a) The Chief Executive Officer is to advise Council of the lodgement and subsequent decision of a Development Assessment Panel (DAP) application at the next available Council meeting.

NOTES:

- (a) These Delegations do not preclude the Delegate or Sub-Delegate referring the categories of development or legal proceedings outlined above, to Council for determination, after having regard to the circumstances of a particular case.
- (b) All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.

Delegation P.2 – Response to Applications for Land Subdivisions and Amalgamations

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Planning and Development Act 2005 2. Quairading Local Planning Scheme No. 2	Legal (Subsidiary): 1. State Planning Policy 3.1 – Residential Design Codes
---	---

Council delegates its authority and power to the Chief Executive Officer to:

- 1.0 Exercise discretion and make recommendations to the Western Australian Planning Commission on applications to subdivide, re-subdivide or amalgamate land as follows:
 - 1.1 No objection to the granting of approval of an application to amalgamate two (2) or more lots (including lots forming part of any strata-title scheme) into a single allotment.
 - 1.2 No objection to the granting of approval of an application to rationalise or reconfigure existing allotments where there is no nett increase in lots created, and the new lot sizes will conform with the relevant requirements of prevailing town planning schemes and their policies, and policies adopted pursuant to section 5AA of the Planning and Development Act 2005.

Subject to:

 - (a) the imposition of relevant conditions on any approval proposed to be granted by the WAPC, that are considered necessary to secure the objectives of any prevailing regional or Shire town planning scheme/s, and any land use plan or strategy adopted by Council.
 - 1.3 No objection to the granting of approval of an application of to up to five (5) lots where the application accords with an endorsed local area plan, structure plan and/or the *Residential Design Codes of WA*.

Subject to:

 - (a) the imposition of relevant conditions on any approval proposed to be granted by the WAPC, that are considered necessary to secure the objectives of any prevailing regional or Shire town planning scheme/s, and any land use plan or strategy adopted by Council.
- 2.0 Certify to the WAPC that conditions imposed on an approval granted to subdivide, re-subdivide or amalgamate land contained within the municipality, that pertain to the Shire's jurisdiction, role and function, have been completed and fulfilled to the satisfaction of the Shire.

Delegation P.3 – State Administrative Tribunal: Response to Applications for Review

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	On-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):	Legal (Subsidiary):
<ol style="list-style-type: none"> 1. State Administrative Tribunal Act 2004 2. Planning and Development Act 2005 	<ol style="list-style-type: none"> 1. Quairading Local Planning Scheme No. 2

- 1.0 Council delegates its authority and power to the Chief Executive Officer, to respond to applications for review lodged with the State Administrative Tribunal, including preparation of statements by respondent, liaison with the State Administrative Tribunal and representation of the Council at review hearings, where a decision made by the Council, or a condition or conditions associated with that decision, is substantively in accordance with the Responsible Officer's recommendation, subject to :
- (a) The outcome of the SAT determination to be reported to Council.
 - (b) The exercise of these powers on the discharge of these duties, is subject to the Officers and/or Employees exercising the Delegation: keeping a written record of, and recording within an appropriate Database, details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty
- 2.0 Council delegates its authority and power to the Chief Executive Officer, to engage independent professional advice, including legal advice, where a decision made by the Council, or a condition or conditions associated with that decision, is substantially different from the Responsible Officer's recommendation.

Delegation P.4 – Taking of Land under the Land Administration Act 1997 and the Native Title Act 1993

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Local Government Act 1995, Section 5.42

Legal (Subsidiary):
1. Land Administration Act 1997
2. Native Title Act 1993

Council delegates its authority and power to the Chief Executive Officer to advise the Department of Land Services that the Shire has no interest in a proposed taking of land under the Land Administration Act 1997 or the Native Title Act 1993, subject to:

- 1.0 The Shire having no registered interest in the land identified in the taking proposal.

Delegation P.5 – Town Planning Scheme: Responding to Appeals and Requests for Reconsideration

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Planning and Development Act 2005

Legal (Subsidiary):
1. Quairading Local Planning Scheme No. 2

Council delegates its authority and power to the Chief Executive Officer to respond to any appeal against a discretionary decision of the Council under the Shire's Local Planning Scheme, subject to:

- 1.0 The response being in accordance with Council's decision on the matter.

Rangers

Delegation RNG.1 – Control of Vehicles (Off-road Areas) Act: Authorised Officer
--

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

<p>Legal (Parent):</p> <ol style="list-style-type: none"> 1. Local Government Act 1995 – Section 5.42 2. Control of Vehicles (Off-road Areas) Act 1978, Section 38(3) 	<p>Legal (Subsidiary):</p> <ol style="list-style-type: none"> 1. Control of Vehicles (Off-road Areas) Regulations 1979.
--	---

Council delegates its authority and power to the Chief Executive Officer to appoint authorised officers under the Control of Vehicles (Off-road Areas) Act 1978, for the whole of the district of the Shire of Quairading, subject to:

- 1.0 A Schedule of Authorisations being submitted to Council from time to time; and
- 2.0 The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

Delegation RNG.2 – Dog Act: Authorised Persons, Registration Officer and Officers to Carry Out Enforcement Proceedings

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	Contract Rangers
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):	Legal (Subsidiary):
<ol style="list-style-type: none"> 1. Local Government Act 1995 – Section 5.42 2. Dog Act 1976, Section 10AA 	<ol style="list-style-type: none"> 1. Dog Act 1976, Sections 11, 12, 29(1) and 44(2) 2. Dog Regulations 2013

Council delegates its authority and power to the Chief Executive Officer to appoint persons as Registration Officers and Authorised Officers under the Dog Act 1976, subject to:

- 1.0 A Schedule of Authorisations being submitted to Council from time to time; and
- 2.0 The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

Delegation RNG.3 – Cat Act: Authorised Persons, Registration Officer and Officers to Carry Out Enforcement Proceedings

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (No Parent):	Legal (Subsidiary):
<ol style="list-style-type: none"> 1. Local Government Act 1995 – Section 5.42 2. Cat Act 2011 	<ol style="list-style-type: none"> 1. Cat (Uniform Local Provisions) Regulations 2013 2. Cat Regulations 2012

Council delegates its authority and power to the Chief Executive Officer to appoint persons as Registration Officers and Authorised Officers under the Cat Act 2011, subject to:

- 1.0 A Schedule of Authorisations being submitted to Council from time to time; and
- 2.0 The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

Delegation RNG.4 – Hawkers, Stall Holders and Street Traders Licences

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

<p>Legal (Parent):</p> <p>1. Local Government Act 1995 – Section 5.42</p>	<p>Legal (Subsidiary):</p> <p>1. Shire of Quairading Activities in Thoroughfares and Trading in Thoroughfares And Public Places Local Law</p>
--	--

Council delegates its authority and power to the Chief Executive Officer to determine new applications for licence and renew existing licences for Stallholders, Street Traders, and Hawkers under the Shire of Quairading Thoroughfares Local Laws, subject to:

- 1.0 Compliance with the Shire of Quairading Thoroughfares Local Laws; and
- 2.0 The Applicant providing evidence of a minimum of \$10 million Personal Liability Insurance Cover.

Delegation RNG.5 – Litter Act: Authorised Officers and Withdrawal of Infringement Notices

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Local Government Act 1995 – Section 5.42 2. Litter Act 1979, Section 30(4a).	Legal (Subsidiary): 1. Litter Regulations 1981.
--	---

Council delegates its authority and power to the Chief Executive Officer to appoint authorised person/s to administer and enforce the Litter Act and to withdraw infringement notices under the Litter Act, subject to:

- 1.0 A Schedule of Authorisations being submitted to Council from time to time; and
- 2.0 The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

Delegation RNG.6 – Local Government Act: Appointment of Authorised Persons

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

<p>Legal (Parent):</p> <ol style="list-style-type: none"> 1. Local Government Act 1995 (As Amended), Sections 3.24, 9.10 and 9.23 2. Local Government Act 1995 (As Amended), Section 5.42 	<p>Legal (Subsidiary):</p> <ol style="list-style-type: none"> 1. Shire of Quairading Local Laws
--	---

- 1.0 Council delegate its authority and power to the Chief Executive Officer to appoint authorised persons to exercise the:
- 1.1 Powers and duties set out in the *Local Government Act 1995* in respect of:
- Section 3.25(1) – Notices requiring certain things to be done by owner or occupier of land.
 - Section 3.27 – Things local government can do on land that is not local government property.
 - Section 3.31 – Entering property.
 - Section 3.39 – Power to remove and impound.
 - Section 3.40A (1) – Abandoned vehicle wreck may be taken.
 - Section 9.11 – Person found commit breach of Act to give name on demand.
 - Section 9.13 – Onus of proof in vehicle offences may be shifted.
 - Section 9.16 – Giving a Notice.
 - Section 9.17 – Content of Notice.
 - Section 9.19 – Extension of Time.
 - Section 9.20 – Withdrawal of Notice.
 - Section 9.24(1) and (2) – Enforcement and legal proceedings; Commencing prosecutions; and Offence against the Act or Shire’s Local Laws.
 - Section 9.29(2) – Enforcement and legal proceedings and representing local government in court.
- 1.2 Duties and functions set out the Shire’s local laws, subject to:
- (a) The nominated officers being authorised only as detailed in a report to Council from time to time and listed in the Schedule of Authorisations.

Delegation RNG.7 – Removal and Impounding of Goods

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	On-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

<p>Legal (Parent):</p> <ol style="list-style-type: none"> 1. Local Government Act 1995, Section 5.42 	<p>Legal (Subsidiary):</p> <ol style="list-style-type: none"> 1. Local Government Act 1995 (As Amended) – Sections 3.39, 3.40, 3.40A, 3.46, 3.47, 3.47A and 3.48 2. Local Government (Functions and General) Regulations 1996 – Regulations 29 and 29A
--	---

Council delegates its authority and power to the Chief Executive Officer to undertake the functions and duties required under Subdivision 4 of Division 3 of Part 3 of the Local Government Act 1995, in respect to:

- 1.0 Section 3.40 – Removal of Vehicle and Impounding of Goods.
- 2.0 Section 3.40A – Removal of Abandoned Vehicles.
- 3.0 Section 3.46 – Withholding of goods pending payment of costs.
- 4.0 Section 3.47 – The disposal of confiscated goods.
- 5.0 Section 3.47A – Disposal of sick or injured animals.
- 6.0 Section 3.48 – Recovery of costs incurred in the impounding exercise

Subject to:

- (a) Compliance with the requirements of Regulations 29 and 29A of the *Local Government (Functions and General) Regulations 1996*.

