

Shire of Quairading

Ordinary Council Meeting Agenda



29th August 2019

Notice of Meeting

29th August 2019

Dear Councillors,

The next Ordinary Meeting of Council will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday, 29th August 2019 commencing at 2 pm.

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

ITEM 1	OPENING & ANNOUNCEMENTS	5
ITEM 2	ATTENDANCE AND APOLOGIES	5
ITEM 3	PUBLIC QUESTION TIME	5
ITEM 4	DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS	5
ITEM 5	APPLICATIONS FOR LEAVE OF ABSENCE	5
ITEM 6	DECLARATIONS OF INTEREST	6
ITEM 7	CONFIRMATION OF MINUTES AND BUSINESS ARISING	6
	7.1 Confirmation of Minutes – Ordinary Council Meeting – 25th July 2019	6
	7.2 Confirmation of Minutes – Special Council Meeting – 13th August 2019	6
	7.3 Business Arising	6
ITEM 8	MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING	56
	8.1 Proposed Two Car Garage– Lot 31 (85) Heal St, Quairading	56
ITEM 9	MATTERS FOR CONSIDERATION – FINANCE & AUDIT	62
	9.1 Accounts for Payment – July 2019	62
	9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 31st July 2019	69
ITEM 10	MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION	99
	10.1 Councillor Resignation - Extraordinary Vacancy	99
	10.2 Strategic Planning Committee Meeting Minutes – 13th August 2019	102
	10.3 Select Committee Inquiry into Local Government – WALGA Submission	123
	10.4 Road Closure – Weir Road	240
	10.5 Shire Administration Office and Works Depot Reception Closure Between Christmas and New Year	250
ITEM 11	MATTERS FOR CONSIDERATION – HEALTH AND BUILDING	253
ITEM 12	MATTERS FOR CONSIDERATION – WORKS	254
ITEM 13	URGENT COUNCILLORS’ BUSINESS	255
ITEM 14	CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)	256
	14.1 RFT 1-19/20 Management and Operation of the Quairading Memorial Swimming Pool (Confidential Item)	256
	14.2 Medical Services Agreement	256
ITEM 15	NEXT MEETING DATE	257
ITEM 16	CLOSURE	257

SHIRE OF QUAIRADING

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at _____ pm.

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

An invitation has been extended to Mr John Greenwood to attend Afternoon Tea, as a gesture of goodwill and to congratulate him on his new business venture.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr WMF Davies	Shire President
Cr B McGuinness	Deputy Shire President
Cr Cr PD Smith	
Cr LR Brown	
Cr JN Haythornthwaite	
Cr J McRae	
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/Strategic Projects Officer
Ms MA Lee-Curtis	A/Executive Officer

Observers/Visitor

Apologies

Leave of Absence Previously Granted

ITEM 3 PUBLIC QUESTION TIME

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

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 – Administration Regulations 1996 Section 34c.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – Ordinary Council Meeting – 25th July 2019

Recommendation

That the Minutes of the Ordinary Meeting of Council held on the 25th July 2019 be confirmed as a true and accurate record of the meeting. (Attached)

7.2 Confirmation of Minutes – Special Council Meeting – 13th August 2019

Recommendation

That the Minutes of the Special Council Meeting held on the 13th August 2019 be confirmed as a true and accurate record of the meeting. (Attached)

7.3 Business Arising



Shire of Quairading

Unconfirmed Ordinary Council Meeting Minutes

UNCONFIRMED

25th July 2019

Disclaimer

25th July 2019

Disclaimer

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Table of Contents

ITEM 1	OPENING & ANNOUNCEMENTS	4
ITEM 2	ATTENDANCE AND APOLOGIES	4
ITEM 3	PUBLIC QUESTION TIME	5
ITEM 4	DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS	6
ITEM 5	APPLICATIONS FOR LEAVE OF ABSENCE	6
5.1	Application for Leave of Absence	6
ITEM 6	DECLARATIONS OF INTEREST	6
ITEM 7	CONFIRMATION OF MINUTES AND BUSINESS ARISING	7
7.1	Confirmation of Minutes – 27 th June 2019.....	7
7.2	Business Arising	7
ITEM 8	MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING.....	8
8.1	Proposed Oversize Shed – Lot 288 (54) Murphy St, Quairading.....	8
ITEM 9	MATTERS FOR CONSIDERATION – FINANCE & AUDIT	14
9.1	Accounts for Payment – June 2019	14
9.2	Financial Information – Statements of Income and Expenditure for the Period Ending – June 2019	16
9.3	Adoption of the 2019/2020 Statutory Budget	18
ITEM 10	MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION.....	23
10.1	WALGA – Annual General Meeting: Executive and Member Motions	23
10.2	Miss Indiana Squiers - Sponsorship Request	25
ITEM 11	MATTERS FOR CONSIDERATION – HEALTH AND BUILDING	27
ITEM 12	MATTERS FOR CONSIDERATION – WORKS	28
ITEM 13	URGENT COUNCILLORS’ BUSINESS	29
ITEM 14	CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)	30
14.1	Sale of Land due to Non Payment of Rates (Confidential Item)	31
14.3	Medical Practice Agreement (Confidential Item)	32
14.2	Chief Executive Officer’s Annual Performance Review – Consultant’s Report to Council (Confidential Item)	33
ITEM 15	NEXT MEETING DATE	34
ITEM 16	CLOSURE	34

SHIRE OF QUAIRADING

The Minutes of the Ordinary Council Meeting held on Thursday 25th July 2019 commencing at 2.00 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Deputy Shire President opened the Meeting at 2.00 pm.

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

Mr GA Fardon	Chief Executive Officer
Mr NL Gilfellon	Executive Manager of Corporate Services (2.00pm to 4.10 pm, 5.42pm to 5.43 pm)
Mr RM Bleakley	IPR/SPO Officer (2.00pm to 4.10pm, 5.42pm to 5.43pm)
Ms MA Lee-Curtis	A/Executive Officer (2.00pm to 4.10pm, 5.42 to 5.43pm)

Observers/Visitors

Mr Les Eather (2.00 pm to 3.17 pm)
Mr John Haythornthwaite (2.00 pm to 3.17pm)

Apologies

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

Cr WMF Davies	Shire President
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ITEM 3 PUBLIC QUESTION TIME

Mr Les Eather

The Chairperson, Cr McGuinness invited Mr Eather to ask a question in regard to Item 8.1 Proposed Oversize Shed – Lot 288 (54) Murphy St, Quairading. Mr Eather made comment on the large fifth wheeler he wishes to relocate from York to Quairading and also commented on his downsizing of his transport business.

Mr Haythornthwaite

Question 1

Mr Haythornthwaite queried EFT6713 (Page 41) - Rural UV Interim Valuation on Shed, is this Shire property or someone else's?

Response 1

The CEO responded that the Valuer General's Office comes under Landgate and that valuations that are carried out throughout the year are known as Interim Valuations. There is also a General Revaluation of Rural land for rating purposes each year. The CEO advised that he did not have the specific details in relation to this Valuation or the property which is the subject of the Interim Valuation.

Question 2

Mr Haythornthwaite referred to the May 2019 OCM Community Grants Scheme item, wherein various sporting bodies made application for funding from the Shire. This item was referred to the Audit and Risk Committee Meeting which is not open to the public. At the June 2019 OCM Councillors passed all recommendations, with only one Councillor asking a question. Why is the public excluded from the Audit and Risk Committee Meetings and why were all the motions passed without any discussion or questions?

Response 2

The Chairperson responded that Committees review the Officers Reports and documents presented, and put forward recommendations to Council. Committees do not 'pass' or 'approve' anything as there is no Delegated Authority from Council to the Committees. It is at the Ordinary Council Meeting that the Committee Recommendations can be further debated, varied or accepted by Council. The public has the opportunity to ask questions at the Ordinary Council Meeting in Public Question Time and also, all Committee Recommendations / Minutes are in the Council Agenda which is available to members of the public.

The CEO confirmed that all Community Grants applications submitted by the Clubs / organisations were listed in the Committee Minutes and the outcomes of Council's deliberations are recorded in the unconfirmed minutes of the June Ordinary Council Meeting.

The CEO confirmed that Committee Meetings are required to be open the Public (except Confidential Items) if Council has delegated decision making authority to a Committee.

Mr Haythornthwaite further queried why there wasn't any discussion at the following Ordinary Council Meeting, as it seemed that all Councillors had made their decisions at the Audit and Risk Committee Meeting?

The Chairperson Cr McGuinness advised that the public has an opportunity to submit questions prior to the Council Meeting, either in writing, via email or verbally at the meeting.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Application 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.

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

Cr Haythornthwaite made a Declaration of Impartiality Interest in Item 10.2 Miss Indiana Squiers - Sponsorship Request due to her husband's business interest with Miss Squiers' family.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – 27th June 2019**OFFICER RECOMMENDATION****RESOLUTION: 01-19/20****MOVED Cr Haythornthwaite SECONDED Cr Brown**

That the Minutes of the Ordinary Meeting of Council held on the 27th June 2019 be confirmed as a true and accurate record of the meeting.

CARRIED 6/0**7.2 Business Arising**

The Meeting requested the Executive Manager Corporate Services (EMCS) provide a breakdown of the outstanding Rates debtors, as previously requested. The EMCS committed to present an analysis of Rates Debtors outstanding as at the 30th June 2019 to the August OCM.

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

8.1 Proposed Oversize Shed – Lot 288 (54) Murphy St, Quairading

Meeting Date	25 th July 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	Contract TP Natasha Jurmann
Attachments	8.1a Block Plan 8.1b Western Elevation Plan 8.1c Photograph of 5 th Wheeler
Owner/Applicant	L Eather
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That Council resolves to **APPROVE** the application to construct an oversized shed at Lot 258 (54) Murphy Street, Quairading as proposed in the revised plans submitted with the Application dated 18th June 2019, in accordance with clause 7.5 of the Shire of Quairading Town Planning Scheme No. 2 for the following reasons:

1. The proposed development is consistent with the aims and provisions of the Shire of Quairading Town Planning Scheme No. 2;
2. The proposed development has merit and has been modified to be consistent with variations to the Shire of Quairading's Local Planning Policy for Outbuildings; and
3. The proposed development has been modified to have minimal impacts on the amenity of the locality, with the following conditions imposed:
 - (a) The development hereby permitted must substantially commence within two years from the date of determination;
 - (b) The development hereby permitted taking place in accordance with the approved plans;
 - (c) The shed shall not be used for habitable, commercial or industrial purposes;
 - (d) Any noise emitted from the shed is to be within the hours 8am to 5pm Monday to Saturday and 10am to 3pm Sunday;
 - (e) Stormwater shall be managed on-site to the satisfaction of the local government; and
4. Prior to occupation, the shed shall be screened from view from any public street/neighbouring property to the satisfaction of the local government.

VOTING REQUIREMENTS – Simple Majority

RESOLUTION: 02-19/20

MOVED Cr Smith SECONDED Cr McRae

That the Application be deferred until such time as Council Officers can provide clarity on consistency with the Local Planning Scheme, the Local Planning Policy and the Conditions in regard to screening, noise emission, compliance with ridge height and setbacks.

CARRIED 6/0

Reason for Variation to Officer's Recommendation

The Members discussed the Application at length, noting apparent inconsistencies with the Plans, the revised measurements and the Conditions detailed in the Application. As a result of the number of queries raised, the CEO is to refer the Application report back to the Town Planner for review and clarification and to be resubmitted to the August OCM.

A query was raised regarding the timeframe from when an application is submitted, to when a planning decision is to be made by Council. The CEO advised that he would provide the Town Planning timeframes to Elected Members.

The Meeting queried whether Condition 3(d) applies to all applications to build a shed within the Shire boundaries, to which the CEO stated that it does not, however general environmental noise abatement legislation applies Statewide.

IN BRIEF

- A modified development application has been received to obtain approval to construct an oversized shed for the storage of a 5th wheeler caravan and for use as a hobby workshop at Lot 288 (54) Murphy Street, Quairading.
- Proposed Shed is 180m² in area.
- The application was notified in writing to adjoining landowners and no objections were received.
- The proposal has been modified to resolve the height of the shed and the structure set back well away from the property's boundary.
- It is recommended that the application be approved for the reasons outlined in the Officer's Recommendation.

BACKGROUND

The subject property has an area of 1,662m², is located on the corner of Murphy Street and Winmar Road and currently contains an older-style single dwelling.

The shed will have an overall area of 180m² and will consist of:

1. The main shed to be used for the storage of the owner's 5th wheeler caravan and a hobby workshop measuring 20 metres wide x 9 metres deep with a wall height of 3.5 metres and overall height of 4.2 metres; and
2. It is proposed to construct the shed parallel to the southern boundary, with an increased 8m setback and use the existing vehicular access from Winmar Road.

STATUTORY ENVIRONMENT

Shire of Quairading Town Planning Scheme No. 2

The property is zoned Residential R10/20 and the construction of outbuildings are permitted as ancillary development to the residential use of the property.

Clause 4.9.1 sets out the objectives for the Residential zone, which aims to ensure that the predominant form of development is single houses; that a high standard of development is achieved; and to permit non-residential uses that are compatible and do not adversely affect local amenities.

Clause 4.9.3 applies to properties with dual density codes and permits the use of the higher density code if the property is connected to reticulated sewerage; is located close to services and facilities; and if the local government is satisfied that the development will not have an adverse impact on local amenities.

Deemed Provisions

Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (known as the Deemed Provisions) are read as part of TPS2.

Clause 67 sets out the matters for consideration when determining an application for development approval. The relevant matters have been considered as part of this assessment as follows:

Sub- Clause	Provision	Assessment
(a)	Aims and provisions of Scheme	Residential zone objectives aim to have single dwellings as predominant form of development. Shed is just under twice the size of the dwelling and will be the predominant form of development on the site. Although it is intended that some existing trees shall shield a portion of the shed, reducing the bulk.
(b)	Provisions of planning instrument that the LG is seriously considering adopting.	Draft LPS3 does not proposed to change the zoning.
(c)	Any approved State Planning Policy	SPP3.1 – Residential Design Codes has been considered in this assessment. Variations are proposed.
(g)	Any local planning policy	LPP – Outbuildings has been considered in this assessment. Variations are proposed.
(i)	Any scheme review report	2017 Scheme Review Report does not affect this assessment.
(m)	Compatibility of development, including relationship to adjoining land, likely effect of height, bulk, scale, orientation and appearance.	The shed is twice the size of what is permitted under the LPP together with a higher wall height will result in a bulk and scale that is not generally expected in the Residential zone. The applicant has made an effort to reduce the effects of this on the neighbours by reducing the height and bulk of the shed. The shed has also been moved further off the boundary from the previous application
(n)	Amenity of the locality, including character and social impacts.	The shed is proposed to be used for storage and as a hobby workshop, which may impact the locality. The shed has been moved in off of the boundary to minimise the impacts on the neighbours.
(p)	Provision of landscaping	To be conditioned to include additional landscaping to improve visual amenity.
(s)	Adequacy of access to and egress from the site, including manoeuvring and parking of vehicles.	It is proposed to use the existing vehicular access from Winmar Road to access the shed. This access is from a Primary Grain Freight Road and therefore road safety may be an issue when manoeuvring the caravan in and out of the site. The site is large enough to provide manoeuvring room for the caravan to enter and exit in a forward manner. If approved, a condition should be imposed to ensure that the caravan should leave the site in a forward direction.
(y)	Any submissions received	No submissions have been received.
(zb)	Any other planning consideration.	The shed has been positioned so that there will be no overshadowing impacts on neighbours. The application will be conditioned so that it may not be used for industrial or business purposes under this application.

SPP3.1 – Residential Design Codes

The R-Codes apply to all land zoned Residential in the State. The relevant provisions relating to the construction of an outbuilding have been considered as part of the assessment of the application as follows:

Clause	Provision	Proposed	Comment
6.10.1	Maximum collective area 60m ² or 10% of site area, whichever is the lesser.	Total area 180m ²	Does not comply
6.10.1	Wall height 2.4m	3.5m	Does not comply
6.10.1	Ridge height 4.2m	4.2m	Complies
6.10.1	Does not reduced required open space in Table 1. R10 – 60%; R20 – 50%	180m ² (shed) & approx. 110m ² (house) = 290m ² . 1,348m ² provided.	Complies
6.10.1	Complies with setback requirements of Table 1, except rear setback. Secondary street: R10 – 3m / R20 – 2 m. Side / rear: 1.8m	8m from southern boundary; 4 m from eastern boundary; 12m from Winmar Rd.	Complies

Where a proposal does not comply with the 'deemed to comply' provisions of the R-Codes, then the proposal can also be assessed against the performance provisions to determine if the variations are acceptable, which is "Outbuildings that do not detract from the streetscape or the visual amenity of the residents or neighbouring properties."

POLICY IMPLICATIONS

Local Planning Policy – Outbuildings

The Shire's adopted policy provides acceptable local variations to the deemed to comply provisions relating to area and height of the R-Codes for the construction of outbuildings in the Residential zone. These standards are considered to meet the performance provision of the R-Codes for outbuildings (outlined above), which have been assessed as follows:

Provision	Proposed	Compliance/Comment
Maximum collected area 100m ² for lots exceeding 1,000m ² in area.	Total area 180m ²	Large variation requested due to the large size of the 5 th wheeler. This is deemed to be acceptable due to the large size and shape of the block.
Wall height 3m	3.5m	16% variation requested, deemed to be acceptable due to the increased setback from neighbouring properties.
Ridge height 4.2m	4.2m	Complies.

FINANCIAL IMPLICATIONS

There are no financial implications for the Shire associated with this Report unless the Applicant decides to exercise their right of appeal at the State Administrative Tribunal if he is dissatisfied with the determination of the application.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Built Environment

Objective

Planning and Infrastructure to meet the needs of the community

Strategies

B1: Responsive Land Use Planning

The Local Planning Policy provides a framework for the approval of outbuildings in a local environment to meet the needs of the community.

COMMUNITY CONSULTATION

The application was notified in writing to adjoining landowners for a minimum period of 14 days. **No Submissions** have been received.

Previously there was one submission objecting to the proposal and these have been addressed by the applicant as follows:

Summary of Issue	Planning Comment
Size of the structure is too large for a residential area.	As indicated in the assessment of this proposal, the sheds wall height and bulk have been reduced.
Structure will block out light, breeze and views of backyard.	The shed has been moved sufficiently set back from the boundary. A shadowing diagram has been provided to show that there will be no negative impacts on the neighbouring properties.
Will be impacted by noise of large trucks and machinery being worked on day and night.	The shed will be conditioned so that there will be no unreasonable noise, that all noise be within working hours and so that it may not be used for industrial purposes. The proposed conditions include; a) The shed is not to be used for industrial purposes; and b) Any noise emitted from the shed is to be within the hours 8am to 5pm Monday to Saturday and 10am to 3pm Sunday.

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

Financial – Medium. An Applicant has the right of appeal to the State Administrative Tribunal should they be dissatisfied with the determination of the application, which could result in the Shire requiring legal or other representation.

Health – Low Risk

Reputation – Low Risk. Council should apply provisions of policies consistently to ensure that good and proper planning decisions are made in the best interests of the community.

Operation – Low Risk

Natural Environment – Low Risk.

COMMENT

It can be concluded from the assessment of this development proposal that the scale of the variations to the R-Codes and Local Planning Policy for Outbuildings are acceptable and is consistent with the

zone objectives as it will result in the property owner being able to continue living in Quairading. Additionally, the applicant has worked with the Shire Planner to adjust the shed so that it will have minimal to no impacts on the neighbouring properties.

UNCONFIRMED

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – June 2019

Meeting Date	25 th July 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	9.1.1 June 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: 03-19/20

MOVED Cr Stacey SECONDED Cr Brown

That Council note the following:

1. That Schedule of Accounts for June 2019 covering Municipal Vouchers 23646 to 23653 & EFT6677 to EFT6787 & DD13422.1 to DD13422.11 and DD13451.1 to DD13451.12 totalling \$319,977.60 be received; and
2. That Police Licensing payments for the month of June 2019 totalling \$38,509.40 be received (Attachment 9.1.2); and
3. That fund transfers to Corporate Credit Card for June 2019 balance totalling \$654.99 be received (Attachment 9.1.3); and
4. That Payroll payments for the month June 2019 totalling \$107,439.85; and
5. That the Lease payment for the month of June 2019 on the CESM Vehicle totalling \$1,775.97.

CARRIED 6/0

Member Question - EFT 6682 - Contracting Services of Acting Executive Officer for W/E 25th May? The CEO advised that this related to the payment to LOGO Appointment for the Acting Executive Officer during the absence of the Executive Officer on Parental Leave.

IN BRIEF

Payments are per attached schedules 9.1 1/2/3.

MATTER FOR CONSIDERATION

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

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

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

9.2 Financial Information – Statements of Income and Expenditure for the Period Ending – June 2019

Meeting Date	25 th July 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	9.2.1 Financial Statements for June
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 04-19/20

MOVED Cr Smith SECONDED Cr McRae

That Council receive the Monthly Financial Statements for the period ending 30th June 2019.

CARRIED 6/0

The Meeting noted a reduction in income for the Childcare Centre. The EMCS reported that there had been a reduction in the number of enrolments towards the end of the Financial Year however, highlighted that there have been 6 or 7 new enrolments having been received recently for the next School Term. A Question was Taken on Notice regarding Childcare Income Grant Funds (Page 74) of \$42,758 with a budget of \$31,500, being a variation of 136%, and whether there was a double up in 2 years of the Grant. The EMCS committed to provide a response to the Councillor.

The Meeting queried the terms, POC and PWO Costs on Page 60, which were explained by the EMCS as Plant Operating Costs and Public Works Overheads which act as holding accounts for all Works Overhead expenses and Plant Operating Costs before being allocated out to the respective Cost Centres based on Hours worked or Plant Hours.

The Meeting was advised that the Allocation for the Design of the Quairading Hall carpark upgrade will be carried over to the 2019/2020 Budget.

The Meeting requested that for consistency in the future, that the colours of the Childcare Centre and the Medical Practice graphs be consistent, to clearly show Income and Expenditure.

IN BRIEF

- Monthly Financial Statements for the period ending 30th June 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
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, Childcare and Caravan Park. The Statements can continue to be updated and customised to include relevant information for Council and Staff and to work with improved Management Accounting practices.

9.3 Adoption of the 2019/2020 Statutory Budget

Meeting Date	25 th July 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	9.3.1 Statutory Budget 2019/2020 9.3.2 Fees and Charges 2019/2020
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 05-19/20

MOVED Cr Smith SECONDED Cr Stacey

That: -

1. Council adopt the Budget in Attachment 9.3.1 for the 2019/20 Financial Year.
2. Council impose the following differential general rates and minimum payments on Gross Rental and Unimproved Rates:

General Rates

GRV – Residential - 13.5679 cents in the dollar
 GRV – Industrial - 13.5679 cents in the dollar
 GRV – Commercial - 13.5679 cents in the dollar
 UV – Rural - 1.2301 cents in the dollar

Minimum Rates

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

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

Option 1. Payment in Full on or before 5.00pm on Friday 13th September 2019.

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

Friday 13th September 2019
 Wednesday 13th November 2019
 Monday 13th January 2020
 Friday 13th March 2020

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

Instalment Interest Charges

That a 5.5% interest rate be imposed on instalments to apply to the second, third and fourth instalments S6.45(3).

Instalment Administration Fee

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

Alternative Payment Option Administration Fee

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

Interest Charges

That a Penalty Interest Rate of 11% be imposed on Overdue Rates, Sundry Debtors and Legal Fees (excluding Rubbish Charges), where instalment Option 2 (Rates only) has not been taken up.

Rubbish Charges

The following Waste and Recycling Charges apply for the 2019/2020 year:-

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

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

4. Council adopt the following in regard to Reserve Funds:-
 - (a) That a Buildings Renewal Reserve be established to fund the maintenance and renewal of Councils Building assets;
 - (b) That an Independent Living Reserve be established to be used to fund the development of Independent Living Units; and
 - (c) The Building Reserve to be renamed the Buildings and Infrastructure Reserve to be used to Develop and Upgrade Council Infrastructure and Building Assets.
5. Council adopt the Attachment 9.3.2 Schedule of Fees and Charges.
6. Only Variations to Council's 2019/2020 Budget by 10% or Greater and \$10,000 or more as noted in the Monthly Financial Statements be reported to Council.

CARRIED BY ABSOLUTE MAJORITY 6/0

The Meeting sought clarification in regard previous discussions on more advantageous motor vehicle changeover costs for the Executive Manager Works and Services' and the CEO's vehicles and also the changeover of the 12G Grader.

The EMCS reported that the extension of the changeover cycle for the two vehicles had been proven to be more cost effective and amended accordingly in the Budget. Further, the changeover of the Grader had been deferred at least one year and the machine and changeover cost would be reassessed in the preparation of the 2020/2021 Draft Budget.

IN BRIEF

- The 2019 / 2020 statutory budget documentation has been prepared in accordance with Council direction and taking into account the Community Strategic Plan and the Corporate Business Plan.

- The proposed rates in the dollar will raise \$1,839,734 on Unimproved Valued properties and \$459,868 on Gross Rental Value valued properties.
- The split of UV/GRV is UV 80% / GRV 20% based on Gross Rates Levied has been maintained.
- Fees & Charges have been reviewed. Minimum Increases have been aligned with the Perth March to March CPI Adjustment of 1.1%. Many of the Fees & Charges have been simplified to aid both Council Clients and Administration Staff.

MATTER FOR CONSIDERATION

Council to formally adopt the Budgets for Municipal, Trust and Reserve Funds for the 2019/2020 Year.

BACKGROUND

Council has held two workshops to consider/amend and have input into the finalisation of the 2019/20 budget.

STATUTORY ENVIRONMENT

Local Government Act 1995

6.2. Local government to prepare annual budget

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

** Absolute majority required.*

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

and

 - (c) the fees and charges proposed to be imposed by the local government; and
 - (d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and

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

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

6.32 Rates and Service charges

When adopted the annual budget, a local government –

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

- uniformly; or
- differentially;

may impose* on rateable land within its district –

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

and

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

* *Absolute majority required.*

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

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

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

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

Council’s Adopted Budget underpins all Council’s Projects and Programs for the 2019/2020 Year.

This budget has an improved operating position of \$398,243 over the previous 2018/19 budget and decreases financing activities by \$471,558 that will improve Council’s long term financial position.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

N/A

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

Financial - Low Risk: The budget outlines the expenditure and income for the 2019/20 Financial Year and has been developed following multiple workshops with Staff and Councillors.

Health – Low Risk

Reputation – Low Risk: All projected Expenditure & Income have been included in both the project and operational costs.

Operation – Low Risk

Natural Environment – Low Risk.

COMMENT

The Community Strategic Plan indicates an increase of 2% over the inflation rate for year 3 of the plan. The increase in expenditure is a mixture of CPI increase as well as increases from award agreements, State Government utility charges and any other increases such as increased maintenance from new projects. This means that the increase to costs are not strictly aligned with the March to March Perth CPI figure of 1.1%. The rates increase of 4% has been calculated based on an adjusted expenditure increase percentage of 2%

Following Workshop Two an additional \$500,000 figure was allocated to Reserves being the following:

\$150,000 Town Planning

\$100,000 Road Infrastructure

\$100,000 Independent Living

\$150,000 Building & Infrastructure

This was due to a higher surplus figure than projected at the second budget workshop.

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

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 WALGA – Annual General Meeting: Executive and Member Motions

Meeting Date	25 th July 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Extract: WALGA Annual General Meeting
Owner/Applicant	WALGA
Disclosure of Interest	Nil

OFFICER RECOMMENDATION**RESOLUTION: 06-19/20****MOVED Cr Haythornthwaite SECONDED Cr Smith****Council to provide direction to Council's voting delegates.**

Motion #	Title	Support	Not support
3.1	Coastal Erosion		✓
3.2	Department of Housing Leasing Residential Property to Charitable Organisations	✓	
3.3	Motorist Taxation Revenue and Spending in WA	✓	
3.4	Biosecurity Groups (RBGs)	✓	
3.5	WALGA Members Support for Waste to Energy	✓	
3.6	Membership of Development Assessment Panels	✓	
3.7	Review of the <i>Mining Act 1978</i>	✓	
3.8	Financial Assistance Grant	✓	
3.9	Third Party Appeal Rights		✓

CARRIED 6/0**IN BRIEF**

- The Annual General Meeting of the Western Australian Local Government Association will be held on Wednesday 7th August 2019.
- A number of Motions will be discussed and voted upon at this meeting. Council is requested to provide Council's two (2) voting delegates with voting directions on any Motions relevant to Council.

MATTER FOR CONSIDERATION

Motions submitted for consideration by Council.

BACKGROUND

The detailed wording of the Motions, Member Council Comment and WALGA Secretariat Comments are provided in the AGM Agenda Papers Extract provided with this Report.

Each Consideration of Executive and Member Motions (Item 3 in the AGM Agenda) are as follows:-

- 3.1 *Coastal Erosion*
- 3.2 *Department of Housing Leasing Residential Property to Charitable Organisations*
- 3.3 *Motorist Taxation Revenue and Spending in WA*
- 3.4 *Biosecurity Groups (RBGs)*
- 3.5 *WALGA Members Support for Waste to Energy*
- 3.6 *Membership of Development Assessment Panels*
- 3.7 *Review of the Mining Act 1978*
- 3.8 *Financial Assistance Grant*
- 3.9 *Third Party Appeal Rights*

STATUTORY ENVIRONMENT

Annual General Meeting convened in accordance with WALGA Constitution.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G2	Strengthened Advocacy and Partnerships
G2.1	Partnerships with and advocacy to Federal and State Government to strengthen service provision within the Shire

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 considered Low.

Reputation – Risk Matrix Rating is assessed as Low. Council a Member Council of WALGA and active Participant at Central Country Zone level and the Annual General Meeting.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Council's Nominated Voting Delegates for the AGM are :-

Cr. Brett McGuinness

Cr. Peter Smith

Proxy 1 – Cr. Jill McRae

Proxy 2 – Cr. Trevor Stacey

10.2 Miss Indiana Squiers - Sponsorship Request

Meeting Date	25 th July 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	GPO Sarah Caporn
Attachments	10.2a Correspondence from Miss Indiana Squiers
Owner/Applicant	Miss Indiana Squiers
Disclosure of Interest	Cr Haythornthwaite declared an Impartiality Interest due to her husband's business interest with Miss Squiers' family.

OFFICER RECOMMENDATION

RESOLUTION: 07-19/20

MOVED Cr McRae SECONDED Cr Brown

That Council support the request for sponsorship of \$250 towards travel costs of Miss Indiana Squiers to enable her to participate and compete at the State School Girls Under 15's Netball Competition in Queensland in July 2019.

CARRIED 6/0

IN BRIEF

- Local Community Member, Miss Indiana Squiers has been selected in the State School Girls 15's Netball Team which is playing in the National Competition in Queensland.
- Miss Squiers has distributed a Letter seeking financial sponsorship towards her travel costs to Queensland for the Event.
- Miss Squiers is an active member of the Community when Home from Boarding School in Perth.
- Miss Squiers has this year also been selected for the State School Girls Cricket Team.

MATTER FOR CONSIDERATION

Miss Indiana Squiers' request for sponsorship of part travel costs to participate at the State School Girls 15's Netball Competition to be held in Caloundra, Queensland in July 2019.

BACKGROUND

The Grants Officer advises that requests from individuals falls outside of Council's adopted Community Grants Policy so it is possible for Council to consider supporting individuals on a case by case basis.

There is precedent for the Shire to assist Quairading Youth residents financially who are selected on State or National teams, such as Harrison Woodcock recently for his dance achievements and Jaiden Monk and Brendon Jones in prior years who travelled with State School Boy AFL teams.

The Grants Officer has also investigated what other funding opportunities may be available to Miss Squiers. The only other possible program is the Dept of Sport and Rec have a **Regional Athlete Travel Subsidy** available. Indiana is able to apply, as she would have been living in Quairading during the event. Athletes need to be on a recognised Talent Development/High Performance pathway of their chosen sport and must also have undergone a selection process endorsed by their respective Regional (RSA)/State (SSA)/National Sporting Association (NSO). The maximum subsidy is \$500 under this programme. The funding rounds are retrospective for events in July as the next round of funding won't open until August 2019.

<https://www.dsr.wa.gov.au/funding/individuals/athlete-travel-subsidy-scheme/athlete-travel-subsidy-scheme-guidelines>

Miss Squiers has also written to other relevant Groups and Clubs within the Quairading community seeking sponsorship. The following pledges are known to the CEO :-

Quairading Rotary Club (\$500) and Quairading Junior Netball Club (\$350).

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Individuals are not eligible to apply for Grants under Council's Community Grants Policy.

FINANCIAL IMPLICATIONS

Council does have an Annual Budget Provision for Discretionary Donations (GL 0382). The amount included in the 2019/20 draft budget is a total of \$500 for the year.

The most recent Donation Request supported by Council, was \$250 provided to Harrison Woodcock towards Travel expenses for his Dancing in Melbourne.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G3	Community Engagement
G3.2	Collaborate with the community to achieve desired outcomes

COMMUNITY CONSULTATION

N/A

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

Financial – Risk Rating is assessed as Low. Council does have a small Budget Allowance for Discretionary Donations. Historically this has been directed towards local Youth representing their State or pursuing their chosen Recreation or Activity.

Health – Risk Rating is assessed as Low

Reputation – Risk Rating assessed as Low. Council has supported similar requests in the past, albeit the Requests have been infrequent.

Operation – Risk rating assessed as Low.

Natural Environment – Risk rating assessed as Low.

COMMENT

Miss Squiers' Letter seeking Sponsorship and detailing her Activities and Community involvement is attached for Councillors' information.

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

UNCONFIRMED

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

No matters for consideration.

UNCONFIRMED

ITEM 13 URGENT COUNCILLORS' BUSINESS

The issue of the high utility costs for the swimming pool and the feasibility of the installation of solar panels for the Centre was raised with the Meeting.

In addition, the future conversion of Street Lighting to LED was raised.

The Meeting resolved that these Matters be referred to the Strategic Planning Committee Meeting.

UNCONFIRMED

ITEM 14 CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)**OFFICER RECOMMENDATION****RESOLUTION: 08-19/20****MOVED Cr Smith SECONDED Cr McRae**

That Council close the Meeting to the Public pursuant to Section 5.23 (2)(a), (b) & (c) of the *Local Government Act 1995* for items 14.1, 14.2 and 14.3.

CARRIED 6/0

The Meeting was closed to the Public at 3.17 pm.

Mr Haythornthwaite and Mr Eather left the meeting at 3.17 pm.

The Meeting remained closed to the Public from 3.17 pm to consider Items 14.1, 14.2 and 14.3 Confidential under Section 5.23 (a) (b) & (c) of the *Local Government Act 1995* as information has a commercial value to a person, as Matter affects an Employee and as information relates to a current Contract that Council has for Medical Services and future Medical Service Arrangements: Reference Section 5.23 (2)(a),(b) and (c).

RESOLUTION: 09-19/20**MOVED Cr Haythornthwaite SECONDED Cr Stacey**

That all Council Staff remain in the Meeting for Items 14.1 and 14.3.

CARRIED 6/0

14.1 Sale of Land due to Non Payment of Rates (Confidential Item)

Meeting Date	25 th July 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	14.1a Signed Contract for Sale of Land or Strata by Offer and Acceptance 14.1b Email from Landmark Agent dated 24 th June 2019.
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION**RESOLUTION: 10-19/20****MOVED Cr Haythornthwaite SECONDED Cr Brown****That Council:**

- (a) Accept the Signed Contract for the Sale of Land by Offer and Acceptance by TAQWA Holdings Pty Ltd for the purchase of the property, Lot 43 on Plan 9543 being the whole of the land contained in Certificate of Title Volume 1426 Folio 635, more commonly known as 18 Powell Crescent, Quairading for the amount of \$10,000;**
- (b) Accept the written offer to pay to the listing agent Landmark a set fee for an amount of \$1,000; and**
- (c) Apportion the net balance of funds with consideration of Schedule 6.3 of the Local Government Act received to reduce the outstanding amount owing in rates, service charges, interest and other charges payable to the Shire, and to write off the balance of the outstanding amount.**

CARRIED ABSOLUTE MAJORITY 5/1

14.3 Medical Practice Agreement (Confidential Item)

Meeting Date	25 th July 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	14.3a Draft Medical Practice Agreement prepared by HLS Legal 14.3b Financial Model based on Draft Agreement
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

1. That Council approve the Draft Medical Practice Agreement between Council and the Medical Services Provider, Noble Medical Investments Pty Ltd (Dr. Adenola Adeleye) for a Term of 5 Years (with an Extension Option for both Parties to enter into negotiations for a further Period of 3 Years).
2. That Subject to 1, that the Medical Practice Agreement be forwarded to Dr Adeleye for his Execution of the Agreement.
3. That the Shire President (or Pursuant to Sections 2.9 and 5.34 of the Local Government Act, the Deputy Shire President while Acting in the Shire President's absence) and the CEO be authorised to Execute the Medical Practice Agreement and to affix the Council Seal.

The Officer's Recommendation did not receive a Mover.

Alternative

RESOLUTION: 11-19/20

MOVED Cr Smith SECONDED Cr Brown

That the CEO proceed to seek legal advice on the Matters raised at the Meeting in the Draft Agreement and convene a Special Meeting to be held on the 13th August 2019 to approve the Medical Practice Agreement.

CARRIED 6/0

The Meeting adjourned for Afternoon Tea at 4.10 pm.

The Meeting resumed at 4.30 pm.

The EMCS Nathan Gilfellon, IPR&SPO Richard Bleakley and A/EO Meredith Lee-Curtis left the meeting at 4.30 pm.

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

Meeting Date	25 th July 2019
Responsible Officer	CEO Graeme Fardon
Consultant	Mr John Phillips, John Phillips Consulting
Attachments	Emailed under separate cover
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

CONSULTANT'S RECOMMENDATION

Subject to the Consideration of the Consultant's Report: -

That Council adopt the Report from Consultant, John Phillips Consulting and that Council: -

1. Notes that Mr Graeme Fardon's Performance Review in his role as Chief Executive Officer for the Shire of Quairading for the Period 1st November 2018 to 30th June 2019 has been undertaken.
2. Schedule the 2019/20 Annual Performance Review to be conducted by the 31st July 2020.
3. Endorses the Key Focus Areas and Actions for the Review Period 1st July 2019 to 30th June 2020.

VOTING REQUIREMENTS – Simple Majority

Alternative

RESOLUTION: 12-19/20

MOVED Cr Smith SECONDED Cr Stacey

That Council adopt the Report from Consultant, John Phillips Consulting and that Council: -

1. Notes that Mr Graeme Fardon's Performance Review in his role as Chief Executive Officer for the Shire of Quairading for the Period 1st November 2018 to 30th June 2019 has been undertaken.
2. Schedule Quarterly Review Meetings and that the 2019/20 Annual Performance Review to be conducted by the 31st July 2020.
3. The Key Focus Areas and Actions for the Review Period 1st July 2019 to 30th June 2020 be adopted.

CARRIED 6/0

RESOLUTION: 13-19/20

MOVED Cr Haythornthwaite SECONDED Cr Brown

That the Meeting be open to members of the public at 5.42 pm.

CARRIED 6/0

The EMCS Nathan Gilfellon, IPR&SPO Richard Bleakley and A/EO Meredith Lee-Curtis returned to the meeting at 5.42 pm.

The Chairman formally advised that there had been three (3) Resolutions made for the Confidential Items by Council during the 'Closed to the Public' Section of the Meeting, as detailed in the Minutes:-

Resolution 10-19/20

Resolution 11-19/20

Resolution 12-19/20.

ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday, 29th August 2019, commencing at 2.00 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 16 CLOSURE

There being no further business, the Chairman closed the Meeting at 5.43 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 25th July 2019 were confirmed on 29th August 2019 as recorded on Resolution No. _____

Confirmed29/08/2019



Shire of Quairading

Unconfirmed Special Council Meeting Minutes

UNCONFIRMED

13th August 2019

Disclaimer

UNCONFIRMED

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

ITEM 1	OPENING & ANNOUNCEMENTS	4
ITEM 2	ATTENDANCE AND APOLOGIES	4
ITEM 3	PUBLIC QUESTION TIME	4
ITEM 4	DECLARATIONS OF INTEREST	4
ITEM 5	MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING.....	5
5.1	Proposed Oversize Shed – Lot 288 (54) Murphy St, Quairading.....	5
5.2	Wheatbelt Secondary Freight Network Project – Pilot Project 2019/2020	10
ITEM 6	CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)	14
6.1	Medical Services Agreement (Confidential Item)	14
ITEM 8	CLOSURE	14

UNCONFIRMED

SHIRE OF QUAIRADING

The Special Council Minutes of Meeting held on Tuesday 13th August 2019 commencing at 5.02 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Deputy Shire President opened the Meeting at 5.02 pm.

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

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

Observers/Visitor

Nil

Apologies

Nil

Leave of Absence Previously Granted

Cr WMF Davies	Shire President
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ITEM 3 PUBLIC QUESTION TIME

No Public in attendance.

ITEM 4 DECLARATIONS OF INTEREST

Nil

ITEM 5 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

5.1 Proposed Oversize Shed – Lot 288 (54) Murphy St, Quairading

Meeting Date	13 th August 2019
Responsible Officer	Contract TP Jacky Jurmann
Reporting Officer	CEO Graeme Fardon
Attachments	8.1a Revised Plan 8.1b Solar/Shadow Drawing
Owner/Applicant	L Eather
Disclosure of Interest	Nil

RESOLUTION: 14-19/20

MOVED Cr Smith SECONDED Cr Stacey

That Council refuse the Application for an oversize shed on Lot 258 (54) Murphy Street, Quairading.

CARRIED 6/0

Reason for Variation to Officer's Recommendation

The CEO provided further information from the Applicant, who verbally advised the CEO that the revised Plans would not accommodate the 5th Wheeler trailer, which is 4.2 metres in height, without altering the floor level. This is not a preferred option for the Applicant, and was not in the Development Application. The Applicant advised that the 5th Wheeler would therefore remain parked in York.

The Application is refused, based on the proposed shed not being fit for purpose.

OFFICER'S RECOMMENDATION

That Council resolves to **APPROVE** the application to construct an oversize shed at Lot 258 (54) Murphy Street, Quairading as proposed in the revised plans submitted with the Application dated 18th June 2019, in accordance with clause 7.5 of the Shire of Quairading Town Planning Scheme No. 2 for the following reasons:

1. The proposed development is consistent with the aims and provisions of the Shire of Quairading Town Planning Scheme No. 2;
2. The proposed development has merit and has been modified to be consistent with variations to the Shire of Quairading's Local Planning Policy for Outbuildings; and
3. The proposed development has been modified to have minimal impacts on the amenity of the locality, with the following conditions imposed:
 - a) The development hereby permitted must substantially commence within two years from the date of determination;
 - b) The development hereby permitted taking place in accordance with the approved plans;
 - c) The shed shall not be used for habitable, commercial or industrial purposes;
 - d) Stormwater shall be managed on-site to the satisfaction of the local government in accordance with the provisions of the Residential Design Codes;

- e) Prior to occupation, the shed shall be screened from view from any public street/neighbouring property to the satisfaction of the local government; and
- f) Access to Winmar Road from the site shall be in a forward direction.

IN BRIEF

- A modified development application has been received to obtain approval to construct an oversize shed for the storage of a 5th wheeler caravan and for use as a hobby workshop at Lot 288 (54) Murphy Street, Quairading.
- Proposed Shed is 180m² in area
- The application was notified in writing to adjoining landowners and no objections were received.
- The proposal has been modified to resolve the height of the shed and the structure set back well away from the property's boundary.
- A development approval is not an approval to commence any works associated with the development. A Building Permit must be obtained prior to commencement of any site and building works. The Applicant is to liaise with the Shire's Building Officer to ascertain the requirements to allow for a building permit to be issued.
- The premises shall be operated, and any necessary noise attenuation measures put in place, so as to ensure that noise emanating from the premises does not exceed assigned levels under the Environmental Protection (Noise) Regulations 1997.
- It is recommended that the application be approved for the reasons outlined in the Officer's Recommendation.

BACKGROUND

The subject property has an area of 1,662m², is located on the corner of Murphy Street and Winmar Road and currently contains an older-style single dwelling.

The shed will have an overall area of 180m² and will consist of:

1. The main shed to be used for the storage of the owner's 5th wheeler caravan and a hobby workshop measuring 20 metres wide x 9 metres deep with a wall height of 3.5 metres and overall height of 4.2 metres; and
2. It is proposed to construct the shed parallel to the southern boundary, with an increased 8m setback and use the existing vehicular access from Winmar Road to provide additional separation to minimise any impacts to adjoining properties.

STATUTORY ENVIRONMENT

Shire of Quairading Town Planning Scheme No. 2

The property is zoned Residential R10/20 and the construction of outbuildings are permitted as ancillary development to the residential use of the property.

Clause 4.9.1 sets out the objectives for the Residential zone, which aims to ensure that the predominant form of development is single houses; that a high standard of development is achieved; and to permit non-residential uses that are compatible and do not adversely affect local amenities.

Clause 4.9.3 applies to properties with dual density codes and permits the use of the higher density code if the property is connected to reticulated sewerage; is located close to services and facilities; and if the local government is satisfied that the development will not have an adverse impact on local amenities.

Deemed Provisions

Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (known as the Deemed Provisions) are read as part of TPS2.

Clause 67 sets out the matters for consideration when determining an application for development approval. The relevant matters have been considered as part of this assessment as follows:

Sub-Clause	Provision	Assessment
(a)	Aims and provisions of Scheme	Residential zone objectives aim to have single dwellings as predominant form of development. The proposed shed is just under twice the size of the dwelling, and although ancillary to the residential use of the property, due to its size, will become the predominant built form of development on the site. The existing trees and required screening will shield a portion of the shed, reducing the bulk and visual impacts.
(b)	Provisions of planning instrument that the LG is seriously considering adopting.	Draft LPS3 does not propose to change the zoning.
(c)	Any approved State Planning Policy	SPP3.1 – Residential Design Codes has been considered in this assessment. Variations are proposed.
(g)	Any local planning policy	LPP – Outbuildings has been considered in this assessment. Although variations are proposed, the development is consistent with the objectives of the policy.
(i)	Any scheme review report	2017 Scheme Review Report does not affect this assessment.
(m)	Compatibility of development, including relationship to adjoining land, likely effect of height, bulk, scale, orientation and appearance.	The shed is twice the size of what is permitted under the LPP and together with a higher wall height will result in a bulk and scale that is not generally expected in the Residential zone. The Applicant has made an effort to reduce the effects of this on the neighbours by reducing the height and bulk of the shed. The shed has also been moved further off the boundary from the previous application.
(n)	Amenity of the locality, including character and social impacts.	The shed is proposed to be used for storage and as a hobby workshop. Conditions have been recommended to minimise any potential impacts on the locality. A greater boundary setback has been provided to reduce visual impacts and overshadowing on the neighbouring properties.
(p)	Provision of landscaping	To be conditioned to include additional landscaping to improve visual amenity.
(s)	Adequacy of access to and egress from the site, including manoeuvring and parking of vehicles.	It is proposed to use the existing vehicular access from Winmar Road to access the shed. This access is from a Primary Grain Freight Road and therefore road safety may be an issue when manoeuvring the caravan in and out of the site. The site is large enough to provide manoeuvring room for the caravan to enter and exit in a forward manner. If approved, a condition should be imposed to ensure that the caravan should leave the site in a forward direction.
(y)	Any submissions received	No submissions have been received.

