



Ordinary Council Meeting

Notice of Meeting | 30th July 2020

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday 30th July 2020 commencing at 2.00 pm.

In accordance with the current State Emergency Declarations in regard to public gatherings, the Meeting venue is restricted to 25 Persons in total (including Councillors, Staff and Public).

Public are able to attend this meeting.

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

Alternatively, Questions may be asked in Person.

MEETING AGENDA ATTACHED

Graeme Fardon

GRAEME FARDON
CHIEF EXECUTIVE OFFICER

Date: 24th July 2020

Disclaimer

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

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SHIRE OF QUAIRADING

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at _____ pm.

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

Councillors are advised that an Invitation has been extended to Cameron Johnston of Johnston Electrical & Communication Services, the new School Teachers, Magdalen Johnston – Deputy Principal, Amy Taylor and Kendra Baker - Education Assistants, Jaxon Johnston – Chaplain, Erin Dunne – Teacher Year 2/3, Brydie Wellham – Teacher Year 4/5/6 to be accompanied by Principal Mrs Pauline Wray to join us for Afternoon Tea.

Council's Town Planning Consultant Mr Joe Douglas will be in attendance for the Meeting.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

Mr GA Fardon	Chief Executive Officer
Mr N Gilfellon	Executive Manager of Corporate Services
Mr RM Bleakley	IPR & Strategic Projects Officer
Mrs A Strauss	Executive Officer
Mr Joe Douglas	Consultant Town Planner

Observers/Visitor

Apologies

Mr A Rourke	Executive Manager of Works & Services
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Leave of Absence Previously Granted

ITEM 3 PUBLIC QUESTION TIME

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Application for Leave of Absence – Cr McGuinness

An Application for Leave of Absence has been received from Cr McGuinness for the period Monday 21st September 2020 to Friday 9th October 2020 (inclusive).

Recommendation

MOVED Cr _____ SECONDED Cr _____

That Cr McGuinness be granted Leave of Absence from Council and Committee Meetings for the period of Monday 21st September 2020 to Friday 9th October 2020 (inclusive).

CARRIED ___/___

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 – 25th June 2020

Recommendation

MOVED Cr _____ SECONDED Cr _____

That the Minutes of the Ordinary Meeting of Council held on the 25th June 2020 be confirmed as a true and accurate. (Attached).

CARRIED ___/___

7.2 Business Arising

SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 25th June 2020 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 / Ballardong land and we pay respect to the original custodians...past, present and future and welcome you all here today for this Meeting".

Cr Davies welcomed Councillors and Staff to the meeting.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

Mr GA Fardon	Chief Executive Officer
Mr A Rourke	Executive Manager of Works & Services
Mr N Gilfellow	Executive Manager of Corporate Services
Mrs A Strauss	Executive Officer

Observers/Visitors

Nil

Apologies

Mr RM Bleakley	IPR & Strategic Projects Officer
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Leave of Absence Previously Granted

Nil.

ITEM 3 PUBLIC QUESTION TIME

Nil – No Members of the Public in attendance and no Written Questions submitted.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

ITEM 6 DECLARATIONS OF INTEREST

The following pro forma written declarations were received by the CEO and read aloud: -

- Cr McGuinness - Impartiality Interest with Item 10.3 Quairading Local Health Advisory Group (LHAG)
- Currently employed by WACHS.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – 28th May 2020

RESOLUTION: 166-19/20

MOVED Cr Hippisley SECONDED Cr Cowcill

That the Minutes of the Ordinary Meeting of Council held on the 28th May 2020 be confirmed as a true and accurate.

CARRIED 8/0

7.2 Business Arising

Cr Hippisley

Page 25 of the Agenda – District Tourism Promotion on GWN7

The Chief Executive Officer advised the meeting that a purchase order had been raised for GWN7 advertising, and that REDTV have met with the Tourism Working Group Members that were available and have arranged for filming to take place next week Thursday 2nd July 2020, weather permitting.

Cr Smith

Page 25 of the Agenda – Urgent Councillor's' Business

The Chief Executive Officer informed the meeting of his preliminary investigation and that WALGA Governance Team had advised that most Councils have Meeting Procedures Local Laws which address the issue of Business of an Urgent Nature being raised by a Councillor. WALGA had suggested as an alternative, a Policy could be considered for Adoption that states that any "Urgent Business" can only be dealt with by referring the Matter to a Council Committee or to the be subject of an Officers Report to a future Council Meeting.

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – May 2020

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

OFFICER RECOMMENDATION

RESOLUTION: 167-19/20

MOVED Cr Jo Haythornthwaite SECONDED Cr Stacey

That Council note the following:

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

CARRIED 8/0

Council Discussion

Cr Smith queried the large Amount Payable for EFT 7921. The Executive Manager Corporate Services was requested to provide a breakdown of the main transactions of this Payment to all Councillors.

IN BRIEF

Payments are per attached schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the accounts paid during May 2020.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 31st May 2020

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

OFFICER RECOMMENDATION

RESOLUTION: 168-19/20

MOVED Cr McGuinness SECONDED Cr Hippisley

That Council receive the Monthly Financial Statements for the period ending 31st May 2020.

CARRIED 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements

BACKGROUND

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

STATUTORY ENVIRONMENT

Amendments to the regulations, gazetted on the 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 (2018/19) and will be an ongoing annual expense if the latest model is needed. Staff time is used to update and customise the template for Council preferences.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

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

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

9.3 Audit and Risk Committee Meeting Minutes – 9th June 2020

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

OFFICER'S RECOMMENDATION

RESOLUTION: 169-19/20

MOVED Cr Hippisley SECONDED Cr Stacey

That Council receive the Minutes of the Audit & Risk Committee Meeting held on the 9th June 2020

CARRIED 8/0

Consider the Committee's following Recommendations individually: -

1) Auditor's Interim Management Letter

RESOLUTION: 170-19/20

MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley

RECOMMENDATION: AR21-19/20

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

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

CARRIED 8/0

2) Report on Excess Annual Leave and Long Service Leave

RESOLUTION: 171-19/20

MOVED Cr Hippisley SECONDED Cr Stacey

RECOMMENDATION: AR22-19/20

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

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

CARRIED 8/0

3) Annual Assessment Report on Community Engagement

RESOLUTION: 172-19/20

MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite

RECOMMENDATION: AR23-19/20

That the Audit & Risk Committee Recommend to Council:

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

CARRIED 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

Recommendations to Council.

BACKGROUND

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

RESOLUTION: AR21-19/20

RESOLUTION: AR22-19/20

RESOLUTION: AR23-19/20

STATUTORY ENVIRONMENT

Local Government Act 1995

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

Local Government (Audit) Regulations 1996

Applies.

POLICY IMPLICATION

Councils ORG.2 Leave Management Policy.

FINANCIAL IMPLICATIONS

AR21-19/20

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

AR22-19/20

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

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

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

AR23-19/20

Nil

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027**Governance Objective: Strong governance and community engagement**

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

N/A

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

Financial – Risk Matrix Rating considered Low. Risk relating to Staff Leave Liability mitigated through the application and compliance with Council's Leave Policy and Management Procedures

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 1 MAN & A BIKE Television Series Proposal

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

OFFICER RECOMMENDATION**RESOLUTION: 173-19/20****MOVED Cr Hippisley**

Subject to Council consideration, that Council: -

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

MOTION LAPSE DUE TO THE LACK OF A SECONDER

Council Discussion

The Meeting was advised that the Television Proposal was offered to Member Councils of Roe Tourism Association for each Council's consideration and that it was not a Roe Tourism Association initiative.

The Chief Executive Officer provided details of the Councils that had indicated their Interest in participating in the Television Program.

Discussion ensued on whether the Proposal represented value for money compared to the Quairading Promotion already ordered with GWN7 and REDTV which was being funded from the 2019/2020 Tourism Budget.

The Meeting was advised that the Tourism Steering Group had identified items from the Tourism Strategy Action Plan and these would be submitted to Council's Budget Workshop No.2.

ALTERNATIVE COUNCIL RECOMMENDATION**RESOLUTION: 174-19/20****MOVED Cr Smith SECONDED Cr Jo Haythornthwaite**

That the 1 MAN & A BIKE Television Series Proposal be referred to the July 2020 Budget Workshop to be considered with other Tourism Strategy Budget items.

CARRIED 5/3

IN BRIEF

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

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

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

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

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

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

* *Absolute majority required.*

(1a) In subsection (1) –

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

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

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

POLICY IMPLICATIONS

Nil – No Policy in place

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Economic Objective: Growing economy and employment opportunities

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

Governance Objective: Strong governance and community engagement

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

Council's Tourism Development Strategy 2020

Adopted February 2020

Up to date marketing material and content creation.	Audit of current printed marketing	Tourism Steering Committee	High	6 months
	Create brochures for Caravan Park and distribute to surrounding Visitor Centres.	Shire of Quairading	High	3 - 6 months
	Distribute Visit Quairading A3 Guides to local businesses and surrounding towns.	Quairading CRC & Shire of Quairading	High	6 months
	Create videos of local attractions.	Quairading CRC & Shire of Quairading	Med	12 months
	Maintain a collection of high quality local photos.	Quairading CRC	Med	12 months
	Promote local events and attractions through regular "Around The Towns" segment on Triple M radio.	Shire of Quairading	High	Ongoing
Positive regional collaboration.	Ensure local info on regional websites is up to date.	Quairading CRC & Shire of Quairading	High	Ongoing
	Assess benefits of joining Roe Tourism or other regional tourism collectives.	Shire of Quairading	High	6 months
	Develop 'day trip' recommendations - Silo Trail, Wave Rock, Granite Way, Wildflowers, Wheatbelt Pubs	Quairading CRC	Med	6 months
	Attend trade shows to promote the region (e.g., Caravan & Camping Show)	Shire of Quairading	High	6 Months

COMMUNITY CONSULTATION

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

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

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

Health – Risk Matrix Rating is assessed as Low.

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

Operation – Risk Matrix Rating is assessed as Low. Minimal if any impact on Council's Operations and Structure. Production Company plan to be in each Participating Town for a day of filming to achieve the

4-5 minute Segment. Volunteer Community members and Tourism Steering Group members will be required to assist the production Team.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

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

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

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

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

- Western Australia broadcast coverage.
- The series will also be available via catch-up on 7plus
- All participating partners will have total control of editorial content and will have final approval on each episode prior to broadcast.
- Pre-broadcast exposure via social media platforms and on-location hashtag relevant links.
- On-location social media coverage during filming.
- Opportunities to cross-promote with other marketing mediums in designated regions, being both newspaper and radio. We can supply previous examples of this, if required.
- On-camera promos to be filmed on location that can be utilised pre-broadcast via social media platforms.
- Every episode to be made available via our Facebook page, once aired on the commercial network. This has resulted in thousands of additional shares and plays, inclusive of international reach.
- Unlimited access to the final edited story and full episode, which can be forwarded in various sizes and formats, across multiple mediums.
- Capability to cut-down packages for other marketing purposes.
- Access to the filmed high definition raw video files, inclusive of drone footage, which can be further promoted through other promotional mediums such as television commercials, websites and social media (conditions apply).
- Can also film any additional required footage whilst on-location if time permits.

10.2 Minor Boundary Adjustment – Shires of Quairading and Cunderdin

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

OFFICER RECOMMENDATION

RESOLUTION: 175-19/20

MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite

That;

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

CARRIED BY ABSOLUTE MAJORITY 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

Minor Amendment to the Common Boundary with the Shire of Cunderdin.

BACKGROUND

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

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

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

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

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

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

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

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

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

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

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

2. Making a proposal

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

(2) A proposal is to –

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

3. Dealing with proposals

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

** Absolute majority required.*

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

** Absolute majority required.*

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

POLICY IMPLICATIONS

There are no policy implications with this report.

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

COMMUNITY CONSULTATION

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

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

Liaison with the Landholder's Settlement Agent has occurred.

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

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

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. If the Boundary adjustment is not supported there is increased risk of reputational risk over time as the landowners will continue to pay two (2) Rate Notices for one (1) property.

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

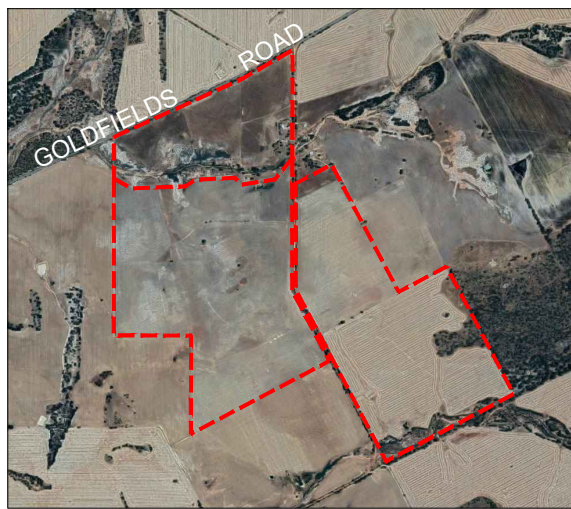
Natural Environment – Risk Matrix Rating is assessed as Low. No impact on the Environment.

COMMENT

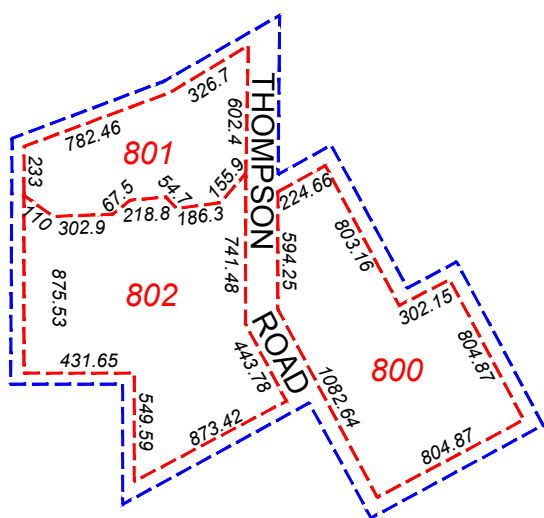
The variation of the Shire Boundary is considered minor and it is envisaged that the Local Government Advisory Board will determine the same.

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

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



LOCATION PLAN
NOT TO SCALE



- Application Area
- Cadastral Boundary
- Proposed Boundary

LINestyle LEGEND

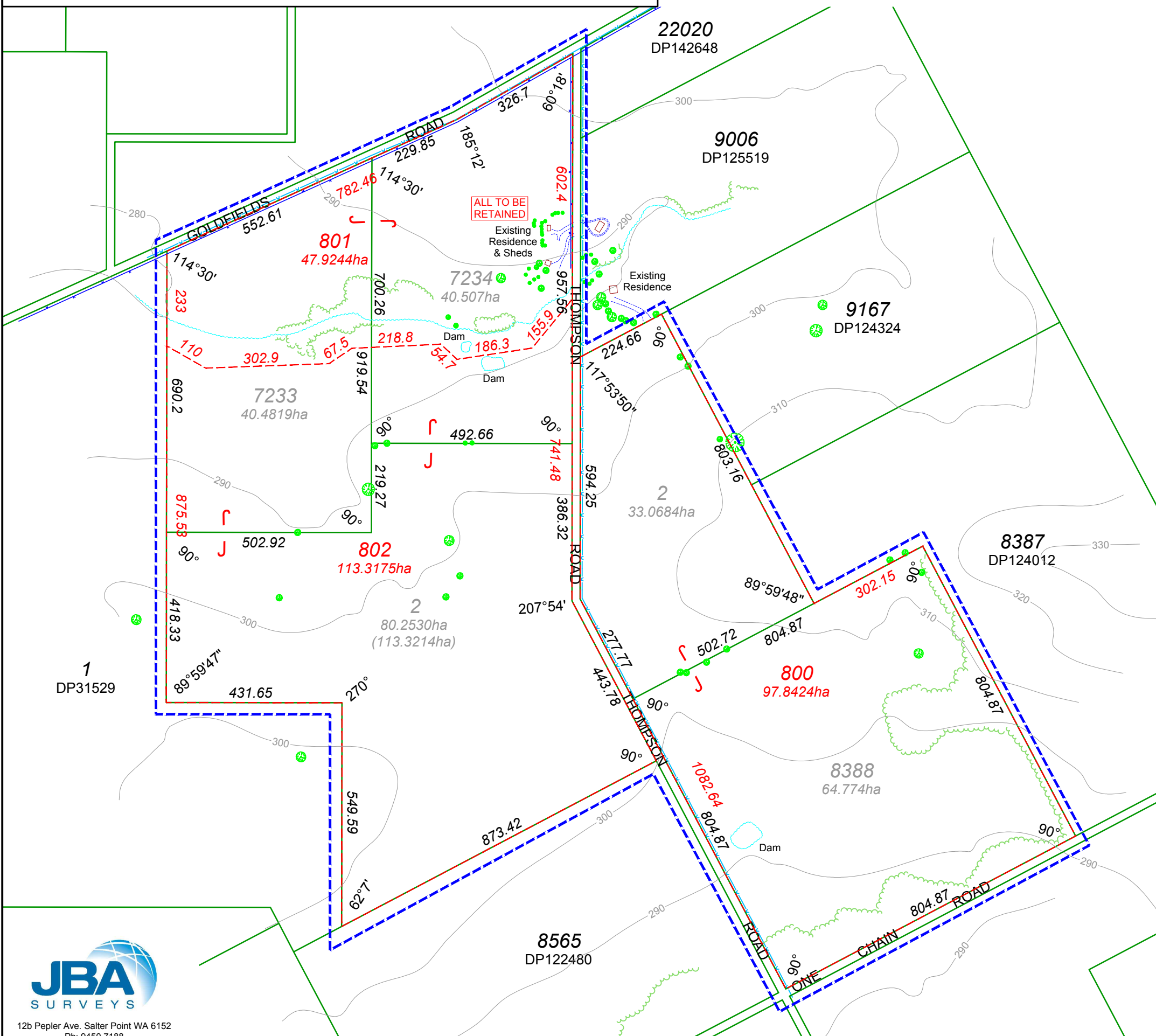
- 29.0 Contour Major 10m Intervals
- Cadastral Boundary
- Track
- Building
- Overhead Power lines
- DBYD Water
- Edge of Trees / Bush
- Dam / Riverway

AREA SCHEDULE

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

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

TOTAL = 259.0843ha



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

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

19106-APS01-1.0.dwg

DEPARTMENT OF PLANNING, LANDS AND HERITAGE

DATE	FILE
08-Oct-2019	158544

Scale @A3 1:10000



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

10.3 Quairading Local Health Advisory Group (LHAG)

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

Elected Member Declarations of Impartiality Interest

Declarations as made in Item 6 of the Meeting.

OFFICER RECOMMENDATION

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

RESOLUTION: 176-19/20

MOVED Cr Stacey SECONDED Cr Cowcill

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

CARRIED 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

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

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

STATUTORY ENVIRONMENT

N/A

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES
S2	Healthy community
S2.1	Advocate on behalf of the community for improved access to health
S2.2	Promote public health

COMMUNITY CONSULTATION

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

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

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

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

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

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

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

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

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

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

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

No matters for consideration.

ITEM 13 URGENT COUNCILLORS' BUSINESS

Nil.

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 30th July 2020, commencing at 2 pm at the Council Chambers, 10 Jennaberring Road, Quairading. (Venue to be confirmed)

Cr Davies thanked Councillors and Staff for their attendance.

ITEM 16 CLOSURE

There being no further business, the Chairman closed the Meeting at 2.44 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 25th June 2020 were confirmed on 30th July 2020 as recorded on Resolution No. _____

Confirmed..... 30/07/20

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

8.1 Application for Development Approval – Proposed Outbuilding (i.e. Domestic Storage Shed) on Lot 307 (No.14) Charlton Street, Quairading

Meeting Date	30 th July 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	Town Planning Consultant, Joe Douglas
Attachments	Attachment 1 – Application Documentation and Plans
Owner/Applicant	Mr Edward G. Edwards
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVED Cr _____ SECONDED Cr _____

That Council approve the development application submitted by Mr Edward G. Edwards for a proposed new outbuilding on Lot 307 (No.14) Charlton Street, Quairading subject to the following conditions and advice notes:

1. The proposed outbuilding (i.e. shed) shall be constructed strictly in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.
3. The proposed development shall be completed in its entirety within a period of one (1) year from the date of this approval. If the development is not completed within this period this approval shall lapse and have no further effect. Where an approval has so lapsed, the proposed development shall not be carried out without the further approval of Council having first being sought and obtained.
4. All external surfaces of the proposed new outbuilding shall be clad with new materials only with the exception of the existing access doors and trims located on the structure's eastern façade which shall be painted to match the structure's external walls.
5. All stormwater drainage generated by the proposed new outbuilding shall be managed and disposed of on-site (i.e. no stormwater is permitted to be directed and disposed of via any immediately adjoining property).
6. The existing mature tree located at the rear of the property which is proposed to be retained and contained within the confines of the proposed outbuilding shall at all times be maintained to the specifications and satisfaction of the Shire's Chief Executive Officer to minimise any potential risk of damage to the structure from falling tree branches.
7. The proposed new outbuilding shall only be used for domestic storage, maintenance and hobby purposes unless otherwise approved by Council.

Continues on next page

Advice Notes

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement, memorial or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
2. This is a development approval of the Shire of Quairading under its Town Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. In accordance with the Building Act 2011 and Building Regulations 2012, a demolition permit for all existing structures proposed to be removed and a building permit application for the proposed new outbuilding must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any demolition, construction and/or earthworks on the land.
4. The removal of any asbestos from the land, including boundary fencing, may only be undertaken by an authorised asbestos removal licence holder in accordance with the specific requirements of the Occupational Safety and Health Act 1984, the Occupational Safety and Health Regulations 1996 and the National code of practice for the safe removal of asbestos 2nd edition [NOHSC:2002(2005)].
5. The proposed new outbuilding is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements must be submitted to the Shire with the building permit application.
6. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.
7. No construction works shall commence on the land prior to 7am without the Shire's written approval. No construction works are permitted to be undertaken on Sundays or Public Holidays.
8. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Quairading Town Planning Scheme No.2 and may result in legal action being initiated by the local government.
9. If the applicant/landowner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted within 28 days of the determination.

CARRIED ___/___**VOTING REQUIREMENTS – Simple Majority****IN BRIEF**

The applicant/landowner is seeking Council's development approval to construct a new outbuilding (i.e. shed) at the rear of Lot 307 (No.14) Charlton Street, Quairading for domestic storage purposes.

As the proposed outbuilding does not comply with the deemed-to-comply requirements of the Residential Design Codes of Western Australia, Council's development approval is required prior to issuance of a building permit.

MATTER FOR CONSIDERATION

A development application for the construction and use of a new 148m² outbuilding at the rear of Lot 307 (No.14) Charlton Street, Quairading for domestic storage purposes.

BACKGROUND

The subject land is located in the northern part of the Quairading townsite in a well-established, low density residential area. It comprises a total area of approximately 994m² and contains an older style dwelling in its northern half in good, habitable condition that is slowly being renovated by the applicant/landowner and his family.

The land is gently sloping from north to south with the natural ground level ranging from approximately 254 metres AHD in its northern part to 253 metres AHD along its southern boundary where the new outbuilding is proposed to be sited.

The land has direct frontage to Charlton Street along its northern boundary and Gillett Street along its eastern boundary, both of which are sealed and drained local roads under the care, control and management of the Shire. All vehicle access to/from the land is via an existing driveway crossover along its Gillett Street frontage.

Existing adjoining and other nearby land uses are predominantly residential in nature comprising single houses, including numerous similar sized outbuildings, on lots ranging in size from 900 to 5,600m². The subject land also immediately abuts Crown Reserve 50706 which is an unmanaged 'C' class reserve owned by the State of Western Australia and controlled by the Department for Planning, Lands and Heritage for the designated purpose 'Residential Development'.

Under the terms of the application received the following is proposed:

- Placement of two (2) x 40 foot long x 8 foot wide x 8.5 foot high second-sea containers in good condition on galvanised support beams secured by concrete footings at the southern end of the property spaced approximately 7.33 metres apart with a setback of 0.6 metres to the land's western side boundary and 1.0 metre to its rear boundary to the south;
- Construction of a new steel framed, dome-style roof structure over the top of the two sea containers to a maximum height of 4.4 metres above the land's natural ground level with a centrally located cut-out to allow for the retention of an existing mature tree located at the rear of the property which has been extensively lopped and will be maintained thereafter to minimise the risk of damage from falling branches;
- Installation of painted steel (i.e. 'Surf Mist' colour being white with a grey tinge) and polycarbonate roof cladding on the dome-style roof structure;
- Installation of 'Surf Mist' coloured wall cladding on the proposed structure's northern, western and southern elevations to a height of approximately 2.59 metres to screen the external surfaces of the two (2) sea containers from public view;
- Painting of the two (2) eastward facing doors of the sea containers using 'Surf Mist' coloured paint to match the structure's wall and roof cladding;
- Installation of 'Surf Mist' coloured guttering around the edge of the proposed structure's roof as well as a suitable capacity rainwater tank on the northern side of the structure for stormwater drainage management purposes;
- Removal of all existing boundary fencing and installation of new replacement picket style and Colorbond fencing ranging in height from 0.9 to 1.8 metres to maintain visual surveillance to/from the street in the northern portion of the property and screen its southern half, including the proposed outbuilding, from public view; and

- Use of the proposed outbuilding for domestic storage and maintenance purposes following completion of construction.

STATUTORY ENVIRONMENT

- Planning and Development Act 2005
- Planning and Development (Local Planning Schemes) Regulations 2015
- Shire of Quairading Town Planning Scheme No.2
- Shire of Quairading Local Planning Scheme No.3 (Draft)
- State Planning Policy 7.3: Residential Design Codes - Volume 1 (R-Codes)

POLICY IMPLICATIONS

- Shire of Quairading Local Planning Policy – 'Sea Containers' (June 2015)
- Shire of Quairading Local Planning Policy – 'Outbuildings' (December 2015)

FINANCIAL IMPLICATIONS

Nil immediate financial implications, aside from the administrative costs associated with processing the application. Town Planning expenses are provided for in Council's Budget.

All costs associated with the proposed development will be met by the applicant/landowner.

It is highlighted that should the applicant/landowner be aggrieved by Council's final decision, they may seek a review of that decision by the State Administrative Tribunal in which case the Shire would need to respond, the cost of which cannot be determined at this preliminary stage but could be expected to range anywhere from \$5,000 to \$60,000 excluding GST depending upon how far the matter proceeds through the review process.

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

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

ITEM	OUTCOMES AND STRATEGIES
B1	Responsive Land Use Planning

COMMUNITY CONSULTATION

Details of the proposal, including plans, were forwarded to the owners/occupiers of nine (9) properties in the immediate locality for review and comment. Those people consulted were given fourteen (14) days to provide a formal response to the Shire. At the close of the consultation period only one (1) submission had been received by the Shire which confirmed the respondent has no objections to and is supportive of the proposal.

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

Financial - Risk Matrix Rating is assessed as Low. Risk Mitigated through Assessment Process and Recommendation to support the Application with Conditions. However, there is potential for increased Risk if the Applicant/Landowner is aggrieved by Council's final decision and applies for a review of the decision by the State Administrative Tribunal.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Application has been through a Public Consultation Process and no objections have been received. Application fully assessed by Council's Town Planning Consultant with recommendation to Council.

Operation – Risk Matrix Rating is assessed as Low. Application dealt within Council's current Organisational Structure and Council's Town Planning Consultant.

Natural Environment – Risk Matrix Rating is assessed as Low.

PLANNING ASSESSMENT

The subject land is classified 'Residential' zone with a density coding of R10/20 in the Shire of Quairading Town Planning Scheme No.2 and is proposed to retain this zoning classification and density coding in the Shire's proposed new Local Planning Scheme No.3.

Council's stated objectives for the development and use of any land classified 'Residential' zone are as follows:

- a) to provide for the predominant form of residential development to be single houses;
- b) to provide for diversity of lifestyle choice with a range of residential densities;
- c) to achieve a high standard of residential development; and
- d) to allow for establishment of non-residential uses which are compatible with the predominant residential use and which will not adversely affect local amenities.

Clause 61(1)d in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (i.e. the Deemed Provisions for all local planning schemes in Western Australia) provides an express exemption to the need for development approval for the erection or extension of an outbuilding on the same lot as a single house if the R-Codes apply to the development and the development satisfies the deemed-to-comply requirements of the R-Codes unless the development is located in a place that is:

- (i) entered in the Register of Heritage Places under the Heritage of Western Australia Act 1990; or
- (ii) the subject of an order under the Heritage of Western Australia Act 1990 Part 6; or
- (iii) included on a heritage list prepared in accordance with this Scheme; or
- (iv) within an area designated under the Scheme as a heritage area; or
- (v) the subject of a heritage agreement entered into under the Heritage of Western Australia Act 1990 section 29.

Whilst the subject land and dwelling thereon are not identified, designated or registered as being of cultural heritage significance at local or State level, the proposed new outbuilding does not satisfy the deemed-to-comply requirements of the R-Codes. As such a development application is required in this particular instance and must be considered and determined by Council prior to the commencement of development.

The development application received has been assessed with due regard for the specific objectives, standards and guidance provided in the following documents:

- Planning and Development (Local Planning Schemes) Regulations 2015

- Shire of Quairading Town Planning Scheme No.2
- Shire of Quairading Local Planning Scheme No.3 (Draft)
- State Planning Policy 7.3: Residential Design Codes - Volume 1 (R-Codes)
- Shire of Quairading Local Planning Policy – 'Sea Containers' (June 2015)
- Shire of Quairading Local Planning Policy – 'Outbuildings' (December 2015)

This assessment has concluded the proposal is generally consistent with the relevant objectives and standards and is capable of being implemented in a proper and orderly manner. Notwithstanding this general conclusion, Council is required to consider and exercise its discretion in relation to the following matters when determining the application:

1. **Floor Area**

The proposed outbuilding will comprise a total floor area of 148m² in lieu of a maximum permitted floor area of 99.4m² as required by Council's 'Outbuildings' policy (i.e. 10% of the land's total site area).

In considering this non-compliant element Council is required to have due regard for the design principles prescribed in clause 5.4.3 P3 of the R-Codes which expressly states that any new outbuilding may be approved where it does not detract from the streetscape or the visual amenity of residents or neighbouring properties.

Having regard for:

- a) the location of the proposed outbuilding at the rear of the land;
- b) its proposed external finishes and colours;
- c) the fact it will be substantially screened from public view with the installation of a new 1.8 metre high Colorbond fencing along the land's side and rear boundaries where the structure is proposed to be sited; and
- d) the outcomes from the recently completed public advertising process in which no objections were raised,

it is contended the proposed structure will not detract from the local streetscape or the visual amenity of residents or neighbouring properties due to its floor area being greater than the maximum allowable under Council's 'Outbuildings' policy and is therefore acceptable.

2. **Ridge Height**

The proposed outbuilding will have a roof ridge height of 4.4 metres in lieu of a maximum permitted ridge height of 4.2 metres as required by Council's 'Outbuildings' policy.

In considering this non-compliant element Council is required to again have due regard for the design principles prescribed in clause 5.4.3 P3 of the R-Codes which expressly states that any new outbuilding may be approved where it does not detract from the streetscape or the visual amenity of residents or neighbouring properties.

As the proposed variation to the maximum allowable ridge height is only quite minor in nature (i.e. 200mm), it is contended the proposed structure will not detract from the local streetscape or the visual amenity of residents or neighbouring properties by virtue of its overall height and is therefore acceptable. This view is supported by the fact no objections were raised by any nearby landowners during public advertising.

Furthermore, Council should note clause 26(3) of the Shire's proposed new Local Planning Scheme No.3 specifies that all outbuildings on land with a density coding of R10 shall comprise a maximum building height of 4.5 metres which is slightly greater than that allowable under its current policy (i.e. when Local Planning Scheme No.3 is finally approved and gazetted the proposed structure would be compliant with Council's requirements in this matter).

3. **Boundary Setbacks**

The proposed outbuilding will have a setback of 0.6 metres from the land's western side boundary and a setback of one (1) metre from its rear boundary to the south in lieu of a minimum setback of 1.5 metres to both of these boundaries as required by the R-Codes and Council's 'Outbuildings' policy.

In considering this non-compliant element Council is required to again have due regard for the design principles prescribed in clause 5.4.3 P3 of the R-Codes which expressly states that any new outbuilding may be approved where it does not detract from the streetscape or the visual amenity of residents or neighbouring properties.

Having regard for:

- a) the location of the proposed outbuilding at the rear of the land;
- b) its proposed external finishes and colours;
- c) the fact it will be substantially screened from public view with the installation of a new 1.8 metre high Colorbond fencing along the land's side and rear boundaries where the structure is proposed to be sited;
- d) the outcomes from the recently completed public advertising process in which no objections were raised; and
- e) the fact the walls of the structure along the land's western and southern boundary will need to be suitably fire rated to ensure compliance with the specific requirements of the Building Code of Australia which is a matter that will be dealt with by the Shire during the building permit application stage of the approval process,

it is contended the proposed structure will not detract from the local streetscape or the visual amenity of residents or neighbouring properties or give rise to an unmanageable fire risk as a direct consequence of the reduced boundary setbacks and is therefore acceptable.

4. **Use of Sea Containers**

As the proposal involves the use of two (2) sea containers that will not be contained entirely within the confines of the proposed outbuilding, it must be considered in the context of the specific requirements of Council's 'Sea Containers' policy.

Council's 'Sea Containers' policy states that only one standard 20 foot long sea container is permitted per property and shall be fitted with a pitched roof.

The proposal involves the use of two (2) x 40 foot long sea containers under a dome style roof structure, the eastern ends of which will be visible given the applicant's intention to utilise the existing access doors in these locations.

Having regard for:

- a) the location of the proposed sea containers at the rear of the land with a 7.34 metre setback to the land's Gillett Street frontage with an additional 6 metre wide verge area to the road carriageway;
- b) the fact both sea containers are in good general condition;
- c) the applicant's intention to clad the majority portion of the external surfaces of both sea container with new Colorbond steel wall cladding to help improve their visual appearance;
- d) the applicant's intention to paint the eastern ends of both sea containers to match/complement the external colours of the proposed outbuilding as well as the existing dwelling on the land;
- e) the fact the eastern ends of the sea containers will be substantially screened from public view with the installation of a new 1.8 metre high Colorbond fencing along the land's side and rear boundaries where the containers are proposed to be sited;

- f) the applicant's intention to construct a suitably engineered dome style roof structure using materials that will improve the overall visual appearance of the outbuilding in its entirety; and
- g) the outcomes from the recently completed public advertising process in which no objections were raised,

it is contended the proposed outbuilding will not detract from the local streetscape or the visual amenity of residents or neighbouring properties through the use of two (2) sea containers as proposed and is therefore acceptable.

In light of the above findings and conclusions it is recommended Council exercise its discretion and approve the application subject to a range of conditions to ensure the development proceeds in a proper and orderly manner.

From: edward edwards <tedxxxx8@gmail.com>
Date: 6 May 2020 1:08:04 pm AWST
To: edward edwards <tedxxxx8@gmail.com>
Subject: Letter to Quairading Shire

Dear Graham, Anthea, Joe and Tim,

Firstly I would like to sincerely apologise for the unauthorised placement of the 2 Sea containers on my property at 14 Charlton St Quairading. after getting advice from friends and work mates that, as long as I put them on strong foundations (which I definitely have) and the roof and sides were enclosed with colour bond sheeting and they weren't used to live in or for commercial purposes, everything should be ok.

Unfortunately my paperwork and computer expertise is very limited and I realize now that I should have come to the Shire first and once again, Very Sorry!

And also Thank you very much to Joe and Tim for their Patience, Help and advice, very much appreciated.

On the plus side I'm thinking and hoping that you'll see our plans for these upgrades on this property will tidy it up nice and give it a new lease of life, but at the same time keeping the lovely country character that it has as much as possible.

My Wife Jackie has been working hard reestablishing the gardens and planting extra plants and shrubs and she is also organising the materials and pattern for the white picket fence at the front. My Son Shane and his partner Nicky have removed heaps of the leaves and bark and other items that had accumulated on and around the property over the long period it was vacant, and are helping with all the other jobs as well, My other Son Wade comes up from Perth to help with the bigger jobs when he can.

I have been in semi retirement since purchasing the property last year but haven't been able to do as much work on it as I had planned due to other outstanding jobs and Family commitments in Perth. Myself and Wade have opted to stay in Perth over the Corona 19 period cause we didn't want to risk bringing the virus out to the Wheatbelt due to the fact that we are out and about working and although taking all the precautions we are more at risk of getting infected.

Jackie and Myself and Shane and his partner will be living here permanently with Wade coming up regularly hence the requirement for the 2 containers cause we all have cars /trailers / caravan / tools / camping gear etc. The idea is for the containers to provide safe dry storage for all the smaller items and projects and the large roofed area between the containers cars and trailers etc.