Delegation RNG.8 – Notices Requiring Certain Things to be done by Owner or Occupier of Land

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

<p>Legal (Parent):</p> <ol style="list-style-type: none"> 1. Local Government Act 1995, Section 5.42 2. Local Government Act 1995, Section 3.25 3. Local Government Act 1995, Section 3.26 	<p>Legal (Subsidiary):</p>
--	-----------------------------------

Council delegates its authority and power to the Chief Executive Officer to:

- 1.0 Issue a notice in writing to the owner or occupier of land requiring them to do anything specified in Division 1 of Schedule 3.1 of the Local Government Act 1995.
- 2.0 Do anything that is considered necessary to achieve, so far as practicable, the purpose for which the notice was given, including recovering the cost of anything done as a debt due from the person who failed to comply with the notice.

Rates

Delegation R.1 – Agreement as to Payment of Rates and Service Charges

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): Local Government Act 1995, Section 5.42	Legal (Subsidiary): 1. Local Government Act 1995, Section 6.49
---	--

Council delegates its authority and power to the Chief Executive Officer to make an agreement with a person for the payment of rates and service charges, subject to:

- 1.0 The requirements of Councils "Recovery of Rates" procedures; and
- 2.0 The arrangements agreed to being on the basis that the total debt outstanding will be extinguished by 30th June next following.

Delegation R.2 – Amending the Rate Record

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	Administration Officer
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Local Government Act 1995, Section 5.42

Legal (Subsidiary):
1. Local Government Act 1995, Section 6.39(2)(b)

Council delegates its authority and power to the Chief Executive Officer to determine whether to amend the rate record for the preceding five years, subject to:

- 1.0 Compliance with the requirements of Section 6.39 of the *Local Government Act 1995*.

Delegation R.3 – Due Date for Payment of Rates and Service Charges

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Local Government Act 1995, Section 5.42	Legal (Subsidiary): 1. Local Government Act 1995, Section 6.50(1) and (2)
--	---

Council delegates its authority and power to the Chief Executive Officer to determine the date a rate or service charge becomes due and payable, subject to:

- 1.0 The date to be determined is not to be earlier than thirty-five (35) days after the date of issue on the rate notice.

Delegation R.4 – Objection to Rate Record and Request for Extension of Time

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

<p>Legal (Parent):</p> <p>1. Local Government Act 1995, Section 5.42</p>	<p>Legal (Subsidiary):</p> <p>1. Local Government Act 1995, Section 6.76(4) and (5)</p>
---	--

Council delegates its authority and power to the Chief Executive Officer to-

- 1.0 Determine applications by a person for an extension of time to make an objection to the rate record, subject to:
 - (a) Any extension granted being no longer than 30 days.
- 2.0 Consider any objection to the rate record and either disallow it or allow it, wholly or in part, subject to:
 - (a) Giving written notice of the decision made under (2) above in accordance with Section 6.76(6) of the *Local Government Act 1995*.

Delegation R.5 – Recovery of Rates Accruing Where Land Is Sold or Disposed of and Notice Is Not Given

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Local Government Act 1995, Section 5.42	Legal (Subsidiary): 1. Local Government Act 1995, Section 9.68(5)
--	---

Council delegates its authority and power to the CEO to recover rates accruing on land, from a person, whether principal or agent, until such time the required notice of the sale or disposal of the land is given.

Delegation R.6 – Recovery of Unpaid Rate or Service Charge

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Local Government Act 1995, Section 5.42	Legal (Subsidiary): 1. Local Government Act 1995, Section 6.56(1) 2. Local Government Act 1995, Section 6.60(2)
--	--

Council delegates its authority and power to the Chief Executive Officer to determine if –

- 1.0 Court action should be taken to recover an unpaid rate or service charge that is due and payable, subject to:
 - (a) Recovery action having been taken in accordance with Council's Rate Recovery Policy.
- 2.0 Notice should be given to the lessee of the land requiring the lessee to pay to the local government any rent as it falls due, in satisfaction of the rate or service charge.

Works

Delegation W.1 – Altering Thoroughfare Alignments

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Local Government Act 1995, Section 5.42	Legal (Subsidiary): 1. Local Government Act 1995, Section 3.51(3)
--	---

Council delegates its authority and power to the Chief Executive Officer to give notice of any proposal to:

- 1.0 Fix or alter the level of, or the alignment of, a public thoroughfare; or
- 2.0 Drain water from a public thoroughfare or other public place onto adjoining land;

Subject to:

- (a) The notice being in accordance with Section 3.51(4) of the *Local Government Act 1995*.

Delegation W.2 – Crossing from Public Thoroughfare to Private Land or Private Thoroughfare

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

<p>Legal (Parent):</p> <ol style="list-style-type: none"> 1. Local Government Act 1995, Section 5.42 	<p>Legal (Subsidiary):</p> <ol style="list-style-type: none"> 1. Local Government (Uniform Provisions) Regulations, Regulations 12, 13 and 14 2. Local Government Act 1995, Section 3.25(1)(b), Section 3.26(2) and (3) 3. Local Government Act, Schedule 9.1(7)
--	--

Council delegates its authority and power to the Chief Executive Officer to:

- 1.0 Approve or refuse an application from an owner of land, to construct a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land, and impose conditions in respect to the approval, subject to:
 - (a) The requirements of Regulation 14(2) of the Local Government (Uniform Provisions) Regulations 1996.
- 2.0 Issue a notice under Section 3.25(1)(b) to a person who has not complied with a condition imposed on a permission given under (1) above.
- 3.0 Do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given under (2) above.
- 4.0 Recover the cost of anything done under (3) above as a debt due from the person who failed to comply with the notice issued, subject to:
 - (a) Notification being given to Council prior to legal action commencing.
- 5.0 Issue a notice under Regulation 13(1) of the Local Government (Uniform Provisions) Regulations 1996 to the owner or occupier of private land to construct or repair a crossing from a public thoroughfare to the land, or a private thoroughfare serving the land, subject to:
 - (a) The requirements of Regulation 14(2) of the Local Government (Uniform Provisions) Regulations 1996.

Delegation W.3 – Entry to Any Land in an Emergency

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Local Government Act 1995, Section 5.42 2. Local Government Act 1995, Section 3.34	Legal (Subsidiary):
--	----------------------------

Council delegates its authority and power to the Chief Executive Officer to enter any land in an emergency and perform any of the local governments functions considered appropriate to deal with the emergency subject to the following conditions:

- 1.0 The Chief Executive Officer is to give notice of intended entry of land where it is practicable to do so, as required by Section 3.34(5).

Delegation W.4 – Excavation on Public Thoroughfares

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	On-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):	Legal (Subsidiary):
<ol style="list-style-type: none"> Local Government Act 1995, Section 5.42 	<ol style="list-style-type: none"> Local Government Act 1995, Section 3.25(1)(b), Section 3.26(2) and (3) Local Government Act, Schedule 9.1(6) Local Government (Uniform Provisions) Regulations, Regulation 11

Council delegates its authority and power to the Chief Executive Officer to:

- Grant permission to a person to make or make and leave, an excavation of specified dimensions and in a specified way in a specified part of a public thoroughfare or on a specified part of land adjoining a public thoroughfare, and impose conditions in respect to the permission, subject to-
 - The requirements of Regulation 11 of the *Local Government (Uniform Provisions) Regulations 1996*.
- Issue a notice under Section 3.25(1)(b) to a person who has not complied with a condition imposed on a permission given under (1) above.
- Do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given under (2) above.
- Recover the cost of anything done under (3) above as a debt due from the person who failed to comply with the notice issued subject to notification being given to Council prior to legal action commencing.

Delegation W.5 – Gates and Other Devices Across Thoroughfares

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

<p>Legal (Parent):</p> <ol style="list-style-type: none"> 1. Local Government Act 1995, Section 5.42 	<p>Legal (Subsidiary):</p> <ol style="list-style-type: none"> 1. Local Government Act 1995, Section 3.25(1)(b), Section 3.26(2) and (3) 2. Local Government Act, Schedule 9.1(5) 3. Local Government Act, Schedule 3.1 4. Local Government (Uniform Provisions) Regulations, Regulation 9
--	--

Council delegates its authority and power to the Chief Executive Officer to –

- 1.0 Grant permission to a person to have a gate or other device across a public thoroughfare under the care, control and management of the Shire, and impose conditions in respect to the permission, subject to:
 - (a) The requirements of Regulation 9 of the *Local Government (Uniform Provisions) Regulations 1996*; and
 - (b) A register of gates and other devices being kept in accordance with Clause 9(8) of the *Local Government (Uniform Provisions) Regulations 1996*.
- 2.0 Issue a notice under Section 3.25(1)(b) to a person who has not complied with a condition imposed on a permission given under (1) above.
- 3.0 Do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given under (2) above.
- 4.0 Recover the cost of anything done under (3) above as a debt due from the person who failed to comply with the notice issued subject to notification being given to Council prior to legal action commencing.

Delegation W.6 – Permits for Heavy Haulage Vehicles

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Local Government Act 1995, Section 5.42	Legal (Subsidiary):
--	------------------------------------

Council delegate its authority and power to the Chief Executive Officer to recommend to Main Roads WA approval or refusal of any heavy haulage application, subject to:

- 1.0 Compliance with the Shire of Quairading's Restricted Access Vehicle Policy.

Delegation W.7 – Private Works On, Over or Under Public Places

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

<p>Legal (Parent):</p> <ol style="list-style-type: none"> Local Government Act 1995, Section 5.42 	<p>Legal (Subsidiary):</p> <ol style="list-style-type: none"> Local Government Act 1995, Section 3.25(1)(b), Section 3.26(2) and (3) Local Government Act, Schedule 9.1(8) Local Government (Uniform Provisions) Regulations, Regulation 17 Shire of Quairading Activities on Thoroughfares and Trading in Thoroughfares and Public places Local Law
---	---

Council delegates its authority and power to the Chief Executive Officer to –

- 1.0 Grant permission to a person to construct anything on, over, or under a public thoroughfare or other public place that is Local Government property, and impose conditions in respect to the permission, subject to:
 - (a) The requirements of Regulation 17 of the Local Government (Uniform Provisions) Regulations 1996; and
 - (b) Having regard for the requirements contained in the Shire of Quairading Activities on Thoroughfares and Trading in Thoroughfares and Public places Local Law.
- 2.0 Issue a notice under Section 3.25(1)(b) to a person who has not complied with a condition imposed on a permission given under (1) above.
- 3.0 Do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given under (2) above.
- 4.0 Recover the cost of anything done under (3) above as a debt due from the person who failed to comply with the notice issued subject to notification being given to Council prior to legal action commencing.

Delegation W.8 – Regulatory Sign Applications (Stop, Give-Way, Speed, etc.)
--

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	Yes EMW&S
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Local Government Act 1995, Section 5.42	Legal (Subsidiary):
--	----------------------------

Council delegate its authority and power to the Chief Executive Officer to make applications to the Main Roads WA for the installation of regulatory signs and markings at such places as the Chief Executive Officer considers warranted.