Sub-Clause	Provision	Assessment
(z)	Any other planning consideration.	The shed has been positioned so that there will be no overshadowing impacts on neighbours. The application will be conditioned so that it may not be used for industrial or business purposes under this application.

SPP3.1 – Residential Design Codes

The R-Codes apply to all land zoned Residential in the State. The relevant provisions relating to the construction of an outbuilding have been considered as part of the assessment of the application as follows:

Clause	Provision	Proposed	Comment
6.10.1	Maximum collective area 60m ² or 10% of site area, whichever is the lesser.	Total area 180m ²	Does not comply
6.10.1	Wall height 2.4m	3.5m	Does not comply
6.10.1	Ridge height 4.2m	4.2m	Complies
6.10.1	Does not reduced required open space in Table 1. R10 – 60%; R20 – 50%	180m ² (shed) & approx. 110m ² (house) = 290m ² . 1,348m ² provided.	Complies
6.10.1	Complies with setback requirements of Table 1, except rear setback. Secondary street: R10 – 3m / R20 – 2 m. Side / rear: 1.8m	8m from southern boundary; 4 m from eastern boundary; 12m from Winmar Rd.	Complies

Where a proposal does not comply with the 'deemed to comply' provisions of the R-Codes, then the proposal can also be assessed against the performance provisions to determine if the variations are acceptable, which is *"Outbuildings that do not detract from the streetscape or the visual amenity of the residents or neighbouring properties."* Discussions with the Applicant during assessment of this application have resulted in reducing impacts on the streetscape and visual amenity, and is considered consistent with the performance provision of the R-Codes.

POLICY IMPLICATIONS

Local Planning Policy – Outbuildings

The Shire's adopted policy provides acceptable local variations to the deemed to comply provisions relating to area and height of the R-Codes for the construction of outbuildings in the Residential zone. These standards are considered to meet the performance provision of the R-Codes for outbuildings (outlined above), which have been assessed as follows:

Provision	Proposed	Compliance/Comment
Maximum collected area 100m ² for lots exceeding 1,000m ² in area.	Total area 180m ²	Large variation requested due to the large size of the 5 th wheeler. This is deemed to be acceptable due to the large size and shape of the block.
Wall height 3m	3.5m	16% variation requested, deemed to be acceptable due to the increased setback from neighbouring properties.
Ridge height 4.2m	4.2m	Complies

FINANCIAL IMPLICATIONS

There are no financial implications for the Shire associated with this Report unless the Applicant decides to exercise their right of appeal at the State Administrative Tribunal if he is unsatisfied with the determination of the application.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Built Environment

Objective

Planning and Infrastructure to meet the needs of the community.

Strategies

B1: Responsive Land Use Planning

The Local Planning Policy provides a framework for the approval of outbuildings in a local environment to meet the needs of the community.

COMMUNITY CONSULTATION

The application was notified to adjoining landowners for a minimum period of 14 days. At the time of writing this Report, **no submissions** have been received.

Previously there was one submission objecting to the proposal and these have been addressed by the applicant as follows:

Summary of Issue	Planning Comment
Size of the structure is too large for a residential area.	As indicated in the assessment of this proposal, the shed's wall height and bulk have been reduced.
Structure will block out light, breeze and views of backyard.	The shed has been moved sufficiently far from the boundary, and a shadowing diagram has been provided to show that there will be no negative impacts to neighbouring properties.
Will be impacted by noise of large trucks and machinery being worked on day and night.	The shed will be conditioned so that there will be no unreasonable noise, that all noise be within working hours and so that it may not be used for industrial purposes.

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

Financial – Medium. An Applicant has the right of appeal to the State Administrative Tribunal should they be dissatisfied with the determination of the application, which could result in the Shire requiring legal or other representation.

Health – Low Risk

Reputation – Low Risk. Council should apply provisions of policies consistently to ensure that good and proper planning decisions are made in the best interests of the community.

Operation – Low Risk

Natural Environment – Low Risk.

COMMENT

It can be concluded from the assessment of this development proposal that the scale of the variations to the R-Codes and Local Planning Policy for Outbuildings are acceptable. The proposed construction of the shed is consistent with the residential use of the property and the zone objectives. Construction of the shed as proposed will enable the landowner to meet his storage and hobby needs, and to continue living in Quairading. The applicant has worked with the Shire planner to amend his proposal to minimise impacts on the neighbouring properties.

5.2 Wheatbelt Secondary Freight Network Project – Pilot Project 2019/2020

Meeting Date	13 th August 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	5.2a Secondary Freight \$70M funding 'ROSI' Media Statement
Owner/Applicant	N/A
Disclosure of Interest	Nil

RESOLUTION: 15-19/20

MOVED Cr Smith SECONDED Cr Brown

1. That Council advise the Wheatbelt South Regional Road Group of Council's Expression of Interest and Capability to undertake the Pilot Project under the Wheatbelt Secondary Freight Network Project on the reconstruction of section of the Quairading – Cunderdin Road in the 2019/20 Financial Year.
2. Subject to the successful outcome of Council's Expression of Interest, that the CEO prepare a Report to Council on the Pilot Project including the Project Scope, Confirmed Project Estimate of Costs, confirmed Grant Funding Sources and Council Funding requirements with the objective of Council undertaking a Budget Review to incorporate the Pilot Project Works into the 2019/2020 Budget.
3. That Council invite Mr Garrick Yandle to attend a Council Meeting and make a presentation on the Wheatbelt Secondary Freight Network Project.

CARRIED 6/0

Reason for Variation to Officer's Recommendation

Council requested the invitation to Mr Garrick Yandle be included in the Resolution.

OFFICER'S RECOMMENDATION

1. That Council advise the Wheatbelt South Regional Road Group of Council's Expression of Interest and Capability to undertake the Pilot Project under the Wheatbelt Secondary Freight Network Project on the reconstruction of section of the Quairading – Cunderdin Road in the 2019/20 Financial Year.
2. Subject to the successful outcome of Council's Expression of Interest, that the CEO prepare a Report to Council on the Pilot Project including the Project Scope, Confirmed Project Estimate of Costs, confirmed Grant Funding Sources and Council Funding requirements with the objective of Council undertaking a Budget Review to incorporate the Pilot Project Works into the 2019/2020 Budget.

IN BRIEF

- Council Representatives were invited to meet with Representatives from the Wheatbelt South Regional Road Group during the Local Government Convention.
- The Federal Government have committed \$70M towards the Wheatbelt Secondary Freight Network Project and the State Government has subsequently committed \$16M to the Project. Additional State Funding has been secured for the Coordination of the Project, with this Project Coordination funding being secured and warehoused through the Shire of Koorda.

- Under the WSNF project, WBS RRG are looking to deliver a Pilot Project for Wheatbelt South in the 2019/20 Year. At this stage, the indicative cost of such a project is \$1M with \$800K of Federal funding, \$130K of State funding and \$70K of funding from the relevant local government.
- The Quairading – Cunderdin Road is one of four Priority 1 Routes identified in the Secondary Freight Strategy and Council has been offered to consider its interest and capability of undertaking this Pilot Project in the current Financial Year.
- The Proposed Pilot Project would provide for the reconstruction of an estimated 4 to 5 kilometres of the Quairading – Cunderdin Road which previously only received “Strip Widening on one lane” under the Grain Freight Project Funding. This section from the Townsite Boundary to the approach to the Wackett Road Corner realignment is in poor condition and is currently incurring high maintenance costs with continual pavement failure and pot hole repairs.
- Based on the original information provided by Council’s management to the WSNF Project, the cost of the upgrade works would be in the order of \$500,000. The Regional Road Group representatives have requested that the original information and estimates be reviewed, particularly a Road Condition Assessment be undertaken by the EMWS to reflect the further deterioration of the road since Council’s original submission. This will then determine the correct scope and cost estimate for the Pilot Project.
- If this project is undertaken, it will need to be delivered utilising project management and external contractors to complete the work as the Shire’s staff and plant are fully committed to Council’s approved Road Construction Program and Road Maintenance Program in the 2019/2020 Budget.
- Council has been offered the opportunity given the importance of the Route and also Council’s recent history and performance with Grain Freight and WANDRRA Project Management.
- The Pilot Project will have the support of the Wheatbelt South organisation and the WSFR Project Team as it tests its Project Governance Model for the future “rollout” of the Federal and State Government Road Funding to the Wheatbelt Region.
- A second Pilot Project is listed for the Wheatbelt North Region, which is targeting Upgrade Roadworks to an Ag Lime Route.

MATTER FOR CONSIDERATION

Council to consider the invitation from the Wheatbelt South Regional Road Group to undertake the Pilot Project under the Secondary Freight Network Project in the 2019/2020 Year.

BACKGROUND

Council’s EMWS Mr Rourke, prepared and submitted local road network information and cost estimates for identified routes as part of the collation of Road Data across the 42 Wheatbelt Councils in the preparation of the Wheatbelt Secondary Freight Network Strategy and Funding Submission to Government.

The Quairading – Cunderdin Road (as part of a longer regional Route) has been identified as one of four Priority 1 Routes within the Wheatbelt South Regional Road Group area.

The Federal Government has requested that Pilot Projects be undertaken in the 2019/2020 Year in both Wheatbelt North and Wheatbelt South Regions to test the Project Team’s Governance processes and Guidelines in place under the Grant Funding Agreement with the Federal Government.

An invitation is extended to Council to express its interest and capabilities to deliver Road Upgrade Works on the Quairading – Cunderdin Road as a Pilot Project for the Wheatbelt South Regional Road.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Tender) Regulations 1996

POLICY IMPLICATIONS

Council Purchasing Policy

FINANCIAL IMPLICATIONS

The Pilot Project would be delivered on the Project Management and Contractor Model used successfully for the on-ground roadworks during the Grain Freight Project and the major road and drainage repairs under the WANDRRA Funding Program.

If Council's Expression of Interest is accepted and the Pilot Project Scope and Funding is confirmed, Council would need to review its Adopted Budget to include increased Capital Expenditure, Increased Capital (Non Operational) Grant Funding and to also identify the source of Council's required Financial Contribution (provisionally a maximum of \$70,000, if the Pilot Project was \$1M Project Cost).

The Opening Balance of Council's Road Infrastructure Reserve Fund at the 1/7/2019 was \$284,169, with another budgeted Transfer to the Reserve Fund of \$154,886 in the 2019/2020 year. It is therefore feasible for Council's Financial Contribution to be fully funded from Council's Reserve Fund without any adverse effect on Council's Operating Surplus Ratio or Budget.

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
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

Council Administration has had ongoing client requests about potholing and the deteriorating condition of the Quairading – Cunderdin Road.

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

Financial - Risk Matrix Rating is considered Low

The Pilot Project will be primarily funded by the Wheatbelt Secondary Freight Network Project Funds with Grant Funds being provided to Council. However, Council is required to make a financial contribution as part of Council's Expression of Interest and capability to undertake the work and fund the Council commitment.

Details on the manner of how the Pilot Project Funding would be provided to Council have not yet been provided, to enable an assessment whether there could be an adverse effect on Council's cash flow or financial position during the financial year.

For the purposes of this Report, it has been assumed that Grant Funding will be administered on a similar basis to the RRG Funds where 40% of the Grant is claimed and paid at the commencement

of the project, 40% claimed when 40% of Expenditure has been incurred and 20% claimed and paid to Council upon completion of the Project.

It is highlighted that there is already increased Road Maintenance Costs being incurred on this section of the Quairading – Cunderdin Road while awaiting external funding.

Health – Risk Matrix Rating is considered Low

Reputation – Risk Matrix Rating is considered Low

Council has been invited to express its interest in undertaking the Pilot Project for the Wheatbelt South Region. Council's Executive Management Team consider that the Pilot Project can be successfully incorporated into Council's activities for the year by using the External Project Supervision and Contractor Model utilised in the Grain Freight and WANDRRA Projects. Reputational risk would escalate especially within the community, if the opportunity was not taken up by Council. It is considered that there would be significant local and regional economic benefit from the Pilot Project proceeding in the district.

Operation – Risk Matrix Rating is considered Low

As stated above, the Pilot Project will be incorporated into Council's Management and Budget (subject to Council Approval). Proven ability and capability within Council's EMT, along with technical and logistical support provided through the Secondary Freight Route Network Project Team and the Regional Road Group.

The Pilot Project will not increase risk to Council's planned and budgeted Road Construction Program

Natural Environment – Risk Matrix Rating is considered Low.

The identified section of the Quairading – Cunderdin Road was previously the subject of a Roadside Vegetation Clearing Permit and no further clearing, fence or road realignments are planned.

Offset Tree Planting has recently occurred as a Condition of the previous Permits.

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

The Meeting will be closed by Council Resolution to the Public under Part 5 Division 2 Section 5.23 (2)(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”.

RESOLUTION: 16-19/20

MOVED Cr Smith SECONDED Cr McRae

That Council close the Meeting to the Public at 5.27 pm pursuant to Section 5.23 (2)(a), (b) & (c) of the *Local Government Act 1995* for Item 6.1.

CARRIED 6/0

6.1 Medical Services Agreement (Confidential Item)

OFFICER’S RECOMMENDATION

RESOLUTION: 17-19/20

MOVED Cr Smith SECONDED Cr Brown

- 1. That Council approve the Draft Medical Services Agreement between Council and the Medical Services Provider, Noble Medical Investments Pty Ltd (Dr. Adenola Adeleye) for a Term of 5 Years (with an Extension Option for both Parties to enter into negotiations for a further Period of 3 Years).**
- 2. That Subject to 1, that the Medical Services Agreement be forwarded to Dr Adeleye for his Execution of the Agreement.**
- 3. That the Shire President (or Pursuant to Sections 2.9 and 5.34 of the *Local Government Act 1995*, the Deputy Shire President while Acting in the Shire President’s absence) and the CEO be authorised to Execute the Medical Practice Agreement and to affix the Council Seal.**

CARRIED 6/0

RESOLUTION: 18-19/20

MOVED Cr Smith SECONDED Cr Brown

That the Meeting be opened at 5.46 pm to members of the public.

CARRIED 6/0

No members of the public were present.

The Resolution passed during the “Meeting Closed to the Public” (Resolution 17-19/20) was read aloud by the Chairperson to the Meeting.

ITEM 8 CLOSURE

There being no further business, the Chairperson closed the Special Council Meeting at 5.47 pm.

UNCONFIRMED

I certify the Minutes of the Special Council Meeting held on the 13th August 2019 were confirmed on 29th August 2019 as recorded on Resolution No. _____

Confirmed29/08/2019

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

8.1 Proposed Two Car Garage– Lot 31 (85) Heal St, Quairading

Meeting Date	29 th August 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	Contract Town Planner Jacky Jurmann
Attachments	8.1a Plans
Owner/Applicant	Mr Frank Macri & Mrs Phen Thornton
Disclosure of Interest	Nil

OFFICER’S RECOMMENDATION

That Council resolves to **APPROVE** the Application for development approval to construct a Garage at Lot 31 (85) Heal Street, Quairading as proposed in the Plans submitted with the Application dated 26th June 2019, in accordance with clause 7.5 of the Shire of Quairading Town Planning Scheme No. 2 for the following reasons:

1. The proposed development is consistent with the aims and provisions of the Shire of Quairading Town Planning Scheme No. 2;
2. The proposed development is consistent with the R-Codes;
3. The proposed development will have minimal impact on the amenity of the locality; and
4. The proposed development is replacing a previous structure.

The following Conditions of approval are recommended:

Conditions

- (a) The development hereby permitted must substantially commence within two years from the date of determination;
- (b) The development hereby permitted taking place in accordance with the approved plans;
- (c) The garage shall not be used for habitable, commercial or industrial purposes; and
- (d) Stormwater shall be managed on-site to the satisfaction of the local government.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- The property at 85 Heal Street, Quairading is located in the “Town Centre” Zoning and the continuing use of the property for residential purposes is non-conforming use in accordance with the provisions of the Shire of Quairading Town Planning Scheme No. 2.
- The proposed garage is replacing an existing structure that was ordered to be removed by the Shire.
- The matter is being presented to Council for determination as there is no delegated authority to the CEO to determine such Applications.
- The Application is being recommended for Approval with four (4) Standard Conditions.

MATTER FOR CONSIDERATION

A development Application has been received to obtain approval to construct a two (2) car garage at Lot 31 (85) Heal Street, Quairading.

The Application was not advertised to adjoining landowners as Council is the adjoining neighbour, with the Factory Units.

It is recommended that the Application be approved for the reasons outlined in the Officer's Recommendation.

BACKGROUND

The subject property has an area of 1,189m², is located on the corner of Heal Street and Winmar Road, and currently contains an older-style single dwelling which is listed as a non-conforming use in the Town Centre Zone.

The garage will have an overall area of 67.5 m² with 3.2m high walls and 2 garage doors 3m each. This garage is not an increase to the non-conforming use as it is replacing an old, unsound structure which was ordered to be removed.

STATUTORY ENVIRONMENT

Shire of Quairading Town Planning Scheme No. 2

The property is zoned Town Centre and contains a dwelling, which is a non-conforming use in the zone. As such, the Application has been checked against both the Zone requirements and the R- Codes, as applicable.

The construction of an attached garage is permitted as ancillary development to the residential use of the property under the R-codes and is consistent with the uses in the locality.

Clause 3.8 sets out the requirements for extensions and changes to a non-conforming use;

Clause 3.8.1 – A person shall not alter or extend a non-conforming use without obtaining planning approval – a planning Application has been submitted.

Clause 3.8.2 – An Application for Planning Approval shall be advertised in accordance with the Planning Regulations – not required as the Shire of Quairading is the adjacent neighbour.

Clause 4.2 – Site requirements – minimum setbacks from boundaries. As the site is zoned Town Centre there are no setback requirements for the site.

Clause 4.11.1 – Objectives for the Town Centre zone, which aims to ensure that development will not adversely affect local amenities, will enhance the character of the townsites in the district, and provide sufficient parking spaces for cars without compromising pedestrian movements.

Clause 4.11.2 – Development Requirements

Sub-Clause	Provision	Assessment
a	Development shall not exceed 2 storeys in height.	The proposed garage does not exceed 2 storeys. Complies.
b	The proposed development shall have regard to the following: <ol style="list-style-type: none"> i. The colour and texture of external building materials; ii. Building size, height, bulk and roof pitch; iii. Setback and location of the building on its lot; iv. Architectural style and design details of the building; v. Function of the building; 	The proposed garage is to be clad in cream colour bond steel and will not adversely impact on the surrounding localities visual amenity.

Sub-Clause	Provision	Assessment
	vi. Relationship to surrounding development and; vii. Other characteristics considered by the local government to be relevant.	
c	Landscaping shall be provided to complement the appearance of the proposed development and it's setting	The proposed garage does not require any landscaping to be consistent with the locality.
d	The layout of car parking shall have regard for traffic circulation in existing parking areas and shall be integrated with any existing and adjoining parking area.	The proposed garage improves and increases the amount of car parking in the area, reducing the need for the residents of 85 Heal Street to park in the open.

Deemed Provisions

Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (known as the Deemed Provisions) are read as part of TPS2.

Clause 67 sets out the matters for consideration when determining an application for development approval. The relevant matters have been considered as part of this assessment as follows:

Sub-Clause	Provision	Assessment
(a)	Aims and provisions of Scheme	The Application is consistent with the objectives of the Scheme.
(m)	Compatibility of development, including relationship to adjoining land, likely effect of height, bulk, scale, orientation and appearance.	The proposed garage is consistent with the adjoining land and the height bulk and scale of the garage is consistent with the adjoining properties.
(n)	Amenity of the locality, including character and social impacts.	The proposed garage will not adversely impact the amenity of the locality.
(p)	Provision of landscaping	There is no proposed landscaping, but this will fit in with the locality and the adjacent storage units.
(s)	Adequacy of access to and egress from the site, including manoeuvring and parking of vehicles.	No change to the existing access provided by main roads is proposed.

SPP3.1 – Residential Design Codes

The R-Codes apply to all land zoned Residential in the State. The relevant provisions relating to the construction of a garage have been considered as part of the assessment of the application as follows:

Clause	Provision	Proposed	Comment
5.2.1	The setting back of garages to maintain clear sightlines along the street and not to detract from the streetscape or appearance of dwellings	It is proposed to place the garage to the rear of the dwelling.	The garage is unlikely to detract from the appearance of the streetscape or dwelling.

Clause	Provision	Proposed	Comment
5.2.2	Garage width – the effect of the garage doors on the streetscape should be minimised to maintain visual amenity	It is proposed that the garage doors face towards the interior of the property.	Complies
5.2.5	Sight lines – Unobstructed sight lines provided at vehicle access points to ensure safety and visibility along vehicle access ways, streets, rights – of – way, communal streets, crossovers and footpaths	No new access proposed. Location of the garage will not impact on sightlines due to its location.	Complies

POLICY IMPLICATIONS

No relevant policies apply to this application.

FINANCIAL IMPLICATIONS

There are no financial implications for the Shire associated with this Report unless the Applicant decides to exercise their right of appeal at the State Administrative Tribunal if he is unsatisfied with the determination of the Application.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Built Environment

Objective

Planning and Infrastructure to meet the needs of the community.

Strategies

B1: Responsive Land Use Planning

The Local Planning Policy provides a framework for the approval of outbuildings in a local environment to meet the needs of the community.

COMMUNITY CONSULTATION

The Application was not required to be advertised as the Shire is the adjoining neighbour.

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

Financial – Low. An Applicant has the right of appeal to the State Administrative Tribunal should they be dissatisfied with the determination of the application, which could result in the Shire requiring legal or other representation.

Health – Low Risk

Reputation – Low Risk. Council should apply provisions of policies consistently to ensure that good and proper planning decisions are made in the best interests of the community.

Operation – Low Risk

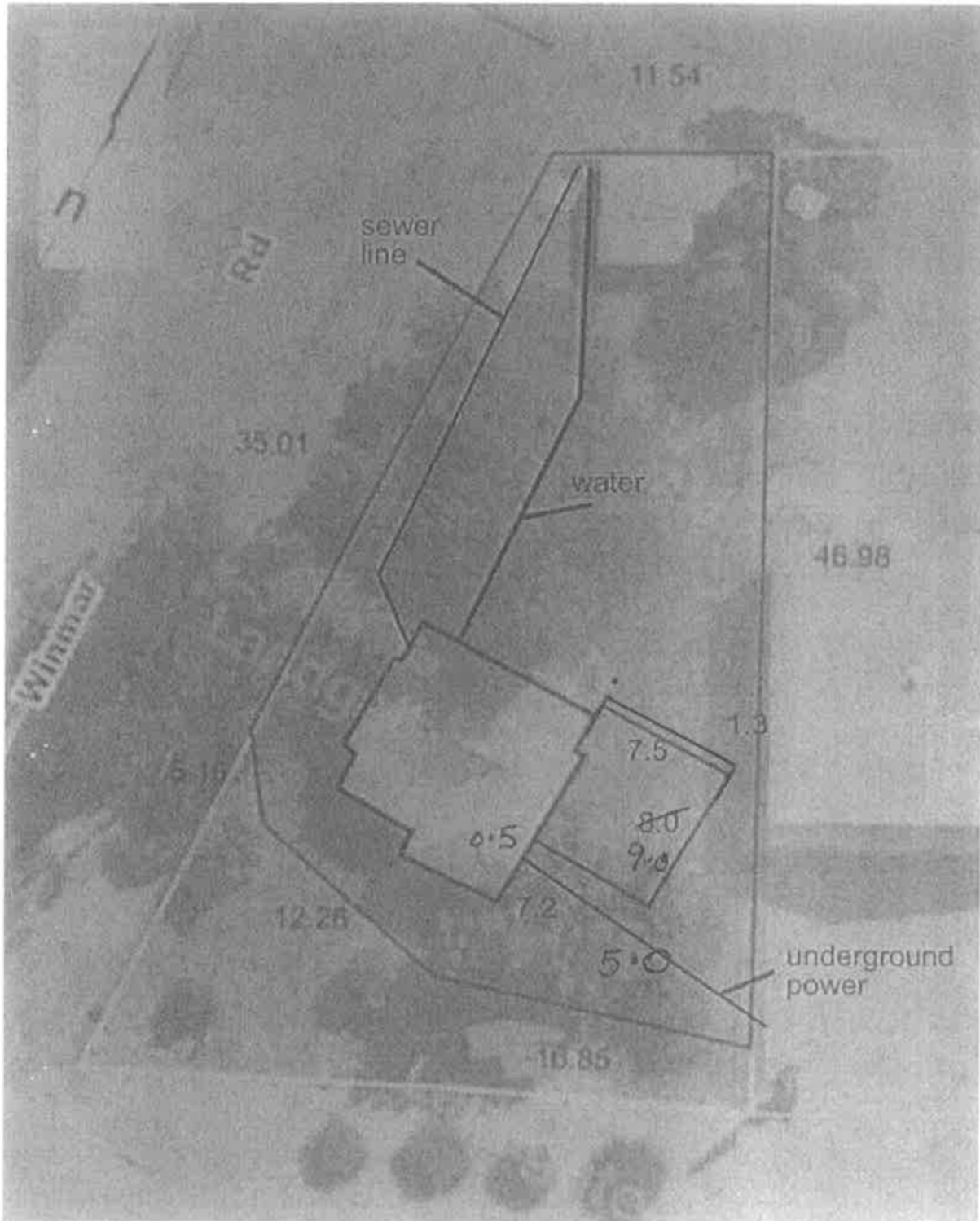
Natural Environment – Low Risk.

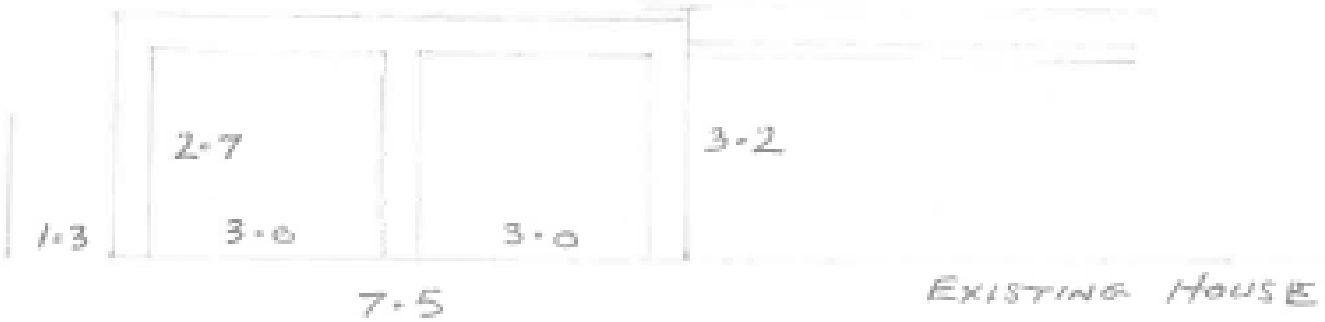
COMMENT

It can be concluded from the assessment of this development proposal that the Application is consistent with the R-Codes and Local Planning Scheme and with the zone objectives as it will result in the property owner being able to park his vehicles off the street and in a protected place.

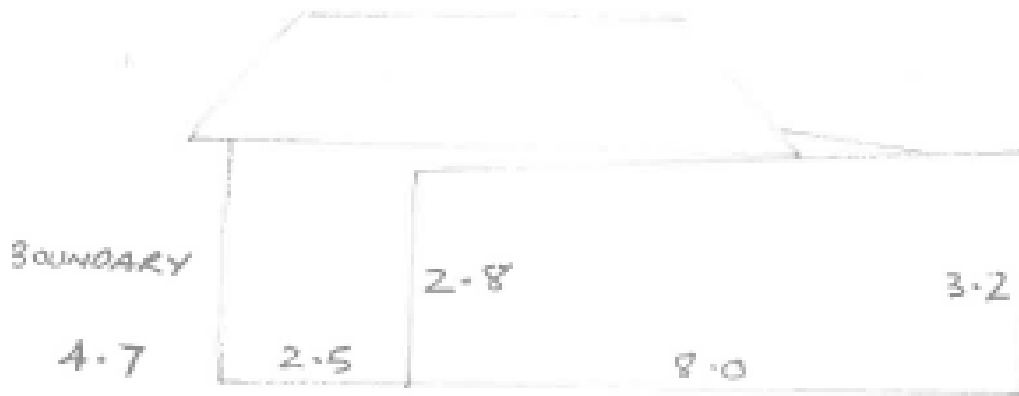
EXECUTIVE SUMMARY

The proposed garage at 85 Heal Street Quairading is consistent with both the R-Codes and the Shire of Quairading's Local Planning Scheme No. 2.



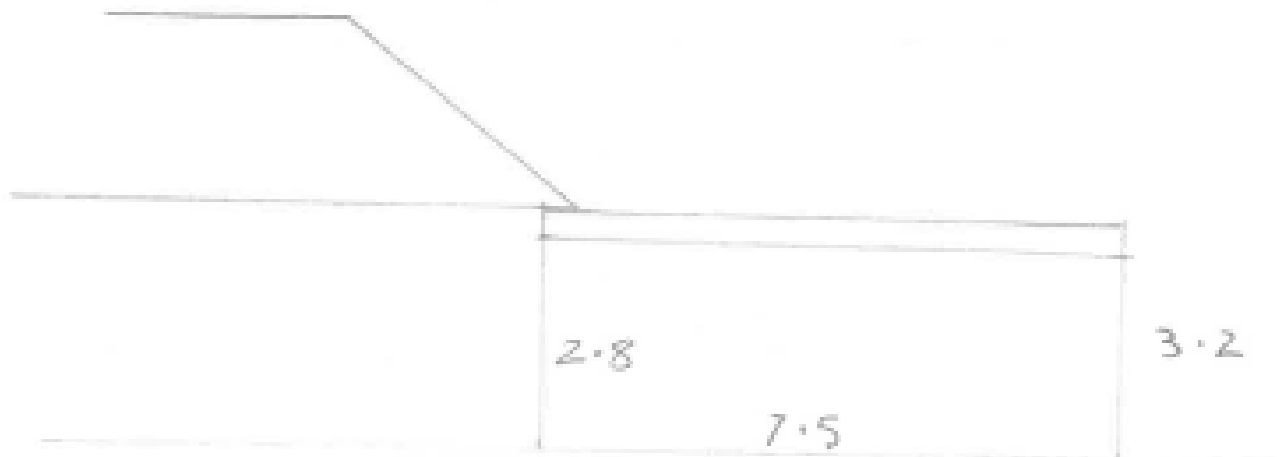


EASTERN ELEVATION



85 HEAL ST
QUAIRADING WA 6383

SOUTHERN ELEVATION



ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – July 2019

Meeting Date	29 th August 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
	9.1.1 July 2019 Payment List
Attachments	9.1.2 Transport Takings
	9.1.3 Credit Card Statement
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER'S RECOMMENDATION

That Council note the following:

1. That Schedule of Accounts for July covering Municipal Vouchers 23654 to 23667 & EFT6788 to EFT6905 totalling \$510,063.19 be received and
2. That Police Licensing payments for the month of July 2019 totalling \$45,159.50 be received (Attachment 9.1.2); and
3. That fund transfers to Corporate Credit Card for July 2019 balance totalling \$248.08 be received (Attachment 9.1.3); and
4. That Net Payroll payments for the month July 2019 totalling \$134,833.01; and
5. That the Lease payment for the month of July 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 July 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 2019/2020 Budget.

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY

Nil

CONSULTATION

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 JULY 2019					
Chq/EFT	Date	Name	Description	Amount	FUNDED
EFT6788	05/07/2019	GILLIAN JANET MCRAE	COUNCILLOR SITTING FEES APRIL - JUNE 2019	1,083.00	
EFT6789	05/07/2019	PETER DAVID SMITH	COUNCILLOR SITTING FEES APRIL - JUNE 2019	717.25	
EFT6790	05/07/2019	LYALL RICHARD BROWN	COUNCILLOR SITTING FEES APRIL - JUNE 2019	931.00	
EFT6791	05/07/2019	BRETT MCGUINNESS	COUNCILLOR SITTING FEES APRIL - JUNE 2019	1,083.00	
EFT6792	05/07/2019	TREVOR STACEY	COUNCILLOR SITTING FEES APRIL - JUNE 2019	1,007.00	
EFT6793	05/07/2019	WAYNE M DAVIES	COUNCILLOR SITTING FEES APRIL - JUNE 2019	2,343.40	
EFT6794	05/07/2019	JO HAYTHORNTHWAITE	COUNCILLOR SITTING FEES APRIL - JUNE 2019	1,007.00	
EFT6795	10/07/2019	WA TREASURY CORPORATION	LOAN REPAYMENT AND INTEREST ON LOAN 115, LOAN 116, LOAN 117, LOAN 118	1,930.75	PARTIALLY
EFT6796	10/07/2019	BRETT MCGUINNESS	COUNCILLOR SITTING FEES - CENTRAL COUNTRY ZONE	76.00	
EFT6797	10/07/2019	WAYNE M DAVIES	COUNCILLOR SITTING FEES - CENTRAL COUNTRY ZONE	76.00	
EFT6798	10/07/2019	PICKLES AUCTIONS	MARKET VALUATION OF FORD TRANSIT VAN	385.00	
EFT6799	10/07/2019	NOBLE MEDICAL INVESTMENT PTY LTD	MEDICAL SERVICES FROM 19/6/2019 - 2/7/2019	18,187.18	
EFT6800	12/07/2019	QUAIRADING TYRE & BATTERY SUPPLIES	REPAIRING/REPLACEMENT OF TYRES ON NISSAN UTE, TRIAXLE LOW LOADER, MAZDA UTE, 1X LPG GAS BOTTLE, VALVE STRIP, AMMAN MULTI ROLLER CLEAN, STRIP AND FIX VALVE	537.35	
EFT6801	12/07/2019	QUAIRADING FARMERS CO-OP	REFRESHMENTS AND VARIOUS ITEMS FOR ADMIN, MEDICAL PRACTICE, SHIRE HALL, POUND, DEPOT, CHILDCARE AND NEWSPAPERS	418.66	
EFT6802	12/07/2019	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES - SUNNY SIGNS X2, SURGICAL HOUSE, NARROGIN HOSPITAL	148.84	
EFT6803	12/07/2019	LANDGATE	VALUATION ROLLS AND MINING TENEMENTS	170.75	PARTIALLY
EFT6804	12/07/2019	EASTERN HILLS SAWS & MOWERS	PURCHASE OF 2X STIHL BLOWERS	638.00	
EFT6805	12/07/2019	QUAIRADING AGRI SERVICES	VARIOUS HARDWARE AND CLEANING SUPPLIES - ELECTRICIAN, DEPOT, PARKS AND GARDENS, PUBLIC TOILETS, MACHINERY, CARAVAN PARK, CHILD CARE, ADMIN	901.15	
EFT6806	12/07/2019	QUAIRADING CLUB INC.	REFRESHMENTS FOR COUNCIL	133.00	
EFT6807	12/07/2019	QUAIRADING COMMUNITY RESOURCE CENTRE	SERVICES OF EXAM SUPERVISION, LAMINATING, BANKSIA BULLETIN SALES, PRINTING, CLEANING, GYM MEMBERSHIP AND WEBSITE MANAGEMENT	1,113.49	
EFT6808	12/07/2019	JASON SIGNMAKERS	STICKERS AND SIGN WRITING FOR C.E.S.M VEHICLE	1,645.60	PARTIALLY 90%
EFT6809	12/07/2019	SURGICAL HOUSE	MEDICAL SUPPLIES - COAGUCHECK TEST STRIPS	341.60	
EFT6810	12/07/2019	SUNNY SIGN COMPANY PTY LTD	RAILWAY STATION BUILDING VARIOUS SIZES SIGNAGE - SHOWER, TOILET, PICNIC TABLE, DISABLED BATHROOM	1,791.02	
EFT6811	12/07/2019	QUAIRADING MEDICAL PRACTICE	PAYMENT FOR 22X STAFF FLU VACCINATIONS	440.00	
EFT6812	12/07/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	SYNERGY UPGRADE, JUNE MONTHLY FEE FOR DAILY MONITORING	595.00	
EFT6813	12/07/2019	PURSLOWE FUNERAL HOMES	REIMBURSEMENT FOR DOUBLE PAYMENT FOR FUNERAL	800.00	FULLY
EFT6814	12/07/2019	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	FUEL/ULP COMMUNITY CAR	100.00	FULLY
EFT6815	12/07/2019	A W DUNCAN CARPENTRY SERVICES	POWELL CRESCENT - STORM DAMAGED FENCE REPAIRS AND MATERIALS	4,011.15	PARTIALLY
EFT6816	12/07/2019	DEPARTMENT OF THE PREMIER & CABINET	GOVERNMENT GAZETTE ADVERTISING FOR FRIDAY 14/6/2019 - LG301 ANIMALS, ENVIRONMENT & NUISANCE AMEND LOCAL LAW	218.04	
EFT6817	12/07/2019	BENT NAIL BUILDING & MAINTENANCE	BUILDING INSPECTION AND REPORT - SPORTS FACILITIES	2,310.00	
EFT6818	12/07/2019	GRAHAM TUDDENHAM	REIMBURSEMENT FOR NICHE WALL	75.50	FULLY
EFT6819	12/07/2019	DARREN LONG CONSULTING	DRAFT AMENDMENTS TO ANIMALS LOCAL LAW ADVERTISEMENT - 2.5HRS	330.00	
EFT6820	12/07/2019	SUNNY INDUSTRIAL BRUSHWARE	Q5191 - RIDER SWEEPER. 2X REFILL SIDE BRUSHES	260.45	
EFT6821	12/07/2019	REDFISH TECHNOLOGIES PTY LTD	CCTV SERVICE & MONITORING CONTRACT 19/20	7,425.00	
EFT6822	12/07/2019	COMBINED PEST CONTROL	INTERNAL AND EXTERNAL INSECT SPRAYING CRC, CHILDCARE, PUBLIC CONVENIENCES	475.20	
EFT6823	12/07/2019	YORK LANDSCAPE SUPPLIES	REPAIR OF SOLENOID WIRES, SPRINKLER GUARDS/SPOTTER BOX REPLACEMENT AND TRAVEL	823.55	
EFT6824	12/07/2019	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES 18/6/2019 AND 27/6/2019 AND DOG MICROCHIPPING	751.25	
EFT6825	12/07/2019	GLENWARRA DEVELOPMENT SERVICES	TOWN PLANNING CONSULTANCY SERVICES JUNE 2019	1,122.00	
EFT6826	12/07/2019	AG IMPLEMENTS QUAIRADING	Q754 TRACTOR - 750HR SERVICE INCLUDING MATERIAL AND LABOUR	1,828.44	
EFT6827	12/07/2019	JODIE YARDLEY	DOT TRAINING REIMBURSEMENTS, COUNCIL REFRESHMENTS, CLEANING PRODUCTS, STATIONERY, UNIFORMS	1,032.06	
EFT6828	12/07/2019	BROWNLEY'S PLUMBING & GAS	REPAIR TO BACK FLOW VALVE ON JENNA BERRING ROAD	383.08	
EFT6829	12/07/2019	MM ELECTRICAL MERCHANDISING NORTHAM	VARIOUS ELECTRICAL SUPPLIES	711.01	
EFT6830	12/07/2019	BONNY KING	REIMBURSEMENT FOR ACCOMMODATION AND MEALS DURING TRAINING	185.20	
EFT6831	12/07/2019	FLEET FITNESS	MAINTENANCE OF COMMUNITY GYM EQUIPMENT @ CRC	347.60	
EFT6832	12/07/2019	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY X3 MARCH 2019 - JUNE 2019	265.81	
EFT6833	12/07/2019	QUAIRADING BOOK POST (HOWLETT)	MONTHLY FEE FOR LIBRARY SERVICES AS PER AGREEMENT AND POSTAGE FEES	2,485.06	
EFT6834	12/07/2019	DANIEL SHAUN MARZOCCHI	REIMBURSEMENT FOR FISH POND LINER	48.44	PARTIALLY
EFT6835	12/07/2019	WHEATBELT STEEL PTY LTD	REIMBURSEMENT FOR OVERPAYMENT OF \$4 ON BUILDING SERVICE LEVY	4.00	
EFT6836	12/07/2019	FLAVOURTOWN CATERING	CATERING FOR RDA WHEATBELT MEETING 8 PERSONS	136.00	
EFT6837	12/07/2019	CASTLEDINE & CASTLEDINE DESIGNERS	STAGE 2 CONCEPT PRESENTATION	4,180.00	
EFT6838	12/07/2019	TRAFFIC BALCATT A KENNARDS HIRE PTY LTD	LIGHT TOWER HIRE EXTENSION 2 WEEKS 29/5/2019 - 12/6/2019	1,400.00	
EFT6839	12/07/2019	C & J MEAD	BOND REIMBURSEMENT CAT TRAP	20.00	FULLY
EFT6840	12/07/2019	IPEX PIPELINES AUSTRALIA PTY LTD	BLACK MAX PIPE	829.16	
EFT6841	12/07/2019	EMANUEL DUMITRACHE	REIMBURSEMENT OF PRE-EMPLOYMENT MEDICAL ASSESSMENT	220.00	
EFT6842	12/07/2019	CWB ELECTRICAL & A/C	U7 AKV - REMOVE OLD AIR CONDITIONER AND REPLACE WITH NEW	711.85	
EFT6843	12/07/2019	BOC LIMITED	OXYGEN BOTTLE RENTAL - DEPOT AND MEDICAL	47.70	
EFT6844	12/07/2019	BP MEDICAL	FLU VACCINATIONS	181.50	
EFT6845	24/07/2019	LO-GO APPOINTMENTS	CONTRACTING SERVICES OF ACTING EXECUTIVE OFFICER WEEK ENDING 6 JULY 2019	2,671.02	
EFT6846	24/07/2019	BENT NAIL BUILDING & MAINTENANCE	CONSTRUCTION OF STORAGE SHED, PATHWAY AND FENCING AT QUAIRADING SWIMMING POOL	10,833.87	