At the moment one of the containers is storing most of the building materials roofing sheets / timber / steel/fencing / paving etc and the other is storing tools and other smaller building equipment. Unfortunately we've missed a lot of time and good weather due to Corona 19 and it's a bit untidy due to incomplete work, The priority is firstly to remove and replace fence and gate, especially around the back half of the property and then complete the enclosure over the containers, making it a shed/carport, as per attached drawings.

I have spent nearly all my working career in construction and have many years experience in Asbestos removal and Scaffolding / Rigging /Welding etc. both domestic and commercial and fifo and am fully ticketed, Both my sons Wade and Shane work in this industry to, and are also fully ticketed.

Please contact me if. you have any questions or need any other information.


Thank You,

Kind Regards,

Ted Edwards.

tedxxx8@gmail.com

SHIRE OF QUAIRADING TOWN PLANNING SCHEME NO.2**FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL**

Name/s: Edward. G. Edwards. (Ted)		
ABN (if applicable):		
Postal Address: P.O. Box 217		Postcode: Tuart Hill 6939
Work Phone:	Fax:	E-mail:
Home Phone:		tedxxx8@gmail.com
Mobile Phone: 0467396179		
Contact Person for Correspondence: As Above		
Signature: 		Date: 09/05/2020
Signature:		Date:
NOTES:		
<p>i) Use and attach a separate copy of this page where there are more than two (2) landowners.</p> <p>ii) The signature/s of all registered owner(s) as listed on the land's Certificate of Title is required. This application cannot proceed without the required signature/s. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2). Land owned by an incorporated body (i.e. a company) must be signed by:</p> <ul style="list-style-type: none"> - 1 director of the company, accompanied by the company seal; or - 2 directors of the company; or - 1 director and 1 secretary of the company; or - 1 director if a sole proprietorship company. <p>Print the full names and positions of company signatories underneath the signatures.</p> <p>iii) A copy of the Certificate of Title for all land the subject of this application must be provided and can be purchased through Landgate directly if required.</p> <p>iv) Development Applications relating to Unallocated Crown Land, Unmanaged Crown Reserves, land under management order to the Shire of Quairading where the development is not consistent with the reserve's purpose, or is used for commercial purposes, or land which is subject to a lease issued under the Land Administration Act 1997 need to be referred to the Lands Division of the Department of Planning, Lands and Heritage for consideration and signing.</p>		
Applicant Details (if different from owner)		
Name/s:		
Address:		
Postcode:		

Work Phone: Home Phone: Mobile Phone:	Fax:	E-mail:
Contact Person for Correspondence:		
Signature:		Date:
NOTES: i) Failure to provide a suitably completed development application form, a copy of the relevant Certificate/s of Title, sufficient plans and other supporting information and/or the correct application fee may result in the application being returned or placed on hold. ii) The application fee payable will be confirmed by the local government following receipt of the application. Processing of the application will not commence until the fee is paid in full. iii) As per Schedule 2 clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015 the information and plans provided with this application may be made available by the local government for public viewing in connection with the application. iv) If public advertising of the application is required by the local government an additional fee in accordance with the local government's adopted schedule of fees and charges will be payable by the applicant. Further processing of the application following completion of public advertising will not proceed until the additional fee is paid in full. v) The original of this application and supporting information and plans will be retained by the local government for its records and will not be returned to the applicant/landowner following final determination.		
Property Details NOTE: The details provided must match those shown on the relevant Certificate/s of Title.		
Lot No: 307	House/Street No: 14	Location No:
Survey Diagram or Plan No: 174300	Certificate of Title Volume No: 491	Certificate of Title Folio No: 191 A
Title encumbrances (e.g. easements, restrictive covenants etc. as listed on the Second Schedule of the relevant Certificate/s of Title): Nil		
Street name: Charlton	Suburb: Quairading	
Nearest street intersection: Charlton st and Gillett st		
Proposed Development:		
Nature of development: <input checked="" type="checkbox"/> Works (New construction works with no change of land use) <input type="checkbox"/> Use (Change of use of land with no construction works) <input type="checkbox"/> Works and Use		
NOTE: If the proposal involves advertising signage the Additional Information for Development Approval for Advertisements form (i.e. a Form 2) must be completed and submitted with this application.		
Is an exemption from development claimed for part of the development? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use		
Description of proposed works and/or land use: Shed - Car Port.		

Description of exemption claimed (if relevant):
Nature of any existing buildings and/or land use: <p style="text-align: center; color: blue;">Residential</p>
Approximate cost of proposed development (excluding GST): <p style="text-align: center; color: blue;">\$ 25,000.00</p>
OFFICE USE ONLY Date application received: Received by: Application reference number: Application fee payable: \$ Date of receipt of application fee from applicant: Receipt number for application fee:

WESTERN



AUSTRALIA

REGISTER NUMBER	
307/DP174300	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
4	22/3/2019

DUPLICATE CERTIFICATE OF TITLE
 UNDER THE TRANSFER OF LAND ACT 1893

VOLUME **491** FOLIO **191A**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 307 ON DEPOSITED PLAN 174300

REGISTERED PROPRIETOR:
 (FIRST SCHEDULE)

EDWARD GREGORY EDWARDS OF PO BOX 217 TUART HILL WA 6939

(T O107928) REGISTERED 12/3/2019

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
 (SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required. Lot as described in the land description may be a lot or location.

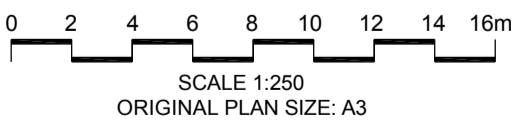
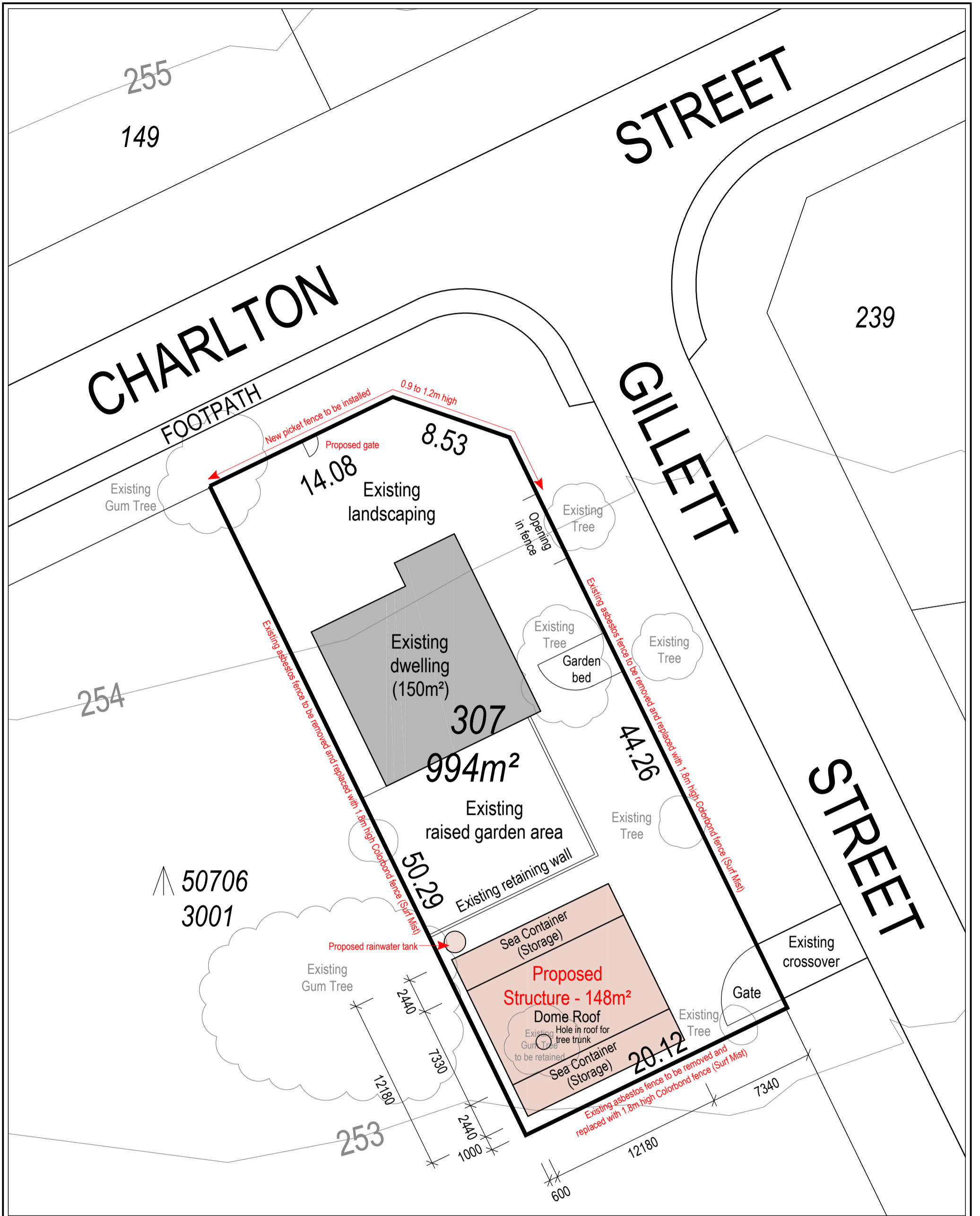
-----END OF DUPLICATE CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 491-191A (307/DP174300)
 PREVIOUS TITLE: 491-191A
 PROPERTY STREET ADDRESS: 14 CHARLTON ST, QUAIRADING.
 LOCAL GOVERNMENT AUTHORITY: SHIRE OF QUAIRADING





TOTAL SITE COVERAGE - 298m² (30%)

NOTE:
GUTTERS WILL BE INSTALLED ON THE PROPOSED STRUCTURE
AND ALL WATER CAPTURED IN A RAINWATER TANK.

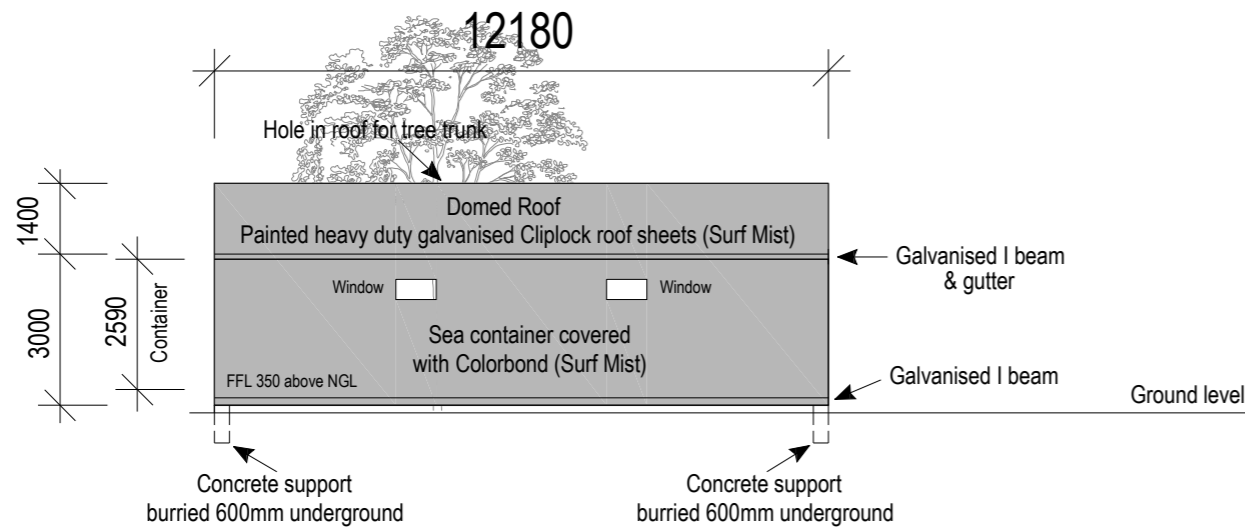


NORTH

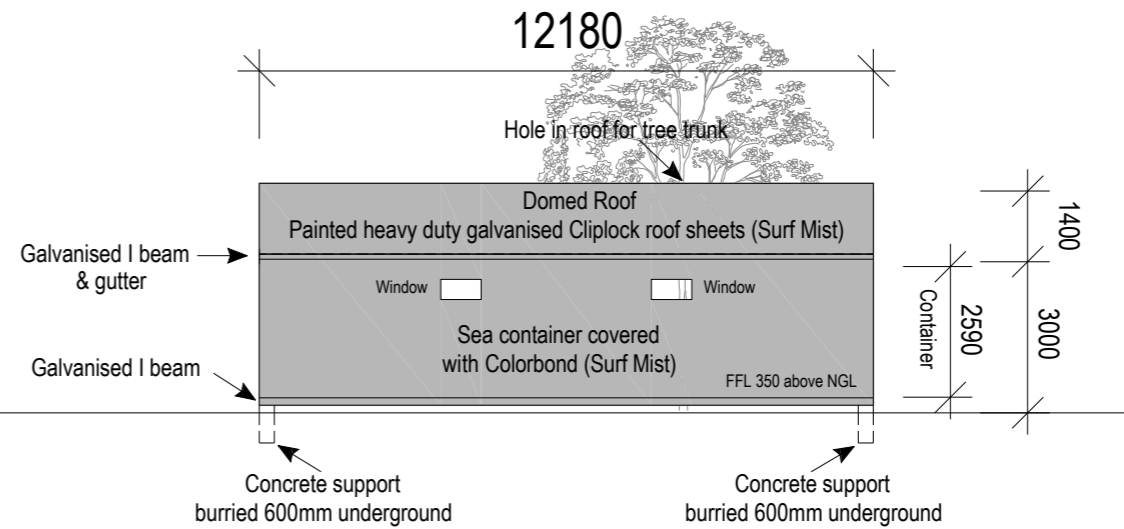
PREPARED FOR:
Mr Ted Edwards
14 Charlton Street, Quairading
M: 0467 396 179
E: tedxxx8@gmail.com
NOTE:
Dimensions and areas subject
to survey.

SITE PLAN

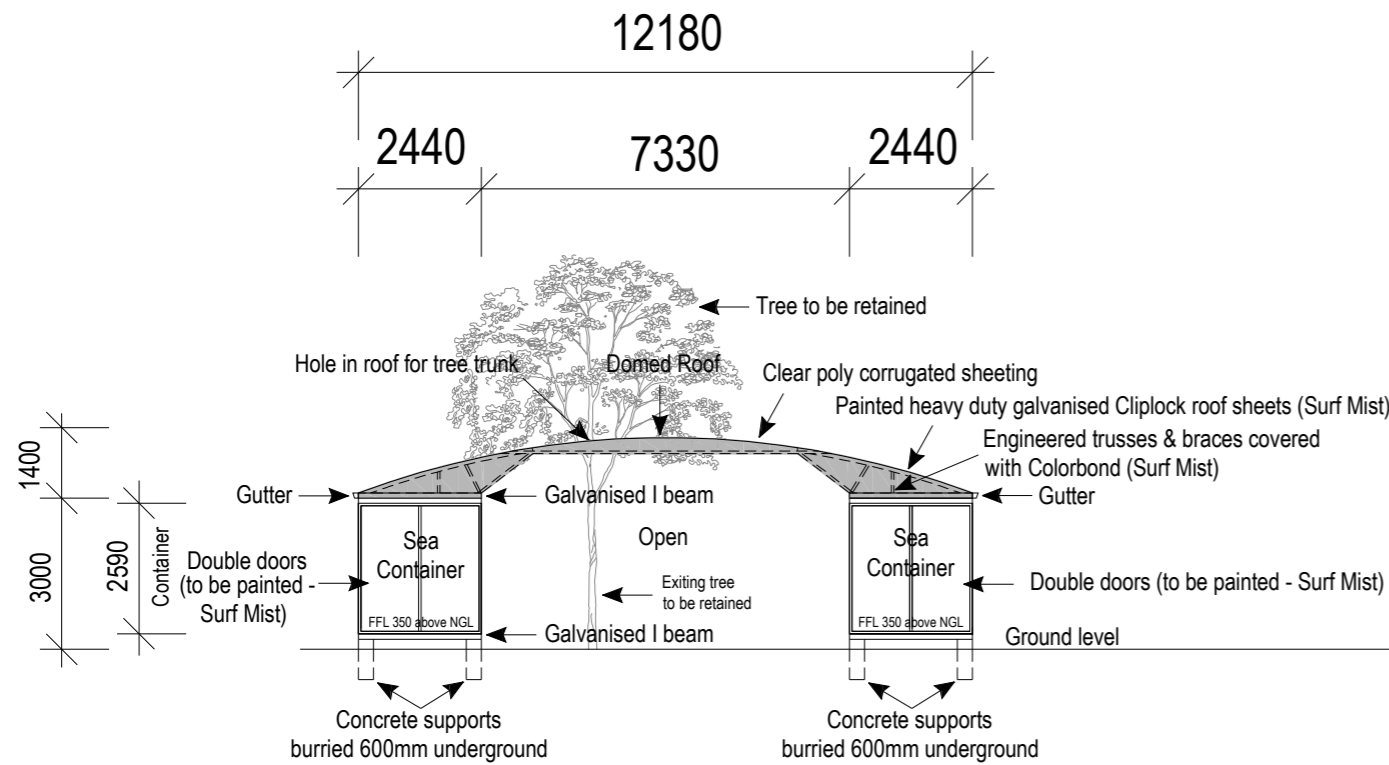
LOT 307 (No. 14) CHARLTON STREET
QUAIRADING
Shire of Quairading



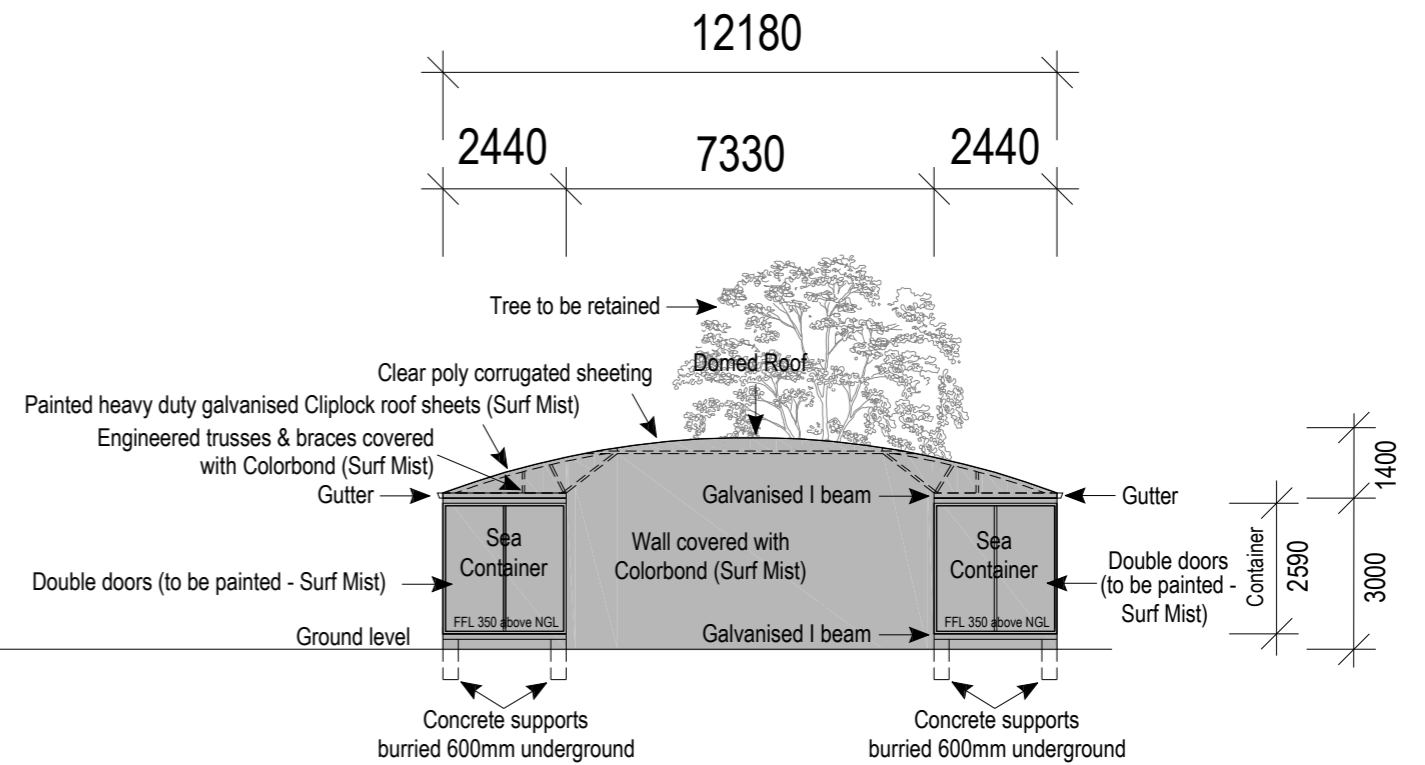
NORTH WEST ELEVATION



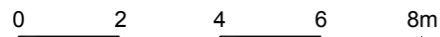
SOUTH EAST ELEVATION



NORTH EAST ELEVATION



SOUTH WEST ELEVATION



SCALE 1:150
ORIGINAL PLAN SIZE: A3



NORTH

PREPARED FOR:
 Mr Ted
 14 Charlton Street, Quairading
 M: 0467 396 179
 E: tedxxx8@gmail.com
 NOTE:
 Dimensions and areas subject
 to survey.

ELEVATIONS

LOT 307 (No. 14) CHARLTON STREET
 QUAIRADING
 Shire of Quairading



8.2 Application for Development Approval (Retrospective) – Proposed Outbuilding (i.e. Domestic Storage Shed) on Lot 288 (No.54) Murphy Street, Quairading

Meeting Date	30 th July 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	Town Planning Consultant, Joe Douglas
Attachments	Attachment 1 – Application Documentation and Plans
Owner/Applicant	Mr Les Eather
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVED Cr _____ SECONDED Cr _____

That Council approve the development application submitted by Mr Les Eather for an existing unauthorised outbuilding on Lot 288 (No.54) Murphy Street, Quairading subject to the following conditions and advice notes:

1. The outbuilding (i.e. shed) shall be constructed strictly in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.
3. The proposed development shall be completed in its entirety within a period of one (1) year from the date of this approval. If the development is not completed within this period this approval shall lapse and have no further effect. Where an approval has so lapsed, the proposed development shall not be carried out without the further approval of Council having first being sought and obtained.
4. All external surfaces of the outbuilding shall be clad with new materials only.
5. Additional screen-type landscaping comprising fast growing, drought proof plant species shall be installed along the land's Winmar Road frontage within the land's designated lot boundaries and maintained thereafter, including immediate replacement in the event of any plant deaths, to help screen the outbuilding from public view. The applicant/landowner shall submit details of all proposed landscaping required by this condition for consideration and determination by the Shire's Chief Executive Officer prior to planting.
6. A maximum six (6) metre wide opening with 1.8 metre high access gates shall be provided along the land's Winmar Road frontage to accommodate all vehicle access to/from the rear portion of the property and help screen the outbuilding and vehicle access and parking areas from public view. If required, new boundary fencing shall also be installed along the land's Winmar Road frontage to match the existing boundary fencing and ensure there are no openings beyond that permitted by this condition.
7. All stormwater drainage generated by the outbuilding and compacted gravel surface at the rear of the land shall be managed and disposed of on-site (i.e. no stormwater is permitted to be directed and disposed of via any immediately adjoining property) unless otherwise approved by Council. The applicant/landowner shall submit details of all proposed stormwater drainage management arrangements for consideration and determination by the Shire's Chief Executive Officer prior to the recommencement of any building construction works on the land.

Continues on next page

8. The parking of any commercial vehicle/s on the land is not permitted unless otherwise approved by Council.
9. The proposed new outbuilding shall only be used for domestic storage, maintenance and personal hobby purposes unless otherwise approved by Council.

Advice Notes

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement, memorial or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
2. This is a development approval of the Shire of Quairading under its Town Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. In accordance with the Building Act 2011 and Building Regulations 2012, a Building Approval Certificate application (i.e. BA13) for the outbuilding and sea container within must be submitted to and approved by the Shire's Building Surveyor.
4. The outbuilding and sea container within are required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements must be submitted to the Shire with the Building Approval Certificate application.
5. The removal of any asbestos from the land, including boundary fencing, may only be undertaken by an authorised asbestos removal licence holder in accordance with the specific requirements of the Occupational Safety and Health Act 1984, the Occupational Safety and Health Regulations 1996 and the National code of practice for the safe removal of asbestos 2nd edition [NOHSC:2002(2005)].
6. This development approval does not itself authorise/formalise the existing unauthorised gravel crossover along the land's Winmar Road frontage. The applicant/landowner is required to prepare and lodge a separate application with the Shire for consideration and determination in accordance with the specific requirements of regulation 12 of the Local Government (Uniform Local Provisions) Regulations 1996. Being a second crossing to/from the land, it should be noted the Shire is not obliged to bear 50% of the cost to construct it to the required standards as per the requirements of regulation 15(1) of the Local Government (Uniform Local Provisions) Regulations 1996.
7. In relation to Condition 8 please note the Shire is aware the land has been used for the parking of commercial vehicles (i.e. water trucks) associated with landowner's business activities. The development application received for the existing unauthorised outbuilding did not seek approval for any commercial vehicle parking on the land. Any such use is not currently permitted without Council's formal development approval. If the land is to be used for this purpose a new development application must be prepared and submitted to the Shire for consideration and determination by Council.
8. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.
9. No construction works shall commence on the land prior to 7am without the Shire's written approval. No construction works are permitted to be undertaken on Sundays or Public Holidays.

Continues on next page

10. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Quairading Town Planning Scheme No.2 and may result in legal action being initiated by the local government.
11. If the applicant/landowner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted within 28 days of the determination.

CARRIED ___/___

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

The applicant/landowner is seeking Council's retrospective development approval for an existing unauthorised outbuilding (i.e. shed) at the rear of Lot 288 (No.54) Murphy Street, Quairading.

As the proposed outbuilding does not comply with the deemed-to-comply requirements of the Residential Design Codes of Western Australia, Council's development approval is required prior to issuance of a building approval certificate.

MATTER FOR CONSIDERATION

A development application for an existing unauthorised 195m² outbuilding at the rear of Lot 288 (No.54) Murphy Street, Quairading proposed to be used for domestic storage, maintenance and personal hobby purposes.

BACKGROUND

The subject land is located in the north-western part of the Quairading townsite on the edge of a well-established, low density residential area. It comprises a total area of approximately 1,662m² and contains an older style dwelling in its northern half in good, habitable condition as well as two small outbuildings at the rear of the dwelling.

The land is gently sloping from north to south with the natural ground level ranging from approximately 251 metres AHD in its northern part to 250 metres AHD along its southern boundary where the new outbuilding is proposed to be sited.

The land has direct frontage to Murphy Street along its northern boundary which is a sealed and drained local access road under the care, control and management of the Shire. It also has direct frontage to Winmar Road along its western boundary which is a sealed and drained regional distributor road under the care, control and management of the Shire. Vehicle access to/from the land is provided via an existing approved three (3) metre wide gravel crossover along its Murphy Street frontage and an unauthorised six (6) metre wide gravel crossover at the southern end of the property along its Winmar Road frontage.

Existing adjoining and other nearby land uses are predominantly residential in nature comprising single houses, including numerous outbuildings, on lots ranging in size from 860 to 1,790m². Being on the fringe of an established residential precinct, the subject land is also located immediately opposite an existing operational broadacre farming property on the western side of Winmar Road as well as a future proposed light industrial subdivision to the south-west comprising five (5) new lots ranging in size from 2,500 to 5,289m².

In 2019 the applicant/landowner sought Council's development approval to construct a new 180m² outbuilding at the rear of the property as well as the placement and use of a second-hand 40 foot long sea container on the south side of the outbuilding with a lean-to style roof structure above comprising an additional floor area of approximately 30.5m² (i.e. a 210.5m² structure in total). At a Special Council

meeting held on 13 August 2019 Council resolved to refuse the application on the basis the proposed outbuilding was not fit for the purpose specified in the application.

For reasons not explained, the applicant/landowner proceeded with the placement of a second-hand 40 foot long sea container on a newly laid and compacted gravel surface at the rear of the land and construction of a new 180m² outbuilding to cover and contain the sea container in its entirety and screen it from public view. Unfortunately, all of the work undertaken to-date has proceeded without the required development and building permit approvals and is therefore unauthorised. The applicant/landowner was advised of this fact in writing in March 2020, including the potential legal ramifications, and is understood to have ceased all construction works pending the Shire's formal consideration and final determination of the required applications.

Under the terms of the development application received for the unauthorised structure on 20 May 2020 Council's approval is now being sought for the following:

- The construction of a large, suitably graded and compacted 80mm thick gravel surface at the rear of the property as a base for the proposed structures as well as vehicle access and parking purposes;
- Placement of one (1) x 40 foot long x 8 foot wide x 8.5 foot high second-sea container in good condition at the southern end of the property with a minimum setback of 3 metres to the land's eastern side boundary and 4 metres to its rear boundary to the south;
- Construction of a new 15 metre long x 13 metre wide steel framed outbuilding (i.e. shed) comprising a total floor area of 195m² over the top of the sea container to a maximum height of approximately 4.7 metres above the land's compacted gravel surface with the same setbacks to its eastern and southern boundaries (i.e. 3 and 4 metres respectively);
- Installation of 'Woodland Grey' coloured steel wall cladding ranging in height from 3 to 3.5 metres on the outbuilding's northern, eastern and southern elevations as well as a portion of the structure's western elevation to screen the sea container within from public view;
- Installation of zincalume steel cladding on the roof of the outbuilding with pitches ranging from approximately 6 to 12 degrees;
- Vehicle access to/from the proposed outbuilding via an existing unauthorised crossover along the land's Winmar Road frontage; and
- Use of the proposed outbuilding for domestic storage and maintenance purposes following completion of construction.

Council should note the outbuilding for which approval is now being sought will comprise a total floor area which is 15.5m² smaller than the outbuilding originally proposed in 2019 and will be setback a further 1 to 1.5 metres from the land's eastern and southern boundaries. The ridge and wall heights remain unchanged however the sea container is now contained entirely within the outbuilding to screen it from public view.

STATUTORY ENVIRONMENT

- Planning and Development Act 2005
- Planning and Development (Local Planning Schemes) Regulations 2015
- Shire of Quairading Town Planning Scheme No.2
- Shire of Quairading Local Planning Scheme No.3 (Draft)
- State Planning Policy 7.3: Residential Design Codes - Volume 1 (R-Codes)

POLICY IMPLICATIONS

- Shire of Quairading Local Planning Policy – 'Outbuildings' (December 2015)

FINANCIAL IMPLICATIONS

Nil immediate financial implications, aside from the administrative costs associated with processing the application. Town Planning expenses are provided for in Council's Budget.

All costs associated with the proposed development will be met by the applicant/landowner.

It is highlighted that should the applicant/landowner be aggrieved by Council's final decision, they may seek a review of that decision by the State Administrative Tribunal in which case the Shire would need to respond, the cost of which cannot be determined at this preliminary stage but could be expected to range anywhere from \$5,000 to \$60,000 excluding GST depending upon how far the matter proceeds through the review process.

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

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

ITEM	OUTCOMES AND STRATEGIES
B1	Responsive Land Use Planning

COMMUNITY CONSULTATION

The applicant/landowner consulted with three (3) immediately adjoining landowners and submitted copies of a completed and signed 'Adjoining Property Owners Comment Form' for each confirming they had viewed the outbuilding as constructed to-date and had no concerns or objections.

Details of the proposal, including plans, were forwarded in writing by the Shire to the owners/occupiers of three (3) other nearby properties in the immediate locality for review and comment. Those people consulted by the Shire directly were given fourteen (14) days to provide a formal response. At the close of the consultation period on 8 July 2020 no additional submissions had been received which suggests the additional people consulted also have no objections to and are therefore supportive of the proposal.

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

Financial - Risk Matrix Rating is assessed as Low. Risk Mitigated through Assessment Process and Recommendation to support the Application with Conditions. However, there is potential for increased Risk if the Applicant/Landowner is aggrieved by Council's final decision and applies for a review of the decision by the State Administrative Tribunal.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Application has been through a Public Consultation Process and no objections have been received. Application fully assessed by Council's Town Planning Consultant with recommendation to Council.

Operation – Risk Matrix Rating is assessed as Low. Application dealt within Council's current Organisational Structure and Council's Town Planning Consultant.

Natural Environment – Risk Matrix Rating is assessed as Low.

PLANNING ASSESSMENT

The subject land is classified 'Residential' zone with a density coding of R10/20 in the Shire of Quairading Town Planning Scheme No.2 and is proposed to retain this zoning classification and density coding in the Shire's proposed new Local Planning Scheme No.3.

Council's stated objectives for the development and use of any land classified 'Residential' zone are as follows:

- a) to provide for the predominant form of residential development to be single houses;
- b) to provide for diversity of lifestyle choice with a range of residential densities;
- c) to achieve a high standard of residential development; and
- d) to allow for establishment of non-residential uses which are compatible with the predominant residential use and which will not adversely affect local amenities.

Clause 61(1)d in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (i.e. the Deemed Provisions for all local planning schemes in Western Australia) provides an express exemption to the need for development approval for the erection or extension of an outbuilding on the same lot as a single house if the R-Codes apply to the development and the development satisfies the deemed-to-comply requirements of the R-Codes unless the development is located in a place that is:

- (i) entered in the Register of Heritage Places under the Heritage of Western Australia Act 1990; or
- (ii) the subject of an order under the Heritage of Western Australia Act 1990 Part 6; or
- (iii) included on a heritage list prepared in accordance with this Scheme; or
- (iv) within an area designated under the Scheme as a heritage area; or
- (v) the subject of a heritage agreement entered into under the Heritage of Western Australia Act 1990 section 29.

Whilst the subject land and dwelling thereon are not identified, designated or registered as being of cultural heritage significance at local or State level, the proposed outbuilding does not satisfy the deemed-to-comply requirements of the R-Codes. As such a development application is required in this particular instance and must be considered and determined by Council to formalise the existing unauthorised structure on the land.

The development application received has been assessed with due regard for the specific objectives, standards and guidance provided in the following documents:

- Planning and Development (Local Planning Schemes) Regulations 2015
- Shire of Quairading Town Planning Scheme No.2
- Shire of Quairading Local Planning Scheme No.3 (Draft)
- State Planning Policy 7.3: Residential Design Codes - Volume 1 (R-Codes)
- Shire of Quairading Local Planning Policy – 'Outbuildings' (December 2015)

This assessment has concluded the proposal is generally consistent with the relevant objectives and standards and is capable of being implemented in a proper and orderly manner. Notwithstanding this general conclusion, Council is required to consider and exercise its discretion in relation to the following matters when determining the application:

1. Floor Area

The proposed outbuilding will comprise a total floor area of 195m² in lieu of a maximum permitted floor area of 100m² as required by Council's 'Outbuildings' policy for residential lots greater than 1,000m².

In considering this non-compliant element Council is required to have due regard for the design principles prescribed in clause 5.4.3 P3 of the R-Codes which expressly states that any new outbuilding may be approved where it does not detract from the streetscape or the visual amenity of residents or neighbouring properties.

Having regard for:

- a) the location of the proposed outbuilding at the rear of the land and its proposed boundary setbacks which are significantly larger than those required by the R-Codes;
- b) its proposed external finishes and colours;
- c) the land's location on the edge of the Quairading townsite's established urban area and the nature of the existing and future proposed land uses on the western side of Winmar Road (i.e. broadacre agriculture and future light industrial);
- d) the small number of residential properties immediately abutting the land;
- e) the fact the proposed structure is partially screened from public view by the existing vegetation on the land and the existing 1.8 metre high boundary fencing with additional on-site landscaping and fencing (i.e. access gates) capable of being required and provided along the land's Winmar Road frontage as a condition of any development approval ultimately granted to increase the level of visual screening; and
- f) the outcomes from the recently completed public advertising process in which no objections were raised,

it is contended the proposed structure will not detract from the local streetscape or the visual amenity of residents or neighbouring properties due to its floor area being greater than the maximum allowable under Council's 'Outbuildings' policy and is therefore acceptable.

2. Ridge Height

The proposed outbuilding will have a roof ridge height of 4.7 metres in lieu of a maximum permitted ridge height of 4.2 metres as required by Council's 'Outbuildings' policy.

In considering this non-compliant element Council is required to again have due regard for the design principles prescribed in clause 5.4.3 P3 of the R-Codes which expressly states that any new outbuilding may be approved where it does not detract from the streetscape or the visual amenity of residents or neighbouring properties.