Delegation W.9 – Temporary Road Closures

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	On-Delegated:	Yes EMW&S
Policy Reference:		Chief Executive Instruction/Procedure:	

<p>Legal (Parent):</p> <ol style="list-style-type: none"> 1. Local Government Act 1995, Section 5.42 	<p>Legal (Subsidiary):</p> <ol style="list-style-type: none"> 1. Local Government Act 1995, Sections 3.50, 3.50A and 3.51 2. Local Government Functions and General Regulations 1996, Regulations 4, 5 and 6 3. Road Traffic (Events on Roads) Regulations 1991
--	---

Council delegate its authority and power to the Chief Executive Officer to determine applications for the temporary closure of a thoroughfare, and to undertake the necessary action for the closure of thoroughfares to vehicles –

- 1.0 In cases of emergency; or
- 2.0 Where in the opinion of the CEO that due to heavy rain a thoroughfare is likely to be damaged by the passage of traffic of a particular class, or by the passage of traffic generally; or
- 3.0 For the conduct of an Event in accordance with the *Road Traffic (Events on Roads) Regulations 1991*;
- 4.0 Where the Council is undertaking repair and maintenance works to a thoroughfare;

Subject to:

- (a) Having regard for the requirements of Sections 3.50 and 3.50A of the *Local Government Act 1995*, and Clauses 4, 5 and 6 of the *Local Government (Functions and General) Regulations 1996*.

Delegation W.10 – Revocation of Temporary Road Closure to Vehicles

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	22/02/2018	Sub-Delegated:	Yes EMW&S
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Local Government Act 1995, Section 5.42	Legal (Subsidiary): 1. Local Government Act 1995, Sections 3.50(6)
--	--

Council delegate its authority and power to the Chief Executive Officer to revoke an order to close a thoroughfare subject to the provisions of Section 3.50(6) of the *Local Government Act 1995*.

10.2 Annual Electors Meeting Minutes – 5th February 2019

Meeting Date	28 th February 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Annual Electors Meeting Minutes
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

That Council receive the Minutes of the Annual Electors Meeting held on the 5th February 2019.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Annual Electors Meeting held on 5th February 2019
- No Decisions made at the Electors Meeting
- Various Issues were raised by Electors and recorded in the Minutes.

MATTER FOR CONSIDERATION

Minutes of the 5th February 2019 Meeting of the Annual Electors Meeting be received by Council.

BACKGROUND

The Annual Meeting of Electors was held on the 5th February 2019 in accordance with Section 5.27 of the Local Government Act.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.27. Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

5.29. Convening electors' meetings

- (1) The CEO is to convene an electors' meeting by giving —
 - (a) at least 14 days' local public notice; and
 - (b) each council member at least 14 days' notice,
 of the date, time, place and purpose of the meeting.
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

5.30. Who presides at electors' meetings

- (1) The mayor or president is to preside at electors' meetings.
- (2) If the circumstances mentioned in section 5.34(a) or (b) apply the deputy mayor or deputy president may preside at an electors' meeting in accordance with that section.
- (3) If the circumstances mentioned in section 5.34(a) or (b) apply and —
 - (a) the office of deputy mayor or deputy president is vacant; or
 - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,

then the electors present are to choose one of the councillors present to preside at the meeting but if there is no councillor present, able and willing to preside, then the electors present are to choose one of themselves to preside.

5.31. Procedure for electors' meetings

The procedure to be followed at, and in respect of, electors' meetings and the methods of voting at electors' meetings are to be in accordance with regulations.

5.32. Minutes of electors' meetings

The CEO is to —

- (a) cause minutes of the proceedings at an electors' meeting to be kept and preserved; and
- (b) ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors' meeting are first considered.

5.33. Decisions made at electors' meetings

- (1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —
 - (a) at the first ordinary council meeting after that meeting; or
 - (b) at a special meeting called for that purpose,
 whichever happens first.

(2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting

Local Government (Administration) Regulations 1996.

POLICY IMPLICATIONS

N/A

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
G3	Community Engagement

COMMUNITY CONSULTATION

The Annual Electors Meeting was publicised in the Community through various Media outlets. In addition, Statutory Advertising the Notice of Meeting was published in the "Avon Advocate" Newspaper.

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

Financial – Risk Matrix Rating considered Low. Council's Annual Financial Statements were submitted for External Audit and received an Unqualified Audit Report. Further mitigation with Items raised being the subject of Council's Annual Meeting with Council's Auditor in March 2019 and then future Strategies on the Ratios to be prepared for April 2019.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low. Annual Report provides Community with an overview of the Year's Operations, Projects and Statutory Reporting obligations. Council has completed its Statutory Requirements. Annual Report is on Council's Website as per legislative requirements.

Operation – Risk Matrix Rating considered Low. Annual Report and conduct of the Electors Meeting undertaken as part of Council's Operations and within Adopted Budget.

Natural Environment – Risk Matrix rating is considered Low.

COMMENT

The Local Government Act requires that all Decisions made at an Electors' Meeting are to be considered at the next Ordinary Council Meeting.

Council is informed that whilst various issues were raised by Electors there were no formal Decisions made at the Meeting.

Matters raised: -

- Pedestrian / Gopher Crossing and Pram Ramps
- Culvert Cleaning
- Water Standpipes
- Financial ratios
- Forbes Road
- Main Roads Project at Ashton Street and Winmar Road
- Park Cottages
- Condition of the Quairading – Cunderdin Road in the Shire of Cunderdin.

SHIRE OF QUAIRADING

The Minutes of the Annual Electors Meeting held in the Quairading Lesser Hall on Tuesday 5th February 2019 commencing at 7.05pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 7.05 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”.

Cr Davies welcomed the Shire Freeman, Mr Don Brown, Electors, Councillors and Staff to the Meeting.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr WMF Davies	Shire President
Cr B McGuinness	Deputy Shire President
Cr LR Brown	
Cr JN Haythornthwaite	
Cr PD Smith	
Cr TJ Stacey	

Electors

Mr Don Brown	Shire Freeman
Mrs Liz Smith	
Mr Brian Caporn	
Mrs Mariane Kevill	
Mrs Shirley 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

Apologies

Cr J McRae
Mr A McRae

Leave of Absence Previously Granted

Cr WE Shenton: 1st December 2018 to 28th February 2019 (inclusive).

ITEM 3 CONFIRMATION OF MINUTES AND BUSINESS ARISING

3.1 Confirmation of Minutes – 13th February 2018

MOVED Cr Brown SECONDED Mrs Stacey

That the Minutes of the Annual Electors Meeting held on the 13th February 2018 be confirmed as a true and accurate record.

CARRIED

3.2 Business Arising

Mrs Mariane Kevill enquired about the progress of the Pedestrian and Gopher Crossing over the Railway Line and Pram Ramps.

The Executive Manager of Works & Services, Mr Allan Rourke reported that he had met with Mr Arthur West and had inspected the Crossing and a number of Pram Ramps with him. Mr Rourke further commented that Staff have been monitoring the condition of the Crossing and top filling with gravel when needed. It was highlighted that the Railway Reserve and Crossing are not in the Shire's management or control. Council Staff will continue to lobby PTA for approval for a permanent crossing.

In regard to the Pram Ramps, Mr Rourke advised that a footpath and pram ramp audit will be undertaken this year to identify issues in regard to access from the road surface to the footpath. The new pram ramps that have been installed have minimal lip from the road surface to allow access with people that use mobility equipment.

Cr McGuinness requested an overview of the Culvert Cleaner Appraisal / Procurement.

Mr Rourke reported that Staff investigated the feasibility of purchasing a Culvert Cleaner to maintain the Shire's drainage infrastructure.

A demonstration of a recommended machine was undertaken and proven not to be suitable for Council's requirements and the purchase has not been proceeded with. Staff will continue to explore solutions to clean culverts utilising Contractors in the future.

Staff are compiling information from the recent WANDRRA repairs to ascertain the culverts that were cleaned during this project and the number of culverts and pipes remaining to be cleared.

ITEM 4 ANNUAL REPORT

4.1 2017/2018 Annual Report

The 2017/18 Annual Report includes the following: -

Governance

Council Statistics

Members of Council

About Council

President's Report

CEO's Report

Statutory Requirements

National Competition Policy

Public Interest Disclosure

Register of Complaints
 State Records Act 2000
 Disability Access and Inclusion Plan
Strategic Reporting
 Strategic Community Plan
Finance Statements
 Annual Financial Report (Includes Auditor's Report).

The 2017/18 Annual Report was formally received by Council at its Ordinary Meeting on Thursday 20th December 2018.

Questions on the Annual Report

Mrs Mariane Kevill

Mrs Kevill sought clarification on what the Grain Freight Project refers to.

The Chief Executive Officer, Mr Graeme Fardon outlined the background to the fully State Government funded project on the Quairading – Cunderdin Road which was part of the then Government's strategy to fund Road improvements on specified Grain Haulage Routes over investing in the upgrade of the Railway line network.

Mr Brian Caporn

Mr Caporn enquired about the recent frequent use of the Main Standpipe in Town by Contractors for Roadworks rather than utilising Council's standpipe on Loudon Street.

Mr Rourke explained that water from the Shire's Standpipe located on Loudon Street is being utilised by Contractors, though access to this water has been managed to allow sufficient supply for firefighting purposes and the balance to come down to the Oval Dam. Council's bores are fully operational and when they are not keeping up with the demand for roadworks purposes and Council's needs the Contractors are directed to the Main Standpipe. Mr Fardon confirmed that all water taken from either source is accounted for and charged to the Contractors.

Mr Caporn queried whether Council has the ability to exclude assets from calculations in order to improve our ratios, for example, make a decision not to replace the Pantapin Hall and exclude it for the purpose of Ratio calculations.

The executive Manager of Corporate Services, Mr Nathan Gilfellon replied to Mr Caporn's question, stating that Council is required to present the ratios as per the current correct information. So if the Pantapin Hall is our asset with a value, that value will be included in the calculation of the ratios.

However, a decision to not renew an asset and the calculations for that decision can be made in our Asset Management Planning process.

Mr Gilfellon provided the meeting with a visual Overview of Council's Financial Statements comparing the 2017/18 Year to the 2016/17 Year including the Financial Ratios.

MOVED Mr Caporn SECONDED Cr McGuinness

That the Annual Report for the Financial Year ended 30th June 2018, be received.

CARRIED

ITEM 5 CONSIDERATION OF OTHER GENERAL BUSINESS

Mr Brian Caporn

Mr Caporn advised the meeting that a new road had recently been named “Forbes Road” following the rationalisation of Reserve 15003 off Pantapin South East Road.

Mr Caporn requested that Road signs be installed and suggested that the history of “Forbes” on early farming pioneer in the area be published in a Shire Newsletter.

Mr Fardon confirmed that road signs will be ordered and installed and that the background to the “Forbes” could be publicised.

Mr Caporn enquired on the progress on the construction of Park Cottages.