EFT6847	24/07/2019	LGISWA	INSURANCE 2019/2020 - CRIME, BUSHFIRE, INSTALMENT 1 PROPERTY, INSTALMENT 1 LIABILITY, INSTALMENT 1 WORKCARE	97,348.50	
EFT6848	24/07/2019	GREAT SOUTHERN FUEL SUPPLIES	ULP 500 LITRES AND DIESEL 5000 LITRES	7,564.70	
EFT6849	24/07/2019	NOBLE MEDICAL INVESTMENT PTY LTD	MEDICAL SERVICES FROM 3/7/2019 - 16/7/2019	16,368.46	
EFT6850	24/07/2019	MODULAR WA	CLAIM 3 - INTERNAL LININGS AND ROOF COVER - DESIGN, CONSTRUCTION AND INSTALLATION OF 3 PARK COTTAGES	63,650.00	
EFT6851	24/07/2019	LASER CORPS COMBAT ADVENTURES WEST AUSSIE AMUSEMENTS PTY LTD	DEPOSIT FOR MOBILE LASER COMBAT ADVENTURE	690.00	
EFT6852	24/07/2019	LGIS	INSURANCE 19/20 - PERSONAL ACCIDENT, MANAGEMENT LIABILITY, CYBER LIABILITY, TRAVEL, MARINE CARGO, SALARY CONTINUANCE, INSTALMENT 1 MOTOR VEHICLE	49,833.84	
EFT6853	26/07/2019	AVON WASTE	DOMESTIC RUBBISH, RECYCLING SERVICES, BULK EMPTYING OF RECYCLE BINS	8,251.32	
EFT6854	26/07/2019	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES ACTROL, SUNNY INDUSTRIAL BRUSHWARE, SURGICAL HOUSE, ALLIGHT SKYES, EASTERN HILLS MOWING, STATE LIBRARY	97.36	
EFT6855	26/07/2019	WESFARMERS KLEENHEAT GAS PTY LTD	45KG VAP CYLINDER - FACILITY FEE/CYLINDER SERVICE CHARGE	79.20	
EFT6856	26/07/2019	QUAIRADING COMMUNITY RESOURCE CENTRE	CATERING FOR REBRANDING WORKSHOP 27/6/2019 AND MEETING 17/6/2019	250.00	
EFT6857	26/07/2019	SURGICAL HOUSE	PROTECTIVE GLASSES AND DISPOSABLE SCISSORS	86.15	
EFT6858	26/07/2019	SUNNY SIGN COMPANY PTY LTD	200X PVC GUIDEPOSTS @ \$11.50 EACH	2,530.00	
EFT6859	26/07/2019	FOUR SQUARE CHURCH	REIMBURSEMENT COMMUNITY BUILDING BOND	625.00	
EFT6860	26/07/2019	LO-GO APPOINTMENTS	CONTRACTING SERVICES OF ACTING EXECUTIVE OFFICER WEEK ENDING 13 JULY 2019	2,284.43	
EFT6861	26/07/2019	BORAL CONSTRUCTION MATERIALS GROUP LTD	1 PALLET OF BITUTEK FOR VARIOUS RURAL ROAD MAINTENANCE	1,210.00	
EFT6862	26/07/2019	BOB WADDELL CONSULTANT	ASSISTANCE WITH THE 2019/2020 ANNUAL BUDGET	33.00	
EFT6863	26/07/2019	MARNHAM'S MECHANICAL SERVICES	Q237 - 5000HR SERVICE ON 12M GRADER INCLUDING LABOUR AND MATERIALS	2,423.85	
EFT6864	26/07/2019	GREAT SOUTHERN FUEL SUPPLIES	5000 LITRES DIESEL	6,970.15	
EFT6865	26/07/2019	WORKWEAR GROUP (PACIFIC BRANDS)	STAFF UNIFORMS	390.45	
EFT6866	26/07/2019	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES 2/7/2019 AND 10/7/2019, CAT COLLECTION	841.50	
EFT6867	26/07/2019	DYLAN COPELAND	CONSULTANCY AND PROJECT MANAGEMENT SERVICES	1,980.00	PARTIALLY
EFT6868	26/07/2019	CNW PTY LTD	VARIOUS ELECTRICAL SUPPLIES	753.12	
EFT6869	26/07/2019	MM ELECTRICAL MERCHANDISING NORTHAM	VARIOUS ELECTRICAL SUPPLIES	3,184.08	
EFT6870	26/07/2019	MARKETFORCE	LOCAL GOVERNMENT NOTICE - ANIMALS LOCAL LAW AMENDMENT	407.12	
EFT6871	26/07/2019	QC ULTIMATE CLEAN	US AKV CARPET CLEANING AND TRAVEL	195.25	
EFT6872	26/07/2019	ACTROL	ELECTRICAL EQUIPMENT AND PURCHASE OF MOTOR FOR AIRCON	576.04	
EFT6873	26/07/2019	RAMM SOFTWARE PTY LTD	ANNUAL SUPPORT AND MAINTENANCE FEE 01/07/2019 - 30/06/2020	6,850.84	
EFT6874	26/07/2019	JOHN PHILLIPS CONSULTING	PROFESSIONAL SERVICES - STAFF REVIEW MEETING AND KPI WORKSHOP JULY 2019	2,200.00	
EFT6875	26/07/2019	QUAIRADING BOOK POST (HOWLETT)	SELF INKING STAMP	49.95	
EFT6876	26/07/2019	ALLWEST PLANT HIRE	DRY HIRE OF AMMAN AO240 ROLLER 13/6/2019 - 30/6/2019	2,420.00	
EFT6877	26/07/2019	TRAFFIC BALCATTIA KENNARDS HIRE PTY LTD	2X LIGHT TOWER HIRE 12/6/2019 - 26/6/219	2,800.00	
EFT6878	26/07/2019	DANIEL YOUNG	REIMBURSEMENT OF COTTAGE BOND	200.00	FULLY
EFT6879	26/07/2019	DENTAL HEALTH SERVICES	REIMBURSEMENT OF COTTAGE BOND	200.00	FULLY
EFT6880	26/07/2019	BOC LIMITED	REPLACEMENT OF 1X ARGOSHIELD BOTTLE	93.56	
EFT6881	26/07/2019	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	ANALYTICAL SERVICES 2019/2020	509.30	
EFT6882	31/07/2019	IT VISION	RENEWAL OF ANNUAL LICENCE FEE - SYNERGYSOFT 1/7/2019 - 30/6/2020	23,846.90	
EFT6883	31/07/2019	SURGICAL HOUSE	PROTECTIVE GLASSES AND MEDICAL SUPPLIES	70.05	
EFT6884	31/07/2019	SUNNY SIGN COMPANY PTY LTD	GUIDE POSTS, DISABLED PARKING SIGN, GIVE WAY SIGN, CHILDREN CROSSING SIGN	3,045.35	
EFT6885	31/07/2019	QUAIRADING MEDICAL PRACTICE	PRE-EMPLOYMENT MEDICAL	139.70	
EFT6886	31/07/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	SET UP TEMPORARY OFFICER ON LAPTOP	382.50	
EFT6887	31/07/2019	STATE LIBRARY OF WA	DELIVERY OF BETTER BEGINNINGS PROGRAM 2019/2020	66.00	
EFT6888	31/07/2019	NEU-TECH AUTO ELECTRICS	REPAIRS TO FLOAT TRAILER AND LABOUR	367.40	
EFT6889	31/07/2019	WATER CORPORATION	WATER USAGE AND CHARGES 22/5/2019 - 25/6/2019	220.46	
EFT6890	31/07/2019	BENT NAIL BUILDING & MAINTENANCE	EXTENSION TO RETAINING WALL ON 3X PARK COTTAGES	4,711.62	
EFT6891	31/07/2019	RG BUMBAK & EM GRUNDY	MODIFY STEPS AND RAMP AT AG HALL, REPAIR AND REPLACE FOOTBALL OVAL GOAL POST	5,565.54	
EFT6892	31/07/2019	JANINE ANDERSON	REIMBURSEMENT LESSER HALL BOND	625.00	FULLY
EFT6893	31/07/2019	QUICK CORPORATE	STATIONERY - MEDICAL PRACTICE, ADMIN, CHILDCARE	754.95	
EFT6894	31/07/2019	WALGA	WALGA SUBSCRIPTIONS 1/7/2019 - 30/6/2020	26,816.68	
EFT6895	31/07/2019	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES 19/7/2019 AND 26/7/2019	490.87	
EFT6896	31/07/2019	AG IMPLEMENTS QUAIRADING	Q649 - 60,000KM SERVICE	550.00	
EFT6897	31/07/2019	MODERN TEACHING AIDS PTY LTD	THREADING SET AND HUMAN BODY TOY	140.58	
EFT6898	31/07/2019	ALL FORKLIFTS AND EQUIPMENT	LIGHT TOWER RENTAL 27/4/2019 - 10/5/2019	1,668.33	
EFT6899	31/07/2019	CWB ELECTRICAL & A/C	ELECTRICAL WORK COMPLETED AT ADMIN AND HEAL STREET, REPAIR POOL BBQ	2,299.40	
EFT6900	31/07/2019	DIRECTORIES OF AUSTRALIA PTY LTD	ADVERTISEMENS OF MEDICAL PRACTICE IN HEALTH SERVICES DIRECTORY OF AUSTRALIA 2019	975.00	
EFT6901	31/07/2019	QUAIRADING RAINMAKERS INC	CONTRIBUTION TO EL TORO STREET SCULPTURE PROJECT	10,000.00	
EFT6902	31/07/2019	VICKI BURGESS	REIMBURSEMENT FOR LESSER HALL AND SOUND SYSTEM BOND	825.00	FULLY
EFT6903	31/07/2019	CONSTRUCTION TRAINING FUND	BCITF FEES FOR JULY 2019	513.74	FULLY
EFT6904	31/07/2019	QDG P & C ASSOCIATION	REIMBURSEMENT FOR HALL ,SOUND SYSTEM, COTTAGE BOND	1,275.00	FULLY
EFT6905	31/07/2019	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICE LEVYS X3 JULY 2019	353.86	FULLY
23654	10/07/2019	AUSTRALIAN TAXATION OFFICE	MAY BAS 2019	21,983.00	
23655	10/07/2019	CONSTRUCTION TRAINING FUND	CHEQUE CANCELLED DUE TO INCORRECT AMOUNT		
23656	10/07/2019	CONSTRUCTION TRAINING FUND	BCITF FEES FOR JUNE 2019	791.15	FULLY

23657	12/07/2019	TELSTRA	PHONE USAGE AND CHARGES TO 19 JUNE 2019	1,782.50	
23658	12/07/2019	SYNERGY	POWER USAGE AND CHARGES 9/5/2019 - 12/6/2019	2,308.70	
23659	25/07/2019	TELSTRA	PHONE USAGE AND CHARGES TO 2/7/2019 - 1/8/2019	106.87	
23660	25/07/2019	SYNERGY	POWER USAGE AND CHARGES 7/5/2019 - 5/7/2019 DEPOT, MEDICAL PRAC, 50B, RECYCLING, DRIVE IN, CEO, C/CARE, AKV, BARRACKS, TENNIS, LOT 190, OVAL, HALL, AIRSTRIP, C/PARK, POOL, STREETLIGHTS, 19 GILLETT	15,587.00	PARTIALLY
23661	25/07/2019	RAC BUSINESS WISE	Q458 - RENEWAL OF RAC ROADSIDE ASSISTANCE	196.00	
23662	31/07/2019	TELSTRA	PHONE USAGE AND CHARGES TO 15/7/2019	555.14	
23663	31/07/2019	DEPARTMENT OF TRANSPORT	VEHICLE REGISTRATIONS FOR FROM 2019/2020	11,443.85	
23664	31/07/2019	SYNERGY	POWER USAGE AND CHARGES 23/5/2019 - 23/7/2019	119.90	
23665	31/07/2019	ACMA	LICENCE RENEWAL FOR AERONAUTICAL ASSINGED SYSTEM	45.00	
23666	31/07/2019	THE BOND ADMINISTRATOR	U6 AKV - RENTAL BOND FOR RODOREDA	318.00	FULLY
23667	31/07/2019	INDIANA SQUIERS	DONATION TOWARDS NETBALL COMPETITION JULY 2019	250.00	
				510,063.19	

TRANSPORT TAKINGS FOR THE MONTH ENDING

JULY 2019

Attachment 9.1.2

DATE	DESCRIPTION	AMOUNT \$
27/06/2019	TRANSPORT TAKINGS	2,590.85
28/06/2019	TRANSPORT TAKINGS	7,104.90
1/07/2019	TRANSPORT TAKINGS	1,675.70
2/07/2019	TRANSPORT TAKINGS	55.50
3/07/2019	TRANSPORT TAKINGS	2,440.95
4/07/2019	TRANSPORT TAKINGS	819.45
8/07/2019	TRANSPORT TAKINGS	-
9/07/2019	TRANSPORT TAKINGS	695.05
10/07/2019	TRANSPORT TAKINGS	113.75
11/07/2019	TRANSPORT TAKINGS	1,062.55
12/07/2019	TRANSPORT TAKINGS	296.15
15/07/2019	TRANSPORT TAKINGS	2,339.45
16/07/2019	TRANSPORT TAKINGS	7,840.60
18/07/2019	TRANSPORT TAKINGS	530.95
19/07/2019	TRANSPORT TAKINGS	2,096.15
22/07/2019	TRANSPORT TAKINGS	2,040.80
23/07/2019	TRANSPORT TAKINGS	2,597.65
24/07/2019	TRANSPORT TAKINGS	4,636.00
25/07/2019	TRANSPORT TAKINGS	632.30
26/07/2019	TRANSPORT TAKINGS	2,375.15
29/07/2019	TRANSPORT TAKINGS	3,215.60
		45,159.50
30/07/2019	TRANSPORT	587.45
31/07/2019	TRANSPORT	14,566.30
	AMOUNTS YET TO BE DRAWN	15,153.75

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
19 JUN	Purchases VISTAPR*VistaPrint.com 866-8936743 NL INC FX FEE AUD \$1.98	68.08	1392- Medical Practice Expenses- Stationery 0742- Computer Maintenance. Madam Recharge
24 JUN	MISCELLANEOUS PUBLISHING AND TELSTRA MELBOURNE AU TELECOMM SERVICE INC. LOCAL Sub Total:	180.00 248.08	
30 JUN	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT Sub Total:	248.08 - 248.08 -	
	Grand Total:	0.00	

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

Cardholder Signature _____

Date 9/7/2019

Transactions examined and approved.

Manager/Supervisor Signature _____

Date 22/7/2019

S001123 / M000504 / 180 / CN1VPCP1

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

Meeting Date	29 th August 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
	9.2.1 Financial Statements for July
Attachments	9.2.2 Rates Outstanding Report
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

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

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Monthly Financial Statements for the period ending 31st July 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.
- A report on the Outstanding Rates to the 30th June 2019 has been attached.

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
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, Childcare and Caravan Park. The Statements can continue to be updated and customised to include relevant information for Council and Staff and to work with improved Management Accounting practices.

SHIRE OF QUAIRADING

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

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

TABLE OF CONTENTS

Monthly Summary Information	3 - 6
Statement of Financial Activity by Program	7
Statement of Financial Activity by Nature or Type	8
Note 1 Net Current Assets	10
Note 2 Explanation of Material Variances	12
Note 3 Cash and Investments	13
Note 4 Receivables	14
Note 5 Rating Revenue	15
Note 6 Disposal of Assets	16
Note 7 Capital Acquisitions	17
Note 8 Borrowings	19
Note 9 Reserves	20
Note 10 Grants and Contributions	21
Note 11 Trust Fund	22
Note 12 Budget Amendments	23
Note 13 Medical Practice	24
Note 14 Childcare	25
Note 15 Caravan Park	26
Note 16 Ratios	27

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

KEY INFORMATION

Items of Significance

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

	% Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance (Under)/Over
Capital Expenditure					
Land & Buildings					
Park Cottages	2.51%	250,151	75,909	6,288	(69,621)
Industrial Lots	0.00%	155,851	-	-	-
Plant & Equipment					
Q3919 - Dynapac Steel Roller	0.00%	145,000	-	-	-
Q430 - Caterpillar Bobcat		85,000	-	-	-
Infrastructure - Roads					
2019/20 Roads Program	0.00%	1,509,323	-	-	-
Other Infrastructure					
Oval Lighting	0.00%	157,200	-	-	-
Bowling Green Repairs	0.00%	135,073	-	-	-
Old School Site	0.00%	93,360	-	-	-

% Compares current ytd actuals to annual budget

Financial Position	* Note	Prior Year 31 July 2018	Current Year 31 July 2019
Adjusted Net Current Assets	245%	\$ 1,846,863	\$ 4,525,044
Cash and Equivalent - Unrestricted	429%	\$ 415,211	\$ 1,780,278
Cash and Equivalent - Restricted	101%	\$ 2,296,355	\$ 2,316,637
Receivables - Rates	1604%	\$ 168,282	\$ 2,700,076
Receivables - Other	13%	\$ 3,013,939	\$ 383,725
Payables	13%	\$ 1,739,405	\$ 227,086

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

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

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 23rd August 2019
Prepared by: Executive Manager of Corporate Services
Reviewed by: Chief Executive Officer

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

CRITICAL ACCOUNTING ESTIMATES

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

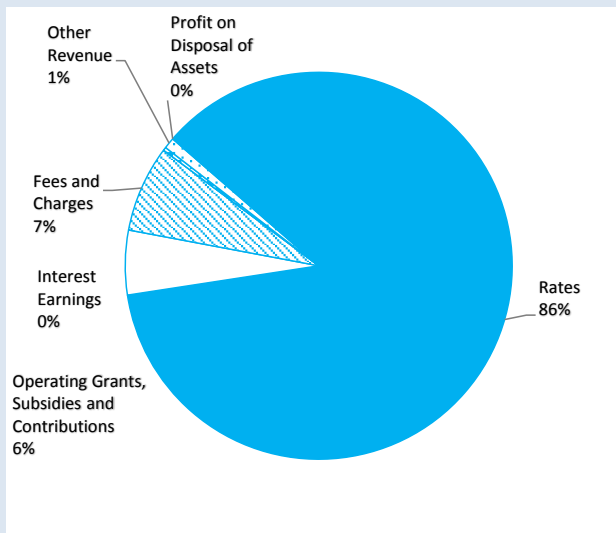
ROUNDING OFF FIGURES

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

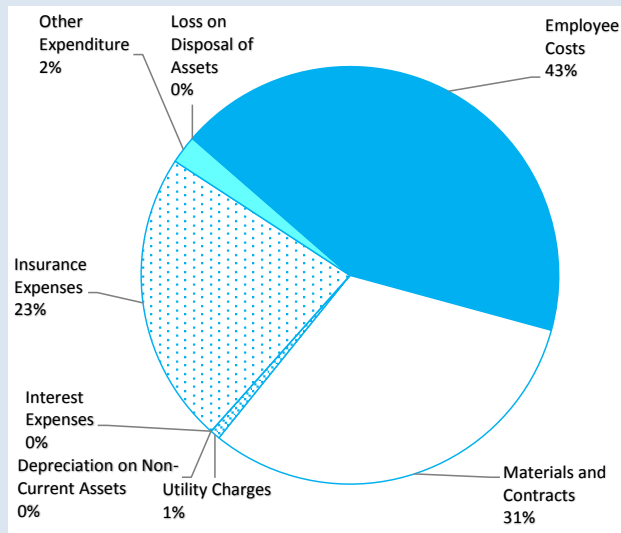
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2019**

SUMMARY GRAPHS

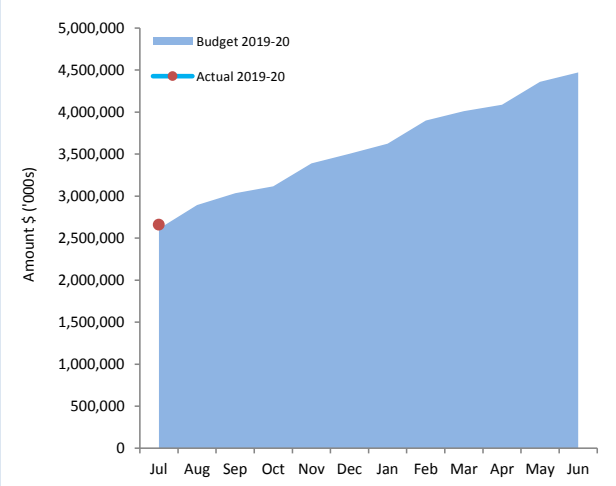
OPERATING REVENUE



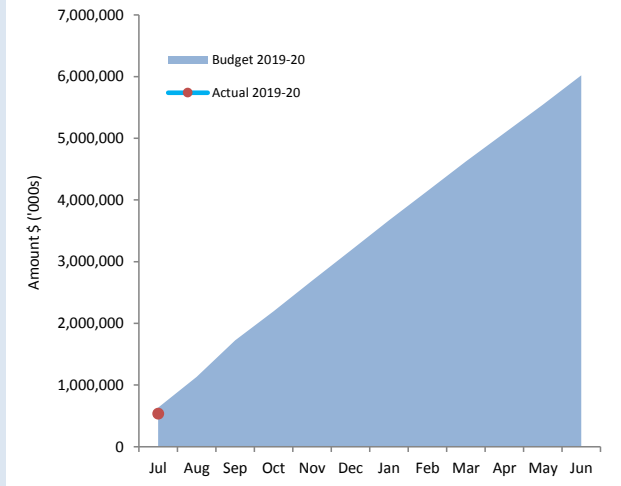
OPERATING EXPENSES



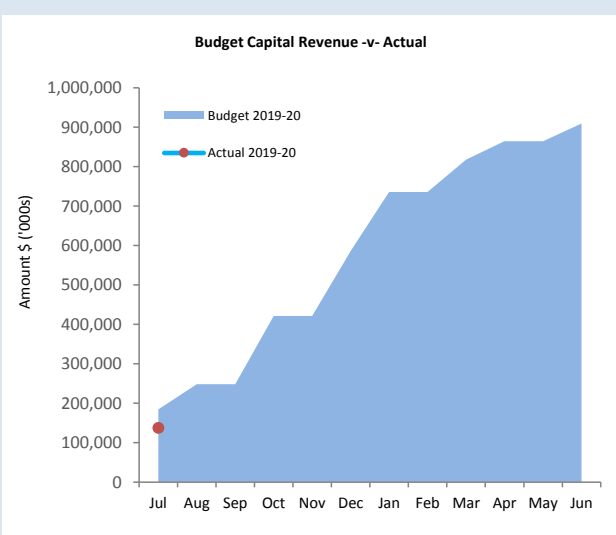
Budget Operating Revenues -v- Actual



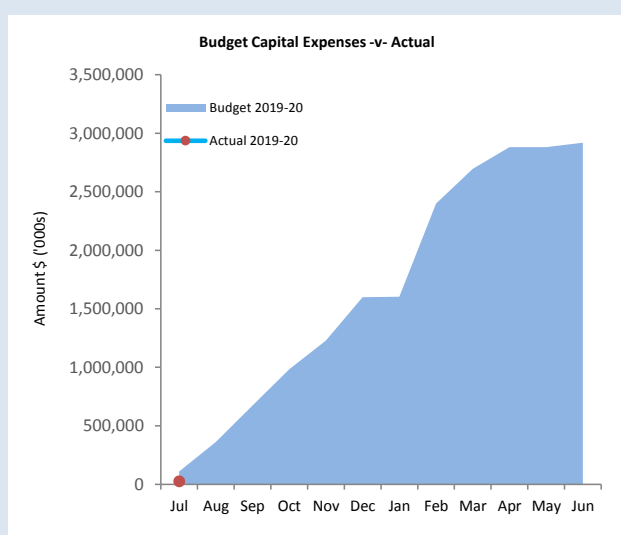
Budget Operating Expenses -v-YTD Actual



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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 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)	2,233,386	2,233,386	2,233,386	0	0%	
Revenue from operating activities							
Governance		5,824	1,186	0	(1,186)	(100%)	
General Purpose Funding - Rates	5	2,299,602	2,299,602	2,299,314	(288)	(0%)	
General Purpose Funding - Other		917,764	6,333	8,249	1,916	30%	
Law, Order and Public Safety		197,103	350	305	(45)	(13%)	
Health		114,629	38,208	33,822	(4,386)	(11%)	
Education and Welfare		190,279	11,566	24,131	12,565	109%	▲
Housing		120,076	10,006	9,550	(456)	(5%)	
Community Amenities		164,458	121,193	123,286	2,093	2%	
Recreation and Culture		30,944	1,092	2,250	1,158	106%	
Transport		173,289	137,679	138,003	324	0%	
Economic Services		154,185	9,599	9,024	(575)	(6%)	
Other Property and Services		97,296	4,352	19,911	15,559	358%	▲
		4,465,449	2,641,166	2,667,845	26,679	1%	
Expenditure from operating activities							
Governance		(649,699)	(124,005)	(104,531)	19,474	16%	▲
General Purpose Funding		(83,039)	(6,920)	(4,942)	1,978	29%	
Law, Order and Public Safety		(358,226)	(36,838)	(54,427)	(17,589)	(48%)	▼
Health		(409,057)	(35,739)	(36,055)	(316)	(1%)	
Education and Welfare		(356,815)	(36,270)	(24,988)	11,282	31%	▲
Housing		(183,945)	(20,441)	(6,421)	14,020	69%	▲
Community Amenities		(494,667)	(41,901)	(27,348)	14,553	35%	▲
Recreation and Culture		(936,282)	(83,022)	(56,508)	26,514	32%	▲
Transport		(2,042,888)	(174,730)	(128,223)	46,507	27%	▲
Economic Services		(599,673)	(53,884)	(31,612)	22,272	41%	▲
Other Property and Services		(63,731)	(19,601)	(61,806)	(42,205)	(215%)	▼
		(6,178,022)	(633,351)	(536,862)	96,489	15%	▲
Operating activities excluded from budget							
Add Back Depreciation		1,931,312	160,943	0	(160,943)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	11,094	0	0	0		
Adjust Provisions and Accruals		3,478	0	45,763	45,763		▲
Amount attributable to operating activities		233,311	2,168,758	2,176,746	7,988	(0%)	
Investing Activities							
Non-operating Grants, Subsidies and Contributions		909,397	184,336	137,800	(46,536)	(25%)	▼
Proceeds from Disposal of Assets	6	145,000	0	0	0		
Capital Acquisitions	7	(2,919,229)	(110,759)	(16,137)	94,622	85%	▲
Amount attributable to investing activities		(1,864,832)	73,577	121,663	48,086	(65%)	
Financing Activities							
Proceeds from New Debentures		150,000	0	0	0		
Self-Supporting Loan Principal		36,341	0	0	0		
Transfer from Reserves	9	736,544	0	0	0		
Repayment of Debentures	8	(94,443)	0	0	0		
Transfer to Reserves	9	(1,300,000)	(3,333)	(6,751)	(3,418)	(103%)	
Amount attributable to financing activities		(471,558)	(3,333)	(6,751)	(3,418)	(103%)	
Closing Funding Surplus(Deficit)	1(b)	130,307	4,472,388	4,525,044	52,656	(1%)	

KEY INFORMATION

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

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

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 JULY 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 JULY 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)	2,233,386	2,233,386	2,233,386	0	0%	
Revenue from operating activities							
Rates	5	2,299,602	2,299,660	2,299,314	(346)	(0%)	
Operating Grants, Subsidies and Contributions		1,139,182	150,279	143,725	(6,554)	(4%)	
Fees and Charges		661,127	177,930	192,944	15,014	8%	
Interest Earnings		74,389	5,503	7,321	1,818	33%	
Other Revenue		276,189	7,795	24,541	16,746	215%	▲
Profit on Disposal of Assets	6	14,960	0	0			
		4,465,449	2,641,166	2,667,845	26,679	1%	
Expenditure from operating activities							
Employee Costs		(2,187,004)	(201,047)	(230,049)	(29,002)	(14%)	▼
Materials and Contracts		(1,505,723)	(152,592)	(169,430)	(16,838)	(11%)	▼
Utility Charges		(250,430)	(19,911)	(4,215)	15,696	79%	▲
Depreciation on Non-Current Assets		(1,931,312)	(160,943)	0	160,943	100%	▲
Interest Expenses		(24,077)	(2,006)	0	2,006	100%	
Insurance Expenses		(168,455)	(84,227)	(121,463)	(37,236)	(44%)	▼
Other Expenditure		(84,967)	(12,625)	(11,705)	920	7%	
Loss on Disposal of Assets	6	(26,054)	0	0	0		
		(6,178,022)	(633,351)	(536,862)	96,489	(15%)	
Operating activities excluded from budget							
Add back Depreciation		1,931,312	160,943	0	(160,943)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	11,094	0	0	0		
Adjust Provisions and Accruals		3,478	0	45,763	45,763		▲
Amount attributable to operating activities		233,311	2,168,758	2,176,746	7,988	0%	
Investing activities							
Non-operating grants, subsidies and contributions		909,397	184,336	137,800	(46,536)	(25%)	▼
Proceeds from Disposal of Assets	6	145,000	0	0	0		
Land held for resale		0	0	0	0		
Capital acquisitions	7	(2,919,229)	(110,759)	(16,137)	94,622	85%	▲
Amount attributable to investing activities		(1,864,832)	73,577	121,663	48,086	65%	
Financing Activities							
Proceeds from New Debentures		150,000	0	0	0		
Self-Supporting Loan Principal		36,341	0	0	0		
Transfer from Reserves	9	736,544	0	0	0		
Repayment of Debentures	8	(94,443)	0	0	0		
Transfer to Reserves	9	(1,300,000)	(3,333)	(6,751)	(3,418)	(103%)	
Amount attributable to financing activities		(471,558)	(3,333)	(6,751)	(3,418)	103%	
Closing Funding Surplus (Deficit)	1(b)	130,307	4,472,388	4,525,044	52,656	1%	

KEY INFORMATION

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

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

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

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

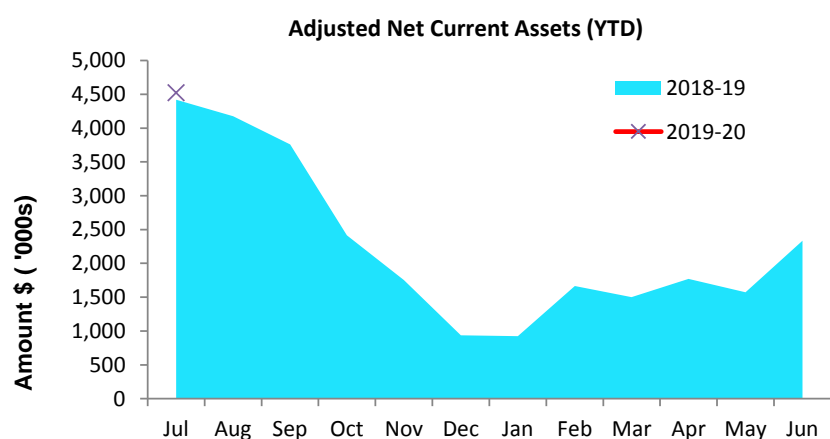
	Ref Note	Last Years Closing 30 June 2019	This Time Last Year 31 Jul 2018	Year to Date Actual 31 Jul 2019
Adjusted Net Current Assets		\$	\$	\$
Current Assets				
Cash Unrestricted	3	2,221,972	415,211	1,780,278
Cash Restricted	3	2,325,746	2,296,355	2,316,637
Receivables - Rates	4	204,531	168,282	2,700,076
Receivables - Other	4	172,158	3,013,939	383,725
Loans receivable		36,341	0	0
Prepaid Expenses		13,347		0
Interest / ATO Receivable		26,400	158,130	29,656
Inventories		704,371	10,256	4,049
		5,704,866	6,062,173	7,214,421
Less: Current Liabilities				
Payables		(218,474)	(1,739,405)	(227,086)
Provisions - employee		(393,660)	(387,150)	(393,660)
Long term borrowings		0	21,580	9,375
		(612,134)	(2,104,975)	(611,371)
Unadjusted Net Current Assets		5,092,732	3,957,198	6,603,050
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(2,325,746)	(2,296,355)	(2,316,637)
Less: Land held for resale		(699,502)	0	0
Less: Loans receivable		(36,341)	0	0
Add: Provisions - employee		202,243	207,600	248,006
Add: Long term borrowings		0	(21,580)	(9,375)
Adjusted Net Current Assets		2,233,386	1,846,863	4,525,044

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)

\$4.53 M

Last Year YTD

Surplus(Deficit)

\$1.85 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 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					
Education and Welfare	12,565	109%	▲	Permanent	Received unbudgeted grant for access works completed last financial year
Other Property and Services	15,559	358%	▲	Timing	Sale of surplus goods and Long Service Leave contribution
Expenditure from operating activities					
Governance	19,474	16%	▲	Timing	Higher than budgeted administration allocated due to timing of administration costs.
Law, Order and Public Safety	(17,589)	(48%)	▼	Timing	Staff leave entitlements not budgeted
Education and Welfare	11,282	31%	▲	Timing	Timing of Independent Living Units Design and expenses at AKV
Housing	14,020	69%	▲	Timing	Timing of depreciation and maintenance costs of Other Housing
Community Amenities	14,553	35%	▲	Timing	Timing of costs for various cost centres
Recreation and Culture	26,514	32%	▲	Timing	Timing of depreciation
Transport	46,507	27%	▲	Timing	Timing of depreciation
Economic Services	22,272	41%	▲	Timing	Timing of depreciation
Other Property and Services	(42,205)	(215%)	▼	Timing	PWO under allocated due to staff entitlements
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(46,536)	(25%)	▼	Timing	Timing of Roads and Audio town Hall Visual Grants
Capital Acquisitions	94,622	85%	▲	Timing	Timing of Projects

KEY INFORMATION

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

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

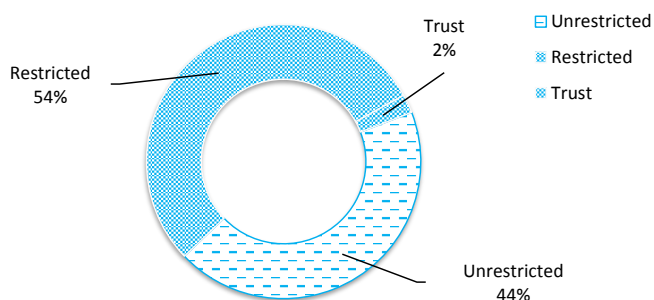
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	600			600			
At Call Deposits							
Municipal Fund	623,377			623,377	Westpac		
Medical Centre	33,982			33,982	Westpac		
Child Care Centre	3,742			3,742	Westpac		
Municipal On Call	920,000			920,000	Westpac	0.15%	
Reserve Fund On Call		52,126		52,126	Westpac	0.15%	
Trust Fund			94,509	94,509	Westpac		
Term Deposits							
Municipal Investment - Term Deposit	303,145			303,145	Westpac	2.00%	05-Oct-19
Reserve Investment - Term Deposit		188,656		188,656	Westpac	2.00%	03-Sep-19
Reserve Investment - Term Deposit		1,270,315		1,270,315	Westpac	2.14%	12-Oct-19
Reserve Investment - Term Deposit		459,831		459,831	Westpac	2.05%	22-Aug-19
Reserve Investment - Term Deposit		362,213		362,213	Westpac	2.00%	23-Sep-19
Total	1,884,846	2,333,140	94,509	4,312,496			

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

\$4.31 M

Unrestricted

\$1.88 M

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

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates Receivable	30 June 2018	31 Jul 19
	\$	\$
Opening Arrears Previous Years	183,897	251,439
Levied this year	2,394,734	2,489,560
Less Collections to date	(2,327,192)	(40,924)
Equals Current Outstanding	251,439	2,700,075
Net Rates Collectable	251,439	2,700,075
% Collected	97.18%	1.64%

KEY INFORMATION

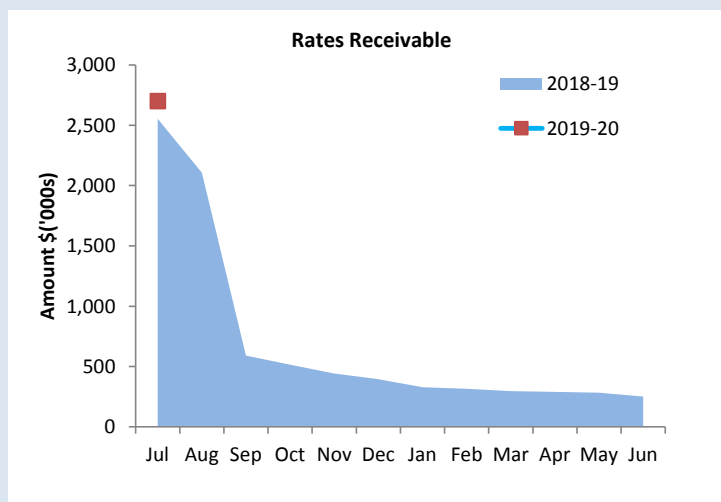
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	379,859	2,341	283	43,790	426,274
Percentage	89%	1%	0%	10%	
Balance per Trial Balance					
Sundry debtors					396,618
GST receivable					29,656
Total Receivables General Outstanding					426,274

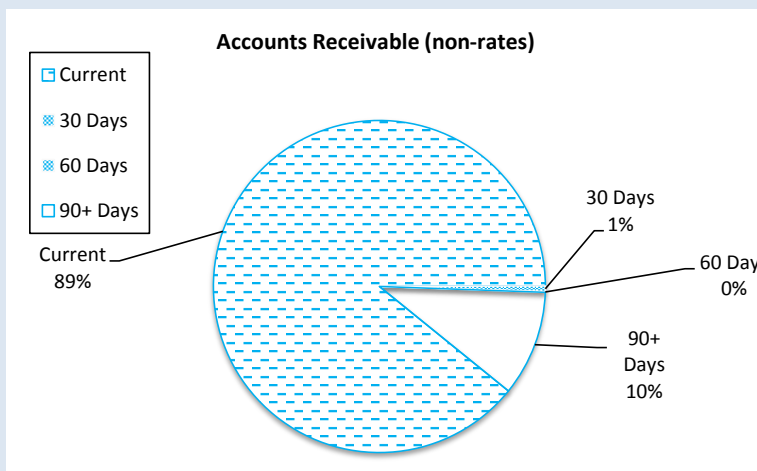
Amounts shown above include GST (where applicable)

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
2%	\$2,700,075



Debtors Due
\$426,274
Over 30 Days
11%
Over 90 Days
10%

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

**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

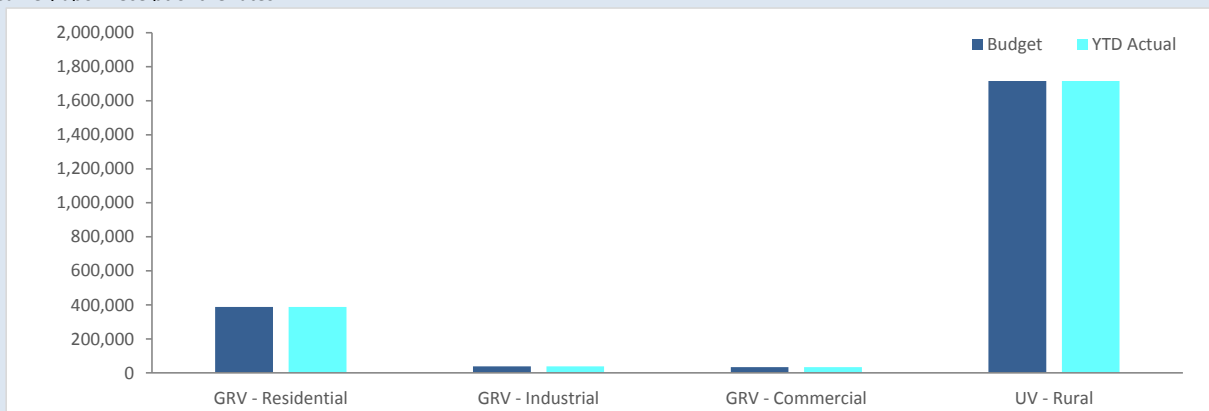
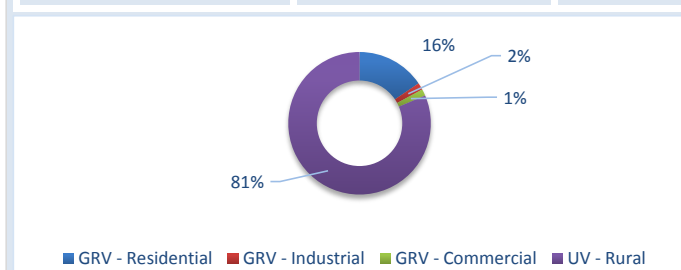
General Rate Revenue	Amended Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV - Residential	0.135679	315	2,563,032	347,750	0	0	347,750	347,750	0	0	347,750
GRV - Industrial	0.135679	20	261,785	35,519	0	0	35,519	35,519	0	0	35,519
GRV - Commercial	0.135679	11	248,376	33,699	0	0	33,699	33,699	0	0	33,699
UV - Rural	0.012301	374	147,974,500	1,820,234	0	0	1,820,234	1,820,234	(61)	0	1,820,173
	Minimum \$										
GRV - Residential	650	61	66,044	39,650	0	0	39,650	39,650	0	0	39,650
GRV - Industrial	650	5	6,315	3,250	0	0	3,250	3,250	0	0	3,250
GRV - Commercial	650	0		0	0	0	0	0	0	0	0
UV - Rural	650	30	854,736	19,500	0	0	19,500	19,500	0	0	19,500
Sub-Totals		816	151,974,788	2,299,602	0	0	2,299,602	2,299,602	-61	0	2,299,541
Write Offs							(700)				(227)
Amount from General Rates							2,298,902				2,299,314
Ex-Gratia Rates							12,642				-
Total General Rates							2,311,544				2,299,314

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

General Rates		
Budget	YTD Actual	%
\$2.3 M	\$2.3 M	100%

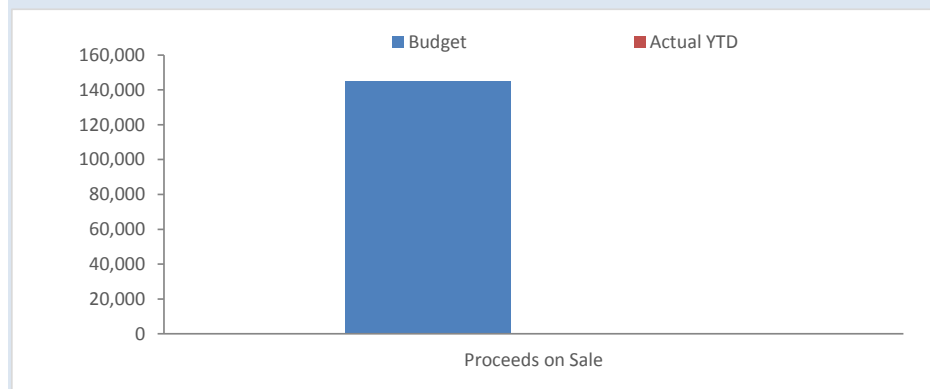


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2019**

**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)
		\$	\$	\$	\$	\$	\$	\$	\$
P530	Holden Captiva Active	25,507	15,000		(10,507)				
P3446	Mazda BT 50	7,952	14,000	6,048					
P649	Mazda BT 50	14,325	14,000		(325)				
P430	Caterpillar Bobcat	14,375	12,000		(2,375)				
P582	Isuzu NPR 300 Tipper	19,438	27,000	7,562					
P3919	Dynapca Steel Roller	20,847	8,000		(12,847)				
Q530	Electrical Van	18,650	20,000	1,350					
	Land Held for Resale	35,000	35,000		0				
		156,094	145,000	14,960	(26,054)	0	0	0	0

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$145,000	\$0	0%

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

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

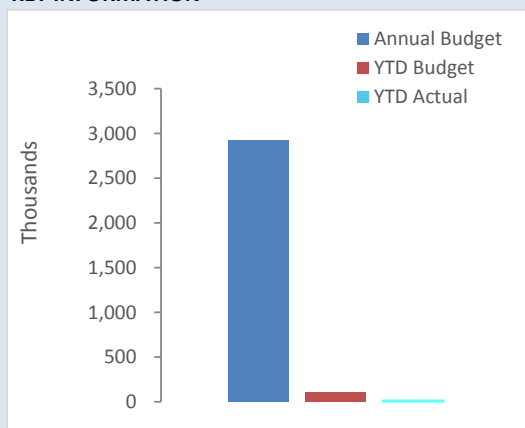
Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land	155,851	0	0	0
Buildings	260,001	85,759	16,137	-69,622
Plant & Equipment	440,470	0	0	0
Furniture & Equipment	0	0	0	0
Infrastructure - Roads	1,509,323	0	0	0
Infrastructure - Footpaths	50,000	0	0	0
Infrastructure - Other	503,583	25,000	0	-25,000
Capital Expenditure Totals	2,919,229	110,759	16,137	(94,622)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	909,397	184,336	137,800	-46,536
Borrowings	150,000	150,000	0	-150,000
Other (Disposals & C/Fwd)	145,000	0	0	0
Cash Backed Reserves				
Plant Reserve	308,600	0	0	0
Swimming Pool Reserve	0	0	0	0
Building Reserve	272,093	100,000	0	-100,000
Health Reserve	155,851	0	0	0
Road Infrastructure Reserve	0	0	0	0
Contribution - operations	978,288	-323,577	(121,663)	201,914
Capital Funding Total	2,919,229	110,759	16,137	(94,622)

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
	\$2.92 M	\$.02 M	1%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$.91 M	\$.14 M	15%

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

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion		Amended			Variance (Under)/Over	
		Account Number	Annual Budget	YTD Budget		YTD Actual
	Capital Expenditure					
	Land					
	Industrial Lots	2601	155,851			
0.00	 Total		155,851	0	0	
	Buildings					
0.03	 Park Cottages	9546	250,151	75,909	6,288	-69,621
1.00	 Swimming Pool Shed	9550	9,850	9,850	9,849	-1
0.06	 Total		260,001	85,759	16,137	-69,622
	Plant & Equipment					
	OQ - Holden Captiva Active	9001	38,000			0
	Q3446 - Mazda BT 50	9750	34,000			0
	Q649 - Mazda BT 50	9751	36,600			0
	Q430 - Caterpillar Bobcat	9752	85,000			0
	Q582 - Isuzu NPR 300 Tipper	9753	60,000			0
	Q3919 - Dynapac Steel Roller	9754	145,000			0
	Portable Generator	9552	41,870			0
0.00	 Total		440,470	0	0	0
	Furniture & Equipment					
0.00	Total		0	0	0	0
	Infrastructure - Roads					
	2019/20 Roads Program		1,509,323			0
0.00	 Total		1,509,323	0	0	0
	Infrastructure - Footpaths					
	McLennan Street/School		50,000			
0.00	 Total		50,000	0	0	0
	Infrastructure - Other					
	Oval Lighting	9837	157,200			
	Bowling Green Repairs	9836	135,073			
	Pool Shade Sail System	9553	10,000			
	Pool Waterwise	9554	10,000			
	Community Park and Trail Design	9838	20,000			
	Street Signage	9595	20,000	10,000		-10,000
	Old School Site	9587	93,360			0
	Tourist Layby	9582	27,950			0
	Shire Hall Audio Visual - Lighting upgrade	9531	20,000	15,000		-15,000
	Hall Car Park Upgrade Design	9829	10,000			0
0.00	 Total		503,583	25,000	0	-25,000

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

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

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

All debenture repayments were financed by general purpose revenue.