As the proposed variation to the maximum allowable ridge height is relatively minor in nature (i.e. 500mm) with the structure comprising boundary setbacks greater than those required by the R-Codes, it is contended the proposed structure will not detract from the local streetscape or the visual amenity of residents or neighbouring properties by virtue of its overall height and is therefore acceptable. This view is supported by the fact no objections were raised by any immediately adjoining or other nearby landowners during public advertising.

Furthermore, Council should note clause 26(3) of the Shire's proposed new Local Planning Scheme No.3 specifies that all outbuildings on land with a density coding of R10 shall comprise a maximum building height of 4.5 metres which is slightly greater than that allowable under its current policy (i.e. when Local Planning Scheme No.3 is finally approved and gazetted the proposed structure would be more consistent with Council's requirements in this matter).

3. Vehicular Access

As mentioned previously above all vehicle access to/from the land is provided via an existing approved three (3) metre wide gravel crossover along its Murphy Street frontage and an existing unauthorised six (6) metre wide gravel crossover at the southern end of the property along its Winmar Road frontage.

Despite Winmar Road being a regional distributor road, there is scope to allow direct access to/from this road as there are no encumbrances registered on the land's certificate of title expressly prohibiting access. Given the location, width and alignment of the existing unauthorised crossover along the land's Winmar Road frontage, the 50km/hour speed limit along that portion of this road abutting the land's western boundary, the relatively low volumes of traffic and the fact vehicle sightlines appear to be quite adequate, it is considered reasonable to allow access to/from the land via Winmar Road as proposed.

Council should however note that the issuance of development approval does not itself authorise/formalise the existing six (6) metre wide gravel crossover along the land's Winmar Road frontage. The applicant/landowner is required to prepare and lodge a separate application with the Shire for consideration and determination in accordance with the specific requirements of regulation 12 of the Local Government (Uniform Local Provisions) Regulations 1996. Being a second crossing to/from the land, the Shire is not obliged to bear 50% of the cost to construct it to the required standards as per the requirements of regulation 15(1) of the Local Government (Uniform Local Provisions) Regulations 1996. The applicant/landowner will be advised of these facts through the inclusion of a suitable advice note on any development approval that may ultimately be granted by Council.

4. Stormwater Management

Clause 5.3.9 C9 of the R-Codes requires all water draining from roofs, driveways and other impermeable surfaces for any residential development, including ancillary outbuildings, to be directed to garden areas, sumps or rainwater tanks within the development site where climatic and soil conditions allow for the effective retention of stormwater on-site. Other management options are also provided in the R-Codes if the above deemed-to-comply requirement cannot be satisfied for whatever reason.

The applicant/landowner has not provided any information in support of the application explaining how stormwater generated by the proposed development will be managed and disposed of. This omission does not preclude final determination of the application with a suitable condition able to be lawfully included on any development approval that may ultimately be granted by Council requiring further information and plans to be provided for consideration and approval by the Shire prior to the recommencement of any building construction works.

In light of the above findings and conclusions it is recommended Council exercise its discretion and approve the application subject to a range of conditions and advice notes to ensure the development proceeds in a proper and orderly manner.

Lastly, Council should note that despite the recommendation for the issuance of development approval it still has the option of initiating legal proceedings against the applicant/landowner for proceeding with the proposed development without the necessary approvals. Clause 218 of the Planning and Development Act 2005 expressly states any person who commences, continues or carries out any development in any part of an area the subject of a local planning scheme otherwise than in accordance with the provisions of that scheme commits an offence. Clause 223 of the aforementioned Act also states that unless otherwise provided, a person who commits an offence under the Act is liable to a fine of \$200,000 and, in the case of a continuing offence, a further fine of \$25,000 for each day during which the offence continues.

As previously mentioned, the Shire wrote to the applicant/landowner in March 2020 advising that the works undertaken to-date are unauthorised and no further works are permitted until such time as the required applications have been formally considered and determined. Given that no further works have been undertaken and the significant costs associated with pursuing prosecution action, which can range anywhere from \$15,000 to \$90,000 based on recent past experiences by other local government

authorities that have faced similar issues, it is recommended Council not initiate any legal proceedings against the applicant/landowner in this particular instance. Should Council wish to still do so for whatever reason, it is recommended that further advice be sought from the Shire's solicitors as a first step.

Les Eather
54 Murphy Street
Quairading WA 6383
0427 959 185

Graeme A Fardon
Chief Executive Officer
Shire of Quairading
PO Box 38
Quairading WA 6383

RE: Your letter of March 5th 2020 and Form BA21

16 March, 2020

Dear Graeme,

On reading your letter- dated 5.3.2020 and received by me via registered mail on Monday 9.3.2020- it would appear that I may have contravened the Shire's Building By-laws.

Work stopped on the shed on Thursday 5.3.2020. I have attached a drawing of the shed and site plans at its present stage of construction. As you are aware, notice was sent to adjoining neighbours on two occasions (at my own expense) and no objections were received on the second occasion.

The building, as constructed, still retains the 38° winter shade profile angle and 4m boundary set back. The wall height is 3.5m and the roof apex height is about the same as all houses nearby. The length of the shed however, is reduced 25% (from 20m to 15m). This allows for very little visual impact to properties to the South and is largely screened by sheds and trees within these properties.

The shed is constructed on the very edge of the town precinct and directly across the road from a proposed future industrial development.

I would like to offer an invitation to meet with yourself, Wayne Davies and your technical staff for a site inspection and to discuss the building in an informal manner.

At this point in time I hope that we can achieve one of the following options:

Option 1- To be able to get retrospective building approval subject to acceptable conditions and with no financial disincentives.

Option 2- To be given 90 days notice to dismantle and remove the building from the Quairading shire.

As my hobbies and lifestyle include caravanning, motor racing and restoration of racing cars, a large shed is a pre-requisite for my future retirement plans and non-negotiable consideration for my retirement plans in Quairading. I already own a house on 1.5 acres in York with a 150m² shed fully equipped to suit my lifestyle and am negotiating an industrial block in another location on which the shed could be built as a retirement investment should the shed not stay in Quairading.

I am in the process of speaking to adjoining neighbours regarding their views or objections to the construction, as now they can see the full size profile of the shed and assess any negative impact (if any).

I look forward to your instruction.

Yours faithfully,



Les Eather

SHIRE OF QUAIRADING TOWN PLANNING SCHEME NO.2



FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL

Name/s: LES EATHER

ABN (if applicable):

Postal Address: 54 MURPHY STREET
QUAIRADING WA Postcode: 6383

Work Phone:	Fax:	E-mail:
Home Phone:		l.eather@bigpond.net.au
Mobile Phone: 0427 959185		

Contact Person for Correspondence: LES EATHER

Signature:  Date: 12-4-2020

Signature: Date:

NOTES:

- Use and attach a separate copy of this page where there are more than two (2) landowners.
- The signature/s of all registered owner(s) as listed on the land's Certificate of Title is required. This application cannot proceed without the required signature/s. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2). Land owned by an incorporated body (i.e. a company) must be signed by:
 - 1 director of the company, accompanied by the company seal; or
 - 2 directors of the company; or
 - 1 director and 1 secretary of the company; or
 - 1 director if a sole proprietorship company.
 Print the full names and positions of company signatories underneath the signatures.
- A copy of the Certificate of Title for all land the subject of this application must be provided and can be purchased through Landgate directly if required.
- Development Applications relating to Unallocated Crown Land, Unmanaged Crown Reserves, land under management order to the Shire of Quairading where the development is not consistent with the reserve's purpose, or is used for commercial purposes, or land which is subject to a lease issued under the Land Administration Act 1997 need to be referred to the Lands Division of the Department of Planning, Lands and Heritage for consideration and signing.

Applicant Details (if different from owner)

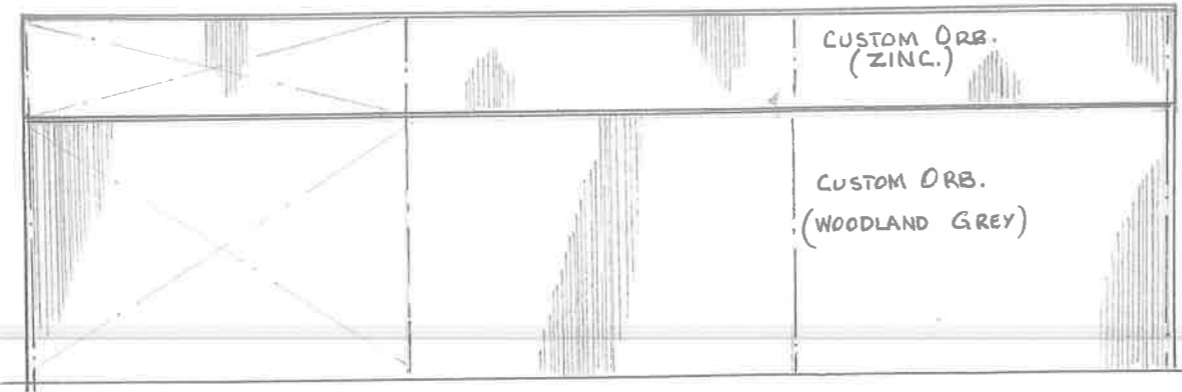
Name/s:

Address:

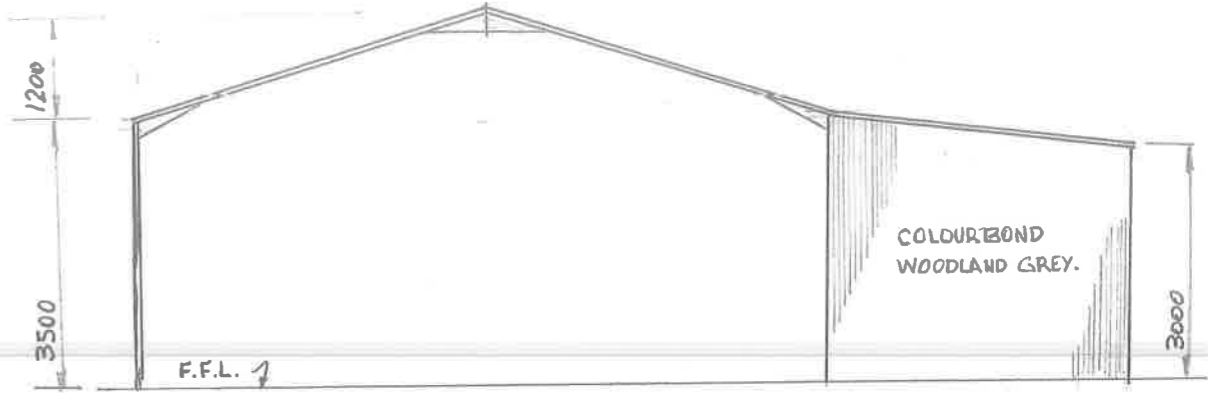
Postcode:

Work Phone: Home Phone: Mobile Phone:	Fax:	E-mail:
Contact Person for Correspondence:		
Signature:		Date:
<p>NOTES:</p> <p>i) Failure to provide a suitably completed development application form, a copy of the relevant Certificate/s of Title, sufficient plans and other supporting information and/or the correct application fee may result in the application being returned or placed on hold.</p> <p>ii) The application fee payable will be confirmed by the local government following receipt of the application. Processing of the application will not commence until the fee is paid in full.</p> <p>iii) As per Schedule 2 clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015 the information and plans provided with this application may be made available by the local government for public viewing in connection with the application.</p> <p>iv) If public advertising of the application is required by the local government an additional fee in accordance with the local government's adopted schedule of fees and charges will be payable by the applicant. Further processing of the application following completion of public advertising will not proceed until the additional fee is paid in full.</p> <p>v) The original of this application and supporting information and plans will be retained by the local government for its records and will not be returned to the applicant/landowner following final determination.</p>		
<p>Property Details</p> <p>NOTE: The details provided must match those shown on the relevant Certificate/s of Title.</p>		
Lot No: 288	House/Street No: 54	Location No:
Survey Diagram or Plan No: 208617	Certificate of Title Volume No: 1976	Certificate of Title Folio No: 460
Title encumbrances (e.g. easements, restrictive covenants etc. as listed on the Second Schedule of the relevant Certificate/s of Title): Nil		
Street name: MURPHY STREET	Suburb: QUAIRADING.	
Nearest street intersection: WINMAR ROAD		
<p>Proposed Development:</p> Nature of development: <input checked="" type="checkbox"/> Works (New construction works with no change of land use) <input type="checkbox"/> Use (Change of use of land with no construction works) <input type="checkbox"/> Works and Use		
<p>NOTE: If the proposal involves advertising signage the Additional Information for Development Approval for Advertisements form (i.e. a Form 2) must be completed and submitted with this application.</p>		
Is an exemption from development claimed for part of the development? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use		
Description of proposed works and/or land use: Retrospective development approval for an existing unauthorised 195sqm outbuilding and sea container within at the rear of the land for domestic storage, maintenance and personal hobby purposes.		

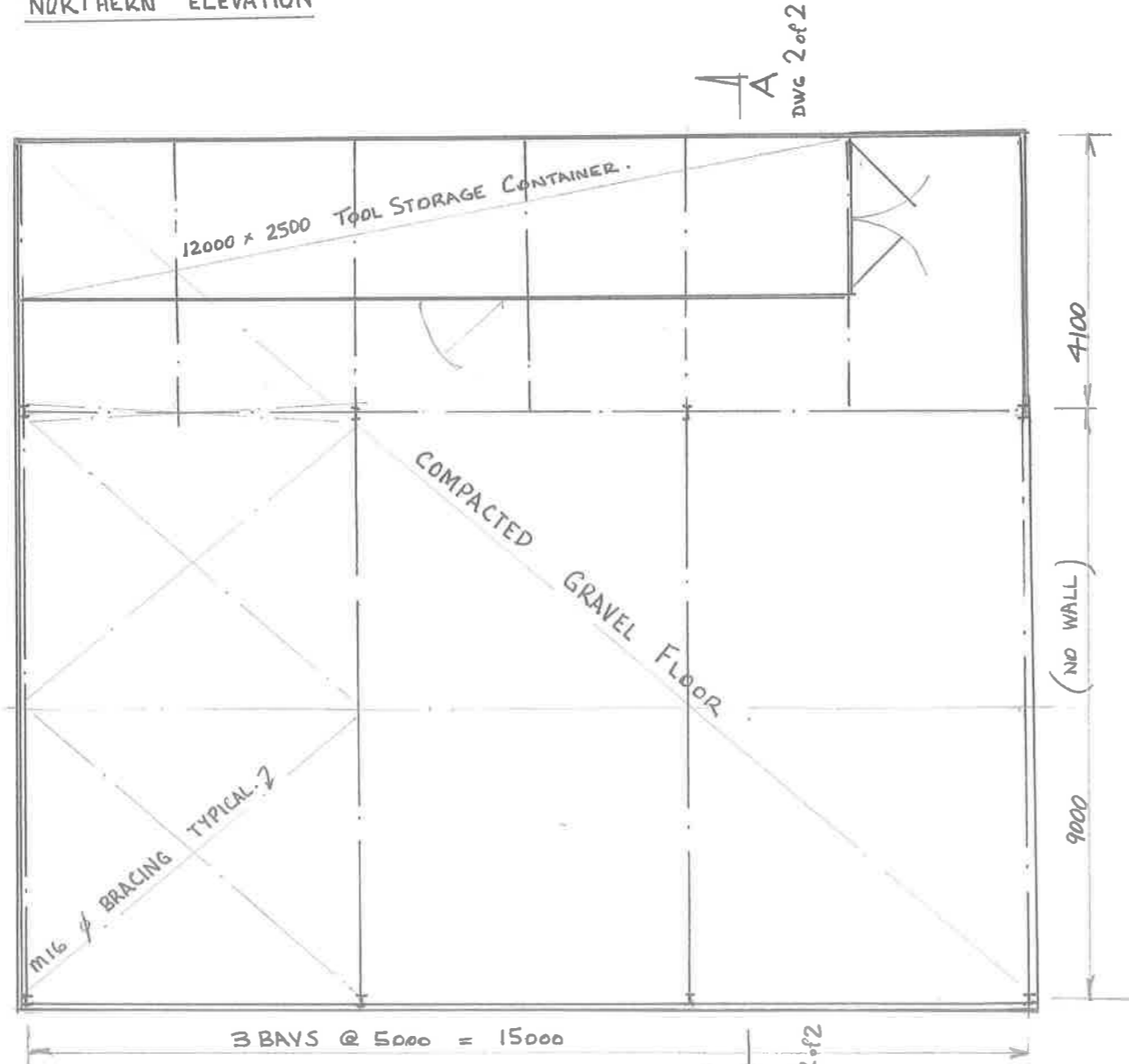
Description of exemption claimed (if relevant): Nil
Nature of any existing buildings and/or land use: Residential (Single House)
Approximate cost of proposed development (excluding GST): \$ 15,000
OFFICE USE ONLY
Date application received: Received by: Application reference number: Application fee payable: \$ Date of receipt of application fee from applicant: Receipt number for application fee:



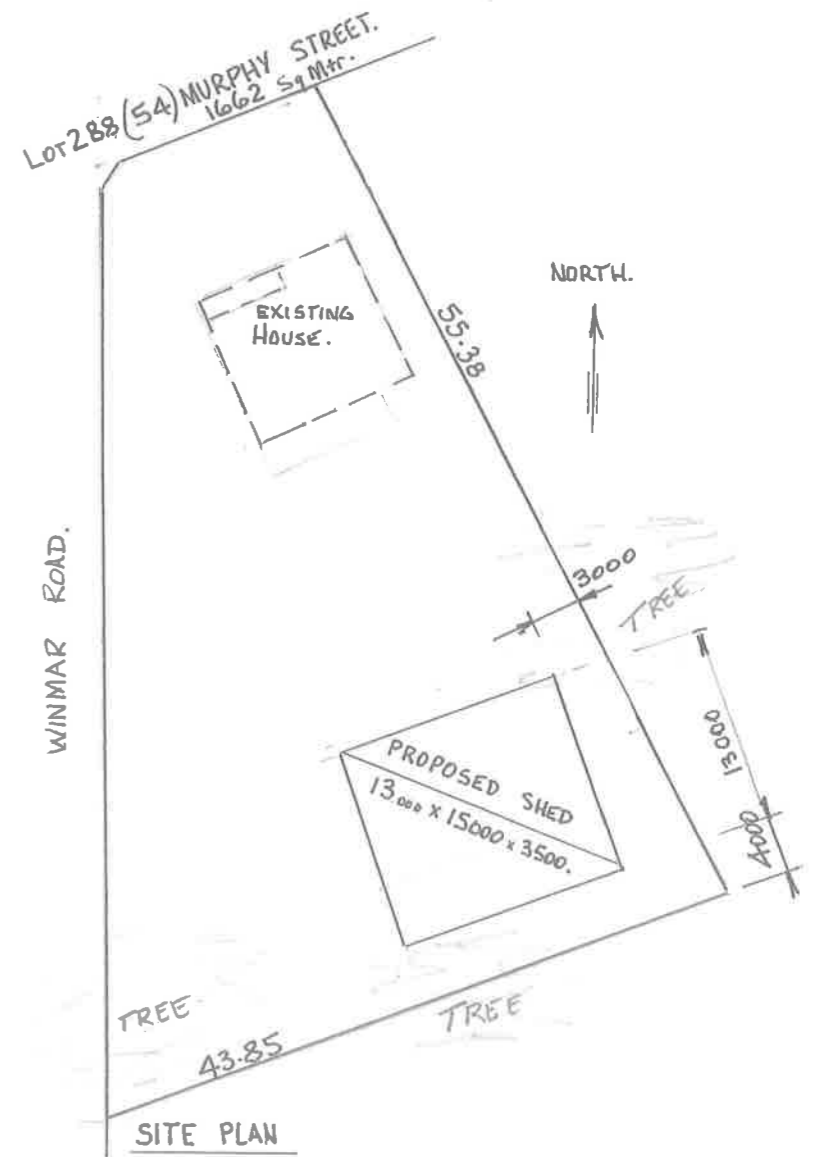
NORTHERN ELEVATION



WESTERN ELEVATION



PLAN.



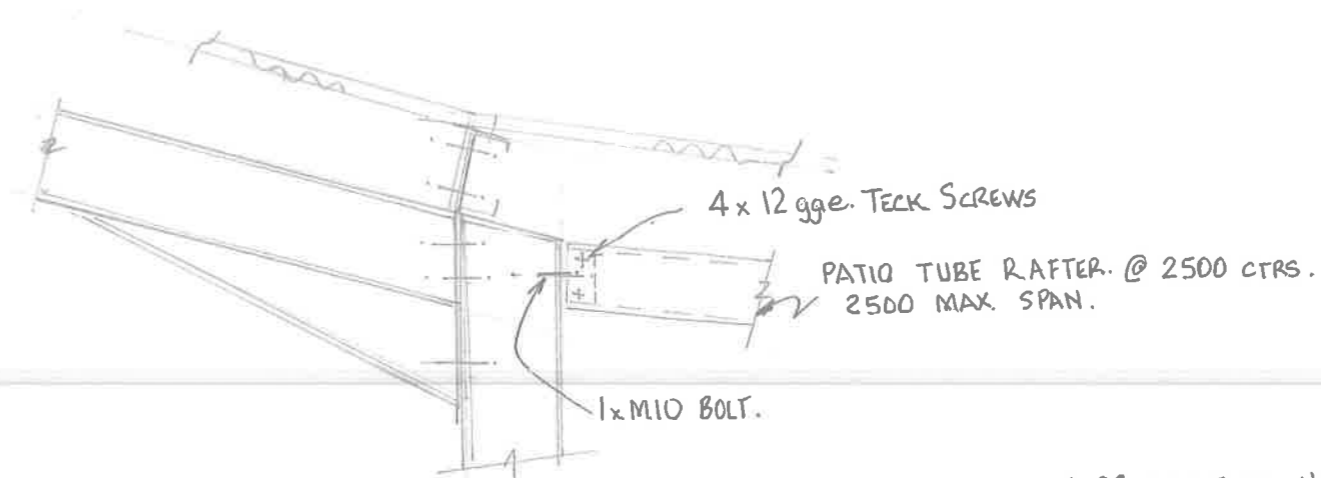
SITE PLAN

PROPOSED SHED
 for LES EATHER
 54 MURPHY STREET
 QUAIRADING.

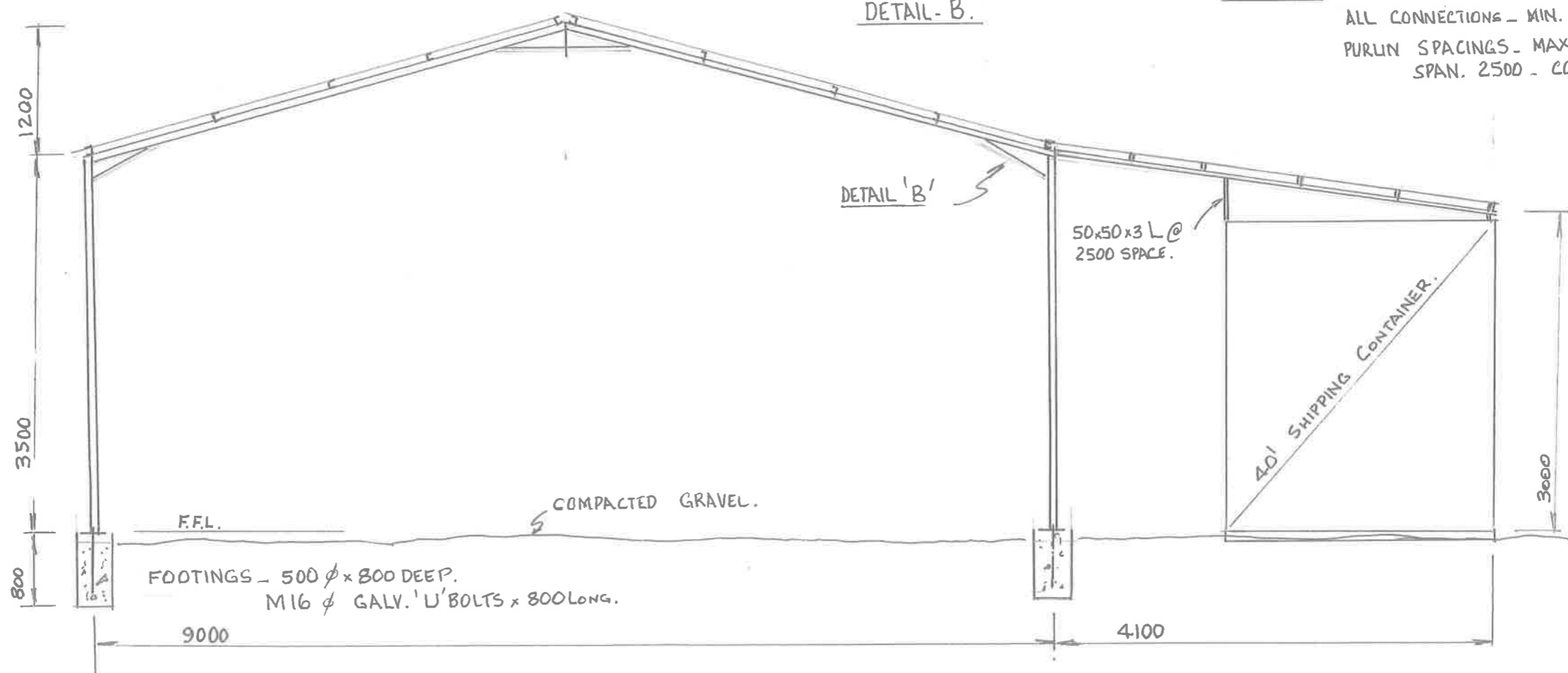
DATE 12-4-2020
 DRAWN. L.C.E.
 DWG. 1 of 2

A
 DWG. 2 of 2

A
 DWG. 2 of 2



LEAN TO - ALL 76x38 PATIO TUBE U.O.N.
ALL CONNECTIONS - MIN. 2 x 12g TECK SCREWS.
PURLIN SPACINGS - MAX 900.
SPAN. 2500 - CONTINUOUS



DETAIL-B

DETAIL 'B'

SECTION 'AA'

PROPOSED SHED. DATE 12-4-2020
for LES EATHER DRAWN. L.C.E.
54 MURPHY STREET DWG. 2 of 2
QUAIRADING.



ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – June 2020

Meeting Date	30 th July 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	(i) June 2020 Payment List (ii) Transport Takings (iii) Credit Card Statement
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVED Cr _____ SECONDED Cr _____

That Council note the following:

1. That Schedule of Accounts for June covering Municipal Vouchers 23723 to 23734 & EFT 7959 to EFT 8100 totalling \$480,419.24 be received and
2. That Police Licensing payments for the month of June 2020 totalling \$32,460.40 be received (Attachment ii); and
3. That fund transfers to Corporate Credit Card for March 2020 balance totalling \$1,158.19 be received (Attachment iii); and
4. That Net Payroll payments for the month June 2020 totalling \$112,549.00; and
5. That the Lease payment for the month of June 2020 on the CESM Vehicle totalling \$1,140.08; and
6. That Superannuation payments for June 2020 totalling \$32,531.74

CARRIED ___/___

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

Payments are per attached schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the accounts paid during June 2020.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027**Governance Objective: Strong governance and community engagement**

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

Comment

The April Credit Card (Payments within the month of March) was skipped during the May Meeting and has therefore been presented to Council. The Credit Card statement due for the current meeting was the Payments from May and paid in June, however as these was presented to the June Meeting, these have been removed from the Agenda. The next Credit Card statement that will be presented to the August Meeting will be the June Payments, direct debited from the Shire Municipal Bank Account in July.

LIST OF ACCOUNTS JUNE 2020

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	FUNDED
EFT7959	09/06/2020	QUAIRADING TYRE & BATTERY SUPPLIES	SUPPLY & FIT: Q458: BATTERIES X 2, Q5122: TYRES X 2, Q272: TYRE X 1, Q5122: TYRE X 1	1,991.36	
EFT7960	09/06/2020	TOLL TRANSPORT PTY LTD	FREIGHT OF SIGNAGE	45.43	
EFT7961	09/06/2020	QUAIRADING EARTHMOVING CO.	WIN & STOCKPILE GRAVEL AT FRASERS PIT	24,156.00	PARTIAL
EFT7962	09/06/2020	QUAIRADING AGRI SERVICES	OIL, AIR AND FUEL FILTERS FOR BUSH FIRE VEHICLES, CONSUMABLES, RETIC FITTINGS - VARIOUS BUILDINGS & COST CENTRES	4,441.82	PARTIAL
EFT7963	09/06/2020	PIANO MAGIC	SHIRE HALL - SERVICE OF PIANO	300.00	
EFT7964	09/06/2020	PERFECT COMPUTER SOLUTIONS P/L	MAINTENANCE & IT SUPPORT: MAY 2020	85.00	
EFT7965	09/06/2020	STATE LIBRARY OF WA	FREIGHT OF INTER-LIBRARY LOANS MATERIALS	317.66	
EFT7966	09/06/2020	WATER CORPORATION	WATER USAGE & CHARGES 17/03/20 - 20/05/20	319.44	
EFT7967	09/06/2020	MARNHAM'S MECHANICAL SERVICES	Q4818: 500HR SERVICE	1,004.19	
EFT7968	09/06/2020	BENT NAIL BUILDING & MAINTENANCE	DEPOSIT FOR STAINLESS STEEL BALUSTRADING: CABINS	6,083.31	
EFT7969	09/06/2020	G J JONES PLUMBING	8 DALL STREET: REPLACE HOSETAP & REPAIR ENSUITE SHOWER, 14 REID STREET: FIX COOKTOP IGNITION, DEPOT: REPLACE PRESSURE PUMP TO WASHDOWN AREA, OVAL: REPAIR DAMAGED RETICULATION & WATER LEAK ON MAIN STREET	818.70	
EFT7970	09/06/2020	TRUCK CENTRE (WA) PTY LTD	Q272: 1 X FILLER CAP	166.54	
EFT7971	09/06/2020	CONTRACT AQUATIC SERVICES	MARCH POOL CONTRACT FEE & ADDITIONAL MORNING HOURS	18,656.00	
EFT7972	09/06/2020	DIGGING DOCKER	JENNABERRING ROAD: REPAIRS TO FOOTPATH	600.00	
EFT7973	09/06/2020	GREAT SOUTHERN FUEL SUPPLIES	ULP FUEL 1000L & DIESEL 17000L	17,828.91	
EFT7974	09/06/2020	WA CONTRACT RANGER SERVICES P/L	RANGER SERVICES: 27/05/20, 28/05/20 & 02/06/20	654.50	PARTIAL
EFT7975	09/06/2020	AG IMPLEMENTS QUAIRADING	OIL FILTER FOR POST HOLE DIGGER	10.85	
EFT7976	09/06/2020	JODIE YARDLEY	REIMBURSEMENT: KITCHEN BINS & GARBAGE BAG LINERS	40.98	
EFT7977	09/06/2020	BROWNLEY'S PLUMBING & GAS	BACKFLOW TESTING OF 7 X STANDPIPES	1,540.00	
EFT7978	09/06/2020	MOORE AUSTRALIA AUDIT (WA)	INTERIM AUDIT - AUDIT FEES	11,000.00	
EFT7979	09/06/2020	ROAD SEAL	QUAIRADING-CUNDERDIN ROAD: SPRAY SEAL OVER 7 X CULVERT LOCATIONS	4,312.00	PARTIAL
EFT7980	09/06/2020	CQ WATER TRUCK HIRE	WATER CART HIRE: STOCKPOOL ROAD, KARAKIN ROAD & BADJALING NORTH ROAD	19,783.50	PARTIAL
EFT7981	09/06/2020	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT: QUAIRADING - CUNDERDIN ROAD	14,454.00	PARTIAL
EFT7982	09/06/2020	ELLIE MAREE	CHILDCARE: TOUCH-LESS FOREHEAD INFRARED THERMOMETER	109.99	
EFT7983	09/06/2020	SHELLEYANNE RUSSELL	REIMBURSEMENT: CLEANING PRODUCTS	20.63	
EFT7984	09/06/2020	SHERRIN RENTALS PTY LTD	26 DAYS DRY HIRE: 1 X 24T MULTI TYRED ROLLER	3,586.00	
EFT7985	09/06/2020	TRISTA FONTANA	REIMBURSEMENT: SWAP N GO GAS 8.5KG - POOL	59.95	
EFT7986	09/06/2020	YASMIN SMITH	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7987	09/06/2020	KRISTY HALL	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7988	09/06/2020	KAREN WARDROP	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7989	09/06/2020	ADMANA ROWLAND	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7990	09/06/2020	PLUMBERJ'S MOBILE PLUMBING	CABIN 1: UNBLOCK TOILET AND FIX AIR LEAKS IN TAPS	77.00	
EFT7991	09/06/2020	CANNON HYGIENE AUSTRALIA	ANNUAL SANITARY SERVICE - SPORTS GROUND FACILITIES: 08/06/20 - 07/06/21 LESS CREDITS DUE TO COVID	277.66	
EFT7992	12/06/2020	JULIE ANN BAVIN	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7993	12/06/2020	AWARD SECURITY	MEDICAL CENTRE, DEPOT ADMIN & CRC: MONITORING OF SECURITY ALARMS - 13WKS	414.70	
EFT7994	12/06/2020	QUAIRADING COMMUNITY RESOURCE CENTRE	WEBSITE/GYM MANAGEMENT, CLEANING, PRINTING SERVICES	1,055.30	
EFT7995	12/06/2020	QUAIRADING MEDICAL PRACTICE	STAFF MEDICAL PROGRESS REPORT	192.50	
EFT7996	12/06/2020	PERFECT COMPUTER SOLUTIONS P/L	ADMIN & MEDICAL CENTRE: MAINTENANCE & IT SUPPORT	595.00	
EFT7997	12/06/2020	WATER CORPORATION	WATER USAGE & CHARGES: 18/03/20 - 21/05/20	15.58	
EFT7998	12/06/2020	A W DUNCAN CARPENTRY SERVICES	7 EDWARDS WAY: REPAIRS TO DAMAGED PAVING	530.53	
EFT7999	12/06/2020	ALLFILTERS PTY LTD	MEDICAL CENTRE: OMNIPURE CK5620 WATER FILTER X 2	239.56	
EFT8000	12/06/2020	DIGGING DOCKER	YOUTH CENTRE: COMPLETION OF BOUNDARY FENCING, CEMETERY: GRAVE SITE DIGGING, INSTALLATION OF TOURIST SIGNAGE & REPAIRS TO BORE PIPES AT TOWN DAM	3,800.00	PARTIAL

