



# Shire of Quairading

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## *Ordinary Council Meeting Agenda*



27<sup>th</sup> June 2019

# Notice of Meeting

27<sup>th</sup> June 2019

Dear Councillors,

The next Ordinary Meeting of Council will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday 27<sup>th</sup> June 2019 commencing at 2 pm.

Yours faithfully,

**GRAEME FARDON**  
Chief Executive Officer

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## Disclaimer

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

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## SHIRE OF QUAIRADING

### ITEM 1 OPENING & ANNOUNCEMENTS

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

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

### ITEM 2 ATTENDANCE AND APOLOGIES

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#### Councillors

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

#### Council Officers

Mr GA Fardon	Chief Executive Officer
Mr A Rourke	Executive Manager of Works & Services
Mr N Gilfellow	Executive Manager of Corporate Services
Mr RM Bleakley	IPR/Strategic Projects Officer
Ms MA Lee-Curtis	A/Executive Officer

#### Observers/Visitor

#### Apologies

#### Leave of Absence Previously Granted

Cr PD Smith

### ITEM 3 PUBLIC QUESTION TIME

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

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Nil.

## ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

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Nil.

## ITEM 6 DECLARATIONS OF INTEREST

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

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

## ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 7.1 Confirmation of Minutes – 30<sup>th</sup> May 2019

#### **Recommendation**

**That the Minutes of the Ordinary Meeting of Council held on the 30<sup>th</sup> May 2019 be confirmed as a true and accurate record. (Attached)**

### 7.2 Business Arising

## SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 30<sup>th</sup> May 2019 commencing at 2.01 pm.

### ITEM 1 OPENING & ANNOUNCEMENTS

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The Shire President opened the Meeting at 2.01 pm.

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

One (1) Minute’s Silence was observed for the Passing of the Late Past Prime Minister of Australia, Mr Bob Hawke, and local resident Mrs Sheila O’Hare.

Afternoon Tea will be provided by the “Biggest Morning Tea” organisers to help raise funds for the Cancer Council, Gold Coin Donations sought.

Councillors were advised that an invitation had been extended to representatives from Roadswest Engineering, Quairading Earth Moving and Avon Concrete for Afternoon Tea, as a thank you for their efforts on the WANDRRA project.

### ITEM 2 ATTENDANCE AND APOLOGIES

---

#### Councillors

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

#### Council Officers

Mr GA Fardon	Chief Executive Officer
Mr NL Gilfellon	Executive Manager of Corporate Services
Mr A Rourke	Executive Manager of Works & Services
Mr RM Bleakley	IPR/SPO Officer
Ms MA Lee-Curtis	A/Executive Officer

#### Observers/Visitor

Mr John Haythornthwaite (2.01 pm to 3.07 pm, 3.24 pm to 3.25 pm)  
Ms Jill Hayes (2.01 pm to 3.07 pm)

#### Apologies

Nil

#### Leave of Absence Previously Granted

Nil

**ITEM 3 PUBLIC QUESTION TIME**

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**Mr John Haythornthwaite**Question 1

Mr Haythornthwaite queried EFT6480 - 2/4/2019 - LO-GO Appointments - Contracting Services of Executive Officer - \$2,473.08?

Response 1

The CEO responded that this is a payment for costs associated with engaging an Acting Executive Officer through the recruitment agency, LOGO Appointments.

Question 2

Mr Haythornthwaite queried EFT6494 - 2/4/2019 - Northam Holden - Purchase of Holden Colorado -Shared Utility P465 - \$20,675.00?

Response 2

The Executive Manager of Works & Services, Mr Rourke responded, that this is a Shire owned vehicle purchased as a replacement vehicle, that is shared between the Grants & Project Officer and the Works staff.

Question 3

Mr Haythornthwaite queried EFT6506 - 12/04/2019 - Quairading Tyre and Battery Supplies - Q450 UD Prime Mover 4 x tyres and 2 x new steerers, Q272 Nissan UD Truck 4 x new tyres, Q4450 Tri-axle side-tipper 6 x new tyres - \$5,929.29?

Response 3

The CEO responded that this was to purchase a total of 16 new tyres, as detailed in the description.

Question 4

Mr Haythornthwaite queried EFT6542 - 24/04/2019 - Neu-Tech Auto Electrics - Light Bar 28 – Works Team Leaders Utility - \$275.00?

Response 4

The Executive Manager of Works & Services, Mr Rourke responded that this was fitted to the new Colorado Utility, which is used for emergency/night time callouts.

Question 5

Mr Haythornthwaite queried EFT6564 24/04/2019 - Bonnie King - Reimbursement for key cutting - \$37.50?

Response 5

The CEO responded that this was to reimburse employee Mrs Bonnie King for purchasing new keys that were needed for replaced padlocks that were broken or badly damaged on the public toilets at the Football Changeroom and the ladies Changeroom.

## ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

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Nil.

## ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE – CR SMITH

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### 5.1 Application for Leave of Absence – Cr Smith

An application was received from Cr Smith for Leave of Absence from Council and Committee meetings for the period of 11<sup>th</sup> June 2019 to the 27<sup>th</sup> June 2019 inclusive.

#### **RESOLUTION 188-18/19**

**MOVED Cr Stacey SECONDED Cr McRae**

**That Leave of Absence be granted to Cr Smith for the period 11<sup>th</sup> June 2019 to the 27<sup>th</sup> June 2019 inclusive.**

**CARRIED 6/0**

## 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.

Cr Smith declared an Impartiality Interest in Item 10.4 Community Grants Scheme – 2019/2020.

Cr Brown declared an Impartiality Interest in Item 10.5 Sports Oval Lighting Endorsement.

Cr McRae queried the rules of declaring an Impartiality Interest. The CEO provided clarification that an elected Member declaring an Impartiality Interest is able to remain in the meeting, Discuss and Vote on the Item.

Cr Haythornthwaite advised the meeting that she is no longer President of the Badminton Club.

## ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 7.1 Confirmation of Minutes – 24<sup>th</sup> April 2019

#### **OFFICER RECOMMENDATION**

#### **RESOLUTION: 189-18/19**

**MOVED Cr Smith SECONDED Cr McRae**

**That the Minutes of the Ordinary Meeting of Council held on the 24<sup>th</sup> April 2019 be confirmed as a true and accurate record.**

**CARRIED 7/0**



## 7.2 Business Arising

Nil.

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

*No matters for consideration.*

### ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

#### 9.1 Accounts for Payment – April 2019

<b>Meeting Date</b>	30 <sup>th</sup> May 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellow
<b>Attachments</b>	9.1.a April 2019 Payment List 9.1.b Transport Takings 9.1.c Credit Card Statement
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

#### OFFICER RECOMMENDATION

##### RESOLUTION: 190-18/19

##### **MOVED Cr Haythornthwaite    SECONDED Cr Brown**

That Council note the following:

1. That Schedule of Accounts for April 2019 covering Municipal Vouchers 23634 to 23638 & EFT6474 to EFT6577 & DD13353.1 to DD13353.10 totalling \$687,974.03 be received; and
2. That Police Licensing payments for the month of April 2019 totalling \$62,921.40 be received (Attachment 9.1.2); and
3. That fund transfers to Corporate Credit Card for April 2019 balance totalling \$2,126.54 be received (Attachment 9.1.3); and
4. That Payroll payments for the month April 2019 totalling \$177,807.98; and
5. That the Lease payment for the month of April 2019 on the CESM Vehicle totalling \$1,775.97.

**CARRIED 7/0**

#### IN BRIEF

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

#### MATTER FOR CONSIDERATION

Note the accounts paid during April 2019.

#### BACKGROUND

Accounts paid are required to be submitted each month.

## STATUTORY ENVIRONMENT

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

## POLICY IMPLICATIONS

Nil.

## FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 – 2027

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

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

## COMMUNITY CONSULTATION

Nil.

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

## 9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 30<sup>th</sup> April 2019

<b>Meeting Date</b>	30 <sup>th</sup> May 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Giffellon
<b>Attachments</b>	9.2.a Financial Statements for April 2019
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

### OFFICER RECOMMENDATION

#### RESOLUTION: 191-18/19

#### MOVED Cr Smith    SECONDED Cr Haythornthwaite

That Council receive the Monthly Financial Statements for the period ending 30<sup>th</sup> April 2019.

**CARRIED 7/0**

The Meeting raised the following queries: -

- Further clarification required on the likelihood to reduce the amount of Rates currently outstanding. The Executive Manager of Corporate Services responded that further information on the composition of the Outstanding Amounts would be circulated to all Councillors and that Staff will follow up with Outstanding Rates Debtors to reduce the balance prior to the 30<sup>th</sup> June 2019.
- A request for more detailed information on the Caravan Park, including rate of occupancy and financial information, similar to that as set out in the Notes to the Statement of Financial Activity for the Medical Practice and the Child Care Centre. The Executive Manager of Corporate Services responded that further information on the Caravan Park will be provided in the Financial Reports for the June 2019 OCM Agenda.

### IN BRIEF

- Monthly Financial Statements for the period ending 30<sup>th</sup> April 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 31<sup>st</sup> March 2005 and effective from the 1<sup>st</sup> July 2005, have repealed the existing regulations (34 and 35) relating to monthly and quarterly / triannual financial reports.

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

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

## **POLICY IMPLICATIONS**

Nil.

## **FINANCIAL IMPLICATIONS**

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

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

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

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

## **COMMUNITY CONSULTATION**

Nil.

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

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

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

## **COMMENT**

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

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

### 9.3 Elected Members Meeting Fees - Western Australian Salaries and Allowances Tribunal (SAT) – for Local Government Chief Executive Officers and Elected Members Remuneration

<b>Meeting Date</b>	30 <sup>th</sup> May 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	Salaries and Allowances Tribunal's Determination dated 9 <sup>th</sup> April 2019 and effective from 1 <sup>st</sup> July 2019.
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

#### OFFICER RECOMMENDATION

Submitted for Council's determination of: -

That Meeting Fees and Allowances for 2019/2020 be as follows: -

1. Shire President – Council Meeting \$ \_\_\_\_\_ per Meeting;  
 Shire President – Committee meetings \$ \_\_\_\_\_ per Meeting  
 Councillors – Council Meeting \$ \_\_\_\_\_ per Meeting  
 Councillors – Committee Meetings \$ \_\_\_\_\_ per Meeting
2. Level of Remuneration within Band 4; and
3. Shire President's Allowance be set at \$ \_\_\_\_\_

**VOTING REQUIREMENTS** – Absolute Majority

#### RESOLUTION: 192-18/19

**MOVED** Cr Haythornthwaite **SECONDED** Cr Smith

That Meeting Fees and Allowances for 2019/2020 be as follows: -

1. Shire President – Council Meeting \$440 per Meeting  
 Shire President – Committee Meetings \$76 per Meeting  
 Councillors – Council Meeting \$214 per Meeting  
 Councillors – Committee Meetings \$76 per Meeting
2. Level of Remuneration within Band 4; and
3. Shire President's Allowance be set at \$513.

**CARRIED BY AN ABSOLUTE MAJORITY 5/2**

The meeting discussed several variances or alternatives including:

- increasing the amounts to the minimum allowable under the revised Band;
- noting that current meeting fees are towards the upper amount in Band 4;
- retaining the status quo;

- increasing Meeting Fees and Allowances by 2%, to reflect to the community that the Councillors' role is an important one;
- increasing the Shire President's allowance to the Prescribed Minimum Amount only; and
- rounding the amounts to the nearest dollar.

## IN BRIEF

- The Salaries and Allowance Tribunal has determined a 1.0% Increase in the Range of the 4 Bands for the Fees & Allowances for Elected Members;
- Council remains in Band 4;
- Council in the past has supported a Meeting Fee be paid to Elected Members rather than paying an Annual Fee. An Absolute Majority Vote is required if Council were to determine that an Annual fee be paid to Councillors;
- Council is required to pay the Prescribed Minimum Fee within Band 4 or determine a Meeting Fee within the Band 4 range;
- Shire President Council Meeting Fee Range is \$91-\$490;
- Councillor Meeting Fee Range is \$91-\$238;
- Committee Meeting Fee Range is \$46-\$119;
- The Current Meeting Fees (2018/19) set by Council are as follows: -

### Council Meetings

Shire President                      \$439.85

Councillors                              \$213.75;

- Committee Meetings (and Other Prescribed Meetings)
- All Councillors                              \$76.00;
- Committee Meeting Fees are paid on Standing Council Committee and other Prescribed Meetings (i.e. Regional Road Group Meetings and Central Country Zone Meetings);
- Meeting Fees are not payable on Workshops or Committee Meetings where members of the public are also on the Committee;
- The Shire President's Allowance has historically been the Minimum Amount in Band 4 (Range \$513 -\$20,063);
- Council has not previously supported an Allowance for the Deputy Shire President, being 25% of the Shire President's Allowance; and
- Council has previously considered but not supported to payment of an ICT (Information and Communications) Annual Allowance.

## MATTER FOR CONSIDERATION

Council to consider Elected Member Meeting Fees and Allowances for the 2019/2020 Year.

## BACKGROUND

The Salaries and Allowances Tribunal is charged with the responsibility of annually reviewing and setting the Range / Bands for the remuneration of Elected Members and CEO's.

The Tribunal invited individual local governments to provide information in order to ensure the Tribunal is informed on developments across the sector, and noted a range of labour market and economic data including the financial position and fiscal strategy of the State. While the Tribunal acknowledges that the local government sector is not tied to the specific budgetary pressures associated with the State Budget and the *Salaries and Allowances Amendment (Debt and Deficit Remediation) Act 2018*, it is a sector created by the Western Australian Parliament and is part of a broader public sector.

While the band ranges have been frozen, individual local governments have retained the ability for remuneration movement within a band to suit individual circumstances.

The Tribunal remains cognisant of its duties to ensure that the remuneration of senior officers within the public sphere of Western Australia remains within public expectations and within the framework of other public officers, while being sufficient enough to attract well qualified candidates.

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*, Local Government (Administration) Regulations 1996, *Salaries and Allowances Act 1975*, and Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2019.

Section 5.98 of the *Local Government Act 1995* specifically refers to the setting of Meeting Fees for Council and Committee Meetings.

Section 5.99 provides authority for Council to determine (by Absolute Majority) the payment of an Annual Fee to Councillors rather than a Meeting Fee based on attendance.

*The Local Government Act 1995* does also provide for the reimbursement of other costs as prescribed in Regulation.

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Council's Current Budget for Meeting Fees (and other Expenses Claimed) is \$32,205 per Annum and \$508 for the Shire President's Allowance.

It is estimated that the Members Fees & Allowance Expense (GL0322) to the 30<sup>th</sup> June 2019 will total \$26,000, compared to the Budget Amount of \$32,713.

Subject to Council Resolution, 2019/2020 Budget will need to reflect the Meeting Fee Level and Shire President's Allowance determined by Council.

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

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

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

### **COMMUNITY CONSULTATION – N/A**

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

Financial – Risk Matrix Rating is considered Low. Councillor Meeting Fees and the Shire President's Annual Allowance are provided for in the Annual Budget based on an estimate of the number of Meetings to be conducted by Council during the forthcoming year.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating is considered Low.

Operation – Risk Matrix Rating is considered Low. Payment of Councillors Meeting Fees and Annual Shire President's Allowance are included in normal operations of Council. Annual Statement of Meeting Fees paid to each Councillor are issued for Income Tax Declaration purposes.

Natural Environment – Risk Matrix rating is considered Low.

## COMMENT

The Salaries and Allowances Tribunal in its Determination dated 9<sup>th</sup> April 2019 has determined a:-

“1 (one) percent increase in the remuneration, fees, expenses or allowances ranges provided to CEO’s and Elected Members.

The Tribunal notes that the increase to the remuneration ranges does not constitute an automatic increase to the remuneration provided to CEO’s or Elected Members. Each local government must conduct its own remuneration review to determine whether any increase within the applicable bands, is justified.

The Tribunal has made additional minor changes:

- Increasing the child care reimbursement rate from \$25 to \$30 per hour;
- Clarifying the motor vehicle private benefit exemption for rural and remote local governments under Part 5; and
- Including the term ‘reasonable’ under Part 8 to allow individual local governments to assess whether reimbursable travel costs have been reasonably incurred.”

Council has the option to determine an Annual Attendance Fee in lieu of paying a Meeting Sitting Fee.

Band 4 Level for an Annual Attendance Fee is \$3,589 to \$9,504 for Councillors and \$3,589 to \$19,534 for the Shire President.

Other Expenses incurred by Councillors are to be reimbursed by Council upon documentary evidence or as pursuant to the Local Government Regulations.

Remuneration Levels for Elected Members are to be reviewed on an Annual basis.



## ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

### 10.1 Wheatbelt Secondary Freight Network Project

<b>Meeting Date</b>	30 <sup>th</sup> May 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	10.1a Email from the Chair of the Wheatbelt South Regional Road
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

#### OFFICER RECOMMENDATION

##### RESOLUTION: 193-18/19

##### MOVED Cr Brown SECONDED Cr McRae

That Council:

1. Continues to support the strategic intent of the Wheatbelt Secondary Freight Network Project; and
2. Authorise the Chief Executive Officer to prepare and sign a letter of support that endorses the re-allocation of \$6,000 in 2019/20 budget to co-fund the project management of the Wheatbelt Secondary Freight Network in combination with the WA State Government's \$100,000 of Regional Economic Development Grant funding, as part of the delivery of its Stage 1 Priority Works of the Wheatbelt Secondary Freight Network Project.

**CARRIED 7/0**

The Meeting noted that the \$6,000 contribution from the 42 Councils will go towards project management costs, with a total commitment of \$150,000. There is potential for Councils to be required to provide future contributions.

#### IN BRIEF

- The Federal Government recently announced \$70M Funding to the Secondary Freight Route Network Project.
- The State Government have also announced funding of \$100,000 towards the Project Management for the Secondary Freight Network (Stage 1 Priority Works).

#### MATTERS FOR CONSIDERATION

For Council to consider support for the Wheatbelt Secondary Freight Network project through reallocation of funds from the previously committed Building Better Regions fund co-contribution to the funding contribution towards the Lead Consultant Project Management role, in support of the successful Regional Economic Development Grant achieved from the State Government.

#### BACKGROUND

The Wheatbelt Secondary Freight Network (WSFN) Working Group is now requesting that all 42 Local Government's reaffirm their commitment to the WSFN project and make a budget allocation of \$6000 in the 2019/2020 budget to the Project Management Pool (Stage 1 Priority Works). The Wheatbelt Secondary Freight Network (WSFN) network comprises 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles

into the region. These roads are intended to enable large, high productivity trucks safe and cost effective access to business.

The project is being driven by Local Government Authorities with a Working Group established consisting of representatives from the following organisations:

- Wheatbelt North Regional Road Group (WN RRG);
- Wheatbelt South Regional Road Group (WS RRG);
- WA Local Government Association (WALGA);
- Regional Development Australia - Wheatbelt (RDA-W);
- Main Roads WA-Wheatbelt Region (MRWA-WR);
- Wheatbelt Development Commission (WDC).

Over the last two years, 42 Local Government Authorities across the region have collaborated to identify priority routes and have also participated in a technical data collection process, preparation of a pre-feasibility business case and a cost benefit analysis of the planning process. The in-kind investment by Local Government to date is estimated to be in excess of \$750,000. The process has been an excellent example of a large number of Local Governments working together on a common strategic regional priority. The key undertakings of the project so far are:

1. Identification of nominated WSNF roads based upon a simple criteria developed by RRG.
2. Determination of basic project framework and minimum design standards.
3. Road condition assessment against minimum design standards.
4. High level scope of works and order of magnitude costs for upgrades required.
5. A summary of data collection and assessment across the 42 local of governments is:

	Route Length (km)	Proposed Works (km)	Proposed Length (%)	Indicative Costs
TOTAL	4,337	2,851	66	\$493,000,000

This initial approach was to assist the Working Group to work towards an Infrastructure Australia Stage 3/4 submission for inclusion of the WSNF project on the Infrastructure Australia Infrastructure Priority List (IPL). The long term goal is to obtain funding support for a broadly estimated, \$500 million capital works program over a 10 - 20-year timeframe to bring the network up to a fit for purpose standard for current and anticipated future needs. The group is working towards submitting an IA Stage 4 Business Case submission for the WSNF. The project development costs associated with the business case submission are estimated to be \$5M, which is in the order of 1% of the estimated capital investment.

The following provides an outline of the proposed budget and funding applications that were submitted to assist with the development and planning stages the WSNF project.

Stages	Budget and Funding Sources
Stage 1 – Strategic Planning	\$1,000,000
Design Criteria and Objectives	BBRF (\$750K)
Options Assessment	LGA co-contribution (\$250K)
Collated Data Review	
Multiple Criteria Assessment	
Stage 2 – Detailed Planning	\$3,600,000
Concept Design Investigations	Commodity Route (\$1M)
Preliminary Design Investigations	LGA in-kind
Stage 3 – IA Stage 3/4 Submission	\$400,000

Project Management Governance Plan	REDS LGA in-kind	(\$100K)
	\$5,000,000	

### **Building Better Regions Fund (BBRF) submission**

The Building Better Regions Fund (BBRF) submission is only intended to contribute towards funding activities associated with Stage 1 – Strategic Planning at an estimated budget of \$1M.

Funding and the associated BBRF application can be summarised as follows:

- Budget
  - Total Cash \$1M
- Funding
  - BBRF \$750K
  - LGA cash co-contribution \$250K.

This strategic planning work will inform the strategic allocation of road capital works funding provided to LGAs in the region, the economically optimal sequence for developing the network and ensure that roads are designed and constructed to an optimal standard from a 'whole-of-life' asset management perspective. The detailed planning exercise is expected to achieve a net benefit in the order of \$20 million based solely on the benefits gained from freight route prioritisation.

### **Commodity Freight Roads Fund (CFRF)**

The Commodity Freight Roads Fund submission is intended to contribute towards funding of activities associated with Stage 2 – Detailed Planning. This will specifically entail \$1M for consultants to undertake Preliminary Design Investigations. The remainder of Stage 2 is intended to be undertaken via in-kind by Local Governments and other funding sources currently being investigated, should they become available.

### **Regional Economic Development (RED) Grant**

The Regional Economic Development (RED) Grants submission is intended to contribute towards funding activities associated with Stage 3 – IA Stage 3/4 Submission. This will specifically entail \$100K for a Lead Consultant to undertake project management. The remainder of Stage 3 is intended to be undertaken via in-kind by local governments and other funding sources being investigated should they become available.

### **Major Project Business Case Fund (MPBCF) Initiative**

The Australian Government is investing \$100 billion over 10 years from 2019–20 through its rolling infrastructure plan to help manage our growing population, meet our national freight challenge and get Australians home sooner and safer. This includes \$250 million allocated to the Major Project Business Case Fund (MPBCF) initiative. Projects with clear strategic merit that has:

- Engagement in the project planning stage;
- View of future priorities;
- Ready to invest to enable economic activity;
- Address nationally significant deficits in the transport system; and
- Drive economic productivity growth and liveability in cities and regions through transport infrastructure investment.

The WSFR Working Group sees the \$5M sought for the Stage 4 IA submission for this regionally significant project as an ideal candidate for the MPBCF.

## Roads of Strategic Importance (ROSI) Initiative

The Australian Government will invest \$4.5 billion, including \$1 billion of additional funding committed in the 2019-20 Budget, to the Roads of Strategic Importance (ROSI) initiative to help connect regional businesses to local and international markets, and better connect regional communities. ROSI has the following principles:

- Key freight corridors that connect primary agricultural areas and mining resource regions to ports and other transport hubs.
- Support communities along the corridors and provide better access for tourists and other road users.
- Characterised by narrow sections of road, low capacity bridges and deteriorating pavements.
- Constrains the productivity and efficiency of freight movements.
- Catalyse economic activity and improve access to communities and tourist attractions.

From an estimated total of \$500,000,000 in funding the Working Group sought \$125,000,000 over the next 3 years for the delivery of the first stage of capital works.

The Working Group put in separate funding submissions for each of the abovementioned funding sources for the various stages of the project. The project has been successful in obtaining funding from the following sources:

- ROSI initiative funding;
  - Stage 1 Priority Works – Wheatbelt Secondary Freight Network;
  - The Australian Government has committed \$70 million towards the project.

Upgrades will be prioritised based on linkages to state and national roads and highways and the rail network. Consideration will also be given to links to six ports and two livestock centres, as well as regional and metro grain receival sites, accessed by the producers of the Wheatbelt region. Benefits of the project include:

- improve road safety;
- improve freight efficiency, connectivity and travel time;
- ensure consistent Restricted Access Vehicles (RAVs) ratings across the network, which will provide improved access for agricultural and mining regions to transport hubs” RED Grants (Supported by the WA State Government’s Royalties for Regions Program);
  - Lead Consultant Project Coordinator – Wheatbelt Secondary Freight Network.
  - \$100,000.

The Lead Consultant will form part of the Project Management Team and work with the member organisation Working Group.

The Lead Consultant - Project Management is an integral key to successful project delivery. The complexity and scale of this project is significant and well beyond the technical and financial capabilities of the Wheatbelt shires on an individual basis. Engaging a Lead Consultant – Project Management with the skills and expertise required to work with all technical consultants and the PMT will ensure a cohesive collaborative environment is established for optimum outputs.

The project is planned to be managed via oversight from the WSFR Steering Committee with a nominated Project Manager and the Project Management Team (PMT) representing the WSFR. Lead Consultant – Project Management will direct the work of the external technical consultants and will be the main contact for communication between the Project Management Team and external consultants.

The WSFN Project will require the specialised skills of a range of external technical consultants. Key areas of technical expertise identified for the project are:

- Civil Design
- Surveying
- Environmental
- Economic Assessment.

## STATUTORY ENVIRONMENT

Nil.

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Continuation of \$6000 commitment towards the Secondary Freight Routes Network project.

Carryover of Budget Allocation to 2019/2020 Budget.

Reallocation of funds from Building Better Regions fund co-contribution to role of Lead Consultant Project Management (Stage 1 Priority Works) in support of the successful Regional Economic Development Grant from the State Government.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 – 2027

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

ITEM	OUTCOMES AND STRATEGIES	WORKING WITH
B1	Responsive Land Use Planning	
B2	Enhanced and Sustainably Managed Assets and Infrastructure	
B2.1	Ensure the provision of roads, footpaths and drainage takes into account the needs of the community, including the needs of the agriculture industry.	-
B2.2	Ensure the provision of community facilities and other built assets takes into account the needs of the community.	-

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

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

## **COMMUNITY CONSULTATION**

Wheatbelt Secondary Freight Network Working Group Publicity has been circulated within the Community and the Region.

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

Financial - Risk Matrix Rating is considered Low. Contribution has been provided for in the 2018/19 year and Council has supported its carryover to the 2019/20 Draft Budget.

Health - Risk Matrix Rating is considered Low.

Reputation - Risk Matrix Rating is considered Low.

Operation - Risk Matrix Rating is considered as Low. Council's Staff have been involved in submitting Project Cost Estimates for identified Regionally significant roads within the District.

Natural Environment - Risk Matrix Rating is considered Low.

## **COMMENT**

Previously 42 local governments were asked to financially contribute to the WSNF project via a budget allocation of \$6,000 each which was proposed to be part of a co-contribution towards BBRF. With the unsuccessful BBRF bid, it is proposed that the \$6,000 in financial contributions from each of the 42 local governments totalling \$252,000 be allocated to combine with the RED funding of \$100,000 to become project management pool of approximately \$350,000. This would contribute towards the overall project management requirements associated with the delivery of Stage 1 Priority Works over the course of an estimated three (3) year delivery timeframe. Funding would contribute towards the following nominal requirements:

#### Project Coordinator

- Nominal \$60,000 per annum (\$180,000 across 3 years)

#### Project Administration and Communications Officer.

- Nominal \$20,000 per annum (\$60,000 across 3 years)

#### Technical Consultancy Resources

- Nominal \$100,000.

## 10.2 WALGA – Notice of Annual General Meeting 2019, State and Local Government Forum and Local Government Convention

<b>Meeting Date</b>	30 <sup>th</sup> May 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	10.2a Letter from WALGA dated 11.4.2019 10.2b Notice of 2019 AGM 10.2c 2019 Voting Delegate Information 10.2d Local Government Conference 2019 Registration Brochure 10.2e WALGA 2019 State and Local Government Forum email
<b>Owner/Applicant</b>	Nick Sloan, CEO of WA Local Government Association (WALGA)
<b>Disclosure of Interest</b>	Nil.

### OFFICER RECOMMENDATION

Submitted for Council's: -

- 1) Direction on any Motions Council requests to have developed for submission to the WA Local Government Association for the Annual General Meeting;
- 2) Determination of the Voting Delegates (and Proxies) for the Annual General Meeting;
- 3) Attendance by Deputy Shire President to participate in the State and Local Government Forum on the 7<sup>th</sup> August 2019; and
- 4) Support Councillors to indicate who will be registering for the Local Government Convention.

### RESOLUTION: 194-18/19

#### MOVED Cr Smith SECONDED Cr McRae

That Council approve the attendance of the following Councillors: -

1. AGM and Local Government Convention: -

Cr Brett McGuinness                  Voting Delegate

Cr Peter Smith                          Voting Delegate

Cr Jill McRae                            Proxy Delegate

Cr Trevor Stacey                        Proxy Delegate

2. State and Local Government Forum on the 7<sup>th</sup> August 2019: -

Cr Brett McGuinness and CEO.

3. Council support the registration of the following Councillors for all/part of the Local Government Convention: -

Cr Brett McGuinness

Cr Jill McRae

Cr Peter Smith

Cr Trevor Stacey

**CARRIED 7/0**

## **IN BRIEF**

- WALGA AGM to be held on Wednesday, 7<sup>th</sup> August 2019.
- Council entitled to have Two Voting Delegates.
- Shire President Cr Davies is an Apology for the AGM and the Convention.
- Council to ascertain who will be attending this Year's WALGA Annual General Meeting and nominating the two Voting Delegates.
- Council through the Shire President / Deputy Shire President invited to participate in the State and Local Government Forum being held on the morning of Wednesday 7<sup>th</sup> August 2019.
- Councillors to indicate who will be attending the Convention (7<sup>th</sup> – 9<sup>th</sup> August 2019).

## **MATTER FOR CONSIDERATION**

Notice of the Association's Annual General Meeting and call for Member Councils Motions and Registration of voting delegates.

## **BACKGROUND**

The 2019 Annual General Meeting of the WA Local Government Association will be held on Wednesday, 7<sup>th</sup> August 2019 as part of the Local Government Convention in Perth.

The AGM provides Member Councils with the opportunity of submitting and consideration of Motions of a general nature and more specifically, on Amendments to the Association's Constitution. The deadline for the Submissions of Member Council's General Motions is Tuesday, 4<sup>th</sup> June 2019 and Registration of voting delegates is required by Friday, 5<sup>th</sup> July 2019.

A State and Local Government Forum will take place prior to the 2019 WA Local Government Convention. Rather than the traditional rotational dialogues with Directors General, this year the Forum will feature a facilitated discussion with State Government Ministers with portfolios relevant to Local Government in 'roundtable' style discussions with up to two (2) representatives from 3-4 Councils.

State and Local Government Forum  
Date: Wednesday, 7 August  
Time: 9:00am-11:00am  
Register by: Thursday, 25 July

Roundtable Discussions with Directors General  
(Note: restricted to CEOs, Shire Presidents or Deputy Shire Presidents)  
Date: Wednesday, 7 August  
Time: 11:00am-12:30am  
Expression of Interest Submissions by: Friday, 7 June – indicate which Government Department.

The Local Government Convention is then conducted from the evening of the 7<sup>th</sup> August 2019 to Friday 9<sup>th</sup> August 2019. Full Conference Information, included in the Attachments.

## **STATUTORY ENVIRONMENT**

Conduct of the Annual General Meeting in accordance with WALGA's Constitution.

**POLICY IMPLICATIONS** – Nil.

## **FINANCIAL IMPLICATIONS**

Council provides a Budget allocation for attendance of Nominated Elected Members and the CEO to attend the Local Government Convention. There is no cost to attend the AGM or the State and Local Government Forum.



**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)
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 considered as Low. Council provides an Annual Budget provision for Elected Members registration for the Convention and also relevant Training / Elected Member Development during the Year.

Health – Risk Matrix Rating considered as Low.

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

Operation – Risk Matrix Rating is considered Low. No Council Meetings or Committee Meeting scheduled during the "Local Government Convention Week."

Natural Environment – Risk matrix rating is considered Low.

**COMMENT**

Guidelines on the preparation of any Motions are attached for Member's information.

Council is entitled to two (2) Voting Delegates at the AGM.

Council's WALGA/CCZ Delegates are: -

Voting Delegate 1, Shire President, Cr Davies (Cr Davies has already submitted his Apologies)

Voting Delegate 2, Deputy Shire President, Cr McGuinness

Proxy 1, Cr McRae

Proxy 2, Chief Executive Officer, Mr Graeme Fardon.

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

Council will need to nominate who its' Voting Delegates will be for the AGM, subject to the availability of Elected Members attending the AGM and Local Government Convention.

### 10.3 New Delegation – A.14 In-Kind Community Requests

<b>Meeting Date</b>	30 <sup>th</sup> May 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	10.3a Draft Delegation Register Extract. 10.3b CS.3 Community Grants Policy
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

##### RESOLUTION: 195-18/19

##### MOVED Cr McGuinness SECONDED Cr Stacey

That Council resolves that: -

Pursuant to S5.42 of the *Local Government Act 1995* and other enabling legislation, Council delegates to the Chief Executive Officer the exercise of its powers and discharge of its duties in respect of the 1 (one) new Delegation item A.14 listed in the Register of Delegations.

**CARRIED BY ABSOLUTE MAJORITY 5/2**

The Meeting discussed the estimated number of requests from community groups, budget consideration and provision. The Meeting noted that the Delegation Register was recently reviewed on 28<sup>th</sup> February 2019. The CEO advised that the Guidelines under the Community Grants Scheme was recently approved by Council, but the delegation to the CEO cited in the Guidelines was not in place and that this item is a formalisation of that Delegated Authority and would be exercised within the limits set down by Council in the Grants Policy and Guidelines.

