



Shire of Quairading

Ordinary Council Meeting Agenda



24th April 2019

Notice of Meeting

24th April 2019

Dear Councillors,

The next Ordinary Meeting of Council will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Wednesday 24th April 2019 commencing at 2pm.

Yours faithfully,

GRAEME FARDON
Chief Executive Officer

Disclaimer

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

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Table of Contents

Table of Contents

ITEM 1	OPENING & ANNOUNCEMENTS	4
ITEM 2	ATTENDANCE AND APOLOGIES	4
ITEM 3	PUBLIC QUESTION TIME	4
ITEM 4	DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS	4
ITEM 5	APPLICATIONS FOR LEAVE OF ABSENCE	5
5.1	Application for Leave of Absence – Cr Davies	5
ITEM 6	DECLARATIONS OF INTEREST	7
ITEM 7	CONFIRMATION OF MINUTES AND BUSINESS ARISING	7
7.1	Confirmation of Minutes – 28th March 2019	7
7.2	Confirmation of Special Council Minutes – 16th April 2019	7
7.3	Business Arising	7
ITEM 8	MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING	47
8.1	Municipal Heritage Inventory & Heritage Lists - Requirements	47
ITEM 9	MATTERS FOR CONSIDERATION – FINANCE & AUDIT	53
9.1	Accounts for Payment – March 2019	53
9.2	Financial Information–Statements of Income and Expenditure for the Period Ending – 31st March 2019	60
ITEM 10	MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION	89
10.1	Supply and Installation of a Synthetic Bowling Green at the Quairading Bowling Club - Tender No. 4-18/19	89
10.2	Dedication of Land as Road Reserve - York to Merredin Road	93
10.3	Strategic Planning Committee Minutes – 9th April 2019	101
10.4	BFAC Committee Minutes – 10th April 2019	120
10.5	Council Delegates - Regional Road Group	132
10.6	Quairading Memorial Hall Bond	135
ITEM 11	MATTERS FOR CONSIDERATION – HEALTH AND BUILDING	139
ITEM 12	MATTERS FOR CONSIDERATION – WORKS	140
ITEM 13	URGENT COUNCILLORS’ BUSINESS	141
ITEM 14	CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)	141
ITEM 15	NEXT MEETING DATE	141
ITEM 16	CLOSURE	141

SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Wednesday 24th April 2019 commencing at _____ pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at _____ pm.

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

Councillors are advised that an invitation has been extended to Retired Councillor, Mr Bill Shenton for afternoon tea.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

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

Observers/Visitor

Apologies

Nil.

Leave of Absence Previously Granted

Nil.

ITEM 3 PUBLIC QUESTION TIME

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Application for Leave of Absence – Cr Davies

An application for Leave of Absence has been received from Cr Davies for the 25th July 2019 Council meeting.

Anthea Strauss

From: Wayne Davies <springhills.farm@bigpond.com>
Sent: Wednesday, 17 April 2019 12:48 PM
To: Anthea Strauss
Subject: Request for leave

Hi Graeme,

I will be absent at the July council meeting and request leave of absence for this as I will be taking annual leave .

This will be from 24th July till 14 th August

Regards
Wayne

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 – 28th March 2019

Recommendation

That the Minutes of the Ordinary Meeting of Council held on the 28th March 2019 be confirmed as a true and accurate. (Attached)

7.2 Confirmation of Special Council Minutes – 16th April 2019

The Meeting was closed by Council Resolution to the Public under Part 5 Division 2 Section 5.23 (2)(b) and (c) of the Local Government Act 1995 as the Item relates to “the personal affairs of any person” and “a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting”.

OFFICER RECOMMENDATION

That the Minutes of the Special Council Minutes held on the 16th April 2019 be confirmed as a true and accurate. (Attached)

VOTING REQUIREMENTS – Simple Majority

7.3 Business Arising

SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 28th March 2019 commencing at 2.00 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.00 pm.

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

Cr Davies welcomed the Councillors, Staff, Senior Sergeant Hancock and the Member of the Public to the Meeting.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

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

Observers/Visitors

Senior Sergeant John Hancock (2.00pm - 2.44pm)

Mr John Haythornthwaite (2.00pm - 5.24pm)

Apologies

Nil.

Leave of Absence Previously Granted

Nil.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Senior Sergeant John Hancock presented Council with local Policing Issues

Topics covered included: -

1. Personnel changes at the Station.
2. Attraction and retention of Police Staff.
3. Recent local Incidents requiring Police attention and Charges laid.
4. Thefts from Rural Properties (including Stock)
5. Road Policing – lowest offence rate in some time but Wheatbelt Region still has the highest Fatality rate in the State.
6. CCTV project – praised Council in their efforts to get this technology, as there will be future benefits for Police and incident control.
7. “Hoon” Driving has been observed in rural areas. One offender caught.

Senior Sergeant Hancock further praised Council in their progressive actions to date on policing and emergency management.

The Shire President thanked Senior Sergeant Hancock on the excellent job being carried out to date.

Senior Sergeant John Hancock left Chambers at 2.40 pm.

Crs McRae and McGuinness left the Chambers at 2.42 pm and re-entered at 2.45 pm

ITEM 3 PUBLIC QUESTION TIME

Mr John Haythornthwaite

Question

Page 54 - EFT6278 – Avon Valley Tyre Services – Why was Avon Valley Tyre Service used for CESM vehicle repairs?

Response

The Chief Executive Officer responded that the Acting CESM, Mr Simon Bell was attending a fire incident in the west of the Shire of York on a Sunday in the Christmas / New Year period as part of his DFES regional duties. The vehicle received two flat tyres and Avon Valley Tyre Service was the only option available at that time to undertake the repairs to keep the vehicle operational.

Question

Page 55 – EFT6330 – Quairading Agri Services – Various Hardware Items for Depot, Ovals, CRC, Childcare, Admin. What are the details of this Payment?

Response

The Chief Executive Officer took the question on Notice.

Question

Page 56 – EFT6350 – WALGA – Delivery of Procurement Workshop

Response

The Chief Executive Officer responded that the Payment was for the delivery of staff training by WALGA in the areas of Procurement and Tendering processes. The training was held in Quairading, with participants also attending from some of the surrounding Shires.

Question

Page 56 – EFT6366 – The Murray Hotel Perth – Accommodation & Breakfast on 17.02.2019 – Training.

Response

The Chief Executive Officer responded that the Payment is for accommodation for a Staff Member to attend training in Perth.

Question

Mr Haythornthwaite sought clarification on Page 93 of the Agenda – Item 6.1 of the Audit & Risk Committee Minutes, what does Section 7.12A (4)(a) & (b) and (5) of the Local Government Act mean?

Response

The Chief Executive Officer responded that under Section 7.12A (4) - Council must prepare a report addressing any matters identified as significant by the Auditor in the Audit Report and stating what actions the local government has taken or intends to take with respect of each of these matters.

The Council report must provide a copy of that report to the Minister within 3 months of the audit report having been received by Council.:

The Chief Executive Officer further explained that there were no significant issues identified by Council's Auditor in the Audit Report for the Year ended 30th June 2018.

In relation to the question on Section 7.12A (5), the Council is required to publish the report on the Shire's website within 14 days.

The Chief Executive Officer confirmed that there was no Report as Council's Auditor had not identified any significant matters to the 30th June 2018.

Question

On page 95 of the Council Agenda (Audit & Risk Minutes) – Mr Haythornthwaite sought clarification on the areas of more Audit attention required by the OAG?

Response

The Chief Executive Officer responded that Council's Auditor, in his meeting with Council's Audit & Risk Committee had highlighted a number of areas that the Office of the Auditor General are focussing in future Audits including: -

- More detailed audit on Journal Entries - especially the authorisations required prior to the Journal being undertaken.
- Trust Funds – Any interest accrued on Trust Funds held by Council must be passed onto the beneficiary of the initial amount lodged in Trust with the Shire.
- Checking for greater consistency on the approach for the valuing of Land with Restricted Uses.

Question

Page 96 – Mr Haythornthwaite queried the Management Letter received from the Auditor, as to what the Operating Ratio was previously?

Response

The Chief Executive Officer responded that the Auditor's Management Letter is a separate document provided to Council. The CEO confirmed that the Financial Ratios discussed with the Auditor are those which were published in Council's Annual Report.

Question

Page 104 – Mr Haythornthwaite queried the income deficiencies in the Comparison Report on the Medical Practice.

Response

The Chief Executive Officer responded that Council and Management are closely monitoring the operating cost and revenue streams of the Medical Practice and highlighted that the loss of Government incentives and reduced Consultation income has resulted in a projected greater Shortfall than originally proposed in Council's Adopted Budget.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

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 – Local Government (Administration) Regulations 1996 Regulation 34c.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – 28th February 2019

RESOLUTION: 144-18/19

MOVED Cr Haythornthwaite SECONDED Cr McGuinness

That the Minutes of the Ordinary Meeting of Council held on the 28th February 2019 be confirmed as a true and accurate.

CARRIED 7/0

7.2 Business Arising

Cr Smith commented that from his Councillor e-learning it appears that Councils are required to have Local laws on Meeting procedures and sought clarification from the Chief Executive Officer on this matter.

The CEO advised that the Local Government Act provides authority for Council to make Local Laws.

The Shire President advised that he had enquired on this matter with the Department of Local Government late last year and whilst Meeting Local laws are encouraged they are not compulsory.

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

8.1 Quairading Heritage Strategy – Annual Review Report

Meeting Date	28 th March 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	Town Planning Consultant Jacky Jurmann
Attachments	Annual Minor Review Report
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

That Council receive the Heritage Strategy Annual Review Report (March 2019) as presented.

RESOLUTION: 145-18/19

MOVED Cr Smith SECONDED Cr McRae

That Council:

1. Receive the Heritage Strategy Annual Review Report (March 2019) as presented, and
2. The Chief Executive Officer is to provide a list of options, legal requirements and costings before Council proceeds to Budget deliberations.

CARRIED 7/0

Reason for Variation to Officer's Recommendation

Item 2 added - Council requested that the Chief Executive Officer prepare and present a Paper on the legal requirements of reviewing Council's Municipal Heritage Inventory and creation of a Heritage List, with the estimated Cost of undertaking this work presented to Council prior to Council's Budget Workshops.

IN BRIEF

- Adopted Heritage Strategy provides for an Annual Review and Reporting requirement to Council.
- Review Report to be presented each March during the Term of the Strategy.
- No changes are proposed to the Wording of the Heritage Strategy nor to the Implementation Plan.
- Proposals from Heritage Consultants currently being assessed for inclusion into Budget Workshop Process.
- Strategy Implementation is subject to budgetary considerations during the life of the Strategy.

MATTER FOR CONSIDERATION

The first annual minor review of the implementation of the Heritage Strategy.

BACKGROUND

Council at its Ordinary Meeting held in April 2018, adopted the Shire's Heritage Strategy and accompanying Implementation Plan.

The Implementation Plan identifies prioritised actions, includes an annual minor review of the progress of implementing the Strategy.

Annual Report to include the following Matters: -

- Project Report versus Implementation
- Recommended Changes
- Justification for any Changes or adjustments of Timeframes
- Items for Budgetary Consideration
- Steps for the 12 months ahead.

Attached is a Report that details the actions taken to implement the Strategy to date.

STATUTORY ENVIRONMENT

The Heritage Strategy was prepared in accordance with the recommendations of the State Heritage Office.

POLICY IMPLICATIONS

There are no policy implications associated with this Report.

FINANCIAL IMPLICATIONS

No financial implications are expected in the current year, however there are financial implications associated with the implementation of the Heritage Strategy in future years. Quotes for the review of the Municipal Heritage Inventory (MHI) and creation of a Heritage List are currently being assessed and it is likely that the estimated budget identified in the Implementation Plan will be exceeded. A further Report will be presented for consideration to Council during the 2019/20 Budget Workshops.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

The protection of local heritage is consistent with the aims and objectives of the Strategic Community Plan.

COMMUNITY CONSULTATION

The community will be consulted during the review of the MHI and has been included in the Scope of Works.

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

Financial – Risk Rating is assessed as Medium Risk. Proposals/Quotations from Heritage Consultants vary widely and are currently being further assessed by the Town Planning Contractor prior to the Budget amount being submitted to Council for Draft Budget purposes. The Budget estimate in the adopted Strategy for the MHI review is lower than current Quotations.

Health – Risk Rating is assessed as Low.

Reputation – Risk Rating assessed as Low. Risk will be mitigated as the Heritage Strategy is progressively implemented and as the Municipal Heritage Inventory is updated and as Heritage Listing is incorporated into Council's Town Planning Strategy No.3

Operation – Risk Rating is assessed as Low. Heritage Strategy being managed by CEO and Council's Town Planning Consultant as part of normal Operations.

Natural Environment – Risk Rating is assessed as Low Risk.

COMMENT

The review confirms that the Heritage Strategy is being implemented in a timely manner in accordance with the adopted Implementation Plan.

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – February 2019

Meeting Date	28 th March 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	9.1.1 February 2019 Payment List 9.1.2 Transport Takings 9.1.3 Credit Card Statement
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 146-18/19

MOVED Cr Stacey SECONDED Cr Brown

That Council note the following:

1. That Schedule of Accounts for December covering Municipal Vouchers 23618 to 23627 & EFT6277 to EFT6367 & DD13319.1 to DD13319.10 & DD13320.1 to DD13320.10 totalling \$378,243.56 be received and
2. That Police Licensing payments for the month of February 2019 totalling \$38,169.45 be received on the 28th February 2019 (Attachment 9.1.2); and
3. That fund transfers to Corporate Credit Card for February 2019 balance totalling \$0 be received (Attachment 9.1.3); and
4. That Payroll payments for the month February 2019 totalling \$156,135.39; and
5. That the Lease payment for the month of February on the CESM Vehicle totalling \$1,775.97.

CARRIED 7/0

IN BRIEF

Payments are per attached schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the accounts paid during February 2019.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Payment from Council's Municipal Fund. Expenditure as per delegated authority and included in the adopted 2018/2019 Budget.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 – 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil.

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

9.2 Financial Information-Statements of Income and Expenditure for the Period Ending – 28th February 2019

Meeting Date	28 th March 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	9.2.1 Financial Statements for February
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 147-18/19

MOVED Cr McRae SECONDED Cr Haythornthwaite

That Council receive the Monthly Financial Statements for the period ending 28th February 2019.

CARRIED 7/0

IN BRIEF

- Monthly Financial Statements for the period ending 28th February 2019 attached.
- Monthly Financial Statements have been updated based on the Moore Stephens Monthly Statements Model.
- The Monthly Financial Statements report include the Fund Balances Report and the Variance Report previously reported separately.

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements

BACKGROUND

Council resolved in October 2000 (Minute Number 071-00/01) to receive Financial Statements in the required statutory format. Requests for new Monthly Financial Statements started a search for a new template. 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) and accountability

COMMUNITY CONSULTATION

Nil.

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

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

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

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

The Model Template has been updated to include profit and loss statements for the Medical Practice and Childcare. The Statements can continue to be updated 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 – 12th March 2019

Meeting Date	28 th March 2019
Responsible Officer	EMCS Nathan Giffellon
Reporting Officer	EMCS Nathan Giffellon
Attachments	Audit & Risk Committee Meeting Minutes
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 148-18/19

MOVED Cr Smith SECONDED Cr Brown

1. That Council receive the Minutes of the Audit & Risk Committee Meeting held on the 12th March 2019 be confirmed as a true and accurate record; and
2. Consider the Committee's following Recommendations individually: -

CARRIED 7/0

Responses to Audit Management Letter

RESOLUTION: 149-18/19

MOVED Cr McRae SECONDED Cr Haythornthwaite

RECOMMENDATION: AR15-18/19

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

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

CARRIED 7/0

The Meeting requested that Management prepare a Report (in accordance with Standing Agenda Item) demonstrating that a 5% Saving has been or will be achieved on the identified Operating Expenses in the 2018/19 Financial year.

Statutory Compliance Audit Return

RESOLUTION: 150-18/19

MOVED Cr Haythornthwaite SECONDED Cr Stacey

RECOMMENDATION: AR16-18/19

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

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

CARRIED 7/0

Medical Practice Comparison Report**RESOLUTION: 151-18/19****MOVED Cr Brown SECONDED Cr McGuinness***RECOMMENDATION: AR17-18/19*

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

1. The Medical Practice Financial Statements and Patient Visitation Data (with historical data and trends) be received, and
2. The Findings contained in the Report be incorporated into the negotiation process for a new Contract.

CARRIED 7/0**March 2019 Budget Review****RESOLUTION: 152-18/19****MOVED Cr Smith SECONDED Cr McGuinness***RECOMMENDATION: AR18-18/19*

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

1. Council adopt the March 2019 Budget Review Report and adopt the Variations to Budget as detailed in attachment 8.3.1 – March 2019 Budget Review, and
2. The authorised Grant re-classification and updated Year to Date figures be incorporated into the Budget Review Report for presentation to Council.

CARRIED BY ABSOLUTE MAJORITY 7/0**Report on Annual Leave and Long Service Leave Liabilities****RESOLUTION: 153-18/19****MOVED Cr Haythornthwaite SECONDED Cr McRae***RECOMMENDATION: AR19-18/19*

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

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

CARRIED 7/0**Consultation on Community Bus****MOVED Cr Brown SECONDED Cr Stacey***RECOMMENDATION: AR20-18/19*

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

1. The Officer's Report on the Community Bus be received, and
2. Council retain the current Community Bus for a further three years or until it reaches 100,000 Kilometres, and
3. The Hire Rate be reduced to \$0.90/km inc. GST (to cover Operating Costs) for a trial period of two years as an initiative to promote greater use of the Community Bus.

Cr McRae foreshadowed an Amendment to AR20-18/19 as follows: -

MOVED Cr McRae SECONDED Cr Smith

That: -

1. The Officer's Report on the Community Bus be received, and
2. Council retain the current Community Bus.
3. The Hire Rate be reduced to \$0.90/km inc. GST (to cover Operating Costs) for a trial period of one year, with usage analysis at the conclusion, and
4. Instigate a promotional program using all media, including website and newsletters, promoting the reduced hire charge.

AMENDMENT CARRIED 5/2

AMENDMENT BECAME THE SUBSTANTIVE MOTION

RESOLUTION: 154-18/19

MOVED Cr McRae SECONDED Cr Smith

That: -

1. The Officer's Report on the Community Bus be received, and
2. Council retain the current Community Bus. and
3. The Hire Rate be reduced to \$0.90/km inc. GST (to cover Operating Costs) for a trial period of one year, with usage analysis at the conclusion, and
4. Instigate a promotional program using all media, including website & newsletters, promoting the reduced hire charge.

CARRIED BY ABSOLUTE MAJORITY 7/0

IN BRIEF

Minutes of the 12th March 2019 Meeting of the Audit and Risk Committee include six (6) Recommendations to Council.

MATTER FOR CONSIDERATION

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

BACKGROUND

The Audit and Risk Committee Meeting was held on the 12th March 2019 from which there are six (6) Recommendations for Council's consideration, namely: -

RESOLUTION: AR15-18/19

RESOLUTION: AR16-18/19

RESOLUTION: AR17-18/19

RESOLUTION: AR18-18/19

RESOLUTION: AR19-18/19

RESOLUTION: AR20-18/19

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit) Regulations 1996.

Legislation relevant to AR20-18/19

6.16. Imposition of fees and charges

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

* *Absolute majority required.*

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

* *Absolute majority required.*

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) Its intention to do so; and
- (b) The date from which it is proposed the fees or charges will be imposed.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS**AR17-18/19**

No financial impact in the 2018/19 Financial Year but would have impact on future Costs of Medical Practice Service with the objective of minimising Operating Shortfall.

AR18-18/19

Yes – Budget to be adjusted pursuant to the Budget Review document, once adopted by Council. Budget will more accurately reflect Council's Position at Year End.

AR20-18/19

Yes – Capital Budget provides for Purchase of a new Community Bus in 18/19 Year. Recommendation is to defer Changeover of the Community Bus.

Proposed funding from Plant Reserve Fund and General revenue for the Changeover Amount will not be required in the 2018/19 year.

AR20-18/19 (Continued)

Yes – Adopted Operating Budget provided an Operating Surplus of \$5,900. Based on Actual YTD, March 2019 Budget Review provides for an operating Shortfall of \$100. Recommendation of a Trial Hire Rate reduction seeks to promote greater hiring of the Community Bus.

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

Undertaken on the Community Bus Item.

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

Financial – Risk Matrix Rating considered Low. Risk mitigated with Clear Audit Report and an improvement in the Operating Surplus Ratio in 2017/18. Further Strategies proposed for the 2019/20 Budget to further improve the Operating Surplus Ratio.

Health – Risk Matrix Rating considered Low. Risk levels currently mitigated with GP Contract Model in place.

Reputation – Risk Matrix Rating considered Low. Reputational Risk mitigated with a Clear Audit Report and High level of Compliance in the Compliance Audit Return.

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

Natural Environment – Risk Matrix rating considered Low.

Council adjourned at 3.50 pm for Afternoon Tea. Council Guests included the School Principal Mrs Pauline Wray, New School Teachers Mrs Leonie Matthews and Mrs Jamie Garrett. Staff member Mrs Jenna Bavin was also a Council Guest.

Council resumed at 4.22 pm, with all Councillors, Staff and Mr J Haythornthwaite present.

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 PTA Land: Ex Valley Ford Site - Soil Contamination Assessment

Meeting Date	28 th March 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Soil Contamination Assessment Report – Western Environmental
Owner/Applicant	Plan of Current PTA Lease Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

That Council: -

1. Receive the Soil Contamination Assessment Report prepared by Western Environmental; and
2. That Council request that the Subject Land (approximately 3700 metres²) fronting McLennan Street be added to the exiting Railway Land leased from the Public Transport Authority.

RESOLUTION: 155-18/19

MOVED Cr McRae SECONDED Cr Brown

1. Receive the Soil Contamination Assessment Report prepared by Western Environmental; and
2. That Council request that the Subject Land (approximately 3700 metres²) fronting McLennan Street be added to the exiting Railway Land leased from the Public Transport Authority, and
3. That community engagement being undertaken to survey for ideas and support for future usage of the subject land.

CARRIED 7/0

Reason for Variation to Officer's Recommendation

Council to seek community feedback on future potential uses for the PTA land.

IN BRIEF

- The Railway Reserve land, under the control of the Public Transport Authority (PTA), on the corner of McLennan and Parker Street, Quairading has been identified as a potential site for the Shire to utilise and/or manage in the future.
- The Railway Reserve land was previously used as a Car Sales Yard/Motor Vehicle Repair premises, which has since been demolished and historically has been the subject of an anecdotal fuel spill from a Railway wagon in the vicinity or adjacent the North East section of the land;
- The Shire engaged Western Environmental Consultants to undertake a Soil Contamination Assessment with a view to ascertaining the extent of contamination and likely cost to remediate the land for the proposed purpose as a Recreation Area before determining whether to acquire the Land from PTA via lease.
- The Soil Contamination Assessment has been completed and the findings indicated that: -
“elevated metals and minor concentrations of hydrocarbons and pesticides were detected in surficial and subsurface soils, however all reported contaminant concentrations comply with the adopted environmental and health assessment criteria.”

“Approximately 1.0kg of asbestos cement material (ACM), approximately 30 fragments were identified and collected by hand from the surficial soils across the site. All the ACM was in moderate to good condition (i.e. non friable). Generally, the ACM was in the proximity to the historical building footprint and likely due to the poor demolition processes. No surficial ACM was observed during a final walkover of the site.”

“any personnel working on the site should be made aware of the low risk of encountering potential ACM during the works. Any additional potential ACM identified should be handled as ACM until confirmed otherwise.”

- The site is considered suitable for the proposed use as a child friendly recreation area such as a skate park (original suggestion to PTA).
- Due to its central and high profile location in the Townsite, consideration should be given to the land being incorporated into the exiting area leased by Council from the PTA. This will enable Council to be able to maintain this portion of land while Council maintains all surrounding land leased from the PTA.
- Eventual use of the land has not been addressed in this Report.
- Current Lease (Licence to Occupy) with the PTA is for a Term of 21 years, expiring 31st July 2030.
- Attached Map provides detail of the current land area.
- PTA’s Property Manager advises that this could be done through an “Exchange of Letters” to achieve the extension of the leased land to the McLennan Street frontage. This would remove the need for a separate lease which would incur Lease / Licence preparation fees.
- Terms and Conditions would then be in accordance with the present leased area from Ashton Street to McLennan Street.

MATTER FOR CONSIDERATION

That Council receive the Soil Contamination Assessment Report by Western Environmental and determine whether Council would accept the future lease of the PTA Land (Ex Valley Ford Site) by its inclusion into Council’s existing Railway Lease held with the PTA.

BACKGROUND

Following the demolition of buildings located on land on the corner of McLennan Street and Parker Street the site has come under Council’s consideration given its proximity to the Town Hall / Public Toilets, Caravan Park and Community Resource Centre.

It has been noted that the land is the subject of a relinquished Lease by “Valley Ford” from the PTA and therefore the vacant (but fenced) land is currently under the management of the Public Transport Authority.

The PTA has indicated a willingness to consider extending the current lease area to include the land (approximately 3,700 metres²) at no additional Lease / Licence costs.

The site was previously used as a Vehicle Sales Yard/Fuel Depot/ Motor Vehicle Repair premises with an anecdotal history of a large fuel (diesel) spill. Accordingly, before the site could be considered for use as Public Open Space or Community Space, Council authorised the Chief Executive Officer to engage a Consultant to test and ascertain the extent of any soil contamination that may preclude its use for any future purpose.

Council at its November 2018 Ordinary Council Meeting resolved (103-18/19)

That Council: -

1. *Receive the Legal Advice from Civic Legal dated 27th November 2018;*
2. *Authorise the Chief Executive Officer to proceed with the engagement of Environmental Consultant, Western Environmental to undertake the Soil Analysis Testing and Report within Council’s Revised Budget Provision.*
3. *Council requested that the Chief Executive Officer obtain a copy of the Certificate of Title from the PTA.*

The PTA are yet to provide a copy of the Certificate of Title.

STATUTORY ENVIRONMENT

Public Transport Authority Act 2003

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Yes – Council reviewed its Original Budget to allocate \$10,000 for Conducting Soil Sampling and Testing. The actual cost of the Soil Testing consultancy was \$7,150.

PTA Property Management have advised that there would be no additional Lease / Legal Costs associated with incorporating this land into Council's existing lease area.

It is envisaged that there would be minimal future operating costs to conduct weed control on the site as Council Staff undertake seasonal weed control on the remaining leased PTA land.

Future Use or development of the Land will require the development of a Project Plan and be submitted to Council's Budgetary processes.

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

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

ITEM	OUTCOMES AND STRATEGIES
B1	Responsive Land Use Planning
B2	Enhanced and Sustainably Managed Assets and Infrastructure
B2.2	Ensure the provision of community facilities and other built assets takes into account the needs of the community

COMMUNITY CONSULTATION

Nil – Formal Consultation

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

Financial - Risk Matrix Rating is assessed as Low. Current proposal will be at a nil Cost to Council.

Health – Risk Matrix Rating is assessed as Low. Public Risk has been mitigated by the Soil Testing and Analysis. Standard OHS protocols will need to be complied with if any further Asbestos Cement Material fragments are identified.

Reputation – Risk Matrix Rating is assessed as Low. Council has undertaken Due Diligence in ordering a Soil Assessment of the Site, prior to considering future tenure options.

Operation – Risk Matrix Rating is assessed as Low. Ongoing weed control of the vacant site can be accommodated within Council's existing operations which are on adjoining land.

Natural Environment – Risk Matrix Rating is assessed as Low. Soil Tests and Assessment has provided Findings that clarify the status of the Site and no impact on the surrounding Natural Environment.

COMMENT

The land under consideration is well located and could be included into the land area currently leased from the PTA which has a Lease Cost of \$1 per annum (upon demand).

10.2 Local Government Act 1995 Review (Phase 2)

Meeting Date	28 th March 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Survey Results – Compilation of CCZ and Councillors & CEO
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 156-18/19

MOVED Cr McRae SECONDED Cr McGuinness

That Council: -

1. Receive the Local Government Act Review Phase 2 Consultation Survey Results, and
2. Support the Central Country Zone Submission Responses with the exception of the identified Issues as marked in this Report supported by Council.
3. Authorise the Chief Executive Officer to prepare and submit a formal submission to the Minister of Local Government based on the composite Council and Central Country Zone Responses.

CARRIED 7/0

IN BRIEF

- The Department of Local Government has consulted with more than 100 organisations and community groups across the State including local government councillors, staff, peak bodies, multicultural groups, young people, Aboriginal groups and seniors.
- Consolidated Survey Results are attached reflecting responses from Councillors, Chief Executive Officer and the Central Country Zone (CCZ).
- Largely there is consensus between the majority of the Survey Respondents.
- There are a number of issues / questions where the Responses vary between Elected Members and the Central Country Zone. These are typed in Red in the attached Consolidated Survey Response.
- Public Submissions are invited until Sunday 31st March 2019.

MATTER FOR CONSIDERATION

Council to consider the various issues raised in the Local Government Act Review Phase 2 Consultation Survey and if deemed appropriate, authorise the Chief Executive Officer to prepare a submission to the Minister of Local Government reflecting Councils position.

BACKGROUND

Local Government Act Review Phase 1 - Local governments and communities were invited to have their say on the priority reforms earlier this year and the drafting of a Bill which includes universal training for candidates and council members, council member code of conduct, improvements to Chief Executive Officer recruitment and performance review and a simplified gift framework is now underway

Local Government Act Review Phase 2 will result in a new Local Government Act and focuses on delivering for the community based on the themes Agile, Smart and Inclusive. It considers nine key topic areas and local governments and community members are currently invited to have a say on some or all of the reform areas.

To assist in the review, the Department of Local Government, Sport and Cultural Industries (DLGSC) has released a series of Surveys covering the following topics:

Agile

- Beneficial organisations (council controlled organisations)
- Financial management
- Rates, fees and charges

Smart

- Administrative efficiencies
- Local laws
- Council meetings
- Interventions

Inclusive

- Community consultation and engagement
- Integrated Planning and Reporting
- Complaints management
- Elections

A collated set of survey papers and related questions prepared by the Central Country Zone were distributed to all Councillors on the 7th February 2019.