Mr Fardon confirmed that the Park Cottage project is in Council’s 2018/19 Budget and that Council had recently called Public Tenders for the Supply and Installation of 3 Park Cottages with 8 Tenders submitted for consideration.

Mr Fardon further advised that Council had requested further clarification on the floor plan layouts of the Cottages submitted, before presenting the findings to Council at its February 2019 Meeting for Council’s determination of the Tender.

Mrs Mariane Kevill

Mrs Kevill enquired about the proposed roadworks on the Main Road at Winmar Road and sought clarification if the intersection will have a round-about installed.

Mr Fardon outlined the Main Roads design for the intersection which will accommodate 36.5 metre Road Train trucks and advised that there was not a roundabout in the design, however there will be several traffic islands to align the trucks correctly when moving through the intersection.

Mr Fardon commented that Main Roads and its contractors had been advised to minimise disruption of access to the Roadhouse and Council’s facilities during the Roadworks.

Mr Rourke advised that Roadworks for this project are scheduled to start on the 17th February 2019.

Mr Rourke advised that the Contractors will have access to the area behind the tourist bay and toilets to be able to have three (3) Site Offices. Also the area will be used for stockpiling of material and machinery laydown area. The Contactors have confirmed that access will not be impeded to the rear of the ablution blocks and access points to/from Winmar Road.

The meeting was advised that Main Roads will be preparing an Update article on their Projects for inclusion in the forthcoming Shire Newsletter.

Mrs Kevill highlighted the poor condition of the Quairading – Cunderdin Road, south of the Goldfields Road intersection in the Shire of Cunderdin. Mrs Kevill added that the bitumen surface was being squeezed by the heavy truck traffic and that the edge drop-off was also dangerous and several truck / trailer rollovers had occurred in this section of the road.

Council staff undertook to liaise with the Shire of Cunderdin officers on this matter and to ascertain their remedial work plans. Mr Fardon also commented that both Shires would be seeking further ongoing funding to maintain and repair the road.

ITEM 6 CLOSURE

There being no further business, the Chairman thanked all in attendance and closed the Meeting at 7.43 pm.

Confirmed.....

10.3 Strategic Planning Committee Minutes – 12th February 2019

Meeting Date	28 th February 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Minutes of Meeting
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Cr Brown verbally declared an Impartiality Interest with Item 9.2 Oval Sports Lighting (SP22-18/19) at the Strategic Planning Committee.

OFFICER RECOMMENDATION

1. That Council receive the Minutes of the Strategic Planning Committee for its Meeting of 12th February 2019; and

That Council consider each of the Committee's following recommendations individually: -

Shade Sails at the Swimming Pool

RESOLUTION: SP21-18/19

That the Strategic Planning Committee recommend to Council that: -

1. The Chief Executive Officer formally approach the Swimming Pool Project Primary Contractor, ACorp Pty. Ltd. to confirm their remedial actions to be undertaken for the failure of the Shade Sail System (including the 6 Poles).
2. Quotations be sourced for the Winch System.
3. Quotations to be submitted to the 2019/20 Draft Budget Workshops.
4. Council conduct Community consultation during the current Pool Season to ascertain the issues with the current Shade sail configuration.

Oval Sports Lighting

RESOLUTION: SP22-18/19

That the Strategic Planning Committee recommend to Council that: -

1. The Chief Executive Officer proceed with the hiring of 2 x mobile floodlight Units for the duration of the Football and Hockey Seasons at an estimated cost of \$9,100, being funded from identified current Surplus funds and in the 2019/20 Council Budget.
2. Council support the application for grant funding of \$55,000 under the CSRFF Small Grants program, and
3. The Oval Sports lighting Project (including Project Plan and Costings) and any External Grant Funds achieved be submitted to the 2019/2020 Budget Workshops.

Swimming Pool Heating

RESOLUTION: SP23-18/19

That the Strategic Planning Committee recommend to Council that: -

The Strategic Planning Committee receive the Officer's Report on Swimming Pool Heating.

Quairading Swimming Pool Operations Update and Service Continuation (Confidential Item)**RESOLUTION: SP24-18/19**

The Strategic Planning Committee recommend to Council that:

1. Council notes the actions taken by Staff following the December and January closures of the Pool and that Council seek pro rata payment from Contract Aquatic Services in lieu of the 5 Days of Pool Closure.
2. Council authorise the Chief Executive Officer to call for Tenders for the Supervision and Management of the Quairading Swimming Pool for a three-year period with a two-year extension option.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

For Council to be informed of discussions and recommendations of the Strategic Planning Committee and to determine its position in regard to the Recommendations.

MATTER FOR CONSIDERATION

Minutes of the Strategic Planning Committee.

BACKGROUND

The Strategic Planning Committee met on 12th February 2019 from which there are four (4) recommendations for Council consideration, namely: -

- RESOLUTION: SP21-18/19
- RESOLUTION: SP22-18/19
- RESOLUTION: SP23-18/19
- RESOLUTION: SP24-18/19.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

SP21-18/19 – Nil Implications in current financial year, but there may be Cost Implications in future depending upon outcome of Shade Sail / Post remedial action and if Shade Sail Configuration was to be altered. Shade Sail winch system to be submitted for 2019/20 Budget Workshops

SP22-18/19 – Hire Costs of the mobile floodlighting units to be funded from 2018/19 identified Surplus funds.

SP23-18/19 – Nil

SP24-18/19 – Nil in 2018/19. Tender Process will provide Council with anticipated Swimming Pool Management Costs for the 2019/20 Year.

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

SP21-18/19 – Community Consultation of the configuration of the current Shade sails to be undertaken for the remainder of the Swimming Pool Season.

SP22-18/19 – Further Consultation to be undertaken with the Football, Hockey and Cricket Clubs.

SP23-18/19 – Nil.

SP24-18/19 – Nil.

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

Financial – Risk Matrix Rating assessed as Low. Shade Sail System - Risk may be heightened subject to the outcome of the Remedial Action issue. Sports Oval Lighting – Temporary measures funded to 30th June 2019. Overall Project (and Grant Funding outcomes) is the subject of 2019/20 Budget Workshops.

Health – Risk Matrix Rating assessed as Low. Public Health & Safety Risk mitigated with the removal of the old Oval Lighting Poles.

Reputation – Risk Matrix Rating assessed as Medium. Heightened Risk assessed due to reputational damage resulting from the Pool Closures. Risk being mitigated through concerted effort of Pool Management Contractor to conduct Feature Events / days. Reputational Risk is present with the temporary Sports Lighting proposal until Oval Lighting Project can be planned, funded and delivered.

Operation – Risk Matrix Rating assessed as Low. All Strategic Planning Committee Recommendations and Actions resulting are included in Council's normal operations.

Natural Environment – Risk Matrix Rating considered as Low.

COMMENT

Minutes of the 12th February 2019 Meeting of the Strategic Planning Committee include four (4) recommendations to Council for which the background of each recommendation is contained in the Minutes.

SHIRE OF QUAIRADING

The Strategic Planning Committee Minutes of Meeting held on Tuesday 12th February 2019 commencing at 5.06 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson opened the Meeting at 5.06pm.

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr B McGuinness	Deputy Shire President/Chairperson
Cr LR Brown	
Cr JN Haythornthwaite	
Cr J McRae	
Cr PD Smith	
Cr TJ Stacey	

Council Officers

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

Apologies

Cr W Davies	Shire President
Mrs A Strauss	Executive Officer

Leave of Absence Previously Granted

Cr WE Shenton: 1st December 2018 to 28th February 2019 (inclusive).

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil.

ITEM 4 DECLARATIONS OF INTEREST

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

Nil, at this time.

ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

5.1 Confirmation of Minutes – 9th October 2018

RESOLUTION: SP20-18/19

MOVED Cr McRae SECONDED Cr Stacey

That the Minutes of the Strategic Planning Committee Meeting held on the 9th October 2018 be confirmed as a true and accurate record.

CARRIED 6/0

5.2 Business Arising

Nil.

ITEM 6 REFERRED STRATEGIC PROPOSALS

No matters for consideration.

ITEM 7 ECONOMIC: GROWING ECONOMY & EMPLOYMENT OPPORTUNITIES

No matters for consideration.

ITEM 8 SOCIAL: ACTIVE, HEALTHY, SAFE AND INCLUSIVE COMMUNITY

8.1 Medical Contract Review

Meeting Date	12 th February 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Review Paper (Confidential attachment under separate cover)
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

Item considered Confidential under Section 5.23, 5.94 and 5.95 of the Local Government Act as information relates to a current Contract that Council has for Medical Services. Reference Section 5.23 (2)(c).

5.21pm

Cr McGuinness verbally declared a Financial Interest (Indirect Interest) pertaining to Item 8.1 Medical Contract Review and removed himself from the Chair. Cr Smith took the Chair.

Cr McGuinness, Mr Gilfellow, Mr Rourke and Mr Bleakley left the Meeting.

5.31pm

Cr McGuinness, Mr Gilfellow, Mr Rourke and Mr Bleakley re-entered the Meeting.

Withdrawal of Officer Recommendation

The Chief Executive Officer requested that the Officer's Recommendation be withdrawn to enable further information and options to be provided, following receipt of the Rural Health West Report.

IN BRIEF

- Council has requested that a Contract Review and Options Paper be prepared and presented to Council on the GP Medical Services.
- Additional information has been sought from Rural Health West and neighbouring Councils.

MATTER FOR CONSIDERATION

Review Paper prepared by the CEO (under separate cover).

BACKGROUND

Council has owned and operated the Quairading Medical Centre since 1st July 1998 following its transfer of the Practice from then Doctor, Lindsay Matthews.

Model has been developed under the Stewardship of the Medical Executive Committee.

Initially, Model incorporated a Salaried Doctor and in the past 4 ½ years a Contractor GP.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS

Council's Purchasing Policy (Ref FIN.2)

FINANCIAL IMPLICATIONS

Refer to Briefing Paper.