#### IN BRIEF

- The community grant scheme provides for the CEO's discretion in regard to in-kind requests from community clubs and groups under Grant Scheme No. 1.
- This delegation will enable the CEO to manage the in-kind requests.

#### MATTER FOR CONSIDERATION

One new delegation: -

A.14 – In-Kind Requests from Community Clubs and Groups.

#### BACKGROUND

*Local Government Act 1995*, section 5.42 provides for a local government to delegate some of its powers and duties to the Chief Executive Officer".

Council last reviewed its Delegation Register on the 28<sup>th</sup> February 2019.

#### STATUTORY ENVIRONMENT

*Local Government Act 1995*

##### 5.42. Delegation of some powers and duties to CEO

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

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

\* Absolute majority required.

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

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

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

#### **POLICY IMPLICATIONS**

Nil.

#### **FINANCIAL IMPLICATIONS**

In-kind contributions will be provided for in the 2019/2020 Budget.

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

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

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

#### **COMMUNITY CONSULTATION – N/A**

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

Financial – Risk Matrix Rating assessed as Low. Financial risk mitigated through Budget Provision of “In Kind” Contributions determined under this Delegated Authority.

Health – Risk Matrix rating assessed as Low.

Reputation – Risk Matrix rating assessed as Low.

Operation – Risk Matrix rating assessed as Low. Delegations provide for orderly conduct of Council’s Operations and management of the “In Kind” Requests from the Community Groups by the CEO.

Natural Environment – Risk Matrix rating assessed as Low.

#### **COMMENT**

One new Delegation is proposed.

## 10.4 Community Grants Scheme – 2019/2020

<b>Meeting Date</b>	30 <sup>th</sup> May 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	GPO Sarah Caporn
<b>Attachments</b>	Nil
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Cr Smith declared an Impartiality Interest – Agricultural Society

### OFFICER RECOMMENDATION

#### That Council:

1. Allocates funds and resources in the 2019/2020 Budget, under the Community Grants Scheme to the value of \$32,320 to the clubs and organisations listed in this Report; and
2. Allocates additional funds and resources in the 2019/2020 Budget to the value of \$7,680 for the ongoing Grant 1 applications, and the second round of Grant 2 applications for the 2019/2020 Year.

**VOTING REQUIREMENTS: Simple Majority**

#### RESOLUTION: 196-18/19

#### MOVED Cr McRae SECONDED Cr McGuinness

That the item relating to the Community Grants Scheme – 2019/2020, be referred back to the Audit and Risk Committee for further consideration and Recommendation to the June 2019 Ordinary Council Meeting.

**CARRIED 7/0**

### REASON FOR VARIANCE TO OFFICER RECOMMENDATION

The Meeting determined that the Item be referred to the next Audit and Risk Committee Meeting for Consideration and then Recommendation to Council. Council requested Council Officers to provide further detail on each of the Applications submitted, including the Weighted Rankings assessed by the community and Grants Team.

#### IN BRIEF

- Community Grant Process was reviewed and updated in late 2018.
- A second iteration of the Community Grant Process was held in March 2019.
- Fifteen applications were received to the value of \$32,900.
- All applications were evaluated by the Grant Team based on criteria in the Grant Guidelines.
- Grant 1 (max value \$500) – applications are open to the end of 2019/20 Financial Year.
- Grant 2 (max value \$2,500) – a second round of applications will be open in September 2019.
- Process scheduled to be reviewed in November 2019.

### MATTER FOR CONSIDERATION

Evaluation of Community Grant Applications received by the Grants Project Officer.

The Evaluation Assessment and Report has been reviewed by the Community and Grants Team for Recommendation to Council.

## BACKGROUND

At the December 2018 Council Meeting, Council adopted a revised Community Grants Policy and supporting documentation.

The policy document provides the framework for the Shire to request applications from Sporting and Recreation Clubs for grant funding in the following financial year. The revised policy allowed for four distinct grant categories.

**Grant 1 - up to \$500 per annum** - This is a quick turnaround grant that is approved by the CEO for in-kind contributions up to the value of \$500 per annum. Grant 1 applications can be made at any time of the year. In-kind contributions can be for the costs associated with hiring shire facilities or services.

**Grant 2 – Minor Projects \$500 to \$2500** - This is for slightly larger events or projects. Grant 2 applications are open in two rounds – Round One closes on 31<sup>st</sup> March and Round 2 on 30<sup>th</sup> September. Organisations can apply one per round (max. of two applications per year).

**Grant 3 – Major Projects over \$2500** - This grant is offered once per year and is for amounts over \$2500 in value. It is Council's policy that the Shire will fund up to one third of total project costs with the other two thirds coming from the organisation or an external funding body.

**Grant 4 – Annual / Recurrent Funding** - This grant is designed for organisations who operate or maintain clubrooms within the Shire. Funding is extended to groups to maintain or improve their facilities.

The window of opportunity for submitting Community Grant Applications was from 27<sup>th</sup> February 2019 to 30<sup>th</sup> March 2019.

A total of fifteen (15) submissions were received requesting funding for projects or events with a total value of \$32,320. This includes \$1,820 of in-kind support.

This was the second iteration of the process and appears to have an effective process.

## STATUTORY ENVIRONMENT

*Local Government Act 1995.*

## POLICY IMPLICATIONS

Community Grants Policy (CS.3)

## FINANCIAL IMPLICATIONS

2019/2020 Budget – Subject to Applications received and supported.

A second round of funding will open in September 2019 for summer sports to apply. These applications will be recognised as part of the usual Budget Review process.

With the inclusion of the Current Applications and Round 2 Provision will result in a Budget Provision of \$40,000 in the 2019/2020 Budget.

Council's 2018/19 Budget provision for Grants (GL 3212) was \$25618 plus \$13,000 Funding Commitment towards the new Golf Club Machinery Shed.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

S1.2	Promote increased participation in the social and cultural life of the community
------	--

### Governance Objective: Strong governance and community engagement

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

### COMMUNITY CONSULTATION

The 2019/20 Process was officially launched on Wednesday, 27<sup>th</sup> February. Community members were invited to attend as officers from LotteryWest and Healthway were also visiting Quairading at that time.

Policy and Grant Application forms were forwarded via Mail Chimp to all Sporting and Recreation Clubs.

Links to the Policy and Grant Application Forms were provided on social media, the Shire website and were available as hardcopies at the CRC and the Shire Office.

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

#### **Financial - Risk Matrix Rating is considered Low**

Will reduce risk to Council and the Clubs / Organisations through better planning and delivery of Projects supported by the Shire

#### **Health – Risk Matrix Rating is considered Low**

#### **Reputation – Risk Matrix Rating is considered Low**

With the introduction of Policy and Scheme, this will increase transparency and accountability of both the Shire, the clubs and organisations.

#### **Operation – Risk Matrix Rating is considered Low**

#### **Natural Environment – Risk Matrix Rating is considered Low.**

### COMMENT

- Fifteen grant applications were received.
- Assistance was provided to a number of clubs to ensure the applications were completed correctly.
- All grant applications met the selection criteria outlined in the Grant Guidelines.

GRANT TYPE	NAME	PROJECT DETAILS	\$ REQUESTED
Grant 1	Quairading Photo Club	Hire of CRC Meeting Room	\$200.00
Grant 1	Quairading Badminton Club	Hire of Town Hall for games and kitchen for Open Day	\$570.00
Grant 1	Quairading Netball Club	Junior Netball Camp	\$300.00

		<b>SUB-TOTAL (GRANT 1)</b>	<b>\$1,070.00</b>
<b>GRANT TYPE</b>	<b>NAME</b>	<b>PROJECT DETAILS</b>	<b>\$ REQUESTED</b>
<b>Grant 2</b>	Quairading Football Club	Associated costs towards building a Secretary/Treasurer Storeroom	\$2,500.00
<b>Grant 2</b>	Quairading CRC	Contribution towards a public art mural and community workshop	\$1,900.00
<b>Grant 2</b>	Quairading Swimming Club	Erecting a Club noticeboard at Qdg Pool	\$1,000.00
		<b>SUB-TOTAL (GRANT 2)</b>	<b>\$5,400.00</b>
<b>GRANT TYPE</b>	<b>NAME</b>	<b>PROJECT DETAILS</b>	<b>\$ REQUESTED</b>
<b>Grant 3</b>	Quairading Agricultural Society	Show Day entertainment	\$3,000.00
		<b>SUB-TOTAL (GRANT 3)</b>	<b>\$3,000.00</b>
<b>GRANT TYPE</b>	<b>NAME</b>	<b>PROJECT DETAILS</b>	<b>\$ REQUESTED</b>
<b>Grant 4</b>	Quairading Golf Club	Contribution towards costs of repairing cool room refrigeration coil	\$3,500.00
<b>Grant 4</b>	Wamenusking Sports Club	General building maintenance & electricity costs	\$1,500.00
<b>Grant 4</b>	Doodenanning Sports Club	Adding a concrete slab to Hall entrance	\$1,600.00
<b>Grant 4</b>	Pantapin Progress Assn	Siding repairs and painting exterior of Pantapin Hall	\$1,000.00
<b>Grant 4</b>	South Caroling Social Club	Annual Support from Shire towards operating costs of the Club	\$1,500.00
<b>Grant 4</b>	QARRAS	Towards hire of the Community Bus	\$750.00
<b>Grant 4</b>	Quairading Bowling Club	Annual Support from Shire for Bowling Surface Loan Repayment	\$10,000.00
<b>Grant 4</b>	Tourism and Tidy Towns Committee	Operating costs for group	\$3,000.00
		<b>SUB-TOTAL (GRANT 4)</b>	<b>\$22,850.00</b>
		<b>GRAND TOTAL REQUESTED</b>	<b>\$32,320.00</b>
		<i>IN-KIND</i>	<i>\$1,820.00</i>
		CASH	\$30,500.00

- **Grant 1:**
  - Open to further applications for the duration of 2019/20 Financial Year.
  - To proceed seamlessly will require CEO delegation to approve funding.
- **Grant 2:**

- A second round to be opened in September 2019.
- To deliver the ongoing Grant 1 & 2 applications will need to allocate additional resources above sum requested in March 2019 round of the Community Grant Process.
- Grant Team to follow up on recipients of the 2018/19 Program for reports and acquittals.
- Grant Team will review the Community Grant Process in November 2019.



## 10.5 Sports Oval Lighting Endorsement

<b>Meeting Date</b>	30 <sup>th</sup> May 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	10.5a Memo from CEO to Councillors dated 10 <sup>th</sup> May 2019 re Sports Lighting. 10.5b Lighting Tower Hire Excel Spreadsheet
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Cr Brown declared an Impartiality Interest – Quairading Football Club

### OFFICER RECOMMENDATION

#### RESOLUTION: 197-18/19

**MOVED Cr Smith    SECONDED Cr Stacey**

That Council: -

1. Endorse the actions of the Chief Executive Officer on hiring of the additional Temporary Sports Lighting for the Winter Sports Season 2019; and
2. Authorise the additional expenditure of \$7,002 in the 2018/19 Year, being funded from the projected 2018/19 Budget Surplus Amount and \$12,175 be allocated into the Oval Maintenance Cost Centre Budget for the 2019/2020 Year for the temporary Sports Lighting.

**CARRIED 7/0**

### IN BRIEF

- The Football Club and the Hockey Clubs expressed concern at the inadequacy of the lighting levels and excessive glare from the initial 2 Lighting Units hired. Two additional 9.0-metre-high units were hired and have been successfully trialled, improving the visibility and safety for all participants.
- Additional funding of \$7,002 to 2<sup>nd</sup> July 2019 be funded from Council's existing projected and approved Budget Surplus of \$50,432 to ensure continuity of an acceptable and safe lighting solution.
- The Surplus Position is as per reported on Page 85 of 141 in the April OCM Agenda (Financial Statements) and has again been confirmed by the Executive Manager of Corporate Services as the preferred Funding option to provide this lighting solution.
- Lighting Solution proposed to continue for a maximum period to the 17<sup>th</sup> September 2019, after the Sporting Grand Finals have been conducted.
- Any earlier End date to the Hiring will be dependent upon the success of the local Teams in their respective Finals.

### MATTER FOR CONSIDERATION

That the 4-unit configuration of the existing 8.0-metre-high Lighting Units and the two additional 9.0-metre-high Lighting Units be continued with for the remainder of the Winter Sports Season (28 weeks in total from the 6<sup>th</sup> March 2019 to immediately following the Football Grand Final).

## BACKGROUND

As previously reported, both the Football Club and Hockey Clubs have expressed concern (see letters attached) at the inadequacy of the lighting levels and excessive glare from the initial 2 Lighting Units (8.0 metre reach) hired, following the removal of the 4 Poles and their lamps for structural reasons.

All options of adding lighting to existing poles and above the Football Changeroom had been researched with Council's Electrician and deemed as not feasible nor providing the additional lighting levels required for both Football and Hockey training nor cost effective solutions.

As reported to Council in April, two additional 9.0-metre-high Lighting Units were hired and have been successfully trialled at the Town Oval for both Football and Hockey training sessions, which have significantly improved the visibility and safety for all participants in the training area.

**STATUTORY ENVIRONMENT** – N/A

**POLICY IMPLICATIONS** – N/A

**FINANCIAL IMPLICATIONS** – additional funding of \$7,002 to 2<sup>nd</sup> July 2019 be funded from Council's existing projected and approved Budget Surplus of \$50,432.

**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

**COMMUNITY CONSULTATION** – N/A

**RISK ASSESSMENT** – N/A

## COMMENT

Following discussions with the Shire President Cr Davies and the Chair of the Recreation and Sports Council, Cr Brown, an "Out of Session" authorisation of additional funding of \$7,002 was sought to ensure continuity of an acceptable and safe lighting solution beyond the two-week Trial Period of the additional two 9.0-metre-high units.

Council consensus was to proceed with the additional 2 Lighting Units.

Matter submitted for Authorisation and Endorsement of the CEO and Council Officer's actions to date.

## 10.6 Making of Shire of Quairading Animals, Environment and Nuisance Amendment Local Law 2019

<b>Meeting Date</b>	30 <sup>th</sup> May 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	10.6 Copy of gazettal copy of Shire of Quairading Animals, Environment and Nuisance Amendment Local Law 2019
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 198-18/19

#### MOVED Cr McGuinness SECONDED Cr Smith

That Council:

1. Notes the submission from the Department of Local Government, Sports and Cultural Industries in relation to the proposed *Shire of Quairading Animals, Environment and Nuisance Amendment Local Law 2019*;
2. Resolves to adopt and make the *Shire of Quairading Animals, Environment and Nuisance Amendment Local Law 2019*, as per Attachment 1, incorporating all amendments, in accordance with Section 3.12 of the *Local Government Act 1995*-
  - (a) the purpose of which is to provide for the regulation, control and management of animals and the prevention of environmental damage and nuisances within the District; and
  - (b) the effect is to establish the requirements with which any person keeping animals, or undertaking activities that have the potential to impact the environment or create nuisance, must comply;
3. Publish the adopted *Shire of Quairading Animals, Environment and Nuisance Amendment Local Law 2019*, as per (2) above, in the *Government Gazette* and provide copies of the local law to the Minister for Local Government, Sports and Cultural Industries, and the Minister for Health;
4. Give local public notice after gazettal of the local law advising the date on which the local law commences;
5. Submit a copy of the gazetted local law, explanatory memoranda and associated documentation to the Joint Standing Committee on Delegated Legislation for review; and
6. Authorise the affixing of the Common Seal of the Shire to the original copy of the *Shire of Quairading Animals, Environment and Nuisance Amendment Local Law 2019*.

**CARRIED BY ABSOLUTE MAJORITY 7/0**

### MATTER FOR CONSIDERATION

To allow the Council to:

- (1) consider the submissions (if any) received on the proposed amendment local law and determine if any amendment(s) are required to the proposed amendment local law as a result of the submissions received;

- (2) make the *Shire of Quairading Animals, Environment and Nuisance Amendment Local Law 2019*, incorporating all amendments;
- (3) authorise the local law's gazettal in the *Government Gazette*;
- (4) give local public notice, (after gazettal), of the date the *Animals, Environment and Nuisance Amendment Local Law 2019* will come into effect;
- (5) authorise the submission of the adopted local law to the Joint Standing Committee on Delegated Legislation for review; and
- (6) authorise the affixing of the Common Seal to the local law.

## **BACKGROUND**

The Joint Standing Committee on Delegated Legislation wrote to Council on the 13<sup>th</sup> June 2018 advising that clause 4.11(1) of the *Shire of Quairading Animals, Environment and Nuisance Local Law 2017*, published in the *Government Gazette* on the 26<sup>th</sup> March 2018, offends terms of reference 10.6(b). The Committee sought an undertaking from Council to amend the local law and remove the offending clause and correct other minor drafting issues within 6 months.

The Council considered this matter at its Ordinary Meeting on the 28<sup>th</sup> June 2018 and resolved as follows:

### **RESOLUTION: 230-17/18**

MOVED Cr McGuinness SECONDED Cr Haythornthwaite

That the Council of the Shire of Quairading undertakes to the Joint Standing Committee on Delegated Legislation that the Shire will: -

1. Within 6 months, amend the *Shire of Quairading Animals, Environment and Nuisance Local Law 2017* to:
  - (a) Delete Clause 4.11(1);
  - (b) Correct the typographical errors in clauses 2.16, 2.17 and 3.6; and
  - (c) Make all necessary consequential amendments.
2. Until the Local Law is amended in accordance with undertaking 1:
  - (a) Not enforce the Local Law in a manner contrary to undertaking 1; and
  - (b) Where the Local Law is made publicly available, whether in hard copy of electronic form (including on the Shire's website), ensure it is accompanied by a copy of these undertakings.

**CARRIED BY ABSOLUTE MAJORITY 8/0**

At its Ordinary Meeting on 29<sup>th</sup> November 2018 Council resolved as follows:

### **RESOLUTION: 97-18/19**

MOVED Cr Haythornthwaite SECONDED Cr Stacey

That Council:

1. Adopt the proposed *Shire of Quairading Animals, Environment and Nuisance Amendment Local Law 2019*, as contained in Attachment 1 for advertising purposes;
2. Pursuant to section 3.12 of the Local Government Act 1995, give Statewide public notice and local public notice that it intends to make the *Shire of Quairading Animals, Environment and Nuisance Amendment Local Law 2019*, as contained in the Attachment:

- (a) the purpose of which is provide for the regulation, control and management of animals and the prevention of environmental damage and nuisances within the District; and
  - (b) the effect is to establish the requirements with which any person keeping animals, or undertaking activities that have the potential to impact the environment or create nuisance, must comply;
3. Send copies of the proposed local law to the Minister for Local Government, Sports and Cultural Industries, and the Minister for Health for comment.

**CARRIED BY ABSOLUTE MAJORITY 7/0**

Council commenced the statutory advertising period seeking comments from the public in the West Australian on the 19<sup>th</sup> December 2018. Comments were also sought from relevant Ministers responsible for local laws made under the *Local Government Act 1995*, the *Cat Act 2011* and the *Health (Miscellaneous Provisions) Act 1911*.

The advertising period closed on the 7<sup>th</sup> February 2019. At the closure of the statutory advertising period, only one submission was received from the Department of Local Government, Sport and Cultural Industries. The submission is addressed under the Comments section of this report.

## STATUTORY ENVIRONMENT

### *Local Government Act 1995:*

Section 3.12(2) of the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations* (Regulation 3) which states that for the purpose of Section 3.12(2) of the *Local Government Act 1995* the person presiding at a council meeting is to give notice of the purpose of the local law by ensuring that the purpose and effect of the proposed local law is included in the agenda for that purpose and the minutes of the meeting of the council include the purpose and effect of the proposed local law.

### *Cat Act 2011*

### *Health (Miscellaneous Provisions) Act 1911*

**POLICY IMPLICATIONS** – There are no policy implications for this item.

### **FINANCIAL IMPLICATIONS** –

Consultant Fees, Advertising and gazettal costs will be incurred in amending the Animals, Environment and Nuisance Amendment Local Law 2019.

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

Up to date and relevant local laws are an important cornerstone of good governance. Local Government has a statutory and moral obligation to ensure that the regulation of local matters is conducted in a fair, efficient and reasonable manner.

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

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

## COMMUNITY CONSULTATION

As required by section 3.12(3) the *Local Government Act 1995*, an advertisement is to be placed, in a state-wide newspaper, inviting the public to comment on the proposed local law, with submissions being open for a period of not less than 6 weeks (42 days).

At the conclusion of the advertising period, section 3.12(4) of the *Local Government Act 1995* requires Council to consider any submissions made and may make the local law\* as proposed or may make a local law\* that is not significantly different from what was proposed.

**\* - Absolute Majority required**

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

Financial – Risk Matrix Rating is considered Low. Council has budgeted for Statutory Advertising and Gazettal costs.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating is considered Low. Risk mitigated through current and relevant Local Laws.

Operation – Risk Matrix Rating is considered Low as Local Law will be administered through Council’s existing Administration.

Natural Environment – Risk Matrix rating is considered Low.

**COMMENT**

At the close of the submission period, one submission had been received from the Department of Local Government, Sports and Cultural Industries.

The comments contained in the submission, along with the proposed action to be taken are detailed in the table below:

CLAUSE NO.	HEADING	PROPOSED AMENDMENT	SHIRE’S POSITION
5	Clause 2.17 amended	In subclause (1) replace the word “subclause” with “clause”.	Agreed. Clause 5 updated as suggested.
7(b)	Clause 4.11 amended	Reword paragraph to read “Remove the designation (2)”	Agreed. Clause 7(b) updated as suggested.
General drafting amendments		For best drafting principles, it is suggested that double quotation marks instead of single quotation marks be used.	

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

The purpose of the proposed Animals, Environment and Nuisance Amendment Local Law 2019 is to provide for the regulation, control and management of animals and the prevention of environmental damage and nuisances within the District.

The effect of the proposed Animals, Environment and Nuisance Amendment Local Law 2019 is to establish the requirements with which any person keeping animals, or undertaking activities that have the potential to impact the environment or create nuisance, must comply.

## ITEM 11      MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

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*No matters submitted for consideration.*

Cr McRae referred to the recent inspection by all Councillors of the Arthur Kelly Village Units and recommended that the matter of a future Strategy for the Units and major repair / renewal items on the Units be referred to the Strategic Planning Committee as a Standing Agenda Item.

The Meeting supported the creation of a Standing Agenda Item for the Strategic Planning Committee on this Matter and the development of a Housing / Building Strategy with a 5 to 10 Year timeframe and noted that immediate urgent works were not required to be undertaken.

The Meeting noted that two residents raised the issue of the condition of the internal road.

It was also highlighted that several Residents were more concerned about the incidences of flooding into their Units and surrounds.

Budget Provision to commence replacement of the roofs and brickwork tuck pointing would be discussed at the next Budget Workshop.

## ITEM 12      MATTERS FOR CONSIDERATION – WORKS

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*No matters for consideration.*

## ITEM 13      URGENT COUNCILLORS' BUSINESS

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*No matters for consideration.*

### OFFICER RECOMMENDATION

**RESOLUTION: 199-18/19**

**MOVED Cr McGuinness    SECONDED Cr Smith**

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

**CARRIED 7/0**

Mr Haythornthwaite and Ms Jill Hayes left the meeting at 3.07 pm.

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

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### 14.1    Private Medical Practice Timeline Milestone Report

The meeting remained closed to the Public at 3.08 pm to consider Item 14, Confidential under Section 5.23 (a) of the *Local Government Act 1995* as information relates to the Medical Practice.

**RESOLUTION: 200-18/19**

**MOVED Cr Haythornthwaite    SECONDED Cr Smith**

That the Meeting be opened to the Public at 3.24 pm.

**CARRIED 7/0**

Mr Haythornthwaite re-entered the Council Chambers at 3.24pm.

The Shire President advised that there had been no Resolution or Voting by Council during the 'Closed to the Public' Section of the Meeting.

**ITEM 15      NEXT MEETING DATE**

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The next Ordinary Meeting of Council is scheduled to take place on Thursday, 27<sup>th</sup> June 2019, commencing at 2 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

**ITEM 16      CLOSURE**

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There being no further business, the Chairman closed the Meeting at 3.25 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 30<sup>th</sup> May 2019 were confirmed on 27<sup>th</sup> June 2019 as recorded on Resolution No. \_\_\_\_\_

Confirmed .....27/06/2019



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

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*No matters for consideration.*

## ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

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### 9.1 Accounts for Payment – May 2019

<b>Meeting Date</b>	27 <sup>th</sup> June 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellon
<b>Attachments</b>	9.1.1 May 2019 Payment List 9.1.2 Transport Takings 9.1.3 Credit Card Statement
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

That Council note the following:

1. That Schedule of Accounts for May covering Municipal Vouchers 23639 to 23645 & EFT6578 to EFT6676 & DD13399.1 to DD13399.12 and DD13409.1 to DD13409.12 totalling \$455,953.77 be received and
2. That Police Licensing payments for the month of May 2019 totalling \$41,910.65 be received (Attachment 9.1.2); and
3. That fund transfers to Corporate Credit Card for May 2019 balance totalling \$694.65 be received (Attachment 9.1.3); and
4. That Net Payroll payments for the month May 2019 totalling \$176,205.43; and
5. That the Lease payment for the month of May 2019 on the CESM Vehicle totalling \$1,775.97.

**VOTING REQUIREMENTS – Simple Majority**

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#### IN BRIEF

Payments are per attached schedules 9.1 1/2/3

#### MATTER FOR CONSIDERATION

Note the accounts paid during May 2019.

#### BACKGROUND

Accounts paid are required to be submitted each month.

#### STATUTORY ENVIRONMENT

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

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

## List of Accounts May 2019

Chq/EFT	Date	Name	Description	Amount	FUNDED
EFT6578	07/05/2019	WA TREASURY CORPORATION	LOAN 118 - DEPOT	31,043.62	
EFT6579	07/05/2019	SUNNY SIGN COMPANY PTY LTD	SIGNS FOR BADJALING - YOTING RD	290.40	FULLY
EFT6580	07/05/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	RECEIPT PRINTER REPAIR - ADMIN AND MONTHLY SUPPORT FEE	170.00	
EFT6581	07/05/2019	DALLAS YARRAN	REIMBURSE BUS BOND	165.00	FULLY
EFT6582	07/05/2019	LG & DS WHYTE	ACCOMODATION FOR PROFESSIONAL	330.00	
EFT6583	07/05/2019	NEU-TECH AUTO ELECTRICS	Q3856 - SUPPLY AND FIT SPRAY BOOM	2,853.94	
EFT6584	07/05/2019	WATER CORPORATION	ANNUAL LICENCE OVER PT OF RSRV 17433 & 22358 TOAPIN WEIR	550.00	
EFT6585	07/05/2019	A W DUNCAN CARPENTRY SERVICES	AKV UNIT 1 RESEAL SHOWER DRAIN, U3 AK VILLAGE PATCH, PAINT BATHROOM AND BACK DOOR, FIX DOWN PIPE, RE-CEMENT BRICK PAVING FOOTBALL CHANGEROOMS	1,397.00	
EFT6586	07/05/2019	LO-GO APPOINTMENTS	CONTRACTING OF EXECUTIVE OFFICER W/END 20/4/19	1,745.70	
EFT6587	07/05/2019	MARNHAM'S MECHANICAL SERVICES	Q5122 NISSAN UD TIP TRUCK 180 000KM SERVICE INCL PARTS AND LABOUR	2,739.61	
EFT6588	07/05/2019	WESTRAC PTY LTD	Q237 CAT 12M GRADER HYDRAULIC HOSE ASSEMBLY	90.19	
EFT6589	07/05/2019	DIGGING DOCKER	PAVING WORK AT RAILWAY STATION	3,850.00	
EFT6590	07/05/2019	MURRAY YARRAN	BOND REIMBURSEMENT TOWN HALL	450.00	FULLY
EFT6591	07/05/2019	GREAT SOUTHERN FUEL SUPPLIES	DIESEL - 6,000 LITRES @ \$1.3034 PER LITRE	8,602.44	
EFT6592	07/05/2019	NOBLE MEDICAL INVESTMENT PTY LTD	MEDICAL SERVICES PROVIDED FROM 10/4/2019 - 23/4/2019	14,549.74	
EFT6593	07/05/2019	CNW PTY LTD	VARIOUS ELECTRICAL SUPPLIES	354.99	FULLY
EFT6594	07/05/2019	MM ELECTRICAL MERCHANDISING NORTHAM	VARIOUS ELECTRICAL SUPPLIES	56.65	FULLY
EFT6595	07/05/2019	TREVOR BUCKLAND	BOND REIMBURSEMENT COTTAGE	200.00	FULLY
EFT6596	07/05/2019	SCOTT AND REBECCA POWELL	BOND REIMBURSEMENT COTTAGE	200.00	FULLY
EFT6597	07/05/2019	J + EA PACKER	REFUND CARAVAN PARK	150.00	FULLY
EFT6598	07/05/2019	LHD (WA) LAWYERS PTY LTD	REIMBURSEMENT FOR DOUBLE PAYMENT	235.30	FULLY
EFT6599	07/05/2019	PLUMBERJ'S MOBILE PLUMBING	AKV UNIT 1 SHOWER MAINTENANCE	291.50	
EFT6600	17/05/2019	GWENNETH CLARE POWELL	BOND REIMBURSEMENT - TOWN HALL	1,075.00	FULLY
EFT6601	17/05/2019	QUAIRADING TYRE & BATTERY SUPPLIES	Q2446 TRI AXLE SIDE TIPPER TRAILER SUPPLY AND FIT 4 WHEEL BEARING KITS	538.44	
EFT6602	17/05/2019	AVON WASTE	DOMESTIC RUBBISH AND RECYCLING SERVICES - APRIL	10,600.33	PARTIALLY
EFT6603	17/05/2019	LANDGATE	RURAL UV INTERIM VALUATION	164.20	FULLY
EFT6604	17/05/2019	WESFARMERS KLEENHEAT GAS PTY LTD	ANNUAL FEE 2 X 45KG GAS BOTTLES - 19 POWELL ST	75.90	
EFT6605	17/05/2019	QUAIRADING AGRI SERVICES	VARIOUS HARDWARE - PARKS AND GARDENS, PUBLIC CONVICENCES, PEST/PLANTS, OVAL AND GROUNDS, CARAVAN PARK, RECYCLING CENTRE, VEHICLES, SHIRE HALL, ADMIN, YOUTH PROGRAM, CHILD CARE, CRC, MEDICAL CENTRE	3,134.14	
EFT6606	17/05/2019	QUAIRADING COMMUNITY RESOURCE CENTRE	SERVICES - PRINTING AND STATIONERY, HIRING EQUIPMENT, PHOTOCOPYING, EXAM SUPERVISION, CLEANING, GYM MANAGEMENT, WEBSITE MANAGEMENT	2,994.30	
EFT6607	17/05/2019	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	FUEL FOR COMMUNITY CAR	168.00	FULLY
EFT6608	17/05/2019	GRAEME ASHLEY FARDON	REIMBURSEMENT FOR RETIREMENT CARD	12.00	
EFT6609	17/05/2019	NEU-TECH AUTO ELECTRICS	Q450 UD PRIME MOVER SUPPLY AND FIT ISOLATER SWITCH	251.90	
EFT6610	17/05/2019	LO-GO APPOINTMENTS	CONTRACTING OF EXECUTIVE OFFICER W/END 4/5/19	3,695.07	
EFT6611	17/05/2019	MARNHAM'S MECHANICAL SERVICES	Q368 CAT LOADER REPAIR HYDRAULIC OIL LEAK - PARTS, OIL, LABOUR	758.45	
EFT6612	17/05/2019	EMBROID-IT	STAFF UNIFORM EMBROIDERY - DEPOT	316.80	
EFT6613	17/05/2019	VISIMAX SAFETY PRODUCTS	FIRE PERMIT BOOKS AND POSTAGE	250.45	