Cr Haythornthwaite and Cr Smith have provided their responses.

The Chief Executive Officer has also completed the Review Survey.

The Consolidated Survey Results incorporates the Responses prepared by the Central Country Zone LG Act Review Working Group on which Cr McGuinness sits and has provided input to the CCZ Response.

The Central Country Zone at its meeting on the 15th March 2019 adopted the Working Group's Responses as the Zone's Formal Responses.

STATUTORY ENVIRONMENT

Local Government Act 1995 and associated Regulations

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

Nil – Local Government Act being reviewed by the Minister for Local Government.

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

COMMUNITY CONSULTATION

The Minister and the Department of Local Government have widely circulated the Local Government Act Review Consultation Surveys and invite Public Submission by the 31st March 2019.

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

Financial - Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Council and the Community have been invited by the Minister for Local Government to make written submissions or to complete the online survey.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

No further Comment.

10.3 Waiver Hall Hire Request – Art Exhibition Sponsorship

Meeting Date	28 th March 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Letter from Mr Charlie Colbung
Owner/Applicant	Shire of Quairading
Disclosure of Interest	N/A

OFFICER RECOMMENDATION

That Council support Mr Charlie Colbung's request for Sponsorship of the "Kaleidoscope" Art Exhibition from 30th May to the 4th June 2019 (inclusive) through the sponsoring the Hall Hire Charges.

RESOLUTION: 157-18/19

MOVED Cr McGuinness SECONDED Cr Brown

That Council:

1. Support Mr Charlie Colbung's request for Sponsorship of the "Kaleidoscope" Art Exhibition from 30th May to the 4th June 2019 (inclusive) through the sponsoring the Hall Hire Charges, and
2. Request a Bond of \$875 be lodged, and
3. Will accept the offer of a donated art work to the Council.

CARRIED 7/0

REASON FOR VARIATION TO THE OFFICER'S RECOMMENDATION

Council requested that a Hall Hire Bond be lodged for the duration of the exhibition and secondly, Council accept Mr Colbung's offer of donating an Art Piece to Council in recognition of its Sponsorship of the Art Exhibition.

IN BRIEF

- Local Artist Mr Charlie Colbung is arranging a free Public Art Exhibition comprising of his artworks and also those of numerous local Noongar artists.
- Art Exhibition proposed to be held over the June Long Weekend.
- Mr Colbung has approached other external parties for assistance with supplies to create the exhibition.
- The Exhibition dates are within the National Reconciliation Week celebrations.
- Provides an opportunity for Council to support another event which showcases local Artists and also will assist with Cultural awareness.
- Exhibition will be promoted to attract Visitors to the district over the extended Weekend.
- Mr Colbung has been liaising with Council's Grants and Community Team and the Quairading CRC.
- RAP Committee invited to participate in the organising and conduct of the Exhibition.

MATTER FOR CONSIDERATION

Level of Sponsorship towards the proposed Art Exhibition.

BACKGROUND

Mr Colbung has been planning an Art Exhibition featuring local Artists for some time and has been liaising closely with Council Officers and also the Quairading CRC in the area of Sponsorship and Support.

STATUTORY ENVIRONMENT

Local Government Act 1995

No delegated authority to the Chief Executive Officer to consider Donation / Sponsorship Requests nor to consider the waiving or the reduction of Fees & Charges.

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

The Hall Hire income for the Exhibition would be \$916 (exc of GST), being 2 days of Setting Up/ Dismantling Days and 4 days of the Exhibition.

Council is holding unexpended NAIDOC Grant (Federal Government) monies totalling \$251.88 (Expense GL 4572)

Sponsorship of \$500 from Members of Council – Donations (GL 0382) which has a Budget Allocation of \$500. Nil has been expended for Year to date.

Balance of Sponsorship of \$164.12 from CDO – Other Expenses (GL 4572).

Therefore, the net effect of the exhibition to Council will be \$0.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience
ED1.1	Economic and tourism development, including: <ul style="list-style-type: none"> § adopt “Small Business Friendly Local Governments” program § review potential of the community’s existing assets and facilities to drive improved economic outcomes § leverage Federal and State Government priorities and programs (e.g. building the capacity of local industry to undertake Local and State Government contracts) § work with stakeholders to determine facilitation approach to business and jobs growth
ED2	Tourism facilities and services
ED2.1	Contribute to readily accessible visitor information and services, including good quality, affordable visitor accommodation

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
S4	Inclusive community
S4.1	Facilitate the Noongar Reconciliation and Cultural Awareness Process

Extracts from the adopted RAP Action Plan 2017-19 (adopted by Council July 2017)

RELATIONSHIPS

The Shire of Quairading values the diversity of the people in our community and understands that through respectful and genuine relationships we can learn from each other. Providing leadership in strengthening relationships with First Peoples of Australia is important to the Shire of Quairading in developing an inclusive, strong and healthy community.

Focus area: Engagement: bringing people together; and cultural awareness training.

Action

2. EVENTS

- 2.1. Ensure that Events such as NAIDOC Week and others, have a goal of building and strengthening relationships.
- 2.2. Encourage inclusion of Aboriginal Performers and providers in major events.

RESPECT

Respect for the local Noongar people and those from other areas who have settled in Quairading is an essential Foundation for building meaningful relationships and ensuring full participation in the community. An understanding of Noongar culture and history is central to respect. Making this visible through events, art, signage, promotion and cultural protocols demonstrates our recognition and appreciation for the diversity of people in our community and the significance of land, culture and history.

Focus area: Visible recognition of First Peoples of Australia cultures, history and peoples and protocols.

Action

2. PROCEDURES, POLICIES and STRATEGIES

- 2.4. Venue Hire – Council sponsors RAP Events by providing room hire which can be accommodated within the RAP budget within the CDO Annual Budget.

3. ABORIGINAL HISTORY IN QUAIRADING

- 3.5. Source potential funding for permanent Noongar-focussed displays, as well as bilingual signage around the town and district.

OPPORTUNITIES

By creating employment, economic, educational and other opportunities for First Peoples of Australia people in our region, the Shire of Quairading will assist where possible to improve services, and achieve full participation of all its residents and visitors.

Focus area: Inclusion, employment, health and healing and cultural opportunities

Action

3. CULTURAL TOURISM

3.2. Cultural experiences

- Contents defined;
- Documentation;
- Persons identified to deliver program;
- Marketing.

COMMUNITY CONSULTATION

Nil Public Consultation to date.

Art Exhibition will be widely promoted.

RAP Committee involvement.

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

Financial - Risk Matrix Rating is assessed as Low. Sponsorship able to be funded from existing Budget Cost Centres.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Sponsorship of the event will be beneficial to the reputation of Council, while bringing a benefit of an additional community event with tourism potential.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The Sponsorship of the Art Exhibition provides Council with an ideal opportunity to support a local Event which showcases Noongar Art & Culture while providing a Free Community Event which with promotion, may lead to additional visitors to the District during the Long Weekend.

It is considered a very cost effective Sponsorship with the outcome of an additional Community event which fosters inclusion and harmony.

10.4 Park Cottage Clarifications

Meeting Date	28 th March 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	IPR/SPO Richard Bleakley
Attachments	Various
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That Council: -

- 1. Receive the Officer's Report on the Caravan Park Cottages; and**
- 2. Determine each of the 5 Areas of the Specification to enable the finalising of the Specifications prior to Contract.**

RESOLUTION: 158-18/19

MOVED Cr McGuinness SECONDED Cr McRae

That Council: -

Receive the Officer's Report on the Caravan Park Cottages

CARRIED 7/0

RESOLUTION: 159-18/19

MOVED Cr Smith SECONDED Cr McGuinness

That Council Rescind Resolution: 129-18/19 passed at the Ordinary Council Meeting held on the 28th February 2019

CARRIED BY ABSOLUTE MAJORITY 7/0

RESOLUTION: 160-18/19

MOVED Cr Smith SECONDED Cr McRae

That Council: -

- 1. Accept the Tender with the approved variations from Modular WA as the preferred Contractor for the Park Cottage Project with a tendered cost of \$269,247 (inc GST), and**
- 2. Authorise the Chief Executive Officer to proceed with the preparation, finalisation and signing of the Contract with Modular WA.**

CARRIED 7/0

IN BRIEF

- Council has accepted the Tender from Modular WA for 3 Park Cottages.
- Original Tendered Cost of \$260,781 (inc GST).
- Council sought further clarification from the preferred Contractor prior to the Chief Executive Officer entering into a Construction Contract.
- Council Officer met with Modular Homes on the five (5) Matters as detailed below.
- The Chief Executive Officer has delegated Authority from Council to determine on minor Variations prior to entering into a Contract.

Variations supported by Council totalling \$8466: -

Option 1. Remove gabled end and make veranda a gabled roof with exposed rafters. Underside of sheets to be shadow grey		\$918
Option 2. Upgrade window and sliding door screens to Invisi-Gard 316 stainless steel mesh in lieu of diamond grill flyscreens - openable portion only		\$7,548

MATTER FOR CONSIDERATION

5 Matters requiring Specification Clarification before Contract is prepared.

BACKGROUND

At the February 2019 Council Meeting, Council passed the following resolution:

RESOLUTION: 129-18/19

“That Council: -

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

The Council sought additional information and clarification on the following matters prior to final negotiations with the accepted Tenderer Modular WA.

- Removal of Infill in the Gable – Option 1 (see below comments)
- Instantaneous HWS versus Heat Pump – Retain Heat Pump (see comments below)
- Deletion/Alteration of Side windows in Bedrooms for privacy – To proceed (see comments below)
- Security Grilles on Windows – Option 3 (see comments below)
- Confirmation of vinyl floor covering throughout – To proceed (see comments below).

Removal of Infill in the Gable

Design presented in Tender document – Zinc alum trusses with flush sheeting parallel to veranda.

Modular WA have said they would be able modify the design of the gable end and have presented two options:

	Unit Cost	Total
Option 1. Remove gabled end and make veranda a gabled roof with exposed rafters. Underside of sheets to be shadow grey	\$306	\$918
Option 2. Remove gabled end and make veranda a raked lined roof	\$1,027	\$3,081

Instantaneous HWS versus Heat Pump

Research and consultation with Shire Electrician provided the following information

To install an instantaneous HWS of adequate size for the cottages would require the following upgrades to the power supply:

- Installation of 3-Phase supply to the cottage versus existing Single phase; and
- Upgrading of capacity of cabling from existing 40 Amp to 100 Amp cable

Power consumption of Instantaneous HWS for systems with showers is high when in use.

Heat pumps draw a low load, only heat to 54C, and with modern storage tanks retain heat through use of efficient insulation.

Deletion/Alteration of Side windows in Bedrooms for privacy

Distance between cottages is approximately 5 metres.

All windows are fitted with blinds

If modifications to window size is still required, this needs to be confirmed prior to finalizing of contract. Minor variations to window size would be cost neutral.

Screening/Landscaping is a viable alternative to altering the windows.

(Cottage Attachment 1: Layout of Cottages)

Security Grilles on Windows

Tender design included security grills (Aluminum diamond mesh barriers) on sliding sections of doors and windows only

Modular WA have provided a number of options for either partial or full coverage of doors and windows.

	Unit Cost	Total
Option 3. Upgrade window and sliding door screens to Alu Gard aluminium mesh screens in lieu of diamond grill flyscreens - openable portion only	\$1,722	\$5,166
Option 4. Upgrade window and sliding door screens to Alu Gard aluminium mesh screens in lieu of diamond grill flyscreens - Full cover option	\$4,577	\$13,731
Option 5. Upgrade window and sliding door screens to Invisi-Gard 316 stainless steel mesh in lieu of diamond grill flyscreens - openable portion only	\$2,516	\$7,548
Option 6. Upgrade window and sliding door screens to Invisi-Gard 316 stainless steel mesh in lieu of diamond grill flyscreens - Full cover option	\$6,164	\$18,492
Option 7. Upgrade diamond barrier grill window and sliding door screens to full cover option in lieu of openable portion only	\$2,811	\$8,433

Option 5 is full coverage of windows and doors using mesh quoted in the Tender submission.

(Cottage Attachment 2: Alu-gard Edge Brochure)

(Cottage Attachment 3: Invisi-gard Brochure)

Confirmation of vinyl floor covering throughout

Modular WA have confirmed that the flooring will be Firmfit 5mm Vinyl planking in non-wet areas.

Wet areas are to be tiled

(Cottage Attachment 4: Firmfit Flooring Brochure)

Other Matters

Modular WA have included additional variation costs such as additional GPOs both internal and external

Colour scheme and fittings / fixtures to be finalized at pre-start meeting

(Cottage Attachment 5: Variations cost sheet)

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Purchasing Policy (adopted 27/09/2018)

FINANCIAL IMPLICATIONS

Short term – Variations to the original scope presented will incur additional costs over the Tender Price.

Long term – Variations will be cost neutral (operational costs).

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience
ED1.1	Economic and tourism development
ED2	Tourism facilities and services
ED2.1	Contribute to readily accessible visitor information and services, including good quality, affordable visitor accommodation

COMMUNITY CONSULTATION

N/A

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

Financial - Risk Matrix Rating is considered Low

Issues raised at the February 2019 Council Meeting have been addressed and costed.

Health – Risk Matrix Rating is considered Low

Reputation – Risk Matrix Rating is considered Low

Due diligence has been conducted to ensure the Shire minimises its risk through dialogue with preferred Tenderer Modular WA.

Operation – Risk Matrix Rating is considered Low

Natural Environment – Risk Matrix Rating is considered Low.

COMMENT

The five items raised by the Council have been discussed with Modular WA and they have responded with either clarification or a number of options for each possible variation.

10.5 Council Delegates Replacement

Meeting Date	28 th March 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Nil
Owner/Applicant	Shire of Quairading
Disclosure of Interest	CEO, Mr Graeme Fardon is the Secretary/Treasurer of the Quairading Frail and Aged Lodge Advisory Committee.

OFFICER RECOMMENDATION

RESOLUTION: 161-18/19

MOVED Cr McGuiness SECONDED Cr Stacey

1. The Council appoint the following Delegate Cr Haythornthwaite to the Quairading Frail and Aged Lodge Advisory Committee for the remainder of the term being 7 months, October 2019.
2. The Council appoint the following Delegate Cr McRae to the Little Rainmakers Childcare Centre Executive Committee for the remainder of the term being 7 months, October 2019.

CARRIED 7/0

The Shire President thanked the two Councillors for volunteering their time to the positions.

IN BRIEF

- Council is represented by its Delegates on local Committees.
- Council's Delegate positions are now vacant following the Resignation of Cr Bill Shenton from Council
- Appointments are for a 2 Year period until the next ordinary Election Day being 19th October 2019. The remainder of the term being 7 months.

MATTER FOR CONSIDERATION

This report seeks Council to appointment a replacement Council Delegates to the Quairading Frail and Aged Lodge Advisory Committee and the Little Rainmakers Childcare Centre Executive Committee.

BACKGROUND

As part of Council's governance and representation obligations, individual Councillors represent Council on a range of 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.

Following the Local Government Elections in October 2017 Council was required to appoint Councillors and Staff Members as Delegates to the following Committee: -

Quairading Frail and Aged Lodge Advisory Committee – 1x Councillor, CEO

Childcare Centre Executive Committee – 1x Councillor, Deputy Chief Executive Officer (now EMCS), Finance Administration Officer (now SFO)

At the 26th October 2017 Ordinary Council Meeting Cr Shenton was appointed as a Delegate to represent Council on the Quairading Frail and Aged Lodge Advisory Committee and the Childcare Centre Executive Committee.

Cr Shenton advised at the February 2019 Ordinary Council Meeting of his resignation from Council effective 1st March 2019.

The Frail and Aged Lodge Advisory Committee meet on a Tuesday every second month (even months) at 3.00pm, with the Committee Meetings held in the Council Reception Room.

The Little Rainmakers Childcare Centre Executive Committee only meet as and when required and have not convened a meeting in the 2018/19 Year.

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
S4	Inclusive community
S4.4	Actively support 'Ageing in Place' services, housing and infrastructure

COMMUNITY CONSULTATION

N/A

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

Financial - Risk Matrix Rating is assessed as Low

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. It is appropriate that Council fill the vacancies for the remaining Term until the Local Government Election in October 2019.

Operation – Risk Matrix Rating is assessed as Low. Delegates appointment and attendance at the Committee meetings are a normal part of Council's Operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Council is required to be represented on a number of Groups and Organisations both locally and regionally.

Cr Shenton, due to a change in personal circumstances has resigned from Council effective the 1st March 2019.

As Council has not appointed a proxy delegate to the Quairading Frail and Aged Lodge Advisory Committee and the Little Rainmakers Childcare Centre Executive Committee, Council may consider the appointment of other elected members to fill the vacant positions.

10.6 Extraordinary Vacancy Request

Meeting Date	28 th March 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Letter from the WA Electoral Commissioner
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 162-18/19

MOVED Cr Smith SECONDED Cr Haythornthwaite

That Council note that the WA Electoral Commissioner has approved Council's request for the Extraordinary Vacancy on Council to remain unfilled until the October 2019 Election.

CARRIED 7/0

IN BRIEF

- Following the Resignation of Councillor Bill Shenton, Council resolved to seek Approval from the WA Electoral Commissioner to keep the Extraordinary Vacancy on Council unfilled until the October 2019 Local Government Election Day.
- Correspondence from the WA Electoral Commissioner was received on the 20th March 2019

MATTER FOR CONSIDERATION

That Council note the WA Electoral Commissioner has approved Council's request for the Extraordinary Vacancy on Council to remain unfilled until the October 2019 Election.

BACKGROUND

Extract of Council Meeting Minutes – 28th February 2019

RESOLUTION:141-18/19

“Pursuant to Section 4.17(2) of the Local Government Act 1995, Council request the WA Electoral Commissioner to allow the extraordinary vacancy created by the resignation of Cr Bill Shenton to remain unfilled until the next ordinary election in October 2019.”

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 4.17(2)

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

Nil in 2018/19 Year.

Extraordinary Vacancy Election will be conducted in conjunction with the Ordinary Election on the third Saturday in October 2019.

Council will need to Budget in the 2019/20 Year for the Statutory Preliminaries and Conduct of the Election. Conduct of the Election to be included in Council's 2019/2020 Budget. Estimated Cost of a contested in-person ordinary election will be in the order of \$4,500-5,000 (ex GST). All Preliminaries for an "In Person" Election are conducted in house and have been costed in General Administration. Wages Costs on Election Day and all Statutory Advertising expenses are costed to the Election Cost Centre.

The WA Electoral Commissioner has quoted the amount of \$13,000 (inc GST) to conduct a Postal Vote Election for the 4 Vacancies.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

N/A

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

Financial – Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Risk mitigated by seeking the Electoral Commissioner's Approval to keep the extraordinary vacancy unfilled thereby not incurring unbudgeted Expenditure in the current Financial year.

Operation – Risk Matrix Rating is assessed as Low. Historically, in person elections have been managed with Council's existing operational resources but the elections do draw an amount of resources away from other Projects and Services for the period of the preparation and conduct of the election.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Nil.

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

Cr McRae commented on the recent outage apparently due to the changeover of Telstra's Mobile Tower and that an Emergency incident had occurred on that day leaving the District with no Telstra mobile phone coverage.

Cr McRae enquired if the Shire had been informed of the planned outage and requested the Chief Executive Officer to follow up Telstra with a request that Council be notified of any planned disruptions in future.

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 Wednesday 24th April 2019, commencing at 2 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 16 CLOSURE

There being no further business, the Chairman closed the Meeting at 5.24 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 28th March 2019 were confirmed on 24th April 2019 as recorded on Resolution No. _____

Confirmed..... 24/04/19

SHIRE OF QUAIRADING

The Special Council Minutes of Meeting held on Tuesday 16th April 2019 commencing at 4.55 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 4.55 pm.

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

Mr GA Fardon	Chief Executive Officer
Mr NL Gilfellon	Executive Manager Corporate Services

Observers/Visitor

Nil.

Apologies

Nil

Leave of Absence Previously Granted

Nil.

ITEM 3 MEETING CLOSURE TO PUBLIC

The Meeting will be closed by Council Resolution to the Public under Part 5 Division 2 Section 5.23 (2)(b) and (c) of the Local Government Act 1995 as the Item relates to “the personal affairs of any person” and “a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting”.

OFFICER RECOMMENDATION

That Council close the Meeting to the Public pursuant to Section 5.23 (2)(b) & (c) of the Local Government Act 1995.

RESOLUTION: 163-18/19

MOVED Cr McGuinness SECONDED Cr Brown

That Council meet behind Closed Doors at 4.57pm to consider Item 6.1 in accordance with Section 5.23 (2)(b) & (c) of the Local Government Act 1995.

CARRIED 7/0

ITEM 4 PUBLIC QUESTION TIME

Nil – Meeting Closed to the Public for the Confidential Item.

ITEM 5 DECLARATIONS OF INTEREST

Cr McRae – Impartiality Interest (Rural Health West)

Cr McGuinness – Impartiality Interest (WA Country Health Service)

ITEM 6 CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)

6.1 Medical General Practice Review (Confidential Item)

Item considered Confidential under Section 5.23, 5.94 and 5.95 of the Local Government Act as information relates to a current Contract that Council has for Medical Services and future Medical Service Arrangements. Reference Section 5.23(2)(b) and 5.23(2)(c)

Council considered the Chief Executive Officer's Confidential Report.

OFFICER RECOMMENDATION

RESOLUTION: 164-18/19

MOVED Cr McGuinness SECONDED Cr Smith

1. That Council receive the Medical General Practice Review and Options Report prepared by the Chief Executive Officer;
2. That Council support the Private Practice (with Council Support) Model as a basis for a Medical Practice Agreement with Dr Adenola Adeleye from the 1st October 2019 for a Term of 5 Years (with Option for Extension)
3. That the Chief Executive Officer be authorised to negotiate and prepare a Draft General Practice Agreement with Dr Adenola Adeleye for authorisation by Council before the 30th June 2019.

CARRIED 7/0

The Meeting noted the Terms of Reference of the Medical Executive Committee which provides for a Review and Support role for the Committee with the Chief Executive Officer in further discussions with the Doctor.

A Schedule of Milestones / Timeline for the Doctor Agreement is to be provided to the next Ordinary Meeting of Council.

ITEM 7 MEETING OPENED TO THE PUBLIC

OFFICER RECOMMENDATION

RESOLUTION 165-18/19

MOVED Cr Haythornthwaite SECONDED Cr Smith

That the Meeting be open to the Public.

CARRIED 7/0

ITEM 8 CLOSURE

There being no further business, the Chairperson closed the Special Council Meeting at 6.02 pm.

Confirmed.....

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

8.1 Municipal Heritage Inventory & Heritage Lists - Requirements

Meeting Date	24 April 2019
Responsible Officer	J Jurmann, Contract Planner
Reporting Officer	G Fardon, CEO
Attachments	Nil
Owner/Applicant	N/a
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That Council receive this Report and receive a further Report during budget deliberations.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Adoption and review of the MI is a requirement of the *Heritage of Western Australia Act 1990*.
- The current MI was adopted in 1996 and contains 209 places and sites of heritage value recognised by the community at the time.
- Review of the MI required in conjunction with a major review of the local planning strategy and scheme, and is therefore a priority action in the Heritage Strategy.
- Creation of a Heritage List is a requirement of Part 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- The Heritage Strategy recommends that the creation of a heritage list should follow the review of the MI for inclusion in the new local planning scheme.
- A draft Heritage List was compiled in 2015, based on the original MI, with management levels 1 and 2 to be included.
- Proposals from Heritage Consultants for the review of the MI and creation of a Heritage List received with the quotes varying from \$20,636 to \$45,000.

MATTER FOR CONSIDERATION

This Report provides an outline of the options, legal requirements and costings for consideration of Council to enable implementation of the recommendations of the Heritage Strategy in regards to the review of the Municipal Heritage Inventory and creation of a Heritage List.

BACKGROUND

Council at its Ordinary Meeting held in April 2018, adopted the Shire's Heritage Strategy and accompanying Implementation Plan.

A minor annual review of the Strategy was presented to Council for consideration at its March 2019 meeting where it was resolved to:

1. Receive the Heritage Strategy Annual Review Report (March 2019) as presented, and
2. The Chief Executive Officer is to provide a list of options, legal requirements and costings before Council proceeds to Budget deliberations.

This Report responds to the second point of the resolution.

STATUTORY ENVIRONMENT

Reviewing a Municipal Heritage Inventory

Under the *Heritage of Western Australia Act 1990*, Local Government Inventories, also known as Municipal Inventories (or MIs), must be compiled and reviewed by the Local Authority. MIs are common practice in Australia, and the foundation of decision-making for a range of heritage projects and processes.

MIs identify local heritage assets and provide the base information needed for local governments to achieve consistency, strategic direction and community support when dealing with heritage matters. It should identify places and areas that retain significant physical fabric from the past. It is not intended that the MI encompass sites without remnant fabric (i.e. vacant or redeveloped sites), unless they have historic associations of major importance to the locality.

A review of the MI should be carried out every 4 years preferably in conjunction with each major review of a local planning strategy and local town planning scheme, and should comprehensively identify the places and areas of cultural heritage significance in the local district including:

- geographic coverage of all the district's towns, suburbs or other areas without arbitrary exclusions.
- coverage of all place types (e.g. public and private buildings; residential and commercial places), without arbitrary exclusions.

The review of an inventory should involve public consultation that as a minimum:

- provides each affected owner the opportunity to comment on the heritage significance of any place proposed for inclusion; and
- publicly advertises the inventory to give the opportunity for public comment (either at the commencement or when preliminary results are available).

The Heritage Council must be supplied with a current copy of the inventory but do not review or approve inventories.

Creating a Heritage List

When compiling heritage lists, a local government may elect to include all heritage places in its MI, or a smaller sub-set of places.

It is usual that those places of higher cultural heritage significance are adopted into the local government Heritage List, which allows the MI to act as a general survey and store of information, while the List records places that need the protection of additional planning controls.

Standard procedures for the compilation of a heritage list are set out in clause 8 of Part 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Deemed Provisions) as follows:

- (1) "The local government must establish and maintain a heritage list to identify places within the Scheme area that are of cultural heritage significance and worthy of built heritage conservation.
- (2) The heritage list —
 - (a) must set out a description of each place and the reason for its entry in the heritage list; and
 - (b) must be available, with the Scheme documents, for public inspection during business hours at the offices of the local government; and
 - (c) may be published on the website of the local government.

- (3) The local government must not enter a place in, or remove a place from, the heritage list or modify the entry of a place in the heritage list unless the local government —
 - (a) notifies in writing each owner and occupier of the place and provides each of them with a description of the place and the reasons for the proposed entry; and
 - (b) invites each owner and occupier to make submissions on the proposal within 21 days of the day on which the notice is served or within a longer period specified in the notice; and
 - (c) carries out any other consultation the local government considers appropriate; and
 - (d) following any consultation and consideration of the submissions made on the proposal, resolves that the place be entered in the heritage list with or without modification, or that the place be removed from the heritage list.
- (4) If the local government enters a place in the heritage list or modifies an entry of a place in the heritage list, the local government must give notice of the entry or modification to —
 - (a) the Heritage Council of Western Australia; and
 - (b) each owner and occupier of the place.”

POLICY IMPLICATIONS

There are no policy implications associated with this Report.

FINANCIAL IMPLICATIONS

Proposals from Heritage Consultants for the review of the MI and creation of a Heritage List received with the quotes varying from \$20,636 to \$45,000. The variation between quotes can be attributed to the differing level of support expected from the Shire (administrative and site inspections/ photographs) and number of site inspections carried out by the consultant that may be required during the review. All quotes can be the subject of further negotiation to reach the desired outcomes and budgetary constraints.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

The protection of local heritage is consistent with the aims and objectives of the Strategic Community Plan.

COMMUNITY CONSULTATION

Community consultation will be required during the creation of a heritage list and is highly recommended to form part of the review of the Municipal Heritage Inventory.

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

Financial – Risk Rating is assessed as Medium Risk. Proposals/Quotations from Heritage Consultants vary widely and are currently being further assessed by the Town Planning Contractor prior to the Budget amount being submitted to Council for Draft Budget purposes. The Budget estimate in the adopted Strategy for the MHI review is lower than current Quotations.

Health – Risk Rating is assessed as Low.

Reputation – Risk Rating assessed as Low. Risk will be mitigated as the Heritage Strategy is progressively implemented and as the Municipal Heritage Inventory is updated and as Heritage Listing is incorporated into Council's Town Planning Strategy No.3.

Operation – Risk Rating is assessed as Low. Heritage Strategy being managed by CEO and Council's Town Planning Contractor as part of normal Operations.

Natural Environment – Risk Rating is assessed as Low Risk.

COMMENT

Heritage Listings

Cultural heritage places in WA are recorded in many different heritage listings.

Some of these listings give statutory protection to heritage places, through requirements for heritage-related approvals or referrals. Other listings are unofficial or quasi-official designations, often arising from local, community-based or thematic surveys.

The main listings relevant to the Shire are summarised below:

Statutory Listings

TYPE	ORGANISATION	LEGISLATION	WHAT IS LISTED
National Heritage List	Australian Heritage Council	Environment Protection Biodiversity Conservation Act (1999)	Places of national & significance
State Register	Heritage Council (assisted by the Department of Planning, Lands and Heritage (DPLH))	Heritage of Western Australia Act 1990	Places of State significance included in the State Register of Heritage Places
Heritage List	Local Governments	Planning & Development Act (2005); Local Planning Schemes	Places of local heritage significance

Other Listings and Surveys

TYPE	ORGANISATION	LEGISLATION	WHAT IS LISTED
Local Government Inventory (Municipal Inventory)	Local Governments	Mandated under the Heritage of Western Australia Act 1990 but controlled by Local Governments	Places of local significance
List of Classified Places	The National Trust of Australia (WA)	The National Trust of Australia (WA) Act (1964)	Places of local, state or national significance

Further details of each of the above Listing Types follows:

Statutory Listings

National Heritage List

The National Heritage List is a list of places deemed to be of outstanding heritage significance to Australia.