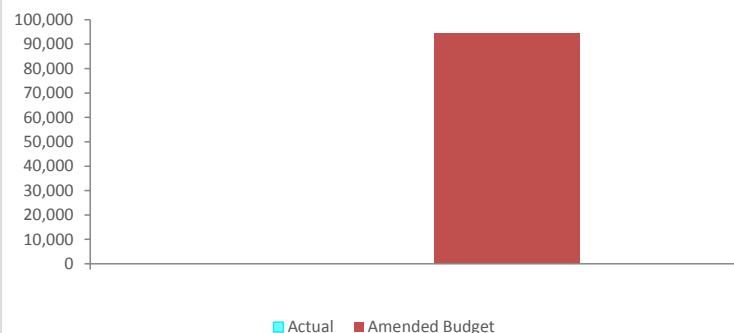
SIGNIFICANT ACCOUNTING POLICIES

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

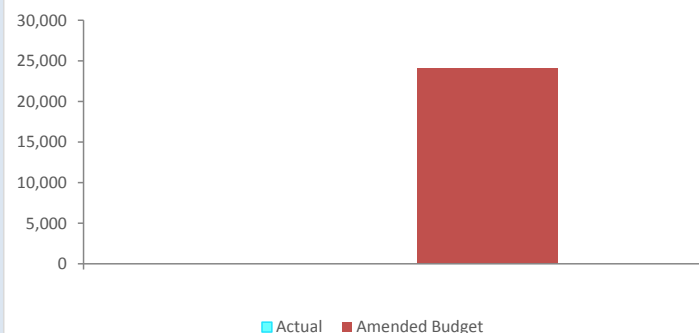
KEY INFORMATION

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

Borrowings - Principal Repaid



Borrowings - Interest Paid



Principal Repaid

\$0

Interest Expense

\$0

Loans Outstanding

\$.52 M

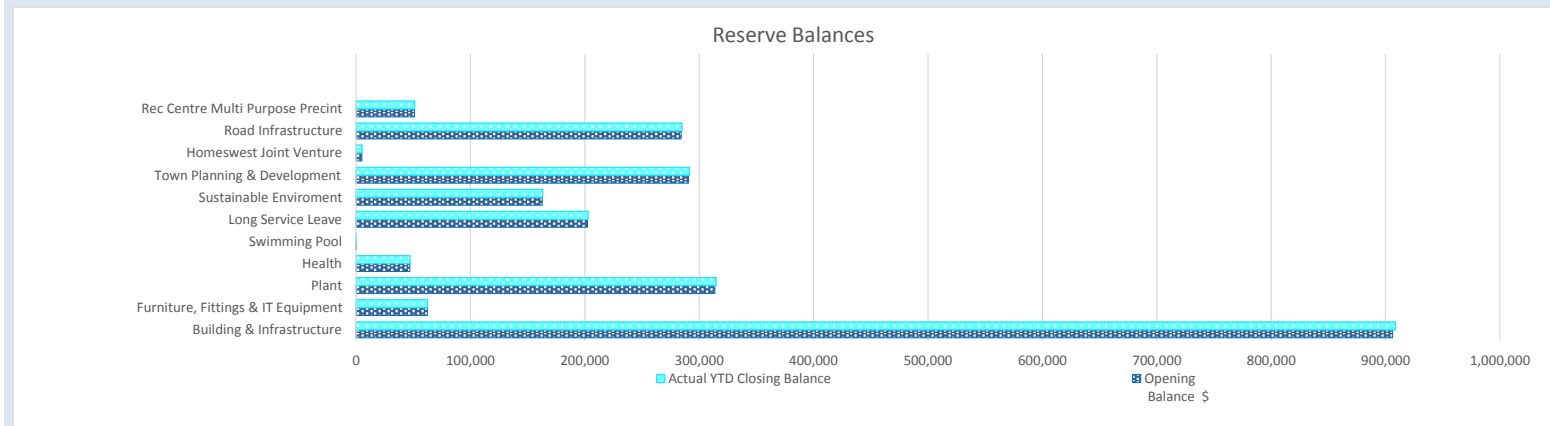
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2019**

**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 & Infrastructure	906,199	15,587	2,630	150,000		(272,093)		799,693	908,829
Furniture, Fittings & IT Equipment	62,375	1,073	181					63,448	62,556
Plant	313,777	5,396	911	420,000		(308,600)		430,573	314,688
Health	47,060	810	137					47,870	47,197
Swimming Pool	296	5	1					301	297
Long Service Leave	202,243	3,478	587					205,721	202,830
Sustainable Environment	162,714	2,798	472					165,512	163,186
Town Planning & Development	290,660	4,999	844	250,000		(155,851)		389,808	291,504
Homeswest Joint Venture	5,149	89	15					5,238	5,164
Road Infrastructure	284,169	4,886	825	150,000				439,055	284,994
Rec Centre Multi Purpose Precint	51,104	879	148					51,983	51,252
Building Renewal	0			120,000				120,000	
Independent Living	0			170,000				170,000	
	2,325,746	40,000	6,751	1,260,000	0	(736,544)	0	2,889,202	2,332,497

KEY INFORMATION



Interest Earned

\$6,751

Reserves Bal

\$2.33 M

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

NOTE 10
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	Amended			Variance (Under)/Over
	Annual Budget	YTD Budget	YTD Actual	
Operating grants, subsidies and contributions				
Federal Assistance Grants	830,522			0
MRWA Direct Road Grant	135,679	135,679	135,679	0
NRM Grant	24,624	2,052		(2,052)
Childcare Grant	35,000			0
Fire Prevention Grants	34,884			0
Staff Contributions to Vehicle	15,600	1,299	400	(899)
Ex Gratia Contribution	12,642			0
Medicla Practice Grants and Contributions	33,750	11,248	7,646	(3,602)
Youth Centre Grants	6,481			0
Independent Living Units Concept Grant	10,000			
Operating grants, subsidies and contributions Total	1,139,182	150,278	143,725	-6,553
Non-operating grants, subsidies and contributions				
Roads to Recovery/ MRWA Regional Road Group	767,370	174,336	137,800	-36,536
Old School Site Grant	45,000			0
Bowling Club Contribution for Replacement Green	22,849			0
Audio Visual Town Hall Project Grant	10,000	10,000		-10,000
Oval Lighting Grant	43,618			
Portable Generator Grant	20,560			
Non-operating grants, subsidies and contributions Total	909,397	184,336	137,800	-46,536
Grand Total	2,048,579	334,614	281,525	(53,089)

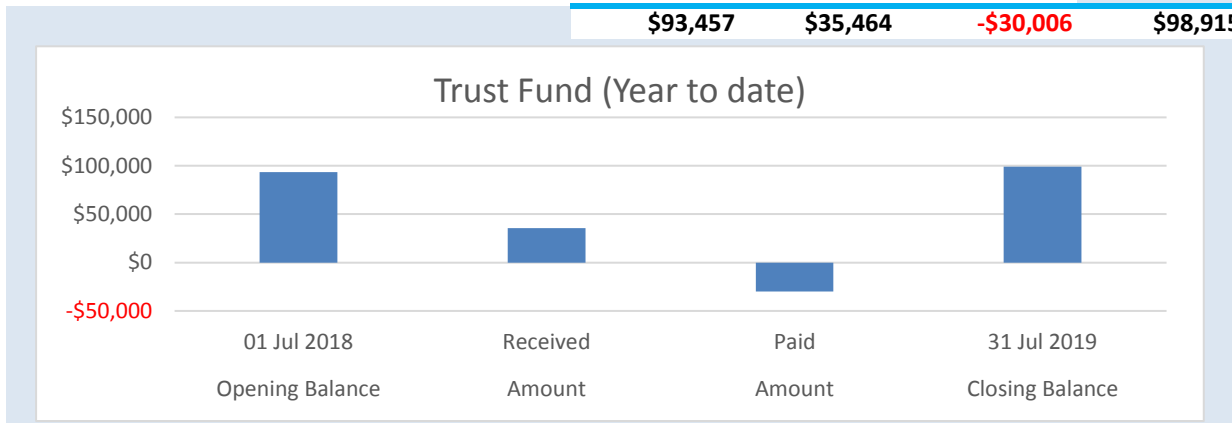
KEY INFORMATION

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

**NOTE 11
TRUST FUND**

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

Description	Opening Balance 01 Jul 2018	Amount Received	Amount Paid	Closing Balance 31 Jul 2019
Departement of Transport	\$9,696	\$35,464	-\$30,006	\$15,154
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
	\$93,457	\$35,464	-\$30,006	\$98,915



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

**NOTE 12
BUDGET AMENDMENTS**

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

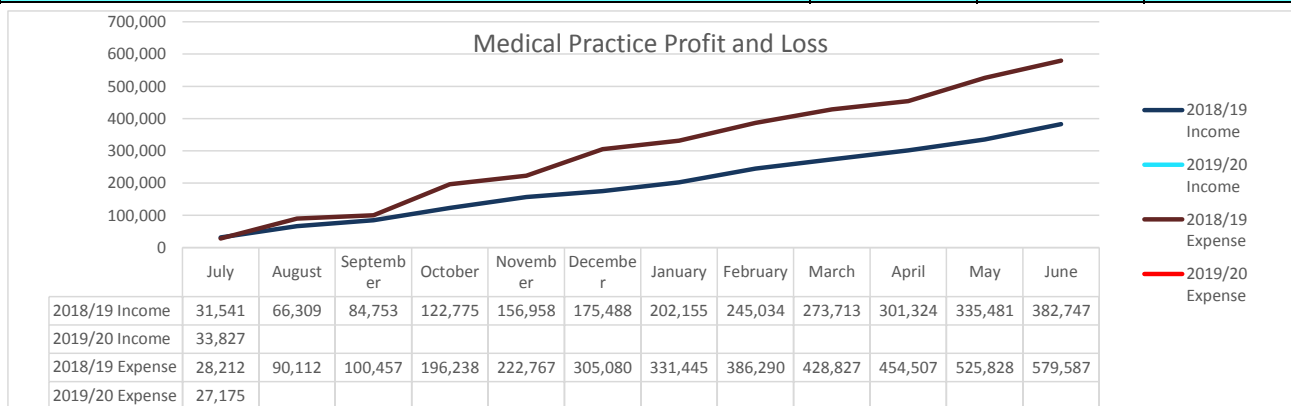
GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Opening Surplus				41,805
	Permanent Changes						41,805
							41,805
							41,805
				0	0	0	0

KEY INFORMATION

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

**NOTE 13
MEDICAL PRACTICE**

Medical Practice Profit and Loss (Cash)			
	YTD Actual	BUDGET	YTD%
EXPENDITURE			
LABOUR			
CONTRACTOR DOCTOR 17/18 + JUN 30 CPI in OCT18	\$14,880	\$107,888	14%
Wages			
PRACTICE NURSE (2 days a week)	\$1,530	\$32,244	5%
PRACTICE MGR RECEPTIONISTS - Job Share 3 Staff (1.6 FTE)	\$6,828	\$103,540	7%
Super			
PRACTICE NURSE	\$145	\$3,063	5%
PRACTICE MGR RECEPTIONISTS - Job Share 3 Staff (1.6 FTE)	\$623	\$9,836	6%
Insurance			
WORKERS COMPENSATION @ 2.3%	\$1,425	\$2,851	50%
MEDICAL INDEMNITY/PROFESSIONAL FEES		\$1,000	0%
Other			
STAFF DEVELOPMENT		\$1,000	0%
MATERIALS			
MATERIALS - MEDICAL/OTHER	\$119	\$6,394	2%
UTILITIES			
ELECTRICITY CONSUMED	\$12	\$2,000	1%
PHONE	\$368	\$4,400	8%
POSTAGES, PRINTING, STATIONERY, ETC	\$217	\$5,000	4%
OTHER			
MINOR CAPITAL EXPENDITURE ITEMS		\$6,500	0%
COMPUTERS - MTCE (NON CAPITAL)	\$77	\$3,000	3%
CREDIT CARD MERCHANT FEES	\$63	\$500	13%
OTHER SURGERY EXPENSES	\$886	\$17,500	5%
TOTAL CASH EXPENDITURE	\$27,175	\$306,716	9%
INCOME			
INTEREST - SUPPORT PACKAGES	\$5	\$500	1%
HIC PAYMENTS (PIP) & (SWWML) & (CIR) -EX GST		\$5,000	0%
RFDS PAYMENTS	\$600	\$1,200	50%
PRACTICE NURSE INCENTIVE GRANT		\$5,750	0%
RECEIPTS FROM CONSULTATIONS	\$2,817	\$16,050	18%
VTA BENEFIT / M 'CARE	\$22,759	\$61,500	37%
VMP PAYMENTS (EX GST) - ESTIMATED	\$7,646	\$23,750	32%
SUNDRY PAYMENTS			
TOTAL CASH INCOME	\$33,827	\$113,750	30%
TOTAL CASH INCOME	\$33,827	\$113,750	30%
TOTAL CASH EXPENDITURE	\$27,175	\$306,716	9%
OUTCOME	\$6,652	-\$192,966	-3%

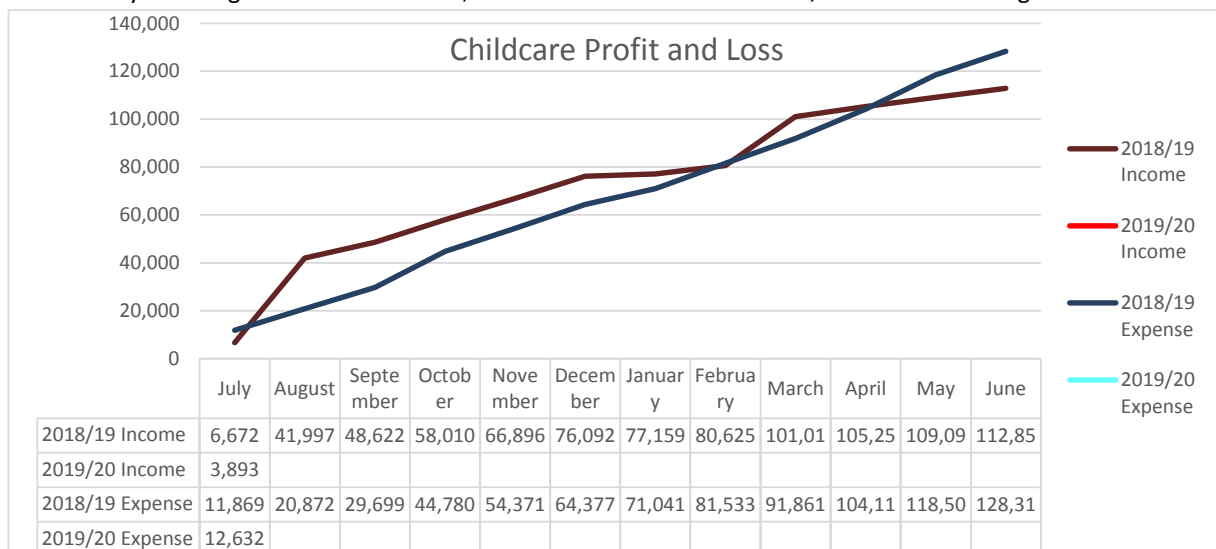


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2019**

**NOTE 14
CHILDCARE**

Childcare Profit and Loss (Cash)	Actual	YTD Actual	Budget	VAR %
INCOME				
Fees	\$3,893	\$3,893	\$90,000	4%
Grant Funds			\$35,000	0%
Donations			\$1,000	0%
**Funds Reimbursements				
TOTAL INCOME	\$3,893	\$3,893	\$126,000	3%
EXPENDITURE	Actual	YTD Actual	Budget	VAR %
Insurance	\$1,257	\$1,257	\$2,513	50%
Dept Communities - Annual Service Fee			\$1,500	0%
Operating Expenses	\$1,408	\$1,408	\$13,500	10%
Power			\$1,500	0%
Phone	\$40	\$40	\$500	0%
Wages	\$9,102	\$9,102	\$109,269	8%
Superannuation	\$824	\$824	\$10,381	8%
**Funds to be reimbursed				
TOTAL EXPENDITURE	\$ 12,632	\$ 12,632	\$ 139,163	9%
Income	\$ 3,893			
Expenses	\$ 12,632			
Surplus/ Defecit	-\$ 8,739			

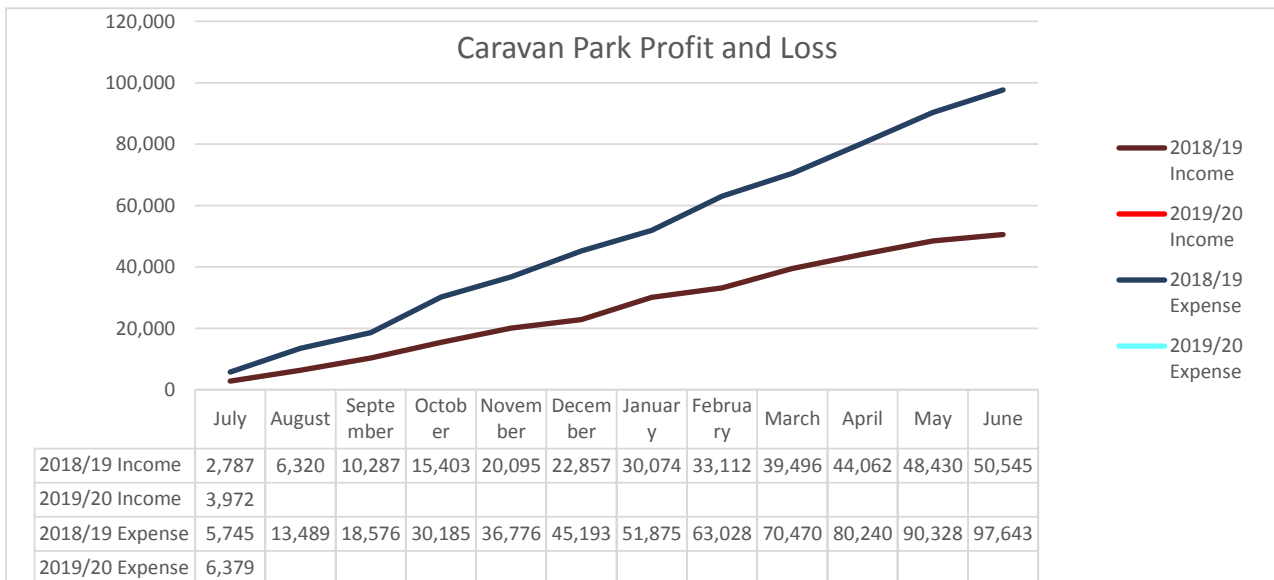
** Funds for Reimbursement are purchased by the Shire on behalf of the fundraising committee and directly on charged to the committee, there is a neutral costs to Shire, therefore not budgeted



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

**NOTE 15
CARAVAN PARK**

Caravan Park Profit and Loss	YTD Actual	Budget	VAR %
INCOME			
Caravan Park Charges	\$2,860	\$37,500	8%
Cottage Charges	\$1,112	\$49,000	2%
TOTAL INCOME	\$3,972	\$86,500	5%
EXPENDITURE	YTD Actual	Budget	VAR %
Caravan Park			
Wages inc O/H	\$3,335	\$61,963	5%
Materials	\$473	\$6,255	8%
Utilities	\$543	\$13,860	4%
Insurance	\$356	\$646	55%
Caravan Park Total	\$4,707	\$82,724	6%
Cottages			
Wages inc O/H	\$436	\$26,081	2%
Materials	\$645	\$30,500	2%
Utilities	\$296	\$16,000	2%
Insurance	\$295	\$535	55%
Cottages Total	\$1,672	\$73,116	2%
TOTAL EXPENDITURE	\$ 6,379	\$ 155,840	4%
Income	\$ 3,972		
Expenses	\$ 6,379		
Surplus/ Defecit	-\$ 2,407		



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

**NOTE 16
RATIO'S**

	2020	This Time	2019	2018	2017	Target Range
	YTD	Last Year				
Current Ratio	10.87	9.78	5.50	0.93	1.29	≥1.00
Debt Service Cover Ratio	226.56	459.31	24.36	16.98	41.90	≥ 15.0
Operating Surplus Ratio	0.81	0.79	0.07	(0.24)	(0.43)	≥0.15
Own Source Revenue Coverage Ratio	4.90	4.44	0.79	0.69	0.46	≥0.90

The above ratios are calculated as follows:

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

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

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

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

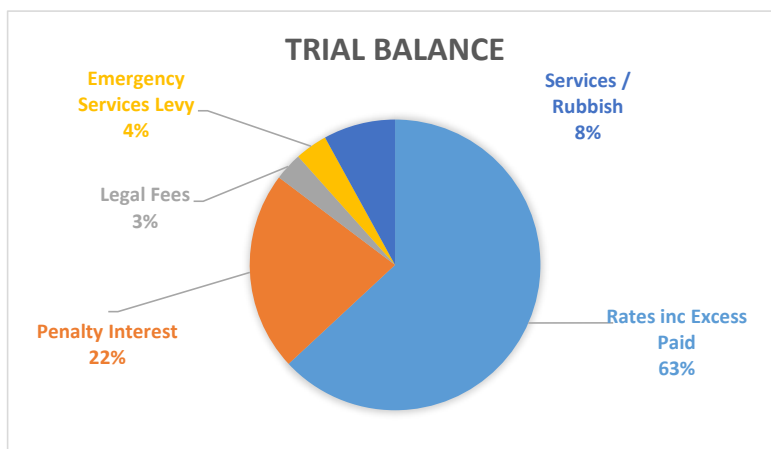
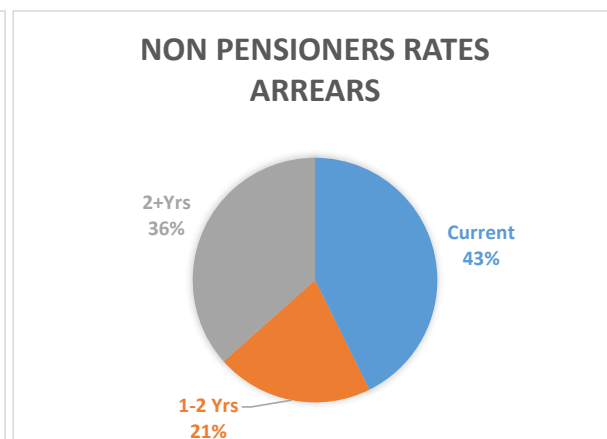
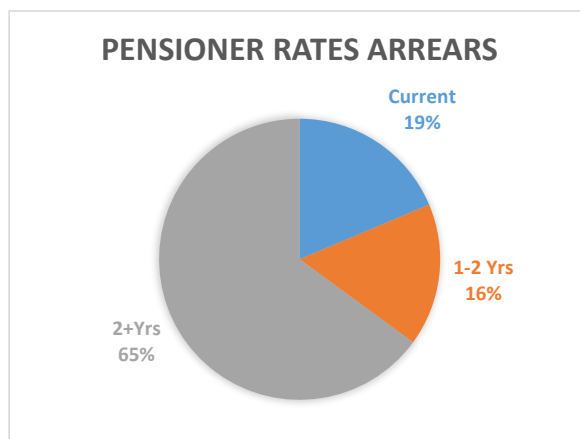
N/A - This ratio cannot be readily calculated from within these Monthly Statements so is excluded

Rates Outstanding at 30 June 2019

The outstanding rates are shown below by the Rates Arrears and the Trial Balance. The Rates Arrears show the type of arrears holder and the timeframe that they are outstanding. The majority of pensioners are those with outstanding balances over 2yrs and are made up from deferred rates. Of the non pensioners, 30% are those who are in payment plans, have been referred to debt collectors or have had their property listed for sale due to non payment of rates. 53% of other non pensioners are those with current balances from 2018/19.

The Trail Balance shows that 63% of outstanding rates are from levied rates. 22% is from penalty interest. This shows that a large percentage of outstanding debts are from penalties linked to unpaid rates showing an unwillingness for those with rates balances to make repayments. Following the final notices sent in the 2019/20 year the Shire will need to restart work with the debt collectors to reduce the current balances and to restart progress to the sale of properties.

Rates Arrears at 30 June				
Arrears	Current	1-2 Yrs	2+Yrs	Total
Pensioner	5,514	4,858	19,208	29,580
Non-Pensioner	83,447	36,324	37,317	157,088
Payment plan	1,336	1,141	5,021	7,498
Debt Collection	3,449	2,561	8,482	14,492
Sale with LGA	6,829	6,267	30,685	43,781
	100,574	51,152	100,713	252,439



Trial Balance at 30 June 2019	
Rates inc Excess Paid	159,245
Penalty Interest	56,023
Legal Fees	7,869
Emergency Services L	9,099
Services / Rubbish	20,202
Total	252,439

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 Councillor Resignation - Extraordinary Vacancy

Meeting Date	29 th August 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	10.1a Cr McRae Correspondence dated 19 th August 2019
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER'S RECOMMENDATION

1. That Council acknowledge the resignation of Cr Jill McRae with regret; and
2. That Council note that the Extraordinary Vacancy for a 2-year Term will be incorporated into the next Ordinary Election to be held on the 19th October 2019.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Cr Jill McRae has submitted written notice to the Chief Executive Officer on 19th August 2019 of her resignation as a Councillor, with the Resignation effective on the Local Government Election Day, Saturday 19th October 2019.
- Cr McRae's Term of Office was due to end in October 2021.
- The *Local Government Act 1995* prescribes the procedure to fill the Extraordinary Vacancy at the Election day to be held on the 19th October 2019.
- Cr McRae's Letter of Resignation has been received in time to enable arrangements to be made by the CEO to include the Extraordinary Vacancy in the Ordinary Election Advertising and to fulfil Electoral Requirements.

MATTER FOR CONSIDERATION

Nil.

BACKGROUND

Councillor McRae was first elected to Council in October 2013 and successfully contested again in October 2017.

STATUTORY ENVIRONMENT

Local Government Act 1995

Sections 2.32 and 4.16 apply.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Consolidated Election – Council has budgeted the amount of \$5,000 for the conduct of the October 2019 "In Person" Election. The Extraordinary Vacancy will not incur any additional cost.

However, should all five (5) vacancies not be filled, an Extraordinary Election will need to be conducted for any unfilled vacant positions on Council.

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 to date – Statutory Advertising and full use of Council’s communication avenues to engage the community in the Election process.

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

Financial – Risk Matrix Rating is assessed as Low. Council has made a Budget provision of \$5000 for the October 2019 Election. Budget is based on the historical cost of conducting the biennial “In Person” Election.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Risk will be mitigated through extensive publicity and information for the community on the Election process and then the conduct of the Election.

Operation – Risk Matrix Rating is assessed as Low. Election is conducted with Council’s existing and budgeted resources.

Natural Environment – Risk Matrix Rating is assessed as Low.

CEO: Mr Graeme Fardon
Quairading Shire
PO Box 62
QUAIRADING WA 6383

19th August, 2019

Dear Wayne & Graeme,

Regretfully, I am providing notice that I will be resigning as an elected member of council effective on the 19th October, 2019.

The decision to prematurely end my 4 year term has not been taken lightly but due to a number of personal issues I'm unable to continue for the remainder of my term.

I wish the new council in October every success in the future.

Yours sincerely



Cr. McRae
PO Box 49
Quairading WA 6383
E: ag.mcrae@bigpond.com
P: 0447450002

10.2 Strategic Planning Committee Meeting Minutes – 13th August 2019

Meeting Date	29 th August 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	10.2a Unconfirmed Minutes of Strategic Planning Committee Meeting held 13 th August 2019
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER'S RECOMMENDATION

That Council:

1. Receive the Minutes of the Strategic Planning Committee for its Meeting held on 13th August 2019; and
2. Consider each of the Committee's following Recommendations individually:

6.1.15 Tourist Layby, Opposite the Shopping Precinct Carpark in Heal Street; and

6.1.16 Configuration of Entry to the Western End Heal Street

RECOMMENDATION: SP02 – 19/20

That the Strategic Planning Committee recommend to Council that: -

1. the Concept Designs for the Layby, Parking and the entry at the Western End of Heal Street be prepared for Public Consultation;
2. the Concept Plans to reflect planned traffic flows; and
3. community engagement is to include the Shire Newsletter and a display at the Council Display at the Quairading Agricultural Show.

9.1 Town Planning Services

RECOMMENDATION: SP03 – 19/20

That the Strategic Planning Committee recommend to Council that: -

1. Glenwarra Development Services be retained to complete the Town Planning Scheme and Local Planning Strategy processes; and
2. the CEO be authorised to seek proposals for the future delivery of Town Planning Services to Council.

12.1 Installation of Solar Panels at the Quairading Swimming Pool

RECOMMENDATION: SP04 – 19/20

That the Strategic Planning Committee recommend to Council that: -

1. Administration investigate further the transition from L3 tariff to R3 (short term measure) for the facilities connected to Meter Number 0214004531; and
2. A more detailed study be undertaken for the installation of a solar voltaic system at the pool complex in preparation for the Draft Budget deliberations for the Financial Year 2020/21.

VOTING REQUIREMENTS- Simple Majority

IN BRIEF

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

MATTERS FOR CONSIDERATION

Minutes of the Strategic Planning Committee held on the 13th August 2019.

BACKGROUND

The Strategic Planning Committee met on 13th August 2019 from which there are three (3) recommendations for Council consideration, namely: -

- RECOMMENDATION: SP02-19/20
- RECOMMENDATION: SP03-19/20
- RECOMMENDATION: SP04-19/20

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

- SP02-19/20** Council has 2019/20 Budget Provision for the additional Civil Engineering work involved to further develop the Concept Designs for the layby, Parking Area and the Entry to the Western end of Heal Street. Council's EMWS will utilise the current Civil Engineering Firm who has developed the initial Concept so as not to duplicate effort or incur any significant expense. Council has not budgeted for any on-ground Works as this proposal is at the Concept Stage only and to be the subject of Community Consultation. Should the Concept be supported then the Concept would need further design work and a Project Estimate of Costs prepared for Budget Review or Draft Budget Consideration.
- SP03-19/20** - Council has a 2019/20 Budget provision of \$33,500 for Town Planning Services, including \$15,000 for the fortnightly service in Quairading, \$12,500 for the Town Planning Scheme and Strategy and \$6,500 for external Heritage Consultancy for the Municipal Heritage Review. Seeking alternative proposals for the delivery of Town Planning Services for the future may identify savings or benefits from a remote service.
- SP04-19/20** - Part 1 of the Committee Recommendation (Change in the Tariff) will provide a projected 10% Savings on Electricity Costs per year or an estimated \$4750 saving per year. Part 2 – Further investigations into the purchase of a solar voltaic system for this Precinct, if justified and supported such a system would Cost in the order of \$45,000-\$55,000 but would save a projected \$10,000 per year and an investment recovery period of 5 years. Recommendation 2 is for detailed study to be undertaken for Draft Budget deliberations for the 2020/2021 Year.

It has been assessed that the Committee Recommendations will be as follows:-

- If the Parking and Traffic Flow Concept is supported, planned and budgeted for, it would be Capital Expenditure supporting increased activity in the Main Street Precinct (Tourism and Business Activation). No additional Operating Expenses are foreshadowed with the Concept or Project.

- Review of delivery of Town Planning Services for the future – impact on Operating Costs (Saving or Additional Costs) are unknown until Market is tested.
- Review of Electricity Tariff will see a reduction in the Operating Expenditure of the Swimming Pool, Caravan Park, Cottages and Oval Dam Precinct.

It is considered that the Recommendations will not have a detrimental effect on the current Projected Operating Surplus Ratio. Longer term there could be distinct advantages if a Solar Voltaic System is installed to counter ever-increasing Electricity Charges.

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
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

SP02-19/20 - community engagement is to include the Shire Newsletter and a display at the Council Display at the Quairading Agricultural Show.

SP03-19/20 - N/A.

SP04-19/20 - N/A.

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

Financial – Risk Matrix Rating considered as Low. Risk Mitigated by orderly review of Council's Operating expenses and improved efficiencies and Project Budgeting.

Health – Risk Matrix Rating considered as Low.

Reputation – Risk Matrix Rating considered Low. Risk Mitigated with Town Parking and Traffic Flow Concepts being publicised and inviting Community Consultation.

Operation: Risk Matrix Rating considered Low. No adverse impact on Council's Operations at this time. Town Planning Services Review to be undertaken.

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

COMMENT

Minutes of the 13th August 2019 Meeting of the Strategic Planning Committee includes three (3) Resolutions to Council for which the background of each Resolution is contained in a draft copy of the Minutes attached.



Shire of Quairading

Unconfirmed Strategic Planning Committee Meeting Minutes

13th August 2019

Disclaimer

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Disclaimer

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

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Table of Contents

ITEM 1	OPENING & ANNOUNCEMENTS	4
ITEM 2	ATTENDANCE AND APOLOGIES	4
ITEM 3	DEPUTATIONS / PRESENTATIONS / SUBMISSIONS	4
ITEM 4	DECLARATIONS OF INTEREST	4
ITEM 5	CONFIRMATION OF MINUTES AND BUSINESS ARISING	5
5.1	Confirmation of Minutes – 9 th April 2019	5
5.2	Business Arising	5
ITEM 6	REFERRED STRATEGIC PROPOSALS	6
6.1	Referred Strategic Proposals / Matters	6
6.1.15	Tourist Layby, Opposite the Shopping Precinct Carpark in Heal Street	7
6.1.16	Configuration of Entry to the Western End Heal Street	8
6.1.17	Pink Lake Layby Concept (Western side of the Lake)	8
ITEM 7	ECONOMIC: GROWING ECONOMY & EMPLOYMENT OPPORTUNITIES	9
ITEM 8	SOCIAL: ACTIVE, HEALTHY, SAFE AND INCLUSIVE COMMUNITY	10
ITEM 9	BUILT ENVIRONMENT: PLANNING & INFRASTRUCTURE TO MEET THE NEEDS OF THE COMMUNITY	11
9.1	Town Planning Services	11
ITEM 10	NATURAL ENVIRONMENT: TO PRESERVE & SUSTAIN OUR NATURAL ENVIRONMENT	12
ITEM 11	GOVERNANCE: STRONG GOVERNANCE & COMMUNITY ENGAGEMENT	13
11.1	Review of Strategic Planning Committee Terms of Reference	13
11.2	Presentation on Community Survey Results	13
ITEM 12	COUNCILLOR'S FUTURE PROPOSALS	14
12.1	Installation of Solar Panels at the Quairading Swimming Pool	14
ITEM 13	NEXT MEETING DATE	18
ITEM 14	CLOSURE	18

SHIRE OF QUAIRADING

The Strategic Planning Committee Minutes of Meeting held on Tuesday 13th August 2019 commencing at 5.51 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson opened the Meeting at 5.51 pm.

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

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

Apologies

Nil

Leave of Absence Previously Granted

Cr W Davies	Shire President
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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

Cr J Haythornthwaite declared an Impartiality Interest in No. 10 of Item 6.1, St John's Ambulance – Progressing the potential bituminising of the airstrip.

ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

5.1 Confirmation of Minutes – 9th April 2019**RESOLUTION: SP01 – 19/20****MOVED Cr Stacey SECONDED Cr Smith**

That the Minutes of the Strategic Planning Committee Meeting held on the 9th April 2019 be confirmed as a true and accurate record of the Meeting.

CARRIED 6/0**5.2 Business Arising****SP21-18/19 - Swimming Pool Shade Sails**

The Chief Executive Officer advised that a Brief had been prepared and forwarded to Council's Solicitor to provide legal advice on the Shade Sails System.

ITEM 6 REFERRED STRATEGIC PROPOSALS

6.1 Referred Strategic Proposals / Matters

Meeting Date	13 th August 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	6.1a Informing Document circulated to all Councillors
Owner/Applicant	N/A
Disclosure of Interest	Nil.

OFFICER'S RECOMMENDATION

That the Strategic Planning Committee receive the CEO's Report on Referred Strategic Proposals / Matters.

VOTING REQUIREMENTS – Simple Majority

The Committee resolved that the amended Referred Strategic Proposals / Matters Report be included and maintained in all future Strategic Planning Committee Meeting Agendas.

MATTER FOR CONSIDERATION

Committee to consider the Matters / Initiatives and Projects that have been referred to the Committee by Council.

BACKGROUND

The CEO and Executive staff have collated a list of Identified Matters / Items that have been previously referred to this Committee.

The List has been further developed as an Informing Document which provides detail of each Issue/ Proposal and alignment (if any) to Council's Adopted Strategic Community Plan, Long Term Financial Plan, Corporate Business Plan and Annual Budget. Further commentary is made on existing funding or future grant funding opportunities.

It is envisaged that the Informing Document will assist the Committee with its deliberations on the prioritisation of the many Projects / Tasks and Proposals for this Financial Year and for subsequent years.

The Committee's deliberation will also aid in the allocation of known Council internal resources and the sourcing of External Consultant Services when required and when Budget provision has been made.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Committee Terms of Reference apply.

FINANCIAL IMPLICATIONS

Informing Document provides details of Current Year Budget Provisions and likely implications in future years.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2017 – 2027 applies.

Long Term Financial Plan applies.

Corporate Business Plan 2017-2021 applies.

Council's 2019/2020 Adopted Budget.

COMMUNITY CONSULTATION

N/A

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

Financial – Risk Matrix Rating determined as Moderate as Significant Costs and Financial Exposure could be incurred if Projects were to proceed without adequate Project Planning / Justification and appropriate funding in the relevant Financial years. Risk can be minimised through improved Asset Management Plans combined with a sound Integrated Planning Framework in place and having a regular review and monitoring regime in place.

Health – Risk Matrix Rating determined as Low Risk

Reputation – Risk Matrix Rating determined as Low Risk given that Committee at this time is considering the Priorities of the Referred Proposals and several items are budgeted for delivery in 2019/2020.

Operation – Risk Matrix rating determined as Low Risk as it is considered that Operational Impact or Interruption due to the Strategic Items will be minimal, however likelihood of impact on Operational could heighten if Council Resources are diverted / reallocated from existing Services and Projects to future proposals.

Natural Environment – Risk Matrix Rating determined as Low

COMMENT/ EXECUTIVE SUMMARY

Committee direction is requested to determine the priority and timeframes of the various identified Strategic Proposals / Matters.

6.1.15 Tourist Layby, Opposite the Shopping Precinct Carpark in Heal Street

OFFICER'S RECOMMENDATION

RESOLUTION: SP02 – 19/20

MOVED Cr Smith SECONDED Cr Haythornthwaite

That the Strategic Planning Committee recommend to Council that:-

- 1. the Concept Designs for the Layby, Parking and the entry at the Western End of Heal Street be prepared for Public Consultation;**
- 2. the Concept Plans to reflect planned traffic flows; and**
- 3. Community engagement is to include the Shire Newsletter and a display at the Council Display at the Quairading Agricultural Show.**

CARRIED 6/0

The Committee discussed the concept redesign detail, long parking bays and sightline / stacking distance around Cubbine Street corner.

IN BRIEF

Concept of possible redesign of layout and signage of the Shopping Precinct Carpark to enable ease of access/stopover for eastbound traffic on the York-Merredin Road.

Council's Civil Engineering Consultant, Pro Form Civil, have prepared a Concept Plan. The CEO and EMWS met with a Main Roads Regional Officer on the 31st July 2019 to discuss the concept and inspect the area.

Main Roads have subsequently responded supporting the concept and endorses the Shire proceeding to a detailed design.

Note, no funding commitment from Main Roads to this Project.

6.1.16 Configuration of Entry to the Western End Heal Street

IN BRIEF

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.
- Council's CEO and EMWS met with Main Roads Regional Officer on the 31st July 2019 to discuss the feasibility of an 'entry only' ingress to the western end of Heal Street (at the existing cul de sac).
- If this was feasible, other matters that could be considered in due course could include signage, modification to the bollards.

6.1.17 Pink Lake Layby Concept (Western side of the Lake)

The Meeting requested that the previous cost estimates be obtained and the Parking Bay/Layby Concept be pursued with Main Roads WA on the grounds of road safety and fatigue management.

IN BRIEF

Council approached Main Roads WA in 2013 in regard to a safe layby / location for tourists viewing / photographing of Pink Lake. Main Roads WA had no funding for technical design / concept.

Roadswest developed 2 options on behalf of Council, for a parking bay/layby on the western side of the Lake:-

- OPTION 1 was for a separated parking bay / layby
- OPTION 2 was for an embayment alongside the York - Merredin Rd.

Council approved Option 1. Concept Drawing / Plan prepared by Council. Letter to Main Roads WA, who supported the design, but there was / is no Main Roads WA funding in the Forward Planning commitments.

Submitted for Member information consideration for the future.

The Meeting requested that the previous Concept cost estimates be obtained and the Layby Concept be pursued with Main Roads WA on the grounds of road safety, driver fatigue and tourism opportunity.

ITEM 7 ECONOMIC: GROWING ECONOMY & EMPLOYMENT OPPORTUNITIES

No matters for consideration.

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

No matters for consideration.

UNCONFIRMED

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

9.1 Town Planning Services

The Committee discussed the need to review the function and role of Council's Town Planning Services and their future delivery.

Discussion ensued on the Town Planning issues relating to commercial activities in the Residential Zoned area. The CEO undertook to take up this Matter with Council's Town Planning Contractor.

RESOLUTION: SP03 – 19/20**MOVED Cr Smith SECONDED Cr Haythornthwaite****That the Strategic Planning Committee recommend to Council that:-**

- 1. Glenwarra Development Services be retained to complete the Town Planning Scheme and Local Planning Strategy processes; and**
- 2. the CEO be authorised to seek proposals for the future delivery of Town Planning Services to Council.**

CARRIED 6/0

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

No matters for consideration.

UNCONFIRMED

ITEM 11 GOVERNANCE: STRONG GOVERNANCE & COMMUNITY ENGAGEMENT

11.1 Review of Strategic Planning Committee Terms of Reference

Strategic Planning Committee Terms of Reference due for Council review at the October 2019 Committee Meeting.

The Committee discussed leaving the Terms of Reference 'status quo' at this time.

11.2 Presentation on Community Survey Results

Presentation by Richard Bleakley, IPR&SPO

Initial results / findings of the biennial Community Survey, as part of the work towards the 'Desktop Review' of Council's Community Strategic Plan, required every second year in the 4-Year Strategic Planning cycle.

The Committee considered and noted the initial findings of the Survey with emphasis on the areas the Council could improve upon, including business, roads and culture.

A copy of the PowerPoint presentation to be forwarded to all Councillors for further review.

ITEM 12 COUNCILLOR'S FUTURE PROPOSALS

12.1 Installation of Solar Panels at the Quairading Swimming Pool

Meeting Date	13th August 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	IPR&SPO Richard Bleakley
Attachments	Attachment 1: L3 versus R3 Tariffs Attachment 2: Letter requesting information
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER'S RECOMMENDATION

RESOLUTION: SP04 – 19/20

MOVED Cr McRae SECONDED Cr Haythornthwaite

That the Strategic Planning Committee recommend to Council that: -

- 1. Administration investigate further the transition from L3 tariff to R3 (short term measure) for the facilities connected to Meter Number 0214004531; and**
- 2. A more detailed study be undertaken for the installation of a solar voltaic system at the pool complex in preparation for the Draft Budget deliberations for the Financial Year 2020/21.**

CARRIED 6/0

Note from OCM 25th July - The issue of the high utility costs for the swimming pool and the feasibility of the installation of solar panels for the Centre was raised with the Meeting. In addition, the future conversion of Street Lighting to LED was raised. The Meeting resolved that these Matters be referred to the Strategic Planning Committee Meeting.

IN BRIEF

- Electricity costs for pool, caravan park and cottage, and oval amounted to \$47,860.50 for the Financial Year 2019/20.
- There are a number of options which could reduce this overhead to the Council.
- Options considered in this agenda item are:
 - Transition from L3 to R3 Tariff (short term intervention); and
 - Installation of Solar Voltaic System (medium term intervention)
- Preliminary investigations have been conducted.
- Transition from L3 to R3 tariff could potentially reduce costs by 10%.
- Installation of Solar Voltaic System (40 KW) could save the Council approximately \$10K per year in power costs based on current rates and would substantially reduce the Shire's carbon footprint.

MATTER FOR CONSIDERATION

Means for reducing the Utilities operating costs at the Swimming Pool.

BACKGROUND

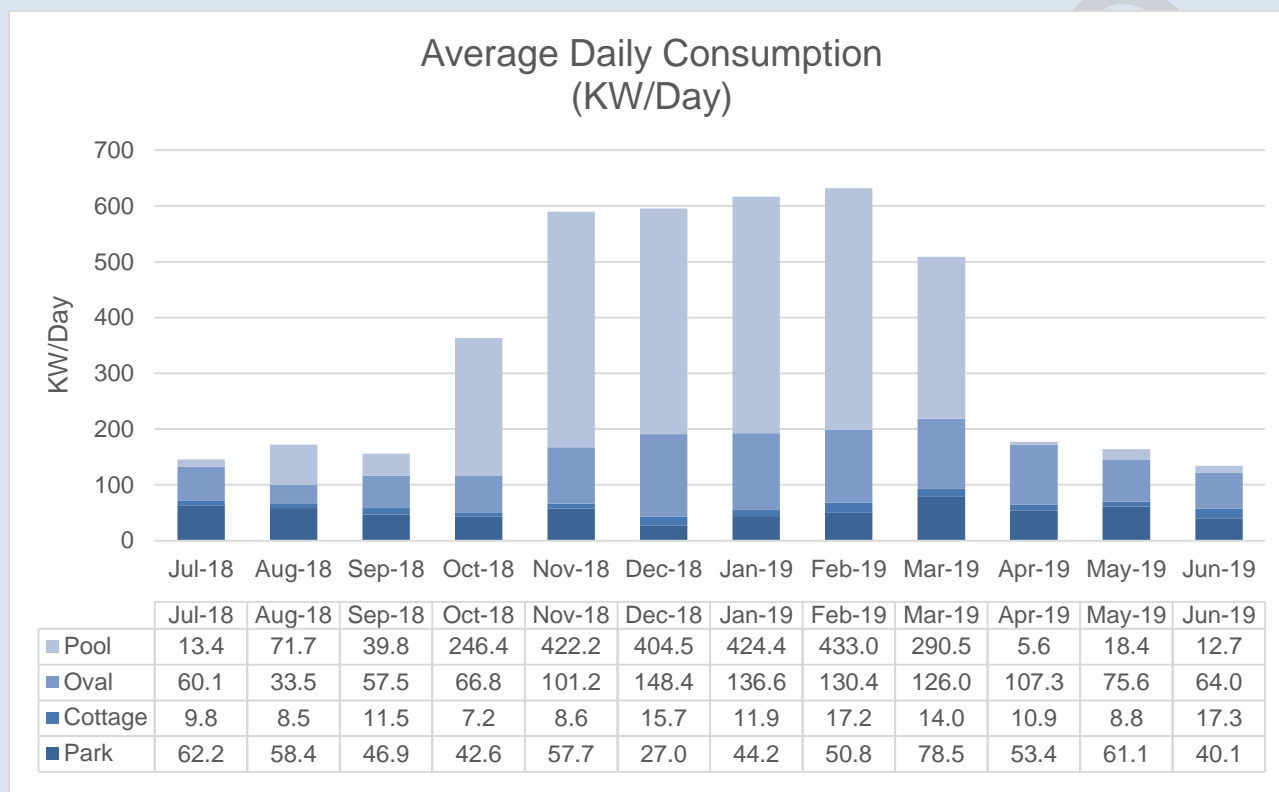
Concern has been raised about utility costs (electricity) at the Swimming Pool Facility.

A Request has been made for the Issue to be referred to the Strategic Planning Committee with a view to investigate options to reduce this cost with a solar voltaic system.

The IPR&SPO has conducted a study on power consumption of the meter recording usage at the Pool.

It should be noted that this meter is also recording power consumption at i) the Park Cottage, ii) Caravan Park, and iii) south side of the recreation oval (reticulation and lighting)

Below is a record of consumption over the past Financial Year (2018/19)



Options to reduce utilities expenditure are:

- Existing tariff (L3) versus alternative (R3).
- Installation of Solar Voltaic System

L3 (Current Tariff) versus R3 (Peak / Off-Peak Tariff)

A study conducted on these options revealed that there is a potential saving of 10% - weekend period being "off-peak".

(Attachment 1: L3 versus R3 Tariffs)

Transfer from existing contract to Peak / Off-Peak is still to be investigated.

Installation of Solar Voltaic Panels

Suppliers for the systems previously installed by the Shire have been contacted to provide basic information on the size of system, capital outlay and financial modelling for the systems.

(Attachment 2: Letter requesting information)

Preliminary feedback is that:

- 40 KW system would be the most appropriate;
- Provisional cost would be between \$45K and \$55K;

- (iii) Savings per year would be approximately \$10K;
- (iv) Shire would recover investment cost in approximately five (5) years; and
- (v) At this point in time investment in battery storage would be premature.

Further investigation is required to determine full Scope of Works for the Project, and the Life Costings of the project.

STATUTORY ENVIRONMENT

N/A

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Potential cost associated with transition from current tariff (L3) to Peak / Off-Peak tariff (R3)

Provision will need to be made in a future annual budget for the investment in a solar voltaic system.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

Item	Outcomes and Strategies
S1	Active community
S1.1	Provide facilities and support participation in sport and recreational activities, facilities and clubs

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

Item	Outcomes and Strategies
B2	Enhanced and Sustainably Managed Assets and Infrastructure
B2.2	Ensure the provision of community facilities and other built assets takes into account the needs of the community

Natural Environment Objective: To preserve and sustain our natural environment

ITEM	OUTCOMES AND STRATEGIES
NE1	Demonstrated Sustainable Practices
NE1.1	Continue efficient use of water and energy

COMMUNITY CONSULTATION

Nil

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

Financial - Risk Matrix Rating is considered Low

- Options being considered will reduce operating costs for the facilities running off the central meter.
- Solar energy will reduce the Shire's exposure to escalating cost of electricity

Health – Risk Matrix Rating is considered Low

Reputation – Risk Matrix Rating is considered Low

- Shire is seen to be managing its resources more efficiently

Operation – Risk Matrix Rating is considered Low

- Shire will be managing its resources more efficiently

Natural Environment – Risk Matrix Rating is considered Low.