EFT6614	17/05/2019	DIGGING DOCKER	PERMECULTURE GARDEN LANDSCAPING - RSL YOUTH CENTRE	100.00	
EFT6615	17/05/2019	REDFISH TECHNOLOGIES PTY LTD	EFT CANCELLED - CCTV INSTALLTION PROJECT - STORAGE RACK. DOUBLE PAYMENT. REIMBURSED FROM REDFISH TECHNOLOGIES		
EFT6616	17/05/2019	DALWALLINU CONCRETE PTY LTD TRADING AS DALLCON	SUPPLY AND DELIVERY OF BOX CULVERTS, BASE SLABS AND PRECAST HEADWALLS SINGLE BARREL - THOMPSON ROAD	6,486.26	
EFT6617	17/05/2019	ROADSWEST ENGINEERING GROUP WA PTY LTD	WANDRRA CLAIM NO. 19 - TENDER NO 5 16/17 - 25/1/19 TO 21/2/19	7,953.55	FULLY
EFT6618	17/05/2019	AVON CONCRETE	PLACE ROCK PROTECTION @ YOTING/BADJALING FLOODWAY	2,904.00	FULLY
EFT6619	17/05/2019	WALGA	MANAGEMENT OF ROADSIDE VEGETATION - DEPOT STAFF TRAINING	547.00	
EFT6620	17/05/2019	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES ON 18/4/2019, 23/4/2019, 29/4/2019	561.00	
EFT6621	17/05/2019	GLENWARRA DEVELOPMENT SERVICES	TOWN PLANNING SERVICES - APRIL	3,437.50	
EFT6622	17/05/2019	AG IMPLEMENTS QUAIRADING	REPLACE HYDRAULIC HOSE ON POST HOLE DIGGER	94.91	
EFT6623	17/05/2019	CNW PTY LTD	VARIOUS ELECTRICAL SUPPLIES	456.32	FULLY
EFT6624	17/05/2019	MM ELECTRICAL MERCHANDISING NORTHAM	VARIOUS ELECTRICAL SUPPLIES	6,951.22	FULLY
EFT6625	17/05/2019	BONNY KING	REIMBURSE CLEANING SUPPLIES	55.20	
EFT6626	17/05/2019	PRIMARIES	PPE CLOTHING - DEPOT STAFF	2,615.89	
EFT6627	17/05/2019	QUAIRADING BOOK POST (HOWLETT)	LIBRARY SERVICES, SHIRE AND MEDICAL PRACTICE POSTAGE	2,553.46	
EFT6628	17/05/2019	MICHELLE WILSON	REIMBURSE COUNCIL REFRESHMENTS	24.00	
EFT6629	17/05/2019	ALL FORKLIFTS AND EQUIPMENT	LIGHTING TOWER RENTAL 1/3/2019 - 15/3/2019 - OVAL	1,668.33	
EFT6630	17/05/2019	BRITTANY HADLOW	REIMBURSE OFFICE SUPPLIES	127.48	
EFT6631	17/05/2019	AVON VALLEY MITSUBISHI	Q661 - PURCHASE AND TRADE IN OF MITSUBISHI TRITON	20,547.10	
EFT6632	17/05/2019	MIDLAND TOURIST PARK	ACCOMMODATION DURING TRAINING - DEPOT STAFF	398.00	
EFT6633	17/05/2019	DONNAL HAYDEN	BOND REIMBURSEMENT COTTAGE AND COMMUNITY BUILDING	825.00	FULLY
EFT6634	17/05/2019	BOC LIMITED	GAS BOTTLE RENTAL - MEDICAL PRACTICE AND DEPOT	47.70	
EFT6635	20/05/2019	AMA SERVICES (WA) PTY LTD	GLOBE FOR OTOSCOPE - MEDICAL PRACTICE	129.53	
EFT6636	20/05/2019	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC CONTROLLERS - CUBBINE ROAD	20,922.00	60% RTR
EFT6637	20/05/2019	NOBLE MEDICAL INVESTMENT PTY LTD	MEDICAL SERVICES PROVIDED FROM 24/4/2019 - 7/5/2019	16,368.46	
EFT6638	23/05/2019	QUAIRADING FARMERS CO-OP	MONTHLY PURCHASES - ADMIN. MEDICAL PRACTICE, DAYCARE, DEPOT, FIRE, YOUTH PROGRAM, SHIRE HALL	512.32	
EFT6639	23/05/2019	SARAH CAPORN	REIMBURSEMENT FOR SURVEY MONKEY SUBSCRIPTION RENEWALS, WARNING STICKERS CCTV	68.54	
EFT6640	23/05/2019	REDFISH TECHNOLOGIES PTY LTD	CCTV INSTALLATION PROJECT AT TOWN SITE AND NEW REFURBISHED REMOTE VIEWING PC	713.90	FULLY
EFT6641	23/05/2019	SCANLAN SURVEYS PTY LTD	SURVEYING SERVICES - ROADS AND ROAD WIDENINGS CUNDERDIN-QUAIRADING ROAD	35,035.00	PARTIALLY
EFT6642	23/05/2019	WALGA	SHORT COURSE - PARTICIPATE IN LOCAL GOVERNMENT EMERGENCY MANAGEMENT PREPARATION - CESM	677.00	PARTIALLY
EFT6643	23/05/2019	TODD JOHNSTON	REPAINTING OVAL SCORE BOARD	1,025.00	
EFT6644	23/05/2019	MEDICAL & SURGICAL SPECIALIST REFERRAL DIRECTORY	SPECIALIST REFERRAL DIRECTORY 2019 EDITION - MEDICAL PRACTICE	165.00	
EFT6645	23/05/2019	CQ WATER TRUCK HIRE	HIRE OF WATER CART CUBBINE ROAD, BADJALING-YOTING ROAD, KARRIKIN ROAD, BADJALING NORTH ROAD	19,662.50	PARTIALLY
EFT6646	23/05/2019	ALL FORKLIFTS AND EQUIPMENT	LIGHTING TOWER RENTAL 16/3/2019 - 29/3/2019 - OVAL	2,465.83	
EFT6647	23/05/2019	GARDEN CITY PLASTICS	EFT CANCELLED - PURCHASED WITH CREDIT CARD. 100MM POTS FOR PERMACULTURE GARDEN		
EFT6648	30/05/2019	SUNNY SIGN COMPANY PTY LTD	PVC POSTS FOR REPLACEMENT OF DAMAGED GUIDE POSTS VARIOUS ROADS	1,265.00	
EFT6649	30/05/2019	KEVILL'S HOME & GARDEN	VARIOUS WINDOW, DOOR AND BLIND REPAIRS - MEDICAL CENTRE, ADMIN OFFICE, SWIMMING POOL, FACTORY UNITS,8 DALL ST, COMMUNITY BUILDING AND INSTALLATION OF CURTAINS 14 REID ST	1,753.00	

EFT6650	30/05/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	UPDATE AND INSTALLATION OF MED DIRECTOR - MEDICAL PRACTICE	127.50	
EFT6651	30/05/2019	LG & DS WHYTE	ACCOMMODATION FOR PROFESSIONAL - MAY 2019	66.00	
EFT6652	30/05/2019	WATER CORPORATION	WATER USAGE AND CHARGES 22/3/2019 - 23/5/2019	1,224.04	PARTIALLY
EFT6653	30/05/2019	A W DUNCAN CARPENTRY SERVICES	SUPPLY AND INSTALL BIRD HIDE - NATURE RESERVE	8,242.30	FULLY
EFT6654	30/05/2019	LO-GO APPOINTMENTS	CONTRACTING OF EXECUTIVE OFFICER - W/END 11 MAY 2019	1,600.23	
EFT6655	30/05/2019	EXECUTIVE MEDIA PTY LTD	ADVERTISING IN CARAVANNING AUSTRALIA WINTER 2019	1,500.00	
EFT6656	30/05/2019	G J JONES PLUMBING	VARIOUS PLUMBING AND GAS MAINTENANCE - EXCAVATOR HIRE, CARAVAN PARK, GILLET ST, FOOTBALL CHANGEROOMS, TOURIST BAY TOILETS, CRC	1,480.68	
EFT6657	30/05/2019	QUICK CORPORATE	MONTHLY STATIONERY ORDER - DEPOT, ADMIN, MEDICAL, WRF	1,051.69	
EFT6658	30/05/2019	WORKWEAR GROUP (PACIFIC BRANDS)	STAFF UNIFORMS	810.50	
EFT6659	30/05/2019	AVON CONCRETE	REMOVE AND REPLACE COLLAPSED CULVERT - THOMPSON ROAD	6,325.00	
EFT6660	30/05/2019	NOBLE MEDICAL INVESTMENT PTY LTD	MEDICAL SERVICES PROVIDED FROM 8/5/2019 - 21/5/2019	18,187.18	
EFT6661	30/05/2019	MM ELECTRICAL MERCHANDISING NORTHAM	VARIOUS ELECTRICAL SUPPLIES	1,774.25	FULLY
EFT6662	30/05/2019	FAIRFAX MEDIA PUBLICATIONS PTY LTD	ADVERTISING COMMUNITY BUS - NEW FEES	150.84	
EFT6663	30/05/2019	ALLWEST PLANT HIRE	HIRE OF 16T PADFOOT ROLLER - CUBBINE ROAD	1,992.38	60% RTR
EFT6664	30/05/2019	AVON VALLEY ISUZU UTE	EFT CANCELLED - INVOICE ALREADY PAID. Q551 - PURCHASE OF TEAM LEADERS UTILITY		
EFT6665	30/05/2019	NATURE PLAYGROUNDS	NATURE PLAYGROUND - REMAINING BALANCE OF CONCEPT DESIGN	2,200.00	
EFT6666	30/05/2019	CASTLEDINE & CASTLEDINE DESIGNERS	EFT CANCELLED - INVOICE ALREADY PAID. INITIAL DEPOSIT FOR STAGE 1 OF REBRANDING		
EFT6667	30/05/2019	PAUL O'HANLON	BOND REIMBURSEMENT- COTTAGE	200.00	FULLY
EFT6668	30/05/2019	EVERGREEN SYNTHETIC GRASS (WA) PTY LTD	EFT CANCELLED - INVOICE ALREADY PAID. INSTALMENT 1 - SYNTHETIC GRASS SUPPLY AND INSTALLATION		
EFT6669	30/05/2019	SHERIDAN'S FOR BADGES	STAFF NAME BADGE - NEW STAFF	38.50	
EFT6670	30/05/2019	CANNON HYGIENE AUSTRALIA	SANITARY UNIT SERVICE - SPORTS GROUND FACILITIES ONLY 8/6/2019 - 7/6/2020	589.31	
EFT6671	31/05/2019	SURGICAL HOUSE	MEDICAL SUPPLIES - INFECTION PAD	115.73	
EFT6672	31/05/2019	BGC SUPPLIES	3X CEMENT THOMPSON ROAD CULVERT	535.46	
EFT6673	31/05/2019	LO-GO APPOINTMENTS	CONTRACTING OF EXECUTIVE OFFICER - W/END 18 MAY 2019	1,546.38	
EFT6674	31/05/2019	MM ELECTRICAL MERCHANDISING NORTHAM	VARIOUS ELECTRICAL SUPPLIES	503.36	FULLY
EFT6675	31/05/2019	CORRIGIN TYREPOWER	Q450 PRIME MOVER FRONT WHEELS BALANCE	220.00	
EFT6676	31/05/2019	EVERGREEN SYNTHETIC GRASS (WA) PTY LTD	INSTALMENT 1 - SYNTHETIC GRASS SUPPLY AND INSTALLATION	48,153.60	PARTIALLY
23639	07/05/2019	SYNERGY	POWER USAGE AND CHARGES 14/3 - 11/4/2019	5,500.50	
23640	07/05/2019	TELSTRA	PHONE USAGE AND CHARGES TO 15 APRIL 2019	655.02	
23641	17/05/2019	TELSTRA	PHONE USAGE AND CHARGES TP 28 APRIL 2019	248.46	
23642	17/05/2019	AUSTRALIAN TAXATION OFFICE	MARCH 2019 BAS	65,477.86	
23643	17/05/2019	SYNERGY	POWER USAGE AND CHARGES 1/3/2019 - 6/5/2019	15,848.30	25.36% ON CHARGED
23644	23/05/2019	SYNERGY	POWER AND USAGE CHARGES 10/4/2019 - 8/5/2019	411.80	
23645	30/05/2019	TELSTRA	PHONE USAGE AND CHARGES TO 15/5/2019	644.97	
DD13399.1	14/05/2019	WA SUPER	SUPERANNUATION CONTRIBUTIONS	4,611.88	
DD13399.2	14/05/2019	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	314.21	
DD13399.3	14/05/2019	SUPERWRAP ESSENTIALS - PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	139.36	
DD13399.4	14/05/2019	PHILLIP PENDREIGH	SUPERANNUATION CONTRIBUTIONS	198.00	
DD13399.5	14/05/2019	MLC MASTERKEY SUPER GOLD STAR ACCOUNT	SUPERANNUATION CONTRIBUTIONS	167.76	
DD13399.6	14/05/2019	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	309.70	
DD13399.7	14/05/2019	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	317.51	
DD13399.8	14/05/2019	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	126.11	

DD13399.9	14/05/2019	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	543.79
DD13399.10	14/05/2019	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	240.35
DD13399.11	14/05/2019	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	104.40
DD13399.12	14/05/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	358.63
DD13409.1	28/05/2019	WA SUPER	SUPERANNUATION CONTRIBUTIONS	4,915.83
DD13409.2	28/05/2019	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	314.21
DD13409.3	28/05/2019	HESTA	SUPERANNUATION CONTRIBUTIONS	69.69
DD13409.4	28/05/2019	AMP FLEXIBLE LIFETIME	SUPERANNUATION CONTRIBUTIONS	198.00
DD13409.5	28/05/2019	MLC MASTERKEY SUPER GOLD STAR ACCOUNT	SUPERANNUATION CONTRIBUTIONS	167.76
DD13409.6	28/05/2019	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	291.77
DD13409.7	28/05/2019	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	317.51
DD13409.8	28/05/2019	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	111.85
DD13409.9	28/05/2019	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	526.63
DD13409.10	28/05/2019	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	283.56
DD13409.11	28/05/2019	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	106.23
DD13409.12	28/05/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	329.13
				455,953.77

**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
29 MAR	<b>Purchases</b> NOBREGA HOLDINGS PTY MIDLAND AU	149.00 ✓	2002 - Vacuum Cleaner
01 APR	HOUSEHOLD APPLIANCE STORES SHIRE OF QUAIRADING QUAIRADING AU	156.25 ✓	P633 - Licensing
03 APR	GOVERNMENT SERVICES NOT ELSE DIGITALRIVER IRELAND SYDNEY AU	149.95 ✓	0742 Hand Micro Renewal - Anti Virus
10 APR	* COMPUTER SOFTWARE SHIRE OF QUAIRADING QUAIRADING AU	159.70 ✓	P551 - Licensing
17 APR	GOVERNMENT SERVICES NOT ELSE SHIRE OF QUAIRADING QUAIRADING AU	26.85 ✓	P960 - Licensing
18 APR	GOVERNMENT SERVICES NOT ELSE SHIRE OF QUAIRADING QUAIRADING AU	52.90 ✓	P960 - Licensing
	<b>Sub Total:</b>	<b>694.65</b>	
28 APR	<b>Miscellaneous Transactions</b> TRANSFER CLOSING BALANCE TO BILLING ACCT	694.65 -	
	<b>Sub Total:</b>	<b>694.65 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	

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

Cardholder Signature



Date

28/5/2019

Transactions examined and approved.

Manager/Supervisor Signature



Date

28/05/2019

S001166 / M000420 / 117 / CN1VPCPT



**TRANSPORT TAKINGS FOR THE MONTH ENDING**

**MAY 2019**

**Attachment 9.1.2**

<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT \$</b>
29/04/2019	TRANSPORT TAKINGS	2,315.25
30/04/2019	TRANSPORT TAKINGS	1,219.85
1/05/2019	TRANSPORT TAKINGS	2,687.85
2/05/2019	TRANSPORT TAKINGS	2,261.15
3/05/2019	TRANSPORT TAKINGS	984.05
6/05/2019	TRANSPORT TAKINGS	1,015.15
7/05/2019	TRANSPORT TAKINGS	2,426.50
8/05/2019	TRANSPORT TAKINGS	569.60
9/05/2019	TRANSPORT TAKINGS	1,076.45
10/05/2019	TRANSPORT TAKINGS	1,529.30
13/05/2019	TRANSPORT TAKINGS	1,308.75
14/05/2019	TRANSPORT TAKINGS	1,536.85
15/05/2019	TRANSPORT TAKINGS	169.45
16/05/2019	TRANSPORT TAKINGS	3,326.70
17/05/2019	TRANSPORT TAKINGS	4,922.05
20/05/2019	TRANSPORT TAKINGS	1,167.65
21/05/2019	TRANSPORT TAKINGS	1,167.95
23/05/2019	TRANSPORT TAKINGS	828.55
24/05/2019	TRANSPORT TAKINGS	2,606.80
25/05/2019	TRANSPORT TAKINGS	586.30
28/05/2019	TRANSPORT TAKINGS	2,887.30
29/05/2019	TRANSPORT TAKINGS	5,317.15
		<b>41,910.65</b>
30/05/2019	TRANSPORT	1,057.20
31/05/2019	TRANSPORT	1,264.70
	<b>AMOUNTS YET TO BE DRAWN</b>	<b>2,321.90</b>

## 9.2 Financial Information—Statements of Income and Expenditure for the Period Ending – 31<sup>st</sup> May 2019

<b>Meeting Date</b>	27 <sup>th</sup> June 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Giffellon
<b>Attachments</b>	9.2.1 Financial Statements for May
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

That Council receive the Monthly Financial Statements for the period ending 31<sup>st</sup> May 2019.

**VOTING REQUIREMENTS** – Simple Majority

### IN BRIEF

- Monthly Financial Statements for the period ending 31<sup>st</sup> May 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 31<sup>st</sup> March 2005 and effective from the 1<sup>st</sup> July 2005, have repealed the existing regulations (34 and 35) relating to monthly and quarterly / triannual financial reports.

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

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

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

## COMMUNITY CONSULTATION

Nil

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

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

The requested detailed statement of rate debtors has not been provided. This will be provided following the end of year drive to collect outstanding rates and fix accounts where notices were not correctly provided.

**SHIRE OF QUAIRADING**

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

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

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

**KEY INFORMATION**

**Items of Significance**

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

	<b>% Completed</b>	<b>Amended Annual Budget</b>	<b>Amended YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance (Under)/Over</b>
<b>Capital Expenditure</b>					
<b>Buildings</b>					
Shire Hall Upgrades	81.76%	128,300	128,300	104,899	(23,401)
Cottage Project	6.10%	305,000	305,000	18,595	(286,405)
<b>Plant &amp; Equipment</b>					
Community Bus	0.00%	135,700	135,700	-	(135,700)
<b>Infrastructure - Roads</b>					
Roads Construction	85.40%	1,639,967	1,603,697	1,400,474	(203,223)
<b>Other Infrastructure</b>					
New Bowling Green	19.03%	230,000	230,000	43,776	(186,224)
New Lighting Quairading Oval	14.86%	11,745	11,745	1,745	(10,000)

*% Compares current ytd actuals to annual budget*

<b>Financial Position</b>	<b>* Note</b>	<b>Prior Year 31 May 2018</b>	<b>Current Year 31 May 2019</b>
Adjusted Net Current Assets	91%	\$ 1,720,482	\$ 1,571,593
Cash and Equivalent - Unrestricted	1077%	\$ 136,747	\$ 1,472,647
Cash and Equivalent - Restricted	128%	\$ 1,857,174	\$ 2,379,638
Receivables - Rates	125%	\$ 184,539	\$ 229,922
Receivables - Other	7%	\$ 2,219,377	\$ 146,748
Payables	9%	\$ 1,744,231	\$ 152,645

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

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

**INFORMATION**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 21st June 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.

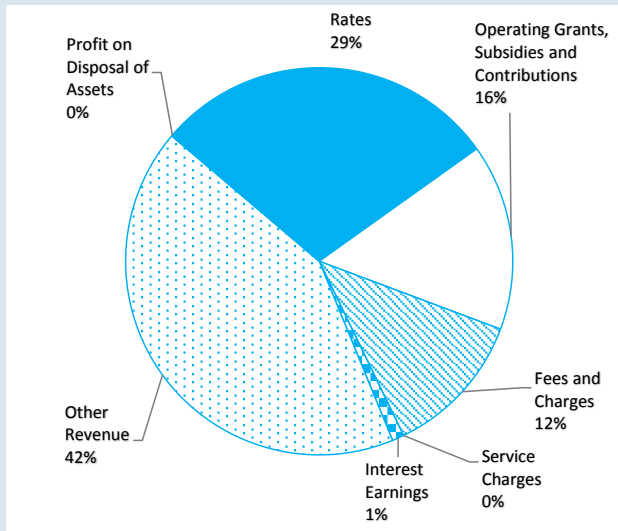
**ROUNDING OFF FIGURES**

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

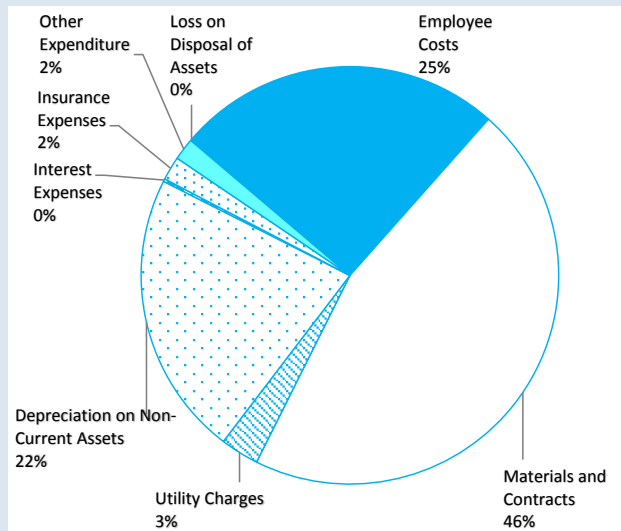
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MAY 2019**

**SUMMARY GRAPHS**

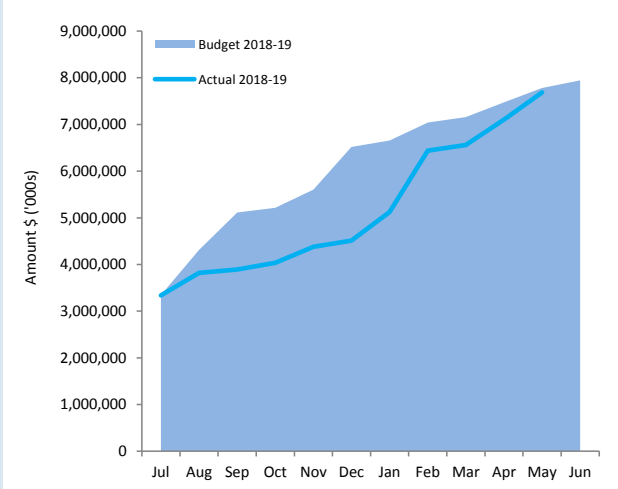
**OPERATING REVENUE**



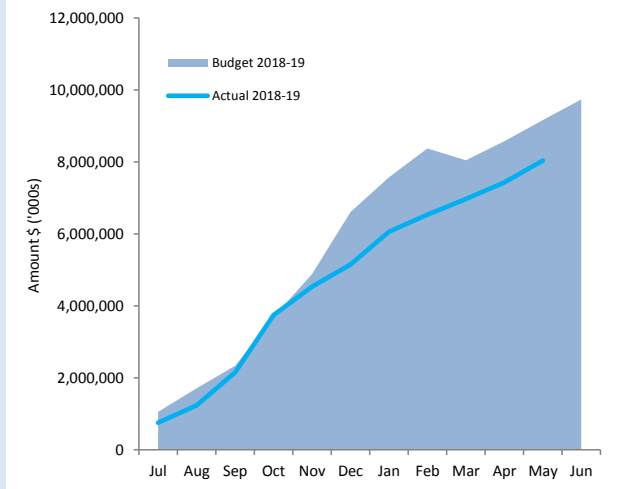
**OPERATING EXPENSES**



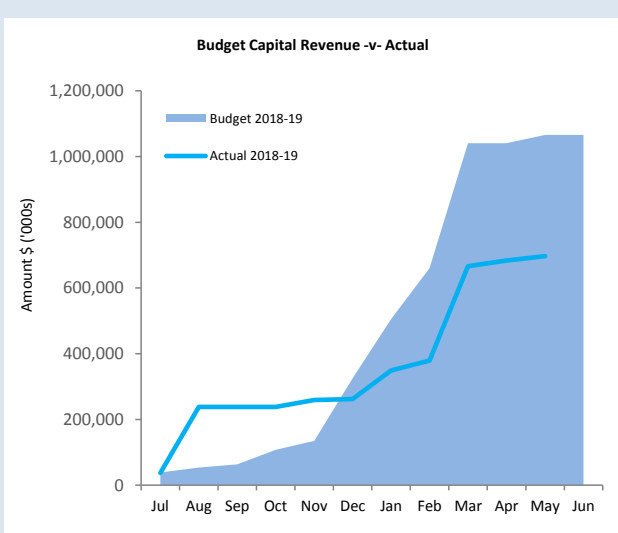
**Budget Operating Revenues -v- Actual**



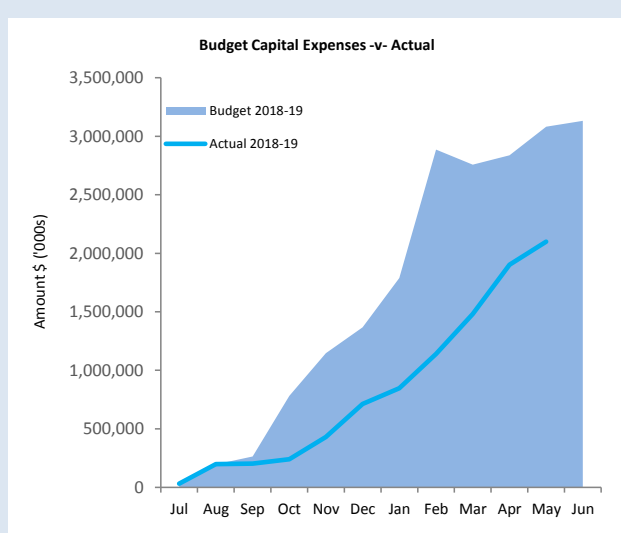
**Budget Operating Expenses -v- YTD Actual**



**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 MAY 2019**

**STATUTORY REPORTING PROGRAMS**

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

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

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

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	1(b)	1,634,796	1,634,796	<b>1,634,796</b>	0	0%	
<b>Revenue from operating activities</b>							
Governance		16,076	13,805	<b>12,147</b>	(1,658)	(12%)	
General Purpose Funding - Rates	5	2,211,054	2,222,580	<b>2,209,166</b>	(13,414)	(1%)	
General Purpose Funding - Other		969,927	934,138	<b>949,729</b>	15,591	2%	
Law, Order and Public Safety		198,043	150,501	<b>116,350</b>	(34,151)	(23%)	▼
Health		367,258	336,258	<b>335,368</b>	(890)	(0%)	
Education and Welfare		186,798	171,899	<b>163,622</b>	(8,277)	(5%)	
Housing		109,576	100,800	<b>98,344</b>	(2,456)	(2%)	
Community Amenities		201,225	158,917	<b>189,786</b>	30,869	19%	▲
Recreation and Culture		238,539	275,029	<b>215,598</b>	(59,431)	(22%)	▼
Transport		3,020,996	3,024,002	<b>2,921,816</b>	(102,186)	(3%)	
Economic Services		161,180	148,571	<b>178,510</b>	29,939	20%	▲
Other Property and Services		260,220	241,439	<b>295,613</b>	54,174	22%	▲
		<b>7,940,892</b>	<b>7,777,939</b>	<b>7,686,047</b>	(91,892)	(1%)	
<b>Expenditure from operating activities</b>							
Governance		(697,266)	(662,690)	<b>(605,429)</b>	57,261	9%	
General Purpose Funding		(89,288)	(77,302)	<b>(64,146)</b>	13,156	17%	▲
Law, Order and Public Safety		(342,832)	(317,031)	<b>(288,815)</b>	28,216	9%	
Health		(660,529)	(606,641)	<b>(620,750)</b>	(14,109)	(2%)	
Education and Welfare		(311,663)	(289,641)	<b>(266,974)</b>	22,667	8%	
Housing		(243,041)	(203,434)	<b>(165,139)</b>	38,295	19%	▲
Community Amenities		(512,637)	(475,546)	<b>(382,002)</b>	93,544	20%	▲
Recreation and Culture		(901,936)	(831,756)	<b>(832,208)</b>	(452)	(0%)	
Transport		(5,123,066)	(4,916,205)	<b>(3,907,698)</b>	1,008,507	21%	▲
Economic Services		(639,950)	(566,088)	<b>(442,369)</b>	123,719	22%	▲
Other Property and Services		(230,429)	(216,453)	<b>(459,452)</b>	(242,999)	(112%)	▼
		<b>(9,752,637)</b>	<b>(9,162,787)</b>	<b>(8,034,983)</b>	1,127,804	12%	▲
<b>Operating activities excluded from budget</b>							
Add Back Depreciation		2,155,880	1,976,227	<b>1,774,116</b>	(202,111)	(10%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	(9,702)	(9,702)	<b>1,351</b>	11,053	(114%)	
Adjust Provisions and Accruals		0	0	<b>40,406</b>	40,406		▲
<b>Amount attributable to operating activities</b>		<b>334,433</b>	<b>581,677</b>	<b>1,466,937</b>	<b>885,260</b>	(152%)	
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions		723,780	723,780	<b>546,351</b>	(177,429)	(25%)	▼
Proceeds from Disposal of Assets	6	185,182	185,182	<b>150,775</b>	(34,407)	(19%)	▼
Capital Acquisitions	7	(3,131,356)	(3,081,586)	<b>(2,099,832)</b>	981,754	32%	▲
<b>Amount attributable to investing activities</b>		<b>(2,222,394)</b>	<b>(2,172,624)</b>	<b>(1,402,706)</b>	<b>769,918</b>	35%	▲
<b>Financing Activities</b>							
Proceeds from New Debentures		150,000	0	<b>0</b>	0		
Self-Supporting Loan Principal		34,572	37,447	<b>37,447</b>	0	0%	
Transfer from Reserves	9	668,124	381,257	<b>381,257</b>	0	0%	
Repayment of Debentures	8	(85,199)	(81,597)	<b>(81,597)</b>	0	0%	
Transfer to Reserves	9	(463,900)	(463,900)	<b>(464,541)</b>	(641)	(0%)	
<b>Amount attributable to financing activities</b>		<b>303,597</b>	<b>(126,793)</b>	<b>(127,434)</b>	<b>(641)</b>	(1%)	
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>50,432</b>	<b>(82,944)</b>	<b>1,571,593</b>	1,654,537	1995%	

**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 MAY 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 MAY 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.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	1(b)	1,634,796	1,634,796	<b>1,634,796</b>	0	0%	
<b>Revenue from operating activities</b>							
Rates	5	2,211,054	2,222,580	<b>2,209,166</b>	(13,414)	(1%)	
Operating Grants, Subsidies and Contributions		1,172,183	1,198,297	<b>1,196,938</b>	(1,359)	(0%)	
Fees and Charges		1,157,403	940,759	<b>932,053</b>	(8,706)	(1%)	
Interest Earnings		94,444	63,668	<b>75,512</b>	11,844	19%	▲
Other Revenue		3,290,450	3,337,277	<b>3,258,826</b>	(78,451)	(2%)	
Profit on Disposal of Assets	6	15,358	15,358	<b>13,552</b>			
		<b>7,940,892</b>	<b>7,777,939</b>	<b>7,686,047</b>	(90,086)	(1%)	
<b>Expenditure from operating activities</b>							
Employee Costs		(2,224,881)	(1,965,357)	<b>(2,021,127)</b>	(55,770)	(3%)	
Materials and Contracts		(4,794,776)	(4,186,802)	<b>(3,682,760)</b>	504,042	12%	▲
Utility Charges		(246,056)	(182,586)	<b>(239,652)</b>	(57,066)	(31%)	▼
Depreciation on Non-Current Assets		(2,155,880)	(1,976,227)	<b>(1,774,116)</b>	202,111	10%	▲
Interest Expenses		(18,228)	(20,409)	<b>(16,417)</b>	3,992	20%	
Insurance Expenses		(202,444)	(206,408)	<b>(148,150)</b>	58,259	28%	▲
Other Expenditure		(104,716)	(619,342)	<b>(137,859)</b>	481,483	78%	▲
Loss on Disposal of Assets	6	(5,656)	(5,656)	<b>(14,903)</b>	(9,247)	(163%)	
		<b>(9,752,637)</b>	<b>(9,162,787)</b>	<b>(8,034,983)</b>	1,127,804	(12%)	
<b>Operating activities excluded from budget</b>							
Add back Depreciation		2,155,880	1,976,227	<b>1,774,116</b>	(202,111)	(10%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	(9,702)	(9,702)	<b>1,351</b>	11,053	(114%)	
Adjust Provisions and Accruals		0	0	<b>40,406</b>	40,406		▲
<b>Amount attributable to operating activities</b>		<b>334,433</b>	<b>581,677</b>	<b>1,466,937</b>	887,066	152%	
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions		723,780	723,780	<b>546,351</b>	(177,429)	(25%)	▼
Proceeds from Disposal of Assets	6	185,182	185,182	<b>150,775</b>	(34,407)	(19%)	▼
Land held for resale		0	0	<b>0</b>	0		
Capital acquisitions	7	(3,131,356)	(3,081,586)	<b>(2,099,832)</b>	981,754	32%	▲
<b>Amount attributable to investing activities</b>		<b>(2,222,394)</b>	<b>(2,172,624)</b>	<b>(1,402,706)</b>	769,918	(35%)	
<b>Financing Activities</b>							
Proceeds from New Debentures		150,000	0	<b>0</b>	0		
Self-Supporting Loan Principal		34,572	37,447	<b>37,447</b>	0	0%	
Transfer from Reserves	9	668,124	381,257	<b>381,257</b>	0	0%	
Advances to Community Groups		0	0	<b>0</b>	0		
Repayment of Debentures	8	(85,199)	(81,597)	<b>(81,597)</b>	0	0%	
Transfer to Reserves	9	(463,900)	(463,900)	<b>(464,541)</b>	(641)	(0%)	
<b>Amount attributable to financing activities</b>		<b>303,597</b>	<b>(126,793)</b>	<b>(127,434)</b>	(641)	1%	
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>50,432</b>	<b>(82,944)</b>	<b>1,571,593</b>	1,656,343	(1995%)	

**KEY INFORMATION**

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

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

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

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

OPERATING ACTIVITIES  
NOTE 1(b)  
ADJUSTED NET CURRENT ASSETS

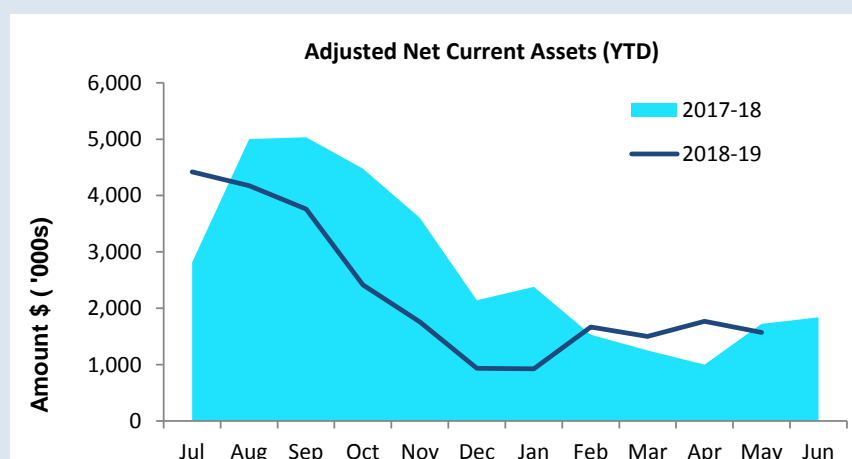
	Ref Note	Last Years Closing 30 June 2018	This Time Last Year 31 May 2018	Year to Date Actual 31 May 2019
		\$	\$	\$
<b>Adjusted Net Current Assets</b>				
<b>Current Assets</b>				
Cash Unrestricted	3	186,818	136,747	1,454,293
Cash Restricted	3	2,524,748	1,857,174	2,371,054
Receivables - Rates	4	183,897	184,539	229,922
Receivables - Other	4	2,797,593	2,219,377	146,748
Loans receivable		34,573	0	0
Interest / ATO Receivable		158,130	109,665	35,176
Inventories		10,256	8,150	3,753
		5,896,015	4,515,652	4,240,946
<b>Less: Current Liabilities</b>				
Payables		(1,744,231)	(716,561)	(152,645)
Provisions - employee		(393,660)	(387,150)	(393,660)
Long term borrowings		(78,722)	21,580	2,874
		(2,216,613)	(1,082,131)	(543,431)
<b>Unadjusted Net Current Assets</b>		<b>3,679,402</b>	<b>3,433,521</b>	<b>3,697,515</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Cash reserves	3	(2,296,355)	(1,857,174)	(2,371,054)
Less: Loans receivable		(34,573)	0	0
Add: Provisions - employee		207,600	165,715	248,006
Add: Long term borrowings		78,722	(21,580)	(2,874)
<b>Adjusted Net Current Assets</b>		<b>1,634,796</b>	<b>1,720,482</b>	<b>1,571,593</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