The Australian Heritage Council is an independent body of heritage experts that advises the Australian Government on heritage matters, and assesses places nominated for the National Heritage List.

State Register (Heritage Council)

The Heritage Council is the State Government's advisory body on historic heritage matters. It encourages the conservation and sensitive development of heritage places and promotes awareness of our State's cultural heritage. The Department of Planning, Lands and Heritage maintains the State Register of Heritage Places.

Planning, building, demolition and other applications affecting a place in the State Register are referred by the relevant decision making authority (usually a Local Government) to the Heritage Council for advice.

Local Planning Scheme – 'Heritage List' (Local Government)

Many local governments have established a list of heritage places under the provisions of the local planning scheme. Weight is given to the heritage significance of these places when planning applications are submitted.

Local Planning Scheme Heritage Lists typically comprise all or, or a subset of, the Local Government Inventory.

Other Listings & Surveys

Local Government Inventory (also known as a 'Municipal' Inventory)

A local government inventory is essentially a survey of heritage places in the local district, and is used as the basis of informed local conservation strategies. The purposes of an inventory can be summarised as:

- to provide a cultural and historic record of the local district
- to determine local government conservation policies
- to provide information about local heritage that may be required under a local planning scheme for that district.

List of Classified Places

This list is maintained by the National Trust of Australia (WA), a non-profit, community-based organisation involved in heritage identification, education, promotion, interpretation, advocacy and management of heritage sites across WA.

Shire of Quairading MI and Heritage List

The Shire of Quairading's MI was first compiled in 1996 by Laura Gray, Heritage and Conservation Consultant with the assistance of a Steering Committee, representing the people in the Shire and contains 209 places and sites of heritage value recognised by the community.

A draft Heritage List was compiled in 2015 by Laura Gray, the original consultant, based on the original municipal heritage inventory with it being recommended that management levels 1 and 2 be included in the Heritage List. It was noted by the author that it would be appropriate to undertake a full review of the MI by way of site visits and community involvement in order to substantiate the recommendations.

At present, the entire MI forms the Shire's Heritage List for the purposes of the local planning scheme resulting in places with less significance being subjected to the same regulation and development requirements as significant places. This position has been carried over from the previous Planning Regulations and is not intended to be continued as a long-term position.

Accordingly, the author of the Heritage Strategy, Stephen Carrick Architects, have recommended that following a review of the MI, a Heritage List be prepared in accordance with the provisions of the current Regulations.

Other Shire Comparisons

Research into similar projects and budgets revealed:

Shire of Kulin (2017) Heritage List – Town Planning consultant was utilised to create their Heritage List for adoption into their local planning scheme at a cost of \$6,500. The Heritage List was created from Categories 1 and 2 of their Municipal Heritage Inventory, which had been recently reviewed. The Shire has 139 places listed in Inherit, including 2 State Registered places.

Shire of Kojonup (2014) Municipal Heritage Inventory Review – The Shire requested quotes from heritage consultants to review their MHI and create a Heritage List, which had a similar outline of works and resolved to accept a quote of \$26,400. The Shire had 56 places on their MHI that was originally created in 1997 with Inherit listing 90 places, including 3 State Registered places.

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – March 2019

Meeting Date	24 th April 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	9.1.1 March 2019 Payment List 9.1.2 Transport Takings 9.1.3 Credit Card Statement
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That Council note the following:

1. That Schedule of Accounts for December covering Municipal Vouchers 23628 to 23633 & EFT6368 to EFT6473 & DD13321.1 to DD13321.10 totalling \$601,553.70 be received and
2. That Police Licensing payments for the month of March 2019 totalling \$102,574.65 be received (Attachment 9.1.2); and
3. That fund transfers to Corporate Credit Card for March 2019 balance totalling \$1,306.13 be received (Attachment 9.1.3); and
4. That Payroll payments for the month March 2019 totalling \$160,148.87; and
5. That the Lease payment for the month of March 2019 on the CESM Vehicle totalling \$1,775.97.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

Payments are per attached schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the accounts paid during March 2019.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Payment from Council's Municipal Fund. Expenditure as per delegated authority and included in the adopted 2018/2019 Budget.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

List of Accounts Due & Submitted to Committee - MARCH 2019

EFT/CHQ/DD	Date	Name	Description	Amount	Funded
EFT6368	08/03/2019	QUAIRADING TYRE & BATTERY SUPPLIES	2 FRONT TYRES - Q530 - ELECTRICAL VAN, TRAILER TYRE ON Q2307, 2 TRAILER TYRES ON Q4109, REPAIR PUNCTURE ON Q237 - CAT 12M GRADER, 2 NEW BATTERIES P272 - NISSAN UD TRUCK, 12V BATTERY FOR CLOCK STANDBY GENSET, 4 TYRES FOR CESM VEHICLE, GAS BOTTLE FOR TOWN HALL KITCHEN	3,519.74	PARTIALLY
EFT6369	08/03/2019	COURIER AUSTRALIA	ITEMS ON FREIGHT FOR SWEEPER, CRC AND MEDICAL PRACTICE	102.27	
EFT6370	08/03/2019	IMPRINT PLASTIC	DESK SIGNS FOR NEW OFFICE STAFF	112.20	
EFT6371	08/03/2019	LANDGATE	RURAL UV'S CHARGEABLE SCHEDULE R2019/1	230.70	
EFT6372	08/03/2019	QUAIRADING EARTHMOVING CO.	WANDRRA FLOOD DAMAGE REPAIR ROADS: RFT 01-17/18 CERTIFICATE 17	16,926.80	FULLY
EFT6373	08/03/2019	AWARD SECURITY	MONITORING OF SECURITY ALARMS 13 WEEKS	414.70	
EFT6374	08/03/2019	SURGICAL HOUSE	BOX OF 100 MEDIUM GLOVES - MEDICAL PRACTICE	14.76	
EFT6375	08/03/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	VARIOUS IT and MONTHLY FEE FOR DAILY MONITORING (FEBRUARY)	170.00	
EFT6376	08/03/2019	WATER CORPORATION	WATER USAGE AND CHARGES 01/01/2019 - 28/02/2019 VARIOUS LOCATIONS	32,374.74	PARTIALLY
EFT6377	08/03/2019	SARAH CAPORN	REIMBURSEMENT FOR 1 MONTH SUBSCRIPTION ON SURVEY MONKEY FOR COMMUNITY BUS	30.00	
EFT6378	08/03/2019	NOBLE MEDICAL INVESTMENT PTY LTD	MEDICAL SERVICES FROM 13 TO 26 FEBRUARY 2019	17,989.29	
EFT6379	08/03/2019	JODIE YARDLEY	REIMBURSEMENT FOR STATIONERY, STATIONERY FOR ELECTRICIAN, COUNCIL REFRESHMENTS AND WORKWEAR	164.63	
EFT6380	08/03/2019	CNW PTY LTD	VARIOUS ELECTRICAL SUPPLIES	502.63	FULLY
EFT6381	08/03/2019	FLEET FITNESS	SCHEDULED MAINTENANCE OF GYM EQUIPMENT	311.30	
EFT6382	08/03/2019	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	NOVEMBER AND DECEMBER BUILDING SERVICES LEVY	359.43	FULLY
EFT6383	08/03/2019	ALLSTRONG OUTDOOR GARAGE DOORS	FULL SERVICE ON GARAGE DOORS AND REPLACEMENT OF DOOR REMOTES	1,408.00	
EFT6384	08/03/2019	DANIEL SHAUN MARZOCCHI	REIMBURSEMENT FOR WORKING WITH CHILDRENS CHECK	85.00	
EFT6385	08/03/2019	MICHELE WILSON	REIMBURSEMENT FOR COUNCIL REFRESHMENTS	29.00	
EFT6386	08/03/2019	MICKS MOBILE SERVICES	45,000KM SERVICE - CESM VEHICLE	422.00	PARTIALLY
EFT6387	08/03/2019	TERRALEE HOPKINS	REIMBURSEMENT FOR EXPENSES WHILE TRAINING	66.50	
EFT6388	08/03/2019	NORTHAM HOLDEN	PURCHASE OF NEW COLORADO - MW & S	8,458.30	
EFT6389	08/03/2019	TRAVIS PAPAS	REIMBURSE COTTAGE BOND	200.00	FULLY
EFT6390	08/03/2019	WESTERN ENVIRONMENTAL PTY LTD	SOIL CONTAMINATION ASSESSMENT OF THE OLD VALLEY FORD SITE	7,865.00	
EFT6391	08/03/2019	P TABAK	REIMBURSEMENT FOR 2 NIGHTS CANCELLED AT CARAVAN PARK	60.00	
EFT6392	08/03/2019	HELEN AND GEORGE COOPER	REIMBURSEMENT OF FUEL EXPENSE ON RELOCATION - EXECUTIVE OFFICER	56.00	
EFT6393	18/03/2019	QUAIRADING TYRE & BATTERY SUPPLIES	BEARINGS - SLASHER, REPAIR PUNCTURE - GRADER	182.35	
EFT6394	18/03/2019	AVON WASTE	DOMESTIC AND BULK RUBBISH	8,251.32	PARTIALLY
EFT6395	18/03/2019	QUAIRADING FARMERS CO-OP	VARIOUS PURCHASES FOR ADMIN, COUNCIL, POOL, MEDICAL PRACTICE, YOUTH SERVICES, AUSTRALIA DAY, CHILD CARE AND NEWSPAPERS	1,685.19	
EFT6396	18/03/2019	QUAIRADING EARTHMOVING CO.	WANDRRA FLOOD DAMAGE REPAIR ROADS - RFT 01-17/18 CERTIFICATE 18	16,589.10	FULLY
EFT6397	18/03/2019	SUNNY SIGN COMPANY PTY LTD	STREET SIGNS FOR HAYES RD, FORBES RD AND TOAPIN WEIR	253.00	
EFT6398	18/03/2019	CLINICARE PHARMACY QUAIRADING	375ML INVISI-SHIELD X 3 - MEDICAL PRACTICE	56.85	
EFT6399	18/03/2019	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	COMMUNITY CAR FUEL - 12,13,15 AND 28.2.19	157.90	FULLY
EFT6400	18/03/2019	NEU-TECH AUTO ELECTRICS	WIRE UP SPRAY UNIT	604.16	
EFT6401	18/03/2019	WATER CORPORATION	WATER USAGE AND CHARGES 14/12/18 - 18/02/2019	278.99	
EFT6402	18/03/2019	CLAW ENVIRONMENTAL	COLLECTION OF DRUMS FROM DEPOT COMPOUND	1,368.82	PARTIALLY
EFT6403	18/03/2019	A W DUNCAN CARPENTRY SERVICES	REPAIR LOCK AND DOOR CLOSER - U2 AKV, REPLACE FLYSCREEN WITH STEEL MESH AND REMOVE DAMAGED LOCK AND HANDLE - U8 AKV	550.00	
EFT6404	18/03/2019	LO-GO APPOINTMENTS	CONTRACTING SERVICES OF EXECUTIVE OFFICER - WEEK END 2/3/19	1,629.32	
EFT6405	18/03/2019	MARNHAM'S MECHANICAL SERVICES	SERVICE 12M GRADER @3250HRS	877.25	
EFT6406	18/03/2019	OSSROCK TRANSPORT	GRAVEL CARTING DANGIN MEARS RD	12,100.00	PARTIALLY
EFT6407	18/03/2019	TOTAL EDEN PTY LTD	12 NOZZLE ROTATORS FOR SPRINKLER TOPS - CRC	150.78	

EFT6408	18/03/2019	G J JONES PLUMBING	U6 AKV - REPLACE SINK TAPS & BROKEN POPUP WASTE IN VANITY, U7 AKV - CHECK SHOWER WASTE, 19 POWELL CR - REPAIR CISTERN, REPLACE GAS REGULATOR AND SAFETY VALVE ON HWS, 74 MCLENNAN - REPLACE FRONT HOSETAP	3,254.50	
EFT6409	18/03/2019	DALWALLINU CONCRETE PTY LTD TRADING AS DALLCON	SUPPLY AND DELIVERY OF 3 BOX CULVERTS AND BASE SECTIONS - DANGIN MEARS RD	10,832.80	PARTIALLY
EFT6410	18/03/2019	RURAL TRAFFIC SERVICES PTY LTD	3 TRAFFIC CONTROLLERS, 2 VEHICLES AND SIGNS FOR DANGIN MEARS RD	29,639.50	PARTIALLY
EFT6411	18/03/2019	QUICK CORPORATE	FEBRUARY ACCOUNT FOR STATIONERY - ADMIN, DEPOT AND AV PROJECT	872.96	
EFT6412	18/03/2019	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2018/2019 ESL QUARTER 3 AS PER AGREEMENT	20,964.90	FULLY
EFT6413	18/03/2019	GREAT SOUTHERN FUEL SUPPLIES	6000L DIESEL @ \$1.2420P/L	8,197.20	
EFT6414	18/03/2019	WALGA	STAFF TRAINING - DEALING WITH DIFFICULT CUSTOMERS	567.00	
EFT6415	18/03/2019	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES - 20/2, 25/2 AND 1/3/19	794.75	
EFT6416	18/03/2019	GLENWARRA DEVELOPMENT SERVICES	TOWN PLANNING SERVICES	2,557.50	
EFT6417	18/03/2019	LLOYDS EARTHMOVING	TENDER #1-18/19 CONSTRUCTION AND HYDRAULIC WORKS REALIGNMENT OF RETICULATION WATER MAIN GOLDFIELDS RD	192,998.30	FULLY
EFT6418	18/03/2019	BROWNLEY'S PLUMBING & GAS	REPAIR LEAK AT STANDPIPE - KELLERBERRIN / YOTING AND HAYES EAST RDS	444.40	
EFT6419	18/03/2019	MM ELECTRICAL MERCHANDISING NORTHAM	ELECTRICAL SUPPLIES	2,105.58	FULLY
EFT6420	18/03/2019	MOORE STEPHENS	BUDGET WORKSHOP, PREPARATION AND ATTENDANCE AT AUDIT COMMITTEE MEETING	1,485.00	
EFT6421	18/03/2019	GAMATO MANUFACTURING	VARIOUS ELECTRICAL SUPPLIES	347.60	FULLY
EFT6422	18/03/2019	PRIMARIES	FEBRUARY ACCOUNT - DEPOT MAINTENANCE, WORKWEAR AND YOUTH PROGRAM	859.83	
EFT6423	18/03/2019	QUAIRADING BOOK POST (HOWLETT)	DEC, JAN AND FEB 2019 ACCOUNTS AND LIBRARY SERVICES - BOOKPOST	5,717.62	
EFT6424	18/03/2019	UNIQCO	CONSULTING FOR WHOLE LIFE COSTINGS - 7 X MULTI TYRED ROLLERS	2,695.00	
EFT6425	18/03/2019	CITY OF ARMADALE	ISL SERVICE RE-COUP - RACHAEL JOHNSON - 2ND AND FINAL PAYMENT	710.35	
EFT6426	18/03/2019	HELEN TEE	REIMBURSEMENT FOR SCRUBBING BRUSH	16.95	
EFT6427	18/03/2019	GERRY DAAMS	REIMBURSEMENT OF COTTAGE BOND	200.00	FULLY
EFT6428	18/03/2019	CLINTON HOUSE - GUTTERSPLUS	REIMBURSEMENT OF COTTAGE BOND	200.00	FULLY
EFT6429	18/03/2019	AVON VALLEY ISUZU UTE	PURCHASE OF Q651 - ISUZU UTE - SPRAY UTILITY	26,299.99	
EFT6430	18/03/2019	NATURE PLAYGROUNDS	DESIGN DEPOSIT ON QUAIRADING COMMUNITY PLAYGROUND AND WOODLANDS	550.00	
EFT6431	18/03/2019	BOC LIMITED	FEBRUARY MONTHLY FEES FOR GAS BOTTLES - MEDICAL PRACTICE AND DEPOT	44.51	
EFT6432	27/03/2019	COURIER AUSTRALIA	FREIGHT FROM SUNNY SIGNS AND TO STATE LIBRARY - AND LIBRARY	42.74	
EFT6433	27/03/2019	WA TREASURY CORPORATION	REPAYMENT ON LOAN 115	9,374.84	FULLY
EFT6434	27/03/2019	QUAIRADING AGRI SERVICES	GARDENING SUPPLIES, HARDWARE AND SUPPLIES FOR VARIOUS LOCATIONS	2,359.25	PARTIALLY
EFT6435	27/03/2019	BRUCE ROCK ENGINEERING	24 CYLINDER SIDE PORT - DROP DECK"	356.92	
EFT6436	27/03/2019	BGC SUPPLIES	CEMENT 0.5 GREY 4 X 500KG BULK BAG - DANGIN MEARS RD	713.94	PARTIALLY
EFT6437	27/03/2019	QUAIRADING MEDICAL PRACTICE	PRE-EMPLOYMENT MEDICAL - STAFF	139.70	
EFT6438	27/03/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	VARIOUS IT - MEDICAL PRACTICE	127.50	
EFT6439	27/03/2019	CLINICARE PHARMACY QUAIRADING	MEDICAL PRACTICE STAFF VACCINE	96.00	
EFT6440	27/03/2019	LG & DS WHYTE	ACCOMODATION FOR CONTRACTOR	1,320.11	
EFT6441	27/03/2019	LO-GO APPOINTMENTS	CONTRACTING SERVICES OF EXECUTIVE OFFICER - WEEK END 16.3.2019 (2 WEEKS)	4,131.49	
EFT6442	27/03/2019	ALLOY AND STAINLESS PRODUCTS PTY LTD	SLASHER BLADE AND BOLT KIT	203.81	
EFT6443	27/03/2019	MARNHAM'S MECHANICAL SERVICES	2,000HR SERVICE ON 2 X 160 EXCAVATOR - Q4818	2,843.78	
EFT6444	27/03/2019	HOWARD PORTER	REPLACE LOCKING PIN ON BALL JOINT, RESET LIMIT SWITCH AND INVESTIGATE WHY LIMIT SWITCH IS OVER-EXTENDING - Q5122 - RIGID TIPPER	275.00	
EFT6445	27/03/2019	G J JONES PLUMBING	REPAIR LEAKING CISTERN X 2 LADIES WC - TOWN HALL	49.50	

EFT6446	27/03/2019	RG BUMBAK & EM GRUNDY	WELD BRACKETS HOLDING RAMS TO FLOAT RAMPS - Q4460	200.00	
EFT6447	27/03/2019	A & B CANVAS AUSTRALIA	2 X WINDSOCKS - AIRSTRIP	503.80	
EFT6448	27/03/2019	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC CONTROLLERS - DANGIN MEARS RD	17,732.00	PARTIALLY
EFT6449	27/03/2019	SCANLAN SURVEYS PTY LTD	REIMBURSEMENT OF COTTAGE BOND	200.00	FULLY
EFT6450	27/03/2019	QUICK CORPORATE	STATIONERY FOR DEPOT, ADMIN, MEDICAL PRACTICE	425.67	
EFT6451	27/03/2019	AVON CONCRETE	REPLACE CULVERT - DANGIN MEARS RD	9,790.00	PARTIALLY
EFT6452	27/03/2019	WALGA	MEETING PROCEDURES AND DEBATING - 2 COUNCILLORS	367.72	
EFT6453	27/03/2019	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES 5/3/19, 8/3/19 AND 15/3/19	537.62	
EFT6454	27/03/2019	DYLAN COPELAND	CONSULTANCY IN CONTINUING TO COMBAT VEGETATION DECLINE WITHIN THE SHIRE AND PROJECT MANAGEMENT FOR QUAIRADING, CUNDERDIN AND TAMMIN PROJECTS	660.00	
EFT6455	27/03/2019	NOBLE MEDICAL INVESTMENT PTY LTD	CONSULTING FEE FOR SERVICES FROM 27.2.2019 - 12.3.2019 - DOCTOR	14,391.43	
EFT6456	27/03/2019	WCP CIVIL	REFUND OVERPAYMENT ON INVOICE 16509 - 1.8.2017	20.00	FULLY
EFT6457	27/03/2019	MM ELECTRICAL MERCHANDISING NORTHAM	VARIOUS ELECTRICAL SUPPLIES	5,649.90	FULLY
EFT6458	27/03/2019	MARKETFORCE	AD IN WEST AUSTRALIAN - LOCAL GOVT NOTICES 9.2.19	722.03	
EFT6459	27/03/2019	CYNTHIA DAWN DANN	REIMBURSEMENT FOR TRAVEL TO THE ABORIGINAL FAMILY SUMMIT	224.40	FULLY
EFT6460	27/03/2019	KOSMIC ELECTRONIC INDUSTRIES	2 HANDHELD MICROPHONES AND 2 X 16 CHANNEL RECEIVERS	1,000.00	
EFT6461	27/03/2019	PROFORM CIVIL	CONSULTING FOR WEIR RD SURVEY SET-OUT	2,516.80	
EFT6462	27/03/2019	DANIEL SHAUN MARZOCCHI	REIMBURSEMENT FOR RETICULATION FITTINGS - YOUTH CENTRE	133.74	FULLY
EFT6463	27/03/2019	ALLWEST PLANT HIRE	HIRE OF 16T PADFOOT ROLLER	4,870.25	PARTIALLY
EFT6464	27/03/2019	K2 AUDIOVISUAL	PROGRAMMING THE AUDIO VISUAL - TOWN HALL	1,320.00	FULLY
EFT6465	27/03/2019	MERRREDIN OLYMPIC MOTEL	ACCOMMODATION - DURING TRAINING 28.2.19	130.00	
EFT6466	27/03/2019	TADWA - TECHNOLOGY FOR AGEING AND DISABILITY WA	CONSTRUCTION AND INSTALLATION OF ACCESS RAMPS AT YOUTH CENTRE AND AG HALL	20,998.43	FULLY
EFT6467	27/03/2019	SOUTH REGIONAL TAFE	AUSCHEM COURSE - T HOPKINS	481.80	
EFT6468	27/03/2019	JACOBS GROUP (AUSTRALIA) PTY LIMITED - JOSH OLIVER	REIMBURSEMENT OF COTTAGE BOND	200.00	FULLY
EFT6469	27/03/2019	FRANZ ETTER	REIMBURSEMENT OF COTTAGE BOND	200.00	FULLY
EFT6470	27/03/2019	CANNON HYGIENE AUSTRALIA	SANITARY UNIT SERVICE - CRC	205.59	
EFT6471	28/03/2019	MM ELECTRICAL MERCHANDISING NORTHAM	GST ON INVOICES 157995-158192	328.15	FULLY
EFT6472	29/03/2019	REINFORCED CONCRETE PIPES	RRJ PIPE, RUBBER RINGS AND HEADWALLS - DANGIN MEARS RD	2,945.62	PARTIALLY
EFT6473	29/03/2019	NOBLE MEDICAL INVESTMENT PTY LTD	DOCTORS ATTENDANCE AT MEDICAL PRACTICE FROM 13.3.2019 - 26.3.2019	17,989.29	
CHQ 23628	18/03/2019	TELSTRA	PHONE USAGE AND CHARGES TO 19 FEBRUARY 2019	2,054.98	PARTIALLY
CHQ 23629	18/03/2019	SYNERGY	POWER USAGE AND CHARGES 10/1/19 - 13/02/2019	13,963.05	PARTIALLY
CHQ 23630	27/03/2019	TELSTRA	PHONE USAGE AND CHARGES 16.3.19 - 15.4.19	645.03	PARTIALLY
CHQ 23631	27/03/2019	AUSTRALIA POST	POST BOX RENEWAL - MEDICAL PRACTICE AND SHIRE	325.00	
CHQ 23632	27/03/2019	SYNERGY	POWER USAGE AND CHARGES 13/2/19 - 12/3/19	771.45	
CHQ 23633	27/03/2019	THE UNIVERSITY OF WESTERN AUSTRALIA	REIMBURSEMENT OF COTTAGE BOND	200.00	FULLY
DD13321.1	05/03/2019	WA SUPER	SUPERANNUATION CONTRIBUTIONS	4,749.24	
DD13321.2	05/03/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	279.84	
DD13321.3	05/03/2019	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	332.82	
DD13321.4	05/03/2019	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	278.58	
DD13321.5	05/03/2019	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	317.51	
DD13321.6	05/03/2019	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	988.69	
DD13321.7	05/03/2019	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	115.58	
DD13321.8	05/03/2019	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	231.90	
DD13321.9	05/03/2019	SUPERWRAP ESSENTIALS - PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	437.41	
DD13321.10	05/03/2019	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	119.54	
				601,553.70	

TRANSPORT TAKINGS FOR THE MONTH ENDING		
Mar-19		Attachment 9.1.2
<i>DATE</i>	<i>DESCRIPTION</i>	<i>AMOUNT</i>
27/02/2019	TRANSPORT RECEIPTS	3,553.30
28/02/2019	TRANSPORT RECEIPTS	16,905.95
1/03/2019	TRANSPORT RECEIPTS	1,379.35
5/03/2019	TRANSPORT RECEIPTS	1915.2
6/03/2019	TRANSPORT RECEIPTS	1,781.45
7/03/2019	TRANSPORT RECEIPTS	2,811.05
8/03/2019	TRANSPORT RECEIPTS	3,138.05
11/03/2019	TRANSPORT RECEIPTS	2,756.90
12/03/2019	TRANSPORT RECEIPTS	2852.35
13/03/2019	TRANSPORT RECEIPTS	3,944.10
14/03/2019	TRANSPORT RECEIPTS	10805.9
15/03/2019	TRANSPORT RECEIPTS	3,049.50
18/03/2019	TRANSPORT RECEIPTS	24,779.85
19/03/2019	TRANSPORT RECEIPTS	450.50
20/03/2019	TRANSPORT RECEIPTS	2,027.40
21/03/2019	TRANSPORT RECEIPTS	2,307.50
22/03/2019	TRANSPORT RECEIPTS	4750.4
25/03/2019	TRANSPORT RECEIPTS	8,127.00
26/03/2019	TRANSPORT RECEIPTS	1750.5
27/03/2019	TRANSPORT RECEIPTS	3,488.40
	Total	102,574.65
28/03/2019	TRANSPORT	755.1
29/03/2019	TRANSPORT	2,617.40
	AMOUNTS YET TO BE DRAWN	3,372.50

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
	Purchases		
20 FEB	SHIRE OF QUAIRADING QUAIRADING AU	26.85	Q190 Licence
20 FEB	GOVERNMENT SERVICES NOT ELSE INK STATION MARRICKVILLE AU	1,018.98	GL0682 Office Printer Ink.
22 FEB	QUICK-COPY, REPRODUCTION & B SHIRE OF QUAIRADING QUAIRADING AU	53.70	Licence Fees
22 FEB	GOVERNMENT SERVICES NOT ELSE SHIRE OF QUAIRADING QUAIRADING AU	206.60	Q3856 + Q465
	GOVERNMENT SERVICES NOT ELSE		Q190 New Licence.
	Sub Total:	1,306.13	
	Miscellaneous Transactions		
28 FEB	TRANSFER CLOSING BALANCE TO BILLING ACCT	1,306.13 -	
	Sub Total:	1,306.13 -	
	Grand Total:	0.00	

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

Cardholder Signature _____



Date 16/4/2019

Transactions examined and approved.

Manager/Supervisor Signature _____



Date 16.04.2019

9.2 Financial Information-Statements of Income and Expenditure for the Period Ending - 31st March 2019

Meeting Date	24 th April 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	9.2.1 Financial Statements for March
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That Council receive the Monthly Financial Statements for the period ending 31st March 2019.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Monthly Financial Statements for the period ending 31st March 2019 attached.
- Monthly Financial Statements have been updated based on the Moore Stephens Monthly Statements Model.
- The Monthly Financial Statements report include the Fund Balances Report and the Variance Report previously reported separately.