- Solar energy will be reducing the Shire's carbon footprint

COMMENT

Utility costs for these facilities will increase (current rate of increase is 3% per annum) and consumption at the caravan park will increase with the installation of the three (3) Park Cottages.

Change of Tariff from L3 to R3 would be a short term measure to reduce utility costs to facilities linked to Meter 0214004531.

Solar Voltaic System is a medium term solution to reducing both operating costs and the environmental impact

Battery technology is still in its infancy and as such is not a viable proposition unless support by external funding.

UNCONFIRMED

ITEM 13 NEXT MEETING DATE

The next Strategic Planning Committee Meeting is scheduled to take place on Tuesday 15th October 2019, commencing at 5.00 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 14 CLOSURE

There being no further business, the Chairperson closed the Meeting at 8.05 pm.

UNCONFIRMED

I certify the Minutes of the Strategic Planning Committee Meeting held on 13th August 2019 were confirmed on the 15th October 2019 as recorded on Resolution No. _____

Confirmed.....15/10/2019

10.3 Select Committee Inquiry into Local Government – WALGA Submission

Meeting Date	29 th August 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	10.3a Info Page from WALGA on the Select Committee into Local Government Submission 10.3b Draft Submission – Select Committee into Local Government 10.3c WALGA Cooperation and Shared Services 10.3d Local Government Act Review Principles
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER'S RECOMMENDATION

That Council:

1. Endorse the WA Local Government Association's 'Draft Submission, Select Committee into Local Government'; and
2. Authorise the Chief Executive Officer to advise the WA Local Government Association of the Shire of Quairading's support.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- The State Legislative Council has established a Select Committee into Local Government.
- WALGA have prepared a Draft Submission to the Select Committee and invite Member Councils to provide further comment and /or advise support for the Draft Submission.

MATTER FOR CONSIDERATION

For Council to review and comment on the WALGA Draft Submission to the Select Committee into Local Government.

BACKGROUND

WALGA has previously advised local governments that:

'The Legislative Council recently passed a motion to establish a Select Committee into Local Government. The terms of reference are broad and incorporate the following:

- whether the *Local Government Act 1995* and related legislation is generally suitable in its scope, construction and application
- the scope of activities of Local Governments
- the role of the Department of State administering the *Local Government Act 1995* and related legislation
- the role of Elected Members and Chief Executive Officers/employees and whether these are clearly defined, delineated, understood and accepted
- the funding and financial management of Local Governments, and
- any other related matters the Select Committee identifies as worthy of examination and Report.'

The Select Committee has advised that submissions are being called and will now close on **Friday, 13th September 2019**. This extended timeframe will enable submissions to be prepared and considered at the August 2019 Council meeting.

WALGA has prepared the attached draft submission for Council consideration and following feedback from the local government sector, WALGA will finalise an interim submission to be considered by State Council's Executive Committee prior to submission to the Parliamentary Select Committee.

It is important to make the distinction between the Select Committee process and the Local Government Act Review process. These are separate and unrelated processes. The Minister for Local Government is continuing with phase two of the Act review process which is working towards the development of a new Local Government Act.

STATUTORY ENVIRONMENT

N/A

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil.

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

Financial – Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The attached Draft Submission is self-explanatory and highlights the key role that local governments play in representing local communities and advocating for improved services for the community and local business.

The Draft Submission identifies the high level of trust communities have for their “local government representatives to do a good job in carrying out its responsibilities”.

Support is given within the Draft Submission for the current Local Government Act Review together with the associated Regulations. Moreover, State Council has set out Key Principles it believes are fundamental drivers of future local government legislation (pages 10-12).

It is noted that the role of local government has changed considerably over recent times and the complexity of management and expectations of community have also experienced change and is not necessarily matched by improved financial capacity.

The Draft Submission provides a comprehensive assessment and detailed comment on the factors that impact on current local government performance and provides a positive assessment of achievements to date whilst embracing the opportunity provided by the Select Committee Review.

INFOPAGE

To: All Elected Members and Local Government Officers **From: Tony Brown**
Executive Manager, Governance and Organisational Services



Date: 9 July 2019
Priority: High

Subject: Select Committee into Local Government

IN BRIEF:

Operational Area:	Chief Executive Officer – Council
Key Issues:	<ul style="list-style-type: none"> • The Legislative Council passed a motion to establish a Select Committee into Local Government. • The Terms of Reference are broad and listed below • WALGA will prepare a draft submission for sector input • Local Governments are encouraged to prepare submissions and request an appearance before the Committee.
Action Required:	Note: Feedback on WALGA's draft submission required between 26 July and 13 August 2019

The Legislative Council passed a motion to establish a Select Committee into Local Government. The motion is as per below incorporating the terms of reference;

- (1) That a Select Committee into Local Government is established.
- (2) The Select Committee is to inquire into how well the system of Local Government is functioning in Western Australia, with particular reference to —
 - (a) whether the *Local Government Act 1995* and related legislation is generally suitable in its scope, construction and application;
 - (b) the scope of activities of Local Governments;
 - (c) the role of the Department of State administering the *Local Government Act 1995* and related legislation;
 - (d) the role of Elected Members and Chief Executive Officers/employees and whether these are clearly defined, delineated, understood and accepted;
 - (e) the funding and financial management of Local Governments; and
 - (f) any other related matters the Select Committee identifies as worthy of examination and Report.
- (3) The Select Committee shall comprise five Members.
- (4) The Select Committee shall report by no later than 12 months after the motion for its establishment is agreed to and may, if it sees fit, provide interim reports to the House.

The membership of the Select Committee is as follows:

Chair: Hon Simon O'Brien, MLC
 Deputy Chair: Hon Laurie Graham, MLC
 Members: Hon Diane Evers, MLC
 Hon Martin Aldridge, MLC
 Hon Charles Smith, MLC



The Select Committee has advised that submissions are being called and close on 23 August 2019.

WALGA's process for preparing a submission and assisting the sector is as follows;

- WALGA will prepare a draft Submission for sector input and also for Local Governments to use the information in their own submissions.
- The draft submission will be circulated to Local Governments for sector input on 26 July and we request feedback by 13 August 2019.
- Following the receipt of any feedback, WALGA will review the feedback from the sector and finalise an interim submission to be considered by State Council's Executive Committee by the due date of 23 August 2019.

WALGA encourages all Local Governments to provide submissions and to request to appear before the Select Committee.

It is important to make the distinction between the Select Committee process and the Local Government Act Review process. These are separate and unrelated processes. The Minister for Local Government is continuing with phase two of the Act review process which is working towards the development of a new Local Government Act.

WALGA will keep the sector informed as to the progress of the Select Committee.

For further information please contact:

Executive Manager, Governance and Organisational Services
Tony Brown
(08) 9213 2051
tbrown@walga.asn.au



DRAFT

Submission

**Select Committee into
Local Government**

August 2019

Contents

About WALGA	4
Contacts	4
Introduction	5
Trust in Government.....	6
Local Government Collaboration	8
Legislation	9
Local Government Act Review	9
Key Principles	10
Key Policy Positions.....	12
Additional Policy Positions	13
Scope of Activities of Local Government	15
Waste Management and Resource Recovery.....	16
Roads, Bridges, Paths and Drains.....	17
Transport Planning	18
Town Planning.....	19
Building	21
Emergency Management.....	22
Climate Change.....	23
Economic Development.....	25
Airports and Airfields	27
Other Services.....	27
Department of Local Government	28
Other Related Legislation	29
Roles of Elected Members and Chief Executive Officers	32
Councillor vs Council	32
Councils are not Boards	33
Training and Professional Development	34
Role of the Chief Executive Officer	34
Chief Executive Officer Remuneration	35
Funding and Financial Management	37
Rates.....	38
Rate Exemptions.....	40

Rate Equivalency Payments.....	42
State Agreement Acts.....	42
Restrictions on Borrowings.....	43
Fees and Charges.....	44
Grants	45
Other Related Matters.....	46
Transparency and Accountability.....	46
State Local Government Partnership Agreement.....	47
State Industrial Relations Review	48
Conclusion	49
Reference List	50

DRAFT

About WALGA

The WA Local Government Association (WALGA) is working for Local Government in Western Australia. As the peak industry body, WALGA advocates on behalf of 138 Western Australian Local Governments. As the united voice of Local Government in Western Australia, WALGA is an independent, membership-based organization representing and supporting the work and interests of Local Governments in Western Australia. WALGA provides an essential voice for 1,222 Elected Members, approximately 22,000 Local Government employees (16,500 Full Time Equivalent's) as well as over 2.5 million constituents of Local Governments in Western Australia.

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Introduction

Local Governments play a key role in the Australian Federation. Local Governments in Western Australia provide democratic representation and a range of services to their respective communities which span the length and breadth of the state.

Local Governments, in one form or another, have existed in Western Australia since the arrival of settlers from Britain in the nineteenth century. The first piece of legislation to weave the fabric of today's Local Government sector was the *Towns Improvement Act of 1838*.¹ Today, Local Government is constituted and primarily regulated by the *Local Government Act 1995* but there are many other legislative instruments which impact the way Local Governments operate in their diverse array of activities.

Local Governments are a key democratic institution in Western Australia's local communities. Councils have well-established relationships with the communities they serve and represent, local businesses and organisations as well as other spheres of government.²

Services provided by the 139 Local Governments in Western Australia include the traditional roads and waste collection but also now extend to recreation, medical services and other human services.³ Often, Local Governments taking on new or expanded roles in service delivery or advocacy is as a result of gaps left by other spheres of Government reducing their service delivery, or due to community pressure for Local Governments to step into a particular space.

All Local Governments throughout Western Australia continually strive to provide the highest quality services within the constraints of Local Government revenue streams, Australia's vertical fiscal imbalance and ongoing cost-shifting from other spheres of Government, all of which are well documented by the 2003 Hawker Report⁴ and many reports on Local Government finances before and since.⁵

Local Government in Western Australia, with a presence in every community in the state represents a significant component of the State's economy. Local Government is the steward of public assets of \$48 billion, including responsibility for more than 88 percent of the public road network, employs a workforce of 22,000 people (16,500 FTEs) and spends \$4.1 billion per year.⁶

¹ WALGA (2011)

² Aulich *et al* (2011) Volume 2 p13

³ PricewaterhouseCoopers (2006)

⁴ House of Representatives Standing Committee on Economics, Finance and Public Administration, (2003)

⁵ See also PricewaterhouseCoopers (2006) and Aulich *et al* (2011) Volume 1

⁶ WALGA (2019a)

Trust in Government

The 2019 Edelman Trust Barometer, the pre-eminent study of peoples' trust in institutions around the world found, that:

- Trust in Government remains low in Australia with people generally 'distrusting' of Government, and,
- Only a minority in western democracies believe "the system is working for me".⁷,

This lack of trust in democracy and in institutions has a real impact. A lack of trust in the system leads to increased fear and increased fear erodes trust and negatively affects our collective wellbeing.

This places Local Government in a very important position and creates significant opportunities for Local Government as a legitimate and connected sphere of Government.

As trust in Government and institutions declines to an all-time low, there is a small slice of good news for Local Government. The 2014 Griffith University Constitutional Values Survey found that, of our three spheres of Government, Local Government is the most trusted.⁸

Specifically, in Western Australia, while 69.8 percent of respondents trust Local Government to do a good job in carrying out its responsibilities, 63.2 percent of respondents trust the State to do a good job and only 56.9 percent trust the Federal Government to do a good job with its responsibilities.

With global uncertainty, and the erosion of trust in government, many people are looking for community, connection and stability. The challenge being embraced by Local Governments across Western Australia is to enable and facilitate this community connection.

This Select Committee presents a tremendous opportunity to further build trust in Local Government as a legitimate and democratically mandated sphere of government. This can be achieved by highlighting the achievements of Local Government.

It would be a real shame, and an opportunity lost, if this Parliamentary Inquiry is hijacked by those with an axe to grind using the committee process to air their often unfounded or unsubstantiated grievances. Instead, this Inquiry has a tremendous opportunity to highlight the achievements of Local Government in building cohesive and resilient communities.

To that end, WALGA would like to pay tribute to Western Australia's 1,222 Elected Members who have been willing to step up and take a leadership role in their communities, often in a challenging political role in the public realm. Unfortunately, Local Government has recently

⁷ Edelman (2019)

⁸ Griffith University (2014)

attracted uninformed criticism from a small number of noisy individuals who seem to have an axe to grind.

WALGA would like to remind the Committee that it's not the critics, comfortable in their cheap seats behind anonymous social media pages who matter, it's the men and women who put themselves forward to take a leadership position in their community.

As Theodore Roosevelt famously said:

“It is not the critic who counts; not the man who points out how the strong man stumbles, or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood; who strives valiantly... who at the best knows in the end the triumph of high achievement, and who at the worst, if he fails, at least fails while daring greatly.”⁹

That's not to assert that the Local Government sector in Western Australia is perfect; of course there is room for improvement and Local Governments welcome opportunities to improve their efficiency, effectiveness and their engagement with their communities.

Local Government has embraced a range of recent initiatives to improve their efficiency, effectiveness and engagement with their communities. For instance, the Integrated Planning and Reporting Framework was introduced into Western Australia at the behest of the Local Government sector who saw the opportunity for a more integrated and strategic approach to community, financial and business planning.

Performance audits, undertaken by the Auditor General, have also been welcomed by the Local Government sector. Performance audit participants have welcomed the opportunity to have their systems and processes critically examined by an external agency, and the learnings from the performance audits have been widely shared across the sector.

The increasing prevalence of deliberative democracy techniques, such as participatory budgeting, further demonstrates the desire and willingness of Local Governments to meaningfully engage with their communities.

It is WALGA's and the Local Government sector's expectation that the Committee will take the time to consider the full range of positive examples of Local Governments continual drive to deliver services efficiently, be an effective steward of community infrastructure, and

⁹ Brown (2019)

engage meaningfully with citizens as a key component of Western Australia's vibrant democracy.

Local Government Collaboration

Local Governments, while democratically representing their communities, strive to deliver services effectively and efficiently. One way Local Governments aim to improve their service provision is by collaborating with other Local Governments in partnerships, as members of Regional Local Governments, or as members of voluntary collaborative groups.

Collaboration in Local Government has a number of drivers. A key driver for Local Governments to work together to achieve community outcomes is to strive for better, more strategic, and regionally appropriate outcomes. When Local Governments collaborate to, for example, develop aged housing facilities, or promote regional tourism, they are collaborating because together they can drive better outcomes than they could as one Local Government undertaking a task more suited to a regional scale.

Local Government collaboration is also driven by necessity. In many cases, Local Governments collaborate because the service is more efficiently provided at a regional level. For example, in metropolitan Perth, Local Governments are members of Regional Local Governments to collaboratively provide waste services at an appropriate scale and level of service.

It is important to note that Local Governments also actively seek to work collaboratively with Government agencies, industry, local business and civil society in delivery community outcomes. Across regional WA, Local Governments work closely with Regional Development Commissions and regional offices of the Commonwealth's Regional Development Australia (RDA) network to undertake regional planning, develop regional projects and leverage State and Federal funding.

WALGA recently produced a "Cooperation & Shared Services" document that provides demonstrations of the collaboration currently being undertaken in the sector.

The document can be found here: [Cooperation & Shared Services document](#) and is also attached as Addendum 1.

Legislation

a) *Whether the Local Government Act 1995 and related legislation is generally suitable in scope, construction and application*

The legislative framework governing Local Government is generally appropriate and the underpinning principle of 'general competence' is strongly supported by the Local Government sector.

However, additions and amendments since the current Local Government Act was introduced over 20 years ago have created a layered, spaghetti-like regulatory regime that needs to be untangled and simplified. Similarly, practice and procedures have changed since the current Act's introduction and, as a result, the legislative framework requires modernisation.

For these reasons, the Local Government sector has strongly supported the State Government's goal to undertake a full Review of the *Local Government Act 1995* and the associated regulations.

Local Government Act Review

WALGA has been a strong supporter of the current Review of the Local Government Act and has supported the Government's intent to streamline and modernise the legislative framework.

WALGA put forward a comprehensive submission to Government that was the culmination of a signification consultation and engagement process, and the collection of policy and advocacy positions developed over many years.

The Local Government sector participated in a comprehensive process leading up to the adoption of the advocacy positions, as detailed below:

WALGA partnered with the Department of Local Government, Sport and Cultural Industries to deliver facilitated workshops across all WALGA Zones, held throughout October and November 2018. Approximately 500 Elected Members and senior administrators attended 19 workshops held in each of the 17 WALGA Zones.

WALGA, LG Professionals and the Department of Local Government, Sport and Cultural Industries partnered to host the Future of Local Government Forum, which was held at Curtin University on Wednesday, 30 January 2019 and was attended by 230 participants.

A total of 73 member Local Governments provided responses to the WALGA consultation process, either through an individual response or a Zone/regional group response. 42

individual Local Governments responded with additional collective responses from three WALGA Zones representing a further 31 member Local Governments.

The WALGA State Council, consisting of 25 representatives from across the State, in adopting advocacy positions in March 2019 endorsed the positions unanimously. This demonstrates the veracity of the consultation process. In addition, the Department of Local Government, Sport and Cultural Industries received over 3,000 submissions from the community, Local Governments and stakeholder bodies.

Key Principles

State Council, in finalising WALGA's submission to the Local Government Act Review process, endorsed the following key principles as fundamental drivers of future Local Government legislation.¹⁰

1. Retain General Competence Powers.

The Local Government Act is founded on the general competence powers principle, which gives Local Governments the legal capacity to do anything that is not prohibited by law. This principle is uniformly supported by the Local Government sector and that it should not be diluted by over-regulating the operations of Local Government.

2. Provide Flexible, Principles-based Legislative Framework.

The Local Government Act works well when Local Governments apply their general competence powers within a legislative framework that provides for good governance, with accountability to the community for decision-making. The Local Government sector seeks a light-touch regulatory approach accompanied by best practice guidance, support and assistance.

There is concern that, without adequate care and sector input, the new Local Government Act will be overly prescriptive and mistakes of the past will be repeated. Prescriptive compliance regimes do not typically drive innovation or organisational performance; instead boxes are ticked and processes to comply are implemented leading to inefficiencies and distractions.

The Local Government Act should focus on principles and objectives, not on process. As an example, Local Governments in 2016 were given the ability to establish Regional Subsidiaries. A key feature of the model is to enable Local Governments to establish a subsidiary that is fit-for-purpose by adapting the governing charter to the subsidiary's purpose and structure. Instead, the regulations are prescriptive and a number of Local Governments have considered the model and opted not to pursue it. Best practice, guidance material and

¹⁰ WALGA (2019b)

smart people working together to solve problems drive innovation; prescriptive regulation drives compliance for the sake of compliance.

To focus on the process and not the principles and objectives risks embedding today's practice into legislation instead of allowing Local Governments the flexibility to innovate and adapt to new methods and new technologies. Not everything a Local Government should do needs to be legislated. Ultimately, Councils are considered to be generally competent and are accountable to the community through democratic elections held every two years.

3. Size and Scale Compliance Regime

There is a marked appetite in the response to the Facilitated Workshops, Detailed Discussion Papers and Future of Local Government Statewide Forum for differentiation between Local Governments based on size and scale.

4. Promote enabling legislation that empowers Local Government to carry out activities beneficial to its community taking into consideration the Local Government's role in creating a sustainable and resilient community through:

- i. Economic development;**
- ii. Environmental protection; and,**
- iii. Social advancement.**

The need to provide enabling legislation with a 'menu of opportunities' for the sector. The State Government needs to set legislation that enables Local Governments to carry out activities, even though all Local Governments may not want to carry the activity; those that wish to, should be permitted to. A good example of this is the proposed introduction of beneficial enterprises.

5. Avoid Red Tape and de-clutter the extensive regulatory regime that underpins the Local Government Act.

WALGA has called for the de-cluttering of the extensive regulatory regime that underpins the Local Government Act. The Act Review provides a timely reminder that the legislative burden on Local Government is vast and burdensome; the Local Government Act itself runs to over 500 pages and the 9 associated Regulations combine to approximately 400 additional pages. It would not be unfair or unkind to observe that few within each Local Government's administration, and fewer Elected Members, would grasp the level of detail contained throughout the Act and Regulations, creating of its own accord a compliance burden.

This scale of legislation represents a considerable challenge to the delivery of effective and efficient governance. WALGA echoes the sentiments of Dr David Cox, Chair of the Law Reform Commission of Western Australia, who stated at the Local Government Act Forum in January 2019:

“Consideration in drafting (the new Act) is to think about who you are drafting it for? Consider who has to read it and write it for normal people – not law graduates. People want to know what’s governing them and they need to understand it.”¹¹

6. The State Government must not assign legislative responsibilities to Local Governments unless there is provision for resources required to fulfil the responsibilities.

The State Government should not impose responsibilities to Local Governments without adequate resourcing. This principle is contained within the British Columbia Community Charter¹² and is supported by the Local Government sector.

Key Policy Positions

The following key policy positions are considered very important to the sector;

Rates, Fees and Charges

Rating Exemptions

- Rating Exemptions - Request that a broad review be conducted into the justification and fairness of all rating exemption categories, Sector Revenue foregone 2017/18 - \$45.6m;
- Local Government Act should eliminate exemptions for commercial (non-charitable) business activities of charitable organisations;
- Support for exemptions of genuine Charitable activities that qualify under the Commonwealth Aged Care Act 1997;
- Eliminate exemptions for Government Trading Enterprises;
- Support for the principle that all users of Local Government services should make a contribution to these services.

Rating Restrictions – State Agreement Acts

- Resource projects covered by State Agreement Acts should be liable for Local Government rates.

Imposition of Fees and Charges: Section 6.16

- That a review be undertaken to remove fees and charges from legislation and Councils be empowered to set fees and charges for Local Government services.

¹¹ Cox, D. (2019)

¹² British Columbia (2019)

No Rate Capping

The Local Government sector opposes rate capping or any externally imposed limit on Local Government's capacity to raise revenue as appropriately determined by the Council.

Beneficial Enterprises

The *Local Government Act 1995* should be amended to enable all Local Governments to establish Beneficial Enterprises (formerly known as Council Controlled Organisations).

Beneficial Enterprises are:

- Arm's length entities to deliver projects and services required by the community;
- Vehicle for greater efficiency and improved partnering practices for Local Government;
- Provide services & facilities that are not attractive to private investors;
- Cannot carry out any regulatory function of a Local Government;
- Skills Based Board – Alternate governance model;
- Not about outsourcing essential services.

Building Upgrade Finance

That WALGA advocate for amendments to the Local Government Act that enable a Building Upgrade Finance mechanism in Western Australia.

The Building Upgrade Finance position is advocating for reforms to Western Australian legislation that would enable local governments to guarantee finance for building upgrades for non-residential property owners. In addition to building upgrades to achieve environmental outcomes, advocates have identified an opportunity to use this approach to finance general upgrades to increase the commercial appeal of buildings for potential tenants. In this way, Building Upgrade Finance is viewed as means to encourage economic investment to meet the challenges of a soft commercial lease market in Perth and achieve economic growth.

Community Engagement Policy

That the Local Government Act 1995 include a requirement for Local Governments to adopt a Community Engagement Policy, with each Local Government to determine how to implement community engagement strategies.

Additional Policy Positions

A complete schedule of the Local Government sectors adopted policy positions, grouped according to the Government's three themes of agile, smart and inclusive, relating to specific

elements of the Local Government legislative regime were included in WALGA's submission to the Review of the Local Government Act which can be found [here](#) and is also attached as Addendum 2.

DRAFT

Scope of Activities of Local Government

b) The scope of activities of local governments

Local Government is an important sphere of Government that undertakes functions most appropriately implemented at the local level. As the sphere of Government closest to the people, Local Government affects the daily lives of all people and businesses and is well-positioned to have unique insight into the needs and aspirations of their communities.¹³

Across Western Australia, there is significant diversity in the range of functions and services that are provided by Local Government.

While there is some diversity of function across Local Governments in Western Australia, all Local Governments undertake a number of regulatory functions such as authorisation of planning and building developments, waste management, administration of food safety laws, regulation of companion animals, and provision of local roads. Most Local Governments provide social services as well, including provision of recreation and community facilities, economic development promotion and community festivals and events.

Local Governments in Western Australia manage a vast road network, of approximately 127,500km, and significant other built assets. On behalf of the community, Local Governments are responsible for nearly \$14 billion of built assets (excluding transport assets). These primarily comprise recreation facilities, including ovals and pitches for a wide range of sports, swimming pools, tennis courts, and gymnasiums, libraries, arts and other community centres. Local Governments with coastal or river frontage provide and maintain recreational boat launching facilities and associated infrastructure.

Some of the diversity of functions and services is driven by financial capacity. For instance, small, remote Local Governments do not have the financial resources to provide the community recreation services that a large metropolitan Local Government provides.

Diversity of functions can also be driven by community demand. For instance, Local Governments in country Western Australia deliver services, such as health services, that would otherwise be provided by the market or the State Government in metropolitan Perth. Local Governments in non-metropolitan regions also often provide housing and other incentives to attract and retain health and other professionals.

Evolution of Local Government's role to encompass human, social and community services is in response to the dynamics on the ground, including the withdrawal of services from other spheres of Government or in response to the democratic aspirations of the community.

¹³ Productivity Commission (2017)

The retreat from service provision from the State Government often means that Local Government, at the behest of the community through the democratically elected Council, will step up to fill the gaps. For example, a number of Local Governments provide security services in their suburbs and communities. Often this sort of service eventuates due to the demands of citizens for a safer community. Similarly, a number of Local Governments are actively becoming involved in seeking to address homelessness in their communities. While the State Government's Department of Communities is the lead agency responsible for addressing homelessness, Local Governments often play a role in coordinating agencies and not-for-profit service providers, again filling a gap in service provision from another sphere of Government.

Waste Management and Resource Recovery

The Local Government sector provides contemporary waste management (and often resource recovery) services as an essential service to their communities in order to maintain public health standards and minimise the environmental impact of municipal solid waste, with the *Waste Avoidance and Resource Recovery Act 2007*, the *Health Act 1911* and the *Local Government Act 1995* providing the primary heads of power. Resource recovery operations are subject to international commodity price fluctuations, foreign environmental import standards and contamination rates that impact the quality of the commodities recovered. Importantly, recycling also generates three-to-one employment opportunities compared to traditional landfill.

The 2016-17 Census of Local Government Waste and Recycling Services found that Local Governments in Western Australia spent \$295 million in collecting 1.5 million tonnes of domestic waste in 2016-17.¹⁴ 16 Local Governments reported investing in new waste and recycling infrastructure and/or initiatives in 2016–17.

These investments included:

- New or upgraded transfer stations (completed or commenced construction) in the shires of Dardanup, Harvey, Moora, Cuballing and the City of Busselton;
- A new landfill cell in the Shire of Augusta–Margaret River;
- The installation of a landfill weighbridge in the Shire of Broome;
- A new regional waste facility in the Shire of Ravensthorpe;
- A new green waste kerbside collection service in the City of Subiaco; and,
- The introduction of a fortnightly kerbside recycling service in the City of Karratha and the Shire of Coorow.

36 Local Governments reported recycling their own construction and demolition waste and 73 Local Governments reported recycling green waste from their own operations, and a

¹⁴ Waste Authority (2018a)

number of metropolitan Local Governments are investing in waste to energy solutions for residual waste. 52 Local Governments and regional councils reported spending a total of approximately \$3 million in waste and recycling education programs in 2016–17. About half (52 per cent) was expended by regional councils.

All of this innovation is being achieved with minimal strategic planning or financial support from State or Commonwealth Governments. The new State Waste Strategy is uncosted and unfunded. It is important to note that in 2017, the Waste Avoidance and Resource Recovery Levy generated approximately \$76m in receipts, of which 75 percent went to consolidated revenue, with the Minister for Environment approving the allocation of just \$19 million to the WARR Account.¹⁵ Of the \$19m, approximately half went to underwriting the waste branch of the Department of Water and Environmental Regulation, leaving approximately \$8.5m for strategic waste initiatives.

Local Government contends that there are a number of improvements that would assist in delivering more efficient and effective outcomes – including meeting the targets of the State Waste Strategy – primarily through hypothecating all funds collected from the Waste Avoidance and Resource Recovery Levy into strategic waste management activities (as identified in the State Waste Strategy and Action Plan). Strategic investments could then include 50:50 funding for FOGO (3 bin) infrastructure, state-wide and regional waste infrastructure plans to direct future public and private investments, the State Government mandating sustainable procurement policies across all departments and agencies, and matching funding for Local Government regional landfill upgrades. A State/Local Government Partnership Agreement on Waste Management and Resource Recovery would provide the required governance framework to achieve this.

Roads, Bridges, Paths and Drains

Local Governments are responsible for 127,500km of roads in Western Australia, which represents 88 percent of the public road network.

With just 10.5 percent of the national population, Western Australian Local Governments are responsible for 19.4 percent of the Local Government road length. This equates to 49.4km of road per person, which is nearly double the National average of 26.8km of Local Government road per person. For comparison, NSW Local Governments are responsible for just 18.6km of roads per person. This reflects both the extensive nature of the road network in WA and the responsibility of Local Government in Western Australia for all but the highest order roads (primarily freeways and highways). This has clear ramifications for the capacity to fund road maintenance and renewal. This issue is discussed further in the section relating to Local Government funding.

¹⁵ Waste Authority (2018)

To support active transport (walking, cycling) Local Governments provide and maintain more than 15,800km of sealed walking and cycling paths and an additional 715km of gravel paths.

There are 894 bridges managed by Local Governments across Western Australia.

Effective drainage is critical but typically unseen infrastructure provided and maintained by Local Governments to avoid damage to public and private infrastructure from inundation.

With an estimated replacement value of \$27.18 billion at June 2018, the roads, paths, bridges and drains are one of the most valuable State assets in a financial sense as well as underpinning the connectivity of communities and industries.

Local Governments spent \$982 million on roads, bridges and paths during 2017/18. Nearly half of this expenditure is funded by Councils from rates and other revenues. The balance is funded by the Federal Government (22 percent) and the State Government (28 percent).

Local Governments are also seeking to innovate in the construction of roads and paths with many utilising recycled material.

Transport Planning

Almost every journey involves the road and path network under the control of Local Governments. Consequently, Local Governments are actively involved in transport planning to ensure that community and industry expectations for access and safety are delivered. This activity assists to address key issues of congestion, particularly around activity centres, parking and integration between modes, particularly public transport.

In industrial, rural and regional areas, freight movements are an important consideration as efficient movement of freight underpins the economic growth of these areas.

In the five years to 2017, 50.4 percent of those killed and 59 percent of those seriously injured in road crashes were on roads under the control of Local Governments. Identifying high risk locations, suitable treatments to ameliorate the risks and sourcing funding for these projects is an important Local Government function.

Provision of transport related services and infrastructure accounts for nearly 30 percent of total Local Government expenditure.¹⁶

Local Governments are innovating in their transport planning responsibilities as much as possible. For instance, Local Governments are utilising data from mobile phones and vehicle navigation systems to inform transport planning, using drones and other remote sensing

¹⁶ Western Australian Local Government Grants Commission (2018)

technology to improve efficiency and reduce risks, and building and providing charging infrastructure for electric vehicles.

Town Planning

Local Governments' town planning function aims to maintain and improve the wellbeing of local communities. Local Government has been involved in planning for its local communities since the *Town Planning and Development Act 1928* took effect in 1929. This Act provided for planning and development control to be achieved primarily through 'town planning schemes' prepared by local governments and approved by the Minister. Over the years, the level of detail and content of local planning schemes has evolved, guided by State Government requirements to address numerous state-wide planning issues and concerns at a local level to ensure the consideration of local perspectives and preservation of community values. Each Local Planning Scheme has been endorsed by the State Planning Agency (of the day) and has been granted formal approval by the Planning Minister to guide development in the local area.

Western Australian Local Governments are providing effective planning frameworks for the consideration of planning matters within their jurisdictions. Confirmation of this effectiveness was affirmed in a recent review of the planning and development performance of 19 Local Governments. These Local Governments encompass 90 percent of the total population of the Greater Perth region and 84.5 percent of the region's population growth between 2016 and 2017. The project provided an excellent representation of how the sector is achieving its strategic and statutory planning functions and meeting statutory timeframes of the planning and building approvals processes.

Key findings from this detailed review include:

- 99 percent of all building applications were approved by Local Governments within statutory timeframes.
- 98 percent of all planning applications were approved or responded to within the statutory timeframes. Planning applications include all development applications, subdivision referrals and clearances, building strata clearances (Form 26s) and building permits.
- 97 percent of applications were approved under delegated authority, allowing Council officers to assess and approve the application rather than being considered at a full Council meeting.
- Of the total time taken to process a scheme amendment, on average 40 percent is spent with the WA Planning Commission, Minister for Planning or the Environmental Protection Authority.
- On average each Local Government has seven strategic planning documents which support land use planning functions, including: Strategic Community Planning, Community infrastructure, Commercial, Housing, Environment, Economic, Transport,

Activity Centres, Heritage and an Public Open Space. This demonstrates that Local Governments consider a complex array of planning matters when assessing planning applications, yet still meet statutory timeframe requirements.

There are a number of improvements that would assist the Local Government sector in fulfilling its planning responsibilities, including:

- Release of the Government's response to the Independent Planning Reforms 'Green Paper', which aims to streamline the WA planning framework and clarify roles and responsibilities;
- Resourcing the Department of Planning Lands and Heritage to assist in the implementation of the proposed Planning Reform measures that will be outlined in the response to the 'Green Paper';
- Review of the State Government Planning framework, given the large number of policies, guidelines, manuals and position statements to which Local Government must refer;
- Review of the Local Planning Strategy process given the massive amount of information expected to be included in the document, as outlined in the Local Planning Manual. The review should also include the connection to the State's Integrated Planning Framework and provide scalability of the content for smaller local governments;
- Providing legislated timelines for all referral agencies to provide advice on both strategic and statutory proposals;
- Timeframes for State Planning Policy review processes, as some 'reviews' have been underway for numerous years which affect a Local Government's ability to incorporate this proposed information into their local planning framework; and
- A review of the Planning Fees and Charges, which have been frozen since 2013.

Other issues being faced by the sector which inhibit its capacity to fulfil its planning responsibilities include:

- The dichotomy between the current focus on the standardisation of all Local Governments' local planning controls and the clear role of a Local Planning Scheme in upholding the specific local character and objectives of an area;
- A lack of a full cost benefit analysis of Development Assessment Panels (DAPs), to determine the effectiveness of the system, and what is an appropriate level of DAP involvement within the WA Planning system;
- Planning for waste in the peri-urban areas in a strategic manner, rather than each Local Government having to consider applications in an ad hoc manner;
- Lack of clarity and assistance in resolving financial and liability concerns in coastal planning implementation after completing a coastal hazard risk management plan;
- Different requirements and expectations of the various State Agencies in the implementation of Bush Fire Planning mechanisms; and

- Lack of coordinated state-wide planning for the provision of Regional Open Space. Local Governments are collaborating to try and achieve this outcome.¹⁷ Also compounded by the spending of the funds within Metropolitan Region Improvement Fund in order to progress regional open space and other regional infrastructure items, to ensure that the regions continue to grow.

Building

Local Government has been involved in building control for its local communities since the 1960s, providing for the health and safety of its residents through the assessment and issuing of building licences and monitoring of the licence conditions. A major change in the Building functions occurred in 2012, with the private sector able to be more involved in the process, in regards to the private certification of Building Permit Applications.

Local Governments are Permit Authorities under the *Building Act 2011*. Building Permits are issued by Local Government for any building work for which a building permit application is required pursuant to the *Building Act 2011* (Part 5) and the *Building Regulations 2012* and are assessed using the National Construction Codes, *Building Act 2011* and *Building Regulations 2012*, relevant Australian Standards, Local Laws and other relevant legislation.

A recent Office of Auditor General report found that the Local Government entities reviewed in the audit were properly assessing permit applications against requirements in the *Building Act 2011* and issuing most building permits within the legislated timeframes. Combined with the statistics from the recent Performance Monitoring project – specifically that 99 percent of all Building Applications were approved within the statutory timeframes – the sector is effectively performing its building permit function.

There are a number of improvements that could assist the Local Government sector in fulfilling its Building responsibilities including:

- A review of the operation of the *Building Act 2011* and associated regulations, and the improvements that the Local Government sector requires, in order to effectively administer the Act; specifically on the following topics:
 - clarity of information required to be submitted to Local Government;
 - mandatory inspections, including when and how they are undertaken;
 - time frames and fees;
 - amended plans process;
 - difficulties in building in bush fire prone areas;
 - appropriate infringements;
 - ongoing training and training of swimming pool inspectors;

¹⁷ See www.gapp.org.au/

- registration of technical specialists;
 - role of the Department of Fire and Emergency Services; and
 - Clarity on the other prescribed approvals that are required.
- A review of the fees and charges to ensure cost recovery is able to be achieved for the entire building process, not just the Building Permit assessment process.

Other issues being faced by the sector which inhibit its capacity to fulfil its building responsibilities include:

- The constant Industry pressure to introduce a full private certification model as occurs in the Eastern States, without the acknowledgement that a full regime of inspections would also need to be included to protect the consumer;
- Resources within a Local Government to provide a service, as the fees currently only pay for a portion of the Building Permit issuing function;
- Lack of workforce planning, encouraging more people to enter into a Building Surveying function in Local Government. The funds from the Construction Training Levy Fund does not include Local Government building surveyor trainees; and
- Lack of clarity and advice from the Building Commission on the operation of the Building Act. Some Local Governments spend significant time and resources obtaining advice from other Local Governments or from legal experts, in order to effectively implement the Act.

Emergency Management

Emergency Management is a relatively new Local Government responsibility. The roles assigned to Local Governments under the *Bushfires Act 1954* could be considered a traditional role of Local Government, as have been in place since 1954 and currently affect approximately 120 Local Governments. The Bushfires Act is primarily related to the management of bushfire brigades, enforcement of bushfire preparation and enforcement measures for non-compliance.

The *Emergency Management Act 2005* prescribed further responsibilities to Local Governments including requirements to:

- Undertake Emergency Risk Management assessments;
- Establish and chair a Local Emergency Management Committee;
- Develop and maintain local emergency management arrangements;
- Manage Recovery following an emergency; and,
- Appoint a Local Recovery Coordinator.

Furthermore in 2015, Bushfire Risk Management Planning was enshrined in State Emergency Management Policy (SEMP 2.9, Management of Emergency Risks). This policy

identifies AS/NZS ISO 3100:2009 Risk Management – Principles and Guidelines as the standard for emergency risk management in Western Australia. Schedule 3 of this policy identifies Local Governments with high or extreme level of bushfire risk require a specific plan. Local Governments named in the schedule are required to develop an integrated plan with participation from other agencies and landowners, and are named as the custodians of the plan for ongoing review. As this program matures, Local Governments are now facing the implications of undertaking works to mitigate the identified risks. The State is yet to embed mitigation policy and funding mechanisms into the State framework.

Since 2017, the Local Government sector has been adapting to the responsibilities outlined in Australia's strategy for protecting crowded places from terrorism. The Strategy has introduced the concept of 'shared responsibility' to counter terrorism which has not featured as strongly within the existing counter terrorism arrangements in Western Australia.

This has posed many challenges to Local Governments as outlined most recently in the Community Development and Justice Standing Committee Inquiry into crowded places. In brief, the sector is currently grappling with the implementation of the Strategy including:

- The strategy is not linked to any legislation or policy framework within WA and is therefore not mandatory;
- With no identified standards for compliance, there is a lack of clarity on the role of Local Governments as an owner operator and / or as the approver of events,
- The strategy lacks coordination across government with many State Government agencies acting independently on their own interpretation of their responsibilities,
- A risk management based approach to event approvals and consideration of mitigation measures is the preferred approach by Local Governments,
- There has been no funding provided to assist and support Local Governments to undertaken these responsibilities or in implementing mitigation measures,
- Local Governments are concerned with the implications of these measures on events that are being hosted by community groups. Many Local Governments are challenged by asking these groups to be considering counter terrorism when it is the intention of these groups to be building community connections and wellbeing;
- The costs associated with implementing mitigation measures is cost prohibitive for community groups and Local Governments.

Climate Change

Any objective analysis of how each of the three spheres of government is tackling the issue of climate change would indicate that it is Local Government that is determined not to allow short term politics to impede good long term public policy, and action. No level of government wants to scare its community, but there is a clear duty of care to ensure that decisions made benefit the community in the long term. Whether we like it or not, we are now in a climate emergency.

Across a range of priority areas, from understanding local risks of climate change, to reducing operational energy costs and carbon intensity, to planning for the impacts of coastal erosion and bush fire risk, to driving innovations in water use efficiency, Local Governments are engaging with, listening to, and responding to their communities on climate change. A number of Local Governments have long committed to energy reduction targets for their own operations, to drive innovation and cost savings for their communities.

Local Government has identified a number areas where the State Government can assist:

1. Accelerated action and fast tracked reform to remove regulatory barriers and facilitate the transition to a low carbon, energy efficient economy.

Local Governments are already active in renewable energy and energy efficiency projects, but State level regulations continue to hamper Local Governments from undertaking or supporting a range of high impact cost-effective energy efficiency and renewable energy projects. For example, LED street lighting retrofits and large scale renewable energy projects, including power purchase agreements and community energy projects. Local Governments are also seeking amendments to Regulation 54 of the *Local Government (Financial Management) Regulations 1996* to include 'renewable energy infrastructure' as a prescribed charge. This would allow Local Governments to fund the installation of solar panels on the roof of residents that opt in, and then the resident is able to repay the cost of the panels over 10 years by adding a small amount onto the resident's rates bill. It would provide an economic stimulus to SME's in the solar industry, and address a major barrier to low social-economic households transitioning to a low carbon economy, realising savings on their energy bills, and countering rising electricity prices.

2. A State level emissions reduction target and/or renewable energy target.

Western Australia is the only State or Territory without an emissions reduction target or a renewable energy target. The State Government has previously indicated it considers it the responsibility of the Federal Government to enact any targets, however following the recent Federal election, there is a now a stronger argument to be put for setting a state level target. The Premier recently "warned that States such as WA could go it alone on climate policy unless the Morrison Government comes up with a workable national approach to reducing greenhouse gases and supply certainty to investors".¹⁸

¹⁸ The West Australian (31 May 2019)

3. Planning for climate proof communities (incl. funding for innovative climate change projects).

This priority speaks to the need for State Government and Local Government to work in partnership to build healthy, resilient communities by ensuring that climate change considerations (both mitigation and adaptation) are embedded in Government policies and regulations. A key aspect of this is a State Planning regime that adequately incorporates climate change in planning policies, along with related environmental issues such as urban forestry, biodiversity, water security and emergency management.

4. Comprehensive, effective adaptation planning.

It is recognised that there is planning around coastal adaptation currently occurring, but effective planning needs to take in comprehensive identification of, and response to, the effects of climate change. It also needs to expand out to other effects of climate change such as heat waves and other extreme weather events, bush fire planning and water management.

By way of an existing example, an increasing number of the 44 coastal Local Governments are undertaking Coastal Hazard Risk Management and Adaptation Plans to identify and understand the level of risk on the assets in coastal areas. Through this process, with assistance from the WAPC, Local Governments are able to investigate management and adaptation measures that are appropriate to minimise the identified risks to a more acceptable level. What is not clear, without a State Climate Change Policy, and coastal specific legislation, is how such risks can be addressed in an efficient, effective and equitable manner.

A State/Local Government Partnership Agreement on Climate Change and Sustainability would provide the required governance framework to achieve these outcomes for Local Government on behalf of the people and communities of Western Australia.

Economic Development

The Local Government sector has recognised that Local Government plays a key role in creating sustainable and inclusive economic growth as a way to support local communities and contribute to the Western Australian economy. Attention is now turning to ways to diversify the economy and position WA as a vibrant and innovative place to live, invest and do business. While economic development is typically seen to be the responsibility of State and Federal Governments, the role that Local Governments can and do play in creating economic conditions is often overlooked.

Far from the traditional responsibilities of 'roads rates and rubbish' which necessarily reflected the function of Local Government in its emerging role at the turn of the 19th century,

Local Government is now a legitimate partner with State and Federal Governments in developing local, regional, State and National economies.

The Local Government sector's responsibilities are broad and include a wide range of functions, all of which have an impact on the economic and business environment. The sector is also responsible for overseeing hundreds of local laws which influence the behaviour of businesses and consumers. Local Governments also derive powers from other State legislation and are tasked with implementing a broad range of regulations on behalf of the state, such as the *Planning and Development Act 2005*, the *Building Act 2012* and the *Public Health Act 2016*.

The sector's economic footprint is significant and clearly positions it as a major contributor to the State's economy. In 2016/17 WA Local Governments spent \$4.1billion on important services for the community, and managed assets worth more than \$48 billion. Local Government raised \$2.2 billion in rates revenue in order to fund community services and collected \$976 million in fees and charges. In terms of its contribution to the State's employment targets, the sector employs 22,000 people (approximately 16,500 FTEs).

Local Governments clearly have an important role in supporting economic activity at a local and regional level through:

- Local leadership in setting a framework that fosters economic development
- Planning for the future
- Providing economic infrastructure such as roads, bridges, public spaces and facilities
- Minimising regulatory and compliance burdens on businesses, in particular the planning system
- Providing for appropriate land for business, industry and residential development
- Undertaking local procurement
- Creating liveable communities
- Marketing and promoting the local area
- Tourism
- Supporting the private sectors' wealth creation
- Building commercial relationships
- Coordinating and collaborating with stakeholders including other levels of government and the business sector
- Advocating to other levels of government
- Seed funding ventures where private sector funding is not available

In response to Local Government's increasing focus on its role in economic development, in 2019 after a sector-wide consultative process, WALGA launched its *'Economic Development*

*Framework for Local Government*¹⁹ and through the review of the Local Government Act, the sector has agreed to imbed economic development as a key role of the Local Government sector.

Airports and Airfields

There are approximately 150 airports and airstrips owned, maintained and operated by Local Governments across regional Western Australia. Of these, 23 Local Government airports serve regular passenger transport (RPT) services. These facilities provide access to essential services, including medical services as well as facilitate industry and tourism across the State. They range in scale from gravel airstrips without services, to Karratha Airport which served 448,000 passengers in the year ending May 2019. The Shire of East Pilbara managed Newman airport served 318,000 passengers in the year to May 2019²⁰ and the City of Kalgoorlie-Boulder managed airport grew passenger numbers by 13.1 percent to 295,000 in the year to May 2019.

Other Services

As can be seen, Local Governments have evolved to be far more than roads, rates and rubbish. This is not empire building. Local Governments are responding to their community's aspirations and expectations.