**This Year YTD**

**Surplus(Deficit)**

**\$1.57 M**

**Last Year YTD**

**Surplus(Deficit)**

**\$1.72 M**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 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
	\$	%			
<b>Revenue from operating activities</b>					
Law, Order and Public Safety	(34,151)	(23%)	▼	Timing	Timing of CESM Reimbursement
Community Amenities	30,869	19%	▲	Permanent	Community Stewardship Grant Received
Recreation and Culture	(59,431)	(22%)	▼	Permanent	Timing of Contribution to the Bowling Club Lighting Repairs. This is to be paid in 2019/20
Economic Services	29,939	20%	▲	Permanent	Higher than expected standpipe fees.
Other Property and Services	54,174	22%	▲	Permanent	Parental Leave received but not budgeted
<b>Expenditure from operating activities</b>					
General Purpose Funding	13,156	17%	▲		Depreciation on Land and Buildings, Lower than budgeted Building Maintenance
Housing	38,295	19%	▲	Timing	NRM Small Community Grants, Saleyard design costs, Town Planning Costs and lower than budgeted Recycling Centre maintenance.
Community Amenities	93,544	20%	▲	Timing	Higher than expected depreciation on Infrastructure WANDRRA, Road Maintenance and Depreciation of Infrastructure
Transport	1,008,507	21%	▲	Timing	lower than budgeted
Economic Services	123,719	22%	▲	Timing	Depreciation on Land, Buildings and Infrastructure. Lower than budgeted
Other Property and Services	(242,999)	(112%)	▼	Timing	Tourist Promotion
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	(177,429)	(25%)	▼	Timing	POC and PWO and depreciation not fully allocated
Proceeds from Disposal of Assets	(34,407)	(19%)	▼	Permanent	Timing of received Grants
Capital Acquisitions	981,754	32%	▲	Timing	Community Bus not to be sold this year
					Timing Road Construction and Cottage Project, Bus changeover not to proceed

**KEY INFORMATION**

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

**OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS**

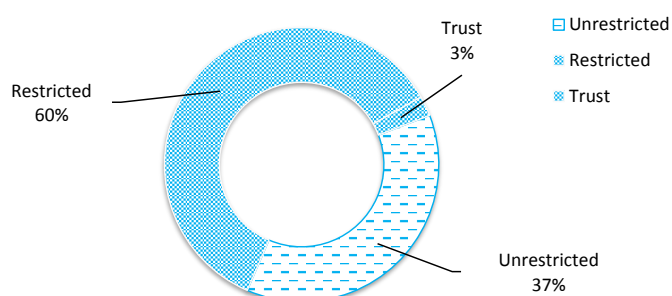
<b>Cash and Investments</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Trust</b>	<b>Total YTD Actual</b>	<b>Institution</b>	<b>Interest Rate</b>	<b>Maturity Date</b>
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	600			600			
<b>At Call Deposits</b>							
Municipal Fund	158,375			158,375	Westpac		
Medical Centre	61,571			61,571	Westpac		
Child Care Centre	29,239			29,239	Westpac		
Municipal On Call	920,000			920,000	Westpac	0.60%	
Reserve Fund On Call		52,102		52,102	Westpac	0.60%	
Trust Fund			93,334	93,334	Westpac		
<b>Term Deposits</b>							
Municipal Investment - Term Deposit	302,863			302,863	Westpac	1.62%	05-Jun-19
Reserve Investment - Term Deposit		187,531		187,531	Westpac	2.38%	03-Jun-19
Reserve Investment - Term Deposit		1,263,574		1,263,574	Westpac	2.14%	12-Jul-19
Reserve Investment - Term Deposit		459,831		459,831	Westpac	2.05%	22-Aug-19
Reserve Investment - Term Deposit		416,601		416,601	Westpac	2.26%	23-Jun-19
<b>Total</b>	<b>1,472,647</b>	<b>2,379,638</b>	<b>93,334</b>	<b>3,945,620</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



**Total Cash**

**\$3.95 M**

**Unrestricted**

**\$1.47 M**



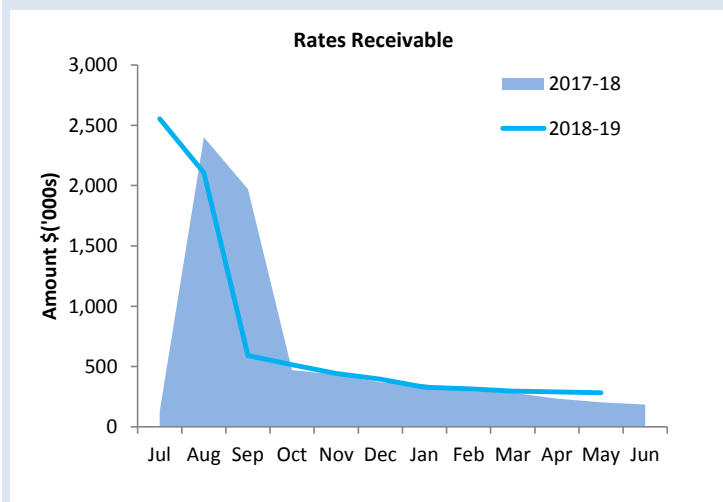
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2019**

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Rates Receivable	30 June 2018	31 May 19
	\$	\$
Opening Arrears Previous Years	134,695	183,897
Levied this year	2,297,690	2,394,734
Less Collections to date	(2,248,488)	(2,296,668)
Equals Current Outstanding	<b>183,897</b>	<b>281,963</b>
<b>Net Rates Collectable</b>	<b>183,897</b>	<b>281,963</b>
% Collected	97.86%	95.90%

**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.



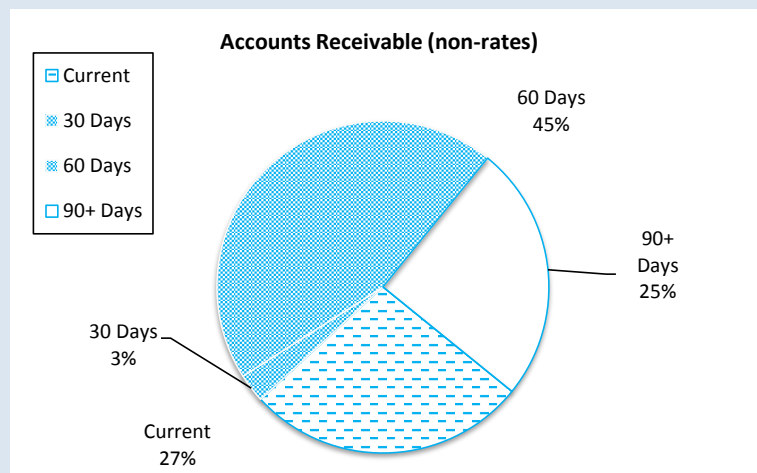
Collected	Rates Due
<b>96%</b>	<b>\$281,963</b>

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	42,186	4,320	69,278	38,541	154,325
Percentage	27%	3%	45%	25%	
<b>Balance per Trial Balance</b>					
Sundry debtors					119,149
GST receivable					35,176
<b>Total Receivables General Outstanding</b>					<b>154,325</b>

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.



<b>Debtors Due</b>
<b>\$154,325</b>
<b>Over 30 Days</b>
<b>73%</b>
<b>Over 90 Days</b>
<b>25%</b>

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

**OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE**

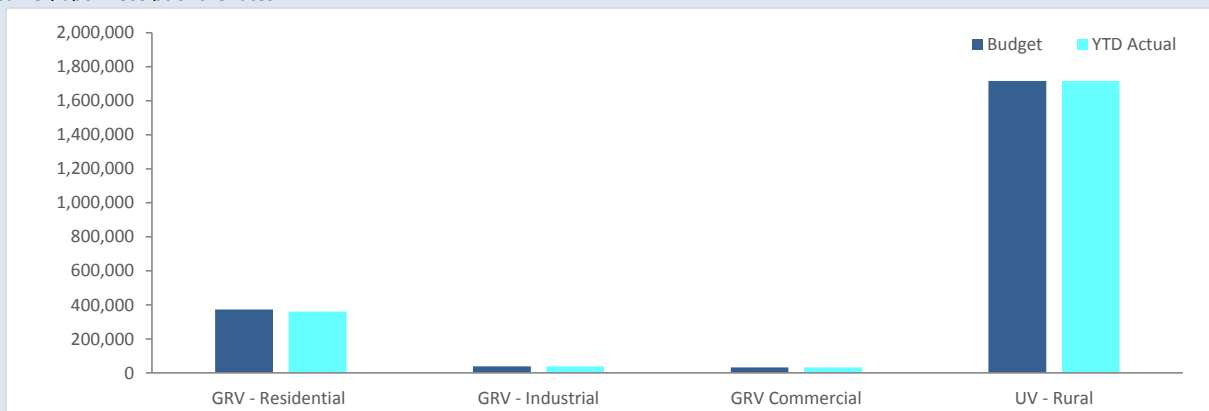
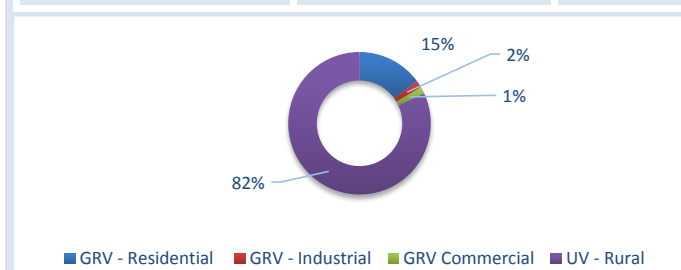
General Rate Revenue	Amended Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV - Residential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

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

General Rates		
Budget	YTD Actual	%
<b>\$2.21 M</b>	<b>\$2.2 M</b>	<b>99%</b>

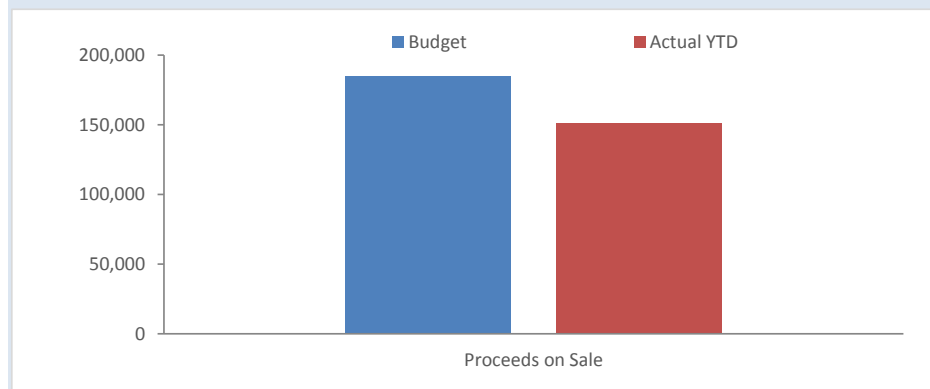


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2019**

**OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS**

Asset Ref.	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
6Q0	CEO Vehicle Q0	N/A	35,000			43,637	36,364		(7,274)
4Q190	Managers Works Utility Q190	35,201	29,545		(5,656)	38,656	29,545		(9,110)
Q551	Team Leader Crew Cab Q551	11,492	17,273	5,781		11,219	17,273	6,054	
Q3856	Nissan Navara Q3856	2,958	5,455	2,497		5,027	5,455	428	
Q465	BT 50 Share Ute Q465	18,296	22,727	4,431		18,791	22,727	3,937	
Q661	Town Gdn Ute Q661	11,032	13,636	2,604		10,533	13,636	3,103	
Q633	Excavator Ute Q633	4,499	4,545	46		4,515	4,545	31	
Q960	Armann Multi Tyre Roller	N/A	30,000			14,748	21,000	6,252	
P11V31	Communtiy Bus Q458	N/A	27,000						
1168	South Dangin Vacant Lot	N/A	0			5,000	229		(4,771)
		<b>83,479</b>	<b>185,182</b>	<b>15,359</b>	<b>(5,656)</b>	<b>152,126</b>	<b>150,775</b>	<b>19,805</b>	<b>(21,155)</b>

**KEY INFORMATION**



Proceeds on Sale		
Budget	YTD Actual	%
<b>\$185,182</b>	<b>\$150,775</b>	<b>81%</b>

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

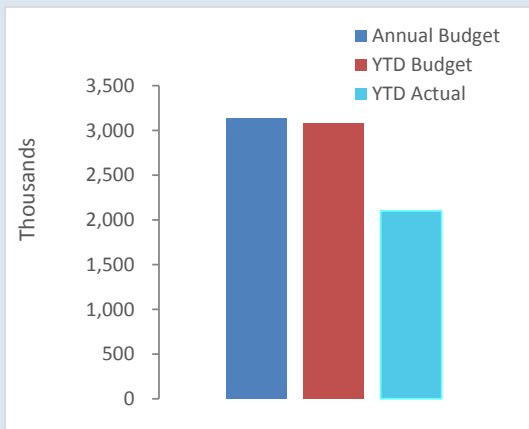
**INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS**

Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land	0	0	0	0
Buildings	579,664	570,664	172,447	-398,217
Plant & Equipment	558,140	558,140	375,777	-182,363
Furniture & Equipment	0	0	0	0
Infrastructure - Roads	1,639,967	1,603,697	1,400,474	-203,223
Infrastructure - Footpaths	0	0	0	0
Infrastructure - Other	353,585	349,085	151,133	-197,952
<b>Capital Expenditure Totals</b>	<b>3,131,356</b>	<b>3,081,586</b>	<b>2,099,832</b>	<b>(981,754)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	723,780	723,780	546,351	-177,429
Borrowings	150,000	150,000	0	-150,000
Other (Disposals & C/Fwd)	185,182	185,182	150,775	-34,407
Cash Backed Reserves				
Plant Reserve	349,257	231,257	231,257	0
Swimming Pool Reserve	6,761	0	0	0
Building Reserve	145,000	100,000	100,000	0
Health Reserve	5,000	0	0	0
Road Infrastructure Reserve	50,000	0	0	0
Contribution - operations	1,516,376	1,691,367	1,071,449	(619,918)
<b>Capital Funding Total</b>	<b>3,131,356</b>	<b>3,081,586</b>	<b>2,099,832</b>	<b>(981,754)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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



























**KEY INFORMATION**



<b>Acquisitions</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Spent</b>
	<b>\$3.13 M</b>	<b>\$2.1 M</b>	<b>67%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$.72 M</b>	<b>\$.55 M</b>	<b>75%</b>

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

INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion		Amended			Variance (Under)/Over	
		Account Number	Annual Budget	YTD Budget		YTD Actual
	<b>Capital Expenditure</b>					
	<b>Land</b>					
	<b>Total</b>		0	0	0	
	<b>Buildings</b>					
0.30	 Curtains - 14 Reid St	9518	5,000	5,000	1,487	-3,513
0.82	 Shire Hall - Upgrades	9531	128,300	128,300	104,899	-23,401
0.88	 Works Depot - Construction	9534	20,900	20,900	18,456	-2,444
0.00	 Auther Kelly - Roof	9537	31,020	26,520	0	-26,520
0.06	 Cottage - Project	9546	305,000	305,000	18,595	-286,405
0.08	 Swimming Pool Upgrade - Shed and Winches	9550	19,000	19,000	1,545	-17,455
0.00	 Medical Centre Ablution Access	9561	5,000	5,000	0	-5,000
0.00	 8 Dall St - Front Window Replacement	9564	4,500	0	0	0
0.96	 Community Building Replacements	9577	3,500	3,500	3,359	-141
0.00	 Tourist Layby	9582	30,000	30,000	0	-30,000
0.88	 Golf Club Machinery Shed	9585	27,444	27,444	24,107	-3,337
0.30	<b>Total</b>		579,664	570,664	172,447	-398,217
	<b>Plant &amp; Equipment</b>					
0.93	 CEO Vehicle QO	9000	45,000	45,000	41,815	-3,185
1.00	 Managers Works Utility Q190	9702	37,235	37,235	37,235	-0
0.97	 Team Leader Crew Cab Q551	9707	37,636	37,636	36,613	-1,023
1.00	 Nissan Navara Q3856	9726	29,364	29,364	29,364	0
1.00	 BT 50 Share Ute Q465	9718	36,071	36,071	36,071	0
1.00	 Town Gdn Ute Q661	9729	32,316	32,316	32,316	-0
0.98	 Excavator Ute Q633	9728	29,818	29,818	29,363	-455
0.76	 Armann Multi Tyre Roller	9009	175,000	175,000	133,000	-42,000
0.00	 Communtiy Bus Q458	9706	135,700	135,700	0	-135,700
	<b>Total</b>		558,140	558,140	375,777	-182,363
	<b>Furniture &amp; Equipment</b>					
	<b>Total</b>		0	0	0	0
	<b>Infrastructure - Roads</b>					
0.85	 Road Construction	3604	1,639,967	1,603,697	1,400,474	-203,223
0.85	<b>Total</b>		1,639,967	1,603,697	1,400,474	-203,223
	<b>Infrastructure - Footpaths</b>					
	<b>Total</b>		0	0	0	0
	<b>Infrastructure - Other</b>					
0.00	 Hall Car Park Upgrade	9829	10,000	10,000	0	-10,000
1.06	 CCTV Development	9835	81,840	81,840	86,522	4,682
0.19	 Bowling Club - New Green	9836	230,000	230,000	43,776	-186,224
0.15	 New Lighting Quairading Oval	9837	11,745	11,745	1,745	-10,000
0.95	 Youth Disability Access	9833	20,000	15,500	19,089	3,589
0.43	<b>Total</b>		353,585	349,085	151,133	-197,952

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

**FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS**

Information on Borrowings Particulars	2017/18	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Transport</b>									
Loan 118 - Depot Building	478,419			44,150	44,150	434,269	434,269	14,022	14,060
<b>Economic Services</b>									
Park Cottages	0	0	150,000	0	6,477	0	143,523	0	3,000
							0		
	478,419	0	150,000	44,150	50,627	434,269	577,792	14,022	17,060
<b>Self supporting loans</b>									
<b>Recreation and Culture</b>									
Loan 115 - Bowling Club	109,267			34,898	31,256	74,369	78,011	2,010	6,962
Loan 116 - Tennis Club	2,974			1,796	1,796	1,178	1,178	85	106
Loan 117 - Golf Club	8,002			753	1,520	7,250	6,482	301	376
							0		
	120,243	0	0	37,447	34,572	82,796	85,671	2,395	7,444
<b>Total</b>	<b>598,662</b>	<b>0</b>	<b>150,000</b>	<b>81,597</b>	<b>85,199</b>	<b>517,065</b>	<b>663,463</b>	<b>16,417</b>	<b>24,504</b>

All debenture repayments were financed by general purpose revenue.

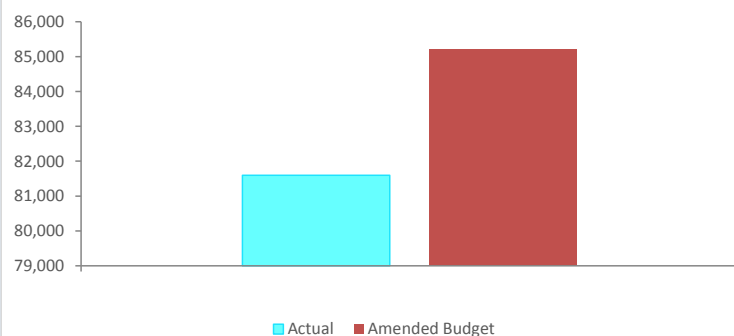
**SIGNIFICANT ACCOUNTING POLICIES**

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

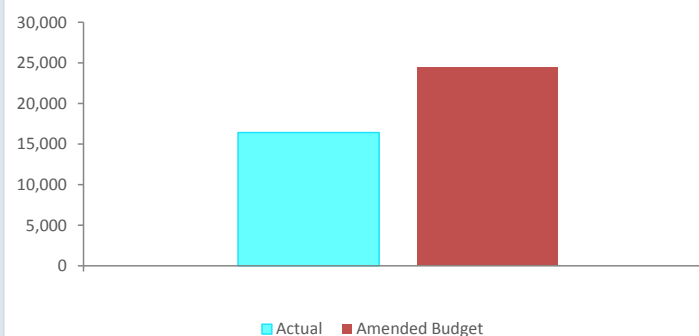
**KEY INFORMATION**

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

**Borrowings - Principal Repaid**



**Borrowings - Interest Paid**



**2018/19 Principal Repaid**

**\$81,597**

**Interest Expense**

**\$16,417**

**Loans Outstanding**

**\$.52 M**

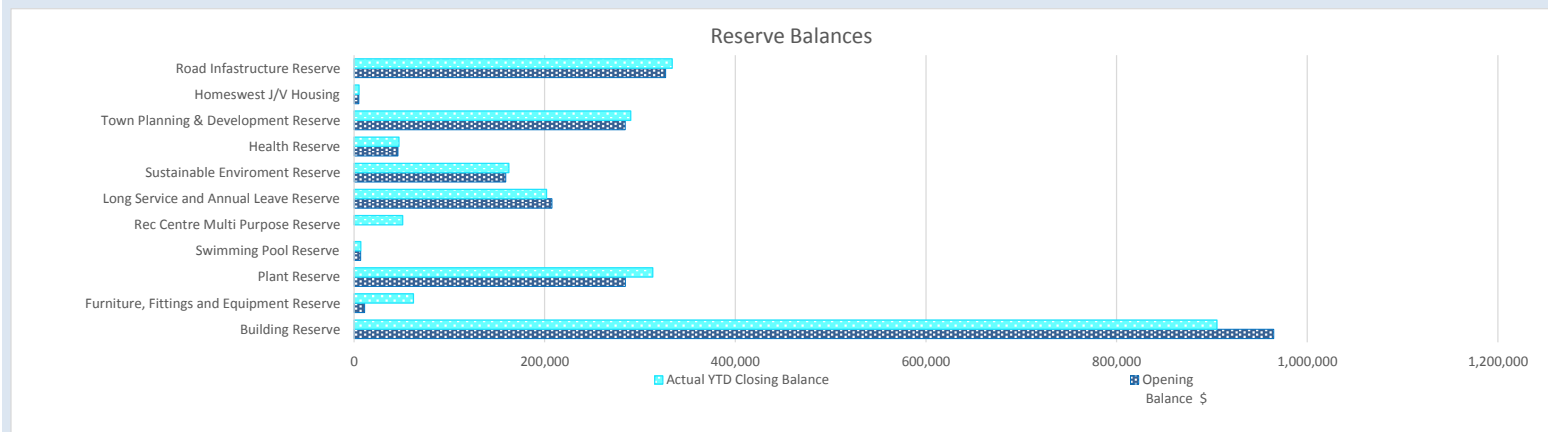
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2019**

**OPERATING ACTIVITIES  
NOTE 9  
RESERVES**

**Cash Backed Reserve**

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Building Reserve	964,730	22,621	20,448	20,000	20,000	(145,000)	(100,000)	862,351	905,179
Furniture, Fittings and Equipment Reserve	11,027	259	1,271	50,000	50,000	0	0	61,286	62,297
Plant Reserve	284,547	6,685	10,094	250,000	250,000	(349,257)	(231,257)	191,975	313,384
Swimming Pool Reserve	6,904	162	144	0	0	(6,761)	0	305	7,048
Rec Centre Multi Purpose Reserve	0	0	1,040	50,000	50,000	0	0	50,000	51,040
Long Service and Annual Leave Reserve	207,601	4,878	4,389	40,000	40,000	(92,106)	(50,000)	160,373	201,990
Sustainable Environment Reserve	159,185	3,741	3,324	0	0	0	0	162,926	162,510
Health Reserve	46,039	1,082	961	0	0	(5,000)	0	42,121	47,001
Town Planning & Development Reserve	284,360	6,682	5,937	0	0	(20,000)	0	271,042	290,296
Homeswest J/V Housing	5,038	118	105	0	0	0	0	5,156	5,143
Road Infrastructure Reserve	326,924	7,672	6,827	0	0	(50,000)	0	284,596	333,751
	<b>2,296,355</b>	<b>53,900</b>	<b>54,541</b>	<b>410,000</b>	<b>410,000</b>	<b>(668,124)</b>	<b>(381,257)</b>	<b>2,092,131</b>	<b>2,379,638</b>

**KEY INFORMATION**



<b>Interest Earned</b>
<b>\$54,541</b>
<b>Reserves Bal</b>
<b>\$2.38 M</b>

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

NOTE 10  
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	Amended			Variance (Under)/Over
	Annual Budget	YTD Budget	YTD Actual	
<b>Operating grants, subsidies and contributions</b>				
Federal Assistance Grants	866,021	866,020	866,021	1
MRWA Direct Road Grant	127,291	127,291	127,291	0
NRM Grant	22,000	22,000	20,000	(2,000)
Childcare Grant	29,000	29,000	25,258	(3,742)
Fire Prevention Grants	38,371	28,779	43,759	14,980
Staff Contributions to Vehicle and Housing Expenses	11,800	10,853	10,754	(99)
Bowling Club Contribution - Lighting	18,750	18,750	0	(18,750)
Contribution Other	100	88	0	(88)
Youth Centre Contribution	0	0	2,041	2,041
Community Stewardship Grant - Combating Vegetation Decline	0	0	24,624	24,624
Community Development Projects	10,000	7,500	0	(7,500)
Signage Tourism Grant	10,000	10,000	10,000	0
<b>Operating grants, subsidies and contributions Total</b>	<b>1,133,333</b>	<b>1,120,281</b>	<b>1,129,748</b>	<b>9,467</b>
<b>Non-operating grants, subsidies and contributions</b>				
Roads to Recovery/ MRWA Regional Road Group	485,491	485,491	419,151	-66,340
CCTV Community Project	81,840	81,840	37,200	-44,640
Golf Club Shed Contribution	21,449	21,449	0	-21,449
Bowling Club Contribution for New Green	25,000	25,000	0	-25,000
Youth Disability Access	20,000	20,000	0	-20,000
Lotterywest Grant Agreement - Town Hall Project	87,000	87,000	87,000	0
Quairading Curtain Raisers Contribution - Town Hall Project	3,000	3,000	3,000	0
<b>Non-operating grants, subsidies and contributions Total</b>	<b>723,780</b>	<b>723,780</b>	<b>546,351</b>	<b>-177,429</b>
<b>Grand Total</b>	<b>1,857,113</b>	<b>1,844,061</b>	<b>1,676,099</b>	<b>(167,962)</b>

KEY INFORMATION

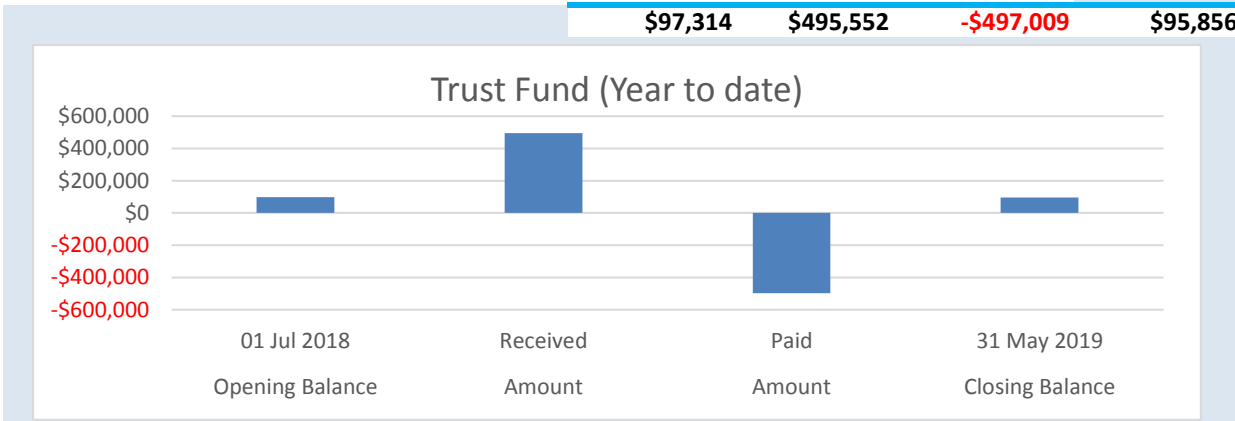


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2019**

**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 May 2019
CRC Rental Bond	\$1,150	\$544	-\$1,154	\$540
Departement of Transport	\$9,507	\$473,366	-\$479,338	\$3,535
Hall/C Building Hire Bonds	\$625	\$8,700	-\$6,150	\$3,175
Hall Table Bonds	\$0	\$0	\$0	\$0
Barracks Bond	\$0	\$800	-\$800	\$0
Bus Hire Bond	\$0	\$660	-\$495	\$165
Cottage Bond	\$800	\$7,600	-\$7,600	\$800
Cat Trap Bond	\$0	\$80	-\$60	\$20
Housing Bond	\$326	\$0	\$0	\$326
BSL	\$57	\$1,035	-\$463	\$629
BCITF	\$0	\$1,114	-\$323	\$791
QARRAS - Luncheon	\$3,451	\$0	\$0	\$3,451
Doodenanning Cemetery	\$1,196	\$0	\$0	\$1,196
South Caroling Cemetery	\$4,887	\$0	\$0	\$4,887
Nomination Fees	\$0	\$0	\$0	\$0
Town Planning - Peacock 2 Yrs	\$1,000	\$0	\$0	\$1,000
Rural Youth	\$73,227	\$0	\$0	\$73,227
Housing - to go to Bond Administrator	\$0	\$1,652	-\$626	\$1,026
Factory Unit	\$1,088	\$0	\$0	\$1,088
	<b>\$97,314</b>	<b>\$495,552</b>	<b>-\$497,009</b>	<b>\$95,856</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 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
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Opening Surplus				41,805
	<b>Permanent Changes</b>						41,805
	Inclusion of the Profit/ Loss on the sale of Council Vehicle	95-18/19	Operating Revenue		15,358		57,163
	Reduction in the expected income from cottages	95-18/19	Operating Revenue			6,500	50,663
	Increase in income from sale of miscellaneous materials	95-18/19	Operating Revenue		25,000		75,663
	Rent to be received on 8 Dall St	95-18/19	Operating Revenue		3,800		79,463
	Increase of the Federal Assistance Grants	95-18/19	Operating Revenue		68,021		147,484
	Increase of Main Roads Direct Grant	95-18/19	Operating Revenue		48,971		196,455
	Bowling Club contribution to the repair of Bowling Club Lighting	95-18/19	Operating Revenue		18,750		215,205
	Contribution to admin vehicle	95-18/19	Operating Revenue			3,800	211,405
	Insurance received due to damages from the Bowling Green, Light Pole and removal of debris	95-18/19	Operating Revenue		220,750		432,155
	Increase of staff costs due to pay out of leave entitlements, increase of incorrectly calculated childcare wages and increase of wages from overlap of staff during handovers due to retirements and parental leave	95-18/19	Operating Expenses			130,302	301,853
	Decrease in the provision of leave entitlements.	95-18/19	Operating Expenses		80,000		381,853
	It Audit - High and Medium Risk Items	95-18/19	Operating Expenses			16,667	365,186
	Reduction in expected costs of accounting support	95-18/19	Operating Expenses		30,000		395,186
	Shire Rebranding	95-18/19	Operating Expenses			12,500	382,686
	Stationary as part of Shire Rebranding	95-18/19	Operating Expenses			2,600	380,086
	Meeting local laws and advertising	95-18/19	Operating Expenses			8,000	372,086
	Removal of debris and the removal and replacement of fencing at the bowling club	95-18/19	Operating Expenses			10,500	361,586
	Soil contamination testing - PTA (ex valley ford)	95-18/19	Operating Expenses			10,000	351,586
	New files for record keeping	95-18/19	Operating Expenses			1,500	350,086
	Repair of 4 light towers at the Bowling Club	95-18/19	Operating Expenses			25,000	325,086
	Secondary freight route project - Better regions grant application contribution	95-18/19	Operating Expenses			6,000	319,086
	Reduction of strategic contractors in members other expenditure	95-18/19	Operating Expenses		5,000		324,086
	Design costs for saleyard subdivision	95-18/19	Operating Expenses			20,000	304,086
	Reduction of expected cost of loan 118 (depot) and reduced cost of new loan due to timing	95-18/19	Operating Expenses		9,133		313,219
	Extra actual cost of ESL insurance	95-18/19	Operating Expenses			4,350	308,869
	Loss on sale of Q190 Ford Ranger	95-18/19	Operating Expenses			5,656	303,213
	Reduction in expected doubtful debts to match balance sheet	95-18/19	Operating Expenses		16,667		319,880
	Contribution from the bowling Club for the new green upgrade	95-18/19	Capital Revenue		25,000		344,880
	Contribution from the Rural Youth (in trust) for Centenary Park	95-18/19	Capital Revenue			73,500	271,380
	Grant from Lotterywest for Centenary Park	95-18/19	Capital Revenue			75,000	196,380
	Contribution for RSL Hall Ramps	95-18/19	Capital Revenue		15,500		211,880
	Lotterywest grant for Old School site development	95-18/19	Capital Revenue			40,000	171,880
	Reduction in expected proceeds from sale of Shire vehicles	95-18/19	Capital Revenue			43,000	128,880
	RSL Hall Ramps	95-18/19	Capital Revenue			15,500	113,380
	Depot - Final Payment (Retention money held)	95-18/19	Capital Revenue			17,250	96,130
	Old School Site development	95-18/19	Capital Revenue		85,000		181,130
	Culvert Cleaner	95-18/19	Capital Expenses		50,000		231,130
	Q3856 - Spray Ute	95-18/19	Capital Expenses		2,000		233,130
	Q465 - Shared Works Ute	95-18/19	Capital Expenses			2,000	231,130
	Q551 - Team Leader Crew Cab	95-18/19	Capital Expenses			2,000	229,130
	Q633 - Excavator Ute	95-18/19	Capital Expenses		2,000		231,130
	Q661 - Town Gdn Ute	95-18/19	Capital Expenses		5,000		236,130
	New Bowling Green	95-18/19	Capital Expenses			230,000	6,130
	Centenary Park moved to next year	95-18/19	Capital Expenses		225,000		231,130
	Lights for Quairading Oval	95-18/19	Capital Expenses			219,000	12,130
	Funds from Long Service Leave and Annual Leave to assist in the payment of leave entitlements	95-18/19	Other		25,000		37,130
	Funds from Plant reserve for increases trade in cost of plant	95-18/19	Other		38,000		75,130
	Funds from Building Reserve not needed for Old School Site in the current year	95-18/19	Other			45,000	30,130
	Funds from the Town Planning and Development Reserve to fund design costs for saleyards subdivision	95-18/19	Other		20,000		50,130
	Profit and Loss Non-cash adjustment	95-18/19	Non Cash Item	9,703			40,427
	Hire of 2 x mobile floodlight Units	136-18/19	Operating Expenses			6,100	34,327
	Medical Practice Income - HIC, PNIG, SiHi (\$67,500 Grants not attracted), Consultations (Private and Bulk Billed) down \$16,500, VMP indexing - reduced by \$5,000	152-18/19	Operating Revenue			89,000	(54,673)
	Landfill Site - Increase of expected charges	152-18/19	Operating Revenue		3,000		(51,673)
	Town Planning Fees - Reduction of expected fees	152-18/19	Operating Revenue			1,500	(53,173)
	Community Bus Operating Income - Reduction of expected fees	152-18/19	Operating Revenue			3,500	(56,673)
	Building Permits - Reduction of expected fees	152-18/19	Operating Revenue			2,000	(58,673)
	Standpipes - Increase in fees charged due to roadworks	152-18/19	Operating Revenue		25,000		(33,673)
	Private Works Income - Electrician - Reduction of expected fees	152-18/19	Operating Revenue			30,500	(64,173)
	Grants ESL - Extra Quarter expected this year	152-18/19	Operating Revenue		9,593		(54,580)
	Tourist Signage Grant Successful	152-18/19	Operating Revenue		10,000		(44,580)
	Reimbursement Tennis Club Utilities	152-18/19	Operating Revenue			1,500	(46,080)