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

COMMUNITY CONSULTATION

Strategic Community Plan Summary of Community's Highest Priorities

Community Survey			Community Drop in Sessions	"30 under 30" Youth Forum	Business Forum	Noongar "Have Your Say" Workshop
Unprompted: top priorities over next 3 years	Prompted: top priorities over next 3 years	Unprompted: most important improvement	Prompted: where would you spend more?	Unprompted: make Quairading more attractive to young people	Unprompted: highest priorities	Unprompted: highest priorities
<ul style="list-style-type: none"> ▪ Economic Development Initiatives ▪ Roads, Footpaths and Drainage ▪ Health and Medical Services ▪ Parks, Playgrounds, Ovals and Reserves ▪ Attracting and Retaining Youth 	<ul style="list-style-type: none"> ▪ Improving road maintenance ▪ Attracting new business into the Shire ▪ Keeping young people in the Shire ▪ Improved health services ▪ Attracting new residents into the Shire 	<ul style="list-style-type: none"> ▪ Roads ▪ Health Care ▪ Youth ▪ Community consultation ▪ Customer service 	<ul style="list-style-type: none"> ▪ Economic Development Initiatives ▪ Health and Medical Services ▪ Roads, Footpaths and Drainage ▪ Recreation and Community Centres ▪ Parks, Playgrounds, Ovals and Reserves 	<ul style="list-style-type: none"> ▪ Industry and employment strategy ▪ Community playground/All year-round park ▪ Ski Lake ▪ Public Transport/ Taxi service ▪ Festivals and events that appeal to locals and visitors ▪ Large community noticeboard <p>Notes: (i) a small community noticeboard has since been installed under the town clock (ii) see also the youth survey results pp. 31/32</p>	<ul style="list-style-type: none"> ▪ Light industrial area development ▪ Main highway signage ▪ Wi-Fi in the Shopping Precinct/Caravan Park ▪ Childcare five days a week ▪ Professional business training 	<ul style="list-style-type: none"> ▪ Youth ▪ Cemetery ▪ Badjaling ▪ Groves Reserve ▪ Housing ▪ Tourism ▪ Schools ▪ Doctors/Health

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

Financial – Risk Matrix Rating of Medium. The Contractor Model has provided stability of GP Service and Cost over the term of the current Contract. Future Service model to be at a sustainable Cost to Council.

Health – Risk Matrix Rating of Medium. Risk Rating escalates if the Model / Contract is not reviewed in a timely and effective manner and a GP Service is not secured by 30/9/2019 and Council is unable to maintain continuity of this Service in the district.

Reputation – Risk Matrix Rating of Medium. Risk is mitigated with Council undertaking this Review well prior to the expiration of the Term of the current Contract. Reputational Risk escalates if Procurement is not undertaken legally nor completed in time to maintain a GP Service.

Operation – Risk Matrix Rating of Low. Current GP Service and associated Operational Costs are within Council's Corporate Plans and Budgets.

Natural Environment – Risk Matrix Rating of Low.

COMMENT

Refer to Confidential Report.

ITEM 9 BUILT ENVIRONMENT: PLANNING & INFRASTRUCTURE TO MEET THE NEEDS OF THE COMMUNITY

9.1 Shade Sails at the Swimming Pool

Meeting Date	12 th February 2019
Responsible Officer	IPR&SPO Richard Bleakley
Reporting Officer	IPR&SPO Richard Bleakley
Attachments	MKM Report; Design Documents; Forth Engineering Response.
Owner/Applicant	Shire of Quairading
Disclosure of Interest	N/A

OFFICER RECOMMENDATION

That the Committee recommends to Council that: -

1. The Chief Executive Officer proceed to seek quotations for the shade sail pole modifications as recommended by MKM Consulting Engineers.
2. Quotations be sourced for the Winch System.
3. Quotations to be submitted to the 2019/20 Draft Budget Workshops.

RESOLUTION: SP21-18/19

MOVED Cr Smith SECONDED Cr Brown

That the Strategic Planning Committee recommend to Council that: -

1. The Chief Executive Officer formally approach the Swimming Pool Project Primary Contractor, ACorp Pty. Ltd. to confirm their remedial actions to be undertaken for the failure of the Shade Sail System (including the 6 Poles).
2. Quotations be sourced for the Winch System.
3. Quotations to be submitted to the 2019/20 Draft Budget Workshops.
4. Council conduct Community consultation during the current Pool Season to ascertain the issues with the current Shade sail configuration.

CARRIED 6/0

Reason for Variation from Officer's Recommendation

1. The Committee determined that the issue of the design and/or manufacture of the Shade Sail System remains with the Principal Contractor of the Pool Refurbishment Project.
2. The Committee supported that Community consultation be sought on the configuration of the original Shade Sails.

IN BRIEF

- In January 2018 there was the failure of one shade sail pole at the swimming pool.
- Pole was removed and remedial works were carried out and pole reinstalled.
- Consultant (MKM) was contracted
 - to design winch system to simplify process of installing and removing shade sails

- review existing shade sail structure integrity.
- Report issued with recommendations.
- Report sent to original Design Engineers for comment / response.

MATTER FOR CONSIDERATION

Reinstatement of the Shade Sails at the Swimming Pool.

BACKGROUND

In January 2018 the Pool Manager reported the failure of a shade sail pole at the Swimming Pool.

Sails were immediately removed and put into storage. The Project Contractor, ACorp, were contacted with the failure being recorded in the 12 Month Defect Report for rectifying. A lengthy debate pursued before ACorp finally agreed to remove pole, replace failed mountings and to reinstall the pole.

Shade sails were not reinstalled for the remainder of the 2017/18 Season.

Two matters were raised:

1. Mechanism for the Shire to be able to raise and lower the Shade Sails; and
2. Integrity of the remaining shade sail poles.

To address these, an Engineering Consultant (MKM Consulting) was engaged to inspect and report. A site visit and study was conducted in late August 2018 with a report submitted in early September.

This report included:

1. Design for winch system to raise / lower shade sails
2. Assessment of the original design of shade sail poles; and
3. Recommendation for modifications to pole base plate and mountings.

The recommendations from MKM were very risk adverse indicating that original design did not have the capacity to withstand extreme wind storms in excess of 100km/hr.

Following receipt of Report, IPR&SP Officer contacted Forth Consulting, original Consultant Engineers, requesting a response to the assessment and remedial recommendations from MKM.

A response was finally received on 20th December 2018 with the IPR&SP Officer responding after the Festive Season Break.

STATUTORY ENVIRONMENT

N/A

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Additional funding to modify base plates and mounting may be required in 2019/20 Budget – Quotations to be sought for remedial works.

Council has an Approved Budget of \$10,000 in 2018/19 for the installation of the Winch System. It is recommended that the winch system not be installed until the modifications of the posts are undertaken. Subject to Quotations received this year's Budget Allocation could be directed to the Pole modifications.

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

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
B2.2	Ensure the provision of community facilities and other built assets takes into account the needs of the community

COMMUNITY CONSULTATION

Community has been notified of the circumstances resulting in the removal of the Shade Sails.

Feedback has been received from Members of the Community both seeking the reinstatement of the Shade Sails and also leaving the Shade Sails down so as to warm up the water temperature in the Wading and Learn to Swim Pool.

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

Financial - Risk Matrix Rating is considered Low

Upgrading of baseplate and mountings will minimise risk of a structural failure which could have substantial financial implications such as cost of repair work on shade sail poles and pool infrastructure.

Health – Risk Matrix Rating is considered Low

Short-term – Modification of baseplate mountings will remove the risk of future incident and injuries to members of public and staff.

Long-term - Secure and safe installation of shade sails will minimise exposure to sunlight and its long-term consequences.

Reputation – Risk Matrix Rating is considered Low

Modifications to baseplate and mountings will reduce the likelihood of pool closures.

Operation – Risk Matrix Rating is considered Low

Modification of baseplate mountings will minimise risk of a structural failure, and subsequent closure of pool during the swimming season.

Natural Environment – Risk Matrix Rating is considered Low.

COMMENT

A number of remedial options have been discussed with Engineers:

1. Area of Coverage
 - Do we retain existing layout of sails over both pools or consider shade sails only on the Beach / entry side (suggestion from some members of the public).
 - Response from Consultant was that this would have very little impact on reducing the stress loading on the shade sail posts, may even be deleterious.
2. Shape of Shade Sails
 - Reconsider the design of the sails – triangular vs. rectangular.
 - Response from Consultant was that again this would have very little impact on reducing the stress loading.
3. Reinforcing of baseplate and mountings
 - Should proceed to seeking quotes for the installation of additional bolts into the footings.

9.2 Oval Sports Lighting

Meeting Date	12 th February 2019
Responsible Officer	IPR&SPO Richard Bleakley
Reporting Officer	IPR&SPO Richard Bleakley
Attachments	MKM Report (Oval Floodlights); ACCESS Hire – Floodlight Brochure; Lighting footprint
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

Cr Brown verbally declared an Impartiality Interest with Item 9.2 Oval Sports Lighting.

OFFICER RECOMMENDATION

RESOLUTION: SP22-18/19

MOVED Cr Brown SECONDED Cr Smith

That the Strategic Planning Committee recommend to Council that: -

1. The Chief Executive Officer proceed with the hiring of 2 x mobile floodlight Units for the duration of the Football and Hockey Seasons at an estimated cost of \$9,100, being funded from identified current Surplus funds and in the 2019/20 Council Budget.
2. Council support the application for grant funding of \$55,000 under the CSRFF Small Grants program, and
3. The Oval Sports lighting Project (including Project Plan and Costings) and any External Grant Funds achieved be submitted to the 2019/2020 Budget Workshops.

CARRIED 5/1

IN BRIEF

- Flood lighting at the Football Oval was assessed by Engineering Consultant, MKM Consulting, in late August 2018 and determined as structurally unsound and their removal was recommended.
- Sports Oval Lighting Poles were decommissioned and removed in December 2018.
- Shire staff submitted application for funding under the federal government's CSIP 2018 funding Program for lighting and scoreboard – Application was unsuccessful.
- Shire staff have resubmitted a revised Application with a reduced scope (Light Poles and Lamps only) in a second round of the SCIP Program. Total project Estimated at \$163,022. The Shire is applying for \$65K (approx. 40% of total project costs)
- Shire Grants Team will also be applying for State Government funding of \$55,000 under the CSRFF Small Grants Program 2019.
- Preferred option is to proceed with the hiring of mobile floodlight trailer units whilst all funding avenues are being pursued.
- Hire of two floodlight trailer units will cost approximately \$9,100 for the Winter Sports Season (funded over the 2 financial years)

MATTER FOR CONSIDERATION

Sports Oval Lighting at the Greater Sports Ground.

BACKGROUND

Sports lighting towers at the Football Oval were assessed by Engineering Consultant, MKM Consulting, in late August 2018.

A report was issued with a series of recommendations, primarily the removal of the existing towers as they were deemed to be high risk to the general public.

Four (4) Oval lighting towers were removed in December 2018.

Training season for Football and Hockey commences in March 2019

In November 2018, a funding window opened under Federal Government (Community Sports Infrastructure Program 2018). The Shire submitted an application for both oval floodlighting and a new scoreboard. (Project Value \$349,143, Grant request \$301,643)

Outcome for grant application was received in January 2019 – Unsuccessful.

Due to the high number of applications received the Federal Government opened a second round valued at \$30M.

The Shire Grants Team via the Chief Executive Officer has resubmitted the Application with a reduction in scope (Lighting Towers and LED Lights only)

Revised scope cost is \$163,022. The Shire is applying for \$65K (approx. 40% of total project costs)

Following discussions with Jenifer Collins, Manager Wheatbelt Department of Local Government, Sport and Cultural Industries, the Shire has been encouraged to submit for funding under the CSRFF Small Grants Program (max \$200,000). Funding window opened in early February and closes on 31st March 2019.