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements

BACKGROUND

Council resolved in October 2000 (Minute Number 071-00/01) to receive Financial Statements in the required statutory format. Requests for new Monthly Financial Statements started a search for a new template. 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 including individual schedules on each budget line item provided to Council for analysis.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

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

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

SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 March 2019

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

TABLE OF CONTENTS

Monthly Summary Information	3 - 6
Statement of Financial Activity by Program	7
Statement of Financial Activity by Nature or Type	8
Note 1 Net Current Assets	10
Note 2 Explanation of Material Variances	12
Note 3 Cash and Investments	13
Note 4 Receivables	14
Note 5 Rating Revenue	15
Note 6 Disposal of Assets	16
Note 7 Capital Acquisitions	17
Note 8 Borrowings	19
Note 9 Reserves	20
Note 10 Grants and Contributions	21
Note 11 Trust Fund	22
Note 12 Budget Amendments	23
Note 13 Medical Practice	25
Note 14 Childcare	26
Note 15 Ratio's	27

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

KEY INFORMATION

Items of Significance

The material variance adopted by the Shire of Quairading for the 2018/19 year is \$10,000 and 10%. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

	% Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance (Under)/Over
Capital Expenditure					
Buildings					
Shire Hall Upgrades	81.76%	128,300	128,300	104,899	(23,401)
Cottage Project	0.17%	305,000	305,000	526	(304,474)
Plant & Equipment					
Community Bus	0.00%	135,700	135,700	-	(135,700)
Infrastructure - Roads					
Roads Construction	66.87%	1,639,967	1,524,162	1,096,629	(427,533)
Other Infrastructure					
New Bowling Green	0.00%	230,000	-	-	-
New Lighting Quairading Oval	14.86%	11,745	11,745	1,745	(10,000)

% Compares current ytd actuals to annual budget

Financial Position	* Note	Prior Year 31 March 2018	Current Year 31 March 2019
Adjusted Net Current Assets	120%	\$ 1,252,207	\$ 1,499,555
Cash and Equivalent - Unrestricted	351%	\$ 439,804	\$ 1,545,333
Cash and Equivalent - Restricted	114%	\$ 2,163,367	\$ 2,468,501
Receivables - Rates	101%	\$ 263,313	\$ 265,345
Receivables - Other	34%	\$ 1,037,965	\$ 354,219
Payables	18%	\$ 1,744,231	\$ 317,018

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

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

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 17th April 2019
Prepared by: Executive Manager of Corporate Services
Reviewed by: Chief Executive Officer

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICIES

GOODS AND SERVICES TAX

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

CRITICAL ACCOUNTING ESTIMATES

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

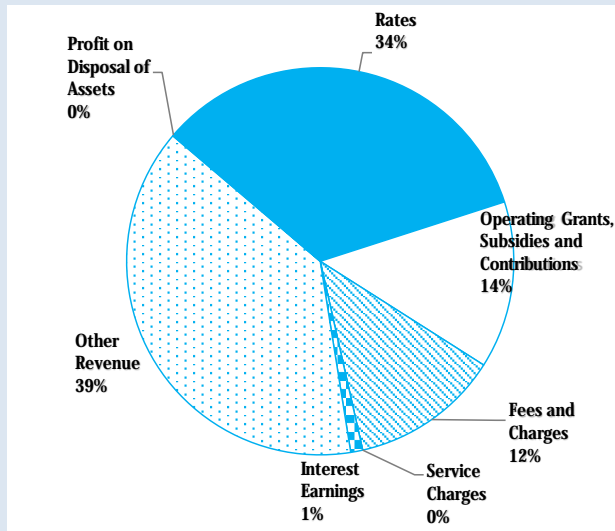
ROUNDING OFF FIGURES

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

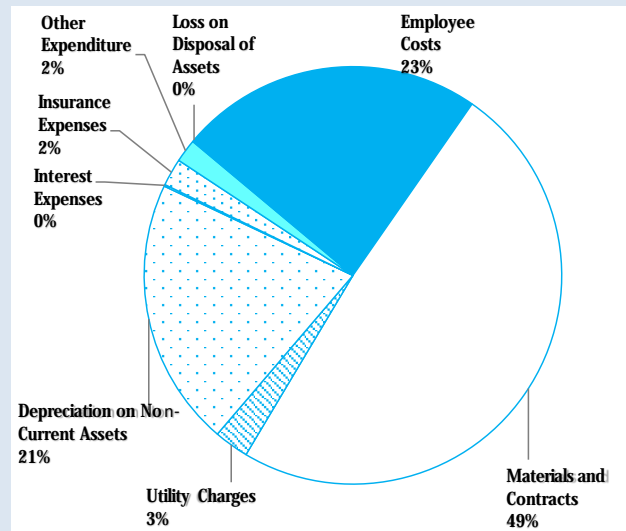
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MARCH 2019**

SUMMARY GRAPHS

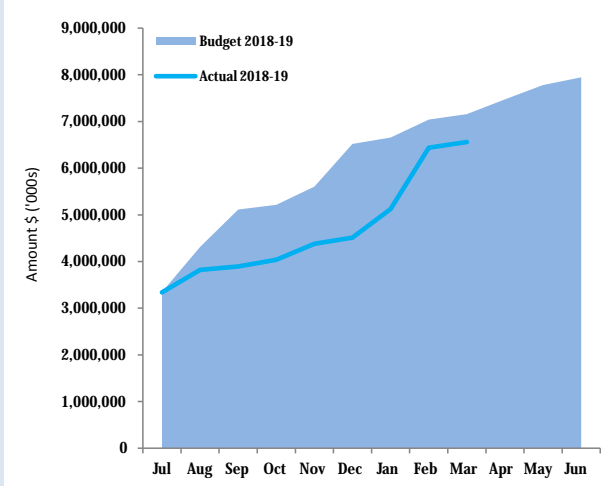
OPERATING REVENUE



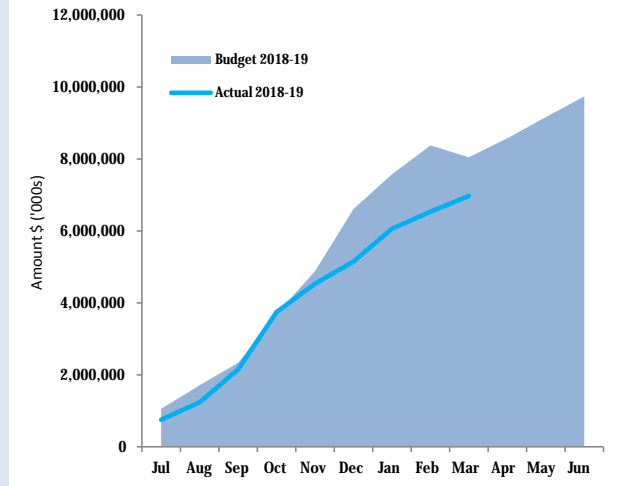
OPERATING EXPENSES



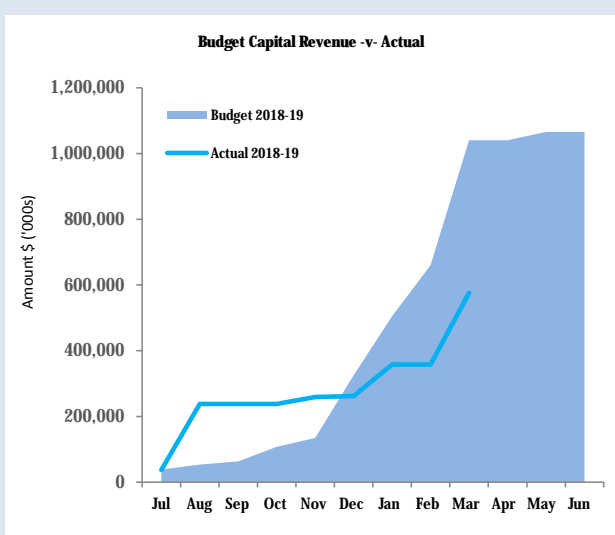
Budget Operating Revenues -v- Actual



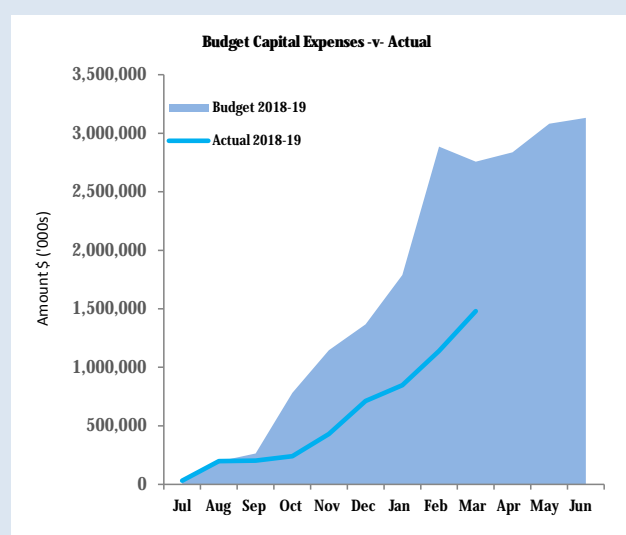
Budget Operating Expenses -v- YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 MARCH 2019**

STATUTORY REPORTING PROGRAMS

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

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

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

STATUTORY REPORTING PROGRAMS

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	1(b)	1,634,796	1,634,796	1,634,796	0	0%	
Revenue from operating activities							
Governance		16,076	12,767	11,147	(1,620)	(13%)	
General Purpose Funding - Rates	5	2,211,054	2,222,740	2,209,166	(13,574)	(1%)	
General Purpose Funding - Other		969,927	709,107	722,455	13,348	2%	
Law, Order and Public Safety		198,043	150,325	106,585	(43,740)	(29%)	q
Health		367,258	275,758	275,208	(550)	(0%)	
Education and Welfare		186,798	146,406	146,564	158	0%	
Housing		109,576	82,424	81,193	(1,231)	(1%)	
Community Amenities		201,225	154,973	159,883	4,910	3%	
Recreation and Culture		238,539	49,834	30,444	(19,390)	(39%)	q
Transport		3,020,996	3,020,010	2,422,964	(597,046)	(20%)	q
Economic Services		161,180	128,749	163,859	35,110	27%	p
Other Property and Services		260,220	205,925	236,430	30,505	15%	p
		7,940,892	7,159,018	6,565,898	(593,120)	(8%)	
Expenditure from operating activities							
Governance		(697,266)	(556,469)	(516,553)	39,916	7%	
General Purpose Funding		(89,288)	(42,917)	(47,374)	(4,457)	(10%)	
Law, Order and Public Safety		(342,832)	(262,998)	(240,045)	22,953	9%	
Health		(660,529)	(497,205)	(496,810)	395	0%	
Education and Welfare		(311,663)	(229,588)	(217,684)	11,904	5%	
Housing		(243,041)	(170,108)	(145,245)	24,863	15%	p
Community Amenities		(512,637)	(388,701)	(304,430)	84,271	22%	p
Recreation and Culture		(901,936)	(708,794)	(694,254)	14,540	2%	
Transport		(5,123,066)	(4,525,626)	(3,617,188)	908,438	20%	p
Economic Services		(639,950)	(448,684)	(357,619)	91,065	20%	p
Other Property and Services		(230,429)	(210,868)	(332,963)	(122,095)	(58%)	q
		(9,752,637)	(8,041,958)	(6,970,165)	1,071,793	13%	p
Operating activities excluded from budget							
Add Back Depreciation		2,155,880	1,616,913	1,448,616	(168,297)	(10%)	q
Adjust (Profit)/Loss on Asset Disposal	6	(9,702)	(9,702)	10,508	20,210	(208%)	
Adjust Provisions and Accruals		0	0	40,406	40,406		p
Amount attributable to operating activities		334,433	724,271	1,095,264	370,993	(51%)	
Investing Activities							
Non-operating Grants, Subsidies and Contributions							
Contributions		723,780	698,780	552,051	(146,729)	(21%)	q
Proceeds from Disposal of Assets	6	185,182	185,182	119,865	(65,317)	(35%)	q
Capital Acquisitions	7	(3,131,356)	(2,756,551)	(1,480,054)	1,276,497	46%	p
Amount attributable to investing activities		(2,222,394)	(1,872,589)	(808,138)	1,064,451	57%	p
Financing Activities							
Proceeds from New Debentures							
Self-Supporting Loan Principal		150,000	0	0	0		
Transfer from Reserves		34,572	35,772	35,772	0	0%	
Transfer from Reserves	9	668,124	50,000	50,000	0	0%	
Repayment of Debentures	8	(85,199)	(57,680)	(57,680)	0	0%	
Transfer to Reserves	9	(463,900)	(453,459)	(453,459)	0	0%	
Amount attributable to financing activities		303,597	(425,367)	(425,367)	0	0%	
Closing Funding Surplus(Deficit)	1(b)	50,432	61,111	1,496,555	1,435,444	(2349%)	

KEY INFORMATION

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

The material variance adopted by Council for the 2018/19 year is \$10,000 and 10%.

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 MARCH 2019

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGES

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

SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

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

BY NATURE OR TYPE

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1(b)	1,634,796	1,634,796	1,634,796	0	0%	
Revenue from operating activities							
Rates	5	2,211,054	2,222,740	2,209,166	(13,574)	(1%)	
Operating Grants, Subsidies and Contributions		1,172,183	963,118	917,153	(45,965)	(5%)	
Fees and Charges		1,157,403	800,891	819,139	18,248	2%	
Interest Earnings		94,444	56,542	65,658	9,116	16%	
Other Revenue		3,290,450	3,100,369	2,544,134	(556,235)	(18%)	q
Profit on Disposal of Assets	6	15,358	15,358	10,647			
		7,940,892	7,159,018	6,565,898	(588,410)	(8%)	
Expenditure from operating activities							
Employee Costs		(2,224,881)	(1,598,852)	(1,622,402)	(23,550)	(1%)	
Materials and Contracts		(4,794,776)	(3,962,624)	(3,408,144)	554,480	14%	p
Utility Charges		(246,056)	(153,895)	(187,358)	(33,463)	(22%)	q
Depreciation on Non-Current Assets		(2,155,880)	(1,616,913)	(1,448,616)	168,297	10%	p
Interest Expenses		(18,228)	(11,907)	(9,289)	2,618	22%	
Insurance Expenses		(202,444)	(200,251)	(148,150)	52,102	26%	p
Other Expenditure		(104,716)	(491,860)	(125,051)	366,809	75%	p
Loss on Disposal of Assets	6	(5,656)	(5,656)	(21,155)	(15,499)	(274%)	
		(9,752,637)	(8,041,958)	(6,970,165)	1,071,793	(13%)	
Operating activities excluded from budget							
Add back Depreciation		2,155,880	1,616,913	1,448,616	(168,297)	(10%)	q
Adjust (Profit)/Loss on Asset Disposal	6	(9,702)	(9,702)	10,508	20,210	(208%)	
Adjust Provisions and Accruals		0	0	40,406	40,406		p
Amount attributable to operating activities		334,433	724,271	1,095,263	375,702	51%	
Investing activities							
Non-operating grants, subsidies and contributions		723,780	698,780	552,051	(146,729)	(21%)	q
Proceeds from Disposal of Assets	6	185,182	185,182	119,865	(65,317)	(35%)	q
Land held for resale		0	0	0	0		
Capital acquisitions	7	(3,131,356)	(2,756,551)	(1,480,054)	1,276,497	46%	p
Amount attributable to investing activities		(2,222,394)	(1,872,589)	(808,138)	1,064,451	(57%)	
Financing Activities							
Proceeds from New Debentures		150,000	0	0	0		
Self-Supporting Loan Principal		34,572	35,772	35,772	0	0%	
Transfer from Reserves	9	668,124	50,000	50,000	0	0%	
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	8	(85,199)	(57,680)	(57,680)	0	0%	
Transfer to Reserves	9	(463,900)	(453,459)	(453,459)	0	0%	
Amount attributable to financing activities		303,597	(425,367)	(425,367)	0	0%	
Closing Funding Surplus (Deficit)	1(b)	50,432	61,111	1,496,555	1,440,154	2349%	

KEY INFORMATION

p q Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

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

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

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

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

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

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

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

PROVISIONS

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

INVENTORIES

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

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

**OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS**

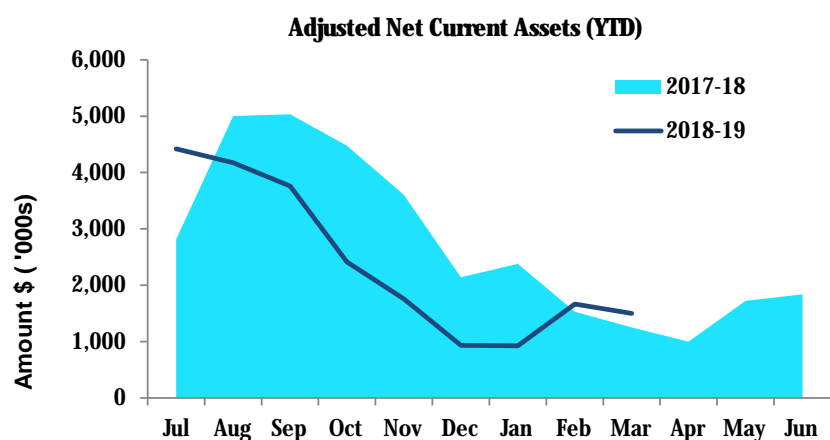
Adjusted Net Current Assets	Ref Note	Last Years Closing 30 June 2018	This Time Last Year 31 Mar 2018	Year to Date Actual 31 Mar 2019
		\$	\$	\$
Current Assets				
Cash Unrestricted	3	186,818	439,804	1,200,761
Cash Restricted	3	2,524,748	2,163,367	2,691,245
Receivables - Rates	4	183,897	263,313	265,345
Receivables - Other	4	2,797,593	1,037,965	354,219
Loans receivable		34,573	0	0
Interest / ATO Receivable		158,130	133,902	132,696
Inventories		10,256	7,533	9,206
		5,896,015	4,045,884	4,653,472
Less: Current Liabilities				
Payables		(1,744,231)	(424,747)	(317,018)
Provisions - employee		(393,660)	(387,150)	(393,660)
Long term borrowings		(78,722)	(1,610)	(21,042)
		(2,216,613)	(813,507)	(731,720)
Unadjusted Net Current Assets		3,679,402	3,232,377	3,921,752
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(2,296,355)	(2,163,367)	(2,691,245)
Less: Loans receivable		(34,573)	0	0
Add: Provisions - employee		207,600	181,587	248,006
Add: Long term borrowings		78,722	1,610	21,042
Adjusted Net Current Assets		1,634,796	1,252,207	1,499,555

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)

\$1.5 M

Last Year YTD

Surplus(Deficit)

\$1.25 M

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

**NOTE 2
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2018/19 year is \$10,000 and 10%.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Law, Order and Public Safety	(43,740)	(29%)	q		Timing of CESM Reimbursement
Recreation and Culture	(19,390)	(39%)	q		Timing of Contribution to the Bowling Club Lighting Repairs
Transport	(597,046)	(20%)	q	Timing	Timing of WANDRRA reimbursements
Economic Services	35,110	27%	p	Timing	Higher than expected standpipe fees.
Other Property and Services	30,505	15%	p		Parental Leave received but not budgeted
Expenditure from operating activities					
Housing	24,863	15%	p	Timing	Depreciation on Land and Buildings, Timing of Building Maintenance
Community Amenities	84,271	22%	p	Timing	NRM Small Community Grants, Saleyard design costs, Town Planning Costs and lower than budgeted Recycling Centre maintenance.
Transport	908,438	20%	p	Timing	Higher than expected depreciation on Infrastructure WANDRRA, Road Maintenance and Depreciation of Infrastructure
Economic Services	91,065	20%	p	Timing	lower than budgeted Depreciation on Land, Buildings and Infrastructure. Timing of Tourist Promotion
Other Property and Services	(122,095)	(58%)	q	Timing	POC and PWO and depreciation not fully allocated
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(146,729)	(21%)	q	Timing	Timing of received Grants
Proceeds from Disposal of Assets	(65,317)	(35%)	q		Timing of disposal of Assets
Capital Acquisitions	1,276,497	46%	p	Timing	Timing of Roller, Light Fleet and Bus changeover, CCTV project, Road Construction and Cottage Project

KEY INFORMATION

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

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

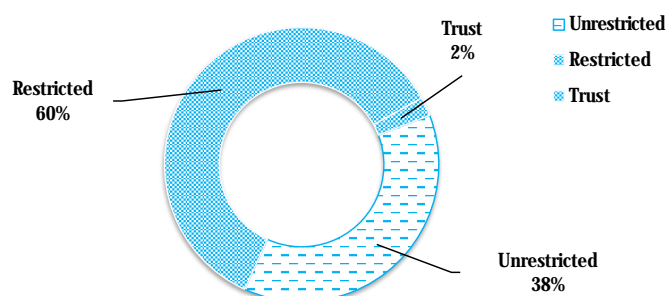
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	750			750			
At Call Deposits							
Municipal Fund	93,969			93,969	Westpac		
Medical Centre	102,789			102,789	Westpac		
Child Care Centre	26,337			26,337	Westpac		
Municipal On Call	1,020,000			1,020,000	Westpac	0.60%	
Reserve Fund On Call		52,066		52,066	Westpac	0.60%	
Trust Fund			90,890	90,890	Westpac		
Term Deposits							
Municipal Investment - Term Deposit	301,487			301,487	Westpac	2.38%	03-Jun-19
Reserve Investment - Term Deposit		187,531		187,531	Westpac	2.59%	03-Mar-19
Reserve Investment - Term Deposit		1,355,186		1,355,186	Westpac	2.51%	12-Apr-19
Reserve Investment - Term Deposit		457,117		457,117	Westpac	2.39%	22-May-19
Reserve Investment - Term Deposit		416,601		416,601	Westpac	2.26%	23-Jun-19
Total	1,545,333	2,468,501	90,890	4,104,723			

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

\$4.1 M

Unrestricted

\$1.55 M

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

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates Receivable	30 June 2018	31 Mar 19
	\$	\$
Opening Arrears Previous Years	134,695	183,897
Levied this year	2,297,690	2,394,734
Less Collections to date	(2,248,488)	(2,308,953)
Equals Current Outstanding	183,897	269,678
Net Rates Collectable	183,897	269,678
% Collected	97.86%	96.42%

KEY INFORMATION

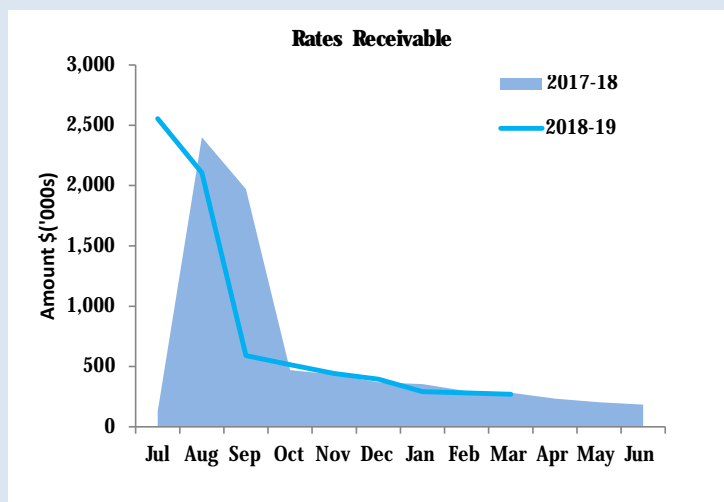
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	384,651	26,452	350	40,264	451,717
Percentage	85%	6%	0%	9%	
Balance per Trial Balance					
Sundry debtors					319,020
GST receivable					132,696
Total Receivables General Outstanding					451,717

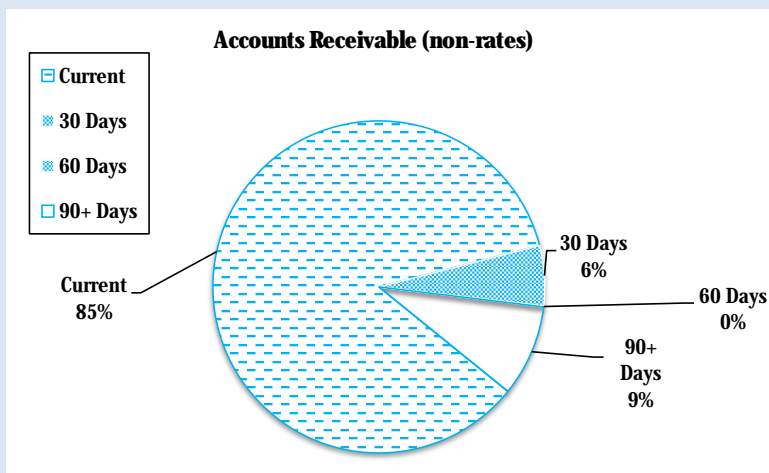
Amounts shown above include GST (where applicable)

SIGNIFICANT ACCOUNTING POLICIES

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



Collected	Rates Due
96%	\$269,678



Debtors Due
\$451,717
Over 30 Days
15%
Over 90 Days
9%

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

**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

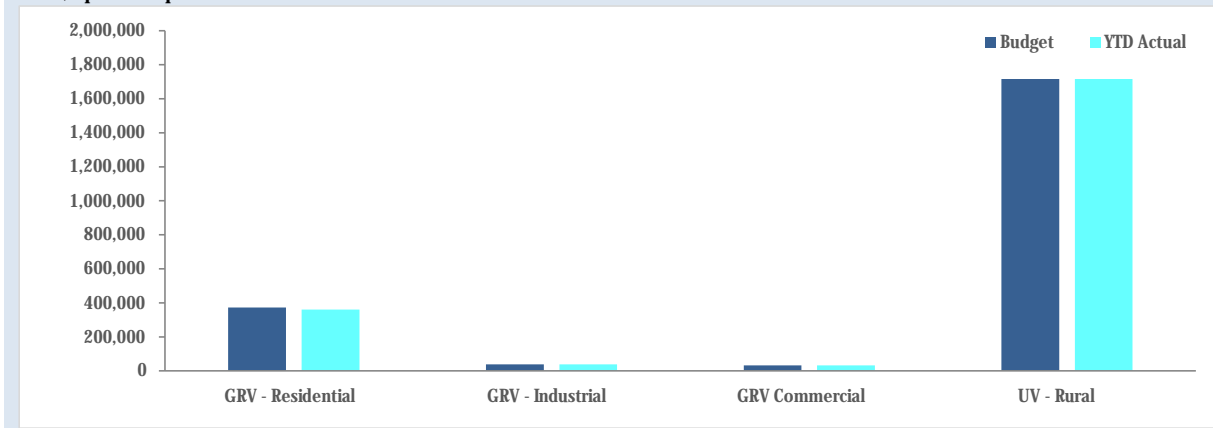
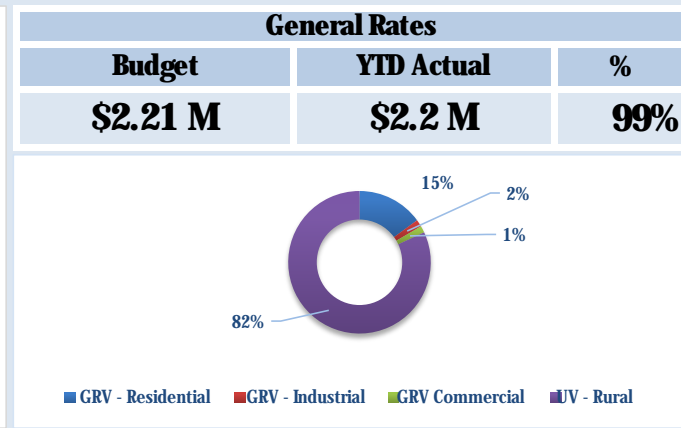
General Rate Revenue

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

SIGNIFICANT ACCOUNTING POLICIES

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

KEY INFORMATION

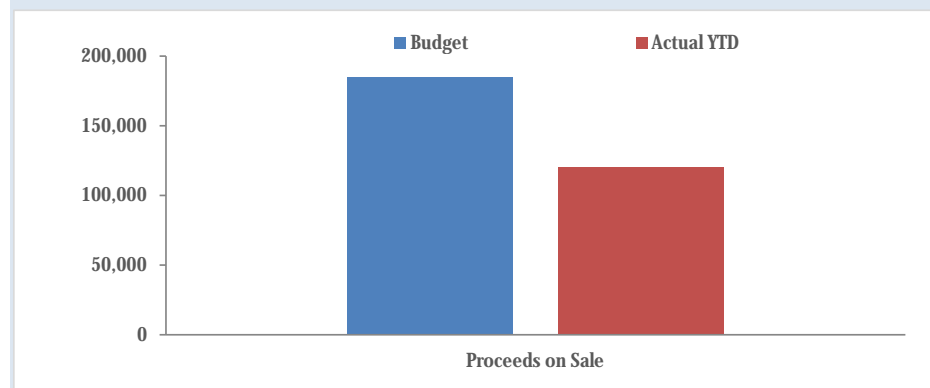


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2019**

**OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS**

Asset Ref.	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
6Q0	CEO Vehicle Q0	N/A	35,000			43,637	36,364		(7,274)
4Q190	Managers Works Utility Q190	35,201	29,545		(5,656)	38,656	29,545		(9,110)
Q551	Team Leader Crew Cab Q551	11,492	17,273	5,781					
Q3856	Nissan Navara Q3856	2,958	5,455	2,497		5,027	5,455	428	
Q465	BT 50 Share Ute Q465	18,296	22,727	4,431		18,791	22,727	3,937	
Q661	Town Gdn Ute Q661	11,032	13,636	2,604					
Q633	Excavator Ute Q633	4,499	4,545	46		4,515	4,545	31	
Q960	Armann Multi Tyre Roller	N/A	30,000			14,748	21,000	6,252	
P11V31	Communtiy Bus Q458	N/A	27,000						
1168	South Dangin Vacant Lot	N/A	0			5,000	229		(4,771)
		83,479	185,182	15,359	(5,656)	130,373	119,865	10,648	(21,155)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$185,182	\$119,865	65%

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

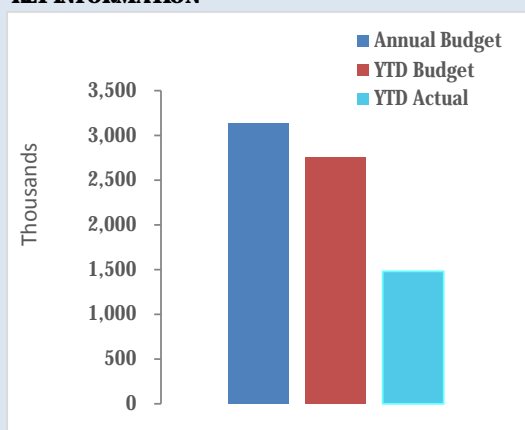
**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land	0	0	0	0
Buildings	579,664	570,664	151,020	-419,644
Plant & Equipment	558,140	558,140	173,849	-384,291
Furniture & Equipment	0	0	0	0
Infrastructure - Roads	1,639,967	1,524,162	1,096,629	-427,533
Infrastructure - Footpaths	0	0	0	0
Infrastructure - Other	353,585	103,585	58,556	-45,029
Capital Expenditure Totals	3,131,356	2,756,551	1,480,054	(1,276,497)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	723,780	698,780	552,051	-146,729
Borrowings	150,000	150,000	0	-150,000
Other (Disposals & C/Fwd)	185,182	185,182	119,865	-65,317
Cash Backed Reserves				
Plant Reserve	349,257	231,257	231,257	0
Swimming Pool Reserve	6,761	0	0	0
Building Reserve	145,000	0	0	0
Health Reserve	5,000	0	0	0
Road Infrastructure Reserve	50,000	0	0	0
Contribution - operations	1,516,376	1,491,332	576,881	(914,451)
Capital Funding Total	3,131,356	2,756,551	1,480,054	(1,276,497)

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
	\$3.13 M	\$1.48 M	47%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$.72 M	\$.55 M	76%

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

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion		Account Number	Amended			Variance (Under)/Over
			Annual Budget	YTD Budget	YTD Actual	
	Capital Expenditure					
	Land					
	Total		0	0	0	0
	Buildings					
0.30	Curtains - 14 Reid St	9518	5,000	5,000	1,487	-3,513
0.82	Shire Hall - Upgrades	9531	128,300	128,300	104,899	-23,401
0.88	Works Depot - Construction	9534	20,900	20,900	18,456	-2,444
0.00	Auther Kelly - Roof	9537	31,020	26,520	0	-26,520
0.00	Cottage - Project	9546	305,000	305,000	526	-304,474
0.08	Swimming Pool Upgrade - Shed and Winches	9550	19,000	19,000	1,545	-17,455
0.00	Medical Centre Ablution Access	9561	5,000	5,000	0	-5,000
0.00	8 Dall St - Front Window Replacement	9564	4,500	0	0	0
0.96	Community Building Replacements	9577	3,500	3,500	3,359	-141
0.00	Tourist Layby	9582	30,000	30,000	0	-30,000
0.76	Golf Club Machinery Shed	9585	27,444	27,444	20,748	-6,696
0.26	Total		579,664	570,664	151,020	-419,644
	Plant & Equipment					
0.93	CEO Vehicle QO	9000	45,000	45,000	41,815	-3,185
1.00	Managers Works Utility Q190	9702	37,235	37,235	37,235	-0
0.00	Team Leader Crew Cab Q551	9707	37,636	37,636	0	-37,636
1.00	Nissan Navara Q3856	9726	29,364	29,364	29,364	0
1.00	BT 50 Share Ute Q465	9718	36,071	36,071	36,071	0
0.00	Town Gdn Ute Q661	9729	32,316	32,316	0	-32,316
0.98	Excavator Ute Q633	9728	29,818	29,818	29,363	-455
0.00	Armann Multi Tyre Roller	9009	175,000	175,000	0	-175,000
0.00	Communtiy Bus Q458	9706	135,700	135,700	0	-135,700
	Total		558,140	558,140	173,849	-384,291
	Furniture & Equipment					
	Total		0	0	0	0
	Infrastructure - Roads					
0.67	Road Construction	3604	1,639,967	1,524,162	1,096,629	-427,533
0.67	Total		1,639,967	1,524,162	1,096,629	-427,533
	Infrastructure - Footpaths					
	Total		0	0	0	0
	Infrastructure - Other					
0.00	Hall Car Park Upgrade	9829	10,000	10,000	0	-10,000
0.46	CCTV Development	9835	81,840	81,840	37,722	-44,118
0.00	Bowling Club - New Green	9836	230,000	0	0	0
0.15	New Lighting Quairading Oval	9837	11,745	11,745	1,745	-10,000
0.95	Youth Disability Access	9833	20,000	0	19,089	19,089
0.17	Total		353,585	103,585	58,556	-45,029

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

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Information on Borrowings Particulars	2017/18	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport									
Loan 118 - Depot Building	478,419			21,908	44,150	456,511	434,269	7,083	14,060
Economic Services									
Park Cottages	0	0	150,000	0	6,477	0	143,523	0	3,000
	478,419	0	150,000	21,908	50,627	456,511	577,792	7,083	17,060
Self supporting loans									
Recreation and Culture									
Loan 115 - Bowling Club	109,267			34,130	31,256	75,137	78,011	2,010	6,962
Loan 116 - Tennis Club	2,974			889	1,796	2,085	1,178	49	106
Loan 117 - Golf Club	8,002			753	1,520	7,250	6,482	148	376
	120,243	0	0	35,772	34,572	84,471	85,671	2,206	7,444
Total	598,662	0	150,000	57,680	85,199	540,982	663,463	9,289	24,504

All debenture repayments were financed by general purpose revenue.