EFT8001	12/06/2020	QUICK CORPORATE	STATIONERY: MEDICAL CENTRE, ADMIN & CHILDCARE CENTRE	800.58	
EFT8002	12/06/2020	SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS TRIPLE M	88.00	
EFT8003	12/06/2020	NATHAN LEE GILFELLON	REIMBURSEMENT: UNIFORM EXPENSES	333.86	
EFT8004	12/06/2020	CWB ELECTRICAL & A/C	SERVICE AIR CONDITIONERS & TEST RCDS, SMOKE ALARMS & EMERGENCY LIGHTING FOR ALL SHIRE BUILDINGS	8,558.00	
EFT8005	12/06/2020	OFFICEWORKS	COMPUTER MONITOR FOR RATES OFFICER	174.95	
EFT8006	12/06/2020	NUTRIEN AG SOLUTIONS	20X STAR PICKETS	183.17	
EFT8007	12/06/2020	LAURIE HOWLETT- GEOGRAPHE TREE SERVICES	REIMBURSEMENT: CABIN BOND	400.00	FULLY
EFT8008	12/06/2020	NATHAN LE BRUN	REIMBURSEMENT: TOAPIN WEIR BOOKING CANCELLED	44.00	FULLY
EFT8009	12/06/2020	YOLANDE YARRAN	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT8010	12/06/2020	VANESSA PRIBIL	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT8011	12/06/2020	TARYN BOND	REIMBURSEMENT: CAT TRAP BOND	20.00	FULLY
EFT8012	16/06/2020	AVON WASTE	DOMESTIC RUBBISH REMOVAL: 4 WEEKS, RECYCLING SERVICES: 11/05/20 & 25/05/20, BULK RECYCLING: 22/05/20	8,334.94	PARTIAL
EFT8013	16/06/2020	QUAIRADING EARTHMOVING CO.	PLANT HIRE: DOZER & EXCAVATOR, TO COVER WASTE & CREATE NEW CELLS	6,600.00	
EFT8014	16/06/2020	SHIRE OF TAMMIN	320 X 500 ML BOTTLE SANITISERS	2,582.80	
EFT8015	16/06/2020	WATER CORPORATION	WATER USAGE & CHARGES01/05/2020- 3/06/2020	170.00	
EFT8016	16/06/2020	MARNHAM'S MECHANICAL SERVICES	Q272: SERVICE AND REPLACE EXHAUST, Q960: 500HR SERVICE, Q368: DIAGNOSE OIL LEAK, Q450: SERVICE, Q5122: SERVICE, Q237: REPAIR STEERING, Q4818: REPLACE CUTTING EDGE	7,569.84	
EFT8017	16/06/2020	WHEATBELT ABORIGINAL HEALTH SERV.	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT8018	16/06/2020	EMMA WILSON	REIMBURSEMENT: CHILDCARE FEES OVERPAID	222.00	FULLY
EFT8019	16/06/2020	CIVIC LEGAL	LEGAL SERVICES RELATING TO THE LAND TITLE AT 18 POWELL CRESCENT	1,942.05	
EFT8020	16/06/2020	DAVID GRAY & CO PTY LTD	SUPPLY 10 X 120LT DARK GREEN BINS, INGROUND POSTS, SECURITY LOCKS AND KEY	2,719.04	
EFT8021	16/06/2020	COMPRESSED AIR INSTALLATIONS WA P/L	PRESSURE COMPLIANCE INSPECTION ON 2 X COMPRESSORS	1,679.70	
EFT8022	16/06/2020	FLEET FITNESS	GYM EQUIPMENT MAINTENANCE VISIT	302.50	
EFT8023	16/06/2020	ALLSTRONG OUTDOOR GARAGE DOORS	SERVICING OF 7 X GARAGE DOORS - MULTIPLE LOCATIONS	1,947.00	
EFT8024	16/06/2020	TODD JOHNSTON SIGNWRITING	INSTALLATION OF TOURIST SIGNAGE IN CO-OP WINDOW	210.00	PARTIAL
EFT8025	16/06/2020	BLUESTEEL ENTERPRISES P/L (AGENT	VARIOUS FITTINGS FOR FIRE TRUCKS	1,417.05	
EFT8026	16/06/2020	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT: STOCKPOOL ROAD	4,620.28	
EFT8027	16/06/2020	FOCUS NETWORKS	SHIRE OF QUAIRADING STRATEGIC ICT PLAN DEPOSIT	2,805.00	
EFT8028	16/06/2020	TRAFFIC BALCATT A KENNARDS HIRE P/L	HIRE OF MOBILE LIGHTING INC TRANSPORTATION	4,120.00	
EFT8029	16/06/2020	FUTURE POWER WA PTY LTD	TENDER 02-19/20 SUPPLY AND INSTALLATION OF SPORTS LIGHTING - CLAIM 3	36,610.35	PARTIAL
EFT8030	16/06/2020	NUTRIEN AG SOLUTIONS	2 X 5LTR HERBICIDE	220.00	
EFT8031	16/06/2020	KENNETH JOHN CAPLE	REIMBURSEMENT: OVERPAID RENT FEES	517.65	FULLY
EFT8032	16/06/2020	R.E.S.T. A WHILE COFFEE	COUNCIL REFRESHMENTS	95.00	
EFT8033	16/06/2020	QUAIRADING BOOK POST (2020)	POSTAGE: MEDICAL PRACTICE & ADMIN, LIBRARY CONTRACT	2,428.18	
EFT8034	16/06/2020	GRAHAM WILSON	REIMBURSEMENT: COTTAGE BOND	200.00	FULLY
EFT8035	16/06/2020	BOC LIMITED	CONTAINER RENTAL: DEPOT & MEDICAL CENTRE	50.07	
EFT8036	16/06/2020	WA HINO SALES & SERVICE	Q3870: REPAIR WIRING HARNESS TO HINO	1,430.00	
EFT8037	16/06/2020	PLUMBERJ'S MOBILE PLUMBING	LOT 190 MCLENNAN ST: RENEW WASHING MACHINE TAPS AND FITTINGS. RENEW LAUNDRY TROUGH TAP SET	462.00	
EFT8038	23/06/2020	QUAIRADING TYRE & BATTERY SUPPLIES	Q237: SUPPLY & FIT 1 X GRADER TYRE	1,359.50	
EFT8039	23/06/2020	QUAIRADING FARMERS CO-OP	NEWSPAPERS, VARIOUS CLEANING & PURCHASES FOR DEPOT, ADMIN, MEDICAL, CHILDCARE, C/PARK, WRF, COUNCIL & COMMUNITY BUILDING	798.61	
EFT8040	23/06/2020	AUSTRALIAN TAXATION OFFICE	MAY BAS	13,166.85	
EFT8041	23/06/2020	LANDGATE	RURAL UV'S CHARGEABLE: SCHEDULE R2020/1 21/12/19 - 15/05/20	125.64	
EFT8042	23/06/2020	WESFARMERS KLEENHEAT GAS PTY LTD	14 REID STREET: GAS CYLINDER FACILITY FEE & SERVICE CHARGE	79.20	
EFT8043	23/06/2020	COUNTRY COPIERS NORTHAM	PHOTOCOPIER SERVICE: 47,757 COPIES + TONER (N/C)	971.72	
EFT8044	23/06/2020	QUAIRADING CLUB INC.	COUNCIL REFRESHMENTS - AFTERNOON TEA	180.00	

EFT8045	23/06/2020	QUAIRADING COMMUNITY RESOURCE CENTRE	WEBSITE/GYM MANAGEMENT, CLEANING, PHOTOCOPYING & LAMINATING SERVICES - MARCH TO MAY 2020	2,278.12	
EFT8046	23/06/2020	SUNNY SIGN COMPANY PTY LTD	IMPROVED TOURISM SIGNAGE	13,193.73	PARTIAL
EFT8047	23/06/2020	MEDICAL DIRECTOR AUSTRALIA	PRACSOFT SUBSCRIPTION X 2 USERS 05/07/20 TO 04/07/21	1,133.00	
EFT8048	23/06/2020	CLINICARE PHARMACY QUAIRADING	OMRON EAR THERMOMETER PROBE & BRUSH TO PAINT SIGNS	11.90	
EFT8049	23/06/2020	GRAEME ASHLEY FARDON	REIMBURSEMENT: STAFF UNIFORM	310.90	
EFT8050	23/06/2020	WATER CORPORATION	WATER USAGE & SERVICE CHARGES: 16/04/20 - 10/06/20 VARIOUS LOCATIONS	12,799.85	
EFT8051	23/06/2020	BORAL CONSTRUCTION MATERIALS GROUP LTD	4 X 205LT DRUMS OF EMULSION	992.20	
EFT8052	23/06/2020	MARNHAM'S MECHANICAL SERVICES	Q240: DIAGNOSE OIL LEAK, Q4159: REPLACE MAIN CONTROL VALVE HOSE, Q4818: REPAIR BELT TENSIONER PLATE, CRACKS & SIDE DOOR HINGE, Q368: REPAIR AUTO GREASER	5,401.40	
EFT8053	23/06/2020	BENT NAIL BUILDING & MAINTENANCE	7 EDWARDS WAY: INSTALL FENCING	3,408.56	
EFT8054	23/06/2020	WESTRAC PTY LTD	Q368: REPAIR LEAKING PRESSURE REDUCER	998.25	
EFT8055	23/06/2020	DIGGING DOCKER	REMOVE AND INSTALL 10 X NEW BINS AROUND QUAIRADING TOWNSITE	2,000.00	
EFT8056	23/06/2020	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	19/20 ESL QUARTER 4	5,325.85	FULLY
EFT8057	23/06/2020	GREAT SOUTHERN FUEL SUPPLIES	DIESEL 5000L	5,337.48	
EFT8058	23/06/2020	QK TECHNOLOGIES PTY LTD	QIKKIDS SUBSCRIPTION 01/07/2020- 31/07/2020	132.00	
EFT8059	23/06/2020	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICE LEVY X 2	307.56	FULLY
EFT8060	23/06/2020	QUAIRADING BOOK POST (HOWLETT)	CPI INCREASE FOR JANUARY- MAY 2020 ON MONTHLY FEE FOR PROVISION OF LIBRARY SERVICES AS PER LIBRARY AGREEMENT	124.52	
EFT8061	23/06/2020	LOCAL COMMUNITY INSURANCE SERVICES	PUBLIC & PRODUCTS LIABILITY ON BEHALF OF UNINSURED STALLHOLDERS, BUSKERS & PERFORMERS AT COUNCIL EVENTS: 30/06/20 - 30/06/21	406.21	
EFT8062	23/06/2020	AJ & BR COWCILL	SERVICE: BUSH FIRE APPLIANCES X 6	2,879.50	FULLY
EFT8063	23/06/2020	BRITTANY HADLOW	REIMBURSEMENT: KETTLE & ENGRAVED WATCH - 30YR STAFF GIFT	213.50	
EFT8064	23/06/2020	TRAFFIC BALCATT A KENNARDS HIRE P/L	HIRE OF MOBILE LIGHTING INC TRANSPORTATION	2,800.00	
EFT8065	23/06/2020	EXURBAN RURAL & REGIONAL PLANNING	TOWN PLANNING SERVICES	953.78	
EFT8066	23/06/2020	SUPREME SHADES	CHILDCARE: REMOVE & REPLACE DAMAGED SHADE SAIL	5,148.00	
EFT8067	23/06/2020	BAYSWATER MAZDA	PURCHASE OF NEW MAZDA CX-5 TOURING & TRADE IN OF CAPTIVA CG MY18 ACTIVE WAGON LESS TRADE IN	20,672.90	
EFT8068	23/06/2020	IAN THOMPSON	REIMBURSEMENT: TOWN HALL BOND & KEY DEPOSIT	875.00	FULLY
EFT8069	23/06/2020	SUSAN JOHNSON	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT8070	23/06/2020	NEIL WOODHEAD	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT8071	30/06/2020	JOHN WILLIAM HAYTHORNTHWAITE	COUNCILLOR SITTING FEES: 4TH QTR 19/20	794.00	
EFT8072	30/06/2020	GILLIAN JANET MCRAE	REIMBURSEMENT: CABIN BOND & 1 NIGHT - CANCELLED BOOKING	325.00	FULLY
EFT8073	30/06/2020	PETER DAVID SMITH	COUNCILLOR SITTING FEES: 4TH QTR 19/20	794.00	
EFT8074	30/06/2020	JONATHAN RICHARD HIPPISEY	COUNCILLOR SITTING FEES: 4TH QTR 19/20	794.00	
EFT8075	30/06/2020	QUAIRADING TYRE & BATTERY SUPPLIES	HALL: 2X GAS BOTTLES	306.29	
EFT8076	30/06/2020	BURGESS RAWSON	WATER USAGE & CHARGES 13/02/20 - 10/06/20 PTA LEASE PROPERTY	1,658.06	
EFT8077	30/06/2020	G J JONES PLUMBING	REPAIR PIPE LEAK AT CORNER OF LOUDEN STREET & BRUCE ROCK ROAD, EXCAVATOR DRY HIRE	895.10	PARTIAL
EFT8078	30/06/2020	BRETT MCGUINNESS	COUNCILLOR SITTING FEES: 4TH QTR 19/20	946.00	
EFT8079	30/06/2020	REGIONAL DEVELOPMENT AUSTRALIA (RDA) WHEATBELT	ANNUAL SUBSCRIPTION TO GRANTGURU	852.50	
EFT8080	30/06/2020	TREVOR STACEY	COUNCILLOR SITTING FEES: 4TH QTR 19/20	870.00	
EFT8081	30/06/2020	WAYNE M DAVIES	COUNCILLOR SITTING FEES: 4TH QTR 19/20	1,472.00	
EFT8082	30/06/2020	YORK AUTO ELECTRICS & AIR CONDITIONING	Q960: REPAIR ELECTRICAL FAULT, Q5191: AUTO ELECTRICAL REPAIR	330.00	
EFT8083	30/06/2020	JO HAYTHORNTHWAITE	COUNCILLOR SITTING FEES: 4TH QTR 19/20	794.00	

EFT8084	30/06/2020	WA CONTRACT RANGER SERVICES P/L	RANGER SERVICES: 08/06/20 & 18/06/20	467.50	
EFT8085	30/06/2020	LGIS RISK MANAGEMENT	LGIS REGIONAL RISK CO-ORDINATOR PROGRAM 2019/20	5,336.10	
EFT8086	30/06/2020	R MUNNS ENGINEERING CONSULTING	INFRASTRUCTURE CONDITION ASSESSMENT AND REVALUATION (ROADS)	6,292.00	
EFT8087	30/06/2020	QC ULTIMATE CLEAN	YOUTH CENTRE: CARPET & UPHOLSTERY CLEANING	393.25	
EFT8088	30/06/2020	SHAUN SIMPSON	INSTALL FENCE AT ANDERONS STOCKPOOL ROAD, LABOUR AND MATERIALS.	1,788.50	
EFT8089	30/06/2020	PRIMARIES	3 X 20LT ROUNDUP & 2 X METSULFURON 1KG	1,179.40	
EFT8090	30/06/2020	PROFORM CIVIL	CIVIL DESIGN AND FEATURE SURVEY: CAR PARKING HEAL STREET	10,043.00	
EFT8091	30/06/2020	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT: STOCKPOOL ROAD	1,052.43	
EFT8092	30/06/2020	AVON VALLEY TOYOTA	Q633: 15 000KM SERVICE	422.90	
EFT8093	30/06/2020	BR COWCILL	COUNCILLOR SITTING FEES: 4TH QTR 19/20	794.00	
EFT8094	30/06/2020	DENTAL HEALTH SERVICES	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT8095	30/06/2020	ANNIE'S BAGS AND THINGS	EMBROIDERY OF SHIRE OF QUAIRADING" AND STAFF NAME ON UNIFORMS"	45.00	
EFT8096	30/06/2020	OFFICEWORKS	CASH BOX & RECEIPT BOOK FOR WASTE RECYCLE FACILITY	51.43	
EFT8097	30/06/2020	CLARK EQUIPMENT SALES PTY LTD	SUPPLY AND DELIVERY OF NEW 1X BOBCAT T595 LESS TRADE IN CAT SKIDSTEER	77,715.00	
EFT8098	30/06/2020	CAROLYNNE THORNTON	REIMBURSEMENT: STAFF VACCINATIONS	354.40	
EFT8099	30/06/2020	D & J STAJDUHAR	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT8100	30/06/2020	PLUMBERJ'S MOBILE PLUMBING	TOURIST LAYBY: REPAIR LEAKING TOILET, DR'S RESIDENCE: RENEW WATER FILTER ON KITCHEN TAP, CRC: REPAIR LEAKING TAP	409.20	
23723	04/06/2020	SYNERGY	CANCELLED CHEQUE	0.00	
23724	04/06/2020	SYNERGY	ELECTRICITY USAGE & CHARGES: 04/03/20 - 06/05/20	11,295.88	
23725	12/06/2020	TELSTRA	PHONE USAGE & CHARGES TO 28/04/20	264.26	
23726	16/06/2020	MARY PATRICIA JOHNSON	CANCELLED CHEQUE	0.00	
23727	16/06/2020	TELSTRA	CANCELLED CHEQUE	0.00	
23728	16/06/2020	SYNERGY	CANCELLED CHEQUE	0.00	
23729	16/06/2020	MARY PATRICIA JOHNSON	RATES REFUND: A4117 32 MURPHY STREET QUAIRADING 6383	613.48	FULLY
23730	16/06/2020	TELSTRA	TELEPHONE USAGE TO 19 MAY 2020	1,398.39	
23731	16/06/2020	SYNERGY	ELECTRICITY USAGE & CHARGES: 25/04/2020- 24/05/2020	2,324.51	
23732	23/06/2020	TELSTRA	TIMS MESSAGING & INTERNET 02/06/2020- 01/07/2020	294.14	
23733	23/06/2020	SYNERGY	POWER USAGE 13/05/2020- 09/06/2020	577.19	
23734	30/06/2020	TELSTRA	PHONE USAGE & CHARGES TO 15 JUNE 2020	248.00	
				480,419.24	

TRANSPORT TAKINGS FOR THE MONTH ENDING		
JUNE 2020		Attachment 9.1.2
DATE	DESCRIPTION	AMOUNT \$
28/05/2020	TRANSPORT TAKINGS	1,043.05
29/05/2020	TRANSPORT TAKINGS	1,008.95
2/06/2020	TRANSPORT TAKINGS	1,593.70
3/06/2020	TRANSPORT TAKINGS	1,805.90
4/06/2020	TRANSPORT TAKINGS	1,990.45
5/06/2020	TRANSPORT TAKINGS	1,337.80
8/06/2020	TRANSPORT TAKINGS	291.60
9/06/2020	TRANSPORT TAKINGS	617.75
10/06/2020	TRANSPORT TAKINGS	405.60
11/06/2020	TRANSPORT TAKINGS	1,211.50
12/06/2020	TRANSPORT TAKINGS	1,506.65
15/06/2020	TRANSPORT TAKINGS	2,752.85
16/06/2020	TRANSPORT TAKINGS	1,093.00
17/06/2020	TRANSPORT TAKINGS	2,251.25
18/06/2020	TRANSPORT TAKINGS	780.10
19/06/2020	TRANSPORT TAKINGS	4,190.10
22/06/2020	TRANSPORT TAKINGS	2,096.25
23/06/2020	TRANSPORT TAKINGS	2,963.45
25/06/2020	TRANSPORT TAKINGS	3,075.80
26/06/2020	TRANSPORT TAKINGS	444.65
		32,460.40
29/06/2020	TRANSPORT TAKINGS	1,887.90
30/06/2020	TRANSPORT TAKINGS	2,011.15
AMOUNTS YET TO BE DRAWN		3,899.05
		36,359.45

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 MAR	Purchases MYFONTS SALFORD GB INC FX FEE AUD \$20.41	523.39 177.30 700.69	0793/0702 Rebranding Mun Postage & freight
12 MAR	PROFESSIONAL SERVICES NOT EL IDEAL SYSTEMS WA PTY CANNING VALE AU COMMERCIAL EQUIPMENT, NOT EL Sub Total:	457.50 1,158.19	Qdy Shire Hall - New Chair Trolley Bill
29 MAR	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT Sub Total:	1,158.19 - 1,158.19 -	
	Grand Total:	0.00	


0793
0702
Bill

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

Cardholder Signature 

Date 3/4/2020

Transactions examined and approved.

Manager/Supervisor Signature 

Date 06/04/2020

5001859 / M000485 / 088 / CNTVPCP1

9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 30th June 2020

Meeting Date	30 th July 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	(i) Financial Statements for June
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVED Cr _____ SECONDED Cr _____

That Council receive the Monthly Financial Statements for the period ending 30th June 2020.

CARRIED ___/___

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Monthly Financial Statements for the period ending 30th June 2020 attached.
- Monthly Financial Statements have been updated based on the Moore Stephens Monthly Statements Model.
- The Monthly Financial Statements report include the Fund Balances Report and the Variance Report.

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements

BACKGROUND

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

STATUTORY ENVIRONMENT

Amendments to the regulations, gazetted on the 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 (2018/19) and will be an ongoing annual expense if the latest model is needed. Staff time is used to update and customise the template for Council preferences.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

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

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

SHIRE OF QUAIRADING

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 June 2020

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

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2020**

KEY INFORMATION

Items of Significance

The material variance adopted by the Shire of Quairading for the 2019/20 year is \$10,000 and 10%. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

	% Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance (Under)/Over
Capital Expenditure					
Land & Buildings					
Park Cottages	96.30%	205,151	205,141	197,553	(7,588)
Industrial Lots	4.12%	155,851	155,851	6,423	(149,428)
Plant & Equipment					
Q3919 - Dynapac Steel Roller	96.07%	145,000	145,000	139,300	(5,700)
Q430 - Caterpillar Bobcat	100.00%	86,650	86,550	86,650	100
Infrastructure - Roads					
2019/20 Roads Program	100.24%	1,731,214	1,731,214	1,735,356	4,141
Other Infrastructure					
Oval Lighting	40.50%	175,090	175,090	70,907	(104,183)
Bowling Green Repairs	100.00%	181,603	181,603	181,603	(0)
Old School Site	0.00%	93,360	93,360	-	(93,360)
Operational					
Medical Practice Expense	95.93%	306,716	306,716	294,241	(12,475)
Roads Maintenance	92.72%	637,303	637,303	590,931	(46,372)

% Compares current ytd actuals to annual budget

Financial Position	* Note	Prior Year 1 July 2019	Current Year 30 June 2020
Adjusted Net Current Assets	77%	\$ 2,376,208	\$ 1,836,054
Cash and Equivalent - Unrestricted	90%	\$ 2,215,132	\$ 1,991,081
Cash and Equivalent - Restricted	124%	\$ 2,518,144	\$ 3,116,427
Receivables - Rates	98%	\$ 237,459	\$ 231,667
Receivables - Other	12%	\$ 192,221	\$ 23,312
Payables	104%	\$ 341,006	\$ 355,212

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2020**

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 23th July 2020
Prepared by: Executive Manager of Corporate Services
Reviewed by: Chief Executive Officer

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34. Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

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

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

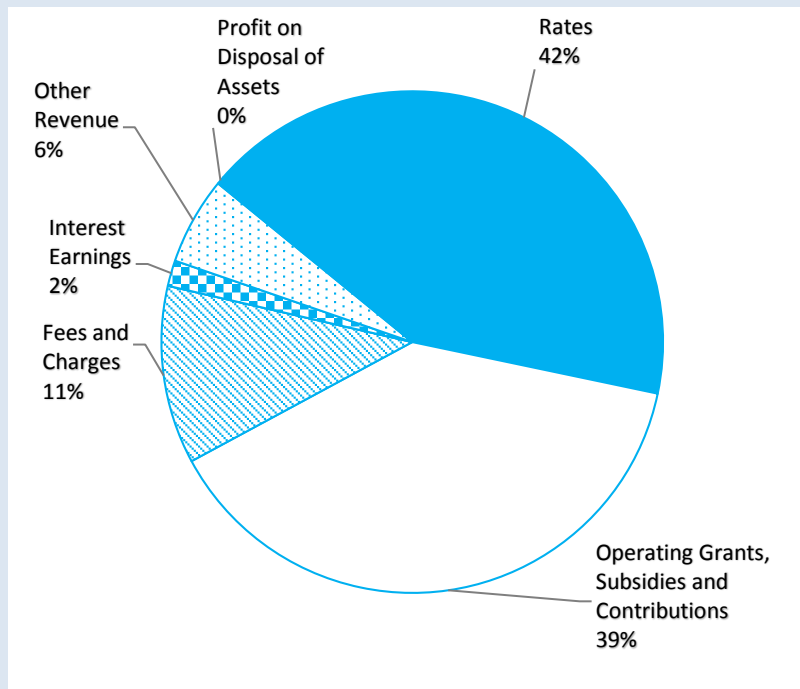
ROUNDING OFF FIGURES

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

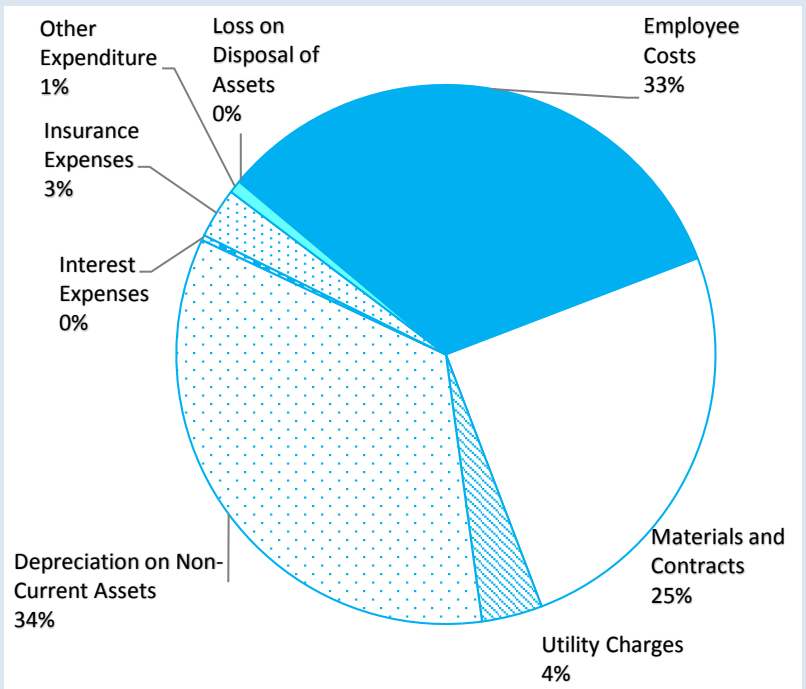
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2020**

SUMMARY GRAPHS

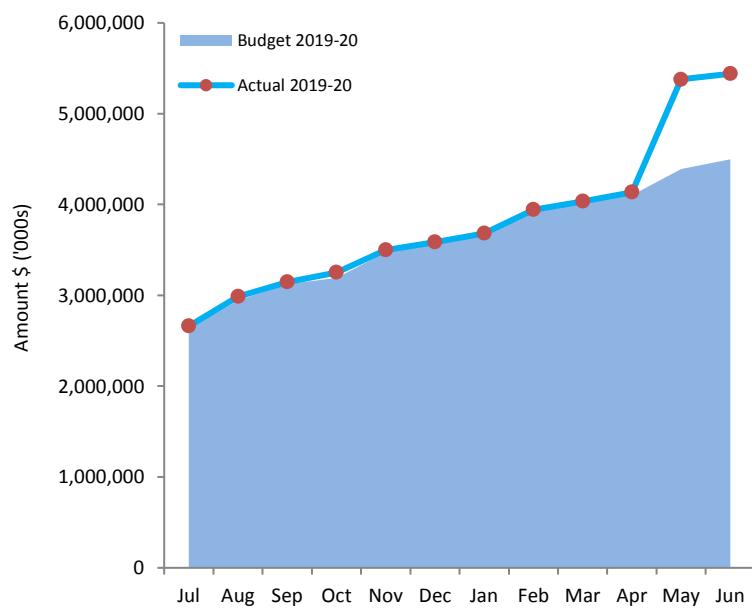
OPERATING REVENUE



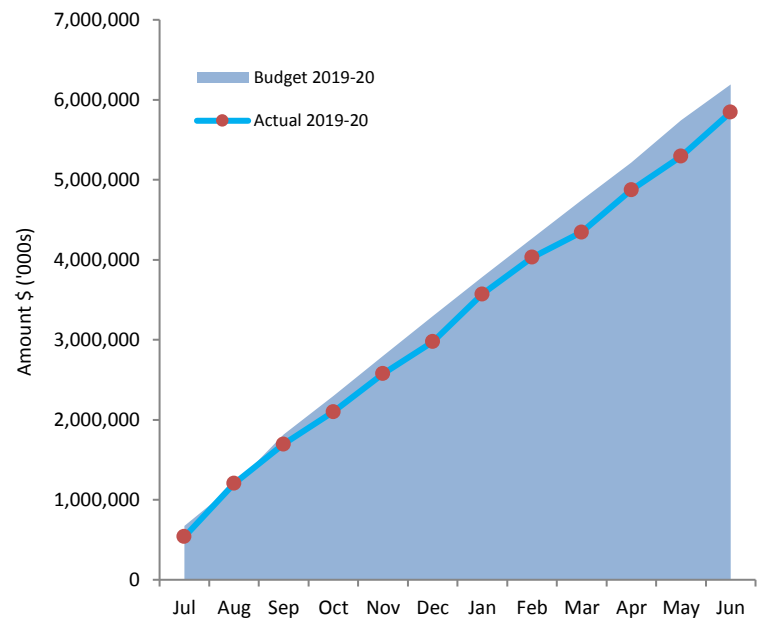
OPERATING EXPENSES



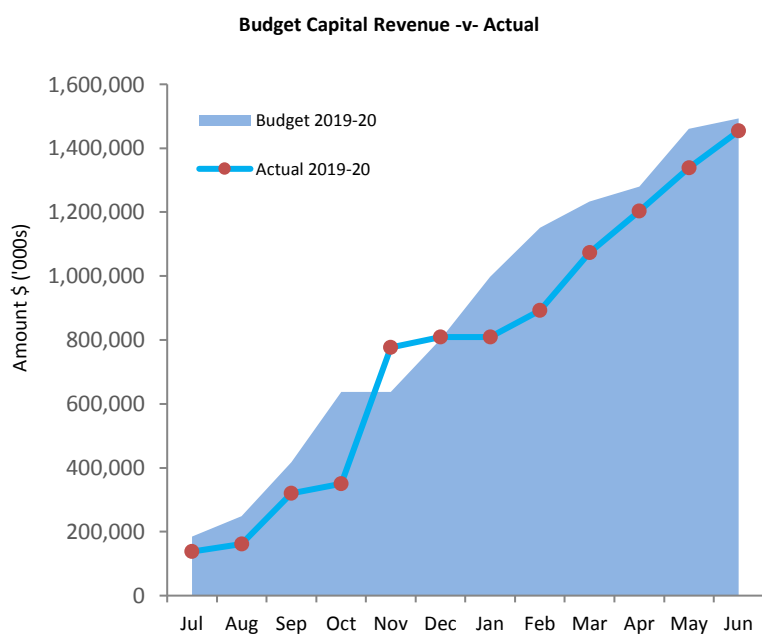
Budget Operating Revenues -v- Actual



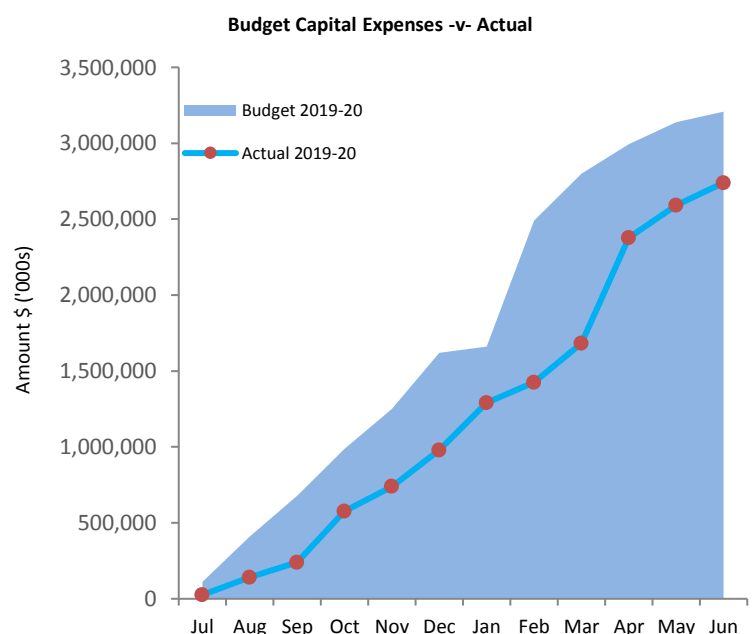
Budget Operating Expenses -v- YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 JUNE 2020**

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 Fair 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.	Administration, Private works overheads, plant operating costs, allocation of salaries and wages. Operation of private works.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020**

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)	2,376,208	2,376,208	2,376,208	0	0%	
Revenue from operating activities							
Governance		5,824	5,824	9,652	3,828	66%	
General Purpose Funding - Rates	5	2,299,602	2,299,602	2,279,698	(19,904)	(1%)	
General Purpose Funding - Other		983,509	983,509	1,969,563	986,054	100%	▲
Law, Order and Public Safety		197,103	197,103	166,365	(30,739)	(16%)	▼
Health		114,629	114,629	131,775	17,146	15%	▲
Education and Welfare		190,279	190,279	166,178	(24,101)	(13%)	▼
Housing		109,576	109,576	98,011	(11,565)	(11%)	▼
Community Amenities		166,458	166,458	148,212	(18,246)	(11%)	▼
Recreation and Culture		30,944	30,944	35,173	4,229	14%	
Transport		175,613	175,613	183,658	8,045	5%	
Economic Services		112,185	112,185	105,159	(7,026)	(6%)	
Other Property and Services		112,246	112,246	146,306	34,060	30%	▲
		4,497,968	4,497,968	5,439,750	941,781	21%	▲
Expenditure from operating activities							
Governance		(650,199)	(650,199)	(563,498)	86,701	13%	▲
General Purpose Funding		(83,039)	(83,039)	(67,947)	15,092	18%	▲
Law, Order and Public Safety		(362,226)	(362,226)	(340,806)	21,420	6%	
Health		(409,057)	(409,057)	(389,853)	19,204	5%	
Education and Welfare		(356,815)	(356,815)	(305,706)	51,109	14%	▲
Housing		(183,945)	(183,945)	(165,336)	18,609	10%	▲
Community Amenities		(494,667)	(494,667)	(437,324)	57,343	12%	▲
Recreation and Culture		(946,428)	(946,428)	(844,757)	101,671	11%	▲
Transport		(2,044,888)	(2,044,888)	(2,021,789)	23,099	1%	
Economic Services		(554,673)	(554,673)	(452,837)	101,836	18%	▲
Other Property and Services		(105,931)	(105,931)	(255,271)	(149,340)	(141%)	▼
		(6,191,868)	(6,191,868)	(5,845,124)	346,744	6%	
Operating activities excluded from budget							
Add Back Depreciation		1,931,312	1,931,312	1,994,669	63,357	3%	
Adjust (Profit)/Loss on Asset Disposal	6	7,094	7,094	(8,957)	(16,051)	(226%)	▼
Adjust Provisions and Accruals		3,478	3,478	3,435	(43)	(1%)	
Amount attributable to operating activities		247,984	247,984	1,583,773	1,335,788	(539%)	
Investing Activities							
Non-operating Grants, Subsidies and Contributions		1,185,205	1,185,205	1,165,649	(19,556)	(2%)	
Proceeds from Disposal of Assets	6	158,050	158,050	137,959	(20,091)	(13%)	▼
Capital Acquisitions	7	(3,208,110)	(3,208,110)	(2,739,946)	468,164	15%	▲
Amount attributable to investing activities		(1,864,855)	(1,864,855)	(1,436,337)	428,517	23%	▲
Financing Activities							
Proceeds from New Debentures		150,000	150,000	150,000	0	0%	
Principal lease payments		0	0	(22,378)			
Self-Supporting Loan Principal		36,341	36,341	36,895	554	2%	
Transfer from Reserves	9	859,235	859,235	547,292	(311,943)	(36%)	▼
Repayment of Debentures	8	(94,443)	(94,443)	(89,083)	5,360	6%	
Transfer to Reserves	9	(1,300,000)	(1,300,000)	(1,310,315)	(10,315)	(1%)	
Amount attributable to financing activities		(348,867)	(348,867)	(687,589)	(316,344)	(97%)	
Closing Funding Surplus(Deficit)	1(b)	410,471	410,471	1,836,054	1,447,961	(347%)	

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

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

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 30 JUNE 2020

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGEES

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 30 JUNE 2020**

BY NATURE OR TYPE

	Ref Note	Amended Annual Budget \$	Amended YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Opening Funding Surplus (Deficit)	1(b)	2,376,208	2,376,208	2,376,208	0	0%	
Revenue from operating activities							
Rates	5	2,299,602	2,299,602	2,279,698	(19,904)	(1%)	
Operating Grants, Subsidies and Contributions		1,205,927	1,205,927	2,112,116	906,189	75%	▲
Fees and Charges		597,627	597,627	624,502	26,875	4%	
Interest Earnings		80,389	80,389	90,056	9,667	12%	
Other Revenue		299,463	299,463	306,882	7,419	2%	
Profit on Disposal of Assets	6	14,960	14,960	26,496	11,536	77%	
		4,497,968	4,497,968	5,439,750	941,782	21%	▲
Expenditure from operating activities							
Employee Costs		(2,016,027)	(2,016,027)	(1,917,194)	98,833	5%	
Materials and Contracts		(1,701,901)	(1,701,901)	(1,463,010)	238,891	14%	▲
Utility Charges		(230,430)	(230,430)	(212,663)	17,767	8%	
Depreciation on Non-Current Assets		(1,931,312)	(1,931,312)	(1,994,669)	(63,357)	(3%)	
Interest Expenses		(24,077)	(24,077)	(18,257)	5,820	24%	
Insurance Expenses		(168,455)	(168,455)	(176,349)	(7,894)	(5%)	
Other Expenditure		(97,612)	(97,612)	(45,443)	52,169	53%	▲
Loss on Disposal of Assets	6	(22,054)	(22,054)	(17,539)	4,515	20%	
		(6,191,868)	(6,191,868)	(5,845,124)	346,744	(6%)	
Operating activities excluded from budget							
Add back Depreciation		1,931,312	1,931,312	1,994,669	63,357	3%	
Adjust (Profit)/Loss on Asset Disposal	6	7,094	7,094	(8,957)	(16,051)	(226%)	▼
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Amount attributable to investing activities		(1,864,855)	(1,864,855)	(1,436,337)	428,517	(23%)	
Financing Activities							
Proceeds from New Debentures		150,000	150,000	150,000	0	0%	
Principal lease payments		0	0	(22,378)			
Self-Supporting Loan Principal		36,341	36,341	36,895	554	2%	
Transfer from Reserves	9	859,235	859,235	547,292	(311,943)	(36%)	▼
Repayment of Debentures	8	(94,443)	(94,443)	(89,083)	5,360	6%	
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Amount attributable to financing activities		(348,867)	(348,867)	(687,589)	(316,344)	97%	
Closing Funding Surplus (Deficit)	1(b)	410,471	410,471	1,836,054	1,447,961	347%	