Floodlighting Options:

Option 1: Staged installation of Floodlights (Commence April 2019)

- Purchase and installation of 2 x Lighting Towers (immediate) at a cost of approximately \$100,000
- Submit grant application for Phase 2 (2 additional Lighting Towers) Value \$100,000
 - Shire cost - \$66K
 - Grant funding - \$33K
- Purchase and installation of two (2) remaining Lighting Towers in the 2019/20 Financial Year
- Comments
 - Grant funding allows for no retrospective reimbursement, so maximum grant funding would be \$33K
 - Highly unlikely the Shire would be able to procure and install lighting by the start of the Training Season.

Option 2: Installation of 4 x Floodlights (post commencement of season)

- Hire of 2 x Mobile floodlighting units for the duration of the season (mid-March to September) at a rate of \$175/week/unit – Approximately \$9,100
- Submission of grant applications for project
 - SCIP (reduced scope)
 - Shire contribution \$98,000
 - CSIP grant \$65,000
 - SCRFF (Small Grants)
 - Shire contribution \$108,000
 - CSRFF \$55,000

If Council is unsuccessful in securing external funding, it will need to commit \$171,000 towards the hiring of the temporary mobile lighting units and the upgrade of four (4) new Lighting Towers.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

FIN.2 Purchasing Policy (adopted 27/09/2018).

FINANCIAL IMPLICATIONS

Council has a Revised Budget Allocation of \$219,000 which will be the subject of further review in March 2019.

Council's Officer is recommending deferring the project so that the outcomes of all External Grant Applications are known.

Hiring of Temporary Lighting for Training be provided at an Estimated Cost of \$9,100 over the Winter Season, being \$6,100 in 2018/19 and \$3,000 in 2019/20.

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

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
B2.2	Ensure the provision of community facilities and other built assets takes into account the needs of the community

COMMUNITY CONSULTATION

Grants Team has been in contact with the President of the Quairading Football Club who has indicated that two mobile lightings will satisfy their training requirements. The Units can be moved to accommodate the Hockey Training Areas.

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

Financial - Risk Matrix Rating is considered Low

Project planning process has ensured that realistic and accurate costs have been determined prior to commencement of the project.

In obtaining contractor, the project officers will follow Shire Procurement Policy and WALGA Procurement Guidelines.

Health – Risk Matrix Rating is considered Low

Reputation Risk Matrix Rating is considered Low

Due diligence will be shown to ensure the Shire minimises its risk through the selection process of the Contractor.

Project management protocols will be in place to monitor the delivery of the project.

Contractor has been required to provide a Quality Assurance Plan for the delivery of the project.

Operation – Risk Matrix Rating is considered Low

Project management protocols will be in place to monitor the delivery of the project.

Contractor has been required to provide a Quality Assurance Plan for the delivery of the project.

Natural Environment – Risk Matrix Rating is considered Low.

COMMENT

Replacement of Oval Floodlights was brought forward due to the poor condition of the structure (MKM Report).

A number of options have been considered as to how to fast track the installation of new lighting and secure external funding to assist the process.

Most appropriate and interim measure is Option 2

- Securing mobile flood lighting to ensure that both Hockey and Football Clubs are able to proceed with their pre-season training programs.
- Installation of floodlighting as a single phase project.

Mobile floodlighting with two (2) units will not provide lighting for the entire oval but will be adequate for training purposes.

A source for the units has been identified.

The Grant and Project Team will continue to finalise the floodlighting design and documentation in preparation to tendering.

Additional information sourced by Cr Davies on the alternative option of purchasing second hand (reconditioned) lighting tower trailers by auction, was provided by Cr McGuinness and the Chief Executive Officer.

9.3 Swimming Pool Heating

Meeting Date	12 th February 2019
Responsible Officer	IPR&SPO Richard Bleakley
Reporting Officer	IPR&SPO Richard Bleakley
Attachments	Spreadsheet – operating costs for pool heating
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: SP23-18/19

MOVED Cr Brown SECONDED Cr Smith

That the Strategic Planning Committee recommend to Council that the Strategic Planning Committee receive the Officer's Report on Swimming Pool Heating.

CARRIED 6/0

IN BRIEF

- Pool temperatures average around 24.5C throughout the season.
- Ideal temperature for swimming pools is between 26C and 28C.
- Options for heating the pool include gas, heat pumps and solar.
- Operating cost for the pool will be substantially increased between \$15K and \$30K per season.
- Further investigation into lifecycle costings is required.
- Heating may become an attractive proposition once battery storage costs become more affordable.

MATTER FOR CONSIDERATION

Heating of Swimming Pool.

BACKGROUND

Enquiries have been made about the possibility of heating the swimming pool – leisure pool or lap pool or both.

Pool temperatures have been recorded during the 2017/18 and 2018/19 Seasons

Month	25m Lap Pool	Leisure Pool
Nov	23.2	23.1
Dec	23.8	23.8
Jan	24.7	25.0
Feb	24.6	25.1
Mar	24.6	24.9
Grand Total	24.3	24.5

Ideal temperature for swimming pools is between 26C and 28C. Temperatures above this have potential health issues related to control of algal and bacterial populations.

There are a number of options for heating the pools: -

- Conventional gas water heaters

- Heat pumps
- Solar piping.

Solar piping is the cheapest option but requires sufficient surface area to install the pipes. Anecdotal evidence indicates that a system meeting the needs of the Leisure Pool would have a capital outlay of \$30K, a life of about 10 years, but would have low operating costs.

Conventional gas water heating system would have the highest operating cost of approximately \$30,000 per season.

Heat pump system would have an operating cost of approximately \$15,000 per season.

STATUTORY ENVIRONMENT

N/A

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Currently at concept stage only.

Future implications

- Capital purchase
- Operational costs.

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

COMMUNITY CONSULTATION

Feedback has been received from Members of the Community.

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

Project at Concept Phase and is too early to conduct risk assessment.

COMMENT

- The heating of the pool will substantially increase the operating cost of the pool. Shire will need to determine whether it is willing to invest further resources into the equipment and operation of the pool.
- To date, a detailed life costings of the heating alternatives, have not been generated.
- Further investigation is needed into alternative heating systems.
- Option could become an attractive proposition if renewables and battery storage become more affordable.

ITEM 10 NATURAL ENVIRONMENT: TO PRESERVE & SUSTAIN OUR NATURAL ENVIRONMENT

No matters for consideration.

ITEM 11 GOVERNANCE: STRONG GOVERNANCE & COMMUNITY ENGAGEMENT

11.1 Quairading Swimming Pool Operations Update and Service Continuation (Confidential Item)

Item considered Confidential under Section 5.23, 5.94 and 5.95 of the Local Government Act as information relates to a current Contract that Council has for supervision and management of the Swimming Pool. Reference Section 5.23 (2)(c).

OFFICER RECOMMENDATION**RESOLUTION: SP24-18/19****MOVED Cr Stacey SECONDED Cr McRae**

The Strategic Planning Committee recommend to Council that:

1. Council notes the actions taken by Staff following the December and January closures of the Pool and that Council seek pro rata payment from Contract Aquatic Services in lieu of the 5 Days of Pool Closure.
2. Council authorise the Chief Executive Officer to call for Tenders for the Supervision and Management of the Quairading Swimming Pool for a three-year period with a two-year extension option.

CARRIED 6/0

ITEM 12 COUNCILLOR'S FUTURE PROPOSALS

12.1 Waste Fuelled Power Generation

Information from ABC News/Landline was tabled by Cr McGuinness and the Meeting resolved that the initiative be added to Council's Strategic Planning "Watching Brief" list.

12.2 Energy Project

The Committee noted the preliminary information provided by the Chairperson and the Chief Executive Officer following an approach by the Shire President to the Company.

The meeting noted that initial district information had been provided by the Chief Executive Officer to the interested party for them to assess potential site suitability and if proven suitable, a future registration of interest.

12.3 Power to Lease - Reserve 16735

The Chief Executive Officer provided a verbal report that Approval for Power to Lease Reserve No. 16735 (Landfill Site) had not been granted and that further efforts were being made through local Parliamentarians to seek a reconsideration of Council's request to the State Department of Planning, Lands and Heritage.

12.4 Future Proposals

Cr Brown

Nil.

Cr McRae

Cr McRae raised concern at the current methods used by Council to engage with the Community and when seeking feedback from the Community.

The meeting commented on the need to improve Council engagement methods including the tone of wording in Invitations to Events/Meetings and greater use of letter drops.

Cr McRae enquired whether the Emergency Generator Grant Application had been submitted.

The Chief Executive Officer confirmed that the Application had been submitted before the due date.

Cr Smith

Cr Smith raised the issue of the configuration of the Western end of Heal Street at the Main Road and its potential to be opened up to enable larger vehicles and caravans to stop over in a layby area.

The meeting supported that this item be listed as a Strategic Planning item.

Cr Haythornthwaite

Nil.

Cr Stacey

Nil.

ITEM 13 NEXT MEETING DATE

The next Strategic Planning Committee Meeting is scheduled to take place on Tuesday 9th April 2019, commencing at 5.00 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 14 CLOSURE

There being no further business, the Chairman closed the Meeting at 8.15 pm.

I certify the Minutes of the Strategic Planning Committee Meeting held on 12th February 2019 were confirmed on 9th April 2019 as recorded on Resolution No. _____

Confirmed..... 9/04/2019

10.4 Extraordinary Councillor Vacancy

Meeting Date	28 th February 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Cr Shenton's Correspondence
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

Option 1

That: -

Pursuant to section 4.17(2) of the Local Government Act 1995, Council request the WA Electoral Commissioner to allow the extraordinary vacancy created by the resignation of Cr Bill Shenton to remain unfilled until the next ordinary election in October 2019.

Or

Option 2

That: -

1. Pursuant to section 4.9 of the Local Government Act 1995, Council set the date of the extraordinary election, resulting from the vacancy created by the resignation of Cr Bill Shenton as 18th May 2019.
2. Council determine, in accordance with section 4.61(1) of the Local Government Act 1995 that the method of conducting the extraordinary election will be a voting in-person election.
3. Council make a provision of \$5,000 from the current Surplus within the 2018/19 Budget to conduct the extraordinary election prior to the 30th June 2019.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Cr Bill Shenton has submitted written notice to the Chief Executive Officer on 20th February 2019 of his resignation as a Shire of Quairading Councillor, with the Resignation effective 1st March 2019.
- Cr Shenton's Term of Office was due to end at the October 2019 Election Day.
- Local Government Act prescribes the Procedure to either fill the Vacancy at an Extraordinary Election or to have the Vacancy held over to fill the Vacancy at the Election day to be held on the 19th October 2019.
- Electoral Commissioner Approval required to hold over filling the Vacancy.
- CEO is to be the Returning Officer, unless with Approval the Council may appoint another person to be the Returning Officer.
- Council is able to determine whether to conduct the Election as an "In Person" Election or a Postal Vote Election.
- Postal Vote elections must be conducted by the WA Electoral Commission and the cost borne by Council. The WA Electoral Commission have advised that they would not provide a quotation

to conduct the stand alone extraordinary election but will provide a quotation for the ordinary election in October 2019 for Council's budgetary consideration.