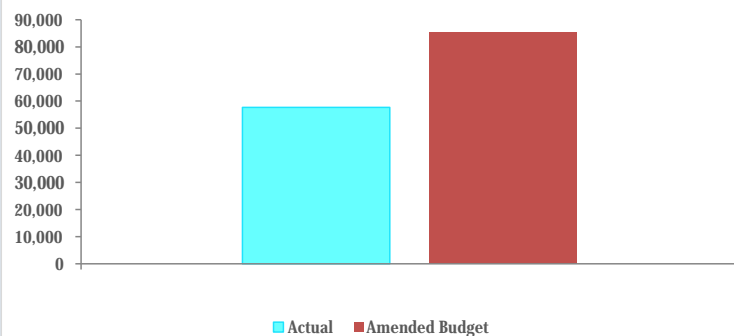
SIGNIFICANT ACCOUNTING POLICIES

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

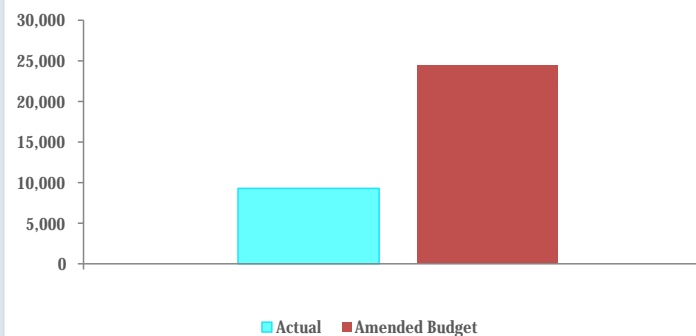
KEY INFORMATION

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

Borrowings - Principal Repaid



Borrowings - Interest Paid



2018/19 Principal Repaid

\$57,680

Interest Expense

\$9,289

Loans Outstanding

\$.54 M

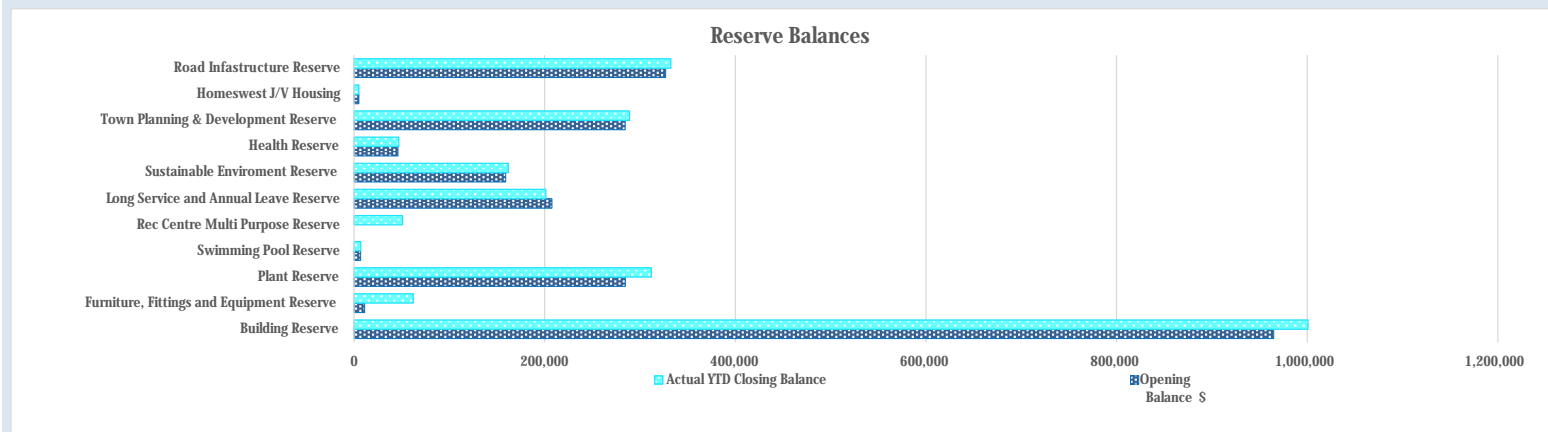
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2019**

**OPERATING ACTIVITIES
NOTE 9
RESERVES**

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Building Reserve	964,730	22,621	16,023	20,000	20,000	(145,000)	0	862,351	1,000,753
Furniture, Fittings and Equipment Reserve	11,027	259	989	50,000	50,000	0	0	61,286	62,016
Plant Reserve	284,547	6,685	8,680	250,000	250,000	(349,257)	(231,257)	191,975	311,970
Swimming Pool Reserve	6,904	162	112	0	0	(6,761)	0	305	7,016
Rec Centre Multi Purpose Reserve	0	0	810	50,000	50,000	0	0	50,000	50,810
Long Service and Annual Leave Reserve	207,601	4,878	3,477	40,000	40,000	(92,106)	(50,000)	160,373	201,078
Sustainable Environment Reserve	159,185	3,741	2,591	0	0	0	0	162,926	161,776
Health Reserve	46,039	1,082	748	0	0	(5,000)	0	42,121	46,788
Town Planning & Development Reserve	284,360	6,682	4,626	0	0	(20,000)	0	271,042	288,986
Homeswest J/V Housing	5,038	118	82	0	0	0	0	5,156	5,120
Road Infrastructure Reserve	326,924	7,672	5,320	0	0	(50,000)	0	284,596	332,244
	2,296,355	53,900	43,459	410,000	410,000	(668,124)	(281,257)	2,092,131	2,468,556

KEY INFORMATION



Interest Earned
\$43,459

Reserves Bal
\$2.47 M

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

**NOTE 10
GRANTS AND CONTRIBUTIONS**

Grants and Contributions

	Amended		YTD Actual	Variance (Under)/Over
	Annual Budget	YTD Budget		
Operating grants, subsidies and contributions				
Federal Assistance Grants	866,021	649,515	649,516	1
MRWA Direct Road Grant	127,291	127,291	127,291	0
NRM Grant	22,000	22,000	20,000	(2,000)
Childcare Grant	29,000	29,000	26,325	(2,675)
Fire Prevention Grants	38,371	28,779	34,167	5,388
Staff Contributions to Vehicle and Housing Expenses	11,800	8,741	8,833	92
Bowling Club Contribution - Lighting	18,750	18,750	0	(18,750)
Contribution Other	100	72	0	(72)
Youth Centre Contribution	0	0	2,041	2,041
Community Development Projects	10,000	7,500	0	(7,500)
Signage Tourism Grant	10,000	10,000	10,000	0
Operating grants, subsidies and contributions Total	1,133,333	901,648	878,173	-23,475
Non-operating grants, subsidies and contributions				
Roads to Recovery/ MRWA Regional Road Group	485,491	485,491	419,151	-66,340
CCTV Community Project	81,840	81,840	37,200	-44,640
Golf Club Shed Contribution	21,449	21,449	0	-21,449
Bowling Club Contribution for New Green	25,000	0	0	0
Youth Disability Access	20,000	20,000	0	-20,000
Lotterywest Grant Agreement - Town Hall Project	87,000	87,000	92,700	5,700
Quairading Curtain Raisers Contribution - Town Hall Project	3,000	3,000	3,000	0
Non-operating grants, subsidies and contributions Total	723,780	698,780	552,051	-146,729
Grand Total	1,857,113	1,600,428	1,430,224	(170,204)

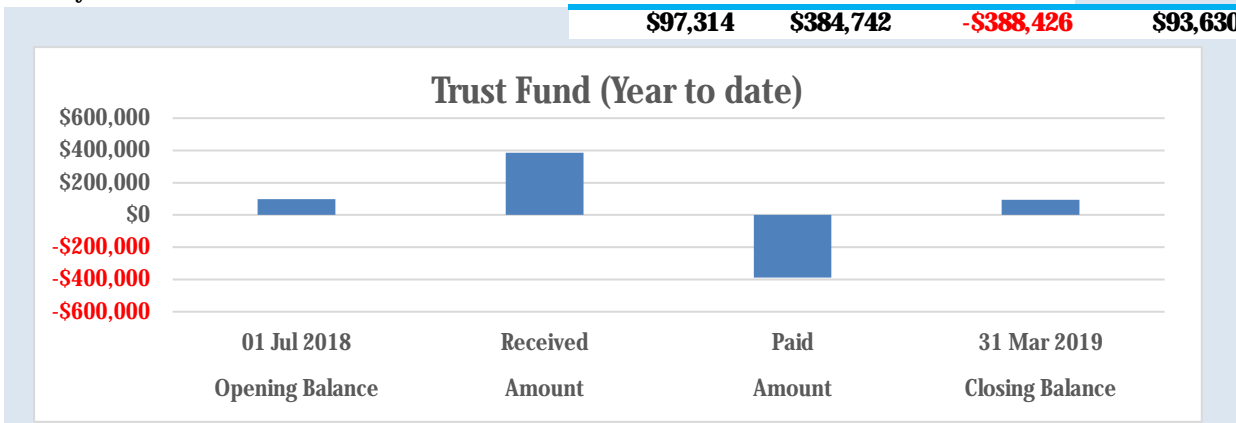
KEY INFORMATION

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

**NOTE 12
TRUST FUND**

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

Description	Opening Balance 01 Jul 2018	Amount Received	Amount Paid	Closing Balance 31 Mar 2019
CRC Rental Bond	\$1,150	\$0	-\$610	\$540
Departement of Transport	\$9,507	\$368,534	-\$374,669	\$3,373
Hall/C Building Hire Bonds	\$625	\$5,300	-\$4,475	\$1,450
Hall Table Bonds	\$0	\$0	\$0	\$0
Barracks Bond	\$0	\$800	-\$800	\$0
Bus Hire Bond	\$0	\$165	\$0	\$165
Cottage Bond	\$800	\$6,400	-\$6,400	\$800
Cat Trap Bond	\$0	\$60	-\$60	\$0
Housing Bond	\$326	\$0	\$0	\$326
BSL	\$57	\$889	-\$463	\$483
BCITF	\$0	\$942	-\$323	\$619
QARRAS - Luncheon	\$3,451	\$0	\$0	\$3,451
Doodenanning Cemetery	\$1,196	\$0	\$0	\$1,196
South Caroling Cemetery	\$4,887	\$0	\$0	\$4,887
Nomination Fees	\$0	\$0	\$0	\$0
Town Planning - Peacock 2 Yrs	\$1,000	\$0	\$0	\$1,000
Rural Youth	\$73,227	\$0	\$0	\$73,227
Housing - to go to Bond Administrator	\$0	\$1,652	-\$626	\$1,026
Factory Unit	\$1,088	\$0	\$0	\$1,088
	\$97,314	\$384,742	-\$388,426	\$93,630



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

**NOTE 13
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Opening Surplus				41,805
	Permanent Changes						41,805
	Inclusion of the Profit/ Loss on the sale of Council Vehicle	95-18/19	Operating Revenue		15,358		57,163
	Reduction in the expected income from cottages	95-18/19	Operating Revenue			6,500	50,663
	Increase in income from sale of miscellaneous materials	95-18/19	Operating Revenue		25,000		75,663
	Rent to be received on 8 Dall St	95-18/19	Operating Revenue		3,800		79,463
	Increase of the Federal Assistance Grants	95-18/19	Operating Revenue		68,021		147,484
	Increase of Main Roads Direct Grant	95-18/19	Operating Revenue		48,971		196,455
	Bowling Club contribution to the repair of Bowling Club Lighting	95-18/19	Operating Revenue		18,750		215,205
	Contribution to admin vehicle	95-18/19	Operating Revenue			3,800	211,405
	Insurance received due to damages from the Bowling Green, Light Pole and removal of debris	95-18/19	Operating Revenue		220,750		432,155
	Increase of staff costs due to pay out of leave entitlements, increase of incorrectly calculated childcare wages and increase of wages from overlap of staff during handovers due to retirements and parental leave	95-18/19	Operating Expenses			130,302	301,853
	Decrease in the provision of leave entitlements.	95-18/19	Operating Expenses		80,000		381,853
	It Audit - High and Medium Risk Items	95-18/19	Operating Expenses			16,667	365,186
	Reduction in expected costs of accounting support	95-18/19	Operating Expenses		30,000		395,186
	Shire Rebranding	95-18/19	Operating Expenses			12,500	382,686
	Stationary as part of Shire Rebranding	95-18/19	Operating Expenses			2,600	380,086
	Meeting local laws and advertising	95-18/19	Operating Expenses			8,000	372,086
	Removal of debris and the removal and replacement of fencing at the bowling club	95-18/19	Operating Expenses			10,500	361,586
	Soil contamination testing - PTA (ex valley ford)	95-18/19	Operating Expenses			10,000	351,586
	New files for record keeping	95-18/19	Operating Expenses			1,500	350,086
	Repair of 4 light towers at the Bowling Club	95-18/19	Operating Expenses			25,000	325,086
	Secondary freight route project - Better regions grant application contribution	95-18/19	Operating Expenses			6,000	319,086
	Reduction of strategic contractors in members other expenditure	95-18/19	Operating Expenses		5,000		324,086
	Design costs for saleyard subdivision	95-18/19	Operating Expenses			20,000	304,086
	Reduction of expected cost of loan 118 (depot) and reduced cost of new loan due to timing	95-18/19	Operating Expenses		9,133		313,219
	Extra actual cost of ESL insurance	95-18/19	Operating Expenses			4,350	308,869
	Loss on sale of Q190 Ford Ranger	95-18/19	Operating Expenses			5,656	303,213
	Reduction in expected doubtful debts to match balance sheet	95-18/19	Operating Expenses		16,667		319,880
	Contribution from the bowling Club for the new green upgrade	95-18/19	Capital Revenue		25,000		344,880
	Contribution from the Rural Youth (in trust) for Centenary Park	95-18/19	Capital Revenue			73,500	271,380
	Grant from Lotterywest for Centenary Park	95-18/19	Capital Revenue			75,000	196,380
	Contribution for RSL Hall Ramps	95-18/19	Capital Revenue		15,500		211,880
	Lotterywest grant for Old School site development	95-18/19	Capital Revenue			40,000	171,880
	Reduction in expected proceeds from sale of Shire vehicles	95-18/19	Capital Revenue			43,000	128,880
	RSL Hall Ramps	95-18/19	Capital Revenue			15,500	113,380
	Depot - Final Payment (Retention money held)	95-18/19	Capital Revenue			17,250	96,130
	Old School Site development	95-18/19	Capital Revenue		85,000		181,130
	Culvert Cleaner	95-18/19	Capital Expenses		50,000		231,130
	Q3856 - Spray Ute	95-18/19	Capital Expenses		2,000		233,130
	Q465 - Shared Works Ute	95-18/19	Capital Expenses			2,000	231,130
	Q551 - Team Leader Crew Cab	95-18/19	Capital Expenses			2,000	229,130
	Q633 - Excavator Ute	95-18/19	Capital Expenses		2,000		231,130
	Q661 - Town Gdn Ute	95-18/19	Capital Expenses		5,000		236,130
	New Bowling Green	95-18/19	Capital Expenses			230,000	6,130
	Centenary Park moved to next year	95-18/19	Capital Expenses		225,000		231,130
	Lights for Quairading Oval	95-18/19	Capital Expenses			219,000	12,130
	Funds from Long Service Leave and Annual Leave to assist in the payment of leave entitlements	95-18/19	Other		25,000		37,130
	Funds from Plant reserve for increases trade in cost of plant	95-18/19	Other		38,000		75,130
	Funds from Building Reserve not needed for Old School Site in the current year	95-18/19	Other			45,000	30,130
	Funds from the Town Planning and Development Reserve to fund design costs for saleyards subdivision	95-18/19	Other		20,000		50,130
	Profit and Loss Non-cash adjustment	95-18/19	Non Cash Item	9,703			40,427
	Hire of 2 x mobile floodlight Units	136-18/19	Operating Expenses			6,100	34,327
	Medical Practice Income - HIC, PNIG, SIHi (\$67,500 Grants not attracted), Consultations (Private and Bulk Billed) down \$16,500, VMP indexing - reduced by \$5,000	152-18/19	Operating Revenue			89,000	(54,673)
	Landfill Site - Increase of expected charges	152-18/19	Operating Revenue		3,000		(51,673)
	Town Planning Fees - Reduction of expected fees	152-18/19	Operating Revenue			1,500	(53,173)
	Community Bus Operating Income - Reduction of expected fees	152-18/19	Operating Revenue			3,500	(56,673)
	Building Permits - Reduction of expected fees	152-18/19	Operating Revenue			2,000	(58,673)
	Standpipes - Increase in fees charged due to roadworks	152-18/19	Operating Revenue		25,000		(33,673)
	Private Works Income - Electrician - Reduction of expected fees	152-18/19	Operating Revenue			30,500	(64,173)
	Grants ESL - Extra Quarter expected this year	152-18/19	Operating Revenue		9,593		(54,580)
	Tourist Signage Grant Successful	152-18/19	Operating Revenue		10,000		(44,580)
	Reimbursement Tennis Club Utilities	152-18/19	Operating Revenue			1,500	(46,080)

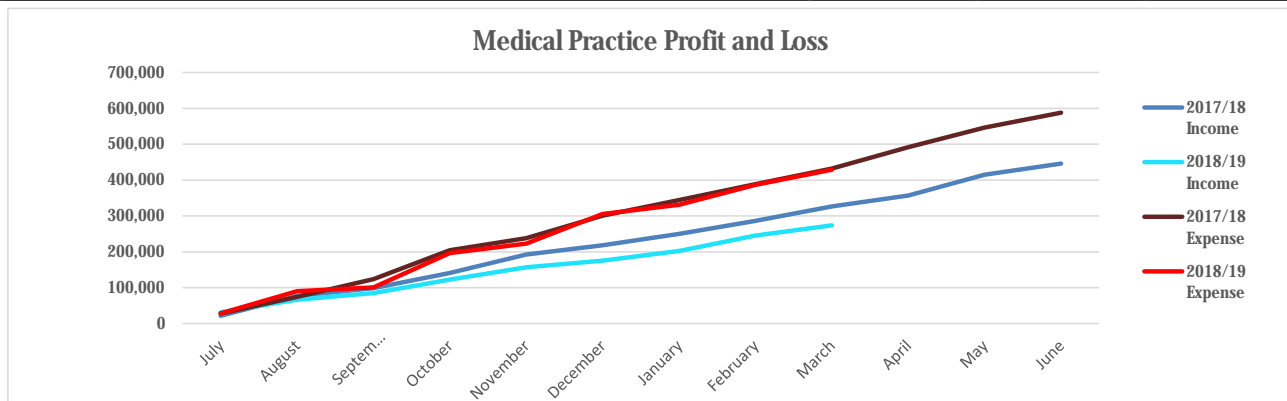
Medical Practices Expense - Practice Nurse on leave savings \$26,000,				
Adjustment of Accrued Leave \$10,000 from staff changeover	152-18/19	Operating Expenses	36,000	(10,080)
Youth Centre Building - Decrease Employee cost to Cemetery	152-18/19	Operating Expenses	3,000	(7,080)
Cemetery - Increase Employee costs from Cemetery	152-18/19	Operating Expenses		3,000
Private Works Electrical Contractor - Administration and Material - Adjustments to Original Budget	152-18/19	Operating Expenses	31,523	21,443
Private Works Electrical Contractor - Labour Private Works - Adjustments to Original Budget	152-18/19	Operating Expenses	3,746	25,189
Conferences Members = Savings from attendance of Local Government Week	152-18/19	Operating Expenses	8,000	33,189
Members -Other Expenditure - Reduction of \$5,000 Consulting, Remove 8,000 Advertising for Meetings Local Laws	152-18/19	Operating Expenses	13,000	46,189
Member - Advertising - Four Tenders to Call this Year	152-18/19	Operating Expenses		5,000
Audit fees and Accounting Support - Monthly Reporting Template to be created by Staff	152-18/19	Operating Expenses	10,000	51,189
Other Labour/ Relief Staff - Increase due to actual expenses	152-18/19	Operating Expenses		13,391
Medical Practices Expense - \$16,000 Surgery Closed during Holidays and when Doctor unavailable, Other Minor Savings \$3,000	152-18/19	Operating Expenses	19,000	56,798
Arthur Kelly Village - Increased provision for repairs	152-18/19	Operating Expenses		10,000
Heritage Consultancy	152-18/19	Operating Expenses	7,500	54,298
Community Bus Operating Expenses - Increase based on actuals	152-18/19	Operating Expenses		2,500
Ovals and Grounds - Additional provision for materials	152-18/19	Operating Expenses		5,000
Fuels and Oils - Increase due to actuals	152-18/19	Operating Expenses		26,433
Ovals and Grounds - Additional provision for Utilities	152-18/19	Operating Expenses		5,000
Standpipes - Increase of water usage due to use in roadworks	152-18/19	Operating Expenses		20,000
Change in Depreciation due to Road Revaluations	152-18/19	Operating Expenses	1,217,331	1,212,696
Interest on Overdrafts - Not used and not expected to be used	152-18/19	Operating Expenses	10,000	1,222,696
NRM Community Grant - Community Connecting Corridors reduced	152-18/19	Operating Expenses	10,314	1,233,010
Contribution to Quairading Rainmakers Public Artwork	152-18/19	Operating Expenses		10,000
64 Coraling St Roof Restoration - Removed in favour of Roof Replacement in 2019/20	152-18/19	Capital Expenses	10,450	1,233,460
Park Cottages - Expected savings from Cottage Project	152-18/19	Capital Expenses	90,000	1,323,460
Works Depot - Savings from Apron of Building	152-18/19	Capital Expenses	6,350	1,329,810
Q190 - EMWS Vehicle	152-18/19	Capital Expenses	2,765	1,332,576
Q3856 - Spray Ute	152-18/19	Capital Expenses	8,636	1,341,212
Q465 - Shared Works Ute	152-18/19	Capital Expenses	5,929	1,347,141
Q551 - Team Leader Crew Cab	152-18/19	Capital Expenses	4,364	1,351,505
Q633 - Excavator Ute	152-18/19	Capital Expenses	8,182	1,359,687
Q661 - Town Gdn Ute	152-18/19	Capital Expenses	2,684	1,362,371
Removal of New Lighting Quairading Lighting - To proceed in 2019/20	152-18/19	Capital Expenses	207,255	1,569,626
Hall Car Park Upgrade - Savings from Design of Carpark	152-18/19	Capital Expenses	15,000	1,584,626
Winches For Swimming Pool Poles - Expected in 2019/20	152-18/19	Capital Expenses	10,000	1,594,626
Proceeds of Sale of Light Vehicle	152-18/19	Capital Revenue		6,818
Funds from Plant reserve	152-18/19	Other		25,743
				90,000
Funds from Building Reserve not needed due to savings from Park Cottages	152-18/19	Other		1,472,065
Change in Road Valuations due to Revaluations	152-18/19	Other		1,217,331
Adjustment of Nature and Type : Operating grants, subsidies and contributions	152-18/19	Other		3,156,869
Adjustment of Nature and Type : Non-operating grants, subsidies and contributions	152-18/19	Other	40,000	(2,862,135)
Adjustment of Nature and Type : Other revenue (WANDRRA)	152-18/19	Other	2,859,397	(2,738)
Adjustment of Nature and Type : Other revenue	152-18/19	Other	151,472	148,734
Adjustment of Nature and Type : Fees and charges	152-18/19	Other	106,000	254,734
Adjustment to start of year Surplus	152-18/20	Opening Surplus(Deficit)		204,302
			9,703	5,979,442
				5,961,112

KEY INFORMATION

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

**NOTE 13
MEDICAL PRACTICE**

Medical Practice Profit and Loss (Cash)			
	Year to Date		BUDGET 18/19
	Actual	2018	YTD%
	/ 2019		
EXPENDITURE			
LABOUR			
CONTRACTOR DOCTOR 17/18 + JUN 30 CPI in OCT18	\$291,461	\$415,553	70%
Wages			
PRACTICE NURSE (2 days a week)	\$154	\$3,380	5%
PRACTICE MGR RECEPTIONISTS - Job Share 3 Staff (1.6 FTE)	\$91,786	\$89,801	102%
Super			
PRACTICE NURSE	\$0	\$2,791	0%
PRACTICE MGR RECEPTIONISTS - Job Share 3 Staff (1.6 FTE)	\$5,673	\$9,709	58%
Insurance			
WORKERS COMPENSATION @ 2.3%	\$1,836	\$2,972	62%
MEDICAL INDEMNITY/PROFESSIONAL FEES	\$0	\$990	0%
Other			
STAFF DEVELOPMENT	\$0	\$1,000	0%
MATERIALS			
MATERIALS - MEDICAL/OTHER	\$3,671	\$5,214	70%
UTILITIES			
ELECTRICITY CONSUMED	\$1,643	\$1,900	86%
PHONE	\$3,505	\$4,200	83%
POSTAGES, PRINTING, STATIONERY, ETC	\$2,917	\$4,850	60%
OTHER			
MINOR CAPITAL EXPENDITURE ITEMS	\$2,318	\$3,000	77%
COMPUTERS - MTCE (NON CAPITAL)	\$4,461	\$3,000	149%
CREDIT CARD MERCHANT FEES	\$273	\$500	55%
OTHER SURGERY EXPENSES	\$19,129	\$16,140	119%
TOTAL CASH EXPENDITURE	\$428,827	\$565,000	76%
INCOME			
INTEREST - SUPPORT PACKAGES	\$783	\$2,000	39%
HIC PAYMENTS (PIP) & (SWWML) & (CIR) -EX GST	\$6,961	\$0	
RFDS PAYMENTS	\$3,000	\$4,800	63%
PRACTICE NURSE INCENTIVE GRANT	\$2,825	\$1,500	188%
RECEIPTS FROM CONSULTATIONS	\$29,127	\$47,700	61%
VTA BENEFIT / M 'CARE	\$163,300	\$220,000	74%
SIHI GP INCENTIVE (EX GST)	\$0	\$0	
VMP PAYMENTS (EX GST) - ESTIMATED	\$67,718	\$90,000	75%
SUNDRY PAYMENTS	\$0	\$0	
TOTAL CASH INCOME	\$273,713	\$366,000	75%
TOTAL CASH INCOME	\$273,713	\$366,000	75%
TOTAL CASH EXPENDITURE	\$428,827	\$565,000	76%
OUTCOME	-\$155,113	-\$199,000	78%