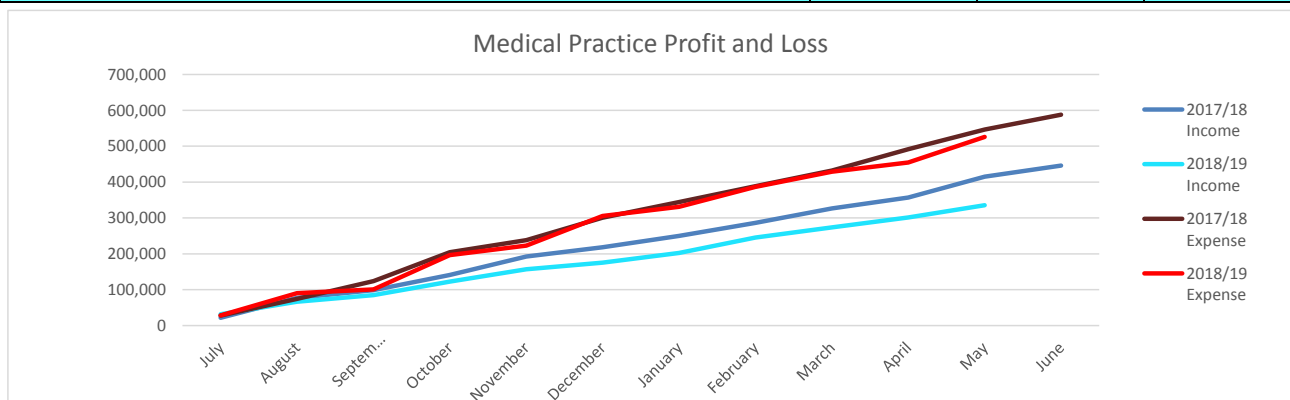
Medical Practices Expense - Practice Nurse on leave savings \$26,000,					
Adjustment of Accrued Leave \$10,000 from staff changeover	152-18/19	Operating Expenses	36,000		(10,080)
Youth Centre Building - Decrease Employee cost to Cemetery	152-18/19	Operating Expenses	3,000		(7,080)
Cemetery - Increase Employee costs from Cemetery	152-18/19	Operating Expenses		3,000	(10,080)
Private Works Electrical Contractor - Administration and Material - Adjustments to Original Budget	152-18/19	Operating Expenses	31,523		21,443
Private Works Electrical Contractor - Labour Private Works - Adjustments to Original Budget	152-18/19	Operating Expenses	3,746		25,189
Conferences Members = Savings from attendance of Local Government Week	152-18/19	Operating Expenses	8,000		33,189
Members -Other Expenditure - Reduction of \$5,000 Consulting, Remove 8,000 Advertising for Meetings Local Laws	152-18/19	Operating Expenses	13,000		46,189
Member - Advertising - Four Tenders to Call this Year	152-18/19	Operating Expenses		5,000	41,189
Audit fees and Accounting Support - Monthly Reporting Template to be created by Staff	152-18/19	Operating Expenses	10,000		51,189
Other Labour/ Relief Staff - Increase due to actual expenses	152-18/19	Operating Expenses		13,391	37,798
Medical Practices Expense - \$16,000 Surgery Closed during Holidays and when Doctor unavailable, Other Minor Savings \$3,000	152-18/19	Operating Expenses	19,000		56,798
Arthur Kelly Village - Increased provision for repairs	152-18/19	Operating Expenses		10,000	46,798
Heritage Consultancy	152-18/19	Operating Expenses	7,500		54,298
Community Bus Operating Expenses - Increase based on actuals	152-18/19	Operating Expenses		2,500	51,798
Ovals and Grounds - Additional provision for materials	152-18/19	Operating Expenses		5,000	46,798
Fuels and Oils - Increase due to actuals	152-18/19	Operating Expenses		26,433	20,365
Ovals and Grounds - Additional provision for Utilities	152-18/19	Operating Expenses		5,000	15,365
Standpipes - Increase of water usage due to use in roadworks	152-18/19	Operating Expenses		20,000	(4,635)
Change in Depreciation due to Road Revaluations	152-18/19	Operating Expenses	1,217,331		1,212,696
Interest on Overdrafts - Not used and not expected to be used	152-18/19	Operating Expenses	10,000		1,222,696
NRM Community Grant - Community Connecting Corridors reduced	152-18/19	Operating Expenses	10,314		1,233,010
Contribution to Quairading Rainmakers Public Artwork	152-18/19	Operating Expenses		10,000	1,223,010
64 Coraling St Roof Restoration - Removed in favour of Roof Replacement in 2019/20	152-18/19	Capital Expenses	10,450		1,233,460
Park Cottages - Expected savings from Cottage Project	152-18/19	Capital Expenses	90,000		1,323,460
Works Depot - Savings from Apron of Building	152-18/19	Capital Expenses	6,350		1,329,810
Q190 - EMWS Vehicle	152-18/19	Capital Expenses	2,765		1,332,576
Q3856 - Spray Ute	152-18/19	Capital Expenses	8,636		1,341,212
Q465 - Shared Works Ute	152-18/19	Capital Expenses	5,929		1,347,141
Q551 - Team Leader Crew Cab	152-18/19	Capital Expenses	4,364		1,351,505
Q633 - Excavator Ute	152-18/19	Capital Expenses	8,182		1,359,687
Q661 - Town Gdn Ute	152-18/19	Capital Expenses	2,684		1,362,371
Removal of New Lighting Quairading Lighting - To proceed in 2019/20	152-18/19	Capital Expenses	207,255		1,569,626
Hall Car Park Upgrade - Savings from Design of Carpark	152-18/19	Capital Expenses	15,000		1,584,626
Winches For Swimming Pool Poles - Expected in 2019/20	152-18/19	Capital Expenses	10,000		1,594,626
Proceeds of Sale of Light Vehicle	152-18/19	Capital Revenue		6,818	1,587,808
Funds from Plant reserve	152-18/19	Other		25,743	1,562,065
				90,000	
Funds from Building Reserve not needed due to savings from Park Cottages	152-18/19	Other			1,472,065
Change in Road Valuations due to Revaluations	152-18/19	Other		1,217,331	254,734
Adjustment of Nature and Type : Operating grants, subsidies and contributions	152-18/19	Other		3,156,869	(2,902,135)
Adjustment of Nature and Type : Non-operating grants, subsidies and contributions	152-18/19	Other	40,000		(2,862,135)
Adjustment of Nature and Type : Other revenue (WANDRRA)	152-18/19	Other	2,859,397		(2,738)
Adjustment of Nature and Type : Other revenue	152-18/19	Other	151,472		148,734
Adjustment of Nature and Type : Fees and charges	152-18/19	Other	106,000		254,734
Adjustment to start of year Surplus	152-18/20	Opening Surplus(Deficit)		204,302	50,432
			<b>9,703</b>	<b>5,979,442</b>	<b>5,961,112</b>

## KEY INFORMATION

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

NOTE 13  
MEDICAL PRACTICE

Medical Practice Profit and Loss (Cash)					
	Year to Date		BUDGET 18/19	YTD%	
	Actual	2018			
	/ 2019				
<b>EXPENDITURE</b>					
<b>LABOUR</b>					
CONTRACTOR DOCTOR 17/18 + JUN 30 CPI in OCT18		\$366,223	\$415,553	88%	
<b>Wages</b>					
PRACTICE NURSE (2 days a week)		\$154	\$3,380	5%	
PRACTICE MGR RECEPTIONISTS - Job Share 3 Staff (1.6 FTE)		\$109,011	\$89,801	121%	
<b>Super</b>					
PRACTICE NURSE		\$0	\$2,791	0%	
PRACTICE MGR RECEPTIONISTS - Job Share 3 Staff (1.6 FTE)		\$7,283	\$9,709	75%	
<b>Insurance</b>					
WORKERS COMPENSATION @ 2.3%		\$1,836	\$2,972	62%	
MEDICAL INDEMNITY/PROFESSIONAL FEES		\$0	\$990	0%	
<b>Other</b>					
STAFF DEVELOPMENT		\$0	\$1,000	0%	
<b>MATERIALS</b>					
MATERIALS - MEDICAL/OTHER		\$5,927	\$5,214	114%	
<b>UTILITIES</b>					
ELECTRICITY CONSUMED		\$1,655	\$1,900	87%	
PHONE		\$3,934	\$4,200	94%	
POSTAGES, PRINTING, STATIONERY, ETC		\$3,430	\$4,850	71%	
<b>OTHER</b>					
MINOR CAPITAL EXPENDITURE ITEMS		\$2,318	\$3,000	77%	
COMPUTERS - MTCE (NON CAPITAL)		\$4,577	\$3,000	153%	
CREDIT CARD MERCHANT FEES		\$350	\$500	70%	
OTHER SURGERY EXPENSES		\$19,129	\$16,140	119%	
<b>TOTAL CASH EXPENDITURE</b>		<b>\$525,828</b>	<b>\$565,000</b>	<b>93%</b>	
<b>INCOME</b>					
		Actual	2018	BUDGET 18/19	YTD%
		/ 2019			
INTEREST - SUPPORT PACKAGES		\$795	\$2,000	40%	
HIC PAYMENTS (PIP) & (SWWML) & (CIR) -EX GST		\$11,194	\$0		
RFDS PAYMENTS		\$3,600	\$4,800	75%	
PRACTICE NURSE INCENTIVE GRANT		\$2,825	\$1,500	188%	
RECEIPTS FROM CONSULTATIONS		\$29,981	\$47,700	63%	
VTA BENEFIT / M 'CARE		\$204,075	\$220,000	93%	
SiHi GP INCENTIVE (EX GST)		\$0	\$0		
VMP PAYMENTS (EX GST) - ESTIMATED		\$83,010	\$90,000	92%	
SUNDRY PAYMENTS		\$0	\$0		
<b>TOTAL CASH INCOME</b>		<b>\$335,481</b>	<b>\$366,000</b>	<b>92%</b>	
<b>TOTAL CASH INCOME</b>		<b>\$335,481</b>	<b>\$366,000</b>	<b>92%</b>	
<b>TOTAL CASH EXPENDITURE</b>		<b>\$525,828</b>	<b>\$565,000</b>	<b>93%</b>	
<b>OUTCOME</b>		<b>-\$190,347</b>	<b>-\$199,000</b>	<b>96%</b>	

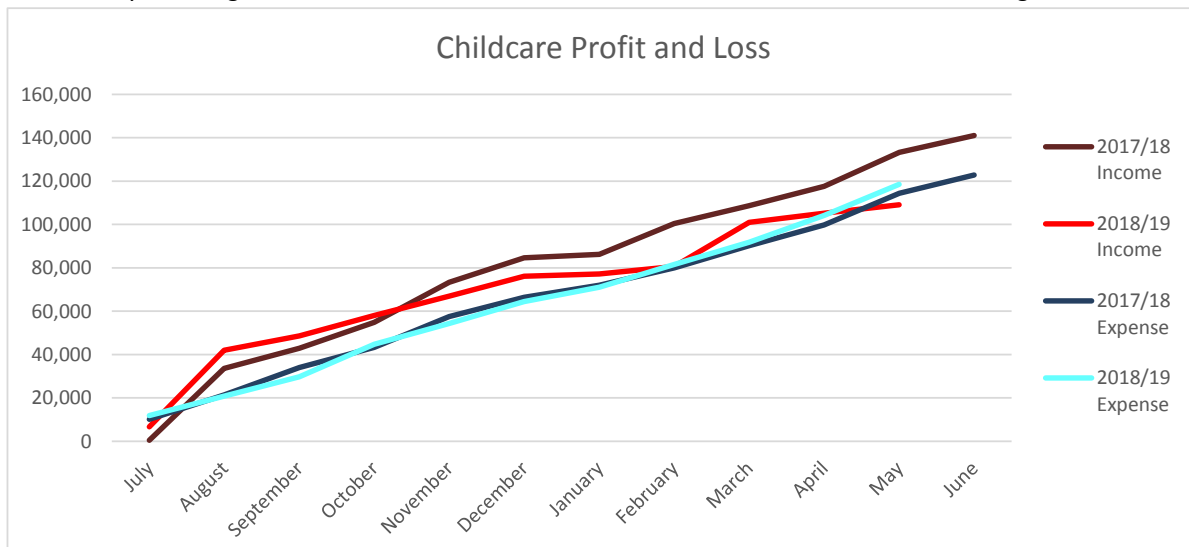


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2019**

**NOTE 14  
CHILDCARE**

<b>Childcare Profit and Loss (Cash)</b>	<b>May Actual</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>VAR %</b>
<b>INCOME</b>				
Fees	\$3,332	\$65,793	\$102,500	64%
Grant Funds	\$0	\$42,758	\$31,500	136%
Donations	\$0	\$500	\$1,000	50%
**Funds Reimbursements	\$0	\$39	\$0	
<b>TOTAL INCOME</b>	<b>\$3,332</b>	<b>\$109,090</b>	<b>\$135,000</b>	<b>81%</b>
<b>EXPENDITURE</b>	<b>May Actual</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>VAR %</b>
Insurance	\$0	\$1,740	\$1,906	91%
Dept Communities - Annual Service Fee	\$0	\$203	\$1,500	14%
Operating Expenses	\$93	\$2,776	\$10,534	26%
Power	\$224	\$885	\$1,600	55%
Phone	\$0	\$362	\$600	60%
Wages	\$12,871	\$102,822	\$102,861	100%
Superannuation	\$1,202	\$9,682	\$7,872	123%
**Funds to be reimbursed	\$0	\$39	\$0	
<b>TOTAL EXPENDITURE</b>	<b>\$ 14,391</b>	<b>\$ 118,508</b>	<b>\$ 126,873</b>	<b>93%</b>
<b>Income</b>	<b>\$ 109,090</b>			
<b>Expenses</b>	<b>\$ 118,508</b>			
<b>Surplus/ Deficit</b>	<b>-\$ 9,419</b>			

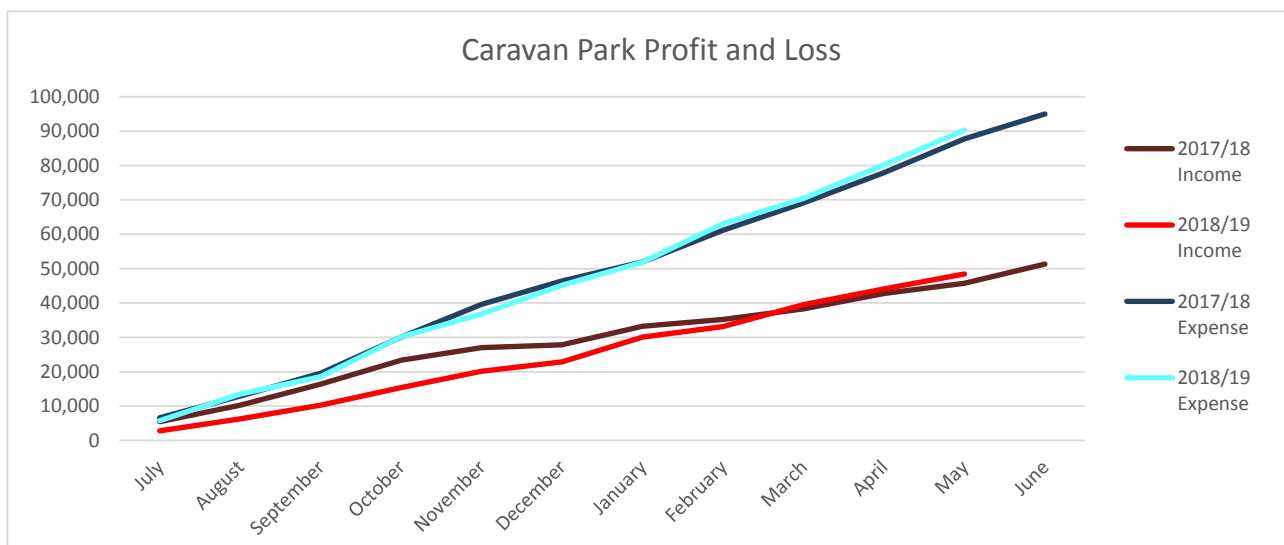
\*\* Funds for Reimbursement are purchased by the Shire on behalf of the fundraising committee and directly on charged to the committee, there is a neutral costs to Shire, therefore not budgeted



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

**NOTE 15  
CARAVAN PARK**

<b>Caravan Park Profit and Loss</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>VAR %</b>
<b>INCOME</b>			
Caravan Park Charges	\$36,148	\$30,400	119%
Cottage Charges	\$13,185	\$9,897	133%
<b>TOTAL INCOME</b>	<b>\$49,333</b>	<b>\$40,297</b>	<b>122%</b>
<b>EXPENDITURE</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>VAR %</b>
<b>Caravan Park</b>			
Wages inc O/H	\$61,292	\$63,860	96%
Materials	\$9,467	\$3,000	316%
Utilities	\$13,069	\$13,980	93%
Insurance	\$333	\$1,800	18%
<b>Caravan Park Total</b>	<b>\$84,160</b>	<b>\$82,640</b>	<b>102%</b>
<b>Cottages</b>			
Wages inc O/H	\$6,730	\$5,945	113%
Materials	\$1,255	\$5,090	25%
Utilities	\$1,724	\$1,600	108%
Insurance	\$321	\$550	58%
<b>Cottages Total</b>	<b>\$10,030</b>	<b>\$13,185</b>	<b>76%</b>
<b>TOTAL EXPENDITURE</b>	<b>\$ 94,190</b>	<b>\$ 95,825</b>	<b>98%</b>
<b>Income</b>	<b>\$ 49,333</b>		
<b>Expenses</b>	<b>\$ 94,190</b>		
<b>Surplus/ Defecit</b>	<b>-\$ 44,857</b>		



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

**NOTE 16  
RATIO'S**

	2019	This Time	2018	2017	2016	Target
	YTD	Last Year				Range
Current Ratio	5.07	2.85	1.76	3.77	1.16	≥1.00
Asset Sustainability Ratio	1.00	N/A	1.16	1.03	1.17	≥1.10
Debt Service Cover Ratio	15.96	14.13	16.98	41.90	29.21	≥ 15.0
Operating Surplus Ratio	(0.06)	(0.28)	(0.24)	(0.42)	(0.51)	≥0.15
Own Source Revenue Coverage Ratio	0.48	0.71	0.69	0.46	0.57	≥0.90

The above ratios are calculated as follows:

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

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

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

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

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

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

### 9.3 Audit and Risk Committee Meeting Minutes – 11th June 2019

Meeting Date	27 <sup>th</sup> June 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Giffellon
Attachments	Audit & Risk Committee Meeting Minutes
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

#### OFFICER RECOMMENDATION

1. That Council receive the Minutes of the Audit & Risk Committee Meeting held on the 11<sup>th</sup> June 2019; and
2. Consider the Committee's following Recommendations individually: -

#### Voting Requirements –

Simple Majority (AR22, AR23, AR24, AR25 & AR26)

#### Responses to Audit Management Letter

##### **RECOMMENDATION: AR22-18/19**

That the Audit and Risk Committee recommend to Council: -

That the Operating Surplus Financial Ratio Strategies (11 points, but not limited to) be included in each Officer's Reports to include under "Financial Implications" reporting on which Strategies were assessed and used in preparing the Officer's Report.

#### Interim Management Letter

##### **RECOMMENDATION: AR23-18/19**

That the Audit and Risk Committee recommend to Council: -

That Council receive the Interim Management Letter from Council's Auditor Mr Greg Godwin of Moore Stephens for the audit year ended 30<sup>th</sup> June 2019.

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

##### **RECOMMENDATION: AR24-18/19**

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

Council receive the report on the Shire's Annual Leave and Long Service Leave Liabilities as at the 31<sup>st</sup> May 2019.



**Community Grants Scheme – 2019-2020****RECOMMENDATION: AR25-18/19**

That the Audit and Risk Committee recommend to Council: -

That the Shire through the Community Grant Process:

1. Allocates funds and resources to the value of \$29,154.50 in the 2019/20 Budget to the Clubs and Organisation listed; and

GRANT TYPE	NAME	\$ REQUESTED	\$ AWARDED	COMMENTS
Grant 1	Quairading Netball Club	\$179.50	\$179.50	Event – Junior Netball Camp
Grant 1	Quairading Photo Club	\$200.00	\$0	Operational expenses not to be funded
Grant 1	Quairading Badminton Club	\$570.00	\$0	Operational expenses not to be funded
	<b>SUB-TOTAL (GRANT 1)</b>	<b>\$949.50</b>	<b>\$179.50</b>	

GRANT TYPE	NAME	\$ REQUESTED	\$ AWARDED	COMMENTS
Grant 2	Quairading Football Club	\$2,500.00	\$2,500.00	
Grant 2	Quairading CRC	\$1,900.00	\$1,900.00	
Grant 2	Quairading Swimming Club	\$1,000.00	\$800.00	Shire to provide equal funding
	<b>SUB-TOTAL (GRANT 2)</b>	<b>\$5,400.00</b>	<b>\$5,200.00</b>	

GRANT TYPE	NAME	\$ REQUESTED	\$ AWARDED	COMMENTS
Grant 3	Quairading Agricultural Society	\$3,000.00	\$1,000.00	Grant towards youth activities and attractions.
	<b>SUB-TOTAL (GRANT 3)</b>	<b>\$3,000.00</b>	<b>\$1,000.00</b>	

GRANT TYPE	NAME	\$ REQUESTED	\$ AWARDED	COMMENTS
Grant 4	Quairading Golf Club	\$3,500.00	\$3,500.00	
Grant 4	Wamenusking Sports Club	\$1,500.00	\$1,500.00	

GRANT TYPE	NAME	\$ REQUESTED	\$ AWARDED	COMMENTS
Grant 4	South Carolling Social Club	\$1,500.00	\$1,500.00	
Grant 4	QARRAS	\$675.00	\$675.00	750 kms free use of the Community Bus.
Grant 4	Quairading Bowling Club	\$10,000.00	\$10,000.00	
Grant 4	Pantapin Progress Assn	\$1,000.00	\$1,000.00	
Grant 4	Tourism and Tidy Towns Committee	\$3,000.00	\$3,000.00	
Grant 4	Doodenanning Sports Club	\$1,600.00	\$1,600.00	
	<b>SUB-TOTAL (GRANT 4)</b>	<b>\$22,775.00</b>	<b>\$22,775.00</b>	

2. Allocates additional funds and resources to the value of \$5,000 for the ongoing Grant 1 applications, and the second round of Grant 2 applications in the Draft Budget 2019/2020.

#### Annual Assessment Report on Community Engagement

##### **RECOMMENDATION: AR26-18/19**

That the Audit and Risk Committee recommend to Council: -

That Council receive the Annual Assessment Report of Council's Community Engagement for the 2018/19 year.

#### **IN BRIEF**

Minutes of the 11<sup>th</sup> June 2019 Meeting of the Audit and Risk Committee include five (5) Recommendations to Council.

#### **MATTER FOR CONSIDERATION**

Recommendations to Council.

#### **BACKGROUND**

The Audit and Risk Committee Meeting was held on the 11<sup>th</sup> June 2019 from which there are five (5) Recommendations for Council's consideration, namely: -

RESOLUTION: AR22-18/19

RESOLUTION: AR23-18/19

RESOLUTION: AR24-18/19

RESOLUTION: AR25-18/19

RESOLUTION: AR26-18/19

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

Local Government (Audit) Regulations 1996.

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

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

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

Strategic Community Plan 2017-2027

Shire of Quairading CS.4 Community Engagement Policy

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

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

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

## **POLICY IMPLICATIONS**

Nil.

## **FINANCIAL IMPLICATIONS**

### **AR22-18/19**

No financial impact.

### **AR23-18/19**

The Interim Audit is a part of the Annual Audit and costs are as per the Audit Contract. These costs are budgeted for each year. The current budget provision for auditing is \$20,700.

### **AR24-18/19**

Annual and Long Service Leave Reserve Fund Cash Balance as at 31<sup>st</sup> May 2019 is \$201,990 and a Projected Closing Balance as at the 30<sup>th</sup> June 2019 of \$162,894

Current Leave is treated as Accruals in the Annual Budget.

Any prior year Leave entitlements taken by Staff or paid out can be funded from the Annual and Long Service Leave Reserve Fund.

The current Liability for both types of Leave (if all Claimed on 31/05/2019) is calculated at \$251,004.

### **AR25-18/19**

2019/2020 Budget – Subject to Applications received and requests supported by Council.

Type 1 Grants are not for Operational Club Expenses.

A second round of funding for Grant Type 2 will close 30<sup>th</sup> September 2019, with Grant Type 1 open throughout the year. These applications will be recognised as part of the Adopted Budget process and Council Policy.

### **AR26-18/19**

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**

Undertaken on Item 11.1 Community Grants Scheme – 2019/2020 and Item 11.2 - Annual Assessment Report on Community Engagement.

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

Financial – Risk Matrix Rating considered Low. Risk mitigated with Clear Audit Report and an improvement in the Operating Surplus Ratio in 2017/18. Further Strategies proposed for the 2019/20 Budget to further improve the Operating Surplus Ratio. Rec AR22-18/19 to assist with Strategies being assessed when preparing Officer Reports.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

## SHIRE OF QUAIRADING

The Quairading Audit and Risk Committee Minutes of the Meeting held on 11<sup>th</sup> June 2019 commencing at 5.00 pm.

### ITEM 1 OPENING & ANNOUNCEMENTS

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The Chairperson opened the Meeting at 5.00 pm.

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

### ITEM 2 ATTENDANCE AND APOLOGIES

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#### Councillors

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

#### Council Officers

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

#### Observers/Visitors

Nil.

#### Apologies

Nil.

#### Approved Leave of Absence

Cr PD Smith

### ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

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Nil.

### ITEM 4 DECLARATIONS OF INTEREST

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

- 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 LR Brown – Declaration of Impartiality Interest – Item 11.1 Community Grants – Quairading Football Club.

## ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

### 5.1 Confirmation of Minutes – 12<sup>th</sup> March 2019

**RECOMMENDATION: AR21-18/19**

**MOVED Cr Davies SECONDED Cr Stacey**

That the Minutes of the Audit & Risk Committee Meeting held on the 12<sup>th</sup> March 2019 be confirmed as a true and accurate record of the meeting.

**CARRIED 6/0**

### 5.2 Business Arising

The Meeting referred to Item 6.2 in the Minutes - Responses to Audit Management Letter and it was considered important that the Strategies identified by Management and supported by Council in March 2019 be incorporated into Officer's Reports to Council and Committees. The Meeting noted that it is not proposed that the reporting requirement be too onerous on the reporting officers, but as a reminder to assess any Strategies to improve Council's Operating Surplus Ratio.

**RECOMMENDATION: AR22-18/19**

**MOVED Cr McRae SECONDED Cr Brown**

That the Audit & Risk Committee recommend to Council:

That the Operating Surplus Financial Ratio Strategies (11 points, but not limited to) be included in each Officer's Reports to include under "Financial Implications" reporting on which Strategies were assessed and used in preparing the Officer's Report.

**CARRIED 6/0**

The Meeting referred to Item 6.2 in regard to having an IT Disaster Recovery Plan prepared. The CEO confirmed that the cost of preparing an IT Disaster Recovery Plan is included in the 2019/20 Draft Budget.

## ITEM 6      STANDING ITEMS – EXTERNAL AUDIT

### 6.1      Interim Management Letter

<b>Meeting Date</b>	11 <sup>th</sup> June 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellon
<b>Attachments</b>	Moore Stephens – Interim Management Report
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

#### **RECOMMENDATION: AR 23-18/19**

#### **MOVED Cr Davies    SECONDED Cr Stacey**

That the Audit & Risk Committee recommend to Council:

That Council receive the Interim Management Letter from Council's Auditor Mr Greg Godwin of Moore Stephens for the audit year ended 30<sup>th</sup> June 2019.

**CARRIED 6/0**

#### **IN BRIEF**

- Council has undertaken the Interim Audit with Council Auditors onsite between the 8<sup>th</sup> to 10<sup>th</sup> of May.
- Council Auditor Greg Godwin has presented their Interim Management Report showing matters raised with Management to the Chair of the Audit and Risk Committee. This report is attached.
- Comments from Management to matters raised have been included in the attached.
- In addition to the comments in the Management Letter, Management is also planning to implement the SynergySoft Bank Reconciliation module to replace the current manual system and will also implement daily transfers of trust receipts to replace the current monthly transfer process.

#### **MATTER FOR CONSIDERATION**

Receipt of the Interim Audit Management Letter for the Year Ended 30th June 2019.

#### **BACKGROUND**

The Annual Interim Audit of Council's Financials for the audit year ending 30<sup>th</sup> June 2019 was conducted with an Onsite Audit Visit from the 8<sup>th</sup> to the 10<sup>th</sup> May 2019.

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

#### **STATUTORY ENVIRONMENT**

##### ***Local Government Act 1995***

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

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

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

## **POLICY IMPLICATIONS**

### Audit and Risk Committee Terms of Reference

- (e) The Committee is to review the findings of the External Audit. This may include, but not be limited to, the following: -
- Discussion of any major issues which arose during the audit;
  - Any accounting and audit judgments; and
  - Levels of errors identified during the audit.
- (f) The Committee will also support the Auditor as required and has Function to oversee the following: -
- The implementation of Audit Recommendations made by the Auditor, which have been accepted by Council, and
  - The implementation of accepted Recommendations from reviews of Council's systems and procedures.
- (h) The Committee is to review the report to the Chief Executive Officer and Management's response to the External Auditor's findings and recommendations.

## **FINANCIAL IMPLICATIONS**

The Interim Audit is a part of the Annual Audit and costs are as per the Audit Contract. These costs are budgeted for each year. The current budget provision for auditing is \$20,700.



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

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

**COMMUNITY CONSULTATION**

Nil

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

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

Health – Risk Matrix Rating is considered Low

Reputation – Risk Matrix Rating is considered Low

Operation – Risk Matrix Rating is considered Low

Natural Environment – Risk Matrix Rating is considered Low

**COMMENT**

Management comments to the matters raised are including in the Management Letter. In addition to these comments, Management is planning to move to a SynergySoft Bank Reconciliation Module rather than the current manual process. This will help simplify the process for new staff and allow for an appropriate level of support and surety.

In regards to the Trust deposits, an alternative approach has been recommended by the Council's Auditor of a daily transfer of all trust receipts (excluding Licensing) received by credit card. This will replace the current monthly transfer process and has been implemented by Management starting in June 2019 and should satisfy the requirement for the Separation of Council's Municipal and Trust funds.

**Statutory Requirements***Local Government Act 1995*

## 7.12A. Duties of local government with respect to audits

- (1) A local government is to do everything in its power to: -
  - (a) assist the auditor of the local government to conduct an audit and carry out the auditor's other duties under this Act in respect of the local government; and
  - (b) ensure that audits are conducted successfully and expeditiously.
- (2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.
- (3) A local government must: -
  - (a) examine an audit report received by the local government; and

- (b) determine if any matters raised by the audit report, require action to be taken by the local government; and
  - (c) ensure that appropriate action is taken in respect of those matters.
- (4) A local government must: -
- (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
  - (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.
- (5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.

### **Council Delegated of Authority**

#### *Delegation F.1 – Audit Committee: Meeting with Auditor*

Council delegates authority and power to the Audit & Risk Committee to meet with the Local Government's Auditor at least once per year.