MATTER FOR CONSIDERATION

The Local Government Act requires Council to determine how it wants to proceed with the vacancy created within one month of the date of the resignation notice being provided to the Chief Executive Officer by the resigning Councillor.

BACKGROUND

Councillor Shenton is currently on approved Leave of Absence from Council until 28th February 2019.

STATUTORY ENVIRONMENT

Local Government Act 1960

4.9. Election day for extraordinary election

- (1) Any poll needed for an extraordinary election is to be held on a day decided on and fixed —
 - (a) by the mayor or president, in writing, if a day has not already been fixed under paragraph (b); or
 - (b) by the council at a meeting held within one month after the vacancy occurs, if a day has not already been fixed under paragraph (a).
- (2) The election day fixed for an extraordinary election is to be a day that allows enough time for the electoral requirements to be complied with but, unless the Electoral Commissioner approves or section 4.10(b) applies, it cannot be later than 4 months after the vacancy occurs.
- (3) If at the end of one month after the vacancy occurs an election day has not been fixed, the CEO is to notify the Electoral Commissioner and the Electoral Commissioner is to —
 - (a) fix a day for the holding of the poll that allows enough time for the electoral requirements to be complied with; and
 - (b) advise the CEO of the day fixed.

4.17. Cases in which vacant offices can remain unfilled

- (1) If a member's office becomes vacant under section 2.32 on or after the third Saturday in July in the election year in which the term of the office would have ended under the Table to section 2.28, the vacancy is to remain unfilled and the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.
- (2) If a member's office becomes vacant under section 2.32 —
 - (a) after the third Saturday in January in the election year in which the term of the office would have ended under the Table to section 2.28; but
 - (b) before the third Saturday in July in that election year,

the council may, with the approval of the Electoral Commissioner, allow the vacancy to remain unfilled and, in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.
- (3) If a councillor's office becomes vacant under section 2.32 and under subsection (4A) this subsection applies, the council may, with the approval of the Electoral Commissioner, allow* the vacancy to remain unfilled and, subject to subsection (4), in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.

* *Absolute majority required.*

- (4A) Subsection (3) applies —
- (a) if —
- (i) the office is for a district that has no wards; and
 - (ii) at least 80% of the number of offices of member of the council in the district are still filled;
- or
- (b) if —
- (i) the office is for a ward for which there are 5 or more offices of councillor; and
 - (ii) at least 80% of the number of offices of councillor for the ward are still filled.
- (4) If an ordinary or an extraordinary election is to be held in a district then an election to fill any vacancy in the office of councillor in that district that was allowed to remain unfilled under subsection (3) is to be held on the same election day and Division 9 applies to those elections as if they were one election to fill all the offices of councillor for the district or ward that need to be filled.

[Section 4.17 amended: No. 49 of 2004 s. 31; No. 66 of 2006 s. 8; No. 17 of 2009 s. 12.]

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The cost implications for each of the options available to Council are provided within the “Officer Comment” and Financial Risk section.

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 assessed as Low. Savings of approximately \$2,000 will be achieved in Councillors Meeting Fees to the end of June 2019. Cost of a contested in-person extraordinary election will be in the order of \$4,500-5,000. This amount could be funded from Council’s current Budget surplus.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. It could be considered that there is a heightened risk of not filling the vacancy at the earliest opportunity, however there could be reputational risk of incurring additional expense in the 2018/19 year by conducting the extraordinary election rather than holding over the Vacancy to October 2019.

Operation – Risk Matrix Rating is assessed as Low. Historically, in person elections have been managed with Council’s existing operational resources but the elections do draw an amount of resources away from other Projects and Services for the period of the preparation and conduct of the election.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Option 1

Section 4.17 of the Local Government Act 1995 gives Council the option, with the approval of the WA Electoral Commissioner of holding over a Councillor extraordinary vacancy, where that vacancy is created more than 92 days from the next ordinary election.

The resignation of Cr Shenton effectively leaves Council with 87.5% of its representational capacity until the October 2019 ordinary election. At least 80% Representation is a minimum requirement required under the Local Government Act when considering holding over a Vacancy.

There is no cost implication in leaving the vacancy unfilled, other than a saving in the 2018/2019 budget of \$32,205 provided for Councillors Meeting Fees. Estimated saving of \$2,000.

Option 2

Should an extraordinary in-person election be supported by Council, the Act requires that a date for that election be set within 4 months of the vacancy occurring, unless otherwise approved by the WA Electoral Commissioner.

An in-person election would be conducted internally with the CEO as Returning Officer and supported by Council's existing Staff. The estimated cost of holding a contested in-person extraordinary election is \$4,500-5,000 which would cover staff time on Election Day, printing costs, and statutory advertising.

There is no provision within the 2018/19 Budget to hold an election in this financial year. The extraordinary election costs could be funded from the known Budget surplus with a Council authorisation for that expenditure in the 2018/19 year.

Electoral Provisions – Option 2

Council must also be mindful of the statutory provisions regarding the holding of an extraordinary election when setting a date.

Statewide public notice must be given by Council advising the date and time for close of enrolments between 56 and 70 days before Election Day.

Further, Rolls close at 5pm, 50 days before Election Day. Again, 7 days' notice is advisable for a statutory advertisement to be put in the West Australian, so in effect the absolute earliest date that an election could be held is Saturday 18th May 2019.

Anthea Strauss

From: Bill Shenton <billshenton17@gmail.com>
Sent: Wednesday, 20 February 2019 4:52 PM
To: Anthea Strauss
Subject: Resignation

Dear Graeme,

It is with deep regret that I have to hand in my resignation as a councillor effective as of March 1st, 2019. This is due to ongoing medical issues.

I would sincerely like to thank yourself, secretary Anthea Strauss, President Wayne Davies and my fellow councillors for making my time enjoyable and for their professionalism and cordiality at all times

I wish yourself and fellow councillors all the best for the future, and I know that Council is in good hands.

Yours Sincerely,

Bill Shenton

10.5 Re-branding Project

Meeting Date	28 th February 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	GPO Sarah Caporn
Attachments	Nil
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

1. That Council engage Castledine & Castledine Design for the Rebranding project at a Cost of \$10,250.
2. Subject to the satisfactory completion of the re-branding project, any modifications to the Website resulting from the re-branding is to be undertaken within Council's existing Website Support hours through Market Creations (as per Council's December 2018 Agenda)
3. Council Officers continue to research the feasibility and cost of a Branding/District's Attractions Video and high quality photographic images of Quairading and report back to Council.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Council has supported that a Rebranding of the Shire be researched.
- Budget Review has provided a Budget of \$15,100 for the Rebranding Project.
- Council's Purchasing Policy requires that at least two (2) written quotations are sought from suitable suppliers.
- The purchasing decision is to be based upon assessment of the supplier's response to:
 - A brief outline of the specified requirement for the goods; services or works required; and
 - Value for money criteria, not necessarily the lowest price.
- 4 Quotations for Design Services have been sought and received.
- The Quotation from Castledine & Castledine Design is \$10,250.
- Acceptance of the Castledine and Castledine Quotation would still allow Council flexibility and funds to consider beautiful photography or videography. The video could be either a Brand Creation Video or a Video that promotes the District's Attractions.

MATTER FOR CONSIDERATION

Procurement of suitable Supplier for Council's Re-branding Project.

Background

Council officers approached four relevant suppliers to quote on the project. The following provides an "apples for apples" comparison of the quoting suppliers for Council to consider.

Further background on each supplier and examples of their work were provided in the December 2018 Agenda.

Deliverable	Castledine Design	CreativeIQ	Key2 Creative	Market Creations
Community Consultation - 2 x sessions <i>incl travel to Qdg)</i>	\$850.00	\$2,600.00	\$4,960.00	\$4,246.00
Maximum of 4 logo design concepts	\$3,800.00	\$2,500.00	\$4,200.00	\$5,700.00
Preparation and printing of Brand Packs for concept review	\$2,200.00	PDF supplied – print at own cost	\$1,680.00	\$495.00
Style Guide for final design	\$1,400.00	\$1,350.00	\$2,240.00	\$1,716.00
Word letterhead template	\$150.00	inc above	\$280.00	\$286.00
Report Cover	\$350.00	inc above	\$1,120.00	\$286.00
Facebook page set up	\$250.00	\$350.00	\$490.00	\$429.00
Email signatures template	\$250.00	\$295.00	\$140.00	\$1,067.00
Business Cards - 6 kinds x 250 cards - design & print	\$280.00	\$770.00	\$280.00	\$583.00
Letterheads - 500 x A4 printed full colour on 100gsm bond	\$240.00	\$198.00 (x 1000 copies)	\$500.00	\$297.00
With Compliments Slips - 500 x DL printed full colour on 100gsm bond	\$140.00	\$165.00 (x 1000 copies)	\$500.00	\$220.00
Envelopes - 1000 x plain & 1000 x window faces - full colour on self-seal envelopes	\$340.00	\$360.00	\$280.00	\$517.00
TOTALS	\$10,250.00	\$8,588.00	\$16,670.00	\$15,842.00
<i>Optional Brand Creation Video - Costs from...</i>	\$3,000.00	\$600.00	\$5,000.00	\$858.00

PRESENTATIONS FROM QUOTING SUPPLIERS

Market Creations presented to Councillors, Staff and Community Members on the 25th October 2018.

The remaining three companies were invited to present to Councillors and interested community members on Monday 11th February 2019. Castledine & Castledine elected to attend in person whereas Creative IQ and Key2 Creative presented via teleconference.

The presentations allowed each company to provide an overview of their proposal along with examples of recent work with similar organisations.

The below feedback was received from Community members following the presentations:

From: Jill Hayes

Sent: Tuesday, 12 February 2019 10:25 AM

Hello Sarah,

Thanks for the opportunity to listen in.

Based on those presentations alone; I think the community engagement that Creative IQ are offering is incomparable to anyone else.

Market Creations, Castledine and Key2 all gave the exact same, stock standard, consultation recipe of "community workshops and online surveys" - which are great in theory, but it's exactly what the Shire has been trying in the past and it hasn't looked to be super successful or wide reaching.

Anna's ideas of pop up events and interactive online forums will capture so much more of our community, and I really think will uncover insight beyond opinions of a logo - which will be super beneficial to the Shire ongoing. A Saturday morning pop-up coffee spot or sausage sizzle could be the beginning of a six monthly / annual thing Councillors do to put themselves out there in the community and hear from community members that don't want to come along to formal meeting room events.