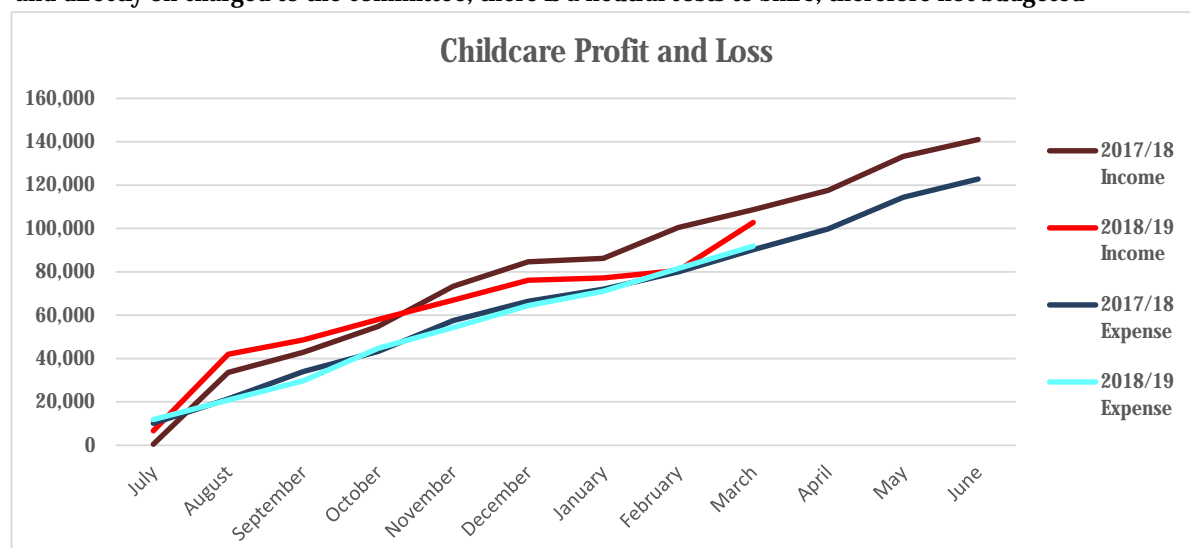


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2019**

**NOTE 14
CHILDCARE**

Childcare Profit and Loss (Cash)	January Actual	YTD Actual	Budget	VAR %
INCOME				
Fees	\$22,143	\$77,471	\$102,500	76%
Grant Funds	\$0	\$25,258	\$31,500	80%
Donations	\$0	\$0	\$1,000	0%
**Funds Reimbursements	\$0	\$39	\$0	
TOTAL INCOME	\$22,143	\$102,768	\$135,000	76%
EXPENDITURE	January Actual	YTD Actual	Budget	VAR %
Insurance		\$1,740	\$1,906	91%
Dept Communities - Annual Service Fee		\$203	\$1,500	14%
Operating Expenses	\$254	\$2,454	\$10,534	23%
Power		\$661	\$1,600	41%
Phone	\$39	\$321	\$600	53%
Wages	\$9,164	\$79,004	\$102,861	77%
Superannuation	\$871	\$7,440	\$7,872	95%
**Funds to be reimbursed	\$0	\$39	\$0	
TOTAL EXPENDITURE	\$ 10,327	\$ 91,861	\$ 126,873	72%
Income	\$ 102,768			
Expenses	\$ 91,861			
Surplus/ Deficit	\$ 10,907			

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



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

**NOTE 15
RATIO'S**

	2019	This Time	2018	2017	2016	Target
	YTD	Last Year				Range
Current Ratio	3.10	2.87	1.76	3.77	1.16	≥1.00
Asset Sustainability Ratio	0.87	N/A	1.16	1.03	1.17	≥1.10
Debt Service Cover Ratio	16.83	7.96	16.98	41.90	29.21	≥15.0
Operating Surplus Ratio	(0.09)	(0.63)	(0.24)	(0.42)	(0.51)	≥0.15
Own Source Revenue Coverage Ratio	0.52	0.40	0.69	0.46	0.57	≥0.90

The above ratios are calculated as follows:

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

Asset Sustainability Ratio
$$\frac{\text{Capital Renewal and Replacement Expenditure}}{\text{Depreciation Expenses}}$$

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

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

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

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

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 Supply and Installation of a Synthetic Bowling Green at the Quairading Bowling Club – Tender No.4 -18/19

Meeting Date	24 th April 2019
Responsible Officer	Graeme Fardon CEO
Reporting Officer	Allan Rourke EMWS
Attachments	Tender Evaluation Papers (Confidential under Separate Cover))
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

That Council: -

1. Accept the Tender 04-2018/19 received from Evergreen Synthetic Grass for the supply and installation of the Ultra Plus Green Bowling Surface for a total cost \$222,625.45 excluding GST.
2. That the CEO be authorised to proceed to prepare, finalise and execute the Construction Contract with Evergreen Synthetic Grass
3. Note the Insurance Settlement Offer to Council of \$162,300 (ex GST) from Local Government Insurance Scheme for the damaged Bowling Green Surface.
4. That the Project Balance of \$60,325.45 (ex GST) be fully funded by the Quairading Bowling Club Inc.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- On Friday 3rd August 2018, one light tower at the QBC fell onto the playing surface as a result of high winds.
- An insurance claim was lodged with LGIS in regard to the fallen light tower and the damage sustained to the synthetic bowling green at the Quairading Bowling Club in October 2018.
- The current Bowling Green surface “Pro Master Plus” was installed in 2009.
- The insurance claim has been accepted by LGIS to replace the whole playing surface with a “like for like” product as it was deemed unviable to repair the playing surface.
- LGIS has now declared the amount of \$162,300 as the Assessed Settlement for the damaged playing surface.
- In Council’s Budget Review in November 2018, Council made a Budget Provision of \$230,000 (ex GST) for the Replacement of the Playing Surface.
- Due to the estimated value of the replacement of the synthetic surface being over the Tender threshold of \$150,000, a public tender process has been conducted by Council.
- Tender 04-18/19 was advertised and Tenders received have been assessed for the supply and installation of a synthetic bowling green at the Quairading Bowling Club and recommendations for the preferred Tenderer are outlined.
- The Balance of the Project Cost above the Insurance Settlement Amount to be borne by the Quairading Bowling Club Inc.
- \$1000 Insurance Excess applies across whole of the Claim.

MATTERS FOR CONSIDERATION

Council to consider the Tender Evaluation Report for the supply and installation of a 12mm Synthetic Bowling Green to replace the existing surface.

BACKGROUND

The Quairading Bowling Club have liaised extensively with Council officers since the initial incident and have indicated that the Club's preference is to have a 12mm Synthetic Grass Surface replace the existing 15mm Playing Surface. This preference has been based on the inspection and playing on of more modern products with the 12mm surface being the Sports currently recognised "Entry level" product. It is highlighted that the 15mm product whilst still on the market has rarely been installed in recent years.

Public Tenders were advertised for the Supply and Installation of a 12mm synthetic bowling green surface, removal of the existing surface and laser levelling/filling of the base course material.

When tenders closed on Wednesday 27th April 2019 at 12 Noon, nine tenders had been received from three Companies.

Five submissions were deemed non-conforming in regard to the outlined specifications and not evaluated as they did not address the 12 mm Specification set down in the Tender Specifications.

Four submissions conformed with the specification outlined in the tender and evaluations included in the confidential attachment.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996 Reg. 11

11. When Tenders have to be publicly invited:

1. Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150,000 unless sub regulation (2) states otherwise.
2. Tenders do not have to be publicly invited according to the requirements of this Division if: -
 - (a) The supply of the goods or services is to be obtained from expenditure authorised in an emergency under Section 6.8(1) (c) of the Act; or
 - (b) The supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program.

POLICY IMPLICATIONS

The Shire of Quairading Purchasing Policy FIN.2 requires that for estimated prices over \$150,000 Council goes to public tender.

WALGA's preferred supplier list allows for the tender process to be waived in lieu of seeking quotations from suppliers on WALGA's preferred supplier list. There is no WALGA Preferred Supplier Contract for "Synthetic Grass Playing Surfaces"

FINANCIAL IMPLICATIONS

At Council's November 2018 Budget Review, an allowance of \$230,000.00 (ex GST) was made for the replacement of the Playing Surface.

Three of the 4 Tenders assessed were within the Budget Amount.

The Bowling Club's preferred Playing Surface is Evergreen Ultra Plus Green at a Total Cost of \$222,625.45 (ex GST). The Bowling Club have provided the CEO with written evidence of the Club's financial capacity to fully fund the shortfall between the Project Cost and the confirmed Insurance Settlement amount, being \$60,325.45 (ex GST). Payment to Council would be arranged to coincide with the Contract Progress Payments in the Construction Contract.

The Club has also proven its capacity to fully fund the remedial works already undertaken on the remaining three (3) light towers and will reimburse Council this financial year for these Costs.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES	WORKING WITH
S1	Active community	
S1.1	Provide facilities and support participation in sport and recreational activities, facilities and clubs	Quairading Bowling Club

COMMUNITY CONSULTATION

Full consultation has occurred throughout with the Quairading Bowling Club Office bearers.

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

Financial – Risk Matrix Rating is considered Low – Council’s Insurer has provided a Cash Settlement Offer on the Playing Surface of \$162,300 (ex GST) and the remaining Project Costs are to be borne by the Quairading Bowling Club. Council’s Costs for disposal of the old playing surface and the modification to the surrounding limestone wall to achieve access for the Contractors to the worksite are being fully reimbursed by Council’s Insurer. The only cost to Council is the \$1000 Excess deducted from the Insurance Settlement Amount.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating is considered Low – Tenders have been sought pursuant to the Local Government Act and Regulations and Council’s Purchasing Policy.

Operation – Risk Matrix Rating is considered Low – Procurement Process has been conducted by Council’s Management Team Members. Project Delivery will be largely by Contractor with Council’s Executive Manager of Works and Services providing the Project Management.

Natural Environment – Risk Matrix Rating is considered Low.

COMMENT

An evaluation report for tenders has been undertaken and a copy is attached as Confidential Attachment 1 & 2.

Tenders were received by the following contractors: -

No	Name of Organisation
1	Evergreen Synthetic Grass
2	Green Planet Grass
3	Berry Bowling Systems Pty Ltd

All 3 Tenderers provided a Tender Price for the 15mm Playing Surface which have been utilised for Insurance Assessment purposes by Council’s Insurer and appointed Loss Adjuster.

All Tenders that did not conform with the 12mm thickness or 30 Stitches per 10 centimetre specifications were not assessed.

Tenders have been assessed by an evaluation panel against the criteria of relevant experience, key personnel skills and experience, tenderer’s resources and demonstrated understanding.

The Weighting applied to those criteria were as follows: -

- Relevant Experience – 30%
- Key Personnel Skills and Experience – 20%
- Tenderer's resources – 20%
- Demonstrated Understanding – 30%

Based on the Tender Assessment of the Qualitative Criteria, Evergreen Synthetic Grass were assessed as the preferred Tenderer for Project Delivery.

Reference checks were carried out on the two conforming contractors by two Quairading Bowling Club representatives as part of the Tender Assessment Panel.

The Reference checks undertaken confirmed that the most beneficial Tenderer is Evergreen Synthetic Grass and that the Ultra Plus Green surface will fulfil the Bowling Club's requirements.

10.2 Dedication of Land as Road Reserve - York to Merredin Road

Meeting Date	24 th April 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Correspondence & Land Dealing Plans 1760-220 & 1760 221
Owner/Applicant	Main Roads Western Australia
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

That Council:

Dedicate the land, the subject of Main Roads WA Land Dealing Plan 1760-220 (Jacobs Well Road intersection) & Dealing Plan 1760- 221 (Manning Road intersection) as “Road” pursuant to Section 56 of the Land Administration Act, 1997.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Dedication of land acquired by Main Roads WA for incorporation into the existing York – Merredin Road Reserve.
- Acquisition comprises of two small land truncations totalling 180 square metres and 309 square metres respectively.
- Section 56 of the Land Administration Act 1997 requires Council consent for the freehold land to become a part of the Road Reserve.

MATTER FOR CONSIDERATION

Dedication of two parcels of land to “Road Reserve” for Main Roads WA.

BACKGROUND

As part of the Upgrade and widening roadworks on the York-Merredin Road to the West of Quairading, Main Roads have had to acquire various sections of privately owned land to be incorporated into the existing road reserve to accommodate the Roadworks and required Setbacks.

The Sections in this Application are two small Corner truncations at the intersections of the York – Merredin Road with Jacob Wells Road at 45.15 SLK (Plan 1760-220) comprising 180 square metres and Manning Road at 48.8SLK (Plan 1760-221), comprising of 309 square metres.

Main Roads WA has advised that it will indemnify the Shire against any costs and claims that may arise as a result of the dedication. Main Roads have confirmed that the affected landowners have been consulted and Compensation arrangements have been entered into with the two landowners.

STATUTORY ENVIRONMENT

Local Government Act, 1995

Land Administration Act 1997 – s 56 – Dedication of land as road

56. Dedication of land as road

- (1) If in the district of a local government —
 - (a) land is reserved or acquired for use by the public, or is used by the public, as a road under the care, control and management of the local government; or

- (b) in the case of land comprising a private road constructed and maintained to the satisfaction of the local government —
 - (i) the holder of the freehold in that land applies to the local government, requesting it to do so; or
 - (ii) those holders of the freehold in rateable land abutting the private road, the aggregate of the rateable value of whose land is greater than one half of the rateable value of all the rateable land abutting the private road, apply to the local government, requesting it to do so;

or

- (c) land comprises a private road of which the public has had uninterrupted use for a period of not less than 10 years,

and that land is described in a plan of survey, sketch plan or document, the local government may request the Minister to dedicate that land as a road.

- (2) If a local government resolves to make a request under subsection (1), it must —
 - (a) in accordance with the regulations prepare and deliver the request to the Minister; and
 - (b) provide the Minister with sufficient information in a plan of survey, sketch plan or document to describe the dimensions of the proposed road.
- (3) On receiving a request delivered to him or her under subsection (2), the Minister must consider the request and may then —
 - (a) subject to subsection (5), by order grant the request; or
 - (b) direct the relevant local government to reconsider the request, having regard to such matters as he or she thinks fit to mention in that direction; or
 - (c) refuse the request.
- (4) On the Minister granting a request under subsection (3), the relevant local government is liable to indemnify the Minister against any claim for compensation (not being a claim for compensation in respect of land referred to in subsection (6)) in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.
- (5) To be dedicated under subsection (3)(a), land must immediately before the time of dedication be —
 - (a) unallocated Crown land or, in the case of a private road, alienated land; and
 - (b) designated in the relevant plan of survey, sketch plan or document as having the purpose of a road.
- (6) If land referred to in subsection (1)(b) or (c) is dedicated under subsection (3)(a), a person with an interest in that land (including a person who has the benefit of an easement created under section 167A of the TLA) is not entitled to compensation because of that dedication.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Nil, to Council as land acquisition and planning costs are part of the Road Upgrade works undertaken by Main Roads.

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
B2.1	Ensure the provision of roads, footpaths and drainage takes into account the needs of the community, including the needs of the agriculture industry
B2.2	Ensure the provision of community facilities and other built assets takes into account the needs of the community

COMMUNITY CONSULTATION

MRWA has undertaken extensive community consultation through a Reference Group in regard to the proposed improvement works on the York – Merredin Road. Individual landholders have been consulted and negotiated with, where land acquisition was necessary.

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

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

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Main Road have indemnified Council against any Claim or Cost associated with these land acquisitions.

Operation – Risk Matrix Rating is assessed as Low. Nil – Main Roads project. Truncations adjoin local road network but main Roads responsible for the intersection of local roads with the Main Road.

Natural Environment – Risk Matrix Rating is assessed as Low. Nil to Council as all Environmental Clearance Approvals and Obligations have been undertaken by Main Roads WA.

COMMENT

The request is a procedural matter for which the Shire has no financial obligations.

Council has processed a number of similar Road Dedication requests in recent years as the Road Widening and Upgrade works have progressed on the York- Merredin Road to the West of Quairading.



Page 96 of 141

SHIRE OF QUAIRADING	FILE NO: <i>Sten</i>
	4 APR 2019
	TO: COPY TO:

Enquiries: Frank Mattaboni
Our Ref: 13/7110-02
Your Ref:

2 April 2019

Mr G Fardon
Chief Executive Officer
Shire of Quairading
PO Box 38
QUAIRADING WA 6383

Dear Sir

**REQUEST FOR SHIRE RESOLUTION TO THE DEDICATION OF LAND FOR ROAD
YORK MERREDIN ROAD 45.15 & 48.8 SLK SECTION**

Attached for consideration by the Council are plans depicting land required for improvement works carried out on the York Merredin Road (45.15 & 48.8 SLK section). The land, shown shaded on the enclosed copies of Land Dealings Plans 1760-220 & 1760 221 is required to be included in the road reserve.

Main Roads has approached all landowners and other affected parties and arrangements for acquisition are being finalised. To enable the land to be dedicated as road reserve, it is a requirement of the *Land Administration Act 1997* that local governments resolve to dedicate the road.

It would be appreciated if Council could consider the matter at its next meeting and provide the following statement in a letter to Main Roads marked to my attention. This will satisfy the requirements of the Department of Planning Lands & Heritage (DPLH) who will be arranging dedication once acquisition of the land is completed.

✓ *“Council at its ordinary meeting held on (Day Month Year) passed a resolution for the dedication of the land the subject of Main Roads Land Dealing Plans 1760-220 & 1760-221 as a road pursuant to section 56 of the Land Administration Act 1997.”*

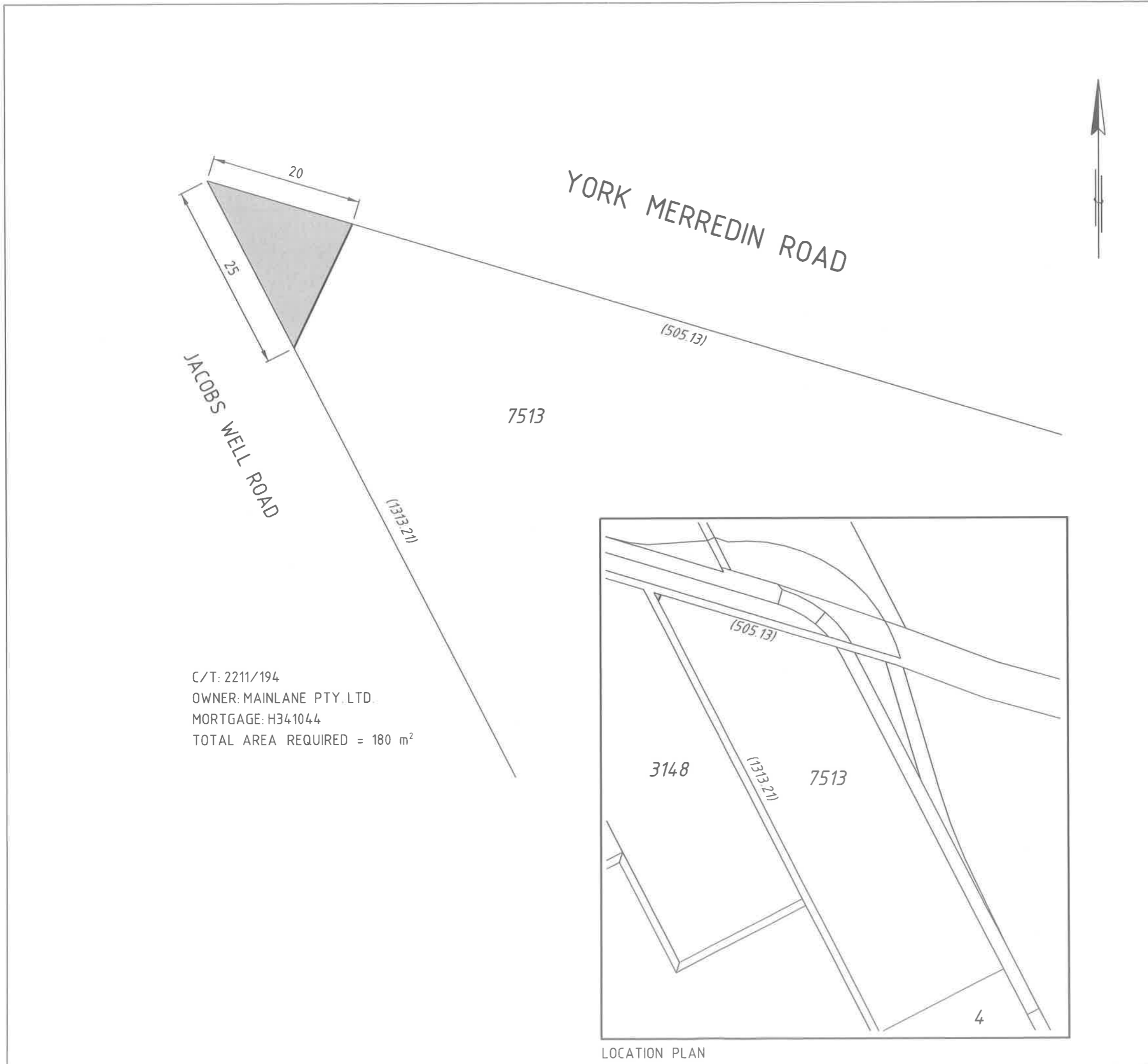
In addition if you could please provide a copy of the minutes of the Council meeting relating to Council’s resolution for DPLH records.

Main Roads will be responsible for any costs and claims that may arise as a result of the dedication.

Should you require any further information please contact me on 08 9323 5856.

Yours sincerely



Frank Mattaboni
LAND CONSULTANT



C/T: 2211/194
 OWNER: MAINLANE PTY. LTD.
 MORTGAGE: H341044
 TOTAL AREA REQUIRED = 180 m²

LOCATION PLAN

LEGEND

-  LAND REQUIRED FOR ROAD PURPOSES
-  BOUNDARY TO BE SURVEYED.

NOTES

- 1 DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
- 2 S.L.K. IS A M.R. STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY
- 3 HORIZONTAL DATUM IS MGA 94.

WHEATBELT REGION

Telephone (08) 9622 4777 Fax (08) 9622 3767

APPROVED FOR IMPLEMENTATION

FILE NUMBER	FOLIO	DATE	APPROVAL NUMBER
13/7110-02			

AUTHORISED	
APPROVED	




**FINANCE AND SERVICES
PROPERTY MANAGEMENT**

Telephone 9323 4580 Fax 9323 4600

FILE No. 13/7110-02

DRAWN/DESIGNED W.M. ROLLINGS 3/10/17

AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL

YORK MERREDIN RD M41

LAND DEALINGS

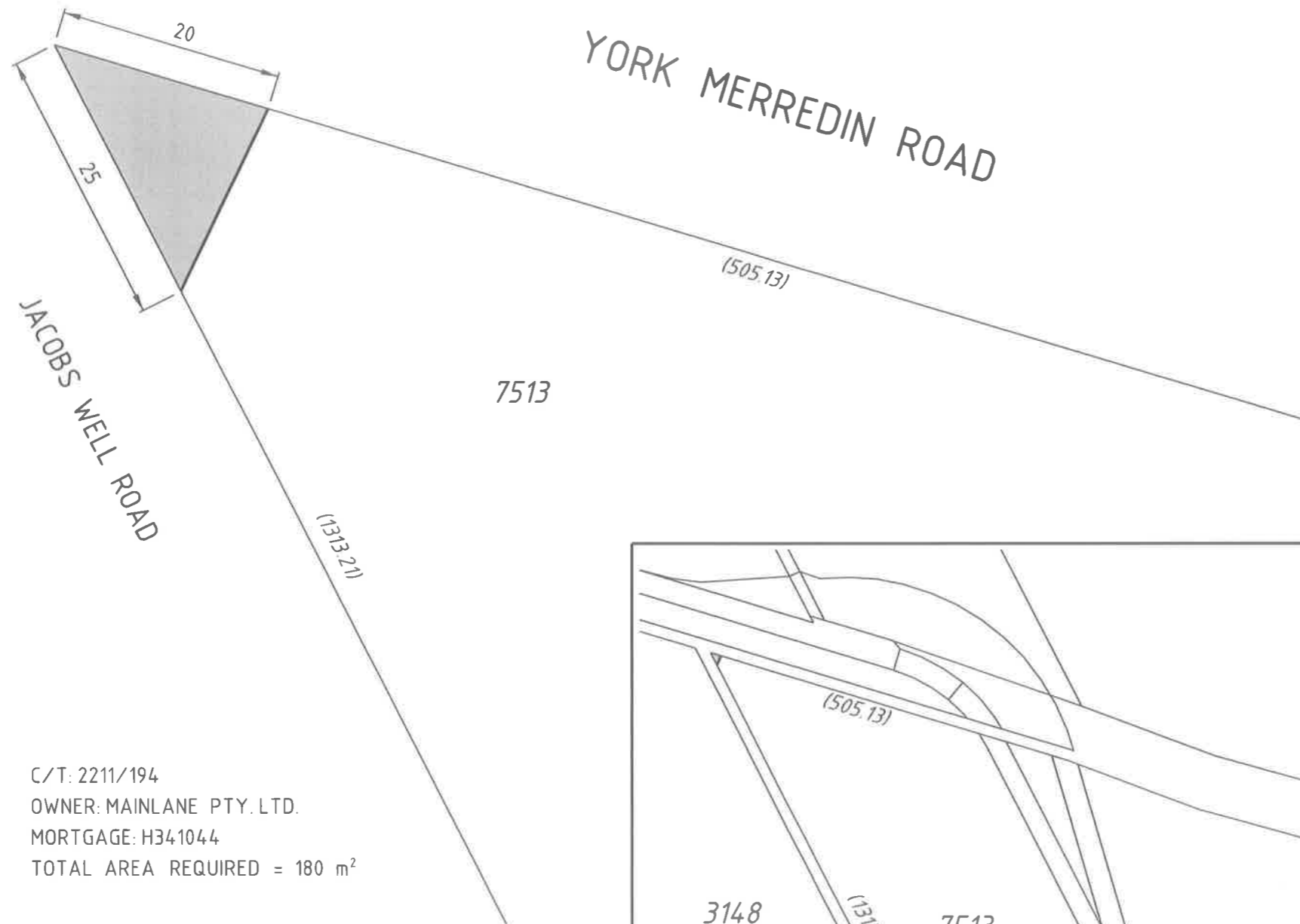
LOT 7513, 45.15 SLK

LOCAL AUTHORITY (401) SHIRE OF BEVERLEY

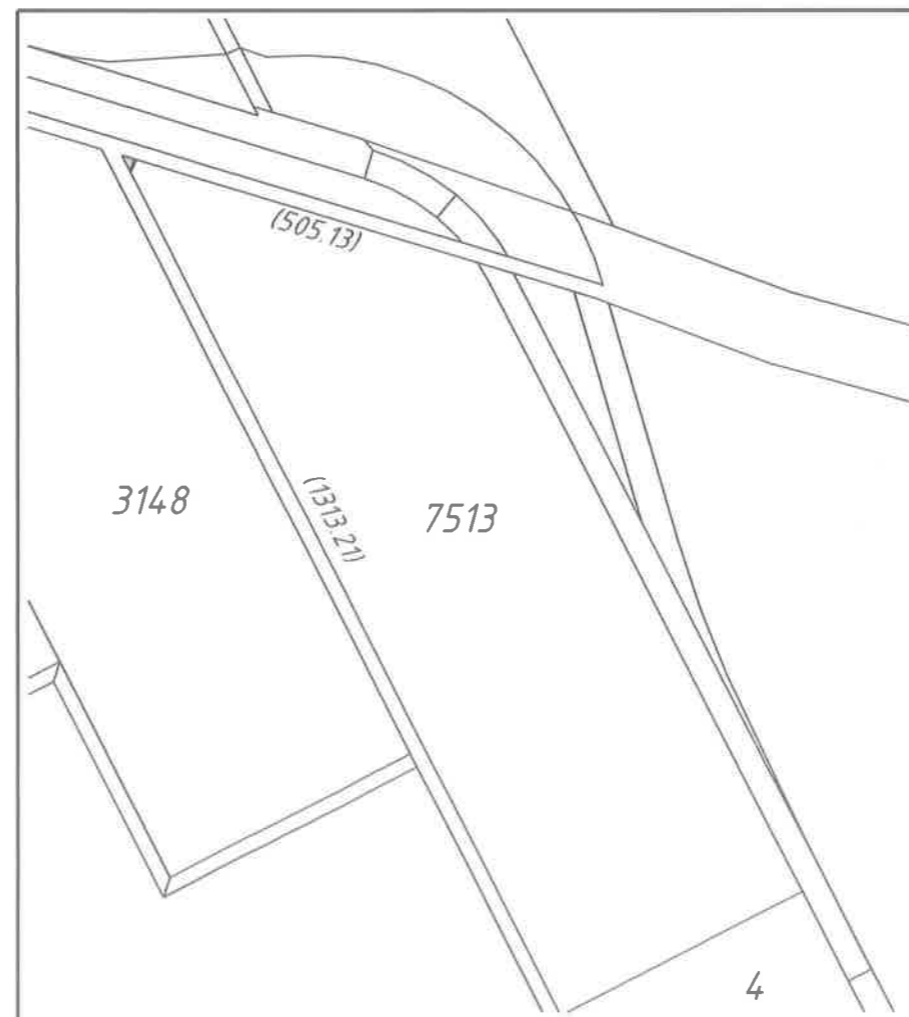
DRAWING TYPE	DRAWING NUMBER	AMEND.
7200	1760-220	



SCAN DATE
**A
3**



C/T: 2211/194
 OWNER: MAINLANE PTY. LTD.
 MORTGAGE: H341044
 TOTAL AREA REQUIRED = 180 m²



LOCATION PLAN



LEGEND

- LAND REQUIRED FOR ROAD PURPOSES
- BOUNDARY TO BE SURVEYED

NOTES

- 1 DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY
- 2 S.L.K. IS A M.R. STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY
- 3 HORIZONTAL DATUM IS MGA 94.