Other Services include:

- Aged Care
- Child Care
- Parks and Recreation facilities and programs
- Libraries
- Museums
- Community Events
- Lifeguard and Beach control services

¹⁹ Available from: <https://walga.asn.au/Policy-Advice-and-Advocacy/Economic-Development/Economic-Development-Framework>

²⁰ Bureau of Infrastructure, Transport and Regional Economics (2019)

Department of Local Government

c) The role of the department of state administering the Local Government Act 1995 and related legislation

WALGA and the Local Government sector have a strong working relationship with the Department of Local Government, Sport and Cultural Industries, which is comprised of committed and dedicated officers and executives.

Notwithstanding, it is WALGA's observation that, over several years, the Department of Local Government has been diminished in its resources and, consequently, its ability to quickly respond to issues in the sector has been compromised. This decline in the Department's capacity over a number of years manifests itself in a number of ways.

Firstly, there is significant benefit in many cases in early interventions in relationship breakdowns, which, if not addressed, can deteriorate into substantial governance issues. An early intervention when there are signs of declining relationships or issues beginning to arise can arrest a downward spiral that may lead to the suspension of the Council, appointment of one or more commissioners and a formal inquiry into a particular Local Government, all of which impart significant cost to public funds, reduce trust in Government generally, and deprive a community of democratic representation while the inquiry is underway.

Secondly, the decline in service from the Department of Local Government to the Local Government sector represents a cost shift from the State to Local Government. WALGA has, over the past ten years, enhanced its governance and advice service offering to Local Governments, in part to fill the gap left by the State.

While WALGA is well placed to provide advice, support and capacity building initiatives for and on behalf of the Local Government sector, as a membership-based organisation without legislative mandate WALGA is not in a position to intervene in the affairs of a Local Government in the same way that the Department of Local Government can intervene with its legislative backing.

As part of WALGA State Council's deliberations relating to the current Review of the *Local Government Act 1995*, State Council adopted the following position relating to the Department of Local Government's role:

- a) *“Support the continuance of the Department of Local Government, Sport and Cultural Industries as a direct service provider of compliance and recommend the Department fund its capacity building role through the utilisation of third party service providers; and,*
- b) *Call on the State Government to ensure there is proper resourcing of the Department of Local Government, Sport and Cultural Industries to conduct timely inquiries and*

interventions when instigated under the provisions of the Local Government Act 1995.”²¹

The rationale for the position adopted above was listed as follows:

“The addition of item (b) is in recognition of the sector’s response that intervention strategies proposed in the Local Government Act Review (Phases 1 and 2) are only one part of the challenge to providing an adequate response when a breakdown in good governance occurs. The sector seeks both a just and timely resolution when intervention is needed. For the Department to provide a timely response it must be properly resourced to avoid unnecessary delay in the intervention process. Undue delay in determining an outcome and corrective action is also an undue delay in returning good governance to the community of an affected Local Government.”²²

WALGA does not seek to criticise or impugn the commitment and dedication of officers or executives of the Department of Local Government; the issues are systemic and relate to the broader State Government’s commitment to appropriately funding the Department to fulfil its capacity building, regulatory, compliance and early intervention mandate.

Other Related Legislation

In addition to the requirement to administer the Local Government Act, Local Governments are directly affected by other state legislation such as the following:

- Aboriginal Heritage Act
- Agriculture and Related Resources Protection Act
- Animal Welfare Act
- Aquatic Resources Management Act
- Auditor General Act
- Biosecurity & Agricultural Management Act
- Biodiversity Conservation Act
- Building Act
- Building and Construction Industry Training Fund and Levy Collection Act
- Building Service (Complaint Resolution and Administration) Act
- Bush Fires Act
- Caravan Parks & Camping Grounds Act
- Cat Act
- Cemetery Act
- Child Care Services Act

²¹ WALGA (2019b) p25

²² WALGA (2019b) p25-26

- City of Perth Act
- Commercial Tenancy (Retail Shops) Agreements Act
- Conservation and Land Management Act
- Contaminated Sites Act
- Control of Vehicles (Off-road Areas) Act
- Corruption, Crime and Misconduct Act
- Country Housing Act
- Criminal Code Act Compilation Act 1913
- Defamation Act
- Disability Services Act
- Dividing Fences Act
- Dog Act
- Electoral Act
- Emergency Management Act
- Environmental Protection Act
- Equal Opportunity Act
- Fire Brigades Act
- Fire and Emergency Services Act
- Food Act
- Freedom of Information Act
- Health (Miscellaneous Provisions) Act
- Heritage Act
- Land Administration Act
- Legal Deposit Act
- Library Board of Western Australia Act
- Liquor Control Act
- Local Government Grants Act
- Local Government (Miscellaneous Provisions) Act
- Main Roads Act
- Marine and Harbours Act
- Mental Health Act
- Metropolitan Redevelopment Authority Act
- Mining Act
- National Redress Scheme for Institutional Child Sexual Abuse Act
- Occupational Safety and Health Act
- Planning & Development Act
- Port Authorities Act
- Public Health Act
- Public Interest Disclosure Act
- Public Transport Authority Act
- Public Works Act
- Rates and Charges (Rebates and Deferments) Act

- Regional Development Commissions Act
- Residential Tenancies Act
- Residential Parks (Long-stay Tenants) Act
- Retail Trading Hours Act
- Retirement Villages Act 1992
- Rights in Water and Irrigation Act
- Road Traffic Act
- Road Traffic (Administration) Act
- Royalties for Regions Act
- Salaries and Allowances Act
- Soil and Land Conservation Act
- State Administrative Tribunal Act
- State Records Act
- Statistics Act
- Strata Titles Act
- Swan and Canning Rivers Management Act
- Transfer of Land Act
- Trustees Act
- Waste Avoidance and Resource Recovery Act
- Water Services Act
- Waterways Conservation Act
- Workers Compensation and Injury Management Act

The above list relates to State legislation. There is a myriad of Commonwealth legislation that also applies to Local Government.

Roles of Elected Members and Chief Executive Officers

d) The role of elected members and chief executive officers / employees and whether these are clearly defined, understood and accepted

The *Local Government Act 1995* clearly defines the role of a Councillor:

A councillor —

- (a) represents the interests of electors, ratepayers and residents of the district; and*
- (b) provides leadership and guidance to the community in the district; and*
- (c) facilitates communication between the community and the council; and*
- (d) participates in the local government's decision-making processes at council and committee meetings; and*
- (e) performs such other functions as are given to a councillor by this Act or any other written law.*

The role of the Council is generally considered to be strategic in nature, with the Council employing a Chief Executive Officer to manage the day-to-day operations of the Local Government in accordance with the Council's strategic direction.

The role of a Councillor is challenging. Councillors are responsible for overseeing a complex business – that provides a broad range of functions, manages significant public assets, and employs in some cases hundreds of staff – all in a political and publicly accountable environment.

Councillor vs Council

It is also important to acknowledge, contrary to some community understanding, individual Councillors, including the Mayor or President, have little power as individuals. The power and authority of a Councillor only exists as a member of a Council making formal decisions at a legally constituted Council meeting.

The then Department of Local Government and Communities, in guidance for prospective candidates in advance of the 2017 Local Government elections are absolutely clear on this point. The Fact Sheet states:

“Generally, local government council members, who include the mayor, president and councillors, do not have any authority to act or make decisions as individuals. They

*are members of an elected body that makes decisions on behalf of a local government through a formal meeting process.*²³

This may be contrary to community expectations, particularly in relation to the Mayor or President, elected on a mandate to make certain changes or to fulfil certain commitments, which may not be achievable due to the wishes of the Council as a collective.

In Victoria, the review of their Local Government Act addressed this very issue:

*“The role of mayors is not properly understood by the community. Many councillors argue that mayors are ‘first among equals’ and that the role is merely ceremonial—such as representing council at public functions like citizenship ceremonies—as well as chairing council meetings. Out in the community, people often have a completely different view: that the mayor has an important leadership role in council; that they are responsible for holding councillors to account for their actions and have the power to do so; and that they also have broader responsibilities for how the council, including its administration, fulfils its role.”*²⁴

It may be the case that some of the public disquiet about Local Government relates to the misalignment between the public understanding of the role of individual Councillors including the Mayor or President, and the actual role defined by the *Local Government Act 1995*.

Councils are not Boards

There has been some commentary in recent times that Councils are equivalent to a Board of Directors. This misunderstands and misrepresents the fundamental role of Council to make *political* decisions in a *public* setting.

Councillors are very much encouraged to adopt ‘board-like behaviour’ in their deliberations and decision making in Council meetings and their dealings with constituents.

Councillors are community representatives – not professional directors that would be found in the private sector – tasked with a number of complex and often competing roles, such as providing good democratic government, supporting the community, managing places, delivering and maintaining infrastructure, and delivering services efficiently while ensuring rates are kept low.²⁵ Again, these roles are performed in a publicly and contested political environment.

²³ Department of Local Government and Communities (2017)

²⁴ The State of Victoria Department of Environment, Land, Water and Planning (2016), p38

²⁵ Skatssoon (2019)

Training and Professional Development

The complexity of the role, coupled with its public and political nature, demonstrates that training, professional development, capacity building and ongoing advice and support for Elected Members is essential. For this reason, WALGA, as the Local Government sector peak body, has invested significant resources in ensuring training and advice are available to Elected Members at all levels.

WALGA is a Registered Training Organisation (RTO) that offers a range of Nationally-Accredited Elected Member professional development courses that have been designed to provide the essential knowledge and skills to support Councillors to perform their role as defined in the *Local Government Act 1995*.²⁶

With a range of flexible courses to choose from, including a qualification specifically developed to meet the needs of Elected Members in Western Australia, there are a variety of ways for Elected Members to maintain and develop their professional capabilities.

Completion of training and assessment activities from all three Stages of WALGA's Learning and Development Pathway, will result in the achievement of the Diploma of Local Government (Elected Member) qualification. Since 2011, 35 Elected Members have completed the Diploma qualification and there are a further 36 currently enrolled.

Role of the Chief Executive Officer

The *Local Government Act 1995* clearly defines the role of a Local Government Chief Executive Officer:

The CEO's functions are to —

- (a) advise the council in relation to the functions of a local government under this Act and other written laws; and*
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and*
- (c) cause council decisions to be implemented; and*
- (d) manage the day to day operations of the local government; and*
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and*
- (f) speak on behalf of the local government if the mayor or president agrees; and*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and*

²⁶ WALGA (2019)

- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

The Chief Executive Officer is the principal adviser to the Council and assists Elected Members to perform their role by providing advice and information so they can make informed decisions that are legally within the Council's powers while taking account of financial and resource constraints.²⁷

The CEO implements Council's decisions and is answerable to the Council for the performance of the Local Government in delivering services and facilities to the community.²⁸ Employment, management and supervision of all other staff is the responsibility of the CEO, who is responsible for managing operations on a day-to-day basis.

Given the Council has only one employee – the Chief Executive Officer – it is crucial that the Council makes a good decision when employing a CEO, and also that Council is able to effectively manage the performance of the CEO. As Councillors are often community representatives, who may not be experienced or qualified in contemporary human resource management practices, employment, management and performance appraisal of the CEO may be one of the Council's most significant challenges.

The *Local Government Act 1995* requires that performance criteria for the purpose of reviewing the CEO's performance are established. Similarly, development of these performance criteria are crucial for the Council to get right.

For these reasons, WALGA offers an Elected Member training course on CEO Performance Appraisals, and provides Elected Members with significant advice and assistance through the CEO recruitment and performance appraisal cycle.

It is also acknowledged that the recent amendments to the Local Government Act in June 2019 provide for guidelines to be produced for the CEO recruitment and performance review process.

Chief Executive Officer Remuneration

At times, there has been uninformed commentary in the public realm about the pay of Chief Executive Officers in the Local Government sector. The remuneration of Chief Executive Officers is subject to a determination every year by the Salaries and Allowances Tribunal,

²⁷ WALGA (2019a)

²⁸ WALGA (2019a)

the same body that determines the pay and conditions for Members of Parliament, senior executives of Government Trading Entities such as Synergy and the Water Corporation, and Judges and Magistrates.

The Salaries and Allowances Tribunal's process for determining CEO remuneration is transparent and well-established.

To criticise Local Government CEOs for 'earning more than the Premier', which seems to be a common trope among the uninformed, is misguided. The Premier occupies a political office; a Local Government CEO occupies an executive management administrative office and is often responsible for management of significant sums of public money.

In the case of large metropolitan Local Governments, the Chief Executive Officer may be responsible for an organisation with \$170 million in annual revenue and 1,000 employees. To suggest that someone with such responsibility would not command a significant remuneration package is naïve and misguided.

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Funding and Financial Management

e) *The funding and financial management of local governments*

The removal of constraints to Local Government revenue capacity is a critical success factor for an improved system of Local Government in Western Australia.

The place of Local Government in Australia's Federation and in the context of the vertical fiscal imbalance has been well documented and well researched. The revenue constraints impacting on Local Government in virtue of its role in the Federation is perhaps best summarised by the Systemic Sustainability Study Panel:

"The positioning of Australian Local Government in jurisdictional roles, determined by State legislation and with revenue sourced from State and Commonwealth sources along with own-source rates and charges, provides significant scope for role and funding tensions between the three levels of government."²⁹

This tension sometimes manifests in commentary about Local Government rate setting, which occasionally degenerates to a discussion about the merits or otherwise of specific rate increases. A debate of this nature can be destructive; rate rises above the consumer price index may be essential for a number of reasons, and may be a manifestation of a democratic mandate for the Local Government to provide specific services to a certain level of service.

Rates are Local Governments' only taxation mechanism available to fund the myriad of services expected by the community. This is because other sources of income are subject to varying degrees of control by other spheres of government: fees and charges may be set or capped by regulation and not increased over time and grants and transfers are not subject to Local Government control. Secondly, due to a large infrastructure backlog, there is a need for Local Governments to raise sufficient revenue to fund future obligations for infrastructure replacement and renewal. Failure to do this represents an inequitable transfer of liabilities to future generations of ratepayers.

A significant infrastructure backlog is a tangible manifestation of Local Governments' revenue constraints. In 2017-18 there was a \$136 million shortfall between the \$717 million estimated to be required to maintain the road network in its current condition and the \$584 million that was spent by Local Governments on road preservation. This gap has grown by around \$48 million per year over the past five years. The gap between actual and required expenditure on roads is largest in the Wheatbelt region and has been for many years. The cumulative effect of this is clear in road condition data across the network, where between 20 and 25 percent of the sealed roads are in a poor or very poor condition. This challenge is not able to be resolved by Local Governments alone. In the Wheatbelt South Region it has been calculated that, in aggregate, Local Governments would have to spend 100 percent of their

²⁹ WALGA (2006) p19

revenue raising capacity (a theoretical maximum calculated by the WA Local Government Grants Commission) in addition to the grants received in order to meet their road preservation needs. The increased service levels required by high productivity vehicles (over-mass, road trains) add to the challenges faced by Local Governments in these regions.

Remote regions are heavily dependent on Federal and State Governments to fund road maintenance and renewal. In the Gascoyne Region, around 90 percent of road funding is from Federal and State Governments, and in the Kimberley around 80 percent of funding is from Federal and State Governments.

Beyond acknowledging Local Government's place in Australia's Federal system of Government, characterised by a significant vertical fiscal imbalance, there are some practical reforms that would enhance the revenue capacity of Local Governments and improve equity in the community.

Rates

Rates, which represent Local Governments' only tax instrument and primary form of own-source of revenue, are a tax on wealth, not tied to any specific services, but rather used to fund a broad range of community facilities and services.³⁰

Local Government is a legitimate and essential sphere of Government with the democratically enshrined mandate to raise revenue through rates to fund infrastructure and services for the benefit of their community.

Councils' deliberative rate setting processes reference their Integrated Planning Framework – a thorough strategic, financial and asset management planning process – and draw upon the community's willingness and capacity to pay.

The Henry Tax Review puts forward five key principles that the tax system should seek to address:³¹

1. Equity
2. Efficiency
3. Simplicity
4. Sustainability
5. Policy Consistency

It can be seen in the following table that rates perform well when assessed against the principles of taxation.

³⁰ Deloitte Access Economics (2013)

³¹ Commonwealth of Australia (2010)

Principle	Definition³²	How rates perform
Equity	The tax and transfer system should treat individuals with similar economic capacity in the same way, while those with greater capacity should bear a greater net burden. Further, the tax system should be progressive.	As rates are directly related to property value, those with higher valued properties will pay more in rates than those with lower valued properties in the same jurisdiction.
Efficiency	The tax and transfer system should raise and redistribute revenue at the least possible cost to economic efficiency and with minimal administration and compliance costs.	Rates are a relatively efficient tax as they are unlikely to substantially affect economic decision-making. In fact, the Henry Tax Review contends that “the estimated welfare losses of municipal rates and land tax are lower than, or similar to, those of the GST, and a lot lower than for personal tax on labour income and company income tax.” ³³
Simplicity	The tax and transfer system should be easy to understand and simple to comply with.	Rates are simple, easy to understand, easy to comply with, and difficult to avoid.
Sustainability	A principal objective of the tax system is to raise revenue to fund government programs... [and] should have the capacity to meet the changing revenue needs of government on an ongoing basis.	Rates are sustainable. As a tax on land, which is immobile, revenue from rates is relatively fixed when compared to other forms of taxation.
Policy Consistency	Tax and transfer policy should be internally consistent.	Rates are not inconsistent with other forms of taxation and there is a direct link between rates and services provided to the property and the broader community.

³² Commonwealth of Australia (2010)

³³ Commonwealth of Australia (2010),

http://www.taxreview.treasury.gov.au/content/FinalReport.aspx?doc=html/publications/papers/Final_Report_Part_1/chapter_1.htm#Chart_1_5

Rate Exemptions

Rating exemptions undermine the efficacy of rates in relation to the criteria outlined in the table above.

Exemptions from rates represent significant revenue leakage for Local Governments and this transfers the rate burden to remaining ratepayers. The Local Government sector supports a broad review into the justification and fairness of all rating exemption categories currently prescribed under section 6.26 of the *Local Government Act 1995*. Rate exemptions can be particularly perverse where commercial operations are clearly evident.

To understand the impact of ratings exemptions on the sector, WALGA conducted a survey of its members during July 2018. The survey sought to quantify the impact of ratings exemptions during the 2017-18 financial year.

Some 100 Local Governments responded to the survey, representing Local Governments of all sizes and from across both metropolitan and regional WA. 30 respondents were from the metropolitan area, 63 were from regional WA, and the remainder did not state their location.

The total value of revenue foregone in 2017-18 as a result of ratings exemptions was \$45,633,541. This represents approximately two percent of total rates revenue (based on 2016-17 figures). The impost of rates exemptions was relatively evenly spread across the sector, with the largest share of revenue forgone attributed to the City of Stirling (11 percent) and City of Greater Geraldton (9 percent).

In dollar terms, the largest overall financial impost to the sector from rating exemptions related to land used exclusively for charitable purposes (\$16,564,788), followed by crown land (\$7,522,264), and land used as a non-government school (\$7,247,816). It is noted that some Local Governments had difficulties accessing gross rental values for crown land and so the revenue forgone is potentially much higher.

The most common type of property that was exempt from rating during the 2017-18 financial year was land which is property of the crown (13,905 properties). This was followed by land used exclusively for charitable purposes (2,919 properties) and land owned by a regional local government (2,811 properties).

Charitable Purposes Rating Exemption

Of particular concern to the Local Government sector is the rate exemption relating to charitable purposes. In 2005, the Local Government Advisory Board inquired into the

operation of section 6.26(2)(g) of the *Local Government Act 1995*.³⁴ This section provides that “land used exclusively for charitable purposes” is exempt from Local Government rates.

In principle, this section of the Act is supported by the Local Government sector. Clearly, Local Government, like any sphere of government, ought to continue to play a role in supporting and encouraging charitable organisations in their work for the benefit of the community. Accordingly, advocacy by the Local Government sector for legislative amendments relating to this section of the Act should not be misinterpreted as disregard for the positive work of charities in the community.

The Local Government sector contends that exemptions under this section of the Act have extended beyond the original intention and now provide rating exemptions for non-charitable purposes, which increase the rate burden to other ratepayers.

The most prominent example of this is the exemption provided under this section of the Act to Independent Living Units (ILU), which is well documented in the Local Government Advisory Board’s Report.³⁵ It was estimated by the Local Government Advisory Board that approximately \$3 million of revenue was foregone by Local Governments in 2005 as a result of this section of the Act.³⁶ This figure has significantly increased since the Advisory Board’s report published over a decade ago, with WALGA’s 2018 survey of Local Governments suggesting that \$16.5 million of rate revenue is forgone due to the charitable purposes rate exemption.

If this issue is not addressed, the rate burden on other ratepayers will continue to increase as the demand for Independent Living Units increases as the population ages.

The Local Government Advisory Board recommended in 2005 that Independent Living Units should not be exempt from rates.³⁷ The Legislation Reform Working Group recommended in 2010 that Independent Living Units should not be exempt from rates.³⁸ WALGA’s policy position on this issue is that the *Local Government Act 1995* should be amended to remove the rate exemption for Independent Living Units. There may be an argument for exemptions to be granted by State or Federal legislation. Examples include exemptions granted by the Commonwealth *Aged Care Act 1997* and group housing for the physically and intellectually disabled which is supported under a government scheme such as a Commonwealth-State Housing Agreement or Commonwealth-State Disability Agreement.

The sphere of government that determines that exemptions should be granted should fund the exemption. This will ensure that funding the revenue shortfall will be equitably and

³⁴ Local Government Advisory Board (2005)

³⁵ Local Government Advisory Board (2005) p14-22

³⁶ Local Government Advisory Board (2005) p3

³⁷ Local Government Advisory Board (2005) p22

³⁸ Legislation Reform Working Group (2010) p2

appropriately distributed amongst taxpayers. For example, the State Government have a compensatory fund of this nature relating to pensioner discounts for the payment of rates.

The *Local Government Act 1995* needs to be amended to provide clarification on rating of land used for charitable purposes.

Rate Equivalency Payments

A similar issue relates to rate exemptions for State Government trading entities.

A particular example is the exemption granted to LandCorp by the *Land Authority Act 1992*. In 1998, the Act was amended to include provisions for LandCorp to pay the Treasurer an amount equal to that which would have otherwise been payable in Local Government rates, based on the principle of 'competitive neutrality'.

This matter is of serious concern to Local Governments with significant LandCorp holdings in their district. The shortfall in rates are effectively paid by other ratepayers, which means ratepayers have to pay increased rates because LandCorp has a presence in the district.

The current situation involving the Perth Airport demonstrates that such a system is appropriate and can work in practice. In this case, the Commonwealth Government requires the lessee to make a rate equivalency payment to the relevant Local Government and not the Commonwealth. There is no reason why a similar system cannot be adopted for State Government Trading Entities.

State Agreement Acts

Before the 1980s, State Government conditions of consent for major resources projects in WA included the requirement for purpose-built towns in close proximity to project sites. These conditions were detailed in State Agreement Acts, which are essentially contracts between the State Government and proponents of major resources projects that are ratified by the State Parliament.

The requirement to provide community services and infrastructure meant State Agreement Acts typically included a Local Government rating restriction clause. Many of these towns have since been 'normalised' due to Local Governments, the State Government and utility providers assuming responsibility for services and infrastructure.

In 2011, the State Government introduced a new policy on 'the application of Gross Rental Valuation to mining, petroleum and resource interests' (the GRV mining policy). The policy would apply for a 3 year trial period from 1 July, 2012. The trial period was recently extended until 30 September, pending the outcomes of a review of the policy. The primary objectives

of the policy were to clarify the circumstances where Local Governments could apply GRV rating to mining land and enable the use of GRV rating on new (i.e., initiated after June 2012) mining, petroleum and resource interests. This included the application of GRV rating to new State Agreement Acts.

However, existing State Agreement Acts continue to restrict Local Government rating. Local Governments can only rate projects covered by existing Agreements in the unlikely event of 'both parties agree[ing] to adopt the policy'. Alternatively, the State Government has also stated that 'projects that operate under existing State Agreements and currently exempt from rates may apply the policy as part of their respective Agreement Variation processes with the Department of State Development during the trial period'. Again, this statement suggests it is unlikely that the rating exemptions will be removed for existing State Agreements since variations are infrequent and there is no real requirement to remove the exemptions.

Rating exemptions on State Agreement Acts mean that Local Governments are denied an efficient source of revenue. There are also equity issues associated with the existing exemptions since they only apply to a select group of mining companies whose projects are subject to older State Agreement Acts. Removing the rates exemption clauses from the pre-July 2012 State Agreement Acts would provide a fairer outcome for all other ratepayers, including the proponents of new resources projects.

Restrictions on Borrowings

Another Local Government finance issue is a disincentive for Local Government investment in community infrastructure due to borrowing restrictions in the *Local Government Act 1995*. Section 6.21(2) states that a Local Government can only use its 'general funds' as security for borrowings to upgrade community infrastructure, and is restricted from using its assets to secure its borrowings.

This provision severely restricts the borrowing capacity of Local Governments and reduces the scale of borrowing that can be undertaken to the detriment of the community.

This is particularly relevant since the Global Financial Crisis. Treasury now requires member Local Governments to show as contingent liabilities in their balance sheet their proportion of contingent liabilities of the Regional Local Government of which they are a member. Given that the cost of provision of an Alternative Waste Disposal System is anything up to \$100 million, the share of contingent liabilities for any Local Government is significant. Even under a 'Build-Own-Operate' financing method, the unpaid (future) payments to a contractor must be recognised in the balance sheet of the Regional Local Government as a contingent liability.

This alone is likely to prevent some Local Governments from borrowing funds to finance its own work as the value of contingent liabilities are taken into account by Treasury for borrowing purposes.

Fees and Charges

Fees and charges are, on average, the second largest source of Local Government discretionary revenue.³⁹ Local Governments are able to charge users for specific, often incidental, services. Examples include dog registration fees, fees for building approvals and swimming pool entrance fees.

In some cases, Local Governments will recoup the entire cost of providing a service or even make a profit. In other cases, user charges may be set below cost recovery to encourage a particular activity with identified community benefit, such as sporting ground user fees or swimming pool entry fees.⁴⁰

Currently, fees and charges are determined according to three methods:

- By legislation
- With an upper limit set by legislation⁴¹
- By the Local Government.

Fees determined by State Government legislation are of particular concern to Local Governments and represent significant revenue leakage. Examples of fees and charges of this nature include dog registrations fees, town planning fees and building permits. Since Local Governments do not have direct control over the determination of fees set by legislation, this revenue leakage is recovered from rate revenue.

Under the principle of 'general competence' there is no reason why Local Governments should not be empowered to make decisions regarding the setting of fees and charges for specific services.

There may be an argument that certain fees and charges should be consistent across the State or the metropolitan area; however it is not clear why dog registration fees, as an example, should be the same in every Local Government area. Local Governments in most other states are able to set animal registration fees.

Car registration fees are not the same in every State and few would argue they ought to be; setting fees, charges and tax rates is a core function of government and Local Governments, as a legitimate sphere of government, should be able to make policy decisions regarding their services and revenue streams.

Councils should be empowered to make policy decisions regarding user-paid services provided by the Local Government.

³⁹ WALGA (2008) p80

⁴⁰ WALGA (2008b) p81

⁴¹ See Section 6.17(3) of the *Local Government Act 1995*

Grants

Grants and transfers from other spheres of Government are the other main revenue source for Local Government. Financial Assistance Grants, provided by the Commonwealth and distributed by the State Government's Local Government Grants Commission are a key funding source for many Local Governments.

The Department of Local Government, Sport and Cultural Industries website explains Financial Assistance Grants:

“Local Government Financial Assistance Grants funded by the Commonwealth Government are distributed among 137 local governments in Western Australia each year. The grants are the State's entitlement for financial assistance from the Commonwealth Government, paid in equal quarterly instalments for a financial year, under the Australian law, Local Government (Financial Assistance) Act 1995. The distribution of Financial Assistance Grants is for local government purposes, to achieve equitable levels of services by reasonable effort.

Western Australia's share of Commonwealth funding for 2018-19 is \$293,275,889, which equals 11.93 per cent of the national allocation of \$2.457 billion. The allocation has increased from \$287.355m. The funding is untied; there are no conditions on how the funds should be spent. The amount is divided into two parts, a general purpose component and a local roads component.”⁴²

Particularly for smaller, more remote Local Governments, financial assistance grants can comprise of a significant portion of revenue. As the Australian Local Government Association (ALGA) notes, Financial Assistance Grants are particularly important in areas with a low rate base, and/or high growth rate, and rapidly expanding service and infrastructure needs.⁴³

Local Governments in Western Australia strongly support ALGA's advocacy campaign to restore Financial Assistance Grants to one percent of Commonwealth taxation revenue, which was the level of funding provided in 1996.⁴⁴ Since then, despite the Australia's Gross Domestic Product growing strongly, Financial Assistance Grants funding has eroded to now represent approximately 0.55 percent of Commonwealth taxation revenue.⁴⁵

This decline in revenue support from the Commonwealth coincides with the responsibilities and demands of Local Government increasing as the State Government reduces services to address budget issues and Local Government seeks to address the infrastructure backlog, which improves the economic capacity of Western Australia's communities.

⁴² Department of Local Government, Sport and Cultural Industries (2019)

⁴³ ALGA (2019)

⁴⁴ ALGA (2019a)

⁴⁵ ALGA (2019a)

Other Related Matters

- f) Any other related matters the select committee identifies as worthy of examination and report*

Transparency and Accountability

Local Government is a unique combination of a complex organisation, operating in the public realm with significant transparency and accountability requirements.

Appropriately, given Local Government's role as steward of public assets and public funds, there is a high level of public scrutiny related to Local Government operations and decision-making. In particular, Council meetings, with limited exceptions, are open to the public, and community members can avail themselves of public question time at Council meetings. Further, Local Governments are required to hold a public meeting of electors annually, and members of the community are able to petition for special electors meetings to be held to address specific issues.

In addition, the role of an Elected Member includes a role in facilitating communication between the community and the Council. Elected Members are generally approachable and make themselves available to be contacted about community issues in person at events or via telephone, email or social media. Information, including agendas and minutes, is available on each Local Government's website, meaning that Council decisions are generally accessible.

Local Governments embrace accountability, openness and transparency. Accusations to the contrary are fundamentally misguided, given the existing legislative transparency requirements coupled with Local Government practice that enhances transparency even further.

A prime example of Local Government's culture of openness is highlighted by the commencement of performance audits by the Office of the Auditor General. Despite the resource requirement in facilitating an audit of this nature, Local Governments have embraced the opportunity for an independent agency to access their organisation and provide recommendations on how performance can be improved to reduce risk or enhance efficiency or effectiveness.

The performance audits conducted by the Office of the Auditor General are not only relevant to the subset of Local Governments chosen for audit, but also provide learnings for other Local Governments. It is a credit to the Local Government sector that the performance audits have been welcomed by Local Governments, and not resisted.

State Local Government Partnership Agreement

In August 2017, the following State and Local Government sector leaders signed the Western Australian State Local Government Agreement:⁴⁶

- Premier – Hon Mark McGowan MLA;
- Minister for Local Government – Hon David Templeman MLA;
- President, WALGA – Cr Lynne Craigie; and,
- President, Local Government Professionals Australia WA – Mr Jonathan Throssell.

The objectives of the partnership agreement are to facilitate the State Government and the Local Government sector working together to enhance communication and consultation between the two spheres of Government, and to provide good governance for the people of Western Australia.

Importantly, the Agreement sets out a communication and consultation framework that commits the State Government to thoroughly consulting with the Local Government for 12 weeks for proposals that “will have a significant impact on Local Government responsibilities or operations.”⁴⁷

Further, the Agreement establishes the State and Local Government Partnership Group comprising the following State and Local Government leaders:

- Premier;
- Treasurer;
- Minister for Local Government;
- Minister for Planning / Transport;
- WALGA President;
- LG Professionals President; and,
- Such other Ministers and Local Government representatives as appropriate to the subject matter on the agenda.

The Partnership Agreement provides opportunities for both the State Government and the Local Government sector.

For the Local Government sector, the commitment to consultation timeframes and regular, formal access to key Government leaders, such as the Premier and Treasurer, are important.

For the State Government, there are opportunities to leverage Local Government’s reach in every community in Western Australia in the pursuit of State Government objectives.

⁴⁶ Government of Western Australia, Local Government Professionals Australia WA, and WALGA (2017)

⁴⁷ Government of Western Australia, Local Government Professionals Australia WA, and WALGA (2017)

For example, WALGA commissioned a piece of work to review the WA Plan for Jobs and provide information to Local Government about opportunities for leveraging the State's work in this space.⁴⁸ This provided Local Governments with options and opportunities at the regional and local level, allowing Local Governments to develop their local and regional economies in line with State objectives.

Similarly, as part of the Review of the Local Government Act, WALGA partnered with the Department of Local Government, Sport and Cultural Industries to host workshops around Western Australia leveraging WALGA's Zones to provide consolidated input into the State's review process.

State Industrial Relations Review

WALGA would like to draw the Committee's attention to the ongoing State Industrial Relations Review.

Although there is a State Local Government Partnership Agreement, there are times when there are differing views on particular issues. The recent Ministerial review of the WA Industrial Relations system is a case in point.

This particular example is where the State Government are proposing an agenda that disadvantages the Local Government sector.

The WA State Government has undertaken a review of the WA Industrial Relations System. The review considered as part of the Terms of Reference (Item 8) whether Local Government employers and employees in WA should be regulated by the State Industrial relations system.

Currently 88 percent of Local Governments are in the federal system which represents 93 percent of all employees in the WA Local Government sector.

The State Government has endorsed the following recommendations:

- *Local Government employers and employees be regulated by the State industrial relations system.*
- *To facilitate this recommendation, the State Government introduce legislation into the State Parliament that declares, by way of a separate declaration, that each of the bodies established for a Local Government purpose under the Local Government Act 1995 (WA) is not to be a national system employer for the purposes of the 2018 IR Act.*

⁴⁸ WALGA (2018)

- *If the declaration is passed by the State Parliament, the State expeditiously attempt to obtain an endorsement under s 14(2)(c) and s 14(4) of the FW Act by the Commonwealth Minister for Small and Family Business, the Workplace and Deregulation, to make the declaration effective (the endorsement).*

WALGA's position, after a thorough consultation process with the sector, is the legislation **should not be** imposed prescribing that Local Governments be exclusively regulated by the State IR system.

After more than a decade operating in the Federal system, Local Governments have become used to a modernised Industrial Relations system, with the National Employment Standards, as well benefiting from the Award Modernisation process. State Awards have not been reviewed, updated or modernised during this time, nor has there been any significant changes made to the way the State IR system operates.

The State Government has advised that they will not be carrying out a modernisation process of the State IR system.

Ultimately, this political decision will have a significant impact on the Local Government sector and result in Local Governments undertaking a review of the viability of services and operations provided to determine if they are viable.

WALGA is of the view that Local Government employers and employees in WA should not be exclusively regulated by the State IR system.

Conclusion

WALGA would like to take the opportunity to thank the Committee for considering this submission.

As this submission demonstrates, Local Governments, across the breadth and width of Western Australia, deal with a wide range of issues and strive to provide efficient services and effective democratic representation on behalf of their constituents and communities.

This Committee Inquiry presents a tremendous opportunity for best practice and innovation to be highlighted. While no Local Government is perfect, WALGA contends that the Local Government sector contains countless examples of dedicated Elected Members, executives and staff striving to achieve positive outcomes on behalf of the community.

WALGA President, Cr Lynne Craigie OAM, and Chief Executive Officer, Nick Sloan, would welcome the opportunity to present to the Committee on the matters contained in this submission or any other matters relevant to the Inquiry.

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WALGA

WORKING FOR LOCAL GOVERNMENT

Cooperation & Shared Services

JUNE 2019



Contents

Regional Cooperation	04
Shared Services	09
Current Shared Services	
Building	12
Community Services and Community Development	13
Economic Development	14
Emergency Management	15
Environmental Health	16
Financial	17
Health and Aged Care	18
ICT/Communications	18
Landcare and Environmental Management	19
Library	20
Ranger	21
Records Management	22
Waste Management	23
Planning	24
Procurement	24
Tourism	25
Other	29
Inter Agency Collaboration	30
Mechanisms for Cooperation and the Provision of Shared Services	31



June 2019

Local Governments in Western Australia have a strong history of working collaboratively to maximise resources to deliver outcomes that would be difficult to achieve alone.

They do this in a number of ways, through formal legislative arrangements for specific services such as Regional Councils, through less formal governance arrangements such as Voluntary Groups of Local Governments (VROCs) for regional planning and projects, and by using a range of other arrangements such as Incorporated Bodies, Memorandums of Understanding and Service Delivery Agreements on a fee for service basis for specific services or functions.

They have access to a range of governance arrangements ranging from formal legislative structures to less formal and ad hoc arrangements which together provide Local Governments with flexibility and scalability relative to risk, scope, capacity and capability and the collaborating Local Governments.

It is important to note that Local Governments also actively seek to work collaboratively with Government agencies, industry, local business and civil society in delivery community outcomes. Across regional WA, Local Governments work closely with Regional Development Commissions and regional offices of the Commonwealth's Regional Development Australia (RDA) network to undertake regional planning, develop regional projects and leverage State and Federal funding.

This compilation of Cooperation and Shared Services across Western Australia is a result of information gathering from the sector and may not be exhaustive.

Any additions or corrections should be sent to Tony Brown at tbrown@walga.asn.au



Regional Cooperation

Regional Councils can be established under section 3.61-3.68 of the Local Government Act 1995 for formal entities that operate with the same governance requirements as Local Governments. Regional Councils were established primarily to provide regional waste services, however some have gradually diversified the provision of service delivery to their member Councils.

Regional Local Governments

Eastern Metropolitan Regional Council (EMRC)	Western Metropolitan Regional Council
Bassendean	Claremont
Bayswater	Cottesloe
Belmont	Mosman Park
Kalamunda	Peppermint Grove
Mundaring	Subiaco
Swan	Bunbury Harvey Regional Council
Rivers Regional Council	Harvey
Armadale	Bunbury
Gosnells	Murchison Regional Vermin Council
Mandurah	Cue
Murray	Meekatharra
Serpentine-Jarrahdale	Mt Magnet
South Perth	Sandstone
South Metropolitan Regional Council (SMRC)	Yalgoo
Cockburn	Mindarie Regional Council
East Fremantle	Cambridge
Fremantle	Joondalup
Kwinana	Perth
Melville	Stirling
Tamala Park Regional Council	Victoria Park
Cambridge	Vincent
Joondalup	Wanneroo
Perth	
Stirling	
Victoria Park	
Vincent	
Wanneroo	



Regional Cooperation

A number of voluntary organisations of Councils have been established to work collaboratively for regional planning and shared projects that benefit a region. Governance arrangements can vary, but most operate under a memorandum of understanding with administrative support provided by the members Councils.

Voluntary Regional Organisation of Councils

4WDL VROC	NEWROC (North Eastern Western Wheatbelt)
Lake Grace	Koorda
Wagin	Mount Marshall
West Arthur	Mukinbudin
Williams	Nungarin
Woodanilling	Trayning
Dumbleyung	Wyalkatchem
AROC (Avon)	ROEROC – Roe District
Chittering	Corrigin
Dowerin	Kondinin
Goomalling	Kulin
Northam	Narembeen
Toodyay	EAVROC
Victoria Plains	Cunderdin
CMVROC (Central Midlands)	Tammin
Dalwallinu	Quairading
Moora	SEAVROC – South East Avon
Victoria Plains	Beverley
Wongan Hills	Brookton
GVROC (Goldfields)	York
Coolgardie	WEROC – Wheatbelt East
Dundas	Bruce Rock
Esperance	Kellerberrin
Kalgoorlie-Boulder	Merredin
Laverton	Westonia
Leonora	Yilgarn
Menzies	CAPEROC – Cape Naturaliste & Cape Leeuwin
Ngaanyatjarraku	Augusta-Margaret River
Ravensthorpe	Busselton
Wiluna	



Regional Cooperation

Voluntary Regional Organisation of Councils Continued

Southern Link VROC	Kimberley Regional Group
Cranbrook	Broome
Kojonup	Derby-West Kimberley
Plantagenet	Halls Creek
Broomehill-Tambellup	Wyndham-East Kimberley
WESROC – Western Suburbs	
Claremont	
Cottesloe	
Mosman Park	
Peppermint Grove	
Nedlands	
Subiaco	



Regional Cooperation

Some Local Governments have established and participate in other forums, most commonly incorporated bodies, and often with an economic development focus. Some forums include other stakeholders apart from Local Governments.

Other Cooperative Bodies & Forums

South Coast Alliance Inc.	Peron Naturaliste Partnership
Albany	Bunbury
Denmark	Busselton
Plantagenet	Capel
Hotham Williams Economic Development Alliance	Dardanup
Boddington	Harvey
Wandering	Mandurah
Williams	Murray
WA Regional Capitals Alliance	Rockingham
Albany	Waroona
Broome	Growth Alliance Perth and Peel (GAPP)
Bunbury	Armadale
Greater-Geraldton	Cockburn
Kalgoorlie-Boulder	Gosnells
Karratha	Kwinana
Port Hedland	Mandurah
Northam	Rockingham
Central East Aged Care Alliance Collaboration for the provision of independent living units in all shires through an incorporated body	Serpentine-Jarrahdale
Bruce Rock	Swan
Kellerberrin	Wanneroo
Koorda	Warren Blackwood Alliance of Councils
Merredin	Bridgetown-Greenbushes
Mt Marshall	Donnybrook-Balingup
Mukinbudin	Manjimup
Nungarin	Nannup
Trayning	
Westonia	
Wyalkatchem	
Yilgarn	



Regional Cooperation

Other Cooperative Bodies & Forums Continued

Innovation Central Midlands	Wheatbelt South Aged Housing Alliance (WSAHA)
Moora	Wickepin
Dalwallinu	Cuballing
Wongan-Ballidu	Corrigin
Cockburn Sound Coastal Alliance	Kondinin
Cockburn	Kulin
Fremantle	Narembeen
Kwinana	Narrogin
Rockingham	Wandering
MZSG (Murchison Zone Strategy Group) MEG (Murchison Executive Group)	South West Group
Cue	Cockburn
Meekatharra	East Fremantle
Mt Magnet	Fremantle
Murchison	Kwinana
Sandstone	Melville
Yalgoo	Rockingham



Shared Services

Many Local Governments across Western Australia work collaboratively with other Local Governments to maximise their resources for the delivery of specific services.

Arrangements may be ad hoc or more formalised through contracts and shared service arrangements, often on a fee for service basis.

In 2018 WALGA undertook a project to identify where Local Governments across the State are working collaboratively with each other to maximise their resources. Forty nine valid responses were received across a wide range of areas including:



BUILDING SERVICES



FINANCIAL SERVICES



PLANNING SERVICES



COMMUNITY SERVICES



HEALTH AND AGED CARE SERVICES



PLANT & EQUIPMENT



ECONOMIC DEVELOPMENT



ICT & COMMUNICATIONS



RANGER SERVICES



RECORDS MANAGEMENT



EMERGENCY MANAGEMENT



LANDCARE AND ENVIRONMENTAL MANAGEMENT



TOURISM



ENVIRONMENTAL HEALTH



LIBRARY SERVICES



WASTE MANAGEMENT



Shared Services

Although not exhaustive, the following summary provides a snapshot of the range and longevity of many collaborative arrangements in operation that often respond to capacity challenges. This demonstrates how Local Government as a sector has been consistently looking for innovative ways to create efficiencies, improve productivity, and deliver important services to their communities.