Beyond the methods, and after "virtually meeting" the people from each company, I think the Creative IQ team have the skills to dig beyond the suggestions of wheat, sheep, cuneata and friendly people that will no doubt come up. There's value in their prior experience in our community.

Beyond all of that though, I hope that Council have talked about and have a clear reason as to why they're going through this re-branding exercise - which is my first question as a community member.

I hope that this process doesn't just dump the current logo "because it's old". I hope that part of the scope of work given by Council to the chosen company, includes asking the community if they think the current logo still represents us or not - and go from there.

In terms of the structure of the process, I also like the idea of a working group to pull it together after the wide community consultation. Like Anna said though, Council would need to decide at the start who is going to make the final decision. Is the working group providing advice only? Will only Councillors vote on the final option? Will a working group also get a respected vote?

I think that's all the thoughts I've had so far 😊

Cheers, Jill.

From: Jo Hayes

Sent: Wednesday, 13 February 2019 1:48 PM

Hi Sarah,

Great job getting new faces/companies into the play.

I'm thinking it's a choice between Castledine and Creative IQ

I'm leaning towards Anna and her crew as they're offering fresh consultation ideas and being a younger demographic with varied experiences might offer a richer/fuller all-round experience. Plus they're out in the regions!

I think the most important thing at this stage is for Council to have a creditable spiel for the community as to why rebranding is being considered.

Another opportunity for gaining insight from the wider community might be when the draft tourism plan is presented.

It would be good if this is moved along as quickly as possible as I'm thinking it's going to impact on quite a few proposed tourism actions such as signage, marketing etc.

Best wishes, Jo

NEIL AND PHYLLIS MARRETT.
32 REID STREET

QUAIRADING. W.A. 6383.

C.R.C. QUAIRADING. ATTENTION SARAH CAPORN.

REFERENCE :TOWN BRANDING PRESENTATIONS.

MY WIFE AND I ATTENDED THE "PRESENTATIONS" AND WERE AMAZED AT THE WORK ALREADY DONE BY THE CRC AND THE COUNCIL MEMBERS. WE WERE DISAPOINTED AT THE SHORT SUPPLY OF LOCAL CITIZENS WHO WILL LATER SAY "WHY WASN'T I TOLD". NEVER MIND ,ON WITH THE REPORT.

THE GENTLEMAN WHO ATTENDED GETS OUR VOTE 1.FOR MAKING THE TIME TO BE HERE.2.HE SPOKE VERY CLEARLY.3.HE EXPLAINED WHAT HE WOULD AND WHAT HE COULD DO,ALSO HE INDICATED THAT HE WOULD BE USING AVERY EXPERIENCED PHOTOGRAPHER,WHICH I CONSIDER VITAL TO ANY PRESENTATION.

THE LADY WHO FOLLOWED WAS ALSO VERY GOOD BUT THE PHONE CONNECTION HAD THAT MUCH STATIC THAT WE WERE CONCENTRATING SO HARD ON LISTENING WE LOST TRACK OF THE POINT SHE WAS MAKING.

THE THIRD PRESENTER,ALSO VERY GOOD,WAS SPOILT BY THE STATIC

*Yours Sincerely
Neil J. Marrett*

STATUTORY ENVIRONMENT

N/A

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council has made a provision of \$15,100 in the Budget Review adopted by Council at its November 2018 Ordinary Council Meeting.

The initial Budget estimate did not include an amount for the Branding Video (\$858 quoted by Market Creations).

The Grants & Projects Officer has provided several Options for the filming and production of a District Video.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G3	Community Engagement
G3.1	Provide appealing opportunities for the community to participate in decisions that affect them.
G3.2	Collaborate with the community to achieve desired outcomes.

COMMUNITY CONSULTATION

Community consultation will be completed as part of this project. There are at least two workshops or survey sessions costed in each of the proposals. Ideas and input from the community is important to identify the key values, assets and iconography of Quairading.

CreativeIQ suggested a pop-up session at a central location (say Co-op foyer) to provide community members the chance to engage casually with the process beyond a longer, more formal workshop session. They also included a week-long online survey using the Loomio platform. Participants will be guided by structured questions but it allows for conversation between participants rather than in isolation like a survey.

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

Financial – Risk Matrix Rating considered Low. Risk mitigated by Council having reviewed the 2018/19 Budget to provide \$15,100 for the Rebranding Project. Quotations have been sought in accordance with Council's Purchasing Policy.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low. Reputational Risk will be mitigated and public image improved through a new "fresh" Branding.

Operation – Risk Matrix Rating considered Low. Management of the Branding Consultant will be through Council's normal Operations and Structure. Community Engagement to be promoted by the Community / Grants Team and local Publicity.

Natural Environment – Risk Matrix rating is considered Low.

FURTHER COMMENT

The existing Shire of Quairading logo was designed by Marilyn White and features a natural wood sculpture by local artist Ian Wills (dec.) and the native *Banksia cuneata*, a species originally only found in the Quairading area. The logo was selected by a committee of locals in the mid-1980s and was seen as an antidote to the usual wheat & wool adopted by many Wheatbelt towns.



ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

12.1 Supply and Delivery of one New Multi Tyred Roller and Trade of one Ammann AP240 Multi Tyred Roller - RFT 02/19 Disposal of one 2006 Ammann Multi Tyred Roller

Meeting Date	28 th February 2019
Responsible Officer	EMSW Allan Rourke
Reporting Officer	EMSW Allan Rourke
Attachments	x4 Confidential attachments under separate cover
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

That Council: -

1. Accept the Quotation received for the Supply and Delivery of one (1) New Multi Tyred Roller to GCM Agencies Pty Ltd for a Multipac 524H for the cost of \$133,00.00 (ex GST).
2. Accept the Tender from Allused Pty Ltd. for the outright purchase of one (1) Ammann AP240 Multi Tyred Roller for the tendered price of \$21,000.00 (ex GST).
3. That the Changeover Amount of \$112,000 (ex GST) be fully funded from Council's Plant Replacement Reserve Fund.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- eQuotes request for the supply and delivery and trade of a new Multi Tyred Roller.
- RFT advertised for the outright purchase of Council's Ammann 2006 Multi Tyred Roller.
- Whole of life costing was prepared by UNIQCO.
- Seven quotes received for the supply, delivery with trade.
- Four Tender Submissions received for the outright purchase.

MATTER FOR CONSIDERATION

For Council to consider quotes received for the supply and delivery of one (1) new Multi Tyred Roller and trade or outright purchase of one (1) Ammann AP240 Multi Tyred Roller.

BACKGROUND

eQuote requests were submitted to suitable WALGA Preferred Suppliers on the 19th January 2019 for the supply of one (1) new Multi Tyred Roller and trade of one (1) 2006 Ammann AP 240 Multi Tyred Roller.

A Request for Tender (RFT) 02/19 for the outright purchase of one (1) 2006 Ammann AP 240 Multi Tyred Roller was advertised in the West Australian on the 23rd January 2019.

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

Description of Qualitative Criteria	Weighting
Whole of life cost	40%
Price Changeover	30%
Service and Backup	15%
Warranty	10%
Delivery Time	5%

The assessment matrix allows the quotes 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 (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

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 2018/2019 Adopted Budget an allowance has been made of \$145,000 (ex GST) changeover cost. The changeover cost would be \$112,000 (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 – Quotes and 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 – As per the Ten Year Plant Replacement Program. Purchase and changeover of the Roller/s will not impact upon Council's operations.

Natural Environment – Risk Matrix Rating is considered Low.

COMMENT

When submissions closed on Wednesday 6th February 2019, seven (7) quotes had been received from five (5) companies via eQuotes, and four (4) offers of outright purchase via RFT 02/19: -

- Conplant
- WesTrac
- BT Equipment
- GCM Agencies
- JCB Construction Equipment
- Smith Broughton & Sons (outright purchase)
- Gray Eisdell Timms (outright purchase)
- Euro Actions UK Limited (outright purchase)
- Allused PL (outright purchase)

The seven quotes have been assessed as follows:

Company	Make	Model	Score (%)
Conplant Pty Ltd	Ammann	ART280HT3	28.512
Conplant Pty Ltd	Ammann	AP240HT3	55.288
Conplant Pty Ltd	Ammann	AP240T3	73.416
WesTrac Pty Ltd	Caterpillar	CW34	55.624
BT Equipmen Pty Ltd t	Bomag	BW27RH	65.64
GCM Agencies Pty Ltd	Multipac	524H	81.024
JCB Construction Equipment Pty Ltd	Dynapac	CP2100AOR	59.176

The four (4) Tender Submissions for the outright purchase have been assessed as follows (1 being the highest offer and 4 being the lowest offer) ranking is on price only.

Company	Score
Allused Pty Ltd	1
Euro Actions UK Limited	2
Gray Eisdell Timms	3
Smith Broughton & Sons	4

- From the above tables the quote to receive the highest score is the GCM Agencies Pty. Ltd. For the Multipac 524H Machine and Allused Pty Ltd ranked highest for the outright purchase.

The Executive Manager of Works and Services has undertaken an operational and visual assessment of the preferred machine being the Multipac 524H.

Assessment areas that were covered included access to maintenance service points, cab layout, operator comfort and overall suitability to Council's requirements.

The Multipac 524H has safety equipment including hand and body rails, anti-slip service platforms and the cab is tiltable operating hydraulically with a lock valve and safety bar.

The cabin provides 360-degree visibility and excellent operator comfort and the seat has a 90-degree swivel slide system allowing the operator to shift from left to right for a more convenient function and visibility.

The engine is a turbo charged Cummins diesel.

Maintenance areas are easily accessible.

The five tyres at the rear allows for enhanced shoulder compaction and easily viewed through the rear view mirror.

The Executive Manager of Works and Services has contacted the Shire of Cue, Manager of Works for a reference on the new Multipac 524H that has been delivered to the Shire of Cue. Discussions centred on the machines capability, safety, and maintenance.

The Shire of Cue Manager of Works was very happy with the delivered machine and commented on the ease of maintaining the machine, drivers comfort, visibility; and that the machine has a ballasted weight of 24 tonnes delivered without purchasing extra ballast and not having to use water as ballast that would reduce the rusting on the machine.

In conclusion, the quote from GCM Agencies Pty Ltd for the Multipac 524H delivers the best value in the changeover cost by applying the no trade price and the tender offer from Allused Pty Ltd \$112,000 Ex GST.

Results from the evaluation against the Qualitative Criteria scores the Multipac 524H highest at 81.024% out of 100%.

Whole of life costing evaluated the Multipac 524H second with a score of 9.83 out of 10.

ITEM 13 URGENT COUNCILLORS' BUSINESS

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

No matters for consideration.

ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 28th March 2019, commencing at 2 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 16 CLOSURE

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