## ITEM 7      STANDING ITEMS – INTERNAL AUDIT

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

The Meeting was briefed by the Executive Manager of Corporate Services on recent information from the Financial Management Workshop on the following topics: -

- Internal Control –
  - A Checklist can be used in the Organisation
  - Council has an adopted Internal Audit Toolkit (Checklist)
- Internal Audit –
  - Management commented that it was considered that the CEO and EMCS are too close to day to day financial processes and transactions to be able to conduct a formal independent audit function.
  - Further investigation required into a Collaborative Approach with adjoining Councils versus a Consulting Internal Auditor.
  - Role of an Internal Auditor.
  - OAG will be focussing more on the Internal Audit Function.
  - Await further information or guidance from the OAG.

The Meeting supported the Internal Audit Checklists (previously adopted by Council) being presented to each Audit and Risk Committee Meeting as a Report to enable monitoring of the implementation and management of Processes.

The Meeting requested that Management Team review the Recommendations in the Auditor General's Report to Parliament, to ensure that all areas raised are being considered or being addressed at this time.

## ITEM 8      STANDING ITEMS – FINANCIAL REPORTING

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### **8.1      WANDRRA**

The Report on the Outstanding WANDRRA Claims as at the 31<sup>st</sup> May 2019 was noted.

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

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

The CEO provided detail on the requirements of Regulation 17 of the Local Government (Audit) Regulations 1996

No Report or Recommendation but noted by the Committee.

The Chairperson recommended that the CEO forward details of the Regulations and the Departmental Guidelines Appendix No.3 and Reg 17 Report examples to all Councillors.

## ITEM 10 STANDING ITEMS – RISK MANAGEMENT REPORTS AND ISSUES

*Audit & Risk Committee - Terms of Reference 7.1, 7.3*

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

**Meeting Date** 11<sup>th</sup> June 2019

**Responsible Officer** EMCS Nathan Giffellon

**Reporting Officer** SFO Jodie Yardley

**Attachments** Nil

**Owner/Applicant** Shire of Quairading

**Disclosure of Interest** Nil

#### RESOLUTION: AR24-18/19

#### MOVED Cr McGuinness SECONDED Cr McRae

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

Council receive the report on the Shire's Annual Leave and Long Service Leave Liabilities as at the 31<sup>st</sup> May 2019.

**CARRIED 6/0**

#### IN BRIEF

- Information shows the current Annual and Long Service Leave for the 2018/19 Financial Year by Month
- There are no Employees with Excess Leave entitlements.

#### MATTER FOR CONSIDERATION

Report on Excess Annual Leave and Long Service Leave Entitlements and Leave Liabilities.

#### BACKGROUND

Since 2017, Council has requested that excess Annual Leave and Long Service Leave be reported to the Audit and Risk Committee.

The current policy defines excess leave is when the employee has accrued more than 8 week's paid annual leave.

#### STATUTORY ENVIRONMENT

*Local Government Act 1995*

Local Government (Long Service Leave Regulations)

Local Government Industry Award 2010

Excess Leave is defined as per the Industry Award: -

*"An Employee has an **excess leave accrual** if the employee has accrued more than 8 week's paid annual leave"*

#### POLICY IMPLICATIONS

Current Policy: Leave Management Policy (ORG.2)

#### FINANCIAL IMPLICATIONS

Annual and Long Service Leave Reserve Fund Cash Balance as at 31<sup>st</sup> May 2019 is \$201,990 and a Projected Closing Balance as at the 30<sup>th</sup> June 2019 of \$162,894

Current Leave is treated as Accruals in the Annual Budget.

Any prior year Leave entitlements taken by Staff or paid out can be funded from the Annual and Long Service Leave Reserve Fund.

The current Liability for both types of Leave (if all Claimed on 31/05/2019) is calculated at \$251,004.

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

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

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

### **COMMUNITY CONSULTATION**

N/A

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

Financial – Risk Matrix Rating is considered as Medium Risk. Financial exposure and therefor Risk escalation, if Leave accruals are not monitored and managed.

Health – Risk Matrix Rating is considered as Low Risk.

Reputation – Risk Matrix Rating is considered as Low Risk.

Operation – Risk Matrix Rating considered Low Risk.

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

### **COMMENT**

This report has been prepared to inform the Audit and Risk Committee of the current leave liabilities and of any employees who have excess leave and the steps taken to reduce these liabilities.

As at the 31<sup>st</sup> May 2019, there are no employees with excess annual leave.

The CEO has approved of one Employee's Plan to take their Long Service Leave in three instalments.

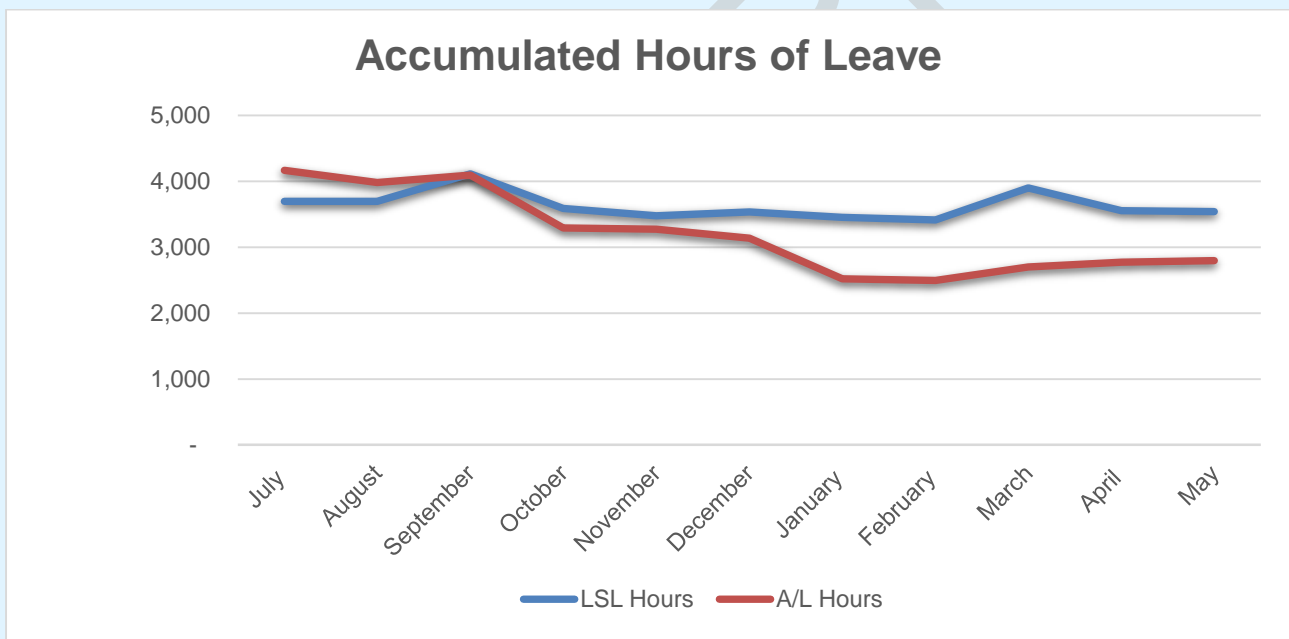
There are no further Employees that have reached excess Long Service Leave Liabilities

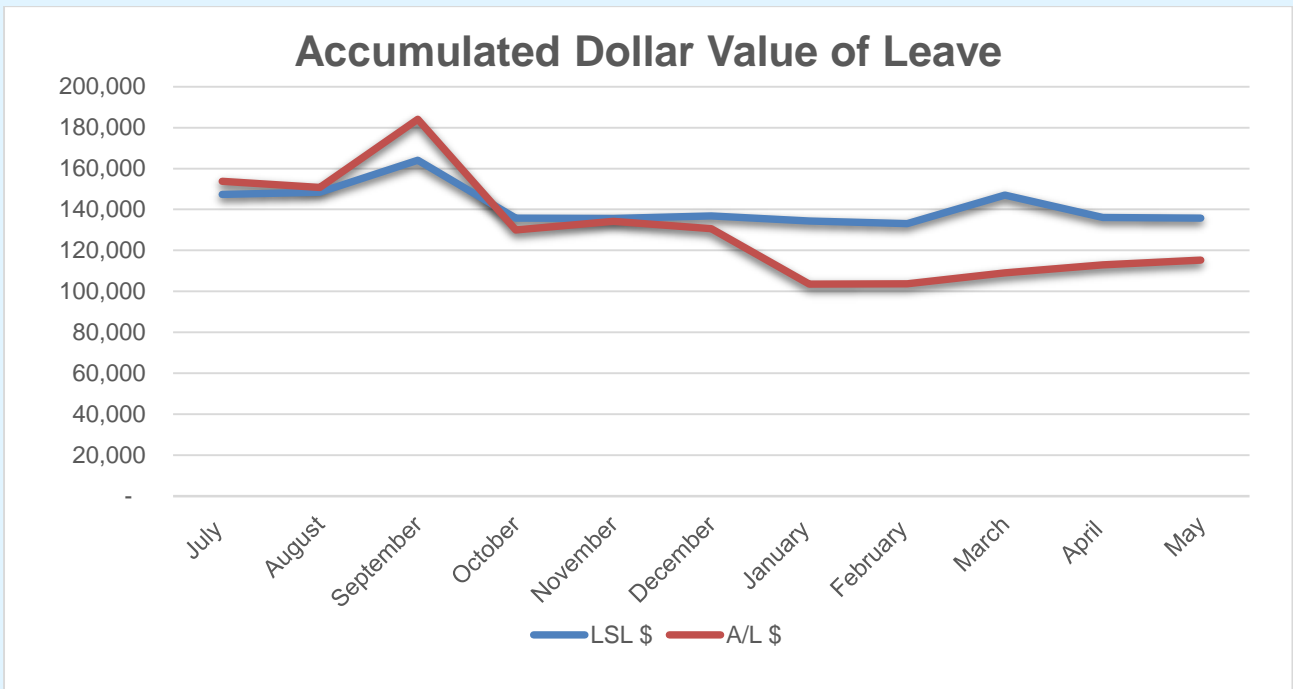
During the 2018/19 financial year, there has been a significant reduction of 25% (in Dollar Value) in the Annual Leave Liability through a combination of Retirements and current staff taking accrued Annual Leave.

The Long Service Leave Liability has been reduced by 17.3% (in Dollar Value) from the high in September 2018.

Increase in March is due to an employee being newly entitled to long service leave after 7 years of service. The decrease in April is due to payouts following the resignation of an employee with leave entitlements.

	<b>LSL Hours</b>	<b>LSL \$</b>	<b>AL Hours</b>	<b>AL \$</b>
<b>July</b>	3,696	147,281	4,165	153,719
<b>August</b>	3,696	148,420	3,984	150,760
<b>September</b>	4,113	164,099	4,093	184,068
<b>October</b>	3,588	135,714	3,294	129,947
<b>November</b>	3,478	135,647	3,273	134,268
<b>December</b>	3,538	136,792	3139	130,596
<b>January</b>	3,454	134,336	2,521	103,514
<b>February</b>	3,413	133,155	2,498	103,756
<b>March</b>	3,901	146,965	2,699	109,050
<b>April</b>	3,555	136,157	2,773	112,865
<b>May</b>	3,539	135,724	2,798	115,280





UNCONFIRMED

## ITEM 11 STANDING ITEMS – OTHER

*Audit & Risk Committee - Terms of Reference 9.2***11.1 Community Grants Scheme – 2019/2020**

<b>Meeting Date</b>	11 <sup>th</sup> June 2019
<b>Responsible Officer</b>	Graeme Fardon CEO
<b>Reporting Officer</b>	Sarah Caporn GPO
<b>Attachments</b>	11.1 a Community Grants Assessment Matrix
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	NIL

**OFFICER RECOMMENDATION**

**That the Audit & Risk Committee Recommend to Council:**

**That the Shire through the Community Grant Process:**

1. **Allocates funds and resources to the value of \$32,124.50 in the 2019/20 Budget to the clubs and organisation listed; and**
2. **Allocates additional funds and resources to the value of \$7,680 for the ongoing Grant 1 applications, and the second round of Grant 2 applications**

**VOTING REQUIREMENTS – Simple Majority**

**RECOMMENDATION: AR25-18/19**

**MOVED Cr McGuinness SECONDED Cr Brown**

1. That the Audit & Risk Committee recommend to Council:

That the Shire through the Community Grant Process:

1. Allocates funds and resources to the value of \$29,154.50 in the 2019/20 Budget to the Clubs and Organisation listed; and

<b>GRANT TYPE</b>	<b>NAME</b>	<b>\$ REQUESTED</b>	<b>\$ AWARDED</b>	<b>COMMENTS</b>
<b>Grant 1</b>	Quairading Netball Club	\$179.50	\$179.50	Event – Junior Netball Camp
<b>Grant 1</b>	Quairading Photo Club	\$200.00	\$0	Operational expenses not to be funded
<b>Grant 1</b>	Quairading Badminton Club	\$570.00	\$0	Operational expenses not to be funded
	<b>SUB-TOTAL (GRANT 1)</b>	<b>\$949.50</b>	<b>\$179.50</b>	



GRANT TYPE	NAME	\$ REQUESTED	\$ AWARDED	COMMENTS
Grant 2	Quairading Football Club	\$2,500.00	\$2,500.00	
Grant 2	Quairading CRC	\$1,900.00	\$1,900.00	
Grant 2	Quairading Swimming Club	\$1,000.00	\$800.00	Shire to provide equal funding
	<b>SUB-TOTAL (GRANT 2)</b>	<b>\$5,400.00</b>	<b>\$5,200.00</b>	
GRANT TYPE	NAME	\$ REQUESTED	\$ AWARDED	COMMENTS
Grant 3	Quairading Agricultural Society	\$3,000.00	\$1,000.00	Grant towards youth activities and attractions.
	<b>SUB-TOTAL (GRANT 3)</b>	<b>\$3,000.00</b>	<b>\$1,000.00</b>	
GRANT TYPE	NAME	\$ REQUESTED	\$ AWARDED	COMMENTS
Grant 4	Quairading Golf Club	\$3,500.00	\$3,500.00	
Grant 4	Wamenusking Sports Club	\$1,500.00	\$1,500.00	
Grant 4	South Carolling Social Club	\$1,500.00	\$1,500.00	
Grant 4	QARRAS	\$675.00	\$675.00	750 kms free use of the Community Bus.
Grant 4	Quairading Bowling Club	\$10,000.00	\$10,000.00	
Grant 4	Pantapin Progress Assn	\$1,000.00	\$1,000.00	
Grant 4	Tourism and Tidy Towns Committee	\$3,000.00	\$3,000.00	
Grant 4	Doodenanning Sports Club	\$1,600.00	\$1,600.00	
	<b>SUB-TOTAL (GRANT 4)</b>	<b>\$22,775.00</b>	<b>\$22,775.00</b>	

2. Allocates additional funds and resources to the value of \$5,000 for the ongoing Grant 1 applications, and the second round of Grant 2 applications in the Draft Budget 2019/2020.

**RECOMMENDATION CARRIED 6/0**

## Reason for Variation to Officer's Recommendation

Following the Committee's assessment of the applications, it was determined that the grants should not be for normal operational expenses and amounts Allocated within Council's Budget Parameters.

### IN BRIEF

- Community Grant Process was reviewed and updated in late 2018.
- A second iteration of the Community Grant Process was held in March 2019.
- Fifteen applications were received to the value of \$32,124.50
- Details of each Application have been provided for Committee Consideration and Recommendation to Council.
- All applications were evaluated by the Grant Team based on criteria in the Grant Guidelines.
- Grant 1 (max value \$500) – applications are open to the end of 2019/20 Financial Year.
- Grant 2 (max value \$2,500) – a second round of applications will be open in September 2019.
- Process will be reviewed in November 2019.

### MATTER FOR CONSIDERATION

Evaluation of Community Grant Applications received by Grants Project Officer on 7<sup>th</sup> June 2018. Further Details on the Applications and Weighted Scores have been provided below in this Report

### BACKGROUND

At the December 2018 Council Meeting the Council adopted a revised Community Grants Policy and supporting documentation.

The policy document provides the framework for the Shire to request applications from Sporting and Recreation Clubs for grant funding in the following financial year. The revised policy allowed for four distinct grant categories.

**Grant 1 - up to \$500 per annum** - This is a quick turnaround grant that is approved by the CEO for in-kind contributions up to the value of \$500 per annum. Grant 1 applications can be made at any time of the year. In-kind contributions can be for the costs associated with hiring shire facilities or services.

**Grant 2 – Minor Projects \$500 to \$2500** - This is for slightly larger events or projects. Grant 2 applications are open in two rounds – Round One closes on 31<sup>st</sup> March and Round 2 on 30<sup>th</sup> September. Organisations can apply one per round (max. of two applications per year).

**Grant 3 – Major Projects over \$2500** - This grant is offered once per year and is for amounts over \$2500 in value. It is Council's policy that the Shire will fund up to one third of total project costs with the other two thirds coming from the organisation or an external funding body.

**Grant 4 – Annual / Recurrent Funding** - This grant is designed for organisations who operate or maintain clubrooms within the Shire. Funding is extended to groups to maintain or improve their facilities.

The window of opportunity for submitting Community Grant Applications was from 27<sup>th</sup> February to 30<sup>th</sup> March 2019.

A total of fifteen (15) submissions were received requesting funding for projects or events with a total value of \$32,124.50. This includes \$1,624.50 of in-kind support.

This was the second iteration of the process and seems to have worked well so far.

Evaluation of Grant applications has been revisited and re-presented to the Council providing additional information on the contents and the evaluation of the individual grants.

Feedback will be provided to all applicants on their grant submissions.

## STATUTORY ENVIRONMENT

*Local Government Act 1995.*

## POLICY IMPLICATIONS

Community Grant Policy

## FINANCIAL IMPLICATIONS

2019/2020 Budget – Subject to Applications received and supported.

No Maximum Funding Pool (as a % of Rates) is proposed in the Policy.

A second round of funding will open in September 2019 for summer sports to apply. These applications will be recognised as part of the usual Budget Review process.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

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

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

## COMMUNITY CONSULTATION

The 2019/20 Process was officially launched on Wednesday 27th February. Community members were invited to attend as officers from LotteryWest and Healthway were also visiting Quairading at that time.

Policy and Grant Application forms were forwarded via Mail Chimp to all Sporting and Recreation Clubs

Links to the Policy and Grant Application Forms were provided on social media, the Shire website and were available as hardcopies at the CRC and the Shire Office.

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

***Financial - Risk Matrix Rating is considered Low***

Will reduce risk to Council and the Clubs / Organisations through better planning and delivery of Projects supported by the Shire.

***Health – Risk Matrix Rating is considered Low***

***Reputation – Risk Matrix Rating is considered Low***

With the introduction of Policy and Scheme, this will increase transparency and accountability of both the Shire, the clubs and organisations.

***Operation – Risk Matrix Rating is considered Low***

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

## **COMMENT**

- Fifteen grant applications were received.
- Assistance was provided to a number of clubs to ensure the applications were completed correctly.
- All grant applications met the selection criteria outlined in the Grant Guidelines.
- Grants Project Officer will provide feedback to all Clubs and Organisations on applications submitted.
- Grant 1:
  - Open to further applications for the duration of 2019/20 Financial Year.
- Grant 2:
  - A second round to be opened in September 2019.
- To deliver the ongoing Grant 1 & 2 applications will need to allocate additional resources above sum requested in March 2019 round of the Community Grant Process.
- Grant Team to follow up on recipients of the 2018/19 Program for reports and acquittals.
- Grant Team will review the Community Grant Process in November 2019.

## COMMUNITY GRANT APPLICATION EVALUATION WEIGHTING

GRANT TYPE	NAME	PROJECT DETAILS	\$ REQUESTED	WEIGHTED SCORE
Grant 1	Quairading Netball Club	Junior Netball Camp	\$179.50	4.6
Grant 1	Quairading Photo Club	Hire of CRC Meeting Room	\$200.00	4.4
Grant 1	Quairading Badminton Club	Hire of Town Hall for games and kitchen for Open Day	\$570.00	4.0
		<b>SUB-TOTAL (GRANT 1)</b>	<b>\$949.50</b>	
GRANT TYPE	NAME	PROJECT DETAILS	\$ REQUESTED	WEIGHTED SCORE
Grant 2	Quairading Football Club	Associated costs towards building a Storeroom	\$2,500.00	4.6
Grant 2	Quairading CRC	Contribution towards a public art mural and community workshop	\$1,900.00	4.6
Grant 2	Quairading Swimming Club	Erecting a noticeboard at Qdg Pool	\$1,000.00	4.6
		<b>SUB-TOTAL (GRANT 2)</b>	<b>\$5,400.00</b>	
GRANT TYPE	NAME	PROJECT DETAILS	\$ REQUESTED	WEIGHTED SCORE
Grant 3	Quairading Agricultural Society	Show Day entertainment	\$3,000.00	5.0
		<b>SUB-TOTAL (GRANT 3)</b>	<b>\$3,000.00</b>	

GRANT TYPE	NAME	PROJECT DETAILS	\$ REQUESTED	WEIGHTED SCORE
Grant 4	Quairading Golf Club	Contribution towards costs of repairing cool room refrigeration coil	\$3,500.00	5.0
Grant 4	Wamenusking Sports Club	General building maintenance & electricity costs	\$1,500.00	5.0
Grant 4	South Carolling Social Club	Annual Support from Shire towards operating costs of the Club	\$1,500.00	5.0
Grant 4	QARRAS	Towards hire of the Community Bus	\$675.00	5.0
Grant 4	Quairading Bowling Club	Annual Support from Shire for Bowling Surface Loan Repayment	\$10,000.00	4.8
Grant 4	Pantapin Progress Assn	Siding repairs and painting exterior of Pantapin Hall	\$1,000.00	4.4
Grant 4	Tourism and Tidy Towns Committee	Operating costs for group	\$3,000.00	4.4
Grant 4	Doodenanning Sports Club	Adding a concrete slab to Hall entrance	\$1,600.00	4.0
		<b>SUB-TOTAL (GRANT 4)</b>	<b>\$22,775.00</b>	
		<b>GRAND TOTAL REQUESTED</b>	<b>\$32,124.50</b>	
		IN-KIND	\$1,624.50	
		CASH	\$30,500.00	

**SCORE: 1 POOR 5 EXCELLENT**

**Note:** Club requests in Officer's Report have been amended to reflect the organisation's requests.

## 11.2 Annual Assessment Report on Community Engagement

<b>Meeting Date</b>	11 <sup>th</sup> June 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	IPR/SPO Richard Bleakley
<b>Attachments</b>	11.2 a Strategic Community Plan 2017-2027 11.2 b CS.4 Community Engagement Policy
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### RECOMMENDATION: AR 26-18/19

#### MOVED Cr McGuinness SECONDED Cr Brown

That the Audit & Risk Committee recommend to Council:

That Council receive the Annual Assessment Report of Council's Community Engagement for the 2018/19 year.

**CARRIED 6/0**

#### IN BRIEF

- Local governments must plan for the future. Local Councils in Western Australia are legally required to conduct public consultation through a prescribed process on a range of specific matters.
- Regulation requires local governments to have a Strategic Community Plan that together with a Corporate Business Plan forms a plan for the future of a district.
- Community consultation is a key component of the Integrated Planning and Reporting requirements of the Local Government (Administration) Regulations 1996. The Shire's Strategic Community Plan has identified 'Strong governance and community engagement' as one of its five (5) key objectives and lists Strategy G3 – Community Engagement as an issue to be addressed. Each strategy has a specific goal, a commitment to the community and a set of methodologies.
- It is noted that the Plan is a living document that will reflect feedback from the Community and is therefore subject to change and refinement, by management, as the engagement process evolves.
- The objective of the Shire of Quairading Community Engagement Policy is to provide guidance to Councillors and Officers in planning, implementing and reviewing community engagement and consultation for key projects, strategic planning and policy development. This is to ensure informed decision-making, transparency, timely and effective communication with key stakeholders and the general community.

#### MATTER FOR CONSIDERATION

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

#### BACKGROUND

Currently, local governments are required to engage with the community when creating their ten-year Strategic Community Plan. The community must also be consulted on such matters as local

laws, differential rates, planning and other matters and aspirations that are relevant to the diverse needs of individuals within a community. The current extent of community engagement simply stops at inviting submissions but engagement should be more than that.

Best practice in community engagement goes beyond the requirement to simply consult and can be more impactful when decision making is done in conjunction with the community from the beginning of a project proposal. Establishing effective partnerships between local government and communities results in a greater sense of ownership, greater take-up of services and initiatives, and better outcomes for all community groups, reducing the chances of marginalisation while encouraging unified community outcomes.

Community engagement also needs to allow for socially disadvantaged groups within a community to engage and highlight the important issues that may not be captured by traditional amenities or methods. There is a need for local governments to have systems in place to help identify how to adequately engage different stakeholders in the community, such as Culturally and Linguistically Diverse (CaLD), Aboriginal people, Youth, Children, Seniors, and people with disabilities.

Effective community engagement contributes to building trust between the community and the Council and raises the quality of decision making which reflects the needs and aspirations of the community. Community engagement works best where it is an ongoing process enabling relationships and trust to build and strengthen over time, and strengthens representative democracy while building community capacity.

## STATUTORY ENVIRONMENT

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

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

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

## POLICY IMPLICATIONS

Strategic Community Plan 2017-2027  
CS.4 Community Engagement Policy

## FINANCIAL IMPLICATIONS

N/A

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

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

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



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

## SHIRE OF QUAIRADING POLICY

CS.4 COMMUNITY ENGAGEMENT POLICY.docx

### EVALUATION

An Annual Assessment of the level of engagement achieved to be reported to the June Audit & Risk Committee.

### COMMUNITY CONSULTATION

Community consultation is a key component of the Integrated Planning and Reporting requirements of the Local Government (Administration) Regulations 1996. The Shire's Strategic Community Plan 2017 - 2027 has identified "Strong governance and community engagement" as one of its five (5) key objectives and lists Strategy G3 – Community Engagement as an issue to be addressed.

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

### Shire of Quairading Community Engagement Policy Annexure A: Principles for Community Engagement

	Inform	Consult	Involve	Report/Evaluation
Public Participation Goal	To provide the public with timely, balanced and objective information to assist them in understanding the problem alternatives, opportunities and/or solutions.	To capture community feedback on analysis, alternatives and or decisions impacting on strategic plans, directions, issues, priorities and projects.	To work on an ongoing basis with the community to ensure that community ideas, concerns and aspirations are listened to and understood and that community knowledge is harnessed for the benefit of all.	Council to provide feedback on Shire decisions.
Promise to the public	Council is to work with you on an ongoing basis to ensure your ideas, concerns and aspirations are considered.  Council is to keep you informed.	Council is to listen to you, consider your ideas and keep you informed and acknowledge concerns and aspirations.	Work directly with the public on an ongoing basis to ensure that your ideas, concerns and aspirations are considered.	Council to provide feedback on how public input influenced Council decisions.

Example techniques	<ul style="list-style-type: none"> <li>• Newspapers</li> <li>• Newsletters</li> <li>• Radio</li> <li>• Posters</li> <li>• SMS/email</li> <li>• Website</li> <li>• Facebook</li> <li>• MailChimp</li> <li>• Banksia Bulletin</li> </ul>	<ul style="list-style-type: none"> <li>• Public comment</li> <li>• Focus groups</li> <li>• Surveys biennial (March)</li> <li>• Consultative workshops</li> <li>• Individuals and or Business.</li> <li>• Stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Council Committees/Forums</li> <li>• Working groups</li> <li>• User groups</li> <li>• Volunteer groups</li> </ul>	<ul style="list-style-type: none"> <li>• Direct response</li> <li>• Newsletters</li> <li>• SMS/email</li> <li>• Website</li> <li>• Customer Service Survey</li> <li>• Facebook</li> <li>• MailChimp</li> </ul>
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### Shire of Quairading Strategic Community Plan 2017 - 2027

GOVERNANCE OBJECTIVE: STRONG GOVERNANCE AND COMMUNITY ENGAGEMENT	Overall satisfaction with Shire performance <sup>1</sup>	Two-yearly Community Survey	71% satisfied 2017/18 to 80% satisfied by 2020/21. Reset at that time.
	Gap between importance and satisfaction with customer service <sup>2</sup>	Two-yearly Community Survey	Gap reduction -2.3 to -1.5 by 2020/21. Reset at that time.
	Satisfaction with community engagement <sup>3</sup>	Two-yearly Community Survey	Establish baseline and target in 2019 Community Survey.
	Financial and Asset Ratios	Annual Report	Target Range (see ratio analysis above)
	Staff satisfaction	Staff survey	Establish baseline and target in 2017/18 as part of organisation review.

The Shire of Quairading has undertaken the following community engagement during 2018/2019:-

WORKING GROUPS / COMMITTEES	<ul style="list-style-type: none"> <li>• Tourism Working Group – meets monthly developing the Daft Tourism Development Strategy for Public and Council Consultation;</li> <li>• Aged Housing Working Group – recently commenced</li> <li>• Old School Site Working Group – July 2018: Final Amended concept circulated and agreed upon. Approved in principle by State Heritage Office;</li> <li>• Sporting Precinct Working Group – has been in recess while Building Condition Reports and Builder's recommendation Reports are prepared;</li> <li>• Community Park and Salmon Gum Woodlands Working Group – to be re-convened to review Draft Concept Plans.</li> </ul> <ul style="list-style-type: none"> <li>• Reconciliation Action Plan Committee – meets Quarterly.</li> </ul>
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<sup>1</sup> Community satisfaction with overall performance is measured as the percentage of residents and businesses considering performance is satisfactory or better. See the community engagement report April 2017 for details.

<sup>2</sup> The performance gap is derived from comparing the level of importance to the community and the level of satisfaction expressed in the two-yearly Community Survey. Customer service was one of the areas where the gap was the largest.

<sup>3</sup> Community engagement has been included given that the Council has identified this for improvement. A baseline is yet to be established and will be developed as input into the next IPR cycle.

SHIRE E-NEWSLETTERS / BANKSIA BULLETIN	<p><b>Shire Newsletter</b> produced and distributed in the 2018/2019 year:</p> <ul style="list-style-type: none"> <li>• June 2018 – 179 Subscribers: 64.2% Opens and 48.3% Clicks.</li> <li>• August 2018 – 179 Subscribers: 63.6% Opens and 47.7% Clicks.</li> <li>• October 2018 – 184 Subscribers: 60.0% Opens and 41.7% Clicks.</li> <li>• December 2018 – 181 subscribers: 66.1% Opens and 46.1% Clicks.</li> <li>• February 2019 – 180 subscribers: 60.9% Opens and 45.3% Clicks.</li> <li>• April 2019 – 178 subscribers: 52.2% Opens and 18.5% Clicks.</li> <li>• June 2019 – to be published and distributed on 12<sup>th</sup> June 2019.</li> </ul> <p><b>Banksia Bulletin:</b></p> <p>Shire President has published articles during the 2018/2019 year:</p>
SHIRE WEBSITE / EMERGENCY SMS	<p><b>Shire Website</b> is regularly updated with Council information and events by Council staff. A 'snapshot' of statistics is shown below.</p> <p><b>Emergency SMS Text System</b> reports regularly to subscribers on Emergency / Bush Fire / Harvest Ban Information.</p> <p>There are currently 388 Mobile Numbers in the Harvest Ban Group.</p>
FACEBOOK / TOWN CLOCK INFORMATION BOARD	<p><b>Facebook</b> is used extensively and ever increasing. A 'snapshot' of page view statistics is shown below.</p> <p><i>[Notwithstanding, social media is a medium through which the Shire can engage with its community, whether it be Facebook, twitter, etc. however the content, be it a calendar or regular or annual notice, are the result of other processes governed by the services provided by the Shire and are not strategies of the Plan but rather the content of the communication].</i></p> <p><b>Town Clock Information Board</b> – the electronic message board in the centre of town, which is regularly updated with Shire Community and Emergency messages by Council Admin Staff.</p>
SURVEYS/ CONSULTATIONS	<ul style="list-style-type: none"> <li>• Community Bus Future and Hire Charges Survey – Clubs / organisations and Community Members – February 2019.</li> <li>• Biennial Community Survey (now closed and results being collated) – 102 Responses.</li> <li>• School and Playgroup on the Community Park Concept.</li> <li>• Swimming Pool – Shade Sails (commenced Survey of Pool Users).</li> <li>• Ex Valley Ford (PTA) Land – Future Options.</li> <li>• Business After Hours Event – Held by Wheatbelt Business Network on 12/2018 (including Walk Down the Main Street).</li> <li>• Re-Branding Project presentations on 11<sup>th</sup> February 2019, Workshop held 11<sup>th</sup> April 2019 and formal presentation of Concepts / Logos on the 27<sup>th</sup> June 2019. <i>MailChimp statistics – Shire Rebranding Workshop – 179 subscribers: 54.5% Opens and 12.9% Clicks.</i></li> <li>• Caravan Park Patron Survey – ongoing.</li> </ul>

COMMUNITY EVENTS/  
CEREMONIES

- Citizenship Ceremonies performed:
- NAIDOC Week activities held 8-15 July 2018 and 13<sup>th</sup> September 2018.
- Awards Ceremony at the Quairading District High School held 11<sup>th</sup> December 2018.
- Farmers' Breakfast held on 15<sup>th</sup> October 2018.

## CLIENT REQUEST SYSTEM

A Client Request System was introduced in July 2018. The YTD statistics are:

Total of incoming CSR		%
Active	64	24%
Closed	185	69%
Further Action	16	6%
No Further Action	2	1%
	267	

























Further analysis of the Areas of Council Activities with Outstanding or overdue Tasks will be undertaken by the Executive Management Team and responsible Staff before Year end to ensure that the level of Outstanding is minimised and Requests "Closed Off" if the Work / task has been completed.