LOCAL GOVERNMENTS IDENTIFIED THE FOLLOWING BENEFITS OF COOPERATION:

Access to cost effective additional expert staff resources

Increased sharing of knowledge and expertise improves decision-making

Maximising human, capital and financial resources on an 'as needs' basis

Increased success with grant funding applications

Stronger advocacy and negotiating position

Ability to provide important services that would be otherwise unaffordable



DESPITE THE BENEFITS, THE FOLLOWING CHALLENGES WERE IDENTIFIED:

Resources required or initial start-up of a cooperative arrangement including time, money, shared expectations, agreement on deliverables

Establishing systems and processes

Travel distances for shared staff

Dealing with conflict

Parochialism



Shared Services



KEY SUCCESS FACTORS:

Formalising governance and service delivery arrangements

Meeting legislative and compliance requirements

Shared commitment at all levels (political and administrative)

Consistent communication and messaging

Flexibility

Access to professional staff

Community satisfaction with outcomes

Council satisfaction with outcomes



OTHER AREAS TO EXPLORE COOPERATION OPPORTUNITIES WERE IDENTIFIED AS:

Asset Management

Road Maintenance

Community Development



THE SECTOR WOULD APPRECIATE ASSISTANCE WITH:

Model Agreement/Template Contracts

Facilitation of regional cooperation

Shared portal of useful resources and case studies



Current Shared Services

Building Services

LEAD LOCAL GOVERNMENT	PARTICIPATING LOCAL GOVERNMENTS	DESCRIPTION	GOVERNANCE MECHANISM	YEARS OPERATING
Albany	Jerramungup	Provision of Building Services by City of Albany	Service Agreement with Fee for Service	
Chittering	Chittering Gingin	Provision of Building Services by Shire of Chittering	Service Agreement with Fee for Service	< 2
Cottesloe	Cottesloe Peppermint Grove	Provision of Building Services by Town of Cottesloe	Service Agreement with Fee for Service	2-5
Cuballing	Cuballing Broomehill-Tambellup Gnowangerup Katanning	Provision of Building Services by Shire of Cuballing	Service Agreement with Fee for Service	2-5
Dandaragan	Coorow Cocos-Keeling	Provision of Building Services by Shire of Dandaragan	Service Agreement with Fee for Service	Coorow 2 Cocos 1
Greater Geraldton	Greater Geraldton Carnamah Carnarvon Northampton Perenjori Morawa Three Springs Mingenew Shark Bay Irwin	Provision of Building Services by City of Greater Geraldton	Memorandum of Understanding	< 2
Kalamunda	Kalamunda Bruce Rock Corrigin Narembeen Wandering	Provision of Building Services by Shire of Kalamunda	Memorandum of Understanding	2-5
Kojonup	Kojonup Cranbrook	Provision of Building Services by Shire of Kojonup	Shared Service with Fee for Service	< 3
Leonora	Leonora Laverton Menzies	Provision of Building and Environmental Health Services by Shire of Leonora	Shared Service with Fee for Service	2-5
Murray	Murray Waroona	Provision of Building Services by Shire of Murray	Service Agreement with Fee for Service	< 2
Narrogin	Narrogin Wickepin Kent Woodanilling Dumbleyung	Provision of Building Services by Shire of Narrogin	Service Agreement with Fee for Service	2-10



Current Shared Services

Building Services Continued

LEAD LOCAL GOVERNMENT	PARTICIPATING LOCAL GOVERNMENTS	DESCRIPTION	GOVERNANCE MECHANISM	YEARS OPERATING
Northampton	Northampton Chapman Valley Shark Bay	Provision of Building Services by Shire of Northampton	Agreement with Fee for Service	5-10
Karratha	Karratha Ashburton	Provision of Building Services by City of Karratha	Service Agreement with Fee for Service	2-5
Mt Marshall	Mount Marshall Mukinbudin Nungarin Trayning Wyalkatchem Koorda	Provision of Environmental Health Services includes shared environmental health and building officer	Contracted Shared Service with fee for service operating within NEWROC structure (MOU)	5+
Wagin	Wagin Williams	Provision of Building Services by Shire of Wagin	Service Agreement with Fee for Service	-

Community Services & Community Development

LEAD LOCAL GOVERNMENT	PARTICIPATING LOCAL GOVERNMENTS	DESCRIPTION	GOVERNANCE MECHANISM	YEARS OPERATING
Joondalup & Stirling	Joondalup Stirling	Annual Skate & BMX Event	Memorandum of Understanding	-



Current Shared Services

Economic Development

LEAD LOCAL GOVERNMENT	PARTICIPATING LOCAL GOVERNMENTS	DESCRIPTION	GOVERNANCE MECHANISM	YEARS OPERATING
Shared	Cue Meekatharra Mount Magnet Murchison Sandstone Yalgoo	Regional cooperation on projects that contribute to regional economic development outcomes. Development of the Murchison sub-Regional Economic Development Plan aligned with Midwest Development Commission Regional Blueprint	Murchison Executive Group (MEG) Voluntary Regional Group Murchison Economic Development Strategy	< 2
Joondalup & Wanneroo	Joondalup Wanneroo	Cooperation and liaison between respective Economic Development Units for information sharing, advocacy and cooperation for the region	Ad Hoc	5-10
Toodyay	Toodyay Dowerin Goomalling Northam York	Regional cooperation on projects that contribute to regional economic development outcomes including regional aged care needs, recreation facilities audit, freight network funding, events and distribution of the regional component of the Country Local Government Fund.	Voluntary Regional Group-Avon Regional Organisation of Councils (AROC)	10+
Williams	Williams Woodanilling West Arthur Wagin Lake Grace Kent Dumbleyung	Regional cooperation on projects that contribute to regional economic development outcomes including the construction of well-aged housing across all Shires	Voluntary Regional Group – 4WDL ROC	5-10
Plantagenet	Broomehill-Tambellup Cranbrook Kojonup Plantagenet	Regional cooperation on projects that contribute to regional economic development outcomes including the construction of well-aged housing across all Shires	Southern Link VROC	
Augusta-Margaret River (rotates)	Augusta-Margaret River Busselton	Regional cooperation on projects that contribute to regional economic outcomes	Voluntary Regional Group-Cape ROC	
Shared	Bridgetown-Greenbushes Manjimup Nannup Donnybrook-Balingup Boyup Brook	Development of Residential Prospectus resulting from Talison Lithium Expansion in Greenbushes	Collaboration with South West Development Commission and Talison Lithium	< 2



Current Shared Services

All Local Governments across Western Australia participate in Local Emergency Management Committees and share Local Emergency Management Arrangements in accordance with the Emergency Management Act 2005 in partnership with Department of Fire and Emergency Services (DFES). In addition to their obligations under the Act, many Local Governments work collaboratively to ensure they can meet these obligations and add value to the important task of keeping their communities safe, which often includes the sharing of a Community Emergency Services Manager (CESM) under a Memorandum of Understanding with DFES. The following are initiatives additional to these arrangements.

Emergency Management

LEAD LOCAL GOVERNMENT	PARTICIPATING LOCAL GOVERNMENTS	DESCRIPTION	GOVERNANCE MECHANISM	YEARS OPERATING
Wanneroo	Wanneroo Joondalup Bassendean Kalamunda Mundaring Stirling Swan	Metro North & East Recovery Group for the provision of mutual aid for recovery during emergencies	Partnering Agreement	10+
Shared	Murray Mandurah Rockingham Waroona	Shared emergency recovery activities in case of a regional emergency recovery event	Memorandum of Understanding	2-5
Shared	Karratha East Pilbara Ashburton Port Hedland	Shared emergency recovery activities in case of a regional emergency recovery event	Memorandum of Understanding	-2
Shared	South West Zone of WALGA (12 Local Governments)	Shared emergency recovery activities in case of a regional emergency recovery event	Memorandum of Understanding	5-10



Current Shared Services

Environmental Health

LEAD LOCAL GOVERNMENT	PARTICIPATING LOCAL GOVERNMENTS	DESCRIPTION	GOVERNANCE MECHANISM	YEARS OPERATING
Albany	Jerramungup Plantagenet	Provision of Environmental Health Services by City of Albany		
Dandaragan	Coorow Cocos-Keeling Moora Gingin	Provision of Environmental Health Services by Shire of Dandaragan	Service Agreement with Fee for Service	Coorow – 2 Cocos – 1 Moora – 2 Gingin – as needs
Greater Geraldton	Mid West Local Governments	Provision of Environmental Health Services (Ad hoc on request)	Fee for Service upon request	As required
Northampton	Northampton Chapman Valley Shark Bay	Provision of Environmental Health Services by Shire of Northampton	Service Agreement with Fee for Service	5-10
Joondalup & Wanneroo Shared	Joondalup Wanneroo	Midge Management Strategy Partnership for the management of nuisance midges within the wetland system of Yellagonga Regional Park	Midge Partnership Agreement	10+
Corrigin	Corrigin Kondinin Kulin Narembeen Lake Grace	Provision of Environmental Health Services to members of RoeROC plus Lake Grace	Agreement under Voluntary Regional Group (RoeROC)	5-10
Cottesloe	Cottesloe Peppermint Grove	Provision of Environmental Health Services by Town of Cottesloe	Service Agreement with fee for service	2-5
Irwin	Irwin Carnamah Mingenew Three Springs	Provision of Environmental Health Services – shared environmental health officer – by Shire of Irwin	Memorandum of Agreement	< 2
Kojonup	Kojonup Katanning Kent Woodanilling Broomehill-Tambellup Perenjori	Provision of Environmental Health Services-shared environmental health officer – by Shire of Kojonup	Contracted Shared Service with fee for service	< 2
Leonora	Leonora Laverton Menzies	Provision of Environmental Health Services – shared environmental health officer – by Shire of Leonora	Contracted Shared Service with fee for service	2-5
Merredin	Merredin Kellerberrin	Provision of Environmental Health Services by Shire of Merredin	Contracted Shared Service with fee for service	< 2



Current Shared Services

Environmental Health Continued

LEAD LOCAL GOVERNMENT	PARTICIPATING LOCAL GOVERNMENTS	DESCRIPTION	GOVERNANCE MECHANISM	YEARS OPERATING
Mt Marshall	Mount Marshall Mukinbudin Nungarin Trayning Wyalkatchem Koorda	Provision of Environmental Health Services includes shared environmental health and building officer	Contracted Shared Service with fee for service operating within NEWROC structure (MOU)	> 5
Murray	Murray Waroona	Provision of Environmental health Services by Shire of Murray	Service Agreement with fee for service	2-5
Narrogin	Narrogin Wickepin	Provision of Environmental Health Services by Shire of Narrogin	Legal Contract	< 2
Wagin	Wagin Williams Wandering	Provision of Environmental Health Services by Shire of Wagin	Service Agreement with Fee for Service	10+

Financial Services

LEAD LOCAL GOVERNMENT	PARTICIPATING LOCAL GOVERNMENTS	DESCRIPTION	GOVERNANCE MECHANISM	YEARS OPERATING
Williams	Williams Wandering	Provision of Financial Management Service	Memorandum of Understanding	< 2
Cunderdin	Cunderdin Tammin	Rates, Debtors and Property Shared Resource	Cunderdin invoices Tammin on hours worked	2-5



Current Shared Services

Health & Aged Care Services

LEAD LOCAL GOVERNMENT	PARTICIPATING LOCAL GOVERNMENTS	DESCRIPTION	GOVERNANCE MECHANISM	YEARS OPERATING
Shared	Cottesloe Peppermint Grove Mosman Park Claremont	Provision of Home and Community Care (HACC) Services (Shine Community Services)	Legal Contract	5-10
Pingelly	Pingelly Brookton Beverley	Provision of Aged Support and Care Services	Memorandum of Understanding	2-5
Williams	Williams Dumbleyung Lake Grace Wagin West Arthur Woodanilling	Provision of Well-Aged Housing	Voluntary Regional Group (4WDL ROC)	5-10
Shared	Joondalup Wanneroo Stirling	Tri-Cities Agreement to align the development of Age-Friendly Strategies, coordinate priorities and collaborate on shared projects.	Ad Hoc	< 2

ICT/Communications

LEAD LOCAL GOVERNMENT	PARTICIPATING LOCAL GOVERNMENTS	DESCRIPTION	GOVERNANCE MECHANISM	YEARS OPERATING
Greater Geraldton	Chapman Valley	Synergy Software patch updates	Upon request for fee for service	Ad hoc
Greater Geraldton	Perenjori Chapman Valley	Hosting of servers and storage for both Production and Disaster Recovery	Contracted Service via Geraldton data centre – Shared Services Agreement	> 1
Manjimup	Manjimup Nannup	Provision of ICT Services	Service Agreement with fee for service	10+
Murray	Murray Waroon	Provision of Information Technology and GIS Mapping Services	Memorandum of Understanding	5-10



Current Shared Services

Landcare & Environmental Management

LEAD LOCAL GOVERNMENT	PARTICIPATING LOCAL GOVERNMENTS	DESCRIPTION	GOVERNANCE MECHANISM	YEARS OPERATING
Shared	Joondalup Wanneroo	Yellagonga Integrated Catchment Management Plan in partnership with Department of Biodiversity, Conservation and Attractions (DCA)	Memorandum of Understanding	5-10
Melville	Melville Cockburn East Fremantle Fremantle Kwinana	Regional Management of Environmental Assets in the South West Metropolitan Region	Consultant Contract Reference Group chaired by Elected Member	Reference Group since 2013 Consultant Contract 2016/17 – 2019/20
Mount Magnet	Mount Magnet Cue Meekatharra Sandstone Yalgoo	Murchison Regional Vermin Council – construction and maintenance of vermin fences	?	10+
Nedlands	Nedlands Cambridge Claremont Cottesloe Mosman Park Subiaco Peppermint Grove	Cooperation between environmental officers for endorsement of joint projects by regional group of Chief Executive Officers. Projects include feral animals, Corella control, trails and water re-use	Voluntary Regional Group – Western Suburbs Regional Group of Councils (WESROC)	10+
Shared	Williams Wandering Cuballing Boddington	Funding of a Natural Resource Management (NRM) Coordinator who is managed by the Peel Harvey Catchment Council and supports the Local Governments	Memorandum of Understanding	2-5
Shared	Gosnells Armadale Serpentine-Jarrahdale	Collaboration in the work of a Landcare Group to deliver the environmental education program 'Switch Your Thinking'	Alliance	10+
Wagin	Wagin Woodanilling	Provision of a Natural Resource Management Officer	Memorandum of Understanding	10+



Current Shared Services

Many Local Governments across regional Western Australia participate in a Regional Library Scheme under an Agreement with the State Library of WA. Under this arrangement, a regional public library provides support services to small public libraries in accordance with an agreed Annual Activity Plan. Regional Libraries receive funding from the State Government via the State Library for the provision of this service. These arrangements have not been included in the list of examples of cooperation and shared services between public libraries below.

However in addition to these regional services, the City of Albany, the City of Port Hedland, the City of Karratha the City of Greater Geraldton and the Shire of Merredin seek additional funds from Local Governments within their region for a range of services such as coordinating author visits, providing training and workshops, providing bulk loans and supporting a regional library computer management system (LMS). Some also host an annual professional development forum with contributing funding from libraries in the region and the State Library

Library Services

LEAD LOCAL GOVERNMENT	PARTICIPATING LOCAL GOVERNMENTS	DESCRIPTION	GOVERNANCE MECHANISM	YEARS OPERATING
Dardanup	Dardanup Nannup Manjimup Harvey Donnybrook-Balingup Capel Busselton Bridgetown-Greenbushes Boyup Brook Boddington	South West Libraries Consortia – shared cost of a Library Management System to connect and combine the shared resources of libraries across the South West	Legal Contract	< 2
Greater Geraldton	Carnarvon Chapman Valley Dandaragan Mingenew Northampton Coorow	Coordination of the Mid-West Sirsi Dynix Consortium for Library Management System (LMS)		
Wanneroo Swan Joondalup (shared)	Wanneroo Swan Joondalup	Reciprocal agreement to lend locally owned library materials via inter library loan between the Local Governments.	Memorandum of Understanding	5-10
Peppermint Grove	Subiaco Nedlands Claremont Cottesloe Peppermint Grove Mosman Park	Western Suburbs Regional Library Services Group (WSLG) – includes a shared Library Management System hosted by the City of Nedlands and a WSLG Strategic Plan.	Joint Tender process for procurement of LMS. Shared Strategic Plan	10+
Melville	Melville Mandurah Canning Victoria Park	Consortia arrangement for purchase of e-books	Consortia Agreement	< 1



Current Shared Services

Ranger Services

LEAD LOCAL GOVERNMENT	PARTICIPATING LOCAL GOVERNMENTS	DESCRIPTION	GOVERNANCE MECHANISM	YEARS OPERATING
Cottesloe	Cottesloe Peppermint Grove	Provision of Ranger Services	Service Agreement with Fee for Service	2-5
Narrogin	Narrogin Cuballing Wickepin	Provision of Ranger Services	Service Agreement with Fee for Service	< 2
Carnamah	Carnamah Mingenew Three Springs	Provision of Ranger Services	Service Agreement with Fee for Service	< 2
Shared	Northam Goomalling Toodyay Victoria Plains	Ad hoc Ranger Relief Services	Ad hoc	< 2
Merredin	Merredin Nungarin Westonia	Provision of Ranger Services	Memorandum of Understanding	5-10
Murray	Murray Waroona	Provision of Contract Ranger and Administration Services	Legal Contract	2-5
	Laverton Leonora Menzies	Animal Control	Contracted Shared Service with Fee for Service	2-5
Narrogin	Narrogin Williams	Shire of Williams occasionally engages Ranger Services from Shire of Narrogin	Service Agreement with Fee for Service	< 2



Current Shared Services

Records Management

LEAD LOCAL GOVERNMENT	PARTICIPATING LOCAL GOVERNMENTS	DESCRIPTION	GOVERNANCE MECHANISM	YEARS OPERATING
Coolgardie	Coolgardie Dundas Esperance Kalgoorlie-Boulder Laverton Leonora Menzies	Storage and Disposal of Records	Administered through the Goldfields Voluntary Regional Group (GVROC)	2-5
Broomehill-Tambellup	Broomehill-Tambellup Cranbrook Kojonup Plantagenet	Shared Resource for the Shared Archive Repository	Administered through the Southern Link Voluntary Regional Group	5-10
Broomehill-Tambellup	Broomehill-Tambellup Cranbrook Kojonup Plantagenet	Archive Storage Facility	Memorandum of Understanding	2-5
Greater Geraldton	Perenjori	Review of Record Keeping Plan and preparation for Submission to State Records Officer (SRO)	Fee for Service upon request	Ad Hoc
Greater Geraldton	Mingenew	Application of General Disposal Authority (GDA) and End Of year Disposal Preparation	Fee for Service upon request	Ad Hoc



Current Shared Services

Waste Management

LEAD LOCAL GOVERNMENT	PARTICIPATING LOCAL GOVERNMENTS	DESCRIPTION	GOVERNANCE MECHANISM	YEARS OPERATING
Corrigin	Corrigin Kondinin Kulin Narembeen	Shared Waste Contract for collection services and ownership of a shared landfill facility	Roe Voluntary Group of Councils (RoeROC)	5-10
Greater Geraldton	Chapman Valley Irwin Northampton	Refuse Removal and Disposal for the Region	Legal Contract	2-5
Wagin	Wagin Cuballing Narrogin Williams Wickepin	Great Southern Regional Waste Group (GSRWG) – shared approach to some waste management activities	Ad hoc	>10
Toodyay	Toodyay Dowerin Goomalling Northam Victoria Plains York	Waste Minimisation Plan	Avon Regional Organisation of Councils (AROC)	2-5



Current Shared Services

Planning Services

LEAD LOCAL GOVERNMENT	PARTICIPATING LOCAL GOVERNMENTS	DESCRIPTION	GOVERNANCE MECHANISM	YEARS OPERATING
Chapman Valley	Chapman Valley Carnamah Coorow Mingenew Perenjori Three Springs	Provision of Planning Services on a needs basis	Ad hoc	5-10
Dandaragan	Coorow Cocos-Keeling	Provision of Planning Services	Service Agreement with Fee for Service	Coorow – 2 Cocos – 1
Narrogin	Narrogin Wickepin	Provision of Planning Services	Legal Contract	< 2

Procurement

LEAD LOCAL GOVERNMENT	PARTICIPATING LOCAL GOVERNMENTS	DESCRIPTION	GOVERNANCE MECHANISM	YEARS OPERATING
Peppermint Grove	Peppermint Grove Cottesloe Mosman Park	Construction and Management of a Shared Library – The Grove	Legal Contract	5-10



Current Shared Services

Across the State, particularly in regional Western Australia, Local Governments support tourism in number of ways. This ranges from the provision of infrastructure and services to support visitors; regional promotion; development of trails, museums and visitors' centres; to supporting local and regional tourism associations and destination marketing organisations. The following represents a range of approaches adopted by Local Governments.

Tourism				
LEAD ORGANISATION	PARTICIPATING LOCAL GOVERNMENTS	DESCRIPTION	GOVERNANCE MECHANISM	YEARS OPERATING
Amazing South Coast Inc	Albany Denmark Plantagenet	Regional Tourism Destination Marketing	Incorporated Association	
Pioneers Pathway	Dowerin Goomalling Nungarin Merredin Toodyay Trayning Wyalkatchem	Tourism trail	MOU for Advisory Committee	
Mandurah and Peel Tourism Organisation Inc. (MAPTO)	Boddington Mandurah Murray Serpentine-Jarrahdale Waroon	Independent local tourism body for the Peel Region	Incorporated Association	
	Ashburton East Pilbara Karratha Port Hedland	Joint planning, investing and advocacy for the development of key tourist infrastructure including increased accommodation options, tourism attractions and signage		< 2
Joondalup	Joondalup Stirling Wanneroo	Production of the Sunset Coast Holiday Planner	Service Agreement with Fee for Service	5-10



Current Shared Services

Tourism Continued

LEAD LOCAL GOVERNMENT	PARTICIPATING LOCAL GOVERNMENTS	DESCRIPTION	GOVERNANCE MECHANISM	YEARS OPERATING
Central Wheatbelt Visitors Centre	Bruce Rock Corrigin Cunderdin Dowerin Kellerberrin Kondinin Koorda Kulin Lake Grace Merredin Mt Marshall Mukinbudin Narembeen Nungarin Quairading Tammin Trayning Westonia Wyalkatchem Yilgarn	Coordination of Visitor Services	Memorandum of Understanding	5-10
Avon Valley Tourism	Beverley Chittering Goomalling Northam Toodyay Victoria Plains York	Avon Valley Tourism: Sub-regional Tourism Organisation	Incorporated Association	> 10
Hidden Treasures	Broomehill-Tambellup Cranbrook Gnowangerup Katanning Kent Kojonup Plantagenet Woodanilling			



Current Shared Services

Tourism Continued

LEAD LOCAL GOVERNMENT	PARTICIPATING LOCAL GOVERNMENTS	DESCRIPTION	GOVERNANCE MECHANISM	YEARS OPERATING
Hidden Treasures: Regional Tourism Organisation	Incorporated Association			
Exploring Wildflower Country Group Inc.	Carnamah Coorow Dalwallinu Greater Geraldton Irwin Mingenew Moora Morawa Perenjori Three Springs	Joint planning and investigating tourism infrastructure needs in the region	Incorporated Association	>10
	Greater Geraldton Northampton	Joint Planning and Investigating Tourism Infrastructure Update to the Pink Lake	Collaboration with Mid West Development Commission	
Australia's Coral Coast	Coorow Greater Geraldton Irwin Northampton	Development of a Collaborative model for visitor Information Services	Collaborative Project across the Coral Coast Region	
Great Geraldton	Carnamah Coorow Greater Geraldton Irwin Morawa	Regional Events Calendar		
Outback Pathways	Cue Meekatharra Mt Magnet Murchison Sandstone Upper Gascoyne Wiluna Yalgoo	Collaboration on promotion of Regional Tourism including funding to Australian's Golden Outback for 'Outback Pathways', working with Mid West Development Commission on Geo Tourism Strategy and Regional Visitors' Planner	Murchison Executive Group	
Marradong Country	Boddington Wandering Williams	Sub Regional Economic Development and Tourism including Marradong Self Drive Tourist Trail	Incorporated Body	



Current Shared Services

Tourism Continued

LEAD LOCAL GOVERNMENT	PARTICIPATING LOCAL GOVERNMENTS	DESCRIPTION	GOVERNANCE MECHANISM	YEARS OPERATING
Wheatbelt Way	Koorda Mount Marshall Mukinbudin Nungarin Trayning Wyalkatchem Dowerin Westonia	NEWTravel Tourism organisation initiated by the North East Wheatbelt Regional Organisational of Councils (NEWROC)	Incorporated Body	> 5
Southern Forests and Blackwood Valleys Tourism Association	Warren Blackwood Alliance of Councils	Regional Tourism Organisation	Incorporated Body with funding from Alliance and representation on the Board	< 1
Bridgetown-Greenbushes	Warren Blackwood Alliance of Councils	Warren Blackwood Stock Route -horse trails through 3 Local Governments with dedicated campsites	Memorandum of Agreement	< 2



Current Shared Services

Other

LEAD LOCAL GOVERNMENT	PARTICIPATING LOCAL GOVERNMENTS	DESCRIPTION	GOVERNANCE MECHANISM	YEARS OPERATING
Shared	Joondalup Stirling Swan South Perth	Shared Strategic Safety Resource	Memorandum of Understanding with Local Government Insurance Services	
Dandaragan	Coorow	Provision of Support for Sporting Club Development	Service Agreement between Shire of Dandaragan and DLGSC and support provided to Shire of Coorow	Coorow – 5
Albany	Albany Broomehill-Tambellup Cranbrook Denmark Gnowangerup Jerramungup Katanning Kent Kojonup Plantagenet Woodanilling	Great Southern Peer Support Program for Integrated Planning & Reporting	Memorandum of Understanding	< 2
Inner City Collaboration	Perth Subiaco South Perth Victoria Park Vincent	Collaboration on Common Strategic Issues	Memorandum of Understanding	< 1
Swan	Swan East Pilbara	Graduate Engineers Exchange Program to share resources for project, asset and facility management services	Memorandum of Understanding	< 1
Laverton	Laverton Leonora Menzies Wiluna	Statutory Compliance Services provided by Third Party	Tender Process for Provider of Services for a 4 Year Contract. Annual fee averaged for participating Local Governments and charged to each Local Government by Provider	< 1



Current Shared Services

Local Governments often initiate or participate in inter agency forums to focus on critical community issues. Other agencies come from State Government and the not for profit sector and may involve community groups and representatives.

Inter Agency Collaboration

LEAD LOCAL GOVERNMENT	PARTICIPATING LOCAL GOVERNMENTS	DESCRIPTION	GOVERNANCE MECHANISM	YEARS OPERATING
Rockingham	Rockingham Kwinana	Homelessness Interagency Network	Memorandum of Understanding	5
Rockingham	Rockingham Kwinana	Family Domestic Violence Network	Memorandum of Understanding/Alliance	4
Rockingham	Rockingham Kwinana	Kwinana Rockingham Action for Tomorrow's Youth	Alliance	10
Rockingham	Rockingham Kwinana	Local Drug Action Group	Alliance	10
Shared	Mandurah Rockingham Kwinana	Community Safety Network	Alliance	2
Shared	Wanneroo Joondalup	Establishment of the Joondalup Wanneroo Interagency Homelessness Action Group (JWIHAG) which includes 15 local agencies and community groups to develop a Regional Homelessness Strategy	Ad Hoc	5-10
Shared	Mandurah Rockingham Murray Waroona	Peel Mosquito Management Group works to control mosquitoes in the Peel Regional working with the Department of Health	Memorandum of Understanding	5



Mechanisms for Cooperation and the Provision of Shared Services

MECHANISM	STRUCTURE	PURPOSE
Regional Council	<i>The Local Government Act 1995</i> refers to Regional Local Governments in Part 3 (Division 4) as 'two or more Local Governments; who may (subject to Minister's approval) establish a regional Local Government to do things, for the participants, for any purpose for which a Local Government can do things under this Act or any other Act.	<p>Regional Local Governments or Regional Councils (as they are often known) may exist in specialist areas and are formed to oversee management of a particular function, traditionally waste management services. A landfill site, for example, may serve six Local Governments, rather than each of them having individual facilities. A Regional Council may then be established, consisting of members of each Council, to manage this facility. Some Regional Councils have extended the scope of services provided to their member Local Governments beyond the management of waste and waste facilities.</p> <p>There are currently eight Regional Councils in Western Australia in both metropolitan and regional areas.</p>
Voluntary Regional Organisations of Councils (VROCs)	Governance arrangements can vary, but most operate under a Memorandum of Understanding generally with administrative support provided by the members Councils on a rotational basis. Memorandums of Understanding commonly outline the scope of activities, membership arrangements, funding arrangements and administrative support.	<p>VROCs are established to work collaboratively for regional planning and shared projects that benefit a region. Projects are often related to regional service delivery, environmental issues, regional facility planning, tourism projects, waste management and strategic issues in common.</p> <p>There are currently sixteen VROCs operating in Western Australia in both metropolitan, and more commonly, regional areas.</p>
Incorporated Bodies	Some Local Governments participate in associations or alliances formed for a specific purpose under the WA Incorporated Associations Act.	Some Local Governments collaborate to form incorporated associations in order to provide a formal governance arrangement for the conduct of a particular activity most often outside the normal functions of a local government. These associations often include members that are not a Local Government. They may be formed to undertake tourism/economic development activities or to deliver a specific regional project or service, such as aged housing.



Mechanisms for Cooperation and the Provision of Shared Services Continued

MECHANISM	STRUCTURE	PURPOSE
Regional Subsidiaries	<p>A Regional Subsidiary is a semi-independent collaborative organisation established by two or more local governments to provide new or existing services that can be more effectively delivered together than by one local government alone.</p> <p>It is established under the Local Government Act 1995 with the agreement of two or more local governments. Local Governments wishing to establish a Regional Subsidiary must develop a Charter and Business Plan and seek feedback from their respective communities. Each Local Government must approve the Charter and Business Plan before seeking the approval of the Minister for Local Government, Sport and Cultural Industries.</p>	<p>A Regional Subsidiary can deliver one or more services currently delivered or functions performed by a local government. These could include rating services, records management, environmental health services, finance functions, procurement to name a few. It can also initiate new opportunities such as tourism, aged care, procurement, etc.</p> <p>The purposes of a Regional Subsidiary are captured in its Charter and Business Plan.</p>
Beneficial Enterprises	<p>Beneficial Enterprises (or Council Controlled Organisations) are arms-length entities that can deliver projects and services required by the community. They provide a vehicle for greater efficiency and improved partnering practices for Local Government and can provide services & facilities that are not attractive to private investors or where market failure occurs.</p> <p>Beneficial Enterprises cannot carry out any regulatory function of a Local Government and have a Skills Based Board.</p> <p>They are not intended for outsourcing essential services.</p> <p>Example activities could be:</p> <ul style="list-style-type: none"> • Affordable housing projects; • Urban regeneration; • Measures to address economic decline in Regional WA • Arts Facilities-Activity requiring flexibility 	<p>WALGA is currently advocating for Local Governments to be able to establish Beneficial Enterprises. This is included in Part 2 of the Review of the Local Government Act 1995.</p>





WALGA

WORKING FOR LOCAL GOVERNMENT

THEME - AGILE

Beneficial Enterprises	
Position Statement	The Local Government Act 1995 should be amended to enable all Local Governments to establish Beneficial Enterprises (formerly known as Council Controlled Organisations).

Background This model is available to Local Governments in New Zealand where they are used for a variety of purposes. The model allows one or more Local Governments to establish a wholly Local Government owned commercial organisation.

The Association has developed the amendments required for the Beneficial Enterprises model to be implemented in Western Australia.

State Council Resolution March 2019 – 06.3/2019
 December 2017 – 121.6/2017
 October 2010 – 107.5/2010
 October 2010 – 114.5/2010

Supporting Documents Beneficial Enterprises Summary (2018)

FINANCIAL MANAGEMENT

No Rate Capping	
Position Statement	The Local Government sector opposes rate capping or any externally imposed limit on Local Government's capacity to raise revenue as appropriately determined by the Council.

Background The Local Government sector fundamentally opposes 'rate capping' based on the following rationale:

I. Local Government is a legitimate and essential sphere of Government with the democratically enshrined mandate to raise revenue through rates to fund infrastructure and services for the benefit of their community.

II. Councils deliberative rate setting processes reference their Integrated Planning Framework – a thorough strategic, financial and asset management planning process – and draw upon the community's willingness and capacity to pay.

III. Rate-capping prejudices Local Government's long-term financial management and can, as experienced in other jurisdictions, have detrimental long-term effects on Local Government asset management, with chronic under-rating leading to significant infrastructure maintenance and renewal backlogs.

IV. Rate capping places undue pressure on sound financial management at a time when Local Governments are subjected to increasing costs beyond their control, often imposed by other spheres of Government.

V. Local Government rates have remained steady for many years at approximately 3.7 percent of GDP in Australia; meaningful tax reform would require thorough investigation of the total taxation burden, not an external cap on Local Government rates.

State Council Resolution March 2019 – 06.3/2019
 September 2015 – 96.6/015
 December 2015 – 118.7/2015

Supporting Documents Rate Setting Policy Statement

Financial Management Review – Part 6	
Position Statement	Conduct a complete review of the Financial Management provisions under Part 6 of the Local Government Act and associated Regulations

State Council Resolution March 2019 – 06.3/2019
 December 2017 – 121.6/2017

Tender Threshold	
Position Statement	WALGA supports an increase in the tender threshold to align with the State Government tender threshold (\$250,000) with a timeframe of one financial year for individual vendors.

Background The tender threshold should be increased to allow Local Governments responsiveness when procuring relatively low value good and services.

State Council Resolution March 2019 – 06.3/2019
 December 2017 – 121.6/2017
 July 2015 – 74.4/2015
 September 2014 – 88.4/2014

Procurement	
Position Statement	That Regulation 30(3) be amended to delete any financial threshold limitation (currently \$75,000) on a disposition where it is used exclusively to purchase other property in the course of acquiring goods and services, commonly applied to a trade-in activity.

Background The current limit is \$75,000 and this type of activity commonly applies to a trade-in situation.

State Council Resolution March 2019 – 06.3/2019
December 2017 – 123.6/2017

Imposition of Fees and Charges: Section 6.16	
Position Statement	That a review be undertaken to remove fees and charges from legislation and Councils be empowered to set fees and charges for Local Government services.

Background Local Governments are able to impose fees and charges on users of specific, often incidental, services. Examples include dog registration fees, fees for building approvals and swimming pool entrance fees.

In some cases, Local Governments will recoup the entire cost of providing a service. In other cases, user charges may be set below cost recovery to encourage a particular activity with identified community benefit, such as sporting ground user fees or swimming pool entry fees.

Currently, fees and charges are determined according to three methods:

- By legislation
- With an upper limit set by legislation
- By the Local Government.

Fees determined by State Government legislation are of particular concern to Local Governments and represent significant revenue leakage because of:

- Lack of indexation
- Lack of regular review (fees may remain at the same nominal levels for decades)
- Lack of transparent methodology in setting the fees (fees do not appear to be set with regard to appropriate costs recovery levels).

Examples of fees and charges of this nature include dog registrations fees, town planning fees and building permits. Since Local Governments do not have direct control over the determination of fees set by legislation, this revenue leakage is recovered from rate revenue. This means all ratepayers end up subsidising the activities of some ratepayers.

When fees and charges are restricted by legislation, rather than being set at cost recovery levels, this sends inappropriate signals to users of Local Government services, particularly when the consumption of those services is discretionary. When legislative limits allow consumers to pay below 'true cost' levels for a discretionary service, this will lead to overprovision and a misallocation of resources.

Under the principle of 'general competence' there is no reason why Local Governments should not be empowered to make decisions regarding the setting of fees and charges for specific services.

State Council Resolution March 2019 – 06.3/2019
December 2017 – 121.6/2017
December 2012 – 133.6/2012
January 2012 – 8.1/2012

Supporting Documents Metropolitan Local Government Reform Submission 2012

Power to Borrow: Section 6.20(2)	
Position Statement	That Section 6.20(2) of the Local Government Act, requiring one month's public notice of the intent to borrow, be deleted.

Background Section 6.20(2) requires, where a power to borrow is proposed to be exercised and details of the proposal are not included in the annual budget, that the Local Government must give one month's public notice of the proposal (unless an exemption applies). There is no associated requirement for Council to request or consider written submissions prior to exercising the power to borrow, as is usually associated with giving of public notice. Section 6.20(2) simply delays for one month the exercise of power to borrow, and it is recommended it be deleted.

State Council Resolution March 2019 – 06.3/2019
December 2017 – 123.6/2017

Restrictions on Borrowings: Section 6.21	
Position Statement	That Section 6.21 of the Local Government Act 1995 should be amended to allow Local Governments to use freehold land, in addition to its general fund, as security when borrowing.

Background

Borrowing restrictions in the *Local Government Act 1995* act as a disincentive for investment in community infrastructure. Section 6.21(2) states that a Local Government can only use its 'general funds' as security for borrowings to upgrade community infrastructure, and is restricted from using its assets to secure its borrowings. This provision severely restricts the borrowing capacity of Local Governments and reduces the scale of borrowing that can be undertaken to the detriment of the community.

This is particularly relevant since the Global Financial Crisis. Treasury now requires member Local Governments to show as contingent liabilities in their balance sheet their proportion of contingent liabilities of the Regional Local Government of which they are a member. Given that the cost of provision of an Alternative Waste Disposal System is anything up to \$100 million, the share of contingent liabilities for any Local Government is significant. Even under a 'Build-Own-Operate' financing method, the unpaid (future) payments to a contractor must be recognised in the balance sheet of the Regional Local Government as a contingent liability.

This alone is likely to prevent some Local Governments from borrowing funds to finance its own work as the value of contingent liabilities are taken into account by Treasury for borrowing purposes.

State Council Resolution March 2019 – 06.3/2019
 December 2017 – 123.6/2017
 January 2012 – 8.1/2012

Member Interests - Exemption from AASB 124	
Position Statement	Regulation 4 of the Local Government (Financial Management) Regulations should be amended to provide an exemption from the application of AASB 124 'Related Party Transactions' of the Australian Accounting Standards (AAS).

Background

That an exemption be allowed from the implementation of AASB 124 'Related Party Transactions' due to the current provisions in the Act on declarations of interest at meetings and in Primary and Annual returns. This is regarded as providing appropriate material declaration and disclosure of interests associated with function of Local Government.

Regulation 4 of the Financial Management Regulations provides a mechanism for an exemption from the Australian Accounting Standards (AAS). Regulation 16 is an example of the use of this mechanism, relieving Local Governments from the requirement to value land under roads.

State Council Resolution March 2019 – 06.3/2019
December 2017 – 123.6/2017

Financial Ratios	
Position Statement	<p>That Regulation 50 of the Local Government (Financial Management) Regulations be reduced and amended to the following financial ratios :</p> <ul style="list-style-type: none"> - <i>Operating Surplus ratio</i> - <i>Net Financial Liabilities ratio</i> - <i>Asset Renewal Funding Ratio</i> <p>Target ratios for Local Governments be considered in line with the size and scale principle. A review of the formulas for the ratios be undertaken.</p>

Background

Regulation 50 of the Local Government (Financial Management) Regulations require Local Governments to report on seven (7) financial ratios, being:

- (a) the current ratio; and
- (b) the asset consumption ratio; and
- (c) the asset renewal funding ratio; and
- (d) the asset sustainability ratio; and
- (e) the debt service cover ratio; and
- (f) the operating surplus ratio; and
- (g) the own source revenue coverage ratio

Recent feedback from Local Governments, also highlighted in the Financial Sustainability of WA Local Governments report produced by Deloitte in 2017, recommended the following three (3) ratios be required;

- Operating Surplus ratio
- Net Financial Liabilities ratio
- Asset Renewal Funding Ratio

State Council Resolution March 2019 – 06.3/2019

Building Upgrade Finance	
Position Statement	That WALGA advocate for amendments to the Local Government Act that enable a Building Upgrade Finance mechanism in Western Australia.

Background

The Building Upgrade Finance position is advocating for reforms to Western Australian legislation that would enable local governments to guarantee finance for building upgrades for non-residential property owners. In addition to building upgrades to achieve environmental outcomes, advocates have identified an opportunity to use this approach to finance general upgrades to increase the commercial appeal of buildings for potential tenants. In this way, BUF is viewed as means to encourage economic investment to meet the challenges of a soft commercial lease market in Perth and achieve economic growth.

BUF enables building owners to obtain finance that they may not normally have access to. For local government, the approach may allow for the achievement of strategic community objectives and provide an additional revenue stream. For lenders, the scheme is said to be a way for financiers to participate in environmentally conscious investments and support technology like solar and have additional security because in the event of bankruptcy, recovery of the BUF takes precedence over other outstanding payments.'

Building Upgrade Finance (BUF) is a mechanism that allows non-residential building owners access to funds from select commercial lenders to upgrade the sustainability performance of their buildings.

Loans obtained under BUF differ from standard commercial loans in the way the loan is repaid. In BUF, there is a financier, a building owner and a local government.

- The BUF-approved financier provides funds to a building owner to upgrade a building.
- The building owner engages consultants and contractors to design, manage and complete the upgrade in a way that creates operational savings in energy and/or water consumption.
- The local government collects the loan repayments and passes them onto the financier.

Loan repayments are collected from the building owner via a *Building Upgrade Charge* (BUC) levied by the local government against the land on which the building is situated. The BUC is paid quarterly by the building owner to the local

government as repayment for the loan.

The BUC means that the loan is tied to the property rather than property owner. Responsibility to pay for the loan shifts if ownership of the property changes. In other Australian States that have employed this approach, the local government is not, by law, financially liable for any non-payment by the building owner. Local governments are required to use their best endeavours to recover the loan. As the loan is recovered via the same powers as rates or a service charge, in the event of non-payment, local governments have the same powers available to recover unpaid rates or service charges. This can include taking possession of the land and selling the property.

The BUC also secures the loan, making the loan 'senior debt' in the eyes of the financier in the event of a default. This means that should the building owner go bankrupt, the financier can be satisfied they will be paid back as a priority. Because of this reduction in risk, finance terms can be made more attractive than for standard commercial loans.

State Council Resolution March 2019 – 06.3/2019

Energy Infrastructure Service Charge	
Position Statement	That WALGA advocate for amendment to Regulation 54 of the Local Government (Financial Management) Regulations to include 'renewable energy infrastructure' as a prescribed charge.

Background

The City of Fremantle and City of Cockburn propose an amendment to Regulation 54 of the Local Government (Financial Management) Regulations to include 'renewable energy infrastructure' as a prescribed service charge. This will permit Local Governments to offer a group scheme that will assist property owners (at the owners' discretion) to install environmental initiatives as an improvement to their property, with the Local Government to recoup the cost via a charge against the land.

Victorian legislation permits a service charge of this type and the City of Darebin is an example of a Local Government promoting a renewable energy infrastructure scheme. This proposal requires no amendment to Section 6.38(1) of the Local Government Act. The regulatory amendment would simply read:

54. Works etc. prescribed for service charges on land - Act's. 6.38 (1)

For the purposes of section 6.38(1), the following are prescribed as works, services and facilities:

- (a) property surveillance and security;*
- (b) television and radio rebroadcasting;*
- (c) underground electricity;*
- (d) water; and*
- (e) renewable energy infrastructure.*

State Council Resolution March 2019 – 06.3/2019

RATES, FEES AND CHARGES

Imposition of Fees and Charges: Section 6.16	
Position Statement	That a review be undertaken to remove fees and charges from legislation and Councils be empowered to set fees and charges for Local Government services.

Background

Local Governments are able to impose fees and charges on users of specific, often incidental, services. Examples include dog registration fees, fees for building approvals and swimming pool entrance fees.

In some cases, Local Governments will recoup the entire cost of providing a service. In other cases, user charges may be set below cost recovery to encourage a particular activity with identified community benefit, such as sporting ground user fees or swimming pool entry fees.

Currently, fees and charges are determined according to three methods:

- By legislation
- With an upper limit set by legislation
- By a Local Government under Section 6.16.

Fees determined by State Government legislation are of particular concern to Local Governments and represent significant revenue leakage because of:

- Lack of indexation
- Lack of regular review (fees may remain at the same nominal levels for decades)
- Lack of transparent methodology in setting the fees (fees do not appear to be set with regard to appropriate costs recovery levels).

Examples of fees and charges of this nature include dog registrations fees, town planning fees and building permits. Since Local Governments do not have direct control over the determination of fees set by legislation, this revenue leakage is recovered from rate revenue. This means all ratepayers end up subsidising the activities of some ratepayers.

When fees and charges are restricted by legislation, rather than being set at cost recovery levels, this sends inappropriate signals to users of Local Government services, particularly when the consumption of those services is discretionary. When legislative limits allow consumers to pay below 'true cost' levels for a discretionary service, this will lead to overprovision and a misallocation of resources.

Under the principle of 'general competence' there is no reason why Local Governments should not be empowered to make decisions regarding the setting of fees and charges for specific services.

State Council Resolution March 2019 – 06.3/2019
 December 2017 – 121.6/2017
 December 2012 – 133.6/2012
 January 2012 – 8.1/2012

Supporting Documents Metropolitan Local Government Reform Submission 2012

Rating Exemptions – Section 6.26	
Position Statement	Request that a broad review be conducted into the justification and fairness of all rating exemption categories currently prescribed under Section 6.26 of the Local Government Act.

Background Sector commentary focused on the desire of the sector to review all rate exemption categories under Section 6.26 of the Act, and to introduce a system that requires some level of rating particularly where commercial operations are evident. There is continuing support for Government Trading Entities and Authorities to pay rates to Local Government rather than Consolidated Revenue.

State Council Resolution March 2019 – 06.3/2019

Rating Exemptions – Charitable Purposes: Section 6.26(2)(g)	
Position Statement	<ol style="list-style-type: none"> 1. Amend the Local Government Act to clarify that Independent Living Units should only be exempt from rates where they qualify under the Commonwealth Aged Care Act 1997; and 2. Either: <ol style="list-style-type: none"> (a) amend the charitable organisations section of the Local Government Act 1995 to eliminate exemptions for commercial (non-charitable) business activities of charitable organisations; or (b) establish a compensatory fund for Local Governments, similar to the pensioner discount provisions, if the State Government believes charitable organisations remain exempt from payment of Local Government rates.

Background Exemptions under this section of the Act have extended beyond the original intention and now provide rating exemptions for non-charitable purposes, which increase the rate burden to other ratepayers. There may be an argument for exemptions to be granted by State or Federal legislation. Examples include exemptions granted by the *Commonwealth Aged Care Act 1997*

and group housing for the physically and intellectually disabled which is supported under a government scheme such as a Commonwealth-State Housing Agreement or Commonwealth-State Disability Agreement.

State Council Resolution March 2019 – 06.3/2019
 December 2017 – 122.6/2017
 December 2015 – 118.7/2015
 January 2012 – 5.1/2012

Supporting Documents Metropolitan Local Government Reform Submission 2012

Rating Exemptions – Rate Equivalency Payments	
Position Statement	Legislation should be amended so rate equivalency payments made by LandCorp and other Government Trading Entities are made to the relevant Local Governments instead of the State Government.

Background

A particular example is the exemption granted to LandCorp by the *Land Authority Act 1992*. In 1998, the Act was amended to include provisions for LandCorp to pay the Treasurer an amount equal to that which would have otherwise been payable in Local Government rates, based on the principle of 'competitive neutrality'.

This matter is of concern to Local Governments with significant LandCorp holdings in their district. The shortfall in rates is effectively paid by other ratepayers, which means ratepayers have to pay increased rates because LandCorp has a presence in the district.

The current situation involving the Perth Airport demonstrates that such a system is appropriate and can work in practice. In this case, the Commonwealth Government requires the lessee to make a rate equivalency payment to the relevant Local Government and not the Commonwealth. There is no reason why a similar system cannot be adopted for State Government Trading Entities.

State Council Resolution March 2019 – 06.3/2019
 December 2017 – 121.6/2017
 January 2012 – 6.1/2012

Rating Restrictions – State Agreement Acts	
Position Statement	Resource projects covered by State Agreement Acts should be liable for Local Government rates.

Background

Before the 1980s, State Government conditions of consent for major resources projects in WA included the requirement for purpose-built towns in close proximity to project sites. These conditions were detailed in State Agreement Acts, which are essentially contracts between the State Government and proponents of major resources projects that are ratified by the State Parliament.

The requirement to provide community services and infrastructure meant State Agreement Acts typically included a Local Government rating restriction clause. Many of these towns have since been 'normalised' due to Local Governments, the State Government and utility providers assuming responsibility for services and infrastructure.

In 2011, the State Government introduced a new policy on 'the application of Gross Rental Valuation to mining, petroleum and resource interests' (the GRV mining policy). The policy would apply for a 3 year trial period from July 1, 2012. The trial period was recently extended until 30 September, pending the outcomes of a review of the policy. The primary objectives of the policy were to clarify the circumstances where Local Governments could apply GRV rating to mining land and enable the use of GRV rating on new (i.e., initiated after June 2012) mining, petroleum and resource interests. This included the application of GRV rating to new State Agreement Acts.

However, existing State Agreement Acts continue to restrict Local Government rating. Local Governments can only rate projects covered by existing Agreements in the unlikely event of 'both parties agree[ing] to adopt the policy'¹. Alternatively, the State Government has also stated that 'projects that operate under existing State Agreements and currently exempt from rates may apply the policy as part of their respective Agreement Variation processes with the Department of State Development during the trial period'². Again, this statement suggests it is unlikely that the rating exemptions will be removed for existing State Agreements since variations are infrequent and there is no real requirement to remove the exemptions.

¹ Barnett, C (Minister for State Development) & Castrilli J (Minister for Local Government) 2011, *Communities benefit from resources projects policy*, media release.