WHEATBELT REGION

Telephone (08) 9622 4777 Fax (08) 9622 3767

APPROVED FOR IMPLEMENTATION

FILE NUMBER	FOLIO	DATE	APPROVAL NUMBER
13/7110-02			
AUTHORISED			
APPROVED			




**FINANCE AND SERVICES
PROPERTY MANAGEMENT**

Telephone 9323 4580 Fax 9323 4600

FILE No. 13/7110-02
 DRAWN/DESIGNED W.M. ROLLINGS 3/10/17
 AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL

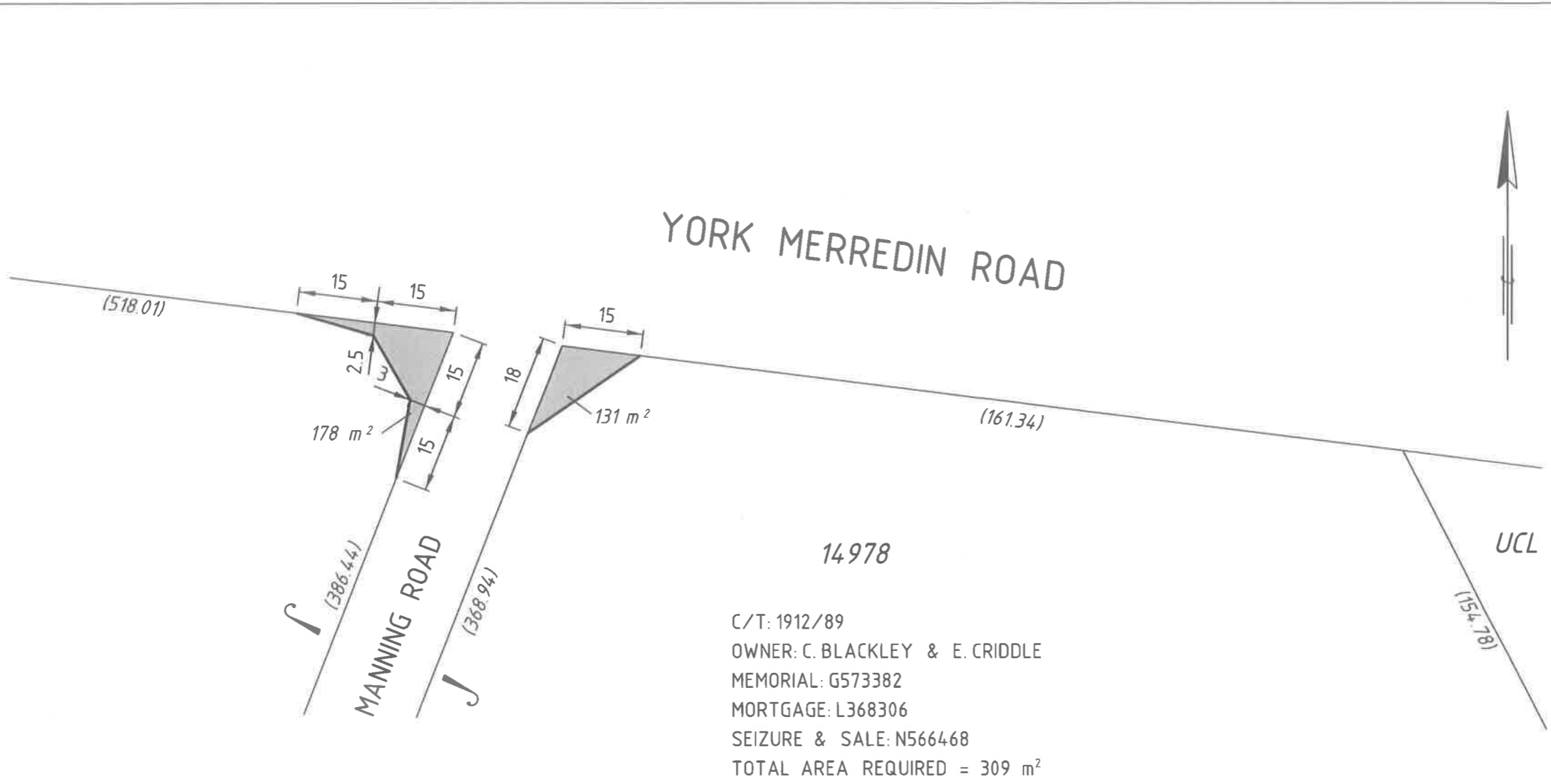
YORK MERREDIN RD M41
 LAND DEALINGS
 LOT 7513, 45.15 SLK

LOCAL AUTHORITY (401) SHIRE OF BEVERLEY	DRAWING NUMBER	AMEND.
DRAWING TYPE	1760-220	
7200		

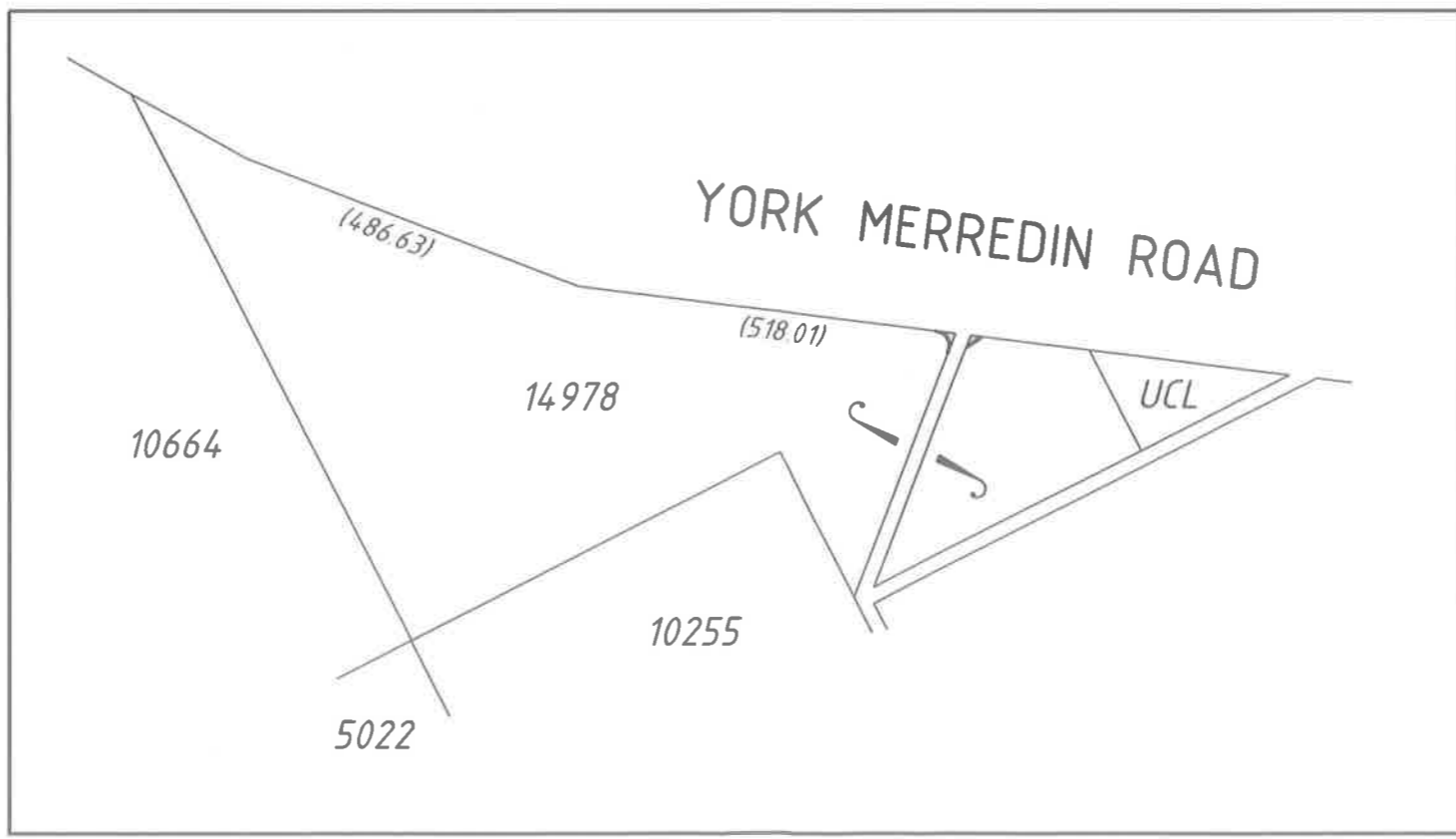
SCALE 1:500

SCAN DATE

A
3



14978
 C/T: 1912/89
 OWNER: C. BLACKLEY & E. CRIDDLE
 MEMORIAL: G573382
 MORTGAGE: L368306
 SEIZURE & SALE: N566468
 TOTAL AREA REQUIRED = 309 m²



LOCATION PLAN

LEGEND

- LAND REQUIRED FOR ROAD PURPOSES
- BOUNDARY TO BE SURVEYED

NOTES

- 1 DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
- 2 S.L.K. IS A M.R. STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY
- 3 HORIZONTAL DATUM IS MGA 94.

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13/7110-02			
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APPROVED			



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YORK MERREDIN RD M41

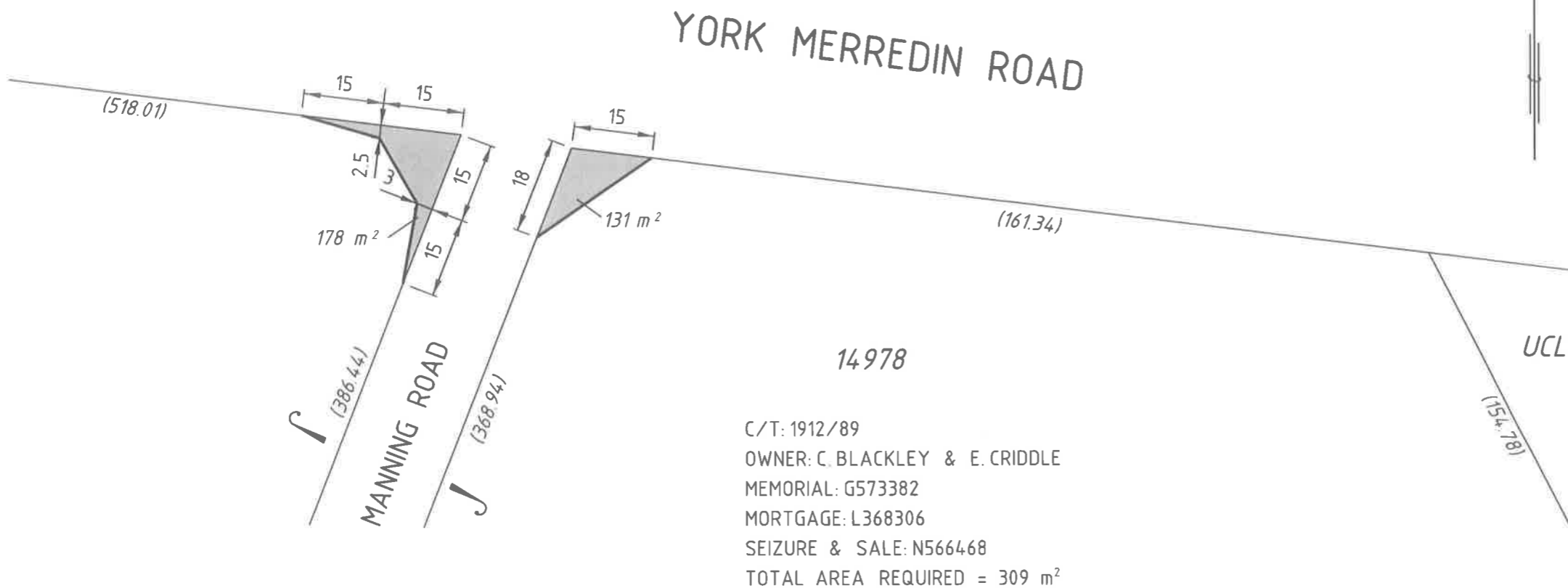
LAND DEALINGS

LOT 14978, 48.8 SLK

LOCAL AUTHORITY (424) SHIRE OF QUAIRADING

DRAWING TYPE	DRAWING NUMBER	AMEND.
7200	1760-221	

SCALE 1:1000
 SCAN DATE
 100
90
80
70
60
50
40
30
20
10
0



LEGEND

- LAND REQUIRED FOR ROAD PURPOSES
- BOUNDARY TO BE SURVEYED.

NOTES

- 1 DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
- 2 S.L.K IS A M.R. STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY
- 3 HORIZONTAL DATUM IS MGA 94.

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APPROVED FOR IMPLEMENTATION

FILE NUMBER	FOLIO	DATE	APPROVAL NUMBER
13/7110-02			
AUTHORISED			
APPROVED			




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PROPERTY MANAGEMENT**

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DRAWN/DESIGNED W.M. ROLLINGS 3/10/17

AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL

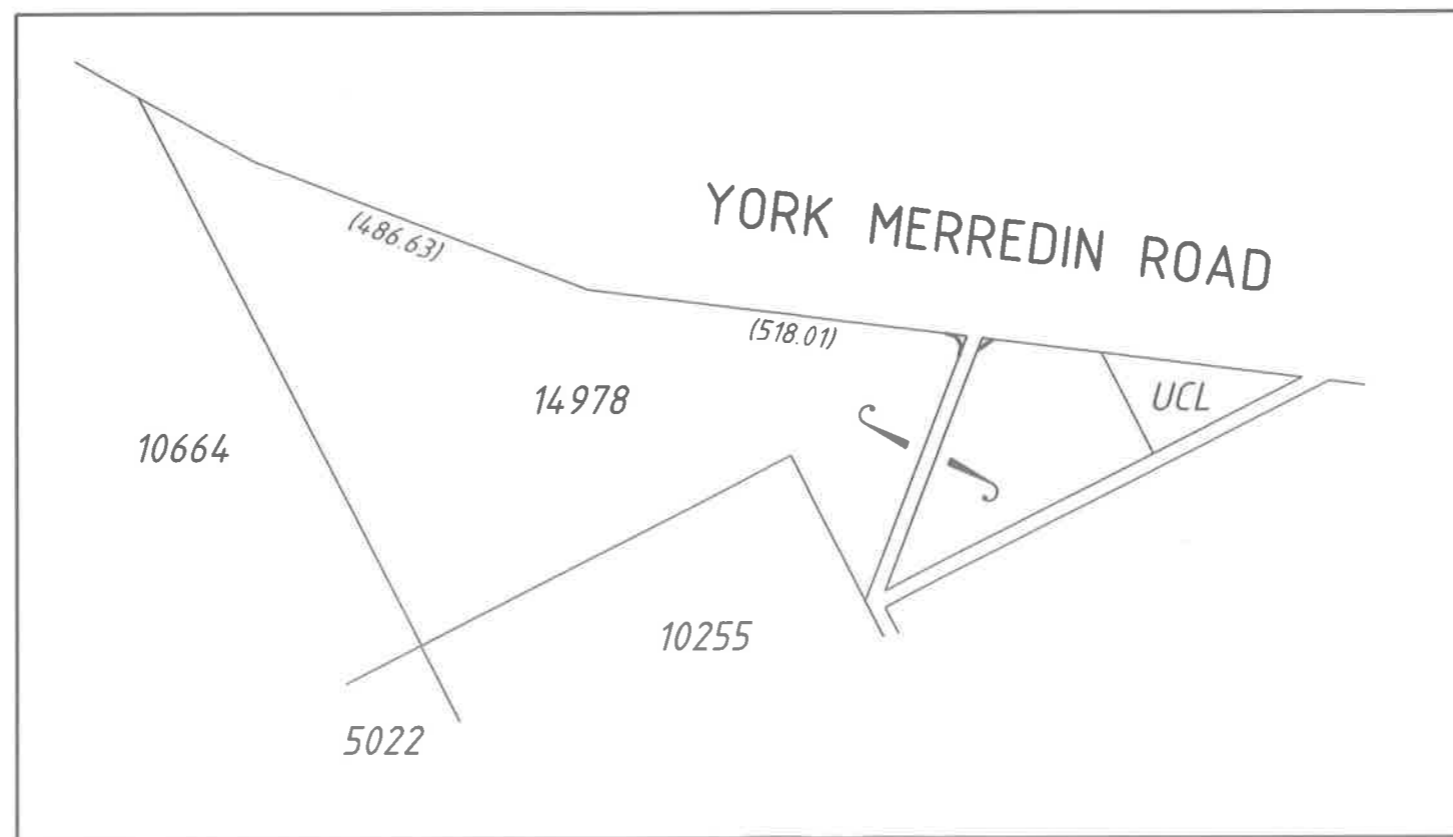
YORK MERREDIN RD M41

LAND DEALINGS

LOT 14978, 48.8 SLK

LOCAL AUTHORITY (424) SHIRE OF QUAIRADING

DRAWING TYPE	DRAWING NUMBER	AMEND.
7200	1760-221	



LOCATION PLAN

SCALE 1:1000

SCAN DATE

A
3

10.3 Strategic Planning Committee Minutes – 9th April 2019

Meeting Date	24th April 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Minutes of Meeting
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That Council:

1. Receive the Minutes of the Strategic Planning Committee for its Meeting of 9th April 2019; and
2. Consider each of the Committee's following Recommendations individually:

Voting Requirements- Simple Majority

Review of Cuneata Rise Estate Land Prices and Strategy

RECOMMENDATION: SP26-18/19

That the Strategic Planning Committee recommend to Council that:

1. To retain the current adjusted prices for the 12 Vacant Lots for the next 12 Months;
2. Continue with the House and Land Package Promotion for a further 12 Months, subject to the Agreement of Country Builders and Primaries Real Estate; and
3. That Council budget for the sale of one (1) Lot in the 2019/2020 Budget.

Power to Lease 16735 – Options Paper (Confidential Item)

Items considered Confidential under Section 5.23, 5.94, and 5.95 of the Local Government Act as information relates potentially to information about the business, professional, commercial or financial affairs of a person. Reference Section 5.23 (2) (c) & (e)

RECOMMENDATION: SP27-18/19

That the Strategic Planning Committee recommend to Council: -

That the Chief Executive Officer's Preliminary Options Paper on Reserve No. 16735 be received.

RECOMMENDATION: SP28-18/19

That the Strategic Planning Committee recommend to Council that: -

Council not progress with the Option of Acquisition of Reserve No. 16735, but continue to negotiate with Ausplow on an alternative option for their development.

Wheatbelt Secondary Freight Route Project

RECOMMENDATION SP29-18/19

That the Strategic Planning Committee recommend to Council: -

- 1. That Council receive the Officer's Report on the Wheatbelt Secondary Freight Route Project;**
- 2. That Council acknowledge the Federal Government's announcement to fund \$70 million towards the Wheatbelt Secondary Freight Route Project; and**
- 3. That Council carryover the Council Commitment / Budget provision of \$6000 to the 2019/20 Draft Budget.**

IN BRIEF

For Council to be informed of discussions and recommendations of the Strategic Planning Committee and to determine its position in regard to the Recommendations.

MATTERS FOR CONSIDERATION

Minutes of the Strategic Planning Committee held on the 9th April 2019.

BACKGROUND

The Strategic Planning Committee met on 9th April 2019 from which there are four (4) recommendations for Council consideration, namely: -

- RECOMMENDATION: SP26-18/19
- RECOMMENDATION: SP27-18/19
- RECOMMENDATION: SP28-18/19
- RECOMMENDATION SP29-18/19

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

- SP26-18/19-** Nil implications in current financial year. Recommendation provides for consideration in the Draft Budget for the proceeds of one (1) Lot. In addition, any Selling expenses such as Agents Selling Commission and Statutory Charges will need to be budgeted for. House and Land promotion costs should be minimal while partnering with the Building Company and Real Estate Agent. Promotion through local publications and Social media.
- SP27-18/19 -** N/A
- SP28-18/19 -** Nil implications in current financial year, however Recommendation does limit resources that could have been directed to progressing with the acquisition of the Reserve.
- SP29-18/19 -** Nil implications in current financial year, but commitment carryover Budget provision of \$6000 to the 2019/2020 Draft Budget. Federal Government Funding Agreement not yet been released to ascertain if Local Government commitment of \$6000 per Council is required.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 – 2027

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

ITEM	OUTCOMES AND STRATEGIES	WORKING WITH
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 and other stakeholders (review of Local Planning Strategy & Town Planning Scheme)
B2	Enhanced and Sustainably Managed Assets and Infrastructure	
B2.1	Ensure the provision of roads, footpaths and drainage takes into account the needs of the community, including the needs of the agriculture industry	-
B2.2	Ensure the provision of community facilities and other built assets takes into account the needs of the community	-

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES	WORKING WITH
G21	Strengthened Advocacy and Partnerships	
G2.1	Partnerships with and advocacy to Federal and State Government to strengthen service provision within the Shire	
G2.3	Regional and sub-regional partnerships to achieve better outcomes for the community	

COMMUNITY CONSULTATION

SP26-18/19 - Further publicity in the upcoming Shire e-newsletters and social media.

SP27-18/19 - N/A

SP28-18/19 - N/A. Ongoing with the Proponent.

SP29-18/19 - Publicity of the Secondary Road Freight Project in Council publications and social media.

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

Financial – Risk Matrix Rating considered as Low.

Cuneata Rise Estate: There is no Cost to Council to participate in the Promotion. Agreed Sales Commission would be payable to Council's Real Estate Agent upon the successful Sale of any Lot. Council does hold the 12 Lots as Non-Current Assets in Council's Annual Financial Reports.

Wheatbelt Secondary Freight Route: The Funding Agreement for the Federal Government's is yet to be released.

Health – Risk Matrix Rating considered as Low for all.

Reputation – Risk Matrix Rating considered Low with further considerations:

Cuneata Rise Estate: Low, however Reputation Risk escalates the longer the Lots remain unsold and undeveloped.

Wheatbelt Secondary Freight Route Project:

There was strong Regional Local Government cooperation across the Wheatbelt for this Strategic Project to progress to the Funding Stage.

Operation: Risk Matrix considerations:

Cuneata Rise: Nil

Wheatbelt Secondary Freight Route Project:

Risk Matrix Rating considered Low. Subject to the Funding and priorities determined at a Regional level, Works Program will need to accommodate the Federally funded Projects in addition to the Roads to Recovery Program and the State funded Regional Road Group Projects. It is considered that this could be achieved with existing Staffing levels and use of local / regional Contractors.

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

COMMENT

Minutes of the 9th April 2019 Meeting of the Strategic Planning committee include four (4) resolutions to Council for which the background of each resolution is contained in the Minutes.

SHIRE OF QUAIRADING

The Strategic Planning Committee Minutes of Meeting held on Tuesday 9th April 2019 commencing at 5.03 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson opened the Meeting at 5.03 pm.

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr B McGuinness	Deputy Shire President/Chairperson
Cr JN Haythornthwaite	
Cr J McRae	
Cr PD Smith	
Cr TJ Stacey	

Council Officers

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

Apologies

Cr W Davies	Shire President
Cr LR Brown	

Leave of Absence Previously Granted

Nil.

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil.

ITEM 4 DECLARATIONS OF INTEREST

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

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

ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

5.1 Confirmation of Minutes – 12th February 2019**RESOLUTION: SP25-18/19****MOVED Cr Haythornthwaite SECONDED Cr Smith**

That the Minutes of the Strategic Planning Committee Meeting held on the 12th February 2019 be confirmed as a true and accurate record.

RECOMMENDATION CARRIED 5/0

5.2 Business Arising**SP21-18/19 - Swimming Pool Shade Sails**

The Chief Executive Officer advised that the survey of Swimming Pool users during the Pool Season had not occurred and that all regular Pool Season ticket holders, the Swimming Club and the School would be consulted on the configuration of the Shade Sails. The Meeting requested that the results of the Pool User Survey be provided to the May 2019 OCM.

The Chief Executive Officer further provided preliminary information received on Council's request for remedial action on the Shade Sails System.

SP22-18/19 - Oval Sports Lighting

Council Staff confirmed that the CSRFF Grant Funding Application for the Sports Lighting had been submitted by the Deadline.

The Executive Manager of Works & Services and the Chief Executive Officer provided details on the setting up of the Sports lighting arrangement, with concerns having recently been raised by both the Football and Hockey Clubs on the glare of the lower height lamps.

Investigations by Council Staff have commenced on the availability and cost of taller lighting units and upgrading of existing lamps to improve the level of lighting.

ITEM 6 REFERRED STRATEGIC PROPOSALS

6.1 Configuration of the Western End Heal Street – Stop over Layby

New Standing Item: For future research and reporting – Concept only

Discussions included the following: -

Firstly, need to ascertain Main Roads requirements / standards for the ingress / egress of vehicles at the Western end of Heal Street with the Main Roads.

If this was feasible, other Matters that could be considered in due course could include signage, modification to the bollards, Shade Shelter utilising the existing grassed area.

Concern was expressed at the potential duplication of effort and Council officer's time spent on this Concept, given Council's focus on the Community Park in that vicinity which could provide these types of facilities.

The Chief Executive Officer only to seek advice from Main Roads on the feasibility of the configuration on the western end of Heal Street for ingress / egress at this time.

ITEM 7 ECONOMIC: GROWING ECONOMY & EMPLOYMENT OPPORTUNITIES

7.1 Review of Cuneata Rise Estate Land Prices and Strategy

Meeting Date	9 th April 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Current Land Price List
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

That the Strategic Planning Committee recommend to Council: -

- 1 To retain the current Sales Prices for the 12 Vacant Lots for the next 12 Months; and
- 2 Continue with the House and Land Package Promotion for a further 12 Months, subject to the Agreement of Country Builders and Primaries Real Estate.
- 3 That Council budget for the sale of one (1) Lot in the 2019/2020 Budget

VOTING REQUIREMENTS – Simple Majority

RESOLUTION: SP26-18/19

MOVED Cr Smith SECONDED Cr McRae

That the Strategic Planning Committee recommend to Council: -

- 1 To retain the current adjusted prices for the 12 Vacant Lots for the next 12 Months;
- 2 Continue with the House and Land Package Promotion for a further 12 Months, subject to the Agreement of Country Builders and Primaries Real Estate; and
- 3 That Council budget for the sale of one (1) Lot in the 2019/2020 Budget

RECOMMENDATION CARRIED 5/0

IN BRIEF

- Council owns 12 Vacant Residential Lots in the Subdivision developed in 2002/2003.
- House & Land Package Promotion has been effectively in place for an estimated 10 months once the Promotional Material was produced by Country Builders.
- No Purchase Bids have been presented to the Chief Executive Officer during the past 6 Months however there has been one (1) verbal Expression of Interest.
- Current Pricing still considered Fair and Reasonable.

MATTER FOR CONSIDERATION

Scheduled 6 Month Review of Marketing Strategy and Sales Prices for the Edwards Way (Cuneata Rise) Subdivision.

BACKGROUND

Council had previously resolved (Motion No 190-17/18) at its April 2018 Ordinary Council Meeting: -

1. *Council's Participation in the House & Land Package Promotion with Country Builders WA and Ruralco / Primaries be supported;*
2. *The Selling Price of the 12 vacant Lots at Cuneata Estate be reduced by 15% (on the 27/03/2014 selling Price List) and the Pricing Strategy be reviewed in 6 months; and*
3. *The Chief Executive Officer to investigate marketing opportunities and the feasibility of subdividing Lot 304.*

The House and Land Promotion has continued since April 2018.

Council at its Meeting on the 25th October 2018 passed the following Resolution: -

RESOLUTION: 67-18/19 (October 2018 OCM)

MOVED Cr Smith SECONDED Cr Brown

That Council: -

- 1 Retain the current Sales Prices for the 12 Vacant Lots for the next 6 Months; and
- 2 Continue with the House and Land Package Promotion for a further 6 Months, subject to the Agreement of Country Builders and Primaries Real Estate.

CARRIED 8/0

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 3.58 applies, which enables Council to sell Property by private Treaty (instead of by Public Tender or Auction)

Local Government (Functions and General) Regulations 1996

Regulation 30 prescribes Dispositions which are excluded from the provisions of 3.58

Each land sale disposition would need to be advertised in a newspaper circulating in the District prior to Council determining to Accept the Offer and proceed to a Sales Contract

Delegated Authority to the CEO

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

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

Conditions and Exceptions:

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

Delegation applies to:

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

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Council reduced the Sales Price effective 26th April 2018.

There is no Sales Income budgeted for in the 2018/19 Budget and any Sale Proceeds (after Selling Costs) would improve Council's Financial Position.

Any Lot sold would become Rateable and then be revalued by the Valuer General once a Residence had been completed.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience

COMMUNITY CONSULTATION

House & Land Package Promotion has been on Country Builders & Real Estate Websites and also displayed on the Shire Website and previously at the Shire Stand at the Quairading Agricultural Show.

RISK ASSESSMENT

Financial – Risk Matrix Rating considered as Low. There is no Cost to Council to participate in the Promotion. Agreed Sales Commission would be payable to Council's Real Estate Agent upon the successful Sale of any Lot. Council does hold the 12 Lots as Non-Current Assets in Council's Annual Financial Reports.

Health – Risk Matrix Rating considered as Low.

Reputation – Risk Matrix Rating considered Low, however Reputation Risk escalates the longer the Lots remain unsold and undeveloped.

Operation – Nil

Natural Environment – Nil

7.2 Request Power to Lease 16735 – Options Paper (Confidential Item)

Items considered Confidential under Section 5.23, 5.94, and 5.95 of the Local Government Act as information relates potentially to information about the business, professional, commercial or financial affairs of a person. Reference Section 5.23 (2) (c) & (e)

RESOLUTION: SP27-18/19

MOVED Cr Haythornthwaite SECONDED Cr Stacey

That the Strategic Planning Committee recommend to Council: -

That the Chief Executive Officer's Preliminary Options Paper on Reserve No. 16735 be received.

RECOMMENDATION CARRIED 5/0

RESOLUTION: SP28-18/19

MOVED Cr McRae SECONDED Cr Smith

That the Strategic Planning Committee recommend to Council that: -

Council not progress with the Option of Acquisition of Reserve No. 16735, but continue to negotiate with Ausplow on an alternative option for their development.

RECOMMENDATION CARRIED 5/0

7.3 Wheatbelt Secondary Freight Route Project

Meeting Date	9 th April 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Media Releases – Federal Government and the Wheatbelt Secondary Freight Group Working Group.
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That the Strategic Planning Committee recommend to Council: -

1. That Council receive the Officer's Report on the Wheatbelt Secondary Freight Route Project;
2. Council acknowledge and publicise the Federal Government's announcement to fund \$70 million towards the Wheatbelt Secondary Freight Route Project; and
3. That Council carryover the Council Commitment / Budget provision of \$6000 to the 2019/20 Draft Budget.

VOTING REQUIREMENTS – Simple Majority

RESOLUTION SP29-18/19

MOVED Cr McRae SECONDED Cr Smith

That the Strategic Planning Committee recommend to Council: -

1. That Council receive the Officer's Report on the Wheatbelt Secondary Freight Route Project;
2. That Council acknowledge the Federal Government's announcement to fund \$70 million towards the Wheatbelt Secondary Freight Route Project; and
3. That Council carryover the Council Commitment / Budget provision of \$6000 to the 2019/20 Draft Budget.