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 30 JUNE 2020**

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

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave
(Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) *Annual Leave and Long Service Leave (Long-term Benefits)*

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

PROVISIONS

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

INVENTORIES

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

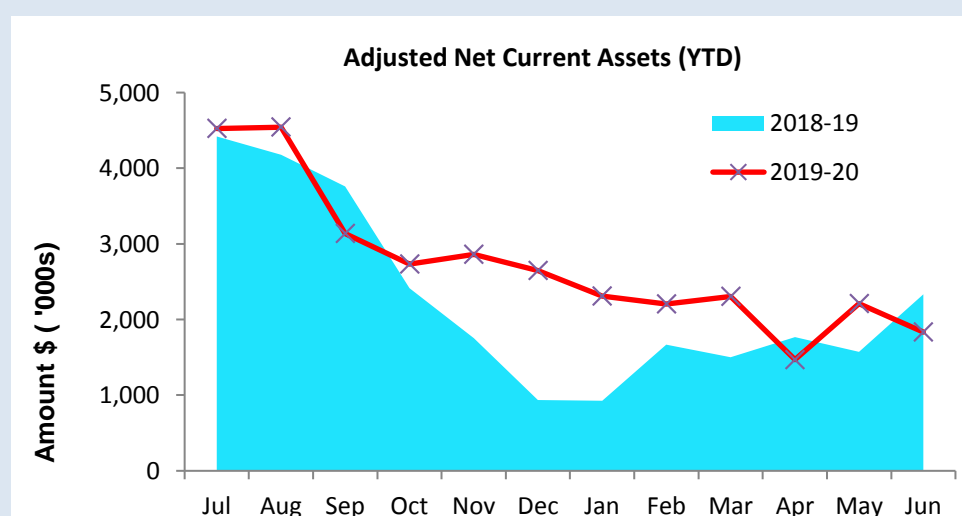
	Ref Note	Last Years Closing 30 June 2019	This Time Last Year 01 Jul 2019	Year to Date Actual 30 Jun 2020
Adjusted Net Current Assets		\$	\$	\$
Current Assets				
Cash Unrestricted	3	2,215,132	2,215,132	1,991,081
Cash Restricted	3	2,518,144	2,518,144	3,116,427
Receivables - Rates	4	237,459	237,459	231,667
Receivables - Other	4	192,221	192,221	23,312
Expected Credit Loss Allowance	4	(18,933)	(18,933)	(18,933)
Income Accrued		4,699	4,699	
Prepaid Expenses		13,347	13,347	13,345
Interest / ATO Receivable		26,115	26,115	29,678
Loans Recievable		0	0	37,393
Inventories		4,870	4,870	4,275
		5,193,054	5,193,054	5,428,245
Less: Current Liabilities				
Payables		(341,006)	(341,006)	(355,212)
Provisions - employee		(81,311)	(81,311)	(315,963)
Long term borrowings		(315,964)	(315,964)	(98,717)
		(738,281)	(738,281)	(769,892)
Unadjusted Net Current Assets		4,454,773	4,454,773	4,658,353
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(2,326,360)	(2,326,360)	(3,089,381)
Less: Loans receivable		(35,811)	(35,811)	(37,393)
Add: Lease Liabilities		0	0	27
Add: Provisions - employee		202,295	202,295	205,731
Add: Long term borrowings		81,311	81,311	98,717
Adjusted Net Current Assets		2,376,208	2,376,208	1,836,054

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)

\$1.84 M

Last Year YTD

Surplus(Deficit)

\$2.38 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020**

**NOTE 2
EXPLANATION OF MATERIAL VARIANCES**

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

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
General Purpose Funding - Other	986,054	100%	▲	Permanent	Advanced Payment of 2020/21 FAGS payment
Law, Order and Public Safety	(30,739)	(16%)	▼	Timing	Timing of CESM reimbursement
Health	17,146	15%	▲	Permanent	Medical Practice Income
Education and Welfare	(24,101)	(13%)	▼	Permanent	Independent Living Unit not received and Childcare Income
Housing	(11,565)	(11%)	▼	Permanent	Lower than budgeted income on Gillett St Units and Rent income used for vehicle contributions
Community Amenities	(18,246)	(11%)	▼	Permanent	Timing of NRM Small Community Grants
Other Property and Services	34,060	30%	▲	Permanent	Sale of Surplus Electrical Goods and Workers Compensation Reimbursements
Expenditure from operating activities					
Governance	86,701	13%	▲	Permanent	Accounting Support Fees, Integrated Planning Costs in Administration and Administration Allocated
General Purpose Funding	15,092	18%	▲	Permanent	Administration Allocation, Rate Collection Legal Expenses and Sundry Rate Expenses lower than budgeted
Education and Welfare	51,109	14%	▲	Permanent	Independent Living Units Design, expenses at AKV and Childcare Centre
Housing	18,609	10%	▲	Permanent	Maintenance expenses
Community Amenities	57,343	12%	▲	Permanent	Town Planning, Cemetery and Badjalng Drain Survey lower than budgeted
Recreation and Culture	101,671	11%	▲	Permanent	Swimming Pool operations, Parks and Gardens, Oval, Shire Hall and Recreation Facility Audit
Economic Services	101,836	18%	▲	Permanent	Costs at Caravan Park, CRC and Tourist Promotion expenses
Other Property and Services	(149,340)	(141%)	▼	Permanent	Under allocation of PWO, POC costs higher than budgeted, Workers Compensation Expenses
Investing Activities					
Proceeds from Disposal of Assets	(20,091)	(13%)	▼	Permanent	Land not sold in 2019/20
Capital Acquisitions	468,164	15%	▲	Permanent	Timing of Capital Projects & Acquisitions

KEY INFORMATION

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020

OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS

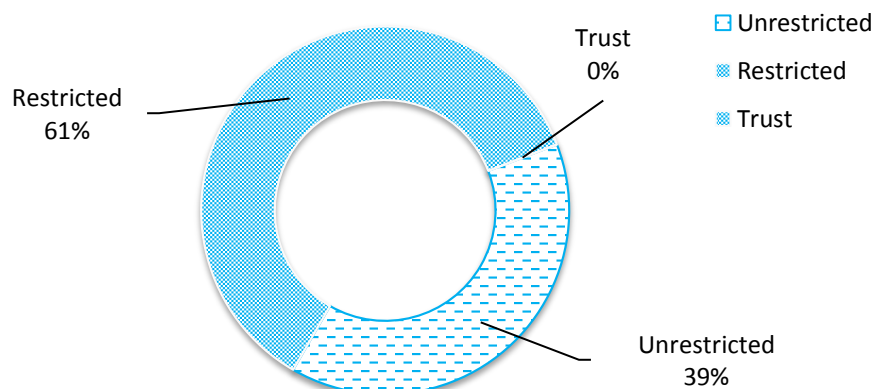
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	650			650			
At Call Deposits							
Municipal Fund	657,906			657,906	Westpac		
Medical Centre	352			352	Westpac		
Child Care Centre	500			500	Westpac		
Municipal On Call	720,000			720,000	Westpac	0.05%	
Reserve Fund On Call		52,173		52,173	Westpac	0.05%	
Trust Fund			0		Westpac		
Term Deposits							
Municipal Investment - Term Deposit	306,520			306,520	Westpac	0.85%	05-Sep-20
Municipal Investment - Term Deposit	303,065			303,065	Westpac	0.85%	03-Sep-20
Reserve Investment - Term Deposit		485,145		485,145	Westpac	0.85%	03-Sep-20
Reserve Investment - Term Deposit		976,722		976,722	Westpac	1.05%	12-Jul-20
Reserve Investment - Term Deposit		617,797		617,797	Westpac	0.85%	22-Aug-20
Reserve Investment - Term Deposit		957,547		957,547	Westpac	0.85%	23-Sep-20
Total	1,988,993	3,089,384	0	5,078,377			

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.



Total Cash

\$5.08 M

Unrestricted

\$1.99 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates Receivable	30 June 2019	30 Jun 20
	\$	\$
Opening Arrears Previous Years	183,897	237,459
Levied this year	2,394,734	2,489,560
Less Collections to date	(2,341,172)	(2,495,352)
Equals Current Outstanding	237,459	231,667
Net Rates Collectable	237,459	231,667
% Collected	97.76%	100.23%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	45,946	354	320	783	47,403
Percentage	97%	1%	1%	2%	
Balance per Trial Balance					
Sundry debtors					16,140
Prepaid Expenses					13,345
Loss Allowance					(18,933)
GST receivable					29,678
Pensioner Rebates					7,173
Total Receivables General Outstanding					47,403

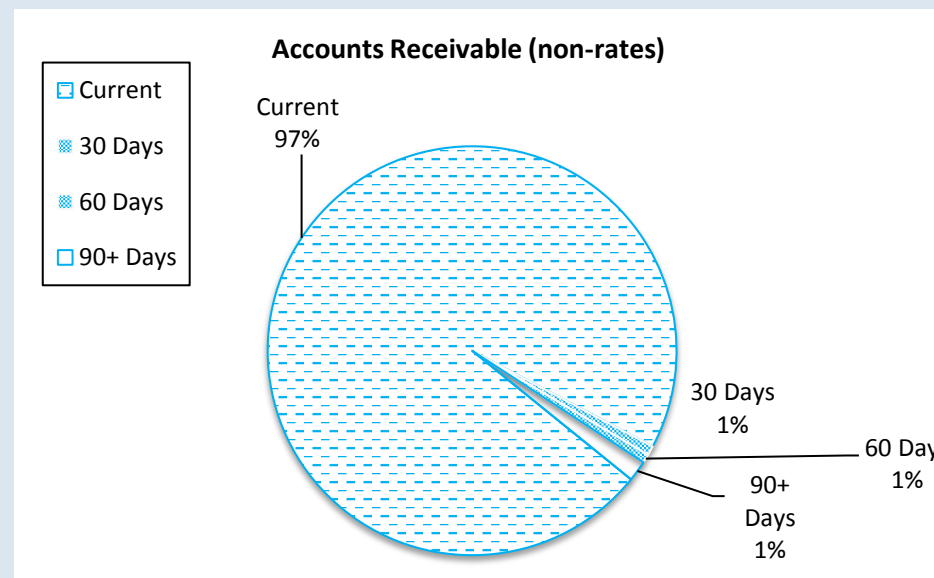
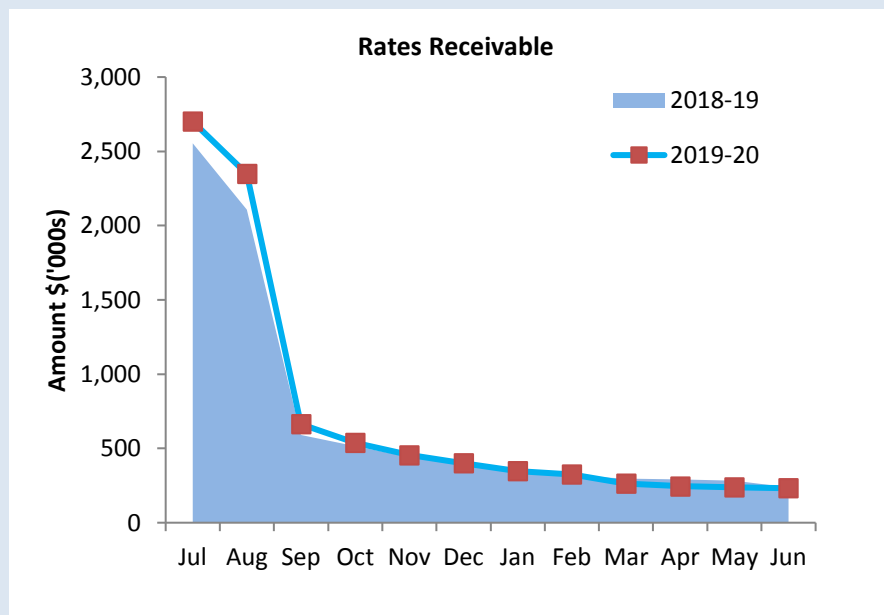
Amounts shown above include GST (where applicable)

KEY INFORMATION

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

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Debtors Due
\$47,403
Over 30 Days
3%
Over 90 Days
2%

Collected	Rates Due
100%	\$231,667

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020**

**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

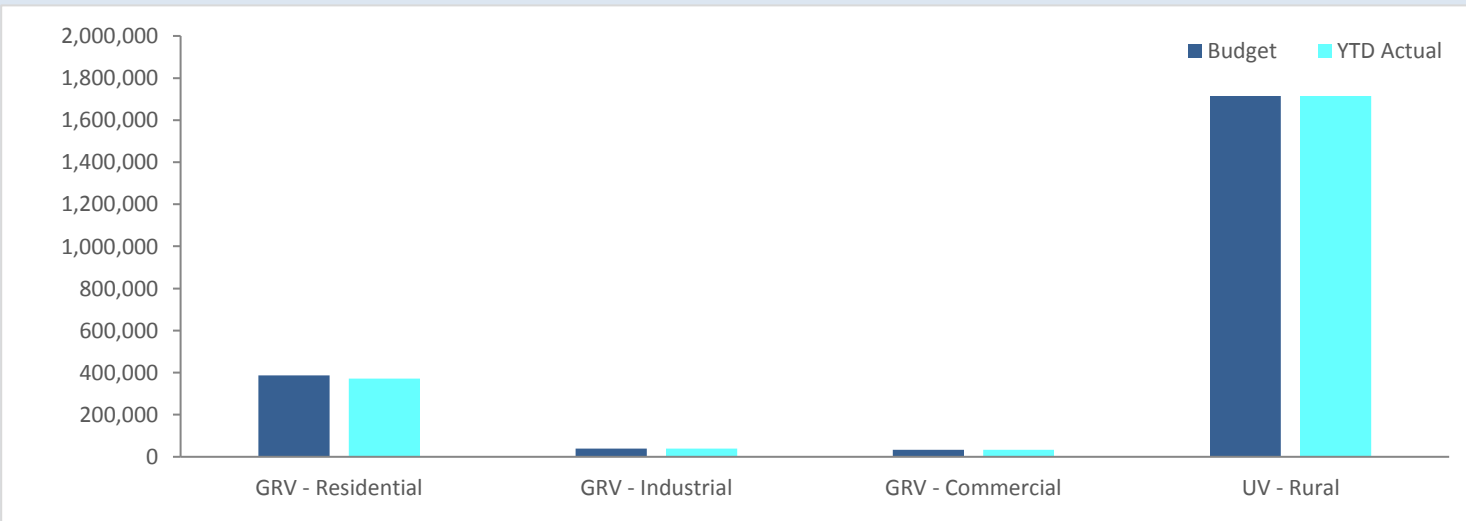
General Rate Revenue

RATE TYPE	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 \$
Differential General Rate											
GRV - Residential	0.135679	315	2,563,032	347,750	0	0	347,750	332,746	0	0	332,746
GRV - Industrial	0.135679	20	261,785	35,519	0	0	35,519	35,519	0	0	35,519
GRV - Commercial	0.135679	11	248,376	33,699	0	0	33,699	33,699	0	0	33,699
UV - Rural	0.012301	374	147,974,500	1,820,234	0	0	1,820,234	1,820,234	(1,386)	0	1,818,848
Minimum \$											
GRV - Residential	650	61	66,044	39,650	0	0	39,650	39,650	0	0	39,650
GRV - Industrial	650	5	6,315	3,250	0	0	3,250	3,250	0	0	3,250
GRV - Commercial	650	0		0	0	0	0	0	0	0	0
UV - Rural	650	30	854,736	19,500	0	0	19,500	19,500	0	0	19,500
Sub-Totals		816	151,974,788	2,299,602	0	0	2,299,602	2,284,598	-1,386	0	2,283,212
Write Offs							(700)				(15,670)
Amount from General Rates							2,298,902				2,267,542
Ex-Gratia Rates							12,642				12,156
Total General Rates							2,311,544				2,279,698

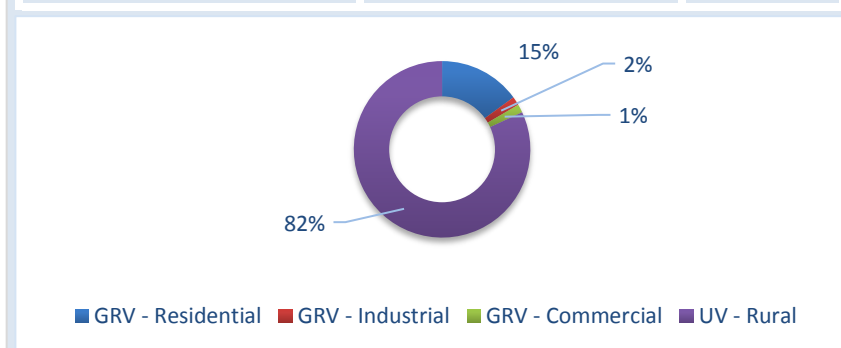
SIGNIFICANT ACCOUNTING POLICIES

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	%
\$2.3 M	\$2.27 M	99%

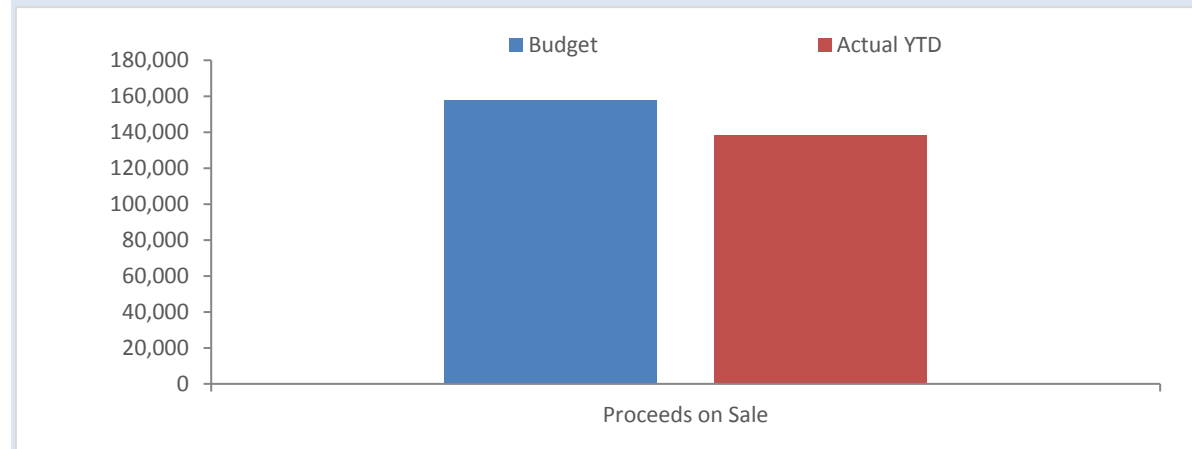


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020**

**OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS**

Asset Ref.	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
P530	Holden Captiva Active	25,507	15,000		(10,507)	25,507	13,636		(11,871)
P3446	Mazda BT 50	7,952	14,000	6,048		8,588	12,909	4,321	
P649	Mazda BT 50	14,325	14,000		(325)	15,205	19,091	3,886	
P430	Caterpillar Bobcat	14,375	16,000		1,625	14,089	16,000	1,911	
P582	Isuzu NPR 300 Tipper	19,438	27,000	7,562		18,981	27,273	8,292	
P3919	Dynapac Steel Roller	20,847	8,000		(12,847)	20,621	16,364		(4,257)
Q530	Electrical Van	18,650	20,000	1,350		20,493	23,636	3,144	
	Land Held for Resale	35,000	35,000						
P148	Goods Sold at Auction - Fibreglass Tank	1,961	550			1,961	550		(1,411)
Q3277	Goods Sold at Auction - 1998 Ford Truck Table Top	3,559	8,500			3,559	8,500	4,941	
		161,613	158,050	14,960	(22,054)	129,003	137,959	26,495	(17,539)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$158,050	\$137,959	87%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020

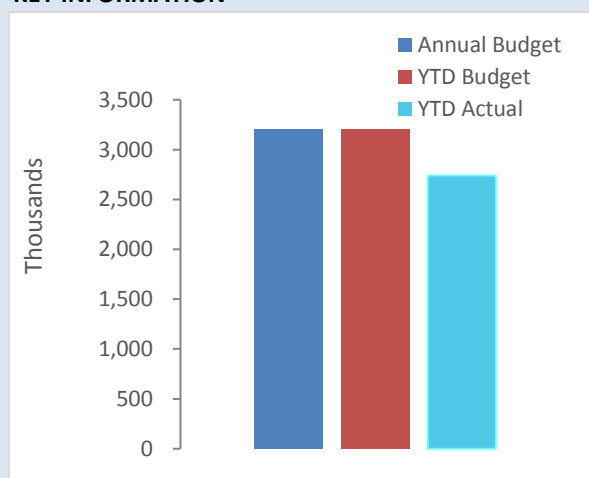
INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS

Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land	155,851	155,851	6,423	(149,428)
Buildings	216,021	216,011	208,430	(7,581)
Plant & Equipment	443,220	443,120	429,634	(13,486)
Furniture & Equipment	0	0	0	0
Infrastructure - Roads	1,731,214	1,731,214	1,735,356	4,141
Infrastructure - Footpaths	52,500	52,500	58,983	0
Infrastructure - Other	609,303	609,303	301,120	(308,184)
Capital Expenditure Totals	3,208,110	3,208,000	2,739,946	(474,537)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,185,205	1,185,205	1,165,649	(19,556)
Borrowings	150,000	150,000	150,000	0
Other (Disposals & C/Fwd)	158,050	158,050	137,959	(20,091)
Cash Backed Reserves				
Plant Reserve	306,250	308,600	308,600	0
Swimming Pool Reserve	0	0	0	0
Building Reserve	272,093	100,000	223,733	123,733
Health Reserve	155,851	0	0	0
Road Infrastructure Reserve	0	0	0	0
Contribution - operations	980,661	1,306,145	754,004	(552,140)
Capital Funding Total	3,208,110	3,208,000	2,739,946	(468,054)

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
	\$3.21 M	\$2.74 M	85%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$1.19 M	\$1.17 M	98%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion		Amended			Variance (Under)/Over	
		Account Number	Annual Budget	YTD Budget		YTD Actual
	Capital Expenditure					
	Land					
4%	Industrial Lots	2601	155,851	155,851	6,423	-149,428
4%	Total		155,851	155,851	6,423	-149,428
	Buildings					
96%	Park Cottages	9546	205,151	205,141	197,553	-7,588
100%	Swimming Pool Shed	9550	10,870	10,870	10,878	8
96%	Total		216,021	216,011	208,430	-7,581
	Plant & Equipment					
85%	OQ - Holden Captiva Active	9001	38,000	38,000	32,430	-5,570
86%	Q3446 - Mazda BT 50	9750	34,000	34,000	29,401	-4,599
103%	Q649 - Mazda BT 50	9751	36,600	36,600	37,819	1,219
100%	Q430 - Caterpillar Bobcat	9752	86,650	86,550	86,650	100
104%	Q582 - Isuzu NPR 300 Tipper	9753	60,000	60,000	62,277	2,277
96%	Q3919 - Dynapac Steel Roller	9754	145,000	145,000	139,300	-5,700
97%	Portable Generator	9552	42,970	42,970	41,757	-1,213
97%	Total		443,220	443,120	429,634	-13,486
	Furniture & Equipment					
0%	Total		0	0	0	0
	Infrastructure - Roads					
100%	2019/20 Roads Program	3604	1,731,214	1,731,214	1,735,356	4,141
100%	Total		1,731,214	1,731,214	1,735,356	4,141
	Infrastructure - Footpaths					
112%	McLennan Street/School	3707	52,500	52,500	58,983	6,483
112%	Total		52,500	52,500	58,983	0
	Infrastructure - Other					
40%	Oval Lighting	9837	175,090	175,090	70,907	-104,183
100%	Bowling Green Repairs	9836	181,603	181,603	181,603	-0
22%	Pool Shade Sail System	9553	20,000	20,000	4,350	-15,650
0%	Pool Waterwise	9554	10,000	10,000	0	-10,000
96%	Community Park and Trail Design	9838	20,000	20,000	19,105	-895
69%	Street Signage	9595	30,000	30,000	20,659	-9,341
0%	Old School Site	9587	93,360	93,360	0	-93,360
15%	Tourist Layby	9582	27,950	27,950	4,185	-23,765
0%	Shire Hall Audio Visual - Lighting upgrade	9531	20,000	20,000	0	-20,000
0%	Hall Car Park Upgrade Design	9829	10,000	10,000	0	-10,000
0%	Heal St Car Parking and Layby Design	C512	11,300	11,300	0	-11,300
3%	Parker House Generator Siteworks	9590	10,000	10,000	313	-9,687
49%	Total		609,303	609,303	301,120	-308,184

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020**

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Information on Borrowings	2018/19	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
Particulars	\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport									
Loan 118 - Depot Building	434,269			45,502	45,502	388,767	388,767	13,021	16,208
Economic Services									
Park Cottages	0	150,000	150,000	6,986	12,600	143,014	137,400	1,110	3,581
	434,269	150,000	150,000	52,488	58,102	531,781	526,167	14,131	19,789
Self supporting loans									
Recreation and Culture									
Loan 115 - Bowling Club	78,011			33,834	33,834	44,177	44,177	3,224	3,902
Loan 116 - Tennis Club	1,178			1,178	924	0	254	18	116
Loan 117 - Golf Club	6,482			1,583	1,583	4,899	4,899	258	270
	85,671	0	0	36,595	36,341	49,076	49,330	3,500	4,288
Total	519,940	150,000	150,000	89,083	94,443	580,857	575,497	17,631	24,077

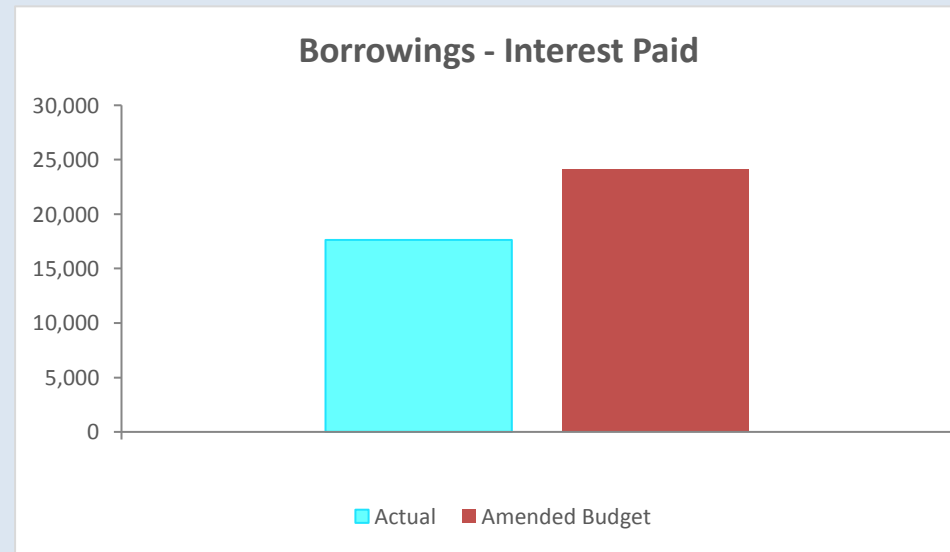
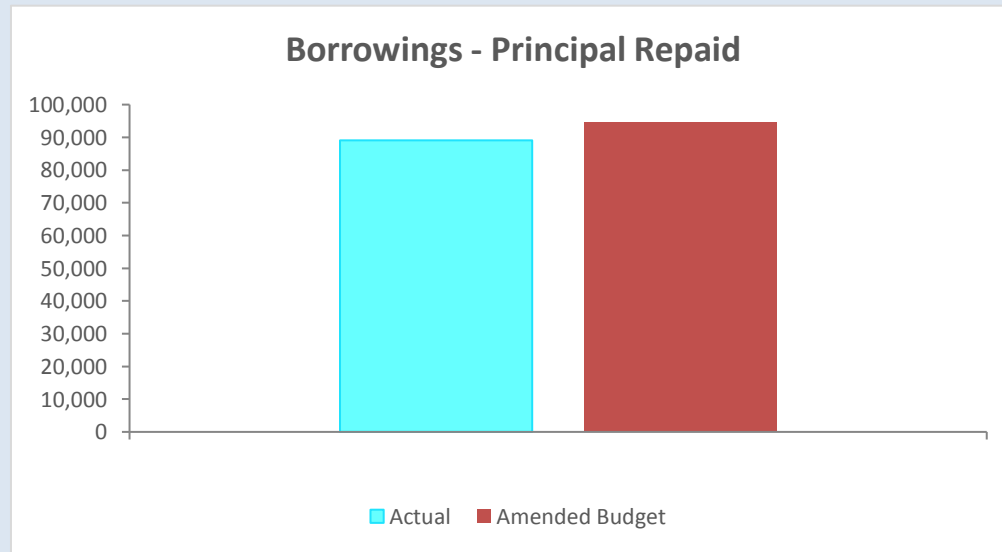
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



Principal Repaid
\$89,083
Interest Expense
\$17,631
Loans Outstanding
\$.58 M

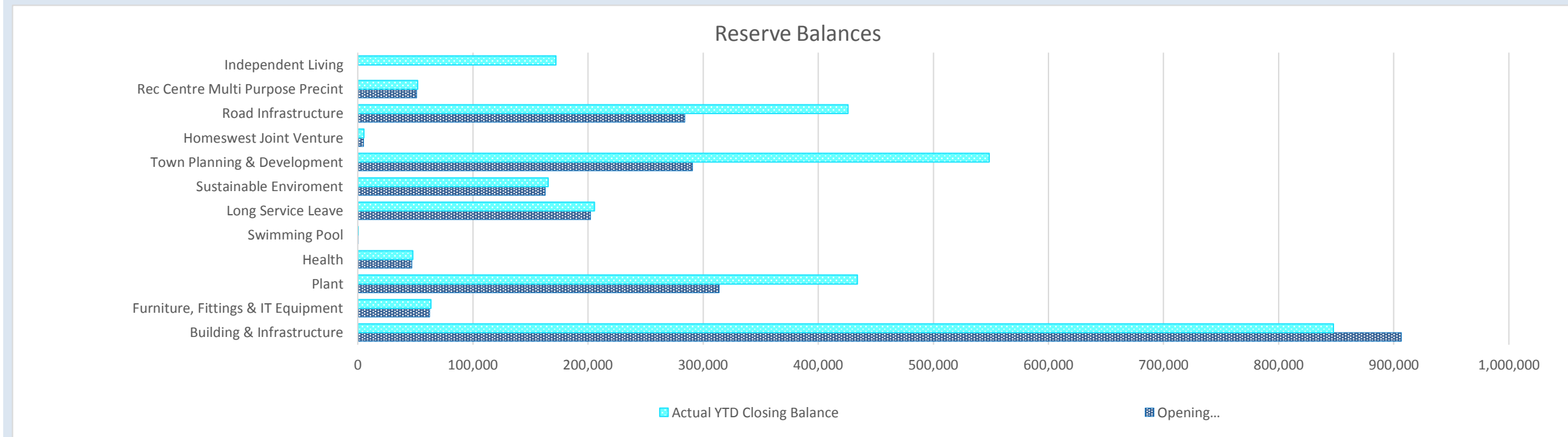
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020**

**OPERATING ACTIVITIES
NOTE 9
RESERVES**

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Building & Infrastructure	906,547	15,587	14,727	150,000	150,000	(272,093)	(223,733)	800,041	847,541
Furniture, Fittings & IT Equipment	62,392	1,073	1,060					63,465	63,452
Plant	313,858	5,396	8,706	420,000	420,000	(306,250)	(308,600)	433,004	433,964
Health	47,072	810	800					47,882	47,872
Swimming Pool	258	5	4					263	262
Long Service Leave	202,295	3,478	3,436					205,773	205,731
Sustainable Environment	162,755	2,798	2,765					165,553	165,520
Town Planning & Development	290,735	4,999	7,889	250,000	250,000	(155,851)		389,883	548,624
Homeswest Joint Venture	5,151	89	87					5,240	5,238
Road Infrastructure	284,180	4,886	6,551	150,000	150,000	(125,041)	(14,959)	314,025	425,772
Rec Centre Multi Purpose Precint	51,117	879	868					51,996	51,985
Building Renewal	0		1,416	120,000	120,000			120,000	121,416
Independent Living	0		2,006	170,000	170,000			170,000	172,006
	2,326,360	40,000	50,315	1,260,000	1,260,000	(859,235)	(547,292)	2,767,125	3,089,383

KEY INFORMATION



Interest Earned
\$50,315

Reserves Bal
\$3.09 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020**

**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	890,267	890,267	1,872,886	982,619
MRWA Direct Road Grant	135,679	135,679	135,679	0
NRM Grant	24,624	24,624	0	(24,624)
Childcare Grant	35,000	35,000	36,000	1,000
Fire Prevention Grants	34,884	34,884	42,262	7,378
Staff Contributions to Vehicle	15,600	15,600	14,618	(982)
Ex Gratia Contribution	12,642	12,642	0	(12,642)
Medical Practice Grants and Contributions	33,750	33,750	10,245	(23,505)
Youth Centre Grants	6,481	6,481	425	(6,056)
Independent Living Units Concept Grant	10,000	10,000	0	(10,000)
Workers Compensation Reimbursement	7,000	7,000	0	(7,000)
Operating grants, subsidies and contributions Total	1,205,927	1,205,927	2,112,115	906,188
Non-operating grants, subsidies and contributions				
Roads to Recovery/ MRWA Regional Road Group	767,370	767,370	767,370	0
Old School Site Grant	45,000	45,000	0	-45,000
Bowling Club Contribution for Replacement Green	70,135	70,135	70,135	0
Audio Visual Town Hall Project Grant	10,000	10,000	0	-10,000
Oval Lighting Grant	43,618	43,618	43,618	0
Portable Generator Grant	20,560	20,560	10,280	-10,280
Access Ramps	19,090	19,090	19,089	-1
WA Freight Network	209,432	209,432	253,339	43,907
Indoor Cricket Community Park Contribution	0	0	1,818	1,818
Non-operating grants, subsidies and contributions Total	1,185,205	1,185,205	1,165,649	-19,556
Grand Total	2,391,132	2,391,132	3,277,764	886,632

KEY INFORMATION

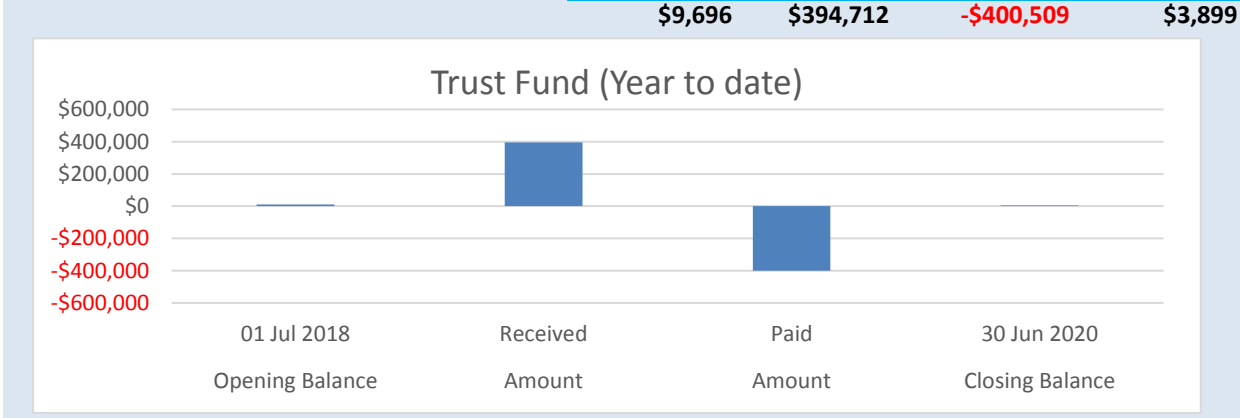
Actual Ex Gratia Contribution have been collected and is included in Rates, not Operating grants, subsidies and contributions.
Workers Compensation Reimbursement Actual shown in Other Revenue

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020**

**NOTE 11
TRUST FUND**

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

Description	Opening Balance 01 Jul 2018	Amount Received	Amount Paid	Closing Balance 30 Jun 2020
Department of Transport	\$9,696	\$394,712	-\$400,509	\$3,899
	\$9,696	\$394,712	-\$400,509	\$3,899