² Ibid.

Rating exemptions on State Agreement Acts mean that Local Governments are denied an efficient source of revenue. There are also equity issues associated with the existing exemptions since they only apply to a select group of mining companies whose projects are subject to older State Agreement Acts. Removing the rates exemption clauses from the pre-July 2012 State Agreement Acts would provide a fairer outcome for all other ratepayers, including the proponents of new resources projects.

State Council Resolution March 2019 – 06.3/2019
 December 2017 – 121.6/2017
 September 2014 – 89.4/2014
 March 2014 – 10.1/2014
 October 2011 – 116.5/2011

Basis of Rates: Section 6.28	
Position Statement	That Section 6.28 be reviewed to examine the limitations of the current methods of valuation of land, Gross Rental Value or Unimproved Value, and explore other alternatives including simplifying and providing consistency in the rating of mining activities.

Background

The method of valuation of land to be used as the basis of rating in Western Australia is either: Gross Rental Value for predominantly non-rural purpose; or unimproved value of land for rural purposes. These are the only two methods available under the Section 6.28 of the Local Government Act in Western Australia.

Eastern State Local Governments can elect to rate on one of the following options:

- Site Value - levy on the unimproved value of land only and disregards the value of buildings, personal property and other improvements;
- Capital Value - value of the land including improvements;
- Annual Value - rental value of a property (same as GRV).

Alternative land valuation methods came under the scope of the WALGA Systemic Sustainability Study, particularly Capital Improved Valuations which is in operation in Victoria and South Australia.

State Council Resolution March 2019 – 06.3/2019
 December 2017 – 123.6/2017

Differential General Rates: Section 6.33	
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Position Statement	That Section 6.33 of the Local Government Act be reviewed in contemplation of time-based differential rating, to encourage development of vacant land.
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Background Concern at the amount of vacant land remaining in an undeveloped state for an extensive period of time and holding up development opportunities.

State Council Resolution March 2019 – 06.3/2019
 December 2017 – 123.6/2017

Rates or Service Charges Recoverable in Court: Section 6.56	
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Position Statement	That Section 6.56 be amended to clarify that all debt recovery action costs incurred by a Local Government in pursuing recovery of unpaid rates and services charges be recoverable and not be limited by reference to the 'cost of proceedings'.
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State Council Resolution March 2019 – 06.3/2019
 December 2017 – 123.6/2017

Recovery of Mining Tenement Rates	
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Position Statement	Mining tenements should not be renewed by the appropriate State Agency until the Local Government rates are paid.
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State Council Resolution March 2019 – 06.3/2019

THEME - SMART

ADMINISTRATIVE EFFICIENCIES

Simple / Absolute Majority Decisions	
Position Statement	That WALGA support a review of those decisions requiring simple and absolute majority.

State Council Resolution March 2019 – 06.3/2019

Notification of Affected Owners: Section 3.51	
Position Statement	<p>Section 3.51 of the Local Government Act 1995 concerning “Affected owners to be notified of certain proposals” should be amended to achieve the following effects:</p> <p>a) to limit definition of “person having an interest” to those persons immediately adjoining the proposed road works (i.e. similar principle to town planning consultation); and</p> <p>b) to specify that only significant, defined categories of proposed road works require local public notice under Section 3.51 (3) (a).</p>

Background

The objectives outlined above aim to instil clarity and certainty when Local Governments are required to comply with Section 3.51 of the Local Government Act when planning road works. It is proposed this can be achieved by engaging in discussion with the Department of Local Government to develop instructions for the drafting of suitable amendments to the Act that will result in the desired outcome.

State Council Resolution March 2019 – 06.3/2019
 December 2017 – 123.6/2017
 February 2009 – 480.1/2009

Control of Certain Unvested Facilities: Section 3.53	
Position Statement	WALGA seeks consideration that Section 3.53 be repealed and that responsibility for facilities located on Crown Land return to the State as the appropriate land manager.

Background

The Local Government Act 1995 includes a provisions, under Section 3.53, that is carried forward from Section 300 of the former Local Government Act 1960.

Former Section 300 stated:

300. A council has the care, control, and management of public places, streets, ways, bridges, culverts, fords, ferries, jetties, and drains, which are within the district, or, which although not within the district, are by this Act placed under the care, control, and management, of the council, or are to be regarded as being within the district,

except where and to the extent that under an Act, another authority has that care, control, and management.

Section 3.53 refers to infrastructure as an ‘otherwise unvested facility’, and is defined to mean: *“a thoroughfare, bridge, jetty, drain, or watercourse belonging to the Crown, the responsibility for controlling or managing which is not vested in any person other than under this section.”*

Section 3.53 places responsibility for an otherwise unvested facility on the Local Government in whose district the facility is located. Lack of ongoing maintenance and accreting age has resulted in much infrastructure falling into a dilapidated state. This, together with the uncertain provenance of many of these facilities, particularly bridges, is reported as placing an unwarranted and unfunded burden on a number of Local Governments.

State Council Resolution March 2019 – 06.3/2019
December 2017 – 123.6/2017

Disposal of Property and Commercial Enterprises : Section 3.58 and 3.59:	
Position Statement	That WALGA include in the Local Government Act 1995 Review submission, a review of Section 3.58 ‘Disposing of Property’ and Section 3.59 ‘Commercial Enterprises’ to be redrafted to reflect current commercial and contractual practices in Western Australia.

State Council Resolution March 2019 – 06.3/2019
December 2017 – 124.06/2017

Proposal to the Advisory Board, Change of Boundaries or Amalgamation: Schedule 2.1	
Position Statement	WALGA seeks inclusion of a proposal to allow electors of a Local Government affected by any boundary change or amalgamation proposal entitlement to petition the Minister for a binding poll under Schedule 2.1 of the Local Government Act.

State Council Resolution March 2019 – 06.3/2019
December 2017 – 121.6/2017
December 2014 – 108.5/2014

Proposal to the Advisory Board, Number of Electors : Schedule 2.1	
Position Statement	<p>That Schedule 2.1 Clause 2(1)(d) be amended so that the prescribed number of electors required to put forward a proposal for change increase from 250 (or 10% of electors) to 500 (or 10% of electors) whichever is fewer.</p> <p>For Local Governments with total electors of less than 500, then the requirement be a minimum of 25% of electors.</p>

State Council Resolution March 2019 -06.3/2019
 December 2017 – 123.6/2017

Schedule 2.2 – Proposal to amend names, wards and representation, Number of Electors	
Position Statement	<p>That Schedule 2.2 Clause 3(1) be amended so that the prescribed number of electors required to put forward a submission increase from 250 (or 10% of electors) to 500 (or 10% of electors) whichever is fewer.</p> <p>For Local Governments with total electors of less than 500, then the requirement be a minimum of 25% of electors.</p>

State Council Resolution March 2019 -06.3/2019
 December 2017 – 123.6/2017

Proof in Vehicle Offences may be shifted: Section 9.13(6)	
Position Statement	<p>That Section 9.13 of the Local Government Act be amended by introducing the definition of 'responsible person' to enable Local Governments to administer and apply effective provisions associated with vehicle related offences.</p>

Background

This proposal emerged due to an increase in cases when progressing the prosecution of vehicle related offences in court (at the request of the vehicle owner) resulted in dismissal of charges by the Magistrate when the owner of the vehicle states that he does not recall who was driving his vehicle at the time of the offence.

The *Litter Act 1979* was amended in 2012 to introduce the definition of 'responsible person' (as defined in *Road Traffic Act 1974*) so that a 'responsible person' is taken to have committed an offence where it cannot be established who the driver of the vehicle was at the time of the alleged offence. This also removes the ability for the responsible person to be absolved of any responsibility for the offence if they fail to identify the driver. It is suggested that a similar amendment be made to Section 9.13 of the Act in order to ensure that there is consistent enforcement in regards to vehicle related offences.

State Council Resolution March 2019 -06.3/2019
December 2017 – 123.6/2017

Regional Local Governments: Part 3, Division 4	
Position Statement	The compliance obligations of Regional Local Governments should be reviewed.

Background Currently, Regional Local Governments are treated by the *Local Government Act 1995* for the purposes of compliance, as if they were a Local Government.

The Association believes that this places an overly large compliance burden on Regional Local Governments. The large compliance burden reduces potential cost savings that aggregated service delivery may achieve through increased efficiency and acts as a disincentive for Local Governments to establish Regional Local Governments.

State Council Resolution March 2019 -06.3/2019
December 2017 – 123.6/2017
January 2012 – 9.1/2012

Local Government (Long Service Leave) Regulations	
Position Statement	That a review be undertaken of the Local Government (Long Service Leave) Regulations to identify opportunities to amend and improve the Regulations to address ambiguity and readability to enable consistent interpretation and application of a key sector entitlement.

Background Many long service leave questions arise from the poor construction of wording in the Regulations and a lack of clarity around how LSL can be administered, which makes interpretation difficult for Local Government employers and their employees. For example, how casual employment is defined and treated for the purposes of accruing LSL, the portability of pro-rata LSL between Local Governments and how the entitlement to LSL is treated where an employee has multiple roles at the same or different Local Governments.

Approximately 32% of Local Government and Regional Council enterprise agreements contain clauses to allow employees to take pro-rata LSL after seven years' or less of continuous service which is inconsistent with the current Regulations and creates legal interpretation issues for Local Governments.

The superfluous and anachronistic nature of the current provisions can be attributed to the Regulations being under the former *Long Service Leave Act 1958*, and then transitioned via the *Local Government (Miscellaneous Provisions) Act 1960*.

The last amendment to the Regulations occurred in 2001 and a full review is essential.

State Council Resolution March 2019 – 06.3/2019
December 2017 – 123.6/2017

Audit Committee	
Position Statement	Remove the requirement to hold a separate Audit Committee meeting if all Elected Members are appointed to the Audit Committee.

State Council Resolution March 2019 – 06.3/2019

COMPLAINTS MANAGEMENT

Querulous, Vexatious and Frivolous Complainants	
Position Statement	<p>That a statutory provision be developed, permitting a Local Government to :</p> <ul style="list-style-type: none"> • Enable Local Government discretion to refuse to further respond to a complainant where the CEO is of the opinion that the complaint is trivial, frivolous or vexatious or is not made in good faith, or has been determined to have been previously properly investigated and concluded, similar to the terms of section 18 of the <i>Parliamentary Commissioner Act 1971</i>. • Provide for a complainant, who receives a Local Government discretion to refuse to deal with that complainant, to refer the Local Government's decision for third party review. • Enable Local Government discretion to declare a member of the public a vexatious or frivolous complainant for reasons, including: <ul style="list-style-type: none"> - Abuse of process; - Harassing or intimidating an individual, Elected Member or an employee of the Local Government in relation to the complaint; - Unreasonably interfering with the operations of the Local Government in relation to the complaint.

Background

WALGA seeks inclusion of commentary and questions relating to Local Governments adopting within their proposed complaints management framework, the capacity to permit a Local Government to declare a member of the public a vexatious or frivolous complainant, subject to the declaration relating to the nature of complaint and not to the person.

State Council Resolution March 2019 – 06.3/2019
December 2017 – 123.6/2017

COUNCIL MEETINGS

Electors' General Meeting: Section 5.27	
Position Statement	Section 5.27 of the Local Government Act 1995 should be amended so that Electors' General Meetings are not compulsory.

Background There is adequate provision in the Local Government Act for the public to participate in Local Government matters and access information by attending meetings, participating in public question time, lodging petitions, and requesting special electors' meetings.

State Council Resolution March 2019 – 06.3/2019
December 2017 – 121.6/2017
February 2011 – 09.1/2011

Special Electors' Meeting: Section 5.28	
Position Statement	That Section 5.28(1)(a) be amended: (a) so that the prescribed number of electors required to request a meeting increase from 100 (or 5% of electors) to 500 (or 5% of electors), whichever is fewer; and (b) to preclude the calling of Electors' Special Meeting on the same issue within a 12 month period, unless Council determines otherwise. For Local Governments with total electors of less than 500, then the requirement be a minimum of 25% of electors.

State Council Resolution March 2019 – 06.3/2019
December 2017 – 123.6/2017

Minutes, contents of: Administration Regulation 11	
Position Statement	Regulation 11 should be amended to require that information presented in a Council or Committee Agenda must also be included in the Minutes to that meeting.

State Council Resolution March 2019 -06.3/2019
December 2017 – 123.6/2017

Revoking or Changing Decisions: Administration Regulation 10	
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Position Statement	That Regulation 10 be amended to clarify that a revocation or change to a previous decision does not apply to Council decisions that have already been implemented.
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Background

Regulation 10 provides a mechanism for the revocation or change to a previous decision of Council. It does not however, contain any provision clarifying that the provisions do not apply to Council decisions that have already been implemented. This regulatory deficiency is currently managed administratively, but warrants an appropriate amendment to assist clarify the rights of a Councillor to seek a revocation or change

State Council Resolution March 2019 -06.3/2019
 December 2017 – 123.6/2017

Attendance at Council Meetings by Technology: Administration Regulation 14A	
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Position Statement	That there be a review of the ability of Elected Members to log into Council meetings.
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State Council Resolution March 2019 -06.3/2019
 December 2017 – 123.6/2017

INTERVENTIONS

Remedial intervention; Powers of appointed person; Remedial action process	
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Position Statement	<p>In respect to remedial intervention, the appointed person should be a Departmental employee with the required qualifications and experience. This provides a connection back to the Department and its requirements.</p> <p>The appointed person should only have an advice and support role. Funding of the remedial action should be by the Department where the intervention is mandatory. The Local Government to pay where the assistance is requested.</p>
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State Council Resolution March 2019 -06.3/2019
 December 2017 – 123.6/2017

Disqualification Because of Convictions: Section 2.22

Position Statement	Add a new disqualification criteria which disqualifies a person from being an Elected Member if they have been convicted of an offence against the Planning and Development Act, or the Building Act, in the preceding five years.
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Background A planning or building system conviction is potentially more serious than a Local Government Act conviction because of Local Government's prominent role in planning and building control and the significant personal benefits which can be illegally gained through these systems.

State Council Resolution March 2019 – 06.3/2019
December 2017 – 124.6/2017

THEME - INCLUSIVE

COMMUNITY ENGAGEMENT

Community Engagement Policy

Position Statement	That the Local Government Act 1995 include a requirement for Local Governments to adopt a Community Engagement Policy, with each Local Government to determine how to implement community engagement strategies.
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Background

- No objection to adopting a community engagement policy however the engagement process itself should not be regulated.
- Limited support for participatory budgeting as Local Government budgets should align with Corporate Business Plans that drive delivery of Strategic Community Plans.
- Respondents are respectful of community expectation to be informed and, on occasions, involved in some decision-making processes and that engagement works best when it is genuine rather than regulated.

State Council Resolution March 2019 – 06.3/2019

ELECTIONS

Conduct of Postal Elections: Sections 4.20 and 4.61

Position Statement	The Local Government Act 1995 should be amended to allow the Australian Electoral Commission (AEC) and or any other third party provider (including a Local Government) to conduct postal elections.
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Background Currently, the WAEC has a legislatively enshrined monopoly on the conduct of postal elections that has not been tested by the market.

State Council Resolution March 2019 – 06.3/2019
December 2017 – 121.6/2017
March 2012 – 24.2/2012

Voluntary Voting: Section 4.65

Position Statement	Voting in Local Government elections should remain voluntary.
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State Council Resolution March 2019 – 06.3/2019
December 2017 – 121.6/2017

Method of Election of Mayor/President: Section 2.11

Position Statement	Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.
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State Council Resolution March 2019 – 06.3/2019
December 2017 – 121.6/2017

On-Line Voting

Position Statement	That WALGA supports online voting.
Position Statement	That WALGA continue to investigate other opportunities to increase voter turnout.

Background WALGA was requested to explore the possibility of introducing on-line voting in Local Government elections.

A State Council Item for Noting was prepared in May 2017 advising that WALGA staff will liaise with the WAEC regarding the use of the iVote system and also seek feedback from the

Local Government sector on online voting and other opportunities to increase voter turnout. The Minister for Local Government has indicated that online voting is likely to be considered in the context of increasing elector participation.

State Council Resolution March 2019 – 06.3/2019
December 2017 – 121.6/2017

Method of Voting - Schedule 4.1	
Position Statement	Elections should be conducted utilising the first-past-the-post (FPTP) method of voting.

Background This State Council resolution influenced amendment to Schedule 4.1 in 2009 that returned Local Government elections to a first past the post system from the preferential proportional Representation. The FPTP method is simple, allows an expression of the electorate's wishes and does not encourage tickets and alliances to be formed to allocate preferences.

State Council Resolution March 2019 – 06.3/2019
December 2017 – 121.6/2017
October 2008 – 427.5/2008

Leave of Absence when Contesting State or Federal Election	
Position Statement	Amend the Act to require an Elected Member to take leave of absence when contesting a State or Federal election, applying from the issue of Writs. The options to consider include: <ul style="list-style-type: none"> (i) that an Elected Member remove themselves from any decision making role and not attend Council and Committee meetings; or (ii) that an Elected Member take leave of absence from all aspects of their role as a Councillor and not be able to perform the role as specified in Section 2.10 of the Local Government Act.

Background The East Metropolitan Zone identified that, under the *Local Government Act 1995*, there is no requirement for an Elected Member to either stand down or take leave of absence if they are a candidate for a State or Federal election. If elected to Parliament the Elected Member is immediately ineligible to continue as an Elected Member. Currently it is up to an individual Elected Member to determine if they wish to take a leave of absence. In some cases Elected Members have voluntarily resigned.

State Council Resolution March 2019 – 06.3/2019
December 2017 – 121.6/2017

LOCAL LAWS

Local Laws	
Position Statement	WALGA Procedure for making local laws – Local Governments' local laws generally affect those persons within its district. The requirement to give statewide notice under subsection (3) should be reviewed and consideration being given to Local Governments only being required to advertise the proposed local law by way of local public notice.
Position Statement	Eliminate the requirement to consult on Local Laws when a model is used.
Position Statement	Periodic review of local laws – consideration be given to review of this section and whether it could be deleted. Local Governments through administering local laws will determine when it is necessary to amend or revoke a local law in terms of meeting its needs for its inhabitants of its district. Other State legislation is not bound by such periodic reviews, albeit recognising such matters in subsidiary legislation are not as complex as matters prescribed in statute.
Position Statement	Introduce certification of Local Laws by a legal practitioner in place of scrutiny by Parliament's Delegated Legislation Committee.

State Council Resolution March 2019 -06.3/2019

10.4 Road Closure – Weir Road

Meeting Date	29 th August 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	10.4a CEO Report for OCM dated 27 th June 2019 10.4b Arc Infrastructure Plan
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER'S RECOMMENDATION

1. That Council accept the CEO's Report which reviewed the Public Submission Process for the Proposed Road Closure conducted in accordance with Section 58(3) of the Land Administration Act and noting that no Public Submissions were received.
2. That Council write to the Minister under Section 58 of the Land Administration Act seeking the Closure of the following Sections of Weir Road:-
 - a) the portion of Weir Road Reserve that is South of the York – Merredin Road (840 m2 in Area) and its inclusion into the Railway Reserve; and
 - b) the remaining Portion of the Weir Road Reserve (420 m2 in Area) South of Area A, being incorporated into the Quairading Nature Reserve (No. 16405).

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Council at its Ordinary Council Meeting on the 27th June 2019 supported that the proposal to close portion of the Weir Road Reserve be considered.
- Statutory Advertising and local publicity of the proposal was undertaken in accordance with the provisions of the Land Administration Act and the Local Government Act for a period of at least 35 days.
- The Statutory Public Notice was published in the "Avon Advocate" newspaper on Wednesday 10th July 2019.
- The proposal was also on Council's website from the 2nd July 2019 to the 16th August 2019.
- The Notice of the proposal was also displayed on Council's Official Noticeboard until after the deadline for written public submissions.
- No submissions were received by the deadline of 5.00pm, Friday 16th August 2019.
- Council is now able to formally consider the road closure proposal.
- The road closure is a condition of the Approval by the Public Transport Authority, Arc Infrastructure and Main Roads WA to permit the construction of a Vehicle Access Road and Railway Crossing from the York – Merredin Road to the Southern Portion of the Quairading Community Nature Reserve (Reserve No.16405), which will also allow lawful access to the area known as "The Groves" and the Railway Dam which is utilised by the Quairading District High School for Oval watering.
- This Access Point is the designated vehicle access point in the Reserve Management Plan which was previously approved by the Minister.

MATTERS FOR CONSIDERATION

That the section of the Weir Road Reserve south of the York – Merredin Road be closed, and that the land (closed Railway Crossing) be incorporated into the Rail Reserve and the remaining portion of the Road Reserve to be incorporated into Reserve No 16405.

BACKGROUND

Council at its Ordinary Meeting of the 27th June 2019 passed the following Resolution:-

RESOLUTION: 211-18/19

MOVED Cr Brown SECONDED Cr Haythornthwaite

1. That Council consider a Proposed Road Closure, under Section 58 of the Land Administration Act, of the following Sections of Weir Road: -
 - a) the portion of Weir Road Reserve that is South of the York – Merredin Road (840 m2 in Area) and its inclusion into the Railway Reserve.
 - b) the remaining portion of the Weir Road Reserve (420 m2 in Area) South of Area A, being incorporated into the Quairading Nature Reserve (No. 16405).
2. Should Council so agree to No.1 above, then Council proceed to publication in a newspaper circulating in its district, a Statutory Public Notice for a period of 35 days, being “a notice of motion” for the road closure pursuant to the Local Government Act and associated Regulations.

CARRIED 6/0

STATUTORY ENVIRONMENT

Land Administration Act, - Section 58

58. Closing roads

- (1) When a local government wishes a road in its district to be closed permanently, the local government may, subject to subsection (3), request the Minister to close the road.
- (2) When a local government resolves to make a request under subsection (1), the local government must in accordance with the regulations prepare and deliver the request to the Minister.
- (3) A local government must not resolve to make a request under subsection (1) until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice.
- (4) On receiving a request delivered to him or her under subsection (2), the Minister may, if he or she is satisfied that the relevant local government has complied with the requirements of subsections (2) and (3) —
 - (a) 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.
- (5) If the Minister grants a request under subsection (4) —
 - (a) the road concerned is closed on and from the day on which the relevant order is registered; and
 - (b) any rights suspended under section 55(3)(a) cease to be so suspended.
- (6) When a road is closed under this section, the land comprising the former road —
 - (a) becomes unallocated Crown land; or

- (b) if a lease continues to subsist in that land by virtue of section 57(2), remains Crown land.

Land Administration Regulations 1998 – Reg 9

9. Local government request to close road permanently (Act s. 58(2)), requirements for

For the purposes of preparing and delivering under section 58(2) of the Act a request to the Minister to close a road permanently, a local government must include with the request —

- (a) written confirmation that the local government has resolved to make the request, details of the date when the relevant resolution was passed and any other information relating to that resolution that the Minister may require; and
- (b) sketch plans showing the location of the road and the proposed future disposition of the land comprising the road after it has been closed; and
- (c) copies of any submissions relating to the request that, after complying with the requirement to publish the relevant notice of motion under section 58(3) of the Act, the local government has received, and the local government's comments on those submissions; and
- (d) a copy of the relevant notice of motion referred to in paragraph (c); and
- (e) any other information the local government considers relevant to the Minister's consideration of the request; and
- (f) written confirmation that the local government has complied with section 58(2) and (3) of the Act.

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

Funding for the Construction of the Approved Crossing is included in the 2019/20 Adopted Budget as a Capital Project.

Proposal and Project has been assessed as having no adverse effect upon the Projected Operating Surplus Ratio.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 – 2027

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES
S1	Active community
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

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

Governance Objective: Strong governance and community engagement

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

Quairading Innovate – Reconciliation Action Plan 2017-2019

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: <i>Visible recognition of Indigenous cultures, history and peoples and protocols.</i>

Action	Deliverable	Timeline	Responsibility
1. ABORIGINAL CULTURAL AWARENESS			
2. ABORIGINAL HISTORY IN QUAIRADING			

COMMUNITY CONSULTATION

Statutory Notices were published as prescribed, and Community Information was widely publicised on the Quairading Website, Social Media and Public Noticeboards.

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

Financial – Risk Matrix Rating is assessed as Low. Construction Project is included in the 2019/2020 Adopted Budget. Capital Infrastructure to provide legal access to a Council managed Reserve.

Reputation – Risk Matrix Rating is assessed as Medium. Lack of Access to “The Groves” and the Railway Dam has caused considerable Community concern over time. Proposed access will negate the need for Motorist to access these Sites through the CBH Site. This Access is the approved vehicle point for the Nature Reserve Management Plan. Part Closure of Weir Road Reserve is a Condition of the new Approved Railway Crossing.

Operation – Risk Matrix Rating is assessed as Low. Road Closure Proposal undertaken as part of Council’s existing and budgeted resources.

Natural Environment – Risk Matrix Rating is assessed as Low. Minimal impact upon the natural surroundings utilising track. Road Closure will have no impact on the locality.

10.1 PROPOSED ROAD CLOSURE - WEIR ROAD

Meeting Date	27 th June 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Arc Infrastructure Plan
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

1. That Council Consider a Proposed Road Closure, under Section 58 of the Land Administration Act, of the following Sections of Weir Road:-
 - a) the portion of Weir Road Reserve that is South of the York – Merredin Road (840 m2 in Area) and its inclusion into the Railway Reserve.
 - b) The remaining Portion of the Weir Road Reserve (420 m2 in Area) South of Area A, being incorporated into the Quairading Nature Reserve (No. 16405)
2. Should Council so agree to No.1 above, then Council proceed to publication in a newspaper circulating in its district, a Statutory Public Notice for a period of 35 days, being “a notice of motion” for the road closure pursuant to the Local Government Act and associated Regulations.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Council received approval for the Management Plan for the Nature Reserve (Reserve 16405) on 24th February 2018 from the Minister for Lands.
- Management Plan provided for Vehicle Access to the Southern portion of the Nature Reserve including the area known as “The Groves”
- Lengthy negotiations have been undertaken with the Public Transport Authority, Arc Infrastructure and Main Roads to secure an approved Road Access across the Railway Line.
- The subject land had further Drawings which were endorsed by Main Roads and submitted to the PTA in October 2018. Proposal is to make a new Crossing/ Road Access approximately 70 metres to the West of the currently Closed Crossing. Design provides for the separation of roads / access at Weir Road.
- Notification received from PTA in March 2019, confirmed that Arc Infrastructure have now approved the Rail Crossing / Access Plan submitted by Council.
- Approval is subject to Council agreeing to close the portion of Weir Road Reserve that is South of the York – Merredin Road (840 m2 in Area) and its inclusion into the Railway Reserve.
- The remaining Portion of the Weir Road Reserve (420 m2 in Area) being incorporated into the Quairading Nature Reserve (No. 16405)

MATTERS FOR CONSIDERATION

Proposal to Permanently Close the Section of the Weir Road Reserve south of the York – Merredin Road and that the Land (Closed Railway Crossing) be incorporated into the Rail Reserve and the remaining Portion of the Road Reserve to be incorporated into Reserve No 16405.

BACKGROUND

The “Railway Crossing” to access this area was never an Approved / Gazetted Crossing and earth mounds had been placed (presumably by the Railways) on either side of the Rail line to firstly prevent truck access from the CBH Facility with Trucks potentially straddling the rail way line.

This work also prevented vehicle access to the Area known as “The Groves” and also access to the “Railway Dam” meaning that drivers / vehicles have been travelling through the CBH Site to gain access. This has presented a significant Risk to CBH and also to the Public.

CBH have postponed erecting boundary fencing to the North Western end of their Site, while the Vehicle Access across the Railway Line from the York – Merredin Road has been negotiated.

Access via the Road Reserve to the South of Ashton Street has been inspected by the CEO and EMWS and is problematic with a Gully Crossing and several Gates to go through.

STATUTORY ENVIRONMENT

Land Administration Act, - Section 58

58. Closing roads

- (1) When a local government wishes a road in its district to be closed permanently, the local government may, subject to subsection (3), request the Minister to close the road.
- (2) When a local government resolves to make a request under subsection (1), the local government must in accordance with the regulations prepare and deliver the request to the Minister.
- (3) A local government must not resolve to make a request under subsection (1) until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice.
- (4) On receiving a request delivered to him or her under subsection (2), the Minister may, if he or she is satisfied that the relevant local government has complied with the requirements of subsections (2) and (3) —
 - (a) 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.
- (5) If the Minister grants a request under subsection (4) —
 - (a) the road concerned is closed on and from the day on which the relevant order is registered; and
 - (b) any rights suspended under section 55(3)(a) cease to be so suspended.
- (6) When a road is closed under this section, the land comprising the former road —
 - (a) becomes unallocated Crown land; or
 - (b) if a lease continues to subsist in that land by virtue of section 57(2), remains Crown land.

Land Administration Regulations 1998 – Reg 9

9. Local government request to close road permanently (Act s. 58(2)), requirements for

For the purposes of preparing and delivering under section 58(2) of the Act a request to the Minister to close a road permanently, a local government must include with the request —

- (a) written confirmation that the local government has resolved to make the request, details of the date when the relevant resolution was passed and any other information relating to that resolution that the Minister may require; and

- (b) sketch plans showing the location of the road and the proposed future disposition of the land comprising the road after it has been closed; and
- (c) copies of any submissions relating to the request that, after complying with the requirement to publish the relevant notice of motion under section 58(3) of the Act, the local government has received, and the local government's comments on those submissions; and
- (d) a copy of the relevant notice of motion referred to in paragraph (c); and
- (e) any other information the local government considers relevant to the Minister's consideration of the request; and
- (f) written confirmation that the local government has complied with section 58(2) and (3) of the Act.

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

Funding for the Construction of the Approved Crossing is included in the 2019/20 Draft Budget. Capital Project

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 – 2027

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES
S1	Active community
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

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

Governance Objective: Strong governance and community engagement

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

Quairading Innovate – Reconciliation Action Plan 2017-2019

RESPECT
<p>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.</p>
<p>Focus area: <i>Visible recognition of Indigenous cultures, history and peoples and protocols.</i></p>

Action	Deliverable	Timeline	Responsibility
1. ABORIGINAL CULTURAL AWARENESS			
2. ABORIGINAL HISTORY IN QUAIRADING			

COMMUNITY CONSULTATION

N/A

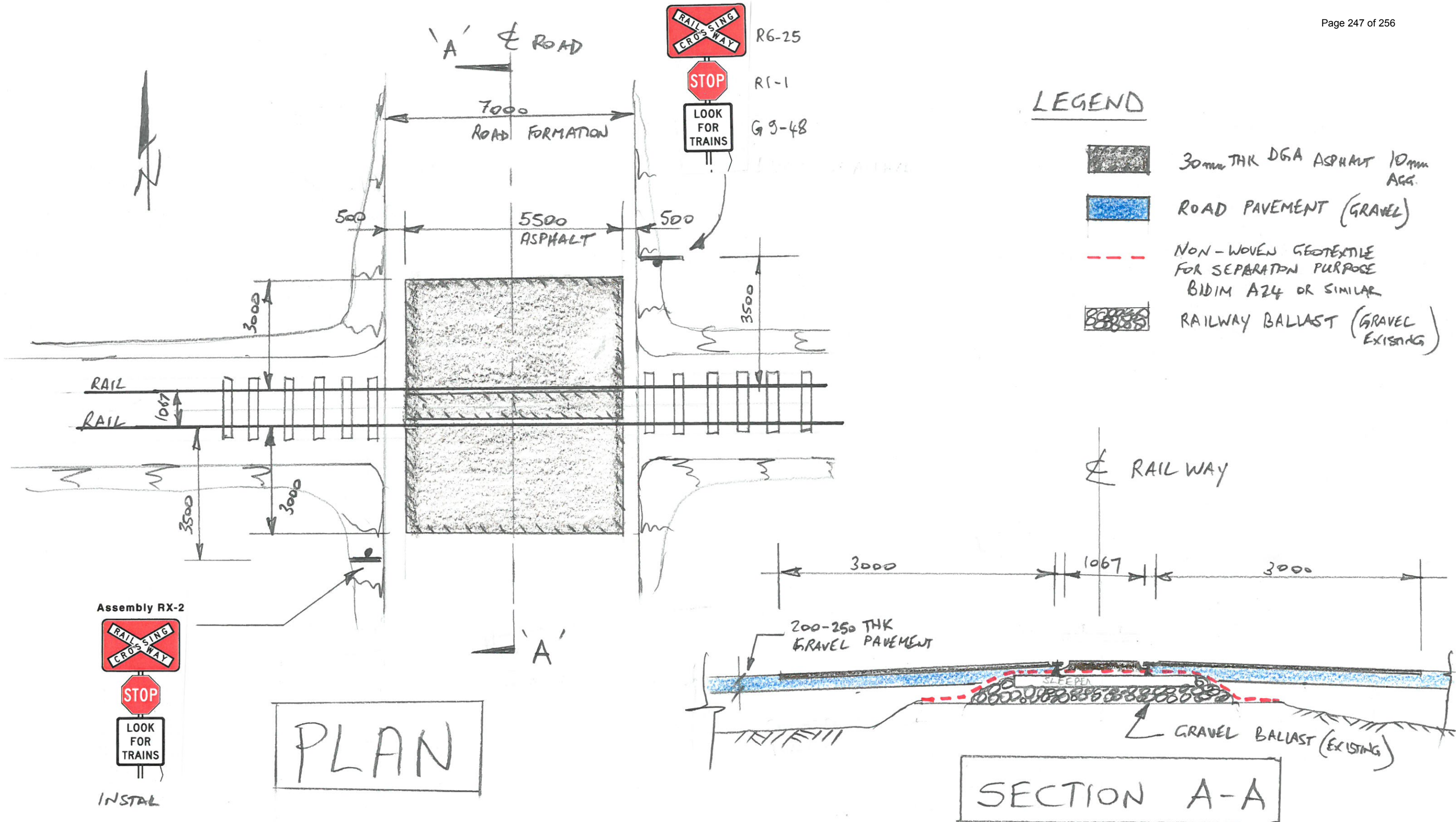
RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial – Risk Matrix Rating is assessed as Low. Project has been listed in the 2019/20 Draft Budget. Capital Infrastructure to provide legal access to a Council managed Reserve.

Reputation – Risk Matrix Rating is assessed as Medium. Lack of Access to “The Groves” and the Railway Dam has caused considerable Community concern over time. Proposed access will negate the need for Motorist to access these Sites through the CBH Site. This Access is the approved vehicle point for the Nature Reserve Management Plan. Part Closure of Weir Road Reserve is a Condition of the new Approved Railway Crossing.

Operation – Risk Matrix Rating is assessed as Low. Road Closure Proposal requires Statutory Advertising and Public Comment Period. Undertaken by Council’s Administration.

Natural Environment –Risk Matrix Rating is assessed as Low. Minimal impact upon the natural surroundings utilising track. Road Closure will have no impact on the locality.



Assembly RX-2
 RAIL CROSSING
 STOP
 LOOK FOR TRAINS
 INSTALL

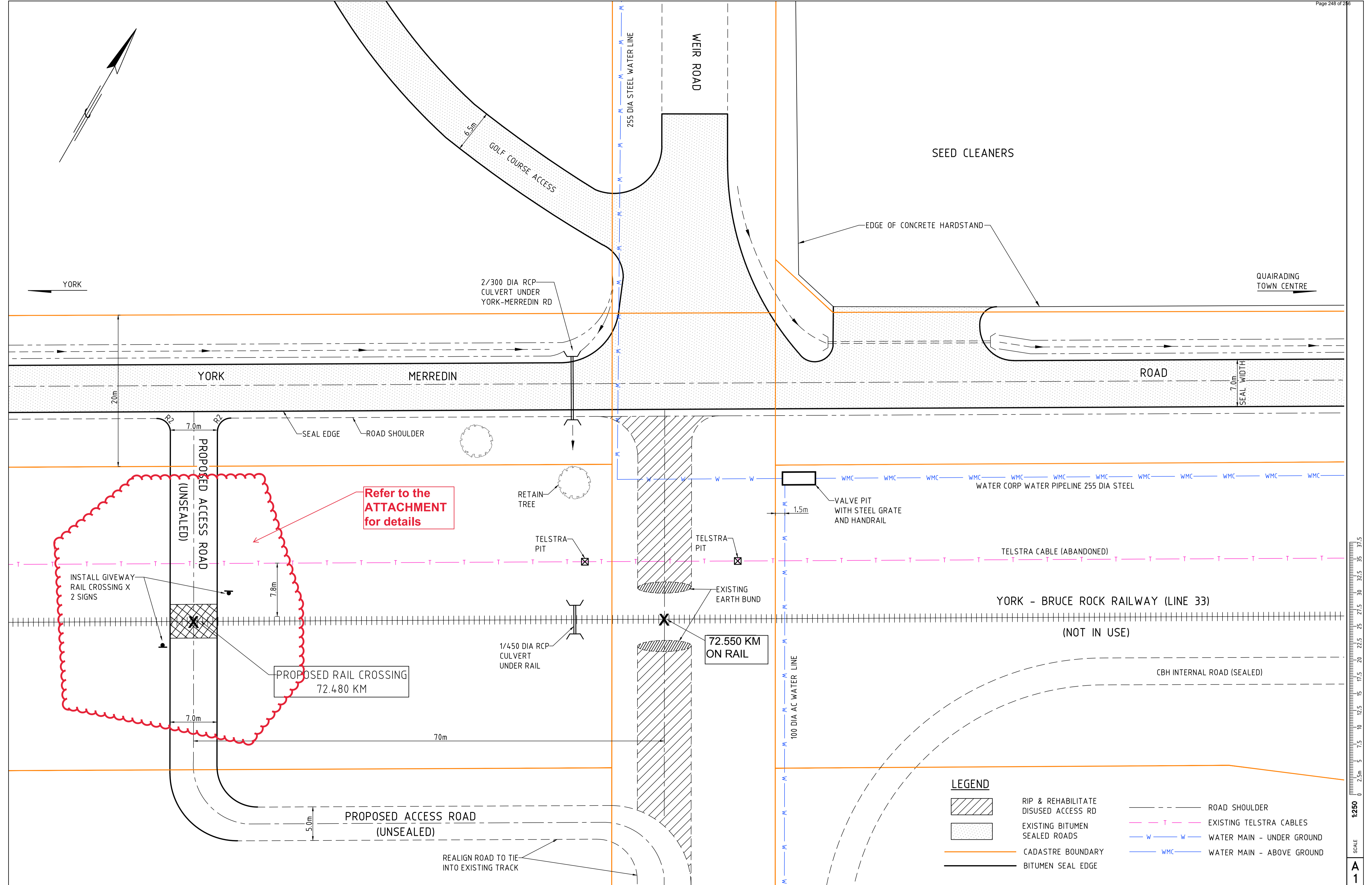
PLAN

SECTION A-A

ATTACHMENT to R1486-41-SC01-A

ROADSWEST ENGINEERING
 GROUP PTY LTD
 PO BOX 108
 VICTORIA PARK WA 6979

4/4/19



Refer to the ATTACHMENT for details

PROPOSED RAIL CROSSING
72.480 KM

72.550 KM ON RAIL

LEGEND

- RIP & REHABILITATE DISUSED ACCESS RD
- EXISTING BITUMEN SEALED ROADS
- CADASTRE BOUNDARY
- BITUMEN SEAL EDGE
- ROAD SHOULDER
- EXISTING TELSTRA CABLES
- WATER MAIN - UNDER GROUND
- WATER MAIN - ABOVE GROUND

BASE DATA INFORMATION

SURVEY GRID: CORRIG94	
HEIGHT DATUM: A.H.D.	
DRAWING PATH	
DESIGNED T.S. 23-6-17	DRAWN C.O. 23-6-17
VERIFIED	APPROVED

SUITE 13, 6 LEIGH ST., BURSWOOD WA 6100
 TELEPHONE: (08) 9472 4122
 FACSIMILE: (08) 9472 4102

ROADSWEST
 ENGINEERING GROUP WA PTY LTD
 PROJECT MANAGEMENT & CIVIL ENGINEERING

YORK - MERREDIN ROAD (M041)
 WEIR ROAD RAIL CROSSING
 YORK - BRUCE ROCK RAILWAY (LINE 33)
 CONCEPT LAYOUT

ROADSWEST ENGINEERING GROUP

JOB NUMBER R1486-41

DRAWING TYPE DRAWING NUMBER AMEND.

R1486-41-SC01-A

No.	DESCRIPTION	APPROVED & DATE
A	RELOCATE ACCESS ROAD TO 72.480km.	8.1.18
AMENDMENTS		

10.5 Shire Administration Office and Works Depot Reception Closure Between Christmas and New Year

Meeting Date	29 th August 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Nil.
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER'S RECOMMENDATION

1. That Council approve the closure of the Shire Administration Office and Works Depot Reception from 5.00 pm on Friday 20th December 2019 to 9.00 am on Thursday 2nd January 2020.
2. The Office closures and Emergency contact details be publicised in the community through Council's communication mediums.
3. Council advise the Department of Transport of the closure period for the Licensing Agency in accordance with the Licensing Agency Agreement.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Council in recent years has approved the closure of the Shire Administration Office and Works Depot Reception for the period between Christmas and New Year Public Holidays. This has enabled staff to have an extended break utilising Accrued Annual Leave or Rostered Days Off entitlements.
- Executive and Senior Staff will be available and able to respond to Emergencies / Telephone Calls.
- Management will prepare a Roster of Council Staff on Leave and those Staff available to respond to call Outs / Emergencies.
- Emergency Management Staff (CESM) will be on "Standby" due to the Bushfire Season
- Council's Works Depot staff will cease work on Friday, 20th December 2019 however; a number of staff will be available as 'skeleton crew' during the period of leave, and will return to work on various dates throughout January 2020.
- The Town/Parks and Gardens team will not be taking leave (excluding Public Holidays) to maintain Town facilities, parks and gardens.
- Appropriate community advertising will be undertaken should Council agree to the Shire Administration Office and Works Depot Reception Closure dates.
- There has been no record to the Administration of the 2018/19 Closure causing any major inconvenience to the community nor any adverse publicity.
- Council to consider the closure proposal each year on its merits.

MATTER FOR CONSIDERATION

Council to consider Shire Administration Office and Works Depot Reception closure period between Christmas and New Year 2019/2020.

BACKGROUND

The Works Depot has traditionally been closed for the same period with a 'skeleton crew' available for watering, public convenience maintenance, etc.

The majority of the Works Depot crew will have commenced taking their annual leave entitlements as at the COB on Friday 20th December 2019, and will return to work on various dates in January depending upon their period of leave taken.

The Works Depot staff will advise who is remaining in the District for an 'Emergency Call Out' roster.

2018 RESOLUTION: 68-18/19

MOVED Cr McRae SECONDED Cr McGuinness

1. That Council approve the Closure of the Administration Centre and Depot Reception from 5.00pm on Friday 21st December 2018 to 8.30am on Wednesday 2nd January 2019.
2. The Office Closure and Emergency Contact Details be publicised in the Community.
3. Council advise the Department of Transport of the Closure Period for the Licensing Agency.
4. That the CEO prepare a Draft Policy on the Christmas / New Year Office Closure for Council's Consideration for future years.

AMENDMENT

MOVED Cr Haythornthwaite SECONDED Cr Smith

That point 4 be removed from the Motion.

4. That the CEO prepare a Draft Policy on the Christmas / New Year Office Closure for Council's Consideration for future years.

CARRIED 8/0

COUNCIL DECISION

MOVED Cr McRae SECONDED Cr McGuinness

1. That Council approve the Closure of the Administration Centre and Depot Reception from 5.00pm on Friday 21st December 2018 to 8.30am on Wednesday 2nd January 2019.
2. The Office Closure and Emergency Contact Details be publicised in the Community.
3. Council advise the Department of Transport of the Closure Period for the Licensing Agency.

CARRIED 8/0

Reason for Variation to Officer's Recommendation

Council determined that the Matter be considered on a Year to Year basis rather than as a Standing Policy.

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil, as Staff will be utilising Annual Leave or Rostered Days Entitlements.

Department of Transport require Notification of the Days of the Closure for Licencing Agency purposes.

Transport Customers are able to renew Standard Transport licences the internet and also via BPAY at any time.

It has been assessed that there will be no adverse effect on Council's Projected Operating Surplus Ratio as a result of the proposed Closure over the Christmas/New Year Period.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1.1	Continual improvement in IPR, transparency and accountability
G4	Sound Organisation

COMMUNITY CONSULTATION

Closure will be fully publicised in Council and Community Publications and the Website.

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

Financial – Risk Matrix Rating is considered Low.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating is considered Low. Risk is mitigated through extensive publicity in the Community well in advance of the Closure.

Operation – Risk Matrix Rating is considered Low. Council base services in the maintenance of Public Facilities and Parks / gardens are continued through the Christmas / New Year period. Further, Council's Waste and Recycling Facility will be operating on the Normal Days / Hours.

Natural Environment – Risk Matrix rating is considered Low.

COMMENT

Subject to Council determination, the proposed Shire Administration Office and Works Depot Reception closure is as follows: -

Office and Works Depot Reception Closure 5.00pm Friday, 20th December 2019

Monday, 23rd December 2019 - Office Closed

Tuesday, 24th December 2019 Christmas Eve – Office Closed

Wednesday, 25th December 2019 Christmas Day – Public Holiday

Thursday, 26th December 2019 Boxing Day – Public Holiday

Friday, 27th December 2019 – Office Closed

Monday, 30th December 2019 – Office Closed

Tuesday, 31st December 2019 New Year's Eve – Office Closed

Wednesday, 1st January 2020 New Year's Day – Public Holiday

Office and Works Depot Reception Re-opening - 9.00am Thursday, 2nd January 2020

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

No matters for consideration.

ITEM 13 URGENT COUNCILLORS' BUSINESS

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

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

VOTING REQUIREMENTS – Simple Majority

14.1 RFT 1-19/20 Management and Operation of the Quairading Memorial Swimming Pool (Confidential Item)

Item considered Confidential under Section 5.23, 5.94 and 5.95 of the *Local Government Act 1995* as information relates to a current Contract that Council has for supervision and management of the Swimming Pool. Reference Section 5.23(2)(b) and 5.23(2)(c).

Meeting Date	29 th August 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	14.1a Scorecards (Confidential)
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

Emailed under separate cover.

14.2 Medical Services Agreement

Item considered Confidential under Section 5.23, 5.94 and 5.95 of the *Local Government Act 1995* 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).

Meeting Date	29 th August 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	14.2a Final Medical Services Agreement prepared by HLS Legal 14.2b Various emails between the Parties
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

Emailed under separate cover.

OFFICER RECOMMENDATION

That the Meeting be opened to the Public.

VOTING REQUIREMENTS – Simple Majority

ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday, 26th September 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.