Year End analysis will also assist as a Benchmarking Tool for the CEO and Executive Managers and the Audit & Risk Committee

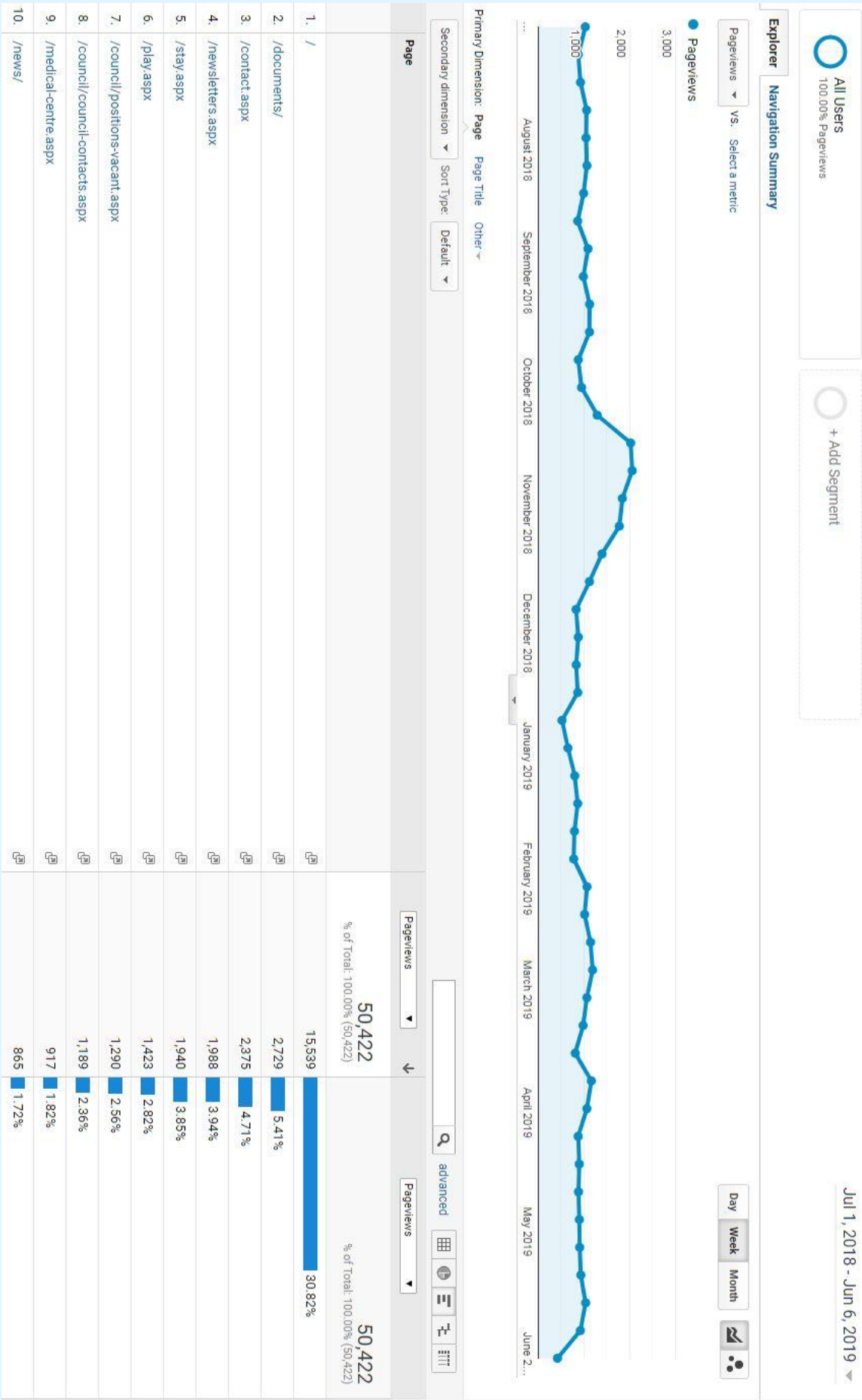
Client Requests are generated through various avenues including Community Reports by Phone, Website or over the Front Counter at the Administration Centre and the Works Depot.

## Shire of Quairading Facebook Page 'snapshot'

<input type="checkbox"/>	Posts	Reach	Clicks/Actions	Published
<input type="checkbox"/>	 Shire of Quairading shared a post.	280	72	May 3, 2019 at 9:29 PM Jodie Yardley
<input type="checkbox"/>	 Michelle Wilson	214	15	May 2, 2019 at 2:11 PM Michelle Wilson
<input type="checkbox"/>	 <b>COMMUNITY SURVEY 2019</b> Last days to have your say as the Community Survey	199	6	May 2, 2019 at 12:55 PM Michelle Wilson
<input type="checkbox"/>	 <b>COMMUNITY SURVEY 2019</b> Two years ago the Shire developed its Strategic	216	10	Apr 30, 2019 at 1:53 PM Michelle Wilson
<input type="checkbox"/>	 <b>Youth Development Officer Assistant Part Time - Casual An</b>	904	68	Apr 30, 2019 at 1:26 PM Michelle Wilson
<input type="checkbox"/>	 With Respect	366	51	Apr 29, 2019 at 9:42 AM Jodie Yardley
<input type="checkbox"/>	 With respect	2K	278	Apr 26, 2019 at 8:21 AM Jodie Yardley
<input type="checkbox"/>	 Below is a list of things that current, and former members, of the Australian and	5.5K	550	Apr 25, 2019 at 6:30 AM Jodie Yardley
<input type="checkbox"/>	 Shire of Quairading shared a post.	281	41	Apr 24, 2019 at 9:34 PM Jodie Yardley
<input type="checkbox"/>	 <b>HAVE YOUR SAY</b> Two years ago the Shire developed its Strategic Community	349	36	Apr 18, 2019 at 5:34 PM Jodie Yardley
<input type="checkbox"/>	 Jodie Yardley	518	43	Apr 18, 2019 at 9:52 AM Jodie Yardley
<input type="checkbox"/>	 <b>FEDERAL ELECTION - 18TH MAY 2019</b> Details can be found on the Australian	191	3	Apr 16, 2019 at 2:36 PM Michelle Wilson
<input type="checkbox"/>	 <b>Co-op Easter Eggstravaganza</b> Why not hop down on Wednesday 17th	234	8	Apr 15, 2019 at 9:48 AM Michelle Wilson
<input type="checkbox"/>	 <b>SHIRE OF QUAIRADING REBRANDING WORKSHOP</b> Please come along to the	106	2	Apr 10, 2019 at 10:01 AM Michelle Wilson
<input type="checkbox"/>	 Michelle Wilson	253	9	Apr 8, 2019 at 10:04 AM Michelle Wilson
<input type="checkbox"/>	 Thank you for supporting our little country town	234	30	Apr 5, 2019 at 10:14 PM Jodie Yardley
<input type="checkbox"/>	 <b>QUAIRADING 2019 ANZAC DAY SERVICE</b> The 2019 Anzac Day Service	384	29	Apr 4, 2019 at 12:47 PM Michelle Wilson
<input type="checkbox"/>	 The Shire invites your input on what makes Quairading unique and how you'd	105	2	Apr 3, 2019 at 11:54 AM Michelle Wilson
<input type="checkbox"/>	 <b>WHEATBELT SECONDARY FREIGHT ROUTES</b> Media Release - Federal	232	15	Apr 1, 2019 at 3:19 PM Michelle Wilson
<input type="checkbox"/>	 <b>drumMUSTER</b> drumMUSTER provides agricultural chemical users with a	299	8	Apr 1, 2019 at 2:31 PM Michelle Wilson
<input type="checkbox"/>	 Shire of Quairading shared a post.	147	4	Mar 31, 2019 at 11:26 AM Jodie Yardley
<input type="checkbox"/>	 Shire of Quairading shared a post.	127	3	Mar 29, 2019 at 6:59 PM Jodie Yardley
<input type="checkbox"/>	 Shire of Quairading shared a post.	244	43	Mar 29, 2019 at 6:56 PM Jodie Yardley
<input type="checkbox"/>	 <b>SHIRE OF QUAIRADING REBRANDING WORKSHOP</b> Council is working on	225	10	Mar 29, 2019 at 2:19 PM Michelle Wilson
<input type="checkbox"/>	 <b>WA Voluntary Assisted Dying Legislation Consultation</b> The Minister	237	14	Mar 29, 2019 at 1:28 PM Michelle Wilson

<input type="checkbox"/>	Posts	Reach	Clicks/Actions	Published
<input type="checkbox"/>	 <b>NURESK INSTITUTE - Small Landholders Day Sunday 16th June</b>	98	3	Jun 7, 2019 at 9:59 AM Michelle Wilson
<input type="checkbox"/>	 <b>UPDATE 12.59 - CRASH CLEARED – GREAT EASTERN HIGHWAY</b>	157	7	Jun 7, 2019 at 9:10 AM Michelle Wilson
<input type="checkbox"/>	 <b>More information:-</b> <a href="https://mailchi.mp/681a25caae85/yqvoeuv">https://mailchi.mp/681a25caae85/yqvoeuv</a>	180	5	Jun 6, 2019 at 1:19 PM Michelle Wilson
<input type="checkbox"/>	 <b>WATER PRESSURE REDUCTION - QUAIRADING TOWN SITE Water</b>	391	20	Jun 4, 2019 at 11:57 AM Michelle Wilson
<input type="checkbox"/>	 <b>HVS ROAD ASSESSMENT</b> These roads have been assessed and added to the	287	35	May 31, 2019 at 11:18 AM Michelle Wilson
<input type="checkbox"/>	 <b>PICKING UP AFTER YOUR DOG</b> No one likes stepping in dog poo, whether it's	313	25	May 31, 2019 at 10:32 AM Michelle Wilson
<input type="checkbox"/>	 <b>Shire of Quairading</b>	326	37	May 31, 2019 at 9:15 AM Michelle Wilson
<input type="checkbox"/>	 <b>The Shire of Quairading has the following position vacant:- PLANT OPERATOR /</b>	241	22	May 29, 2019 at 1:08 PM Michelle Wilson
<input type="checkbox"/>	 <b>WATER CORPORATION EXPECTED ROAD WORKS 27TH MAY TO 31ST MAY 2019</b>	206	9	May 23, 2019 at 11:44 AM Michelle Wilson
<input type="checkbox"/>	 <b>CLIPPIT FOR CANCER THURSDAY 30TH MAY 10AM, LESSOR HALL</b>	543	36	May 23, 2019 at 9:49 AM Michelle Wilson
<input type="checkbox"/>	 <b>Associations - The transition period is ending</b> When the Associations and	176	7	May 22, 2019 at 1:11 PM Michelle Wilson
<input type="checkbox"/>	 <b>Shire of Quairading shared a photo.</b>	158	7	May 22, 2019 at 8:57 AM Michelle Wilson
<input type="checkbox"/>	 <b>ST JOHN BOOSTS QUAIRADING'S RESPONSE CAPABILITY</b> St John WA	685	103	May 21, 2019 at 2:19 PM Michelle Wilson
<input type="checkbox"/>	 <b>Agricultural Pilot Requirements</b> Main Roads have a released an Agricultural	296	40	May 20, 2019 at 11:00 AM Michelle Wilson
<input type="checkbox"/>	 <b>With Respect</b>	527	105	May 20, 2019 at 9:21 AM Jodie Yardley
<input type="checkbox"/>	 <b>POSITION VACANT - AUSTRALIAN ELECTORAL COMMISSION</b> The AEC are	67	0	May 16, 2019 at 2:27 PM Michelle Wilson
<input type="checkbox"/>	 <b>Pause for paws – feedback on dog and cat laws in WA</b> The Department of Local	174	6	May 15, 2019 at 2:19 PM Michelle Wilson
<input type="checkbox"/>	 <b>WANT TO HEAR FROM US?</b> Would you like to hear from the Shire directly in your	209	15	May 15, 2019 at 1:31 PM Michelle Wilson
<input type="checkbox"/>	 <b>Shire of Quairading</b>	210	22	May 15, 2019 at 11:34 AM Michelle Wilson
<input type="checkbox"/>	 <b>POSITION VACANT PLANT OPERATOR / GENERAL HAND</b> Applications are invited	511	71	May 15, 2019 at 11:20 AM Michelle Wilson
<input type="checkbox"/>	 <b>Last Day for giving feedback via the 2019 Community Survey -</b>	130	2	May 10, 2019 at 10:00 AM
<input type="checkbox"/>	 <b>QUAIRADING POLING POSITION AVAILABLE</b> Please contact DFP	267	27	May 9, 2019 at 2:40 PM Michelle Wilson
<input type="checkbox"/>	 <b>Final Days - 2019 Community Survey closes this Friday 10 May.</b> Please click	158	2	May 8, 2019 at 10:11 AM
<input type="checkbox"/>	 <b>COMMUNITY SURVEY 2019</b> This is the last week to have your say as the	207	7	May 7, 2019 at 1:22 PM Michelle Wilson
<input type="checkbox"/>	 <b>FEDERAL ELECTION - SATURDAY 18 MAY 2019</b> The 2019 Australian federal	315	14	May 7, 2019 at 1:10 PM Michelle Wilson

### Shire of Quairading Website 'snapshot' of Statistics



**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***

***Operation – Risk Matrix Rating is considered Low***

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

**COMMENT**

The Community Engagement Policy is aimed to ensure that:

- Council has the opportunity to consider the input of a wide range of community members before making decisions or developing and finalising Strategic Plans;
- Community members are given the opportunity to contribute to the planning and development process;
- That a biennial Survey of Customer Satisfaction is undertaken in March; and
- Community and landholders are consulted during major works/projects on the impact and progress of those works/projects.



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

<b>Meeting Date</b>	11 <sup>th</sup> June 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	11.3a A&R Terms of Reference
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

No Voting requirement.

Submitted for preliminary Committee discussion only.

Await further information or Guidance from the OAG.

#### IN BRIEF

- Committee Terms of Reference 9.5.
- Annual Review – Timing of Review given October 2019 Elections.
- Listed for September 2019 A&R Committee Meeting.
- Council's Auditor has advised Council and the A&R Committee that the Auditor General is recommending that Audit & Risk Committees be smaller in number of Elected Members rather than 'Whole of Council' Committee.
- Further information will be sought on this Issue before Committee Reviews its Terms of reference prior to the September 2019.

#### MATTER FOR CONSIDERATION

For discussion purposes once further information is available.

#### BACKGROUND

Nil

#### STATUTORY ENVIRONMENT

*Local Government Act 1995* Part 7 refers to the Audit Committees.

Local Government (Audit) Regulations 1996

#### POLICY IMPLICATIONS

Current Terms of Reference of the Audit & Risk Committee

#### FINANCIAL IMPLICATIONS

Nil – At this stage

#### COMMUNITY CONSULTATION

N/A

**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

Operation – Risk Matrix Rating is considered Low

Natural Environment – Risk Matrix Rating is considered Low.

## ITEM 12 COUNCILLORS' EMERGING ISSUES

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### **Cr McGuinness**

Cr McGuinness raised the matter listed and discussed at Item 9.1 and the Meeting requested that the CEO provide a report to the Council Meeting on the Regulation 17 Reporting Options (In House versus Contractor) for Draft Budget consideration.

UNCONFIRMED

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

*No matters for consideration.*

ITEM 14 NEXT MEETING DATE

The next Audit & Risk Committee Meeting is scheduled to take place on Tuesday 10<sup>th</sup> September 2019, commencing at 5.00pm on at the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 15 CLOSURE

There being no further business, the Chairman closed the Meeting at 7.28 pm.

I certify the Minutes of the Audit & Risk Committee Meeting held on 11<sup>th</sup> June 2019 were confirmed on 10<sup>th</sup> September 2019 as recorded on Resolution No. AR -19/20.

Confirmed..... 10/09/2019

UNCONFIRMED

## 9.4 Review of Risk and Internal Control Systems

<b>Meeting Date</b>	27 <sup>th</sup> June 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Giffellon
<b>Attachments</b>	<p>9.4a DLGC Guidelines Audit Function – Appendix 3;</p> <p>9.4b Moore Stephens Quotation for the Provision of: Review of Risk and Internal Control Systems: June 2019;</p> <p>9.4c Shire of Quairading Review Report dated December 2014; and</p> <p>9.4d Shire of Quairading Risk Dashboard Report dated September 2017.</p>
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

### OFFICER RECOMMENDATION

1. That Council receive the Report on the Audit Regulation 17 Reporting Options;
2. a) Council support the Conduct of the Audit Regulation 17 Review and Report with Council's In-house Resources; or
- b) Council make a Draft Budget Allocation of \$10,000 for External Consultants to undertake the Audit Regulation 17 Review.

**Voting Requirements – Simple**

### IN BRIEF

- The Audit and Risk Committee requested that the CEO provide a report to the Council Meeting on the Regulation 17 Reporting Options (In House versus Contractor) for Draft Budget consideration.
- The Audit Regulations have been amended to require the CEO to review the various Systems and Processes and Report to the Audit & Risk Committee at least once every 3 years. Previously, the Requirement was every 2 years.
- The last formal Reg 17 Review Report was prepared and considered by Council's Finance and Audit Committee and Council in December 2014 (Copy attached).
- A Draft Report was prepared by the CEO in December 2017.
- WALGA Governance Team have advised that External Reg 17 Reviews and Report are being increasingly utilised by Councils for their Independence from the CEO and Senior Management.
- Information on other Councils' Reg 17 Review Reports are difficult to obtain.
- One Proposal from External Consultant (Moore Stephens) has been sought to date.
- WALGA Governance Team have indicated that Consultant's Fees for this Review work is in the order of \$10,000.
- Scope of Review Works (both External and In-house) should be in accordance with (as a minimum) Appendix 3 of the "Local Government Operational Guideline No. 9 – Audit in Local Government".

- Given the length of time since the last Reg 17 Review Report, Council may consider that an Independent Review would be beneficial and provide greater transparency on the Review Process.
- It is proposed that the Review (either Option) be undertaken in the July/ August 2019 period for the Report to be prepared and presented to the Audit & Risk Committee in September 2019.

## **MATTER FOR CONSIDERATION**

Internal or External Review Report of Council's Risk and Internal Control Systems for Draft Budget deliberations.

## **BACKGROUND**

Council and Management in recent years, have undertaken significant work in the improvement of Risk Management / Culture in the organisation.

Council Management with the support of LGIS Risk Management Team have implemented the Risk Management Framework and utilise the Risk Management Dashboard Templates for all areas of Identified Major risks to Council.

The Risk Management Template (dashboard) has been scheduled to be reviewed and updated with Key Staff on the 10<sup>th</sup> July 2019. This Workshop will provide information to enable the Review to be conducted by either Review Options.

The Consultant's Proposal details the methodology and experience of their Review Team with many Local Governments on Reg 17 Work.

## **STATUTORY ENVIRONMENT**

Local Government Act 1995

Local Government (Audit) Regulations 1996.

Regulation 17:-

17. CEO to review certain systems and procedures
  - (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
    - (a) risk management; and
    - (b) internal control; and
    - (c) legislative compliance.
  - (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
  - (3) The CEO is to report to the audit committee the results of that review.

## **POLICY IMPLICATIONS**

Nil.

## **FINANCIAL IMPLICATIONS**

**External Review and Report to CEO** – One Consultant Proposal received to date with a Cost of \$9700 (exc GST).

**Internal Review and Report by the CEO** – In-House Staff Salaries Expense, including Review of Risk Management Dashboard (scheduled to be undertaken on 10<sup>th</sup> July 2019), Review of Statutory Compliance requirements and testing and verification of Internal Procedures by the CEO. Estimated In-House Salary Cost of \$6000 (inclusive of Testing and Report writing and Admin Overheads).

Operating Surplus Ratio Strategies assessed - In-House Operating Costs will be significantly less than the proposed Consultants Fees.

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

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

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

## **COMMUNITY CONSULTATION**

N/A

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

Financial – Risk Matrix Rating considered Low. Should Council determine that an External Review is deemed more appropriate and beneficial, a Review Consultancy Allocation can be made in the Draft Budget.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low. Council and the CEO are required to comply with the Audit Regulations and due to the CEO's oversight the Review Period of 3 years has been exceeded. The proposed Review work will be completed and to Council prior to the next Statutory Compliance Return (31<sup>st</sup> December 2019). Council need to determine the level of independence that Council is requiring to comply with the Audit Regulations.

Operation – Risk Matrix Rating considered Low. External Review will still require participation of Council Staff. Internal Review will need to be resourced by the CEO and Management Team.

Natural Environment – Risk Matrix Rating considered Low.



Government of **Western Australia**  
Department of **Local Government and Communities**

# Local Government Operational Guidelines

Number 09 – Revised September 2013

## Audit in Local Government

The appointment, function  
and responsibilities of  
Audit Committees

## Appendix 3

### Issues that should be considered for inclusion in the CEO's Review of Risk Management, Internal Control and Legislative Compliance

**Please note:** Section 7 of the Department's Western Australian Local Government Accounting Manual provides a comprehensive internal control framework related to internal control and risk management.

#### Risk Management

Internal control and risk management systems and programs are a key expression of a local government's attitude to effective controls. Good audit committee practices in monitoring internal control and risk management programs typically include:

- Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered;
- Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;
- Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas;
  - potential non-compliance with legislation, regulations and standards and local government's policies;
  - important accounting judgements or estimates that prove to be wrong;
  - litigation and claims;
  - misconduct, fraud and theft;
  - significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government;
- Obtaining regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;
- Assessing the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance;
- Reviewing the effectiveness of the local government's internal control system with management and the internal and external auditors;
- Assessing whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;
- Assessing the local government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied;
- Should the need arise, meeting periodically with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment;
- Ascertaining whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated,



monitored and there is regular reporting and ongoing management of fraud and misconduct risks.

### Internal Control

Internal control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency. Strategies to maintain sound internal controls are based on risk analysis of the internal operations of a local government.

An effective and transparent internal control environment is built on the following key areas:

- integrity and ethics;
- policies and delegated authority;
- levels of responsibilities and authorities;
- audit practices;
- information system access and security;
- management operating style; and
- human resource management and practices.

Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government.

Aspects of an effective control framework will include:

- delegation of authority;
- documented policies and procedures;
- trained and qualified employees;
- system controls;
- effective policy and process review;
- regular internal audits;
- documentation of risk identification and assessment; and

- regular liaison with auditor and legal advisors.

The following are examples of controls that are typically reviewed:

- separation of roles and functions, processing and authorisation;
- control of approval of documents, letters and financial records;
- comparison of internal data with other or external sources of information;
- limit of direct physical access to assets and records;
- control of computer applications and information system standards;
- limit access to make changes in data files and systems;
- regular maintenance and review of financial control accounts and trial balances;
- comparison and analysis of financial results with budgeted amounts;
- the arithmetical accuracy and content of records;
- report, review and approval of financial payments and reconciliations; and
- comparison of the result of physical cash and inventory counts with accounting records.

### Legislative Compliance

The compliance programs of a local government are a strong indication of attitude towards meeting legislative requirements. Audit committee practices in regard to monitoring compliance programs typically include:

- Monitoring compliance with legislation and regulations;
- Reviewing the annual Compliance Audit Return and reporting to Council the results of that review;
- Staying informed about how management is monitoring the

effectiveness of its compliance and making recommendations for change as necessary;

- Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;
- Obtaining assurance that adverse trends are identified and review management's plans to deal with these;
- Reviewing management disclosures in financial reports of the effect of significant compliance issues;
- Reviewing whether the internal and/or external auditors have regard to compliance and ethics risks in the development of their audit plan and in the conduct of audit projects, and report compliance and ethics issues to the audit committee;
- Considering the internal auditor's role in assessing compliance and ethics risks in their plan;
- Monitoring the local government's compliance frameworks dealing with relevant external legislation and regulatory requirements; and
- Complying with legislative and regulatory requirements imposed on audit committee members, including not misusing their position to gain an advantage for themselves or another or to cause detriment to the local government and disclosing conflicts of interest.

These guidelines are also available on the Department's website at [www.dlgc.wa.gov.au](http://www.dlgc.wa.gov.au)



Government of **Western Australia**  
Department of **Local Government and Communities**




**Local Government Advisory Hotline**  
**1300 762 511**

Email: [lghotline@dlgc.wa.gov.au](mailto:lghotline@dlgc.wa.gov.au)  
8.30am–5.00pm, Monday to Friday

### **About the Guideline series**

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.



For more information about this and other guidelines, contact the Local Government Regulation and Support Branch at:

### **Department of Local Government and Communities**

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Translating and Interpreting Service (TIS) – Tel: 13 14 50

**Quotation for the provision of:  
Review of Risk and Internal Control Systems**

**Shire of Quairading  
June 2019**

# Contents

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Delivery / Scheduling.....	14
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Quality Control.....	19
Other Matters.....	20

## Company Profile

Our proposal will demonstrate Moore Stephens can meet the needs of the Shire of Quairading.

This proposal will outline the following reasons why you should appoint Moore Stephens:

An experienced team	Our team have an in-depth understanding of the local government industry and in particular all the relevant requirements with respect to the Audit Regulation 17 Reviews, providing the basis for the CEO to report on the appropriateness and effectiveness of the Shire's risk management, internal controls and legislative compliance.
We are familiar with your Shire	We can demonstrate a proven capacity to work with your organisation to achieve outcomes and meet deadlines.
An integrated service	<p>We have an excellent track record of delivering high quality services to local government throughout Western Australia. By using a carefully selected service team who are used to working together on similar assignments, we will ensure you experience a completely integrated service.</p> <p>Our service is not just compliance focused. We seek to work with you to help add value across all facets of your Shire.</p>
Relevant experience	We have provided similar services to other regional local governments of a similar size and can use our experience to your benefit.
Accessible partners and staff	All our engagements have a high level of partner and senior staff involvement. This increased accessibility means we develop a detailed understanding of your Shire to deliver a practical, value for money review.
The right reputation	Tradition and integrity combined with thoughtful innovation means Moore Stephens will reflect and support the reputation and credibility of your local government.

We trust our proposal will contain all the information you require at this stage. You would continue to be an important client for Moore Stephens, and we look forward to discussing your requirements further.

## Company Profile – Company Details (continued)

When you select Moore Stephens as your service provider, you will have access to a team with the most collective years of local government experience in Western Australia.

### At Moore Stephens we:

- Take our responsibility as local government service providers very seriously;
- Consider ourselves the leader in the field;
- Have WALGA preferred supplier status;
- Offer a complete team with considerable depth of local government experience, expertise and knowledge;
- Ensure we understand the implication of all legislative/regulatory changes as they occur and incorporate them into our processes to help ensure an effective, complete service and inform clients and the industry generally of the impacts; and
- Believe we have demonstrated this consistently over the past three decades.

### On time, on budget, no surprises

Our engagement team focuses on the client's demands and needs – on time, on budget, without any surprises on completion. Key issues are dealt with on an ongoing and timely basis and we go out of our way to ensure your timetable and needs are met. Our approach is to complete the reporting process as soon as possible rather than it being a long drawn out process. We consistently meet deadlines and client expectations, and fully appreciate how important deadlines are to you.

### Valuable relationships

To provide you with a valuable service we need to fully understand you and your objectives. We view our relationship with you as a two-way process: while it is vital we are available when you need us, it is of equal importance we contact you when issues arise that you need to know about. It is through this regular communication the relationship between our two organisations will continue to develop - as will the value you obtain from our services.

## Objective and Scope

### CEO Reviews

In order to assist the CEO to meet their obligations under Regulation 17 of the *Local Government (Audit) Regulations 1996* we would undertake the review to meet the reporting requirements the CEO has under legislation.

Onsite fieldwork for the reviews would be undertaken in one site visit to minimise disruption of Shire staff. The Audit Regulation 17 review will focus on the overall systems and procedures in relation to risk management, internal controls and legislative compliance, to form the overall System and Procedure Review in accordance with Audit Regulation 17(3). A report will be prepared for the CEO to detail the results of the review to the local government as required by legislation.

The services provided in terms of this review comprise an advisory engagement, which is not subject to assurance or other standards issued by the Australian Auditing and Assurance Standard Board and, consequently no opinions or conclusions are intended to convey assurance, either expressed or implied.

Proposed methodologies for the review are provided on the following pages. Should we be invited to perform this engagement, it would be subject to an engagement agreement detailing the scope and reporting format.



## Objective and Scope (Continued)

### Systems and Procedures Review

#### Objective of the engagement

Our review aims to provide the basis for a report by the CEO on the appropriateness and effectiveness of the Shire's risk management, internal controls and legislative compliance systems and procedures as required by **Audit Regulation 17**. The results of the review are to be reported by the CEO to the Audit Committee. The Audit Committee is required to review the CEO's report and then report to the Council. The report from the Audit Committee to the Council is required to have attached a copy of the CEO's report to the Audit Committee.

#### Procedures

Our procedures would encompass the following services:

- A review of the risk management systems policies, procedures and plans in place at the Shire;
- Evaluate the non-financial/operational internal control systems and procedures at the Shire;
- Assess systems and procedures for maintaining legislative compliance;
- Prepare a report of matters identified during the review to assist the Chief Executive Officer to assess the appropriateness and effectiveness of the relevant systems and procedures in accordance with Local Government Audit Regulation 17.

To undertake these procedures, we would apply the following methodology:

- Conduct onsite interviews with key personnel involved in risk management, financial management and ensuring Shire adherence to legislative compliance;
- Identify the extent of commitment and mandate to Risk Management principles (using AS/NZS ISO 31000:2018 as the framework) within the overall risk management framework;
- Review each component (risk management, legislative compliance and internal controls) after considering the overall risk environment, governance structure and internal control environment;
- Assess the gaps (if any) between the current processes and the expected risk management, internal controls and legislative compliance systems and procedures and recommend suggested improvements; and
- Report on the appropriateness and the effectiveness of current systems and procedures.

The review will be a high level review given the scale, variety and breadth of non-financial activities and will consider as a minimum the issues identified by the Department of Local Government, Sport and Cultural Industries in Appendix 3 to Local Government Operational Guideline Number 09 – Audit in Local Government.

#### Reporting

We view the review as more than a compliance exercise and seek to identify sound practices and confirm their effectiveness as well as offer practical assistance to rectify any weaknesses identified.

The primary focus of the review report is to provide an assessment of the appropriateness and effectiveness of risk management, internal controls and legislative compliance for the CEO, our systems and procedures review report will provide an assessment for each of the three elements and identify any opportunities for improvement noted during the course of our review.



## Key Personnel Skills and Experience

Our philosophy when working with you will be to ensure your needs are our priority, and it is this principle which will form the basis of our relationship.

Moore Stephens is a people-focused business and client relationships are partner-led. Each member of the core team will have sufficient knowledge of Local Government to provide you with the support you require.

With a team of 73 professionals (including Partners and Directors) servicing clients, we are adequately resourced to meet and cater for your needs. Our specialist local government services division of 12 is complimented by 61 audit, tax, business advisory and corporate service professionals.

### The Right People

When you select Moore Stephens as your service provider you will have access to a team with the most collective years of local government experience in Western Australia. This is very important in keeping your level of risk to a minimum.

Moore Stephens has WALGA preferred supplier status for audit engagements and is able to offer a complete team with considerable depth of experience, expertise and knowledge of the local government industry in Western Australia. This means we are able to provide an efficient and effective process. All staff who would be involved in the engagement will be sourced from our dedicated local government service team and all have had experience over a significant number of years in these engagements.

Our team combines external and internal audit experience, local government financial management review experience, risk management and governance experience along with extensive knowledge of the legislative compliance environment applicable to local government. Team members have both the client relationship and review skills along with the requisite West Australian local government knowledge to undertake the review. Senior members of the team also have the report writing skills to clearly articulate any matters noted and possible improvements identified in the report.

### Key Personnel

**Russell Barnes** is a dedicated Local Government Services Director, who will have day to day oversight and review responsibility for the engagement. In addition, **Russell** specialises in, and has extensive skills and experience in undertaking System and Procedure Reviews and will be responsible for overseeing the engagement.

With 17 years' experience working in WA local government, **Tanya Browning** brings her practical knowledge of a range of local government finance, administration, governance and compliance disciplines. **Tanya** will perform the majority of the onsite component for this engagement.

## Key Personnel Skills and Experience (continued)

# Russell Barnes

Director, Local Government  
Advisory



### Relevant Experience:

- Immigrated to Perth in July 2007 and joined our audit and advisory services division. Appointed a Director of Moore Stephens in July 2015.
- Combines over 11 years of providing advisory services to local government in Western Australia and over 14 years in senior management roles in industry.
- Strong analytical skills and specialises in integrated planning and reporting and system review engagements.
- Developed much of the firm's methodology with respect to business planning, financial reporting, long term financial planning, risk management, asset management and Audit Regulation 17 Risk Management Reviews.
- Responsible for the majority of the firm's **System and Procedure Review engagements**.

Russell has a wide ranging local government experience built on a significant number of years as a consultant.

### Role:

- Local Government Advisory Director
- Engagement Director on local government advisory engagements

### Qualifications:

- Bachelor of Commerce
- Graduate Diploma in Computer Studies

## Key Personnel Skills and Experience (continued)

# Tanya Browning

Manager, Local Government  
Advisory



### Relevant Experience:

- Tanya joined the firm in October 2018, bringing with her 17 years of practical local government experience including finance, governance and statutory compliance. She has primarily worked in rural and remote local governments, as well as being actively involved in broader industry activity through her role as Director on the board of LG Professionals WA since 2010.
- Tanya's qualifications include Public Sector Management, Infrastructure Asset Management and Project Management, and she has been the recipient of a number of industry awards during her career acknowledging her professional contribution and service to the local government sector.
- Broad experience across a range of local government finance, administration, governance and compliance roles, providing a solid background and understanding of the challenges and opportunities with our local government engagements.