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020**

**NOTE 12
BUDGET AMENDMENTS**

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

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

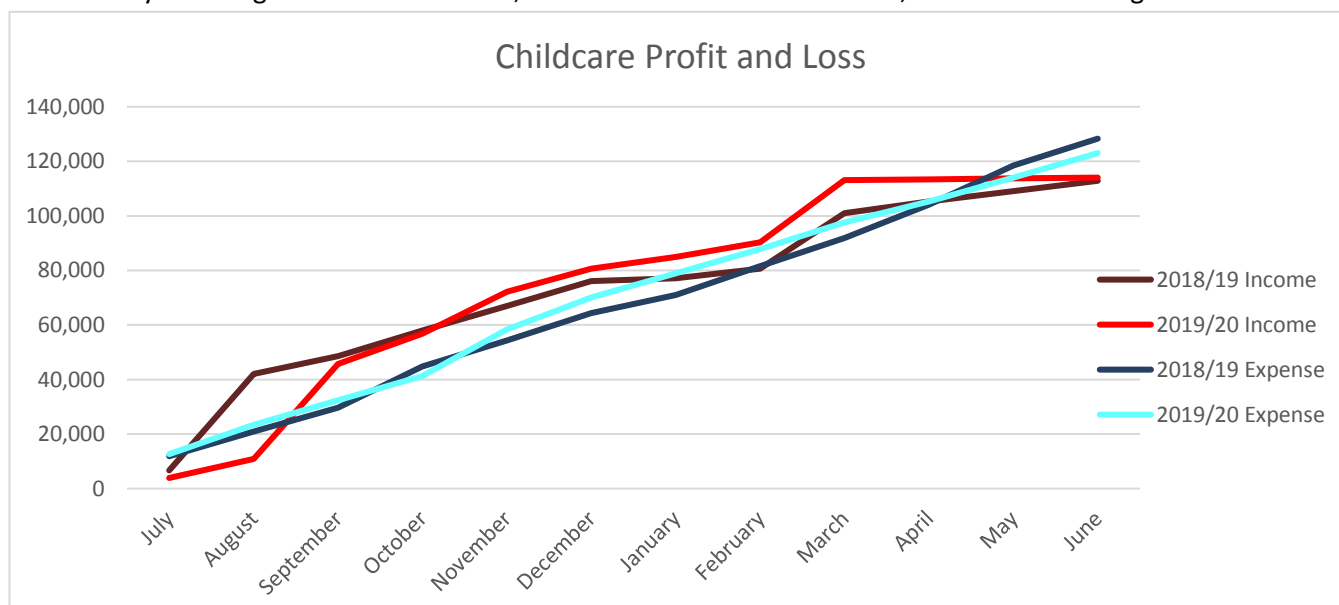
KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020**

**NOTE 13
CHILDCARE**

Childcare Profit and Loss (Cash)	Month Actual	YTD Actual	Budget	VAR %
INCOME				
Fees	\$ 278	\$ 77,748	\$ 90,000	86%
Grant Funds		\$ 36,000	\$ 35,000	103%
Donations		\$ -	\$ 1,000	0%
**Funds Reimbursements		\$ 270		
TOTAL INCOME	\$ 278	\$ 114,018	\$ 126,000	90%
EXPENDITURE	Month Actual	YTD Actual	Budget	VAR %
Insurance		\$ 2,514	\$ 2,513	100%
Dept Communities - Annual Service Fee		\$ -	\$ 1,500	0%
Operating Expenses	\$ 178	\$ 4,231	\$ 13,500	31%
Power		\$ 1,201	\$ 1,500	
Phone	\$ 38	\$ 448	\$ 500	0%
Wages	\$ 8,268	\$ 104,989	\$ 109,269	96%
Superannuation	\$ 785	\$ 9,637	\$ 10,381	93%
**Funds to be reimbursed		\$ 270		
TOTAL EXPENDITURE	\$ 9,269	\$ 123,290	\$ 139,163	89%
Income	\$ 114,018			
Expenses	\$ 123,290			
Surplus/ Deficit	\$ (9,272)			

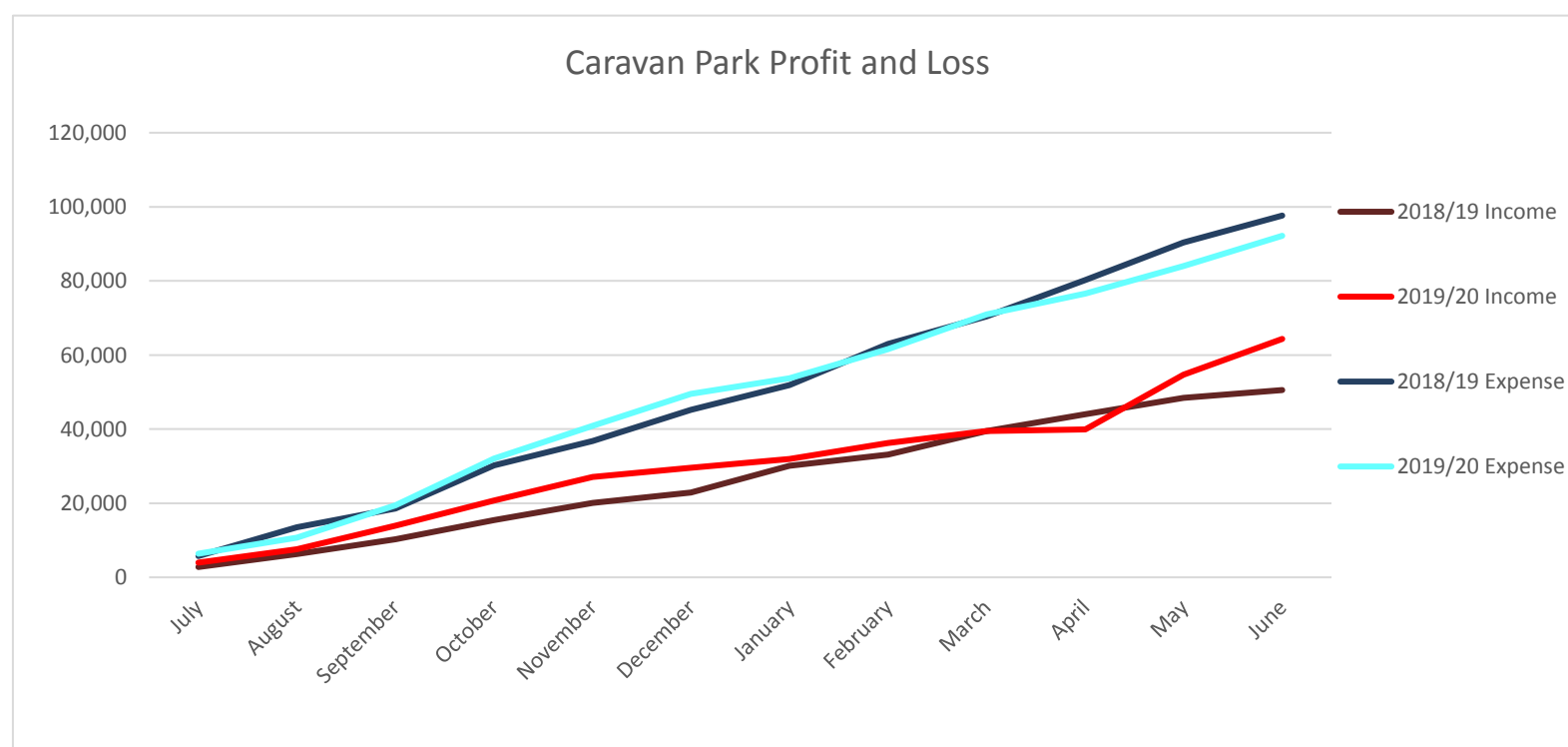
** Funds for Reimbursement are purchased by the Shire on behalf of the fundraising committee and directly on charged to the committee, there is a neutral costs to Shire, therefore not budgeted



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020

NOTE 14
CARAVAN PARK

Caravan Park Profit and Loss	YTD Bookings/ Stays	YTD Actual	Current Budget	VAR %
INCOME				
Caravan Park Charges	884	\$29,811	\$30,500	98%
Cottage Charges	58	\$5,211	\$9,000	58%
Cabins Charges	186	\$29,327	\$21,000	140%
TOTAL INCOME		\$64,349	\$60,500	106%
EXPENDITURE		YTD Actual	Current Budget	VAR %
Caravan Park				
Wages inc O/H		\$42,886	\$51,963	83%
Materials		\$8,488	\$6,255	136%
Utilities		\$11,421	\$13,860	82%
Insurance		\$711	\$646	110%
Caravan Park Total		\$63,505	\$72,724	87%
Cottage				
Wages inc O/H		\$5,413	\$6,816	79%
Materials		\$6,429	\$22,175	29%
Utilities		\$1,168	\$1,630	72%
Insurance		\$589	\$535	110%
Cottage Total		\$13,599	\$31,156	44%
Cabins				
Wages inc O/H		\$11,885	\$19,265	62%
Materials		\$2,084	\$3,325	63%
Utilities		\$1,113	\$14,370	8%
Insurance		\$0	\$0	
Cabins Total		\$15,082	\$36,960	41%
TOTAL EXPENDITURE		\$ 92,186	\$ 140,840	65%
Income		\$ 64,349	\$ 60,500	106%
Expenses		\$ 92,186	\$ 140,840	65%
Surplus/ Deficit		-\$ 27,837	-\$ 80,340	35%



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020**

**NOTE 15
RATIO'S**

	2020	This Time	2019	2018	2017	Target
	YTD	Last Year				Range
Current Ratio	4.15	6.00	6.00	0.93	1.29	≥1.00
Debt Service Cover Ratio	13.56	19.61	19.61	16.98	41.90	≥ 15.0
Operating Surplus Ratio	(0.12)	0.01	0.01	(0.24)	(0.43)	≥0.15
Own Source Revenue Coverage Ratio	0.57	0.77	0.77	0.69	0.46	≥0.90

The above ratios are calculated as follows:

Current Ratio equals	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$
Debt Service Cover Ratio	$\frac{\text{Annual Operating Surplus before Interest and Depreciation}}{\text{Principal and Interest}}$
Operating Surplus Ratio	$\frac{\text{Operating Revenue minus Operating Expenses}}{\text{Own Source Operating Revenue}}$
Own Source Revenue Coverage Ratio	$\frac{\text{Own Source Operating Revenue}}{\text{Operating Expenses}}$

9.3 Adoption of the 2020/2021 Statutory Budget

Meeting Date	30 th July 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	(i) Statutory Budget 2020/2021 (ii) Fees and Charges 2020/2021 (iii) Capital Budget Appendix
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVED Cr _____ SECONDED Cr _____

That: -

1. Council adopt the Budget in Attachment (i) for the 2020/2021 Financial Year.
2. Council impose the following differential general rates and minimum payments on Gross Rental and Unimproved Rates:

General Rates

- GRV – Residential - 13.5696 cents in the dollar
- GRV – Industrial - 13.5696 cents in the dollar
- GRV – Commercial - 13.5696 cents in the dollar
- UV – Rural - 1.1765 cents in the dollar

Minimum Rates

- GRV – Residential - \$650
- GRV – Industrial - \$650
- GRV – Commercial - \$650
- UV – Rural - \$650

3. Council adopts the following payment option dates and fees:

Option 1. Payment in Full on or before 5.00pm on Friday 18th September 2020.

Option 2. Four Equal Instalments at intervals of two calendar months. Instalment due dates: -

- Friday 18th September 2020
- Wednesday 18th November 2020
- Monday 18th January 2021
- Thursday 18th March 2021

Option 3. Alternative payment arrangements as agreed to by the Chief Executive Officer and the Ratepayer.

Continues on next page

Instalment Interest Charges

That a 3.0% interest rate be imposed on instalments to apply to the second, third and fourth instalments \$6.45(3).

Instalment Administration Fee

That an Administration Fee of \$5.00 be charged for Instalment numbers 2, 3 and 4 under Payment Option No. 2.

Alternative Payment Option Administration Fee

Where Option 3 is selected and agreed to, an Administration Fee of \$25.00 be applied to that assessment to recover Administration and Management Costs.

Interest Charges

That a Penalty Interest Rate of 8% be imposed on Overdue Rates, Sundry Debtors and Legal Fees (excluding Rubbish Charges), where instalment Option 2 (Rates only) has not been taken up.

Rubbish Charges

The following Waste and Recycling Charges apply for the 2020/2021 year:

\$286.00 per annum per Rubbish Service which incorporates a weekly removal of one 240 litre Mobile Garbage Bin and fortnightly removal of one 240 litre Recycling Bin.

\$286.00 per annum Waste and Recycling Charge for Commercial Properties not serviced with a Mobile Garbage Bin.

4. Council adopt the Attachment (ii) Schedule of Fees and Charges.
5. Only Variations to Council's 2020/2021 Budget by 10% or Greater and \$10,000 or more as noted in the Monthly Financial Statements be reported to Council.

CARRIED ___/___

VOTING REQUIREMENTS – Absolute Majority**IN BRIEF**

- The 2020 / 2021 Statutory Budget documentation has been prepared in accordance with Council direction and taking into account the Community Strategic Plan and the Corporate Business Plan.
- The proposed rates in the dollar will raise \$1,839,628 on Unimproved Valued properties and \$459,920 on Gross Rental Value valued properties which totals \$2,299,548 in Gross Rates Levied. This compares with \$2,299,602 Raised in the 2019/2020 Budget.
- The split of UV/GRV is UV 80% / GRV 20% based on Gross Rates Levied has been maintained.
- Fees & Charges have been reviewed, with no overall increase in Fees & Charges, however the Bonds required by Minor Community Groups when hiring Council Buildings have been reviewed.

MATTER FOR CONSIDERATION

Council to formally adopt the Budgets for Municipal, Trust and Reserve Funds for the 2020/2021 Year.

BACKGROUND

Council has held two workshops to consider/amend and have input into the finalisation of the 2020/21 budget.

STATUTORY ENVIRONMENT

Local Government Act 1995

6.2. Local government to prepare annual budget

- (1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

**Absolute majority required.*

- (2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of –
- (a) the expenditure by the local government; and
 - (b) the revenue and income, independent of general rates, of the local government; and
 - (c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.
- (3) For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.
- (4) The annual budget is to incorporate –
- (a) particulars of the estimated expenditure proposed to be incurred by the local government; and
 - (b) detailed information relating to the rates and service charges which will apply to land within the district including –
 - (i) the amount it is estimated will be yielded by the general rate; and
 - (ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;

and
 - (c) the fees and charges proposed to be imposed by the local government; and
 - (d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and
 - (e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and
 - (f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and
 - (g) such other matters as are prescribed.
- (5) Regulations may provide for –
- (a) the form of the annual budget; and
 - (b) the contents of the annual budget; and
 - (c) the information to be contained in or to accompany the annual budget.

In regard to the setting of Council Rates, Section 6.32 states: -

6.32 Rates and Service charges

When adopted the annual budget, a local government -

in order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either -

- uniformly; or
- differentially;

may impose* on rateable land within its district -

- a specified area rate; or
- a minimum payment;

and

may impose* a service charge on land within its district.

* *Absolute majority required.*

When a local government resolves to impose a rate it is required to -

- set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value;
- set a rate which is expressed as a rate in the dollar of the unimproved value of rateable within its district to be rated on unimproved value

the unimproved value of rateable within its district to be rated on unimproved value.

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

Council's Adopted Budget underpins all Council's Projects and Programs for the 2020/2021 Year.

The 2020/21 Budget has worsening operating position over the previous budget however includes an overall no increase to rates and fees & charges. However, the budget includes a decrease in debt of \$98,717 and an additional \$163,223 in Reserves.

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

Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

N/A

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

Financial - Low Risk. The budget outlines the expenditure and income for the 2020/21 Financial Year and has been developed following multiple workshops with Staff and Councillors.

Health - Low Risk

Reputation - Low Risk. All projected Expenditure & Income have been included in both the project and operational budgets.

Operation - Low Risk

Natural Environment - Low Risk.

COMMENT

Following Workshop Two an additional \$150,000 figure was allocated to Reserves being the following:

- \$75,000 Rec Centre Multi-Purpose Precinct
- \$75,000 Independent Living

This was due to the surplus figure being on the high end of what was presented at the second Budget Workshop.

The actual Income and Expenditure used in the 2019/20 Budget are a snapshot as at the 30th June 2020 and may change once the Annual Financial Statements have been audited.

SHIRE OF QUAIRADING
BUDGET
FOR THE YEAR ENDED 30 JUNE 2021
LOCAL GOVERNMENT ACT 1995
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Basis of Preparation	3
Statement of Comprehensive Income by Program	4
Statement of Cash Flows	6
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SHIRE'S VISION

The Shire of Quairading is a place for all, where we work together, with thriving industry creating jobs, a bright future for our young people, and a bustling town in a beautiful and productive rural setting.

SHIRE OF QUAIRADING
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30 JUNE 2021

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
Revenue				
Rates	1(a)	2,311,004	2,279,698	2,299,602
Operating grants, subsidies and contributions	10(a)	1,094,526	2,112,115	1,139,182
Fees and charges	9	441,089	624,502	661,127
Interest earnings	12(a)	49,400	90,056	74,389
Other revenue	12(b)	327,273	306,882	276,189
		4,223,292	5,413,253	4,450,489
Expenses				
Employee costs		(2,249,742)	(1,917,194)	(2,187,004)
Materials and contracts		(1,365,423)	(1,463,008)	(1,505,723)
Utility charges		(229,080)	(212,663)	(250,430)
Depreciation on non-current assets	5	(1,982,450)	(1,994,669)	(1,931,312)
Interest expenses	12(d)	(20,191)	(18,257)	(24,077)
Insurance expenses		(178,523)	(176,349)	(168,455)
Other expenditure		(74,853)	(45,445)	(84,967)
		(6,100,262)	(5,827,585)	(6,151,968)
Subtotal		(1,876,970)	(414,332)	(1,701,479)
Non-operating grants, subsidies and contributions	10(b)	3,916,049	1,165,649	909,397
Profit on asset disposals	4(b)	44,931	26,495	14,960
Loss on asset disposals	4(b)	(25,042)	(17,539)	(26,054)
		3,935,938	1,174,605	898,303
Net result		2,058,968	760,273	(803,176)
Other comprehensive income				
Changes on revaluation of non-current assets		0	0	0
Total other comprehensive income		0	0	0
Total comprehensive income		2,058,968	760,273	(803,176)

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

BASIS OF PREPARATION

The budget has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations. The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this budget. This is not in accordance with the requirements of AASB 1051 *Land Under Roads* paragraph 15 and AASB 116 *Property, Plant and Equipment* paragraph 7.

Accounting policies which have been adopted in the preparation of this budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the budget has 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 Shire of Quairading controls resources to carry on its functions have been included in the financial statements forming part of this budget.

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 financial statements. A separate statement of those monies appears at Note 16 to the budget.

2019/20 ACTUAL BALANCES

Balances shown in this budget as 2019/20 Actual are estimates as forecast at the time of budget preparation and are subject to final adjustments.

CHANGE IN ACCOUNTING POLICIES

On the 1 July 2020 the following new accounting policies are to be adopted and may impact the preparation of the budget:

- AASB 1059 Service Concession Arrangements: Grantors
- AASB 2018-7 Amendments to Australian Accounting Standards - Materiality

AASB 1059 is not expected to impact the annual budget. Specific impacts of AASB 2018-7 have not been identified.

KEY TERMS AND DEFINITIONS - NATURE OR TYPE

REVENUES

RATES

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

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.

Excludes 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.

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.

REVENUES (CONTINUED)

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.

FEES AND CHARGES

Revenue (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.

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, and rebates. Reimbursements and recoveries should be separated by note to ensure the correct calculation of ratios.

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation and amortisation 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.

SHIRE OF QAIRADING
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30 JUNE 2021

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
Revenue	1,9,10(a),12(a),12(b)	\$	\$	\$
Governance		3,300	9,652	5,824
General purpose funding		3,208,618	4,249,261	3,217,366
Law, order, public safety		218,797	166,364	197,103
Health		10,879	131,775	114,629
Education and welfare		61,708	166,178	190,279
Housing		106,108	98,011	120,076
Community amenities		174,554	148,212	164,458
Recreation and culture		28,346	35,173	30,944
Transport		157,540	165,248	159,679
Economic services		207,170	105,159	154,185
Other property and services		46,272	138,220	95,946
		4,223,292	5,413,253	4,450,489
Expenses excluding finance costs	4(a),5,12(c),(e),(f)			
Governance		(753,037)	(563,498)	(649,699)
General purpose funding		(82,738)	(67,947)	(83,039)
Law, order, public safety		(382,549)	(340,180)	(358,226)
Health		(315,980)	(389,853)	(409,057)
Education and welfare		(222,620)	(305,706)	(356,815)
Housing		(162,773)	(165,336)	(183,945)
Community amenities		(522,815)	(437,324)	(494,667)
Recreation and culture		(917,959)	(841,257)	(931,993)
Transport		(2,001,976)	(2,004,511)	(2,011,133)
Economic services		(690,999)	(451,727)	(596,093)
Other property and services		(26,625)	(241,989)	(53,224)
		(6,080,071)	(5,809,328)	(6,127,891)
Finance costs	,7,6(a),12(d)			
Law, order, public safety		(140)	(626)	0
Recreation and culture		(2,581)	(3,500)	(4,289)
Transport		(15,292)	(13,021)	(16,208)
Economic services		(2,178)	(1,110)	(3,580)
		(20,191)	(18,257)	(24,077)
Subtotal		(1,876,970)	(414,332)	(1,701,479)
Non-operating grants, subsidies and contributions	10(b)	3,916,049	1,165,649	909,397
Profit on disposal of assets	4(b)	44,931	26,495	14,960
(Loss) on disposal of assets	4(b)	(25,042)	(17,539)	(26,054)
		3,935,938	1,174,605	898,303
Net result		2,058,968	760,273	(803,176)
Other comprehensive income				
Changes on revaluation of non-current assets		0	0	0
Total other comprehensive income		0	0	0
Total comprehensive income		2,058,968	760,273	(803,176)

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

KEY TERMS AND DEFINITIONS - REPORTING PROGRAMS

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

OBJECTIVE	ACTIVITIES
<p>GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources</p>	<p>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 expenses; 'meeting costs; allowances and expenses of members;</p>
<p>GENERAL PURPOSE FUNDING To collect revenue to allow for the provision of services that are not fully funded by specific fees and charges.</p>	<p>Rates, general purpose government grants and interest revenue.</p>
<p>LAW, ORDER, PUBLIC SAFETY To provide services to help ensure a safer and environmentally conscious community.</p>	<p>Supervision of local laws, fire control which covers the maintenance of bushfire equipment and insurance; animal control and a shared community emergency services manager.</p>
<p>HEALTH To provide an operational framework for environmental</p>	<p>Health inspections, food quality control, pest control and operation of the medical centre.</p>
<p>EDUCATION AND WELFARE To provide services to disadvantaged persons, the elderly, children and youth.</p>	<p>Operation and maintenance of the Little Rainmakers Childcare Centre (part year), Arthur Kelly Village and minor in-kind association with the Fail Aged Lodge. Youth programme and Quairading Youth centre.</p>
<p>HOUSING To provide and maintain housing.</p>	<p>Maintenance of housing rented to staff and non staff.</p>
<p>COMMUNITY AMENITIES To provide services required by the community.</p>	<p>Rubbish and recycling services and administration of Town Planning Scheme and Heritage services. Community bus service, maintenance of cemeteries, public conveniences and environmental services</p>
<p>RECREATION AND CULTURE To establish and effectively manage infrastructure and resources which will help the social welling of the community</p>	<p>Maintenance of Halls, Swimming pool, Community buildings, Various Reserves and Library.</p>
<p>TRANSPORT To provide safe, effective and efficient transport services to the community</p>	<p>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 Airstrip.</p>
<p>ECONOMIC SERVICES To help promote the Shire of Quairading and it's economic wellbeing.</p>	<p>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.</p>
<p>OTHER PROPERTY AND SERVICES To monitor and control the Shire of Quairading's overheads.</p>	<p>Private works overheads, plant operating costs, Administration allocation of salaries and wages and private works.</p>

SHIRE OF QUAIRADING
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2021

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		2,311,004	2,285,490	2,299,602
Operating grants, subsidies and contributions		1,080,825	2,269,788	1,139,182
Fees and charges		441,089	624,502	661,127
Interest earnings		49,400	90,056	74,389
Goods and services tax		0	(3,563)	0
Other revenue		327,273	306,882	276,189
		4,209,591	5,573,155	4,450,489
Payments				
Employee costs		(2,249,742)	(1,942,544)	(2,187,004)
Materials and contracts		(1,365,423)	(1,439,784)	(1,505,723)
Utility charges		(229,080)	(212,663)	(250,430)
Interest expenses		(20,191)	(21,234)	(24,077)
Insurance expenses		(178,523)	(176,349)	(168,455)
Other expenditure		(74,853)	(45,445)	(84,967)
		(4,117,812)	(3,838,019)	(4,220,656)
Net cash provided by (used in) operating activities	3	91,779	1,735,136	229,833
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	4(a)	(1,495,510)	(644,487)	(856,322)
Payments for construction of infrastructure	4(a)	(4,203,911)	(2,095,459)	(2,062,906)
Non-operating grants, subsidies and contributions		3,916,049	1,165,649	909,397
Proceeds from sale of land held for resale	4(b)	35,000	0	35,000
Proceeds from sale of plant and equipment	4(b)	230,500	137,959	110,000
Proceeds on financial assets at amortised cost - self supporting loans	6(a)	37,393	36,895	36,341
Net cash provided by (used in) investing activities		(1,480,479)	(1,399,443)	(1,828,490)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	6(a)	(98,717)	(89,083)	(94,443)
Principal elements of lease payments	7	(5,069)	(22,378)	0
Proceeds from new borrowings	6(b)	0	150,000	150,000
Net cash provided by (used in) financing activities		(103,786)	38,539	55,557
Net increase (decrease) in cash held		(1,492,486)	374,232	(1,543,100)
Cash at beginning of year		5,107,508	4,733,276	4,574,226
Cash and cash equivalents at the end of the year	3	3,615,022	5,107,508	3,031,126

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

SHIRE OF QUAIRADING
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30 JUNE 2021

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)				
		1,836,054	2,376,208	2,233,386
		1,836,054	2,376,208	2,233,386
Revenue from operating activities (excluding rates)				
Governance		3,300	9,652	5,824
General purpose funding		909,070	1,966,049	917,764
Law, order, public safety		218,797	166,364	197,103
Health		10,879	131,775	114,629
Education and welfare		61,708	166,178	190,279
Housing		106,108	98,011	120,076
Community amenities		174,554	148,212	164,458
Recreation and culture		28,346	35,173	30,944
Transport		202,471	183,658	173,289
Economic services		207,170	105,159	154,185
Other property and services		46,272	146,305	97,296
		1,968,675	3,156,536	2,165,847
Expenditure from operating activities				
Governance		(753,037)	(563,498)	(649,699)
General purpose funding		(82,738)	(67,947)	(83,039)
Law, order, public safety		(382,689)	(340,806)	(358,226)
Health		(315,980)	(389,853)	(409,057)
Education and welfare		(222,620)	(305,706)	(356,815)
Housing		(162,773)	(165,336)	(183,945)
Community amenities		(522,815)	(437,324)	(494,667)
Recreation and culture		(920,540)	(844,757)	(936,282)
Transport		(2,034,818)	(2,021,789)	(2,042,888)
Economic services		(693,177)	(452,837)	(599,673)
Other property and services		(34,117)	(255,271)	(63,731)
		(6,125,304)	(5,845,124)	(6,178,022)
Non-cash amounts excluded from operating activities	2 (a)(i)	1,896,660	1,989,149	1,945,884
Amount attributable to operating activities		(423,915)	1,676,769	167,095
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	10(b)	3,916,049	1,165,649	909,397
Purchase property, plant and equipment	4(a)	(1,495,510)	(644,487)	(856,322)
Purchase and construction of infrastructure	4(a)	(4,203,911)	(2,095,459)	(2,062,906)
Proceeds from disposal of assets	4(b)	265,500	137,959	145,000
Proceeds from self supporting loans	6(a)	37,393	36,895	36,341
Amount attributable to investing activities		(1,480,479)	(1,399,443)	(1,828,490)
FINANCING ACTIVITIES				
Repayment of borrowings	6(a)	(98,717)	(89,083)	(94,443)
Principal elements of finance lease payments	7	(5,069)	(22,378)	0
Proceeds from new borrowings	6(b)	0	150,000	150,000
Transfers to cash backed reserves (restricted assets)	8(a)	(875,000)	(1,310,315)	(1,300,000)
Transfers from cash backed reserves (restricted assets)	8(a)	711,777	547,292	736,544
Amount attributable to financing activities		(267,009)	(724,484)	(507,899)
Budgeted deficiency before general rates		(2,171,403)	(447,158)	(2,169,294)
Estimated amount to be raised from general rates	1	2,299,548	2,283,212	2,299,602
Net current assets at end of financial year - surplus/(deficit)	2 (a)(iii)	128,145	1,836,054	130,308

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

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1. RATES AND SERVICE CHARGES

(a) Rating Information

RATE TYPE	Rate in	Number of properties	Rateable value	2020/21 Budgeted rate revenue	2020/21 Budgeted interim rates	2020/21 Budgeted back rates	2020/21 Budgeted total revenue	2019/20 Actual total revenue	2019/20 Budget total revenue
	\$		\$	\$	\$	\$	\$	\$	\$
Differential general rate or general rate									
Gross rental valuations									
GRV - Residential	0.13570	315	2,563,032	347,793			347,793	332,746	347,750
GRV - Industrial	0.13570	20	261,785	35,523			35,523	35,519	35,519
GRV - Commercial	0.13570	11	248,376	33,704			33,704	33,699	33,699
Unimproved valuations									
UV - Rural	0.01177	361	154,596,500	1,818,828			1,818,828	1,818,848	1,820,234
Sub-Totals		707	157,669,693	2,235,848	0	0	2,235,848	2,220,812	2,237,202
Minimum									
Minimum payment									
	\$								
Gross rental valuations									
GRV - Residential	650	61	66,044	39,650			39,650	39,650	39,650
GRV - Industrial	650	5	6,315	3,250			3,250	3,250	3,250
GRV - Commercial	650	0	0	0			0	0	0
Unimproved valuations									
UV - Rural	650	32	1,041,736	20,800			20,800	19,500	19,500
Sub-Totals		98	1,114,095	63,700	0	0	63,700	62,400	62,400
		805	158,783,788	2,299,548	0	0	2,299,548	2,283,212	2,299,602
Total amount raised from general rates							2,299,548	2,283,212	2,299,602
Write off							(700)	(15,670)	0
Ex-gratia rates							12,156	12,156	0
Total rates							2,311,004	2,279,698	2,299,602

All land (other than exempt land) in the Shire of Quairading is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire of Quairading.

The general rates detailed for the 2020/21 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

1. RATES AND SERVICE CHARGES (CONTINUED)

(b) Interest Charges and Instalments - Rates and Service Charges

The following instalment options are available to ratepayers for the payment of rates and service charges.

Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
		\$	%	%
Option one				
Single Full Payment	18/09/2020			8.0%
Option three				
First Instalment	18/09/2020			8.0%
Second Instalment	18/11/2020	5	3.0%	8.0%
Third Instalment	18/01/2021	5	3.0%	8.0%
Fourth Instalment	18/03/2021	5	3.0%	8.0%

	2020/21 Budget revenue	2019/20 Actual revenue	2019/20 Budget revenue
	\$	\$	\$
Instalment plan admin charge revenue	1,700	1,695	1,700
Instalment plan interest earned	3,000	3,959	3,700
Unpaid rates and service charge interest earned	15,400	24,756	14,400
	20,100	30,410	19,800

1. RATES AND SERVICE CHARGES (CONTINUED)

(c) Specified Area Rate

The Shire did not raise specified area rates for the year ended 30 June 2021.

(d) Service Charges

The Shire did not raise service charges for the year ended 30 June 2021.

1. RATES AND SERVICE CHARGES (CONTINUED)

(e) Waivers or concessions

The Shire does not anticipate any waivers or concessions for the year ended 30 June 2021.

2 (a). NET CURRENT ASSETS

Items excluded from calculation of budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

Note	2020/21 Budget 30 June 2021	2019/20 Actual 30 June 2020	2019/20 Budget 30 June 2020
	\$	\$	\$
(i) Operating activities excluded from budgeted deficiency			
The following non-cash revenue or expenditure has been excluded from operating activities within the Rate Setting Statement.			
Adjustments to operating activities			
Less: Profit on asset disposals	4(b) (44,931)	(26,495)	(14,960)
Less: Movement in contract liabilities associated with restricted cash	(27,046)	0	0
Less: Movement in employee liabilities associated with restricted cash	(38,855)	3,436	3,478
Add: Loss on disposal of assets	4(b) 25,042	17,539	26,054
Add: Depreciation on assets	5 1,982,450	1,994,669	1,931,312
Non cash amounts excluded from operating activities	1,896,660	1,989,149	1,945,884
(ii) Current assets and liabilities excluded from budgeted deficiency			
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement.			
Adjustments to net current assets			
Less: Cash - restricted reserves	3 (3,252,604)	(3,089,381)	(2,889,202)
Less: Current assets not expected to be received at end of year			
- current portion of self supporting loans receivable	0	(37,393)	0
- Land held for resale	0	0	(664,502)
Add: Current liabilities not expected to be cleared at end of year			
- Current portion of borrowings	0	98,717	55,557
- Current portion of contract liability held in reserve	(27,046)	0	0
- Current portion of lease liabilities	(5,042)	27	0
- Employee benefit provisions	166,876	205,731	205,721
Total adjustments to net current assets	(3,117,816)	(2,822,299)	(3,292,426)

2 (a). NET CURRENT ASSETS (CONTINUED)

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

	Note	2020/21 Budget 30 June 2021	2019/20 Actual 30 June 2020	2019/20 Budget 30 June 2020
		\$	\$	\$
(iii) Composition of estimated net current assets				
Current assets				
Cash and cash equivalents- unrestricted	3	362,418	1,991,081	79,075
Cash and cash equivalents - restricted				
Cash backed reserves	3	3,252,604	3,089,381	2,889,202
Unspent grants, subsidies and contributions	10	0	27,046	0
Financial assets - unrestricted		0	37,393	0
Receivables		265,724	279,069	452,777
Inventories		4,275	4,275	669,371
		3,885,021	5,428,245	4,090,425
Less: current liabilities				
Trade and other payables		(330,611)	(330,611)	(218,474)
Contract liabilities		2,473	(24,573)	0
Lease liabilities		5,042	(27)	0
Long term borrowings		0	(98,717)	(55,557)
Provisions		(315,964)	(315,964)	(393,660)
		(639,060)	(769,892)	(667,691)
Net current assets		3,245,961	4,658,353	3,422,734
Less: Total adjustments to net current assets	2 (a)(ii)	(3,117,816)	(2,822,299)	(3,292,426)
Closing funding surplus / (deficit)		128,145	1,836,054	130,308

2 (b). NET CURRENT ASSETS (CONTINUED)

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 Shire's operational cycle. In the case of liabilities where the Shire 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 sale where it is held as non-current based on the Shire's intentions to release for sale.

TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire of Quairading becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

CONTRACT ASSETS

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

PROVISIONS

Provisions are recognised when the Shire has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

INVENTORIES

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Superannuation

The Shire of Quairading contributes to a number of superannuation funds on behalf of employees.

All funds to which the Shire of Quairading contributes are defined contribution plans.

LEASE LIABILITIES

The present value of future lease payments not paid at the reporting date discounted using the incremental borrowing rate where the implicit interest rate in the lease is not readily determined.