RECOMMENDATION CARRIED 5/0

IN BRIEF

- The 42 Wheatbelt Councils have been working collaboratively over the past 3 years developing the Secondary Freight Route Project with the long term objective of lobbying both Federal and State Governments to secure funding for the identified Secondary Freight Routes throughout the Wheatbelt.
- The identified routes on 80 local government roads covers a total distance of 4,400 kilometres
- The Project identified an estimated \$500M of Capital expenditure required over a 10-20 Year timeframe.
- Each of the 42 Councils have committed a \$6000 Financial Contribution towards the Project, in addition contributed Resources in kind to populate the Network and apply indicative Capital Works Estimates.
- The Federal Government has positively responded to the Working Groups efforts and has announced \$70 Million in Funding
- The Funding Agreement is yet to be released however the Federal Government has committed to work with the Project Working Group and the 42 Council's to prioritise

MATTERS FOR CONSIDERATION

Acknowledgement of the Federal Government's \$70M commitment to the Wheatbelt Secondary Freight Route Project

Carryover of Council's existing Financial Commitment (\$6000) to the 2019/20 Year.

BACKGROUND

As part of the WSFR Project Council Staff submitted the following Roads to the Project: -

Quairading – Cunderdin Road

Dangin – Mears Road

Quairading – Corrigin Road

Kellerberrin – Yoting Road.

The Estimated Cost of Capital Works required has been assessed by Council's Executive Manager of Works & Services and totals \$3.065M in 2018/19 Terms.

These Roads and estimates were submitted to the Project Working Group for collation with the other Wheatbelt Councils data.

It is highlighted that these roads were determined by the Project Working Group as the Quairading linkages in the Regional Freight Routes.

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

2018/19 Year – Current financial commitment of \$6,000 will not be called upon this Year.

Council has been advised by the Wheatbelt Regional Road Group Chair, Cr Crute (Shire of Brookton) that the Funding Agreement for the \$70M has not yet been provided to the Working Group and it is recommended that the current financial commitment of \$6000 per Council should be carried over to the 2019/20 Financial year.

Subject to Regional Funding decisions in collaboration with the Councils, identified Capital Works will need to be incorporated into the Budgets and Capital Forward Plans.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil to date

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

Financial – Risk Matrix Rating is considered as Low. The Funding Agreement for the Federal Government's is yet to be released.

Health –Risk Matrix Rating is considered as Low.

Reputation –Risk Matrix Rating is considered as Low Risk. There was strong Regional Local Government across the Wheatbelt for this Strategic Project to progress further.

Operation –Risk Matrix Rating considered Low. Subject to the Funding and priorities determined at a Regional level, Works Program will need to accommodate the Federally funded Projects in addition to the Roads to Recovery Program and the State funded Regional Road Group Projects. It is considered that this could be achieved with existing Staffing levels and use of local / regional Contractors.

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

ITEM 8 SOCIAL: ACTIVE, HEALTHY, SAFE AND INCLUSIVE COMMUNITY

No matters for consideration.

ITEM 9 BUILT ENVIRONMENT: PLANNING & INFRASTRUCTURE TO MEET THE
NEEDS OF THE COMMUNITY

No matters for consideration.

ITEM 10 NATURAL ENVIRONMENT: TO PRESERVE & SUSTAIN OUR NATURAL ENVIRONMENT

No matters for consideration.

ITEM 11 GOVERNANCE: STRONG GOVERNANCE & COMMUNITY ENGAGEMENT

No matters for consideration.

ITEM 12 COUNCILLOR'S FUTURE PROPOSALS

The Chairperson raised the previous Matter of maintaining a List of Potential Projects / Concepts for future research and development.

The Chief Executive Officer supported the reinstatement of the List for future Committee Agendas.

Committee noted that the Chief Executive Officer had forwarded further relevant District information to a Third Party interested in an Energy Project and that an invitation had been extended for them to visit Quairading. However, there had been no further contact made by the person with the Shire President or the Chief Executive Officer.

ITEM 13 NEXT MEETING DATE

The next Strategic Planning Committee Meeting is scheduled to take place on Tuesday 13th August 2019, commencing at 5.00 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 14 CLOSURE

There being no further business, the Chairperson closed the Meeting at 6.10 pm.

I certify the Minutes of the Strategic Planning Committee Meeting held on 9th April 2019 were confirmed on 13th August 2019 as recorded on Resolution No. _____

Confirmed.....13/08/2019

10.4 BFAC Committee Minutes – 10th April 2019

Meeting Date	24th April 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Minutes of BFAC Meeting, Reviewed Terms of Reference
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That Council:

3. Receive the Minutes of the Bush Fire Advisory Committee for its Meeting of 10th April 2019;
4. Consider the Committee's following Recommendation: -

VOTING REQUIREMENTS – Simple Majority

Terms of Reference for the BFAC Committee

RECOMMENDATION: BFAC09– 18/19

That the Bush Fire Advisory Committee recommend to Council that: -

The Bush Fire Advisory Committee Terms of Reference be adopted with the following modifications:
-

The removal of a Department of Biodiversity Conservation and Attractions representative being invited to each BFAC Meeting, and

That CBFCOs from surrounding Local Governments are invited the BFAC Meeting, only when required.

IN BRIEF

The Bush Fire Advisory Committee has conducted its Post Bush Fire Season Meeting and one (1) Recommendation has been submitted for Council's consideration.

MATTERS FOR CONSIDERATION

Minutes of the Bush Fire Advisory Committee Meeting.

BACKGROUND

The Bush Fire Advisory Committee met on 10th April 2019 from which there is one recommendation for Council consideration, namely:

RECOMMENDATION: BFAC09– 18/19

STATUTORY ENVIRONMENT

Bush Fires Act 1954 Section 67

Bush Fires Regulations 1954

67. Advisory committees

- (1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.
- (2) A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.
- (3) In respect to a committee so appointed, the local government shall fix the quorum for the transaction of business at meetings of the committee and may —
 - (a) make rules for the guidance of the committee; and
 - (b) accept the resignation in writing of, or remove, any member of the committee; and
 - (c) where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.
- (4) A committee appointed under this section —
 - (a) may from time to time meet and adjourn as the committee thinks fit;
 - (b) shall not transact business at a meeting unless the quorum fixed by the local government is present;
 - (c) is answerable to the local government and shall, as and when required by the local government, report fully on its activities.

POLICY IMPLICATIONS

The Bush Fire Advisory Committee has reviewed its Terms of Reference and recommended minor amendments for adoption by Council.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 – 2027

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES	WORKING WITH
S3	Safe community	
S3.1	Support emergency services planning, risk mitigation, response and recovery	Emergency Service Agencies

COMMUNITY CONSULTATION

Nil – Bush Fire Advisory Committee review of the Terms of Reference.

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

Financial – Risk Matrix Rating considered as Low.

Health – Risk Matrix Rating considered as Low.

Reputation – Risk Matrix Rating considered Low.

Operation: Risk Matrix Rating considered Low. Bush

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

Shire Of Quairading

The Bushfire Advisory Minutes of Meeting held on Wednesday 10th April 2019 commencing at 5.00 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson opened the Meeting at 5.00 pm.

ITEM 2 ATTENDANCE AND APOLOGIES

Attendees

Mr Alec McRae	Chief Bush Fire Control Officer/Chairperson
Mr Nigel Gelmi	Deputy Chief Bush Fire Control Officer
Mr John Smart	Deputy Chief Bush Fire Control Officer
Mr Craig Anderson	FCO
Mr Peter Groves	FCO
Mr Ben Wilson	FCO / Captain Qdg North BFB (from 5.18pm)
Mr Mathew Whyte	FCO
Mr Linden Johnston	FCO
Mr Neil Fraser	FCO
Mr Peter Hudson	FCO / Captain Qdg Central BFB (from 5.35pm)
Mr Greg Hughes	FCO
Mr Mitchell Davies	FCO (from 5.26pm)
Mr Graeme Fardon	Chief Executive Officer/FCO
Mr Simon Bell	Acting Community Emergency Services Manager
Cr Peter Smith	(from 5.10pm)

Apologies

Cr Wayne Davies	Shire President
Mr Justin Corrigan	Department of Fire and Emergency Services
Mr Lance Clemens	FCO
Cr Brett McGuinness	Deputy Shire President

Visitor

Mr Allan Rourke	Executive Manager of Works & Services (left at 5.18pm)
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ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Mr Allan Rourke, Executive Manager of Works & Services provided an overview of the Water Corporation's Review of the Standpipe Categories / Charging, and the Categories of Standpipes submitted by Council to the Water Corporation.

Mr A. McRae asked about the burning of the green waste at the rubbish tip. Council Officers to inspect and to confer on the controlled burn and the proposed date of the burn.

The Acting CESM to advise CBFCO Mr McRae of the proposed date, once it has been agreed to.

ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

4.1 Confirmation of Minutes – 20th September 2018

RESOLUTION: BFAC08– 18/19

MOVED Mr Groves Seconded Mr Whyte

That the Minutes of the Bush Fire Advisory Committee Meeting held on 20th September 2018 be confirmed as a true and correct record of that Meeting.

CARRIED

4.2 Business Arising

Mr McRae - CBFCO

Mr McRae advised that Murray McBride has moved to a Metropolitan position in DFES and that Justin Corrigan is now Area Officer for Quairading.

During discussions regarding the servicing of the fire trucks it was noted that servicing has not been carried out on all Appliances due to the late scheduling of the Service work which had encroached into the Fire Season.

Mr Smart further commented that the Doodenanning Fire truck is not getting serviced correctly including cleaning out of radiator and tyre pressures.

The Acting CESM stated that one Central Brigade Appliance had been serviced and the second Appliance was being serviced when the work had to be ceased due to the deployment of the Truck.

Mr Fardon stated that the Service consumables for all appliances have been paid for by Council.

Options for the servicing of the appliances were discussed and the Chief Executive Officer undertook to write to the current service provider requiring his response on his capacity to schedule the remainder of the Services. Should an unsatisfactory response be received, Mr Bell and Mr Fardon will liaise and engage an alternative mechanical services contractor to undertake the off season servicing.

Mr Bell also to enquire and source a DFES Service check list for Mechanical Services and for Brigades to undertake routine vehicle checks.

ITEM 5 CESM / CBFCO / DCBFCO / FCO REPORTS

5.1 CBFCO Report

Mr McRae reported on the following:

- It has been a busy fire season to date.
- Noted that the prohibited burning period had been extended by 14 days due the dryness of fuel.
- Expressed disappointment at the amount of escaped burns during the restricted burning period.
- Advised that a workshop for FCO's will be held regarding permit writing and conditions for next years Restricted Burning Periods.
- The Shire office is currently working on preparing infringement notices for those that did not comply with the firebreaks provisions and noncompliance with Permit to Burn conditions.
- Noted that Corrigin only allow ten permits at one time, and expressed concern if Quairading were to adopt this practice.
- A brief overview was provided on the incidents to date this year including deployments outside the District.
- Advised that only two harvest bans were put in place this year due to weather conditions, all other bans were due to fire incidents.
- Informed the meeting that Mr Noel Stone had given notice at the Wamenusking AGM, that he was standing down from his FCO role.
- Mr McRae welcomed Mr Greg Hughes to the meeting and thanked him for taking up the position of FCO in the Wamenusking Brigade area.

5.2 DCBFCO's Reports

Mr Smart commented that it is hard for most landowners to find three people for permit burns.

Mr Fardon advised that this is part of the Bush Fires Act requirements and cannot be modified on the Permits.

Mr Gelmi commented on the recent Permits issued and his concerns that Permit holders were not complying with the Conditions imposed including failing to inform neighbours and to ensure they remain on site to control / monitor the burn.

5.3 CESM Report

Mr Bell reported on the following: -

- Busy season this year, locally and for the Goldfields / Midlands region.
- Deployments occurred from 26th December through to end of February 2019.
- Quairading Central truck was deployed to the Forrestdale fire for one day.
- Balkuling - Doodenanning truck and one Central truck dispatched to help with the York fire with the Central truck returning to York for "mop up" duties the following day.
- Noted concern at volunteers not wearing PPC on the fire ground.
- Acting CESM to liaise with Brigade Secretaries on PPC requirements before the pre-season Brigade AGM's.

5.4 FCO's Reports

Mr Wilson

Reported that the Quairading North Brigade also attended a fire in Tammin caused by a lightning strike.

Mr Fardon

Spoke about the CESM position:

- Stated Mr Daniel Birleson had initially been seconded by DFES to Narrogin, then further seconded to the Albany District.
- Another Acting position will take him to Margaret River region for another two to three months from the beginning of May.
- Mr Bell is currently acting in the position and developing well in the Position.
- The permanent CESM Position needs to be finalised by the end of July 2019.
- Provided an overview of the financial arrangement between DFES and the four local governments under the CESM MOU.
- The Meeting noted that no costs were being incurred for Mr Birleson's secondment to DFES
- Stated that DFES cover CESM costs while on secondment to DFES managed incidents.

Mr Fardon commented on concerns that the Quairading mobile communication tower had been non-operational in recent times apparently due to upgrade works being undertaken at the Quairading Tower and that Council had not been informed of the planned outage, with this occurring on a day when emergency services were called upon and required Communications.

Mr Fardon commented that the Shire Administration is currently researching a more affordable SMS service for harvest ban / emergency messaging.

However, in the meantime, all new names for the Text Group List were being added and that a review was underway for the removal of persons off the List who were no longer residing or working in the district.

ITEM 6 DISCUSSION POINTS

6.1 Post-Season Debrief

Mr Whyte

Mr Whyte enquired why there was no harvest ban imposed while there were three fires burning within the Quairading Shire.

Mr McRae

Mr McRae advised in retrospect that this had been an oversight due to Officers being busy attending to the Fires and there should have been a Harvest Ban imposed on that particular occasion.

Mr Wilson

Mr Wilson enquired on the process to lift a Harvest Ban and whether there was a set timing.

Mr McRae

Mr McRae commented that there was no set time to lift a Harvest and Motor Vehicle Movement Ban and they are lifted when the weather was more favourable or the severity of the incident has eased.

6.2 Restricted Burning Period/Prohibited Burning Period (RBT/PBT)

Burning Permits – Issuing and Conditions imposed.

This was general discussion and it was noted that all permits were issued with general conditions but FCO's had the authority to impose additional Conditions or not to issue a Permit at all to an individual.

6.3 Burning Prohibition – Pursuant to Section 46 of the Bush Fire Act

7.3.1 Prohibited Burning from Midnight 19th, 20th, 21st of April - proposed

The dates over the Easter long weekend were discussed and the Meeting supported the prohibition of Burning over the 3 days under Section 46 of the Bush Fires Act.

The Meeting requested that the Fire ban be advertised widely and as soon as possible.

7.3.2 Prohibited Burning before 12pm, 25th April – proposed

The Meeting did not support the prohibition of Burning on ANZAC Day.

6.4 Bush Fire Exercise/Training

Training Requirements for Fire Control Officers.

Mr Bell discussed the following topics:

- An FCO course will be run late July or early August as four people that have not completed this course
- Noted that DFES are seeking to introduce that no Volunteers are allowed to go on deployment without having completed the first three DFES courses (AIIIMS Awareness, Introduction to Firefighting and Bush Firefighting).
- Stated that the Association of Volunteer Bush Fire Brigades (AVBFB) are trying to change the course structure back to modules for Bush Fire volunteers.

6.5 Terms of Reference for Committee

Terms of Reference - Attached for discussion

The Terms of Reference were discussed with minor changes being put forward: -

- § The removal of inviting a DBCA representative to each BFAC Meeting, and
- § Inviting of CBFCO's from other shires only when required.

RECOMMENDATION: BFAC09– 18/19

MOVED Mr Anderson Seconded Mr Groves

That the Bush Fire Advisory Committee recommend to Council that: -

The Bush Fire Advisory Committee Terms of Reference be adopted with the following modifications:

1. The removal of a DBCA representative invitation to each BFAC Meeting, and
2. That CBFCO's from surrounding Local Governments are invited only when required.

CARRIED

6.6 Shire Firebreak Order

The Shire Firebreak and Fire Season Notice was reviewed with only minor amendments required.

The Meeting supported the FCO's Contact details being included in the Pamphlet Notice, if space permitted.

ITEM 7 GENERAL BUSINESS

Mr McRae

Policies & Procedures

The Chairperson highlighted the adopted Bush Fire Policies and Procedures manual, including the Standard Operating Procedures.

The meeting requested that a “soft copy” of the manual be sent out to all FCO’s for viewing and for their reference and to be further discussed preseason.

Whatsapp (social media) and Communications

- Noted that a meeting still needs to be held with the creator of current whatsapp group.
- Stated that this App may be good on a brigade level but not on a community level.
- All official communications will be via Council SMS and DFES Communications

The Acting CESM Mr Bell outlined the BART system:

- Removes SMS coming from Comcen and messages direct from BART system,
- Individuals can acknowledge that they are turning out or unavailable,
- One group per brigade,
- Shire can administrate the group not the communications centre.

Volunteer Fuel Cards

CBFCO to collect the fuel cards and arrange the distribution of fuel accordingly before the 30th June 2019.

Volunteer Service Medals

The meeting was informed that DFES have issued a number of Volunteer Service Medals and Mr McRae, CEO and the Acting CESM are to liaise and to organise distribution of the medals.

Several Medals recognise individual’s significant years of service which it was recommended should be presented at a major Community event.

Mr Groves

Mr Groves highlighted the lack of mobile reception and bush fire radio signal in the Wamenusking area.

Acting CESM undertook to raise the issue with DFES Communications to have them assess options on the WAERN Repeater.

Mr Hudson

Mr Hudson enquired about the snatch strap that is missing out of Quairading Central One Unit.

Mr Bell advised this was used at the Forrestdale deployment and was bound too tight to be recovered.

Mr Bell stated he would request that Regional DFES replace the snatch strap for the Appliance.

Mr Bell

The Acting CESM advised that the Group Call had been disconnected at some point through the season and a new group call had been set up which enabled more persons to be connected to the Group call.

The Meeting supported that all FCO’s and Brigade Captains be added to the Group Call.

ITEM 8 NEXT MEETING DATE0

The next Bushfire Advisory Committee Meeting is scheduled to take place in September 2019 (Date to be finalised), commencing at 5:00pm in the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 9 CLOSURE

There being no further business, the Chairperson closed the Meeting at 6:52 pm.

Confirmed..... / 09 / 2019

~~**TERMS OF REFERENCE**~~
Shire of Quairading Bush Fire Advisory Committee
~~**TERMS OF REFERENCE**~~

The Shire of Quairading Bush Fire Advisory Committee or QBFAC has been established pursuant to Section 67 of the Bush Fires Act 1954.

'67. Advisory committees

(1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of cooperation and coordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.'

Our vision is to make the Shire of Quairading a safe community by managing the risk of fire through the delivery and implementation of fire prevention, preparedness, response and recovery strategies.

It is the objective of the BFAC to:

- Recommend and regularly review Council's Policies relating to the delivery of fire prevention, preparedness, response and recovery.
- To establish and maintain an operational command and control structure by developing procedures to enhance the ability of the Brigades to carry out operations, activities and training efficiently and effectively.
- To ensure co-operation and co-ordination between all Fire Brigades within the Shire of Quairading and between all other Fire Brigades and stakeholders in their efforts and activities.
- To advise Regional Officers in the area and any other relevant person or organisation on matters referred to the committee.
- To perform any other function assigned to the Committee under Section 67 of the Bush Fires Act, regulations or Council policy
- Provide advice to Council on Bush Fire and Bush Fire related items. Specifically the BFAC will advise the Council on matters relating to:
 - The prevention, control, extinguishment and recovery from bush fire
 - The planning of and advise on the development of the Shire of Quairading Fire Break Order
 - Prosecutions for breaches of the Bush Fires Act 1954.
 - The formation of bush fire brigades
- Any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified.

Membership

The Shire of Quairading BFAC committee membership shall be as follows:

- One (1) Shire of Quairading Councillor
- One (1) Quairading VFRS Officer
- One (1) Delegate or proxy representative from each of the Shire of Quairading Volunteer Bush Fire Brigades
- Nominated Fire Control Officers/Fire Weather Officers
- Chief Bush Fire Control Officer
- Deputy Chief Bush Fire Control Officer

Attendance by Government Agencies

The following are invited (non-voting) to attend meetings of the Shire of Quairading BFAC:

- DFES Representative
- ~~DBCA Representative~~
- ~~CBFCO from neighbouring Local Governments~~

The following are invited (non-voting) to attend meetings of the Shire of Quairading BFAC when required:

- CBFCO from neighbouring Local Governments

Committee Chairperson

The committee shall elect one of their number to be chairman thereof in accordance with the Bush Fires Act 1954 Section 67 (2)

Executive Officer

The Shire of Quairading Community Emergency Services Manager will act as Executive Officer for the BFAC

Meetings

The Shire of Quairading BFAC will conduct two (2) meetings per year:

- Pre-Bush Fire Season (September/October)
- Post Bush Fire Season (March/April)

Dates of the meetings will be adjusted to the current season and timeframe of DOAC in each given year

Quorum

At least 50% of the members of the Committee.

Members interests to be disclosed

Members of the Committee are bound by the provisions of the *Local Government Act 1995, Section 5.65* with respect to disclosure of financial, impartiality or proximity interests.

'A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest — in a written notice given to the CEO before the meeting; or at the meeting immediately before the matter is discussed'

Voting

Shall be in accordance with the *Local Government Act 1995, Section 5.21*.

'Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote'

'If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote'

Minutes

A copy of the unconfirmed minutes shall be forwarded to all Shire of Quairading BFAC members within fourteen (14) days of the meeting for endorsement at the next meeting.

Shire of Quairading BFAC Recommendations arising from the minutes shall be presented to Council in the next available Council agenda for endorsement and/or action.

The Person Presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify confirmation.

Brigade Reports

Each member brigade shall provide a brigade report to the meeting.

Deputations

The Shire of Quairading BFAC may invite persons or organisations to attend any meetings but such persons shall not be entitled to vote on any decision arising from such meetings.

Powers of Council

These terms of reference do not limit in any way the powers of the Shire of Quairading Council.

10.5 Council Delegates - Regional Road Group

Meeting Date	24 th April 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Nil
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

1. The Council appoint the following Delegate, Cr Stacey to the Roe Sub Regional Road Group and the Wheatbelt South Regional Road Group.
2. The Council appoint the following Proxy Delegate, Cr McGuinness to the Roe Sub Regional Road Group and the Wheatbelt South Regional Road Group.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Council is represented by its Delegates on local and regional Committees.
- Given the high priority of the Regional Road Funding and more recently the Federal Government's \$70M Funding announcement to the Wheatbelt Secondary Freight Route Project, Council Elected Member representation at both Sub Group and Regional Road meetings is considered critical.
- Council's existing Delegate Cr McGuinness has proposed to the CEO and to Cr Stacey that Cr Stacey would be a preferred representative as Cr Stacey has a sound understanding of both local and regional road networks.
- CR Stacey has indicated his interest in the Position.
- Cr McGuinness is seeking to be appointed as the Proxy Delegate, as the CEO is the current Proxy.
- Both Sub Regional and Regional Road Groups provide for Elected Members to be Voting Delegates.
- Appointments are for a 2 Year period until the next ordinary Election Day being 19th October 2019. The remainder of the term being 6 months.

MATTER FOR CONSIDERATION

This report seeks Council to amend the Council Delegates to the Roe Sub Regional Road Group and the Wheatbelt South Regional Road Group.

BACKGROUND

As part of Council's governance and representation obligations, individual Councillors represent Council on a range of 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.

The Roe Sub Regional Road Group meets a maximum of twice a year with most meetings being held in Corrigin. The Roe Sub Group consists of the Shires of Bruce Rock, Corrigin, Kondinin, Narembeen and Quairading.

The last meeting of the Roe Sub group was in February 2018, with the October 2018 Meeting postponed.

The Sub Group has 2 appointed Voting Delegates at the Regional Road Group Meetings.

The Regional Road Group generally meets twice a year (July and February / March) and the meetings are held in Wickepin or Narrogin.

The Regional Road Group consists of 4 Sub Groups with 2 Voting Delegates each. All other Council Delegates and Officers are Observers but can also participate in Discussion but not Vote at the RRG.

Council's Executive Manager of Works & Services attended the last Regional Road Group and also provides technical input.

It would be expected that there will be additional Meetings convened to discuss the Wheatbelt Secondary Freight Route Project and the prioritisation of roads for the first tranche of Funding.

STATUTORY ENVIRONMENT

N/A

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

ITEM	OUTCOMES AND STRATEGIES	WORKING WITH
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 and other stakeholders (review of Local Planning Strategy & Town Planning Scheme)
B2	Enhanced and Sustainably Managed Assets and Infrastructure	
B2.1	Ensure the provision of roads, footpaths and drainage takes into account the needs of the community, including the needs of the agriculture industry	-
B2.2	Ensure the provision of community facilities and other built assets takes into account the needs of the community	-

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES	WORKING WITH
G1	Robust Integrated Planning and Reporting (IPR)	
G1.1	Continual improvement in IPR, transparency and accountability	-
G2	Strengthened Advocacy and Partnerships	
G2.1	Partnerships with and advocacy to Federal and State Government to strengthen service provision within the Shire	Relevant agencies
G2.3	Regional and sub-regional partnerships to achieve better outcomes for the community	WDC, Cunderdin, Tammin

COMMUNITY CONSULTATION

N/A

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

Financial - Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. It is appropriate that Council be represented at both the Sub Regional and Regional Meetings.

Operation – Risk Matrix Rating is assessed as Low. Delegates appointment and attendance at the Committee meetings are a normal part of Council's Operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

No additional comments

10.6 Quairading Memorial Hall Bond

Meeting Date	24 TH April 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Giffellon
Attachments	Quairading Badminton Club Letter
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That Council create a new Community Club Quairading Memorial Hall Bond of \$200 for use by Quairading Community Groups.

VOTING REQUIREMENTS – Absolute Majority

IN BRIEF

- In July 2018 Council set the Bond for Quairading Memorial Hall of \$875
- Administration are having a review of Bonds to ensure all usage of Shire Facilities is in line with the Adopted Fees and Charges
- A letter has been received requesting Council to revisit the requirement of a Bond for Community Groups.

MATTERS FOR CONSIDERATION

The creation of a new category of Bond for use of the Quairading Memorial Town Hall by Community Groups.

BACKGROUND

Council approved the Shire of Quairading 2018/19 Fees and Charges in July 2018. Within these fees Council set a Bond of \$875 for use of the Quairading Memorial Hall.

Council Administration is undertaking a review of all Council Bonds to ensure that all Bonds are in line with the adopted Fees and Charges and that these Bonds are paid and listed in Councils Trust accounts. This has meant that regardless of previous usage, all current users will be required to pay a Bond to use the Quairading Memorial Town Hall.

Council has received a Letter, dated the 16th April 2019, from Renee Anderson of the Quairading Badminton Club requesting the Council revisit the requirement of requiring a bond from Community Groups when using Shire Facilities.

STATUTORY ENVIRONMENT

Local Government Act 1995

6.16. Imposition of fees and charges

(1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

* Absolute majority required.

(2) A fee or charge may be imposed for the following —

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
- (b) supplying a service or carrying out work at the request of a person;
- (c) subject to section 5.94, providing information from local government records;
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
- (e) supplying goods;
- (f) such other service as may be prescribed.

(3) Fees and charges are to be imposed when adopting the annual budget but may be —

- (a) imposed* during a financial year; and
- (b) amended* from time to time during a financial year.

* Absolute majority required.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Bonds are used to allow Council to recoup losses if any damage occurs on Council property. If the Bond is reduced, Council will be at higher risk of a loss if damage occurs on Council Property.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES	WORKING WITH
S1	Active community	
S1.1	Provide facilities and support participation in sport and recreational activities, facilities and clubs	Quairading CRC, sports clubs

COMMUNITY CONSULTATION

Confirmation has been made with the Quairading Badminton Club that a reduced Bond of \$100 to \$200 would be viable for the Club.

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

Financial - Risk Matrix Rating is assessed as Low. If the Bond is set too low, there is a risk that Council will be left with a loss if there is damage to the property and the cost of those damages are unrecoverable.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. If Council charges are set too high that they prohibit use of the properties by the community, the Council is at risk of the loss of Reputation and may be seen as working against the best interest of the community.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

It is required that all use of Shire Facilities is in line with the adopted Fees and Charges. The current requirement is for all users of the Quairading Memorial Town Hall pay a Bond in advance of \$875. Administration is currently reviewing usage of Shire Facilities to ensure that all usage is in line with the Fees and Charges. This has meant that Administration has requested a Bond from any user even if they have historically never been charged.

Currently Administration does not have any delegated authority or waive or reduce a Bond. However, the current charge of \$875 can be prohibiting on smaller community groups who do not have the financial means to pay the bond upfront and may mean that these groups are unable to utilise Shire Facilities. Reducing a Bond for the Quairading Memorial Town Hall may enable smaller Community Groups to be able utilise the Hall while allowing some risk reduction to Council if damage is to occur.

**Shire of Quairading
10 Jennaberring Rd
QUAIRADING WA 6383**

16th April 2019

Dear Graeme,

I am writing to you on behalf of the Quairading Badminton Club regarding the newly introduced requirement of paying an \$875 bond to use the shire hall.

As annual and ongoing users of the shire hall we were disappointed that this has been implemented. For a very small club, it puts a significant strain on the club to have this amount of money held by the shire for the duration of the season. We have had a decreasing membership base but have been able to alter our club structure to continue to encourage a consistent group of community members to participate in recreational activities. Ongoing costs such as this bond are a concern as to whether we will be able to continue as a financially viable club.

As a club we feel that the damages risk posed by our members is not on par with those hiring the hall for a large social function, yet we are being asked to provide the same bond and for a far lengthier duration.

I would like to request that the shire revisit the requirement of providing a bond for community groups that have been long term, regular users with no previous issues or that the bond for ongoing users is reduced to a lesser amount.

Kind regards,

Renee Anderson

Secretary

Quairading Badminton Club Inc.

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)

Nil.

ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 30th May 2019, commencing at 2 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 16 CLOSURE

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