TRADE AND OTHER RECEIVABLES

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

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

EMPLOYEE BENEFITS

Short-term employee benefits

Provision is made for the Shire of Quairading's obligations for short-term employee benefits. Short term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire of Quairading's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Shire of Quairading's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

LAND HELD FOR RESALE

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

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

CONTRACT LIABILITIES

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

3. RECONCILIATION OF CASH

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

Note	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
Cash at bank and on hand	3,615,022	5,107,508	3,031,126
	3,615,022	5,107,508	3,031,126
- Unrestricted cash and cash equivalents	362,418	1,991,081	141,924
- Restricted cash and cash equivalents	3,252,604	3,116,427	2,889,202
	3,615,022	5,107,508	3,031,126
The following restrictions have been imposed by regulation or other externally imposed requirements on cash and cash equivalents:			
Staff Leave	166,876	205,731	205,721
Building & Infrastructure	603,935	847,541	799,693
Furniture, Fittings & IT Equipment & Software	113,967	63,451	63,448
Plant	787,465	433,964	430,573
Health	48,260	47,871	47,870
Swimming Pool	264	262	301
Sustainable Environment	166,865	165,520	165,512
Town Planning & Development	353,030	548,624	389,808
Homeswest Joint Venture	5,281	5,238	5,238
Road Infrastructure	308,469	425,771	439,055
Rec Centre Multi Purpose Precinct	227,409	51,986	51,983
Building Renewal	122,393	121,416	120,000
Independent Living	348,390	172,006	170,000
Unspent grants, subsidies and contributions	10 0	27,046	
	3,252,604	3,116,427	2,889,202
Reconciliation of net cash provided by operating activities to net result			
Net result	2,058,968	760,273	(803,176)
Depreciation	5 1,982,450	1,994,669	1,931,312
(Profit)/loss on sale of asset	4(b) (19,889)	(8,956)	11,094
(Increase)/decrease in receivables	13,345	135,329	0
(Increase)/decrease in inventories	0	595	0
Increase/(decrease) in payables	0	(5,698)	0
Increase/(decrease) in contract liabilities	(27,046)	24,573	0
Non-operating grants, subsidies and contributions	(3,916,049)	(1,165,649)	(909,397)
Net cash from operating activities	91,779	1,735,136	229,833

SIGNIFICANT ACCOUNTING POLICES

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, 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 shown as short term borrowings in current liabilities in Note 2 - Net Current Assets.

FINANCIAL ASSETS AT AMORTISED COST

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

4. FIXED ASSETS

(a) Acquisition of Assets

The following assets are budgeted to be acquired during the year.

Asset class	Reporting program						2020/21 Budget total	2019/20 Actual total	2019/20 Budget total
	Law, order, public safety	Education and welfare	Recreation and culture	Transport	Economic services	Other property and services			
	\$	\$	\$	\$	\$	\$	\$	\$	
<i>Property, Plant and Equipment</i>									
Land - freehold land					200,000		200,000	6,423	155,851
Buildings - specialised		157,300	177,770		352,130		687,200	208,430	260,001
Furniture and equipment	27,310						27,310		
Plant and equipment				486,000		95,000	581,000	429,634	440,470
	27,310	157,300	177,770	486,000	552,130	95,000	1,495,510	644,487	856,322
<i>Infrastructure</i>									
Infrastructure - roads				3,071,701			3,071,701	1,735,356	1,509,323
Infrastructure - footpaths				90,000			90,000	58,983	50,000
Infrastructure - other		10,000	936,690	85,020	10,500		1,042,210	301,120	503,583
	0	10,000	936,690	3,246,721	10,500	0	4,203,911	2,095,459	2,062,906
Total acquisitions	27,310	167,300	1,114,460	3,732,721	562,630	95,000	5,699,421	2,739,946	2,919,228

A detailed breakdown of acquisitions on an individual asset basis can be found in the supplementary information attached to this budget document.

SIGNIFICANT ACCOUNTING POLICIES

RECOGNITION OF ASSETS

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

4. FIXED ASSETS

(b) Disposals of Assets

The following assets are budgeted to be disposed of during the year.

	2020/21 Budget Net Book Value	2020/21 Budget Sale Proceeds	2020/21 Budget Profit	2020/21 Budget Loss	2019/20 Actual Net Book Value	2019/20 Actual Sale Proceeds	2019/20 Actual Profit	2019/20 Actual Loss	2019/20 Budget Net Book Value	2019/20 Budget Sale Proceeds	2019/20 Budget Profit	2019/20 Budget Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
By Program												
Community amenities		0	0	0	0	0	0	0	35,000	35,000	0	0
Transport	142,619	170,000	44,931	(17,550)	77,484	91,637	18,410	(4,257)	76,936	74,999	13,610	(15,547)
Other property and services	102,992	95,500	0	(7,492)	51,519	46,322	8,085	(13,282)	44,158	35,001	1,350	(10,507)
	245,611	265,500	44,931	(25,042)	129,003	137,959	26,495	(17,539)	156,094	145,000	14,960	(26,054)
By Class												
<u>Property, Plant and Equipment</u>												
Plant and equipment	210,611	230,500	44,931	(25,042)	129,003	137,959	26,495	(17,539)	121,094	110,000	14,960	(26,054)
<u>Land Held for Resale</u>												
Land held for resale	35,000	35,000	0	0	0	0	0	0	35,000	35,000	0	0
	245,611	265,500	44,931	(25,042)	129,003	137,959	26,495	(17,539)	156,094	145,000	14,960	(26,054)

SIGNIFICANT ACCOUNTING POLICIES

GAINS AND LOSSES ON DISPOSAL

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

5. ASSET DEPRECIATION

By Program

Law, order, public safety
Health
Education and welfare
Housing
Community amenities
Recreation and culture
Transport
Economic services
Other property and services

By Class

Buildings - non-specialised
Buildings - specialised
Furniture and equipment
Plant and equipment
Infrastructure - roads
Infrastructure - footpaths
Infrastructure - other
Infrastructure - bridges
Right of use - plant and equipment

2020/21 Budget	2019/20 Actual	2019/20 Budget
\$	\$	\$
99,940	113,211	92,000
6,460	6,461	8,250
24,960	24,968	24,950
46,960	46,969	47,535
47,310	47,327	48,700
294,250	293,785	285,790
1,132,620	1,132,040	1,119,660
143,355	143,359	144,200
186,595	186,549	160,227
1,982,450	1,994,669	1,931,312
46,400	46,403	46,800
245,160	245,154	239,660
16,430	16,431	21,975
321,390	321,393	301,777
908,280	908,278	886,950
5,870	5,869	5,870
306,140	306,144	295,500
132,780	132,784	132,780
	12,213	0
1,982,450	1,994,669	1,931,312

SIGNIFICANT ACCOUNTING POLICIES

DEPRECIATION

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

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

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

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

Buildings - non-specialised	30 to 50 years
Buildings - specialised	30 to 50 years
Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
Infrastructure - roads	15 to 120 Years
Infrastructure - footpaths	100 to 120 years
Infrastructure - other	30 to 80 years
Infrastructure - bridges	75 to 85 years
Right of use - plant and equipment	Based on the remaining lease

AMORTISATION

The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The assets residual value of intangible assets is considered to be zero and useful live and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income.

SHIRE OF QUAIRADING
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

6. INFORMATION ON BORROWINGS

(a) Borrowing repayments

Movement in borrowings and interest between the beginning and the end of the current financial year.

Purpose	Loan Number	Institution	Interest Rate	Budget	2020/21	2020/21	Budget	2020/21	Actual	2019/20	2019/20	Actual	2019/20	Budget	2019/20	2019/20	Budget	2019/20	
				Principal	Budget	Budget	Principal	Principal		Actual	Actual	Actual	Actual		Principal	Budget	Budget	Budget	Principal
				1 July 2020	New	Principal	outstanding	Budget	1 July 2019	New	Principal	outstanding	Actual	1 July 2019	New	Principal	outstanding	Budget	2019/20
				\$	Loans	\$	\$	\$	\$	Loans	\$	\$	\$	\$	Loans	\$	\$	\$	\$
Recreation and culture																			
Transport																			
Depot Building	118	WATC	3.04%	388,767	0	(46,896)	341,871	15,292	434,269	0	(45,502)	388,767	13,021	434,269	0	(45,502)	388,767	16,208	
Economic services																			
Park Cottages	119	WATC	1.48%	143,014	0	(14,128)	128,886	2,178	0	150,000	(6,986)	143,014	1,110	0	150,000	(12,600)	137,400	3,581	
				531,781	0	(61,024)	470,757	17,470	434,269	150,000	(52,488)	531,781	14,131	434,269	150,000	(58,102)	526,167	19,789	
Self Supporting Loans																			
Recreation and culture																			
Bowling Club	115	WATC	0.0639	44,177	0	(36,046)	8,131	2,324	78,011	0	(33,834)	44,177	3,224	78,011	0	(33,834)	44,177	3,902	
Tennis Club	116	WATC	0.0389	0	0	0	0	0	1,178	0	(1,178)	0	18	1,178	0	(924)	254	116	
Golf Club	117	WATC	0.0408	4,899	0	(1,647)	3,252	257	6,482	0	(1,583)	4,899	258	6,482	0	(1,583)	4,899	270	
				49,076	0	(37,693)	11,383	2,581	85,671	0	(36,595)	49,076	3,500	85,671	0	(36,341)	49,330	4,288	
				580,857	0	(98,717)	482,140	20,051	519,940	150,000	(89,083)	580,857	17,631	519,940	150,000	(94,443)	575,497	24,077	

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.
The self supporting loan(s) repayment will be fully reimbursed.

6. INFORMATION ON BORROWINGS

(b) New borrowings - 2020/21

The Shire does not intend to undertake any new borrowings for the year ended 30 June 2021

(c) Unspent borrowings

The Shire had no unspent borrowing funds as at 30 June 2020 nor is it expected to have unspent borrowing funds as at 30 June 2021.

(d) Credit Facilities

	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
Undrawn borrowing facilities credit standby arrangements			
Bank overdraft limit			
Bank overdraft at balance date			
Credit card limit	5,000	5,000	5,000
Credit card balance at balance date	0	464	0
Total amount of credit unused	5,000	5,464	5,000
Loan facilities			
Loan facilities in use at balance date	482,140	580,857	575,497

SIGNIFICANT ACCOUNTING POLICIES

BORROWING COSTS

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

SHIRE OF QUAIRADING
 NOTES TO AND FORMING PART OF THE BUDGET
 FOR THE YEAR ENDED 30 JUNE 2021

7. LEASE LIABILITIES

Purpose	Lease Number	Institution	Lease Interest Rate	Lease Term	Budget Lease	2020/21 Budget	Budget Lease	2020/21 Budget	Actual	2019/20 Actual	Actual	2019/20 Actual	Budget	2019/20 Budget	Budget	2019/20 Budget	Budget	2019/20 Budget
					Principal 1 July 2020	2020/21 Budget New Leases	Lease Principal Repayments	Lease Principal outstanding 30 June 2021	Lease Interest Repayments	Principal 1 July 2019	2019/20 Actual New Leases	Lease Principal repayments	Lease Principal outstanding 30 June 2020	Lease Interest repayments	Principal 1 July 2019	2019/20 Budget New Leases	Lease Principal repayments	Lease Principal outstanding 30 June 2020
					\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Law, order, public safety																		
CESM Vehicle Lease					5,069	0	(5,069)	0	141	27,447	0	(22,378)	5,069	626	0	0	0	0
					5,069	0	(5,069)	0	141	27,447	0	(22,378)	5,069	626	0	0	0	0

SIGNIFICANT ACCOUNTING POLICIES

LEASES

At the inception of a contract, the Shire assesses whether the contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and a lease liability, at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

8. CASH BACKED RESERVES

(a) Cash Backed Reserves - Movement

	2020/21 Budget Opening Balance	2020/21 Budget Transfer to	2020/21 Budget Transfer (from)	2020/21 Budget Closing Balance	2019/20 Actual Opening Balance	2019/20 Actual Transfer to	2019/20 Actual Transfer (from)	2019/20 Actual Closing Balance	2019/20 Budget Opening Balance	2019/20 Budget Transfer to	2019/20 Budget Transfer (from)	2019/20 Budget Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(a) Staff Leave	205,731	1,672	(40,527)	166,876	202,295	3,436	0	205,731	202,243	3,478	0	205,721
(b) Building & Infrastructure Furniture, Fittings & IT Equipment & Software	847,541 63,451	106,894 50,516	(350,500) 0	603,935 113,967	906,547 62,391	164,727	(223,733)	847,541 63,451	906,199	165,587	(272,093)	799,693 63,448
(c) Software						1,060	0		62,375	1,073	0	
(d) Plant	433,964	353,501	0	787,465	313,858	428,706	(308,600)	433,964	313,777	425,396	(308,600)	430,573
(e) Health	47,871	389	0	48,260	47,071	800	0	47,871	47,060	810	0	47,870
(f) Swimming Pool	262	2	0	264	258	4	0	262	296	5	0	301
(g) Sustainable Environment	165,520	1,345	0	166,865	162,755	2,765	0	165,520	162,714	2,798	0	165,512
(h) Town Planning & Development	548,624	4,406	(200,000)	353,030	290,735	257,889	0	548,624	290,660	254,999	(155,851)	389,808
(i) Homeswest Joint Venture	5,238	43	0	5,281	5,151	87	0	5,238	5,149	89	0	5,238
(j) Road Infrastructure	425,771	3,448	(120,750)	308,469	284,179	156,551	(14,959)	425,771	284,169	154,886	0	439,055
(k) Rec Centre Multi Purpose Precint	51,986	175,423	0	227,409	51,118	868	0	51,986	51,104	879	0	51,983
(l) Building Renewal	121,416	977	0	122,393	0	121,416	0	121,416	0	120,000	0	120,000
(m) Independent Living	172,006	176,384	0	348,390	0	172,006	0	172,006	0	170,000	0	170,000
	3,089,381	875,000	(711,777)	3,252,604	2,326,358	1,310,315	(547,292)	3,089,381	2,325,746	1,300,000	(736,544)	2,889,202

8. CASH BACKED RESERVES (CONTINUED)

(b) Cash Backed Reserves - Purposes

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve name	Anticipated date of use	Purpose of the reserve
(a) Staff Leave	On Going	To be used to fund future Employee Leave requirements.
(b) Building & Infrastructure	On Going	To be used to Develop and Upgrade Council Infrastructure and Building Assets.
(c) Furniture, Fittings & IT Equipment & Software	On Going	To be used in funding the various furniture, fittings and equipment installed in Council buildings and for the purchase of IT Hardware and Software.
(d) Plant	On Going	To be used to assist in funding the purchase of major plant items.
(e) Health	On Going	To be used to assist in funding the improvement of Medical Services and Facilities.
(f) Swimming Pool	On Going	To be used to assist in funding future major capital/upgrade works at the Quairading Memorial Swimming Pool.
(g) Sustainable Environment	On Going	To be used to assist in funding projects and initiatives which foster a sustainable environment. Such areas include waste management, recycling, water usage, gravel supplies, energy conservation and environmentally sustainable projects.
(h) Town Planning & Development	On Going	To be used to assist in funding of planning and implementation of the development of Council land and the purchase of land for future development.
(i) Homeswest Joint Venture	On Going	To be used to assist with compliance with Council's Joint Venture Agreement held with the State Housing Commission and to provide funds for the maintenance, management and improvement of the Joint Venture Units.
(j) Road Infrastructure	On Going	To be used towards road infrastructure projects including replacement of culverts and bridges.
(k) Rec Centre Multi Purpose Precint	On Going	To be used in providing assistance in the future redevelopment and capital upgrade works at the Multi Purpose Precint.
(l) Building Renewal	On Going	To be used to fund the maintenance and renewal of Councils Building assets.
(m) Independent Living	On Going	To be used to fund the development of Independent Living Units.

8. CASH BACKED RESERVES (CONTINUED)

(c) Cash Backed Reserves - Change in Use

The Shire has resolved to make the following changes in the use of part of the money in a reserve account. This money is to be used or set aside for a purpose other than the purpose for which the account was established.

Cash Backed Reserve	Proposed new purpose of the reserve	Objects of changing of the reserve	Reasons for changing the use of the reserve	2020/21 Budget amount to be used	2020/21 Budget amount change of purpose
Furniture, Fittings & IT Equipment & Software	To be used in funding the various furniture, fittings and equipment installed in Council buildings and for the purchase of IT Hardware and Software.	To fund the purchase of furniture, fittings and equipment and IT Hardware and Software	To allow for the purchase of Software	\$ 0	\$ 63,451
				0	63,451

9. FEES & CHARGES REVENUE

	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
General purpose funding	1,700	5,079	1,700
Law, order, public safety	4,200	3,327	4,200
Health	379	127,204	80,379
Education and welfare	34,053	106,550	118,548
Housing	99,708	93,084	114,426
Community amenities	150,334	147,809	137,834
Recreation and culture	24,765	23,745	24,855
Economic services	125,850	103,389	154,085
Other property and services	100	14,315	25,100
	441,089	624,502	661,127

10. GRANT REVENUE

	Unspent grants, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Total Liability 30 June 2021	Current Liability 30 June 2021	2020/21 Budget	2019/20 Actual	2019/20 Budget
By Program:	\$	\$	\$	\$	\$	\$	\$	\$
(a) Operating grants, subsidies and contributions								
General purpose funding				0		842,014	1,872,886	843,164
Law, order, public safety	18,698	0	(18,698)	0		62,480	42,262	34,884
Health				0		10,000	10,245	33,750
Education and welfare	8,348	0	(8,348)	0		8,000	36,425	51,481
Community amenities				0		17,020	0	24,624
Transport				0		137,540	135,679	135,679
Other property and services				0		17,472	14,618	15,600
	27,046	0	(27,046)	0	0	1,094,526	2,112,115	1,139,182
(b) Non-operating grants, subsidies and contributions								
Law, order, public safety				0		27,310	0	0
Education and welfare				0		146,000	0	0
Housing				0		0	19,089	0
Community amenities				0		0	10,280	30,560
Recreation and culture				0		777,000	115,571	111,467
Transport				0		2,645,739	1,020,709	767,370
Economic services				0		320,000	0	0
	0	0	0	0	0	3,916,049	1,165,649	909,397
Total	27,046	0	(27,046)	0	0	5,010,575	3,277,764	2,048,579

(c) Unspent grants, subsidies and contributions were restricted as follows:

	Budget Closing Balance 30 June 2021	Actual Balance 30 June 2020
Unspent grants, subsidies and contributions	0	27,046
	0	27,046

11. REVENUE RECOGNITION

SIGNIFICANT ACCOUNTING POLICIES

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Revenue recognition
Rates	General Rates	Over time	Payment dates adopted by Council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Specified area rates	Rates charge for specific defined purpose	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Service charges	Charge for specific service	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contract commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval
Pool inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annually fee	None	Set by State legislation	Apportioned equally across the inspection cycle	No refunds	After inspection complete based on a 4 year cycle
Other inspections	Regulatory Food, Health and Safety	Single point in time	Full payment prior to inspection	None	Set by State legislation or limited by legislation to the cost of provision	Applied fully on timing of inspection	Not applicable	Revenue recognised after inspection event occurs
Waste management collections	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Adopted by council annually	Apportioned equally across the collection period	Not applicable	Output method based on regular weekly and fortnightly period as proportionate to collection service
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	Adopted by council annually	Based on timing of entry to facility	Not applicable	On entry to facility
Airport landing charges	Permission to use facilities and runway	Single point in time	Monthly in arrears	None	Adopted by council annually	Applied fully on timing of landing/take-off	Not applicable	On landing/departure event
Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	Adopted by council annually	Based on timing of entry to facility	Returns limited to repayment of transaction price	On entry or at conclusion of hire
Memberships	Gym and pool membership	Over time	Payment in full in advance	Refund for unused portion on application	Adopted by council annually	Apportioned equally across the access period	Returns limited to repayment of transaction price	Output method Over 12 months matched to access right
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Sale of stock	Aviation fuel, kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Adopted by council annually, set by mutual agreement	Applied fully based on timing of provision	Returns limited to repayment of transaction price	Output method based on goods
Commissions	Commissions on licencing and ticket sales	Over time	Payment in full on sale	None	Set by mutual agreement with the customer	On receipt of funds	Not applicable	When assets are controlled
Reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	Set by mutual agreement with the customer	When claim is agreed	Not applicable	When claim is agreed

12. OTHER INFORMATION

The net result includes as revenues

(a) Interest earnings

Investments			
- Reserve funds	25,000	50,315	40,000
- Other funds	6,000	11,026	16,289
Other interest revenue (refer note 1b)	18,400	28,715	18,100
	49,400	90,056	74,389

(b) Other revenue

Reimbursements and recoveries	41,885	84,744	276,189
Other	285,388	222,138	0
	327,273	306,882	276,189

The net result includes as expenses

(c) Auditors remuneration

Audit services	30,700	22,306	22,700
Other services	3,000	1,500	6,000
	33,700	23,806	28,700

(d) Interest expenses (finance costs)

Borrowings (refer Note 6(a))	(20,051)	(17,631)	(24,077)
Interest expense on lease liabilities	(141)	(626)	0
	(20,191)	(18,257)	(24,077)

(e) Elected members remuneration

Meeting fees	33,500	29,742	26,500
Mayor/President's allowance	513	513	513
	34,013	30,255	27,013

(f) Write offs

General rate	700	15,670	700
	700	15,670	700

13. MAJOR LAND TRANSACTIONS

It is not anticipated the Shire will have any Major Land Transactions 2020/21.

14. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

It is not anticipated the Shire will have any Trading Undertakings during 2020/21.

15. INTERESTS IN JOINT ARRANGEMENTS

It is not anticipated the Shire will be party to any joint venture arrangements during 2020/21.

SIGNIFICANT ACCOUNTING POLICIES

INTERESTS IN JOINT ARRANGEMENTS

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire of Quairading's interests in the assets liabilities revenue and expenses of joint operations are included in the respective line items of the financial statements.

16. TRUST FUNDS

Funds held at balance date over which the local government has no control and which are not included in the financial statements are as follows:

Detail	Balance 30 June 2020	Estimated amounts received	Estimated amounts paid	Estimated balance 30 June 2021
	\$	\$	\$	\$
Police Licencing	9,696	394,712	(400,509)	3,899
	9,696	394,712	(400,509)	3,899

17. SIGNIFICANT ACCOUNTING POLICIES - OTHER INFORMATION

GOODS AND SERVICES TAX (GST)

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 budget 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.

COMPARATIVE FIGURES

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

BUDGET COMPARATIVE FIGURES

Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.

SHIRE OF QUAIRADING SCHEDULE OF FEES AND CHARGES 2020 / 2021	Base Cost 2020 / 2021	GST 2020 / 2021	Total 2020 / 2021 (GST Inc)
ADMINISTRATION			
Rating Enquiry (ie Group Rated)	\$170.91	\$17.09	\$188.00
Supply of Council Electoral Roll	\$34.55	\$3.45	\$38.00
Invoice Administration Charge	\$50.00	\$5.00	\$55.00
District Fire Map	\$13.64	\$1.36	\$15.00
District History Books			
(The Golden Grain & the Silver Fleece)	\$9.09	\$0.91	\$10.00
(The Big Q - Hard Cover)	\$45.45	\$4.55	\$50.00
(The Big Q - Soft Cover)	\$34.55	\$3.45	\$38.00
PHOTOCOPYING			
A4 Page Per Copy	\$0.91	\$0.09	\$1.00
A3 Page Per Copy	\$1.36	\$0.14	\$1.50
Coloured paper surcharge per page	\$0.91	\$0.09	\$1.00
FREEDOM OF INFORMATION			
Application Fees			
Non personal information			
Archive research of Council records- per half hour or part thereof			
Personal information about the applicant			
Application Fee (Non personal information)	\$30.00		\$30.00
Charge for time dealing with the application (per hour or pro rata)	\$30.00		\$30.00
Access time supervised by staff (per hour or pro rata)	\$30.00		\$30.00
Photocopying staff time (per hour or pro rata)	\$30.00		\$30.00
Per photocopy	\$0.20		\$0.20
Transcribing from tape, film or computer (per hour or pro rata)	\$30.00		\$30.00
Duplicating a tape, film or computer information			At cost
Delivery, packaging and postage			At cost
ANIMAL CONTROL			
Dog Registration Fees - As Per Dog Act & Regulations			
Impounding Fee	\$88.64	\$8.86	\$97.50
Nutrition Fee (Per Day)	\$12.73	\$1.27	\$14.00
Destruction & Disposal	\$94.55	\$9.45	\$104.00
Cat Trap Hire (2 weeks hire)	\$7.27	\$0.73	\$8.00
Dog Kennel's 1st Year	\$295.45	\$29.55	\$325.00
Dog Kennel's Annual Renewal	\$177.27	\$17.73	\$195.00
Bond - Cat Trap	\$20.00		\$20.00
Ranger Service Labour Hire / Working Hours or Weekend O/Time Rates	\$70.00	\$7.00	\$77.00
HOUSING RENTAL - Weekly Charge			
28 Reid Street	\$300.00		\$300.00
31 Dall Street	\$300.00		\$300.00
8 Dall Street	\$300.00		\$300.00
64 Coraling Street	\$250.00		\$250.00
19 Powell Crescent	\$250.00		\$250.00
74 McLennan Street	\$275.00		\$275.00
8 Murphy Street	\$225.00		\$225.00
14 Reid Street	\$300.00		\$300.00
Lot 190 McLennan Street	\$200.00		\$200.00
50A Suburban Road	\$225.00		\$225.00
50B Suburban Road	\$225.00		\$225.00
7 Edwards Way - (or as by Agreement)	\$752.25		\$752.25
Staff Rental	\$112.00		\$112.00
Lot 90 McLennan Staff Rental	\$100.00		\$100.00

Single Persons Units			
Residence/Single Persons - Staff Rental	\$98.00		\$98.00
Residence/Single Persons	\$128.00		\$128.00
Key Call Out Fee	\$20.00	\$2.00	\$22.00
Arthur Kelly Retirement Village Unit Rental			
Rental Unit No 1	\$82.00		\$82.00
Rental Unit No 2	\$80.50		\$80.50
Rental Unit No 3	\$82.00		\$82.00
Rental Unit No 4	\$82.00		\$82.00
Rental Unit No 5	\$80.50		\$80.50
Rental Unit No 6	\$80.50		\$80.50
Rental Unit No 7	\$78.00		\$78.00
Rental Unit No 8	\$82.00		\$82.00
Key Call Out Fee	\$20.00	\$2.00	\$22.00
CHILD CARE CENTRE			
Full Day Attendance	\$94.00		\$94.00
Half Day Attendance	\$65.00		\$65.00
After School Care per Hour (or part thereof)	\$18.50		\$18.50
Staff Concession - Child Attendance While working at Centre	\$57.00		\$57.00
OTHER HEALTH			
Rent On Vet Clinic - (Ex Dental) Per Day Visit	\$45.45	\$4.55	\$50.00
HEALTH - PREVENTATIVE SERVICES			
Itinerant Food Vendors Licence (Per Annum)	\$172.73	\$17.27	\$190.00
Application for Itinerant Food Vendors Licence per Event	\$27.27	\$2.73	\$30.00
Food Act 2008 Notification & Registrations s 110(3)	\$204.55	\$20.45	\$225.00
Food Act 2008 Notification s 107(3 (c))	\$67.27	\$6.73	\$74.00
Offensive Trades (as per OTF Regs).			
Septic Tank Application/Processing Fee/Inspection	\$214.55	\$21.45	\$236.00
(All fees as per Health Regulations)			
STANDPIPE WATER - SERVICE CHARGES			
Communtiy Standpipe - per 1000 Litres (Per Kilolitre) or part thereof:	\$6.00		\$6.00
Commercial Standpipe - per 1000 Litres (Per Kilolitre) or part thereof:	\$12.00		\$12.00
TOWN PLANNING FEES			
Fees and Charges as per Planning and Development Regulations 2009 Schedule 2			
Bond - Footpath and kerbing Damage	\$500.00		\$500.00
BUILDING AND DEMOLITION FEES			
All Additional Fees & Charges Refer to Building Regulations 2012 Schedule. 2			
CEMETERY FEES			
Reservations of Plot Reservation / Niche Wall			
Plot Reservation	\$57.27	\$5.73	\$63.00
Family Shrubs / Tree / 4 Wedges - Buying Plot only	\$672.73	\$67.27	\$740.00
Memorial Garden (Ashes) Reservation Single	\$37.27	\$3.73	\$41.00
Niche Wall Reservation - Single	\$37.27	\$3.73	\$41.00
Niche Wall Reservation - Double	\$74.55	\$7.45	\$82.00

Internment and Associated Charges			
Interment up to 2.1 Metres & Marquee (weekdays)	\$1,090.91	\$109.09	\$1,200.00
Interment up to 2.1 Metres & Marquee Weekends, Public Holidays & RDO	\$1,636.36	\$163.64	\$1,800.00
Interment Single or Double Niche Wall	\$136.36	\$13.64	\$150.00
Memorial Garden Internment	\$200.00	\$20.00	\$220.00
Interment of Ashes / Family Shrub @ cost	\$68.18	\$6.82	\$75.00
Re-Opening of Grave			
Reopening for each Interment & Marquee (weekdays)	\$1,090.91	\$109.09	\$1,200.00
Exhumation			
ReInterment in new grave after exhumation	\$1,090.91	\$109.09	\$1,200.00
Re-opening grave for exhumation	\$1,090.91	\$109.09	\$1,200.00
Plaques and Monumental Works			
Plaques / Granite Wedges - At Cost			AT COST
Cost to Affix Plaque - Council Staff	\$90.91	\$9.09	\$100.00
Permit to erect Headstone, Monument or Kerbing	\$38.18	\$3.82	\$42.00
COMMUNITY BUS			
Fee per Kilometre - Fully Refuelled by Shire	\$0.82	\$0.08	\$0.90
Minimum Hire Charge	\$31.82	\$3.18	\$35.00
Bond Payable in Advance	\$150.00		\$150.00
Council provides a Subsidy to Senior Citizens & Youth Centre - Max 500Klm / Annum each			
School "Moving Forward Program" - 600km / Annum			
Substandard Cleaning per Hour	\$45.45	\$4.55	\$50.00
QUAIRADING MEMORIAL HALL			
Bond Payable in Advance	\$675.00		\$675.00
Bond Payable in Advance - Minor Community Group (at CEO's Discretion)	\$200.00		\$200.00
Key Deposit	\$200.00		\$200.00
Full Hire Rate - Any other Full Day Event - per day	\$200.00	\$20.00	\$220.00
Full Hire Rate - Community Group Hire - per day	\$163.64	\$16.36	\$180.00
Kitchen Hire - per day	\$68.18	\$6.82	\$75.00
Seasonal Hire - Community Group - Per Session	\$27.27	\$2.73	\$30.00
Seasonal Hire - Per Session	\$31.82	\$3.18	\$35.00
Setting Up / Decorating / Clean Up Charge per day (only available if there are no other bookings)	\$100.00	\$10.00	\$110.00
Short Term-Hire Hourly Rate at Chief Executive Officer's discretion	\$11.36	\$1.14	\$12.50
Minimum Kitchen Hire	\$18.18	\$1.82	\$20.00
ANZAC Day Service			Free
Stay On Your Feets - Seniors Exercise			Free
LESSER HALL			
Bond Payable in Advance	\$425.00		\$425.00
Bond Payable in Advance - Minor Community Group (at CEO's Discretion)	\$200.00		\$200.00
Key Deposit	\$200.00		\$200.00
Full Hire Rate - Any other Full Day Event - per day	\$163.64	\$16.36	\$180.00
Full Hire Rate - Community Group Hire - per day	\$109.09	\$10.91	\$120.00
Kitchen Hire - Per Day	\$68.18	\$6.82	\$75.00
Seasonal Hire - Community Group - Per Session	\$27.27	\$2.73	\$30.00
Seasonal Hire - Per Session	\$31.82	\$3.18	\$35.00
ANZAC Day Service			Free
Short Term-Hire Hourly Rate at Chief Executive Officer's discretion	\$11.36	\$1.14	\$12.50
** Kitchen Hire - Not Incl in Hire Charge			
Minimum Kitchen Hire	\$18.18	\$1.82	\$20.00
Stay On Your Feet - Seniors Exercise			Free
PENALTIES for Town Hall or Lesser Hall			
Substandard Cleaning Per Hour	\$45.45	\$4.55	\$50.00
After Hours Supply of Keys or Call Out	\$60.00	\$6.00	\$66.00
Lights left on per day	\$31.82	\$3.18	\$35.00
Air Conditioner Left On (Per day)	\$122.73	\$12.27	\$135.00

EQUIPMENT HIRE			
<i>EQUIPMENT HIRE - Bond</i>	\$100.00		\$100.00
Folding Table Hire	\$5.00	\$0.50	\$5.50
Chair Hire - Each	\$1.36	\$0.14	\$1.50
SOUND AND STAGE LIGHTING EQUIPMENT			
<i>Bond per Event</i>	\$200.00		\$200.00
Hire Charge	\$63.64	\$6.36	\$70.00
Sound and Lighting Box - operated by authorised volunteers only			
SWIMMING POOL CHARGES			
Per Session - Adult	\$4.09	\$0.41	\$4.50
Per Session - Child (Under 16 Yrs & Must be Accompanied by an Adult)	\$1.82	\$0.18	\$2.00
Pre Session - Child (5 Years & Under)			Free
Per Session School (Swimming Lessons)	\$0.91	\$0.09	\$1.00
Adult Spectators	\$0.91	\$0.09	\$1.00
Caravan Park Patrons			Free
Aquatic Club Training and Club Events			Free
Quairading District High School Training and School Events			Free
Private Function Hire (Per Hour)	\$59.09	\$5.91	\$65.00
SEASON TICKET - NOT TRANSFERABLE			
Adult	\$90.91	\$9.09	\$100.00
Seniors (Valid Pensioners and Seniors Card Holder)	\$72.73	\$7.27	\$80.00
Child (Under 16 Years)	\$61.82	\$6.18	\$68.00
Family - 2 Adults and all Children	\$190.91	\$19.09	\$210.00
Single Parent Family - 1 Adult and all Children	\$131.82	\$13.18	\$145.00
Early Morning Swim Charge per Season	\$36.36	\$3.64	\$40.00
MONTHLY TICKET - NOT TRANSFERABLE			
Adult	\$34.09	\$3.41	\$37.50
Child (Under 16 Years)	\$25.00	\$2.50	\$27.50
Child (Under 5 Years)			Free
COMMUNITY BUILDING			
<i>BOND PAYABLE IN ADVANCE</i>	\$425.00		\$425.00
<i>Bond Payable in Advance - Minor Community Group (at CEO's Discretion)</i>	\$200.00		\$200.00
<i>Key Deposit</i>	\$200.00		\$200.00
Full Hire Rate - Any other Full Day Event - per day	\$168.18	\$16.82	\$185.00
Full Hire Rate - Community Group Hire - per day	\$90.91	\$9.09	\$100.00
Short Term-Hire Hourly Rate at Chief Executive Officer's discretion	\$11.36	\$1.14	\$12.50
Hire of BBQ Only without Community Building	\$23.64	\$2.36	\$26.00
Seniors Group - QARRAS			Free
Kitchen Hire - Including Crockery	\$54.55	\$5.45	\$60.00
Sound System - Bond	\$200.00		\$200.00
Sound System - operated by authorised personnel only	\$22.73	\$2.27	\$25.00
Sound System Free Use to QARRAS / QFC / QDG Rotary Club			Free
PENALTIES			
Substandard Cleaning Per Hour	\$45.45	\$4.55	\$50.00
Failure to Turn Off Lights per day	\$31.82	\$3.18	\$35.00
After Hours Supply of Keys or Call Out	\$60.00	\$6.00	\$66.00
Air Conditioner Left On per day	\$77.27	\$7.73	\$85.00
OTHER RECREATION AND SPORT inc Community Building & Changerooms			
<i>BOND PAYABLE IN ADVANCE</i>	\$625.00		\$625.00
<i>Key Deposit</i>	\$200.00		\$200.00
Football Club - Seasonal	\$3,863.64	\$386.36	\$4,250.00
Cricket Club - Seasonal - Council Prepares Wickets	\$1,363.64	\$136.36	\$1,500.00
Cricket Club - Seasonal - Prepares Wickets	\$227.27	\$22.73	\$250.00
Hockey Club - Seasonal - (inc Line Marking)	\$500.00	\$50.00	\$550.00
Quairading District High School			Free
Netball Club (Belles) Seasonal Rental	\$409.09	\$40.91	\$450.00
Netball Courts - One Off Hire Fee	\$10.91	\$1.09	\$12.00
Local Junior Sporting Clubs			Free
Note: All ground marking at Football Clubs Cost.			

GREATER SPORTS GROUND - HIRE CHARGES			
Bond	\$625.00		\$625.00
Circus / Other Large Events	\$318.18	\$31.82	\$350.00
Other Community Organisations	\$145.45	\$14.55	\$160.00
Quairading District High School Sports Carnivals			Free
Oval Lights Left On After Training or Event (Per Event)	\$113.64	\$11.36	\$125.00
AGRICULTURAL HALL LARGE SHED			
Bond	\$625.00		\$625.00
Display Hall & All Facilities - Day	\$45.45	\$4.55	\$50.00
Display Hall & All Facilities - Night	\$45.45	\$4.55	\$50.00
Local Youth Organisations - Day			Free
Local Youth Organisations - Night			Free
<i>Agriculture Society (Ag Show)</i>			Free
AIR STRIP			
Call Out Fee - Night Landing	\$95.45	\$9.55	\$105.00
CARAVAN PARK CHARGES			
Powered Caravan Site - 2 Persons / Night P / Van	\$27.27	\$2.73	\$30.00
Unpowered Caravan Site - 2 Persons / Night P / Van	\$22.73	\$2.27	\$25.00
Weekly Powered Caravan Site - 2 Persons/ Night P / Van	\$172.73	\$17.27	\$190.00
Weekly Unpowered Caravan Site - 2 Persons/ Night P / Van	\$127.27	\$12.73	\$140.00
Additional Adult per Night	\$9.09	\$0.91	\$10.00
Washing Machine/Dryer Tokens	\$4.55	\$0.45	\$5.00
Per Night - Permit Rest Area	\$5.00	\$0.50	\$5.50
<i>(Note after 28 days continual stay gst is waived)</i>			
<i>Special Offer Stay 4 Nights and Pay for 3 for a maximum of 4 nights</i>			
<i>Includes Free Admission to Memorial Swimming Pool during Pool Season</i>			
Caravan Clubs			
Powered Site - per van per night (NOT Eligible for Any Other Special Offer)	\$25.91	\$2.59	\$28.50
COTTAGE CABIN (Rate Based 4 People)			
Bond	\$200.00		\$200.00
Caravan Park Cottage - 1 Night Stay	\$113.64	\$11.36	\$125.00
Caravan Park Cottage - Additional Nights	\$100.00	\$10.00	\$110.00
Caravan Park Cottage - Per Week	\$636.36	\$63.64	\$700.00
Addition Person per Night	\$9.09	\$0.91	\$10.00
FACTORY UNIT RENTAL Per WEEK			
Lot 30 Heal Street	\$250.00	\$25.00	\$275.00
Lot 29 Heal Street	\$250.00	\$25.00	\$275.00
New Business to Town 1st Year Tenancy Discount	\$190.91	\$19.09	\$210.00
Free Rental Granted to Hospital Auxiliary Op Shop. Subject to Commercial Tenancy			
SWIMMING POOL INSPECTIONS			
MH&BS Swimming Pool Inspections (Every 4 Years)	\$53.18	\$5.32	\$58.50

COMMUNITY RESOURCE CENTRE BUILDING CHARGES			
CRC Monthly Rental Fee	\$672.73	\$67.27	\$740.00
Resource Centre - Art Centre Hire - per day	\$97.27	\$9.73	\$107.00
Resource Centre - Art Centre Hire - per hour	\$22.73	\$2.27	\$25.00
Resource Centre - Art Centre Hire - Art Society (Power Only)	\$42.73	\$4.27	\$47.00
Resource Centre -Pantapin - Floor space 18.8m2 P/Week	\$143.64	\$14.36	\$158.00
Resource Centre -Yoting - Floor space 18.8m2 P / Week	\$143.64	\$14.36	\$158.00
Resource Centre - Balkuling Floor space 12.2m2 P / Week	\$106.36	\$10.64	\$117.00
Resource Centre - Wamenusking Floor space 14.4m2 P/Week	\$125.45	\$12.55	\$138.00
Resource Centre - Mt Stirling Floor space 12.2m2 P/Week	\$101.82	\$10.18	\$112.00
Resource Centre - Badjaling Floor space 14.4m2 P/Week	\$125.45	\$12.55	\$138.00
Resource Centre - Doodenanning Floor space 14.4m2 P/Week	\$125.45	\$12.55	\$138.00
Resource Centre - South Caroling space P/Week	\$101.82	\$10.18	\$112.00
Kitchen Hire	\$36.36	\$3.64	\$40.00
Venue Cancellation Late Notice Fee	\$22.73	\$2.27	\$25.00
Community Groups			
South Caroling, Dulbelling and Dangin - Hourly Rate	\$9.09	\$0.91	\$10.00
South Caroling, Dulbelling and Dangin - Daily Rate	\$45.45	\$4.55	\$50.00
Any Other Rooms excluding Art Space - Per Hour	\$9.09	\$0.91	\$10.00
All Other Hirers			
South Caroling, Dulbelling and Dangin - Hourly Rate	\$15.91	\$1.59	\$17.50
South Caroling, Dulbelling and Dangin - Daily Rate	\$109.09	\$10.91	\$120.00
Any Other Rooms excluding Art Space - Per Hour	\$15.91	\$1.59	\$17.50
COMMUNITY GYM			
Annual Membership	\$145.45	\$14.55	\$160.00
Concession (Valid Pensioners and Seniors Card Holder)	\$113.64	\$11.36	\$125.00
Three (3) Months Membership	\$50.00	\$5.00	\$55.00
Casual Rate per visit	\$10.91	\$1.09	\$12.00
Replacement of Lost or Damaged Swipe Card	\$18.18	\$1.82	\$20.00
RUBBISH BIN & TIP CHARGES FOR QUAIRADING RATEPAYERS			
\$260.00 Per Annum Removal of one weekly 240ltr Mobile Rubbish Bin & one f/nightly Recycling Bin	\$286.00		\$286.00
\$260.00 per Annum Refuse Site Maintenance Charge for Commercial Properties NOT Serviced by Mobile Bin	\$286.00		\$286.00
Rural Landowner - Recycling Bin (no Service)	\$61.82	\$6.18	\$68.00
General Waste			
Cars / Station Wagons	\$13.64	\$1.36	\$15.00
Utes / Trailers (6 x 4)	\$18.18	\$1.82	\$20.00
Trailer Tandom Axle	\$27.27	\$2.73	\$30.00
Small Trucks / Trailers (with high sides)	\$31.82	\$3.18	\$35.00
4 TOKENS provided with Rate Notice			
Double Handled Waste			
Recyclables			Free
Steel (clean)			Free
Tyres (Small - passenger / motorcycles)	\$7.73	\$0.77	\$8.50
Tyres (Medium - Light Truck / 4WD)	\$14.09	\$1.41	\$15.50
Tyres (Large - No Tractor Tyres)	\$33.64	\$3.36	\$37.00
Oil - Per Litre			
Mattresses (Single)	\$9.09	\$0.91	\$10.00
Mattresses (Double / Queen)	\$12.73	\$1.27	\$14.00
Gas Bottles	\$5.00	\$0.50	\$5.50
E-Waste (per Item)	\$5.45	\$0.55	\$6.00
Car Bodies (Tyres to be removed prior)	\$25.91	\$2.59	\$28.50

COMMERCIAL FEES AND CHARGES			
Mixed Construction Rubble (per cubic metre)	\$95.91	\$9.59	\$105.50
Mixed General (per cubic metre)	\$95.91	\$9.59	\$105.50
Green Waste (per cubic metre)	\$40.91	\$4.09	\$45.00
Clean Fill (not suitable for reuse)	\$95.91	\$9.59	\$105.50
Construction Timber and Pallets (per cubic metre)	\$40.45	\$4.05	\$44.50
Additional Recycling Bin Service	\$52.73	\$5.27	\$58.00
Asbestos (per sheet)	\$3.18	\$0.32	\$3.50
Asbestos (per cubic metre)	\$150.45	\$15.05	\$165.50
PRIVATE WORKS/PLANT OPERATION			
Plant Hire (per hour with operator - normal hours between)			
Grader	\$135.00	\$13.50	\$148.50
Skidsteer	\$100.00	\$10.00	\$110.00
Loader	\$130.45	\$13.05	\$143.50
Excavator plus Mulcher Attachment	\$153.64	\$15.36	\$169.00
Excavator	\$135.00	\$13.50	\$148.50
Backhoe	\$100.00	\$10.00	\$110.00
Vib Roller	\$102.73	\$10.27	\$113.00
Multi Roller	\$102.73	\$10.27	\$113.00
2.5t dynapac Roller	\$65.45	\$6.55	\$72.00
Crewcab Truck	\$95.00	\$9.50	\$104.50
4t Tipper Town	\$95.00	\$9.50	\$104.50
13t Tipper (9 x Cubic Meters)	\$116.36	\$11.64	\$128.00
13t Tipper with Dog Trailer	\$135.00	\$13.50	\$148.50
Prime Mover with Low Loader	\$135.00	\$13.50	\$148.50
Prime Mover with Side Tipper	\$135.00	\$13.50	\$148.50
Tractor	\$97.73	\$9.77	\$107.50
Tractor with Attachments	\$97.73	\$9.77	\$107.50
Light Vehicle (Spray Unit)	\$90.91	\$9.09	\$100.00
Light Vehicle	\$79.55	\$7.95	\$87.50
Cherry Picker	\$90.91	\$9.09	\$100.00
Street Sweeper	\$115.00	\$11.50	\$126.50
Mobile Toilets (Pickup Only Service) & (Waste Delivered to Dump Point)			
Daily Rate	\$72.73	\$7.27	\$80.00
Mobile Toilet - Bond	\$250.00		\$250.00
Labour Rate	\$56.00	\$5.60	\$61.60
Cherry Picker - Machine Only - Half Day	\$136.36	\$13.64	\$150.00
Cherry Picker - Machine Only - Full Day	\$227.27	\$22.73	\$250.00
50% surcharge applied to all out of hours work			
MATERIALS			
Sand cubic metre*	\$20.00	\$2.00	\$22.00
Gravel cubic metre*	\$25.00	\$2.50	\$27.50
Metal cubic metre*	\$55.00	\$5.50	\$60.50
Granite Rock cubic metre*	\$35.45	\$3.55	\$39.00
Note*Additional plant hire and labour cost if delivered			

Shire Of Quairading
Capital Budget for Year Ended 30 June 2021

Capital Works Program	Expenditure	Funding					
		Municipal	Grant/ Contributions	Reserves	Borrowings	Carry forward/ Surplus	Sale Proceeds
Land & Buildings							
Caravan Park Units	106,300	6,300	100,000				
Caretaker Cottage	227,560	7,560	220,000				
Youth Centre Upgrades	78,780	8,780	70,000				
Town Hall Building Upgrades	177,770	2,520	129,500	45,750			
Arthur Kelly Roofing	78,520	2,520	76,000				
Industrial Lots Phase 1	200,000			200,000			
Caravan Park Cabins Safety Works	18,270	18,270					
Total	887,200	45,950	595,500	245,750	-	-	-
Plant & Equipment							
2018 Holden Acadia LTZ	50,000			18,000			32,000
2018 Holden Colorado P/Up 4x4	45,000			16,500			28,500
Caterpillar 12M	380,000			220,000			160,000
Case 580SK Backhoe	35,000			30,000			5,000
Cherry Picker	60,000			55,000			5,000
Slasher	11,000			11,000			
Total	581,000	-	-	350,500	-	-	230,500
Furniture & Equipment							
Fire Brigade IT and other Equipment	27,310		27,310				
Total	27,310	-	27,310	-	-	-	-
Roads							
Upgrade							
Heal Street Parking	170,000	-	170,000				
The Groves Access	38,406	7,068				31,338	
AKV Road Upgrade	139,500	8,500	131,000				
Balkuling North Road Resealing	83,711	83,711					
Goldfields Road Reconstruction	444,870	153,563	291,307				
Goldfields Road Reseal	78,750	26,251	52,499				
Mount Stirling Road Reseal	27,900	27,900					
Old Beverley East Road	373,742	17,212	356,530				
Quairading-Cunderdin WSN Stg 2 Design	25,000	1,750	23,250				
Quairading-Cunderdin WSN	1,325,852	107,153	1,218,699				
Resheeting							
Stacey Bus Road	28,700		28,700				
Badjaling Nth Road	204,120		204,120				
Pannell Road	131,150		131,150				
Total	3,071,701	433,108	2,607,255	-	-	31,338	-
Footpaths							
McLennan Street	90,000	90,000					
Total	90,000	90,000	-	-	-	-	-
Other Infrastructure							
Hockey Oval Lighting	77,520	2,520	75,000				
Swimming Pool Solar System	42,520	2,520	40,000				
Oval Floodlights	123,150	5,800				117,350	
Community Park	620,000	20,000	525,000	75,000			
Shire Hall - Lighting Upgrade	23,000	5,500	7,500			10,000	
Boundary Signage	10,500	10,500					
Generator - Parker House	10,000					10,000	
Shade Sail Pool	18,000					18,000	
Sub Meters	10,000					10,000	
Hall Car Park Design	10,000					10,000	
Pool Blankets	12,500	12,500					
Airstrip	85,020	46,536	38,484				
Total	1,042,210	105,876	685,984	75,000	-	175,350	-
Grand Total	5,699,421	674,934	3,916,049	671,250	-	206,688	230,500

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 WALGA – Notice of Annual General Meeting

Meeting Date	30 th July 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	i) Notice of Annual General Meeting WALGA
Owner/Applicant	Nick Sloan, CEO of WA Local Government Association (WALGA)
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVED Cr _____ SECONDED Cr _____

That Council: -

Nominate Cr _____ and Cr _____ as Voting Delegates, and Cr _____ and the Chief Executive Officer as proxy Voting Delegates for the Western Australian Local Government Association 2020 Annual General Meeting, to be held on Friday, 25th September 2020 at Crown Towers, Perth.

CARRIED ___/___

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- The Western Australian Local Government Association (WALGA) has requested Council to nominate two Voting Delegates and two Proxy Voting Delegates for the 2020 WALGA Annual General Meeting to be held on Friday, 25 September 2020 at Crown Towers Perth.
- Member Local Governments are also invited to submit motions for inclusion on the Agenda for consideration at the WALGA 2020 AGM.

MATTER FOR CONSIDERATION

Registration of Voting Delegates and the submission of any Motions for the WALGA AGM Agenda.

BACKGROUND

Due to the cancellation of the WA Local Government Convention and Trade Exhibition, WALGA will be holding a number of events alongside this year's AGM including a breakfast event with special guest speaker, a political forum available to Mayors, Presidents and CEOs and a sundowner at the end of the day's proceedings. A special lunch for WALGA award recipients will also be held by invitation only.

Council has been formally advised that the Nomination of ex-Councillor and Shire President Mr Brian Caporn for a Long and Loyal Service Award has been successful. WALGA has written to Mr Caporn advising of the Award and the Award Luncheon and Ceremony.

The Annual General Meeting of WALGA will be held from 1.30pm on Friday 25th September 2020 at Crown Towers.

All Member Local Governments are encouraged to have Voting Delegates attend the Annual General Meeting of the Association.

Attendance at the Annual General Meeting is free of charge to all Member Local Governments and lunch is not provided. Delegates must register their attendance in Advance.

Pursuant to the WALGA Constitution, all Member Councils are entitled to be represented by two Voting Delegates. Voting Delegates may be either Elected Members or serving Officers.

Council is requested to nominate two Voting Delegates to attend the WALGA 2020 Annual General Meeting, along with two Proxy Voting Delegates. Only registered delegates or registered proxy delegates will be permitted to exercise voting entitlements on behalf of the Member Council.

Voting Delegates and Proxy Voting Delegates must be appropriately registered with WALGA by Friday, 28th August 2020.

Council's WALGA/CCZ Delegates are: -

Voting Delegate 1, Cr Brett McGuinness (Current Chairperson of CCZ)

Voting Delegate 2, Deputy Shire President, Cr Jo Haythornthwaite

Proxy 1, Shire President, Cr Wayne Davies

Proxy 2, Chief Executive Officer, Mr Graeme Fardon.

Council's nomination of Voting Delegates will be dependent upon individual Elected Members availability to attend the AGM.

Council has not specifically listed any Matters during the past Year to be developed into Motions for the Annual General Meeting.

STATUTORY ENVIRONMENT

Clause 24 of the WALGA Constitution details 'Representation and Voting at General Meetings'. This includes voting entitlements at the AGM.

Section 5.98 (2) of the Local Government Act 1995 provides for the payment of reimbursement of costs for Council Members.

Expenses that may be approved for reimbursement are covered under r.32 of the Local Government (Administration) Regulations 1996.

POLICY IMPLICATIONS

Council's Policy ORG.7 Attendance at Events Policy Section 1 and Section 3: -

1.3 A list of events and attendees authorised by the local government in advance of the event is at Annexure A – Pre-Approved Events

3.1 Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the Council determines attendance to be of public value.

FINANCIAL IMPLICATIONS

Nil – Council provides a Budget Allowance for Elected Members attendance at Conferences and Training.

WALGA advises that there is no Cost to attend the Annual General Meeting and the Political Forum. There may be costs associated with the other Events / Functions being conducted on the same day as the AGM.

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
G2.1	Partnerships with and advocacy to Federal and State Government to strengthen service provision within the Shire

COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low. If there are any costs associated with the WALGA AGM or associated Functions these will be provided for in Council's Elected Members Conferences and Training Budget Allocation.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Reputational Risk mitigated by Council's representation at the Annual General Meeting

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

A draft schedule is provided below:

7:00am	Registration Desk open for <i>Breakfast</i>
7:30am – 9:00am	WALGA Breakfast with Paul Hasleby <i>Paul Hasleby appears by arrangement with Cheri Gardiner & Associates</i> <i>This event is open to Elected Members, Local Government Officers and WALGA Preferred Suppliers.</i>
8:00am	Registration Desk open for <i>Political Forum</i> and <i>AGM</i>
9:15am – 12:00pm	Political Forum <i>This event is open to Mayors, Presidents and Local Government CEOs</i>
11:30am – 1:30pm	2020 WALGA AWARDS Lunch - by invitation only
1:30pm – 5:30pm	WALGA Annual General Meeting (includes presentation of Honours Awards)
2:50pm – 3:20pm	Refreshments
3:30pm – 5:15pm	WALGA Annual General Meeting <i>continues</i>
5:30pm – 7:00pm	Sundowner

Schedule correct as of 20 July 2020. Times are subject to change.



Notice
of
Annual General
Meeting
and
Procedural Information
for Submission of Motions

Crown Perth
Friday, 25 September 2020

Deadline for Agenda Items

(Close of Business)

Friday, 31 July 2020

2020 Local Government Convention

General Information

WALGA Annual General Meeting

The Annual General Meeting for the Western Australian Local Government Association will be held from 1:30pm on Friday 25 September 2020. This event should be attended by delegates from all Member Local Governments.

Cost for attending the Annual General Meeting

Attendance at the Annual General Meeting is **free of charge** to all Member Local Governments; lunch is not provided. Delegates must register their attendance in advance.

Submission of Motions

Member Local Governments are invited to submit motions for inclusion on the Agenda for consideration at the 2020 Annual General Meeting. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

The closing date for submission of motions is 5:00pm **Friday, 31 July**.

Please note that any motions proposing alterations or amendments to the Constitution of the WALGA must be received by 5:00pm Friday, 17 July 2020 in order to satisfy the 60 day constitutional notification requirements.

The following guidelines should be followed by Members in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would it be better handled immediately by the Association?
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

Criteria for Motions

As per the Corporate Governance Charter, prior to the finalisation of the agenda, the WALGA President and Chief Executive Officer will determine whether motions abide by the following criteria:

Motions will be included in the Business Paper agenda where they:

1. Are consistent with the objects of the Association (refer to clause 3 of the constitution);
2. Demonstrate that the issue/s raised will concern or are likely to concern a substantial number of Local Governments in WA.;
3. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
4. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
5. Are clearly worded and unambiguous in nature;

Motions will not be included where they are:

6. Consistent with current Association advocacy/policy positions. (As the matter has previously considered and endorsed by the Association).

Motions of similar objective:

7. Will be consolidated as a single item.

Submitters of motions will be advised of the determinations.

Enquiries relating to the preparation or submission of motions should be directed to Margaret Degebrod, Executive Officer Governance on (08) 9213 2036 or via email mdegebrod@walga.asn.au.

Emergency Motions

No motion shall be accepted for debate at the Annual General Meeting after the closing date unless the Association President determines that it is of an urgent nature, sufficient to warrant immediate debate, and delegates resolve accordingly at the meeting. Please refer to the AGM Standing Orders for details.



Mayor Tracey Roberts JP
President



Nick Sloan
Chief Executive Officer

EMAIL BACK

Voting Delegate Information 2020 Annual General Meeting



TO: Chief Executive Officer

Registered:

All Member Councils are entitled to be represented by two (2) voting delegates at the Annual General Meeting of the WA Local Government Association to be held on Friday 25 September 2020 at Crown Towers Perth.

Please complete and return this form to the Association by **Friday 28, August 2020** to register the attendance and voting entitlements of your Council's delegates to the Annual General Meeting.

In the event that a Voting Delegate is unable to attend, provision is made for proxy delegates to be registered.

Only registered delegates or proxy registered delegates will be permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving officers.

Please Note: All Voting Delegates will need to present at the WALGA Delegate Service Desk prior to the AGM to collect their electronic voting device (keypad) for voting and identification tag to gain entry into the Annual General Meeting.

VOTING DELEGATES	PROXY Voting Delegates
Name of Voting Delegates (2):	Name of Proxy Voting Delegates (2):
<p>For (Local Government Name): Shire/Town/City of</p> <p>Signature Chief Executive Officer _____ (An electronic signature is <u>required</u> if submitting via email)</p> <p style="text-align: right;">Date _____</p>	

ON COMPLETION PLEASE EMAIL TO: mdegebrot@walga.asn.au

Margaret Degebrot, Executive Officer Governance

10.2 Roe Tourism Association Memorandum of Understanding (MoU) 2020-2023

Meeting Date	30 th July 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) RTA MoU 2020 - 2023 (ii) Strategic Plan 'Forward Directions 2019-2021'
Owner/Applicant	Roe Tourism Association Inc.
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVED Cr _____ SECONDED Cr _____

That Council: -

Authorise the Chief Executive Officer to sign the Roe Tourism Association Memorandum of Understanding from the 1st July 2020 to 30th June 2023.

CARRIED ___/___

VOTING REQUIREMENTS –Simple Majority

IN BRIEF

- The seven (7) member Local Government Authorities of the Roe Tourism Association are working collaboratively on Tourism Development and Promotion in the Central Wheatbelt and in particular, on the "Pathway to Wave Rock".
- The purpose of the Memorandum of Understanding (MoU) is to establish a Membership and Financial contribution and commitment from the current seven (7) Member Councils that form the Roe Tourism Association.
- All Member Councils have been requested to place the MoU before the respective Council Meetings in July 2020.

MATTER FOR CONSIDERATION

Support for the Roe Tourism Association Tourism MoU for the period 1st July 2020 to 30th June 2023.

BACKGROUND

"Originally formed in 1998, the purpose of Roe Tourism is to work with the community and local business to promote the 'Pathways to Wave Rock' Self-Drive Trail and encourage visitors to come and see the many extraordinary and unique experiences which the region has to offer."

The Roe Tourism Association Inc was incorporated on the 16th January 2001.

At its Ordinary Council Meeting held on the 26th September 2019, Council resolved the following: -

"RESOLUTION: 46-19/20

1. *That Council apply for Council Membership of the Roe Tourism Association for the 2019/2020 Year;*

2. *Subject to the Outcome of Council's Application, a budget allocation of \$5,000 is to be made for the membership of the Roe Tourism Association to be funded from the Council's opening surplus.*

CARRIED BY ABSOLUTE MAJORITY 7/0"

Roe Tourism Association is a collaborative, non-for-profit partnership between 7-member Local Government Authorities, being the Shires of Bruce Rock, Corrigin, Kondinin, Kulin, Lake Grace, Narembeen and Quairading.

At the October 2019 General Meeting the Committee discussed and supported establishing and entering into a MoU with Member Shires to future-proof and provide a formal commitment to the Association. It was suggested the MoU timeframe could align with the RTA Forward Direction 2019-2021, or be considered for a longer period. The Executive Officer sent sample RTA MoU, with a copy of the Constitution to member Shire CEO's for review and request for any comments prior to the RTA Meeting on the 24th February 2020.

Following the February 2020 Meeting, the final draft of the RTA MoU was forwarded to member Shire CEO's with an established timeframe of a 3-year period, commencing 1st July 2020 to 30th June 2023.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Council's Administration has provided an Allowance of \$6,000 for the Annual Membership to RTA in the 2020/2021 Budget submitted for Adoption by Council. This in accord with the written advice from RTA on the Full Council Membership for the 2020/2021 Year.

Member Councils are required to make an annual financial contribution towards the operation and promotion of the "Pathways to Wave Rock" determined by the Roe Tourism Association.

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

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
G2	Strengthened Advocacy and Partnerships
G2.3	Regional and sub-regional partnerships to achieve better outcomes for the community

COMMUNITY CONSULTATION

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

Council's Delegates (Cr Smith and Ms. Jill Hayes) have attended the Roe Tourism Association meetings where the MoU has been discussed.

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

Financial - Risk Matrix Rating is assessed as Low. Council's Administration has provided for the Annual Membership to RTA in the 2020/2021 Budget submitted for Adoption by Council.

The MOU provides for Member Councils to budget for Membership Subscriptions for each year for the 3 Financial Years. A Council that wishes to withdraw its membership during the Term of the MoU must provide 12 months' Notice of its Withdrawal.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Risk Mitigated by participating in the MoU. Council is the most recent Council to join the Roe Tourism Association.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.



Memorandum of Understanding (MoU)

for

ROE TOURISM ASSOCIATION

1 July 2020 – 30 June 2023



CONTENTS

- 1. Description of collaborating organisations**
- 2. Purpose of the MoU**
- 3. Financial contributions**
- 4. Withdrawal of Member Councils**
- 5. Admitting new Member Councils**
- 6. Communication and exchange of information**
- 7. Intellectual property**
- 8. Amendment of the Memorandum of Understanding**

ATTACHMENT 1

Terms of Agreement - dates and signatures

AGREEMENT

This Memorandum of Understanding (MoU) represents an agreement between;

Shire of Bruce Rock,
 Shire of Corrigin,
 Shire of Kondinin,
 Shire of Kulin,
 Shire of Lake Grace,
 Shire of Narembeen and
 Shire of Quairading

("the Member Councils")

These local governments are working as an advisory committee of the participating member Councils of the Roe Tourism Association (RTA).

1. Description of collaborating organisations

The seven (7) partner organisations are all Local Government Authorities under the Local Government Act 1995 (as amended), governed by the RTA Constitution, adopted on 15 October 2018.

2. Purpose of the MoU

The purpose of the MoU is to establish a financial contribution and commitment from the seven (7) Councils that form the Roe Tourism group.

3. Financial contributions

- 3.1 Member Councils are required to make Full Membership annual financial contribution towards the operations of RTA as determined by the RTA committee, the contributions are to be distributed between pathway development and employment of an Executive Officer and may also be requested to contribute towards specific projects or initiatives of RTA.
- 3.2 The Executive shall have the power to seek external funding for the association.
- 3.3 The committee shall have the power to suggest levies to be paid by all members and to set the level of any such levy.
- 3.4 RTA to provide annual financial contribution information to member Councils in March each year, for budgetary considerations.
- 3.5 Manner of Payment - The contributions referred to in clause 3.1 shall be paid by each Member Council to RTA in the manner determined by Roe Tourism Association.

- 3.6 Member Councils contributions and any grant funding is to be centralised by the RTA dedicated bank account. RTA will be responsible for the financial reporting requirements.

4. Withdrawal of a Member Councils

- 4.1 A Member Council may at any time withdraw from RTA upon giving twelve (12) months written notice to of its intention to withdraw.
- 4.2 The withdrawal of a Member Council shall take effect from the end of the financial year (30 September), in which notice of withdrawal under 4.1 is given.
- 4.3 The Member Council shall still be liable for its financial contribution to full membership costs for the duration of the notice period.

5. Admitting new Member Councils

- 5.1 Section 3.65 of the Local Government Act 1995 is to apply if a Regional Local Government is established.
- 5.2 Prospective new member Councils shall be required to submit an application in writing to the committee for RTA Full Membership
- 5.3 Prospective new member Councils may be admitted to join RTA subject to the unanimous agreement of the current members.
- 5.4 If a new member Council applies to join RTA, the committee shall determine and consider any additional 'entry' costs incurred by RTA for updating their website, altering the Constitution, printing new promotional material and any other associated costs.
- 5.5 On entry, a new member Council shall be liable to pay RTA the determined 'entry' cost, in addition to the annual Full Member fee and Executive Officer contribution as described in section 3.

6. Communication and exchange of information

Information dissemination is largely via email. Records are to be retained as per Record Keeping Plan of the respective local government. Agendas and Minutes are to be retained in a hard copy as well as electronic version by the RTA Executive Officer.

7. Intellectual property

Rights to the intellectual property as produced will be retained by the committee of all work produced.

8. Amendment of the Memorandum of Understanding

- 8.1 The Member Councils may amend this MoU by majority agreement of the member Councils
- 8.2 The MoU can be amended to include another local government as a party to the amending agreement.

ATTACHMENT 1

Terms of the Agreement

This MoU is effective from _____ (date of signing) to 30 June 2023 and can be extended on mutual agreement of all signatories.

Signature: _____
Shire of Bruce Rock – Chief Executive Officer

Print Full Name of Authorised person

Signature: _____
Shire of Corrigin – Chief Executive Officer

Print Full Name of Authorised person

Signature: _____
Shire of Kondinin – Chief Executive Officer

Print Full Name of Authorised person

Signature: _____
Shire of Kulin – Chief Executive Officer

Print Full Name of Authorised person

Signature: _____
Shire of Lake Grace – Chief Executive Officer

Print Full Name of Authorised person

Signature: _____

Shire of Narembeen – Chief Executive Officer

Print Full Name of Authorised person

Signature: _____

Shire of Quairading – Chief Executive Officer

Print Full Name of Authorised person



ROE TOURISM

FORWARD DIRECTIONS 2019–2021

STRATEGIC OBJECTIVES

OUR VISION:

To market the Roe Tourism region locally, nationally and worldwide.

OUR MISSION:

For the communities of Roe Tourism to be well recognised as a self drive route with accompanying natural attractions and experiences within Australia's Golden Outback.

OUR PRIMARY PURPOSE:

Roe Tourism's primary purpose is to **market and promote** the Pathways to Wave Rock self drive route and the tourism assets in the Roe Tourism area.

WHO ARE WE

Roe Tourism is the representative body for collective marketing in the Shires of Bruce Rock, Narembeen, Kondinin, Kulin, Lake Grace and Corrigin.

- 1. Consistent branding and messaging about our tourism assets**
 - a) With members develop our key storylines around existing tourism assets and community facilities.
 - b) Develop a marketing plan which outlines target markets, communications and resource allocation. Marketing plan should also include increasing awareness of local businesses (services, opening times etc) and community facilities. It should also clearly identify no cost, collaborative and full user pay options.
 - c) With stakeholders obtain funding for brand development and marketing expertise.
 - d) Implement our story lines and branding across all our platforms and marketing collateral. Improve Roe Tourism signage across member Local Governments.
 - e) Collateral is available to our members, stakeholders as well as businesses in the Roe district.
- 2. Data collection for decision making and marketing**
 - a) Begin to collect visitor data across the district.
 - b) Data informs our members, stakeholders and RTO so that they understand our needs and tourism trends.
- 3. Partnerships**
 - a) Communicate the benefit of membership to member Councils, CRCs and businesses.
 - b) Work with local tourism groups, Visitor Centres and CRC's along Pathways to Wave Rock to improve visitor servicing and consistent marketing.
 - c) Form relevant destination marketing partnerships with other Local Government Areas and Associations (locally, regionally, state wide).

LONG TERM OBJECTIVES

- 1. Marketing and promotion of the Pathways to Wave Rock and associated tourism assets of each of the Roe Tourism communities locally, state wide, nationally and internationally.**
- 2. Locals and businesses are promoters of Pathways to Wave Rock and local tourism assets.**

10.3 Quairading Agricultural Society - Community Grant Variation

Meeting Date	30 th July 2020
Responsible Officer	GPO – Jen Green
Reporting Officer	GPO – Jen Green
Attachments	Nil
Owner/Applicant	Quairading Agricultural Society
Disclosure of Interest	Officer - Nil

OFFICER RECOMMENDATION

That Council support the Quairading Agricultural Society's request to change their 2020/2021 Community Grants Project activity valued at \$3,000 from Tent Hire to Site Preparation for the Asphaltting of the Shed.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- The Quairading Agricultural Society (QAS) was granted \$3000 by Council to spend on the hiring of Stretch Tents for the 2020 Ag Show to be held on the 12th of October 2020.
- The QAS recently announced that due to the Covid-19 Pandemic, the 2020 Ag Show has been officially postponed until October 2021.
- QAS was successful in obtaining \$71,810.00 through the Federal Government's Regional Agricultural Show Development Grants Program to provide sealed flooring for the covered entertainment space (the Ag Shed) at the Quairading Agricultural Showgrounds and Greater Sports Ground, purchase dome shelters, purpose built trailer to store and transport the shelters, purchase portable light towers, a mobile cool room, and portable tiered seating.
- QAS is required to provide an in-kind contribution, which includes preparing the Ag Society Shed floor to be sealed with asphalt. Their preferred supplier has quoted \$2,500-\$3,000 for this work.
- It is now proposed for the \$3,000 granted under the 2020/21 Shire Community Grants to be spent on the preparation of the Ag Shed floor instead of the original purpose of the hire of stretch tents.

MATTER FOR CONSIDERATION

To approve the change of purpose of the 2020/21 Shire Community Grants towards the QAS's in-kind contribution to the Regional Agricultural Show Development Grants Program for the preparation of the Ag Society Shed floor to be sealed with asphalt.

BACKGROUND

Round 1 of the Community Grant Program was opened on 7th January 2020 with Policy and Grant Application forms forwarded via Mail Chimp to all Sporting and Recreation Clubs.

Follow-up promotion of the Grants Program was circulated on the Shire's Facebook page on a weekly basis.

Closing date for the submission of applications for grant funding was on 31st March 2020.

Four categories of Grant Funding were promoted:

- Grant 1 - up to \$500 per annum – in-kind contributions from Council.

- Grant 2 – Minor Projects \$500 to \$2,500.
- Grant 3 – Major Projects over \$2,500.
- Grant 4 – Annual / Recurrent Funding.

A total of eight applications was received to the value \$21,150.00.

Grant Type	Number	Amount
1	0	\$0.00
2	2	\$1,650.00
3	1	\$3,000.00
4	5	\$16,500.00
Grand Total	8	\$21,150.00

The Quairading Agricultural Society were successful in the Grant 3 Category.

Grant 1 (in-Kind) funding will be open throughout the year and Approved by the CEO (sole discretion)

A second round of Grant 2 - (Minor projects) funding will be open from 1st July 2020 to 30th September 2020 and submitted to Council for Consideration.

The CEO does not have delegated authority to approve or vary Grants Categories 2,3 or 4.

STATUTORY ENVIRONMENT

N/A

POLICY IMPLICATIONS

Community Grants Policy

FINANCIAL IMPLICATIONS

Nil - Cost Neutral. Grant provided for in the 2020/2021 Budget submitted to Council for Adoption.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES
S1	Active community
S1.1	Provide facilities and support participation in sport and recreational activities, facilities and clubs
S1.2	Promote increased participation in the social and cultural life of the community

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability
G3	Community Engagement
G3.2	Collaborate with the community to achieve desired outcomes

COMMUNITY CONSULTATION

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

The CEO discussed the proposal with the President of the Quairading Agricultural Society, Mr Peter Smith prior to the variation proposal being lodged with Council.

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

Financial - Risk Matrix Rating is assessed as Low. Proposal is to vary the purpose of the approved Community Grant. The amount of \$3,000 already provided for in Council's 2020/2021 Budget Allocation for the Community Grants Program (GL3212)

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Council is still providing \$3000 support to the QAS in its improvements to the Showgrounds infrastructure and enables the QAS to comply with its In Kind commitment to the Federal Government Grant Funding.

Operation – Risk Matrix Rating is assessed as Low. No impact on Council's operations as the project will be fully undertaken by the Quairading Agricultural Society and its preferred Contractor.

Natural Environment – Risk Matrix Rating is assessed as Low.

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

No matters for consideration.

ITEM 13 URGENT COUNCILLORS' BUSINESS

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

The Meeting will be closed by Council Resolution to the Public under Part 5 Division 2 Section 5.23 (2)(a)(b) of the Local Government Act 1995 as the Item relates to: -

- (a) "a matter affecting an employee or employees".
- (b) "the personal affairs of any person".

RECOMMENDATION

MOVED Cr _____ SECONDED Cr _____

That Council considers the confidential reports listed below in a meeting closed to the public at _____pm in accordance with Section 5.23(2) of the Local Government Act 1995:

- 14.1 Long Service Leave Application and Appointment of Acting Chief Executive Officer
- 14.2 Chief Executive Officer's Annual Performance Review – Consultant's Report to Council

CARRIED ___/___

VOTING REQUIREMENTS – Simple Majority

14.1 Long Service Leave Application and Appointment of Acting Chief Executive Officer (Confidential Item)

Appointment of Acting Chief Executive Officer (Confidential) – Report provided under separate cover.

14.2 Chief Executive Officer's Annual Performance Review – Consultant's Report to Council (Confidential Item)

Chief Executive Officer's Annual Performance Review (Confidential)– Report provided under separate cover.

RECOMMENDATION

MOVED Cr _____ SECONDED Cr _____

That the meeting be open to members of the public at _____ pm.

CARRIED ___/___

VOTING REQUIREMENTS – Simple Majority

14.3 Public Reading of Resolution

ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 27th August 2020, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 16 CLOSURE

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