**Tanya's extensive experience and hands-on knowledge is widely recognised in the Industry.**

### Role:

- Local Government Advisory Manager

### Qualifications:

- Graduate Certificate Public Sector Management
- Graduate Certificate Infrastructure Asset Management
- Diploma of Project Management
- Fellow of LG Professionals WA

# Key Personnel Skills and Experience (continued)

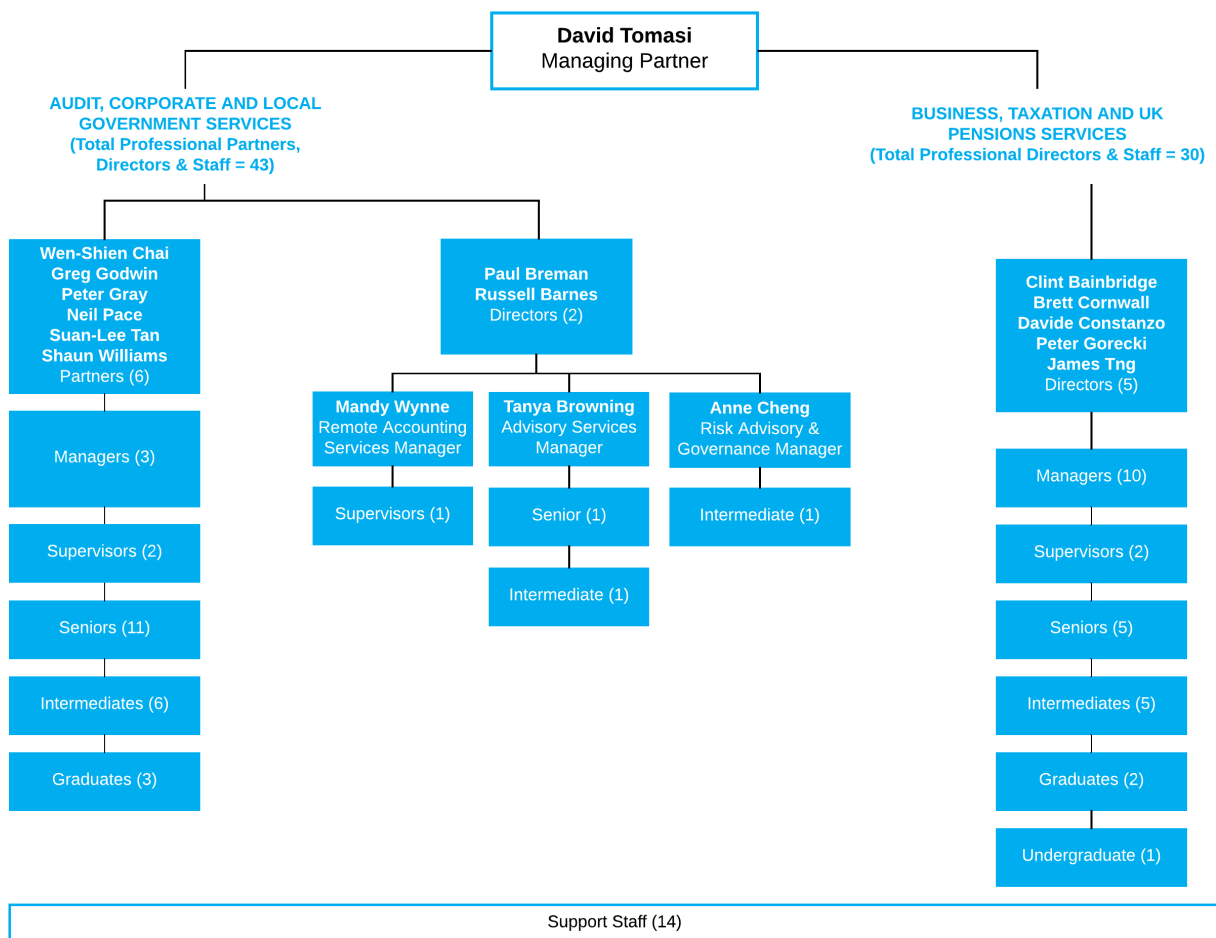
## Organisational Chart and Capacity

As detailed in this document, Moore Stephens and the firm’s key personnel have developed a wealth of experience in local government.

The approach and methodology developed by the firm over this time also assists delivery of an efficient and effective audit service.

The size of the firm (in numbers and experience) also allows flexibility and will ensure we are able to complete the engagement in your required timeframe.

The chart below reflects the location within the firm of all key staff who we intent to involve in this project.



THIS YEAR

32.8876  
42.9841

# RISK MANAGEMENT

+10.3

+12.0

+22.6

+41.9

COMPLETED

+86.054



RECURRING

-6.230



PENDING

+23.432



First quarter  
Jan-Mar

Seco  
Apr-J

Third quarter  
Jul-Sep

-1.5%

## Fees

Our indicative fee estimate for undertaking the engagement is in accordance with our understanding of the scope of service as outlined in this document.

Outlined below is our proposed fee estimate for the Shire of Quairading	Fee Estimate (excl of GST)
<b>Audit Regulation 17 Review</b>	<b>\$9,700</b>
<ul style="list-style-type: none"> <li>Review of Risk and Internal Control Systems</li> </ul>	

Personnel	Hourly Rate (excl GST)
Director	\$500
Manager	\$280

Our fee estimate is valid for 60 days from the date of our response. Billing for our services would be made upon completion of our engagement in accordance with our normal business terms and conditions.

### Additional work

For any additional work, we would agree terms of reference with you and provide an estimate of our fees in advance.

### Fee assumptions and inclusions

In the preparation of our fee estimate, we have made the following assumptions:

- The Shire of Quairading will permit access to source information relevant to undertaking the review in a timely manner; and
- Based on the Systems and Procedures Review being undertaken during one onsite visit.

### Fee exclusions

- Goods and Services Tax;
- Travel, accommodation and out of pocket expenses as per our Staff Travel Policy; and
- Presentation of the final report onsite.

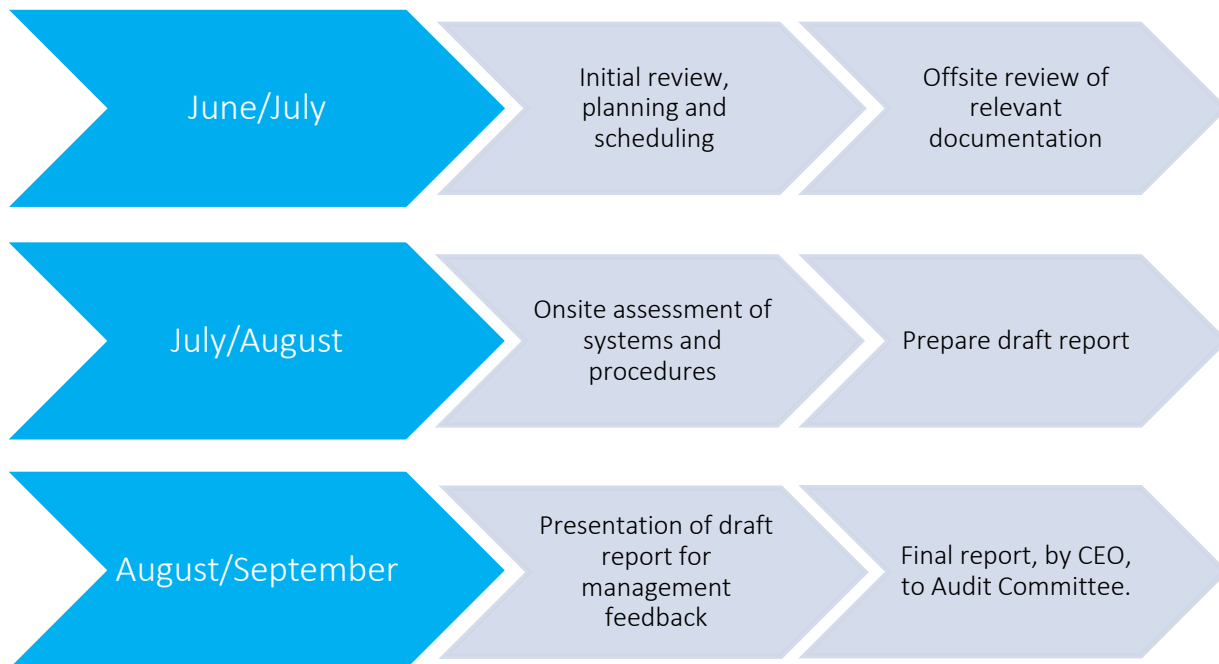


## Delivery / Scheduling

### Timing

The timing of the onsite component of the engagement will be heavily dependent on access to Senior Staff. We would seek to be onsite as soon as practically possible and propose to commence work on the engagement prior to the onsite component once provided with the appropriate documentation such as the Shire's relevant policies and procedures.

We propose the following indicative timing:



Exact timing to complete the report following our 2 day site visit is dependent on the time taken by the Shire to respond to any queries. We have allowed for 3 days offsite for completion of the report.

All previous reviews we have undertaken for local government clients have been delivered on-time and on budget and we are confident in our capacity to deliver this review on time and on budget.

## Demonstrated Experience

### System and Procedure Reviews

Over the course of the past 4 years we have conducted System and Procedure Reviews to assist CEO's meet the requirements of *Local Government (Audit) Regulation 17* for the following local governments, with a number currently undertaking the second review:

City of Kwinana	Shire of East Pilbara	Shire of Narrogin
Town of Port Hedland	Shire of Exmouth	Shire of Northampton*
Shire of Ashburton	Shire of Halls Creek	Shire of Serpentine-Jarrahdale
Shire of Broome	Shire of Katanning	Shire of Shark Bay
Shire of Capel	Shire of Kellerberrin	Shire of Three Springs
Shire of Christmas Island	City of Kwinana	Shire of Victoria Plains
Shire of Coolgardie	Shire of Laverton	Shire of Wiluna
Shire of Coorow	Shire of Morawa	Shire of Wyndham-East Kimberley
Shire of Denmark*	Shire of Nannup	Shire of York
Shire of Dundas*		

\* Review currently in progress

During this time, we have developed a unique methodology in relation to these Reviews based on our extensive local government knowledge and experience.

### Financial Management Reviews

In the course of the past 18 years we have provided detailed Financial Management Review services to the majority of our clients and other local governments state-wide. Since the year 2000, we have performed approximately 200 Reviews to local governments in the metropolitan and regional areas.

Financial Management Reviews undertaken since the beginning of 2016 number fifty (50) and are as follows:

City of Albany	Shire of Derby-West Kimberley	Shire of Narrogin*
City of Armadale	Shire of Dumbleyung	Shire of Northam
Shire of Ashburton	Shire of Dundas*	Shire of Northampton*
Shire of Brookton	Shire of East Pilbara	City of Perth
Shire of Broome	City of Fremantle	Shire of Quairading
Shire of Chapman Valley	Shire of Halls Creek	Shire of Serpentine-Jarrahdale
Shire of Chittering	City of Kalgoorlie – Boulder	Shire of Shark Bay
Shire of Carnarvon	Shire of Katanning	City of Stirling
Shire of Christmas Island	Shire of Kellerberrin	Shire of Three Springs
Town of Claremont	City of Kwinana	Town of Victoria Park
Shire of Cocos (Keeling) Islands	Shire of Lake Grace	Shire of Westonia
City of Cockburn*	City of Melville	Shire of Wongan Ballidu
Shire of Coolgardie	Shire of Morawa	Shire of Woodanilling
Shire of Coorow	Shire of Mount Marshall	Shire of Wyndham East Kimberley
Shire of Corrigin	Shire of Mukinbudin	Shire of Yilgarn
Town of Cottesloe	Shire of Mundaring	Shire of York
Shire of Denmark*	Shire of Nannup	

\* Review currently in progress

The experience and understanding of local government financial systems and workings gained since undertaking our first Financial Management Review engagement will also assist us in completing the System and Procedure Review.

## Demonstrated Experience (continued)

### Internal Audit Services

Specific Internal Audit experience is detailed as follows:

City of Albany	Internal Audit - 2013 to 2016
Town of Bassendean	Internal Audit - 2013 to present
	End to End Review of Procurement Processes 2017
City of Bayswater	Receipting Systems and Processes 2015
	Cash Handling Procedures 2015
City of Belmont	End to end Review of Procurement Procedures 2018
City of Cockburn	Activity Based Costing Review
	Fuel Management Process
City of Joondalup	City Festivals
	Payment Process Review
City of Melville	Procurement Process Review 2018
City of Nedlands	Internal Audit - 2018 to 2020
Shire of Northam	Procurement Process Review 2018
Town of Port Hedland	Tender Probity Reviews 2010 and 2011
	Selected Procurement Events Review 2016
City of Rockingham	Metering of Utilities Usage 2008
City of Stirling	Asset Management Review 2008, 2012 & 2016
City of Vincent	Internal Audit - 2013 to 2017
Shire of Wyndham-East Kimberley	Key Transaction Cycles Process Review 2015

This experience further assists us understand the Risk Management environment within local government.

### Statutory External Audit Services

For the year ended 30 June 2019 we are the incumbent auditors of thirty-five (35) local governments throughout Western Australia (and have had a significant client base dating back to 1990).

City of Albany*	Shire of Gingin	Shire of Quairading
Shire of Augusta-Margaret River	Shire of Halls Creek*	Shire of Serpentine-Jarrahdale*
Shire of Broome*	Shire of Irwin*	Shire of Shark Bay
Shire of Carnarvon	Shire of Katanning*	City of Subiaco*
Shire of Chapman Valley	City of Kwinana*	Shire of Toodyay
Shire of Chittering	Shire of Mt Marshall	Shire of Trayning
Shire of Christmas Island*	Shire of Mukinbudin*	Shire of Upper Gascoyne*
Town of Claremont*	Shire of Mundaring*	City of Vincent*
Shire of Coolgardie	Shire of Narembeen	Shire of Wongan-Ballidu
Shire of Coorow*	Shire of Ngaanyatjarraku	Shire of Wyndham-East Kimberley
Shire of Corrigin*	Shire of Northam*	Shire of Yilgarn
City of Fremantle*	Shire of Plantagenet	

\*Contract Auditor for the OAG

These engagements assist our understanding of the statutory, compliance and governance functions in which local governments operate.

## Demonstrated Experience (continued)

### Other Local Government Services and Involvement

Over the past twenty years we have conducted a number of different annual workshops, and in 2018 these were attended by over one hundred (100) local governments from all over Western Australia. These workshops have addressed the requirements for annual financial reporting, budgeting, accounting standards, the mandating of fair value, infrastructure assets, cashflow statements, ratio analysis, risk management, internal controls, sustainability and various other topical accounting issues.

We have developed model financial statements and annual budget which address all relevant disclosure requirements and attempt to establish a consistent guideline for local governments to follow. These reports are updated annually, as disclosure requirements are amended. Each year, the model is purchased by in excess of one hundred and twenty (120) authorities state-wide.

In 1999, we developed a strategy to assist local government with the implementation of GST and the firm has a dedicated tax task force to assist Councils in the complex areas of GST and FBT.

We are also the long serving contract provider for WALGA's tax service.

In addition to audit, since November 1999 we have provided a remote accounting service to many regional and remote local governments, and extensive assistance to local government in the following areas during the past ten years.

- Financial Report preparation
- Statutory Compliance Audits
- Infrastructure Assets advice
- Fair Value implementation
- Budget Conversion and assistance
- Ratio Interpretation assistance
- GST & FBT advice
- Long Term Financial Planning
- Strategic Community Planning
- Corporate Business Planning
- Workforce Planning
- Asset Management Planning

We are a subscriber member of Local Government Professionals Australia WA and an active participant in events. In 2014, we became a Foundation Partner of Local Government Professionals Australian WA (formerly known as LGMA WA) having previously been a Principal Partner since 2008 and a major sponsor of the annual conference since 2000, as well as other regional conferences and sporting events.

## Demonstrated Experience (continued)

### Other audit experience

Separate to our local government experience, we have a significant number of audit engagements in the following categories:

- Listed entities;
- Other public entities;
- Large private companies;
- Foreign owned companies;
- Indigenous organisations; and
- Significant not-for-profit organisations.

Our base of audit clients and our experience in commercial enterprises give us exposure to contemporary approaches in:

- Management processes;
- Governance frameworks;
- Data collection;
- Key financial transaction cycles and systems;
- Business risks;
- Infrastructure asset recording and management; and
- Labour force management.

We offer the benefit of this exposure in our audit of systems and policies and deliver these benefits as part of our core service.

## Quality Control

The firm takes a three-tiered approach to quality assurance:

- Project Specification;
- Staff Selection; and
- Quality Reviews.

All review projects are designed and documented before commencement to ensure the objectives of our client are specifically addressed and our methodology is understood. The document is approved prior to commencement of fieldwork.

The Partners and senior staff have had extensive experience in Local Government and provision of advisory services. Partners and staff attend ongoing in-house staff training, national and international conferences and commercially run seminars.

Field operatives and supervising personnel are selected on the basis of their experience in the project subject matter and their ability to add value to the final project outcome.

The quality review process is further enhanced by a peer review conducted by the Chartered Accountants Australia and New Zealand practice reviews program and completion of an annual application to the Professional Standards Council. Our last practice review under the program found our files complied with the Institute's quality requirements.

## Other Matters

### Disclaimer

The services provided in terms of the systems and procedure review (Audit Regulation 17 review) component of this engagement comprise an advisory engagement, which is not subject to assurance or other standards issued by the Australian Auditing and Assurance Standard Board and, consequently no opinions or conclusions are intended to convey assurance either expressed or implied.

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### Conflicts of Interest

The firm currently provides extensive audit and advisory services to local government and is appointed external auditor for the Shire of Quairading.

Should the possibility of a perceived or actual conflict arise in relation to delivery of our audit services, the matter would be raised with the CEO immediately and activities suspended until the issue is resolved to the satisfaction of the CEO.

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### Proposal Date

11 June 2019

### Proposal Approval

Russell Barnes, Director

Shire of Quairading

Proposal - Review of Risk and Internal Control Systems

## **MOORE STEPHENS**

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**EXTRACT OF OCM MINUTES DECEMBER 2014**

Financial Statement – Variation to Budget by Percentage or Value – 30<sup>th</sup> November 2014 (F28-14/15)

**The Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the period ending 30<sup>th</sup> November 2014, be adopted.**

**CARRIED 8/0**

Debtors Report (F25-14/15)

**124-14/15 MOVED Cr Bavin seconded Cr Caporn that Council adopt Finance Committee recommendation F25-14/15 that Council proceed to take further legal action against Debtor number 90009 – D. Bland and Debtor Number 90837 – Y. Yarran to recover outstanding amounts.**

Cr Bavin commented that Council should not allow Debtors to believe they do not have to pay their debts to Council.

Cr Caporn commented that the issue with the Town Block at Yoting should be looked into as he believed that a paddock was being charged at Town Rates.

Cr Richards advised that Council needed to follow the Principle that non payment would not be tolerated.

**CARRIED 8/0**

Auditors Report and Management Letter (F29-14/15)

**125-14/15 MOVED Cr Bavin seconded Cr Andrews that Council adopt Finance Committee recommendation F29-14/15 that Council note the Unqualified Audit Report and Management Letter for the Year ended 30<sup>th</sup> June 2014.**

**CARRIED 8/0**

Review of Shire's Risk Management, Internal Control and Legislative Compliance (F30-14/15)

**126-14/15 MOVED Cr Bavin seconded Cr Davies that Council adopt Finance Committee recommendation F30-14/15 that Council note the results of the Chief Executive Officer's review of the appropriateness and effectiveness of the Shire's systems in regard to Risk Management, Internal Control and Legislative Compliance.**

**CARRIED BY ABSOLUTE MAJORITY 8/0**

## ITEM 5 CHIEF EXECUTIVE OFFICER'S REPORT

### Item 5.1 Review of Systems Regarding Risk Management, Internal Control and Legislative Compliance

#### REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date 5<sup>th</sup> December 2014

#### ATTACHMENT – Summary Risk Analysis

**MATTER FOR CONSIDERATION** – For Committee and Council to note the results of the Chief Executive Officer's Review of the appropriateness and effectiveness of the Shire's systems in regard to risk management, internal control and legislative compliance.

**BACKGROUND** – The *Local Government (Audit) Regulations 1996* prescribe the requirements for local governments in relation to the engagement of auditors, the annual compliance audit return and the functions of the audit committee.

In February 2013 the Department of Local Government and Communities released Circular No. 05-2013 advising local governments of amendments to the *Local Government (Audit) Regulations 1996*. The amendments were gazetted 8 February 2013 and came into effect 9 February 2013.

The amendments extend the responsibilities of the Audit Committee and Chief Executive Officer of local governments in relation to the reviewing and reporting of the local government's systems and procedures in regard to risk management, internal control and legislative compliance.

**STATUTORY ENVIRONMENT:** Local Government Act and Local Government Act (Audit) Regulations

#### Regulation 16 – Functions of Audit Committee

Regulations 16(a) and 16(b) in relation to the Audit Committee providing assistance to the local government remained unchanged. A new section 16(c) was inserted and states as follows:

#### ***“16 Audit Committee, functions of***

*An Audit Committee –*

*(c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to*

*(i) report to the council the results of that review; and*

*(ii) give a copy of the CEO's report to the council.”*

#### Regulation 17 – CEO to review certain systems and procedures

A new regulation 17 has been inserted and states as follows:

#### ***“17 CEO to review certain systems and procedures***

*(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –*

- (a) risk management;
- (b) internal controls;
- (c) legislative compliance.

- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.”

POLICY IMPLICATIONS: N/A

FINANCIAL IMPLICATIONS: N/A

STRATEGIC IMPLICATIONS: Quairading Strategic Community Plan  
Governance – Strengthen Shire Leadership  
Outcome – Sustainable and Accountable Governance

COMMENT: This Report provides the results of the Chief Executive Officer’s Review.

The Chief Executive Officer has reviewed the Shire’s systems in relation to risk management, internal control and legislative compliance and considers that they are appropriate and effective. The details of the review are outlined below:

#### Informing / Guiding Documents

##### *Risk Management Framework*

Council has adopted a *Risk Management Governance Framework* (“the Framework”) at its November 2014 Meeting. The Framework describes the principles of risk management and details the roles and responsibilities of risk management from the Finance and Audit Committee to individual employees. The Framework includes a risk level matrix and criteria for assessing risks in terms of likelihood and consequences. The Deputy Chief Executive Officer will regularly review the Framework with assistance from Council’s Executive Staff to ensure it is current and reflects the latest Australian Standards.

##### *Risk Management Policy*

The Shire developed a *Risk Management Policy* which states the objectives for, and commitment to, risk management. The policy is designed to align with this and make a statement on the Shire’s objectives, approach and commitment to effective risk management across all its operations. The policy includes the following statement:

*“It is the Shire’s Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.”*

##### *Corporate Risk Register*

The Shire has developed a Corporate Risk Register (the register) which captures risks that may prevent the achievement of the Shire’s key strategic objectives and major systems and projects. The register includes financial and non-financial systems and helps ensure compliance with key legislation, details key current controls and identifies new controls to reduce risks. The register is an

important element of risk management that assists the Shire in capturing and recording risks that threaten the major systems and the delivery of major projects.

The register is continually monitored by the Executive Management Team and updated on a quarterly basis to ensure agreed actions are implemented and that new and emerging risks are captured. The Chief Executive Officer will provide updates on the *Corporate Risk Register* to the Audit Committee on an annual basis.

#### *Emergency Management Risk Register*

Local government has statutory obligations for emergency management and the risk register is essential to identify risks, their severity and to identify the agencies responsible for mitigation of the risk. Council's Emergency Management Arrangements are overseen by the Quairading Local Emergency Management Committee chaired by the Shire President.

#### *Purchasing Policy*

Council has a longstanding *Purchasing Policy* which identifies purchasing protocols that ensure that goods and services are procured in an equitable and transparent manner that complies with legislative requirements and delivers value for money.

As a result of the Financial Management Review undertaken in 2014, further Procedures will be established to clearly document that Staff are following the Purchasing Policy.

The Chief Executive Officer will undertake a further review of the Purchasing Policy in 2015 to ensure that the Policy remains effective and relevant.

#### Audits / Reviews / Assessments

##### *Financial Management Review*

Pursuant to Regulation 5(2)(c) of the Local Government Financial Management Regulations, Council engaged External Consultant Dominic Carbone & Associates to undertake the "Financial Management Review" and the resultant Report was received by Council at its Ordinary Meeting on 29<sup>th</sup> May 2014.

I report that the Financial Management Report was forwarded to the Department of Local Government and Communities on the 18<sup>th</sup> June 2014.

##### *Compliance Audit Return*

In accordance with Regulation 14 of the Local Government (Audit) Regulations, the Chief Executive Officer on behalf of Council continues to complete the Annual Compliance Audit Return. The Return focuses on key areas of legislation and the Shire has consistently demonstrated a high level of compliance. Council's latest Return for the Period ended 31<sup>st</sup> December 2013 was considered by Council at its Meeting on the 27<sup>th</sup> March 2014 and forwarded to the Department of Local Government and Communities on the 28<sup>th</sup> March 2014.

### *External Audit Services*

Annual Financial Audit – As required by section 7.2 of the *Local Government Act 1995*, the Shire previously appointed UHY Haines Norton for a three year period to audit its accounts and annual financial report. UHY Haines Norton is a well-established Audit Firm with significant industry experience and the proven capabilities to provide the services to the Shire.

The Auditors have completed their unqualified Audit of the Annual Financial Statements to the 30<sup>th</sup> June 2014 and the Audit Report and Management Letter will be considered by Council's Finance and Audit Committee and Full Council.

RISK MANAGEMENT CONSIDERATIONS – The amendments to the *Local Government (Audit) Regulations 1996* will enhance the reporting of the Shire's approach to risk management, internal controls and legislative compliance with increased transparency and involvement for the Elected Members.

CHIEF EXECUTIVE OFFICER'S OVERVIEW – I consider that with the Measures and Systems in place, that Council's Risk Management, Internal Control and Legislative Compliance is appropriate and effective.

### **OFFICER RECOMMENDATION**

**That the Finance and Audit Committee note the results of the Chief Executive Officer's review of the appropriateness and effectiveness of the Shire's systems in regard to Risk Management, Internal Control and Legislative Compliance.**

**VOTING REQUIREMENTS – Simple Majority.**

**ITEM 6 MATTERS PENDING**


Addition / Deletion to Matters Pending:

**ITEM 7 COUNCILLORS' BUSINESS**

**ITEM 8 NEXT MEETING**

Tuesday 17<sup>th</sup> February 2015 commencing at 5.00pm.

**ITEM 9 CLOSURE**

## Shire of Quairading Risk Dashboard Report September 2017

Asset Sustainability practices			Risk	Control
Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads and playgrounds and all other assets during their lifecycle from procurement to disposal.			Moderate	Adequate
Actions	Due Date	Responsibility		
Design and implement inspection processes for roads, footpaths	Dec-17	MWS		
Review assets in light of potential disposal (buildings and land)	Sep-18	EDPO		
3				
4				

Business & Community disruption			Risk	Control
Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage / terrorism).			Moderate	0
Actions	Due Date	Responsibility		
Develop a Business Continuity Plan for Admin Building/Depot	Jun-18	DCEO/MW&S		
2				
3				
4				

Failure to fulfil Compliance requirements (statutory, regulatory)			Risk	Control
Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.			Moderate	Adequate
Actions	Due Date	Responsibility		
Introduce Compliance Calendar	Jun-18	CEO/CEO-SEC		
2				
3				
4				

Document Management processes			Risk	Control
Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation.			Low	0
Actions	Due Date	Responsibility		
Review of Document/Correspondence receipt & action process	Jun-18	CEO		
2				
3				
4				

Employment practices			Risk	Control
Failure to effectively manage and lead human resources (full-time, part-time, casuals, temporary and volunteers).			Moderate	Adequate
Actions	Due Date	Responsibility		
Review and improve Induction process	Jun-18	BK		
Develop staff training and education program (exc. Fire & Emergency)	Dec-18	BK		
Develop and implement Performance Management Process	Jun-18	CEO		
2				
3				
4				

Engagement practices			Risk	Control
Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This includes activities where communication, feedback or consultation is required and where it is in the best interests to do so.			Moderate	0
Actions	Due Date	Responsibility		
Research a Communication Strategy	Jun-18	CEO		
Review Policy for Complaint	Jun-18	CEO		
Review Social Media	Jan-18	CEO/CDO		
2				
3				
4				

Environment management			Risk	Control
Inadequate prevention, identification, enforcement and management of environmental issues.			#N/A	0
Actions	Due Date	Responsibility		
1				
2				
3				
4				

Errors, omissions & delays			Risk	Control
Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process including incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff.			Moderate	Inadequate
Actions	Due Date	Responsibility		
Review feedback process	Jan-18	CEO/DCEO/MW&S		
Provide community with information on Complaint processes	Jan-18	CEO/DCEO/MW&S		
2				
3				
4				

Management of Facilities / Venues / Events			Risk	Control
Failure to effectively manage the day to day operations of facilities, venues and / or events.			Moderate	Adequate
Actions	Due Date	Responsibility		
Develop Event Management Policy/Procedures	Dec-17	BK		
Develop Caravan Park Management Plan	Sep-17	RB		
2				
3				
4				

External theft & fraud (Including Cyber)			Risk	Control
Loss of funds, assets, data or unauthorised access, (whether attempted or successful) by external parties, through any means (including electronic).			Low	0
Actions	Due Date	Responsibility		
1				
2				
3				
4				

Misconduct			Risk	Control
Intentional activities intended to circumvent the Code of Conduct or activities in excess of authority, which circumvent endorsed policies, procedures or delegated authority.			High	0
Actions	Due Date	Responsibility		
Review process for Password ownership and regular changes	Jun-18	DCEO		
More effective staff induction	Jan-18	CEO/DCEO		
2				
3				
4				

Project / Change management			Risk	Control
Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time delays or scope changes.			#N/A	0
Actions	Due Date	Responsibility		
1				
2				
3				
4				

IT or communication systems and infrastructure			Risk	Control
Disruption, financial loss or damage to reputation from a failure of information technology systems. Instability, degradation of performance, or other failure of IT or communication system or infrastructure causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked.			#N/A	0
Actions	Due Date	Responsibility		
1				
2				
3				
4				

Supplier / Contract management			Risk	Control
Inadequate management of external Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes.			Moderate	Adequate
Actions	Due Date	Responsibility		
Contractor induction/review	Jun-18	CEO/OSH		
2				
3				
4				

Safety and Security practices			Risk	Control
Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are negligence or carelessness.			Low	0
Actions	Due Date	Responsibility		
Review OSH Management Framework	Jun-18	CEO/OSH		
Train staff in workplace inspections	Jan-18	OSH		
2				
3				
4				

## ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

### 10.1 Proposed Road Closure – Weir Road

Meeting Date	27 <sup>th</sup> 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 24<sup>th</sup> 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><b>Focus area:</b> <i>Visible recognition of Indigenous cultures, history and peoples and protocols.</i></p>

Action	Deliverable	Timeline	Responsibility
1. <b>ABORIGINAL CULTURAL AWARENESS</b>			
2. <b>ABORIGINAL HISTORY IN QUAIRADING</b>			

## COMMUNITY CONSULTATION

N/A

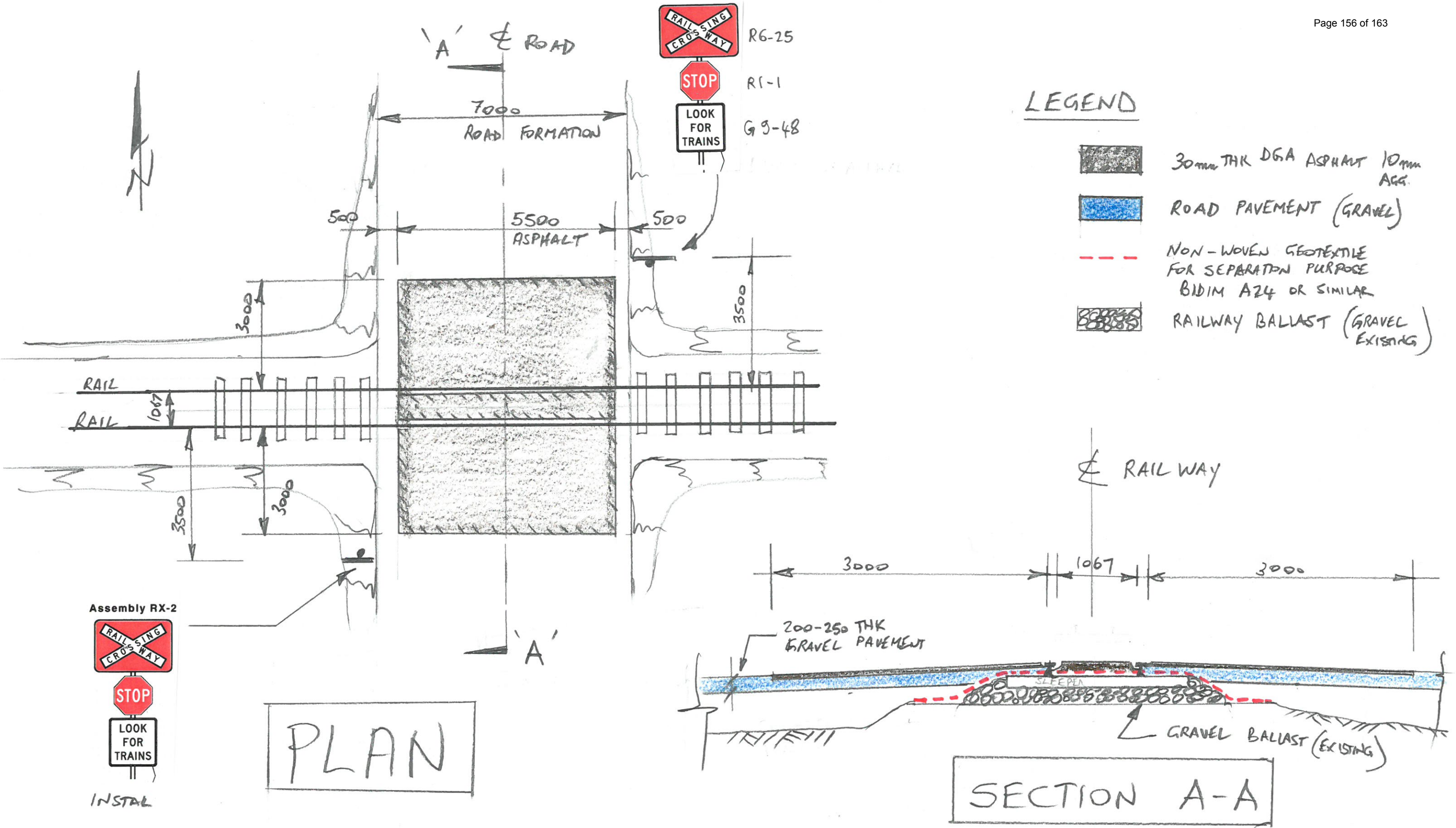
### RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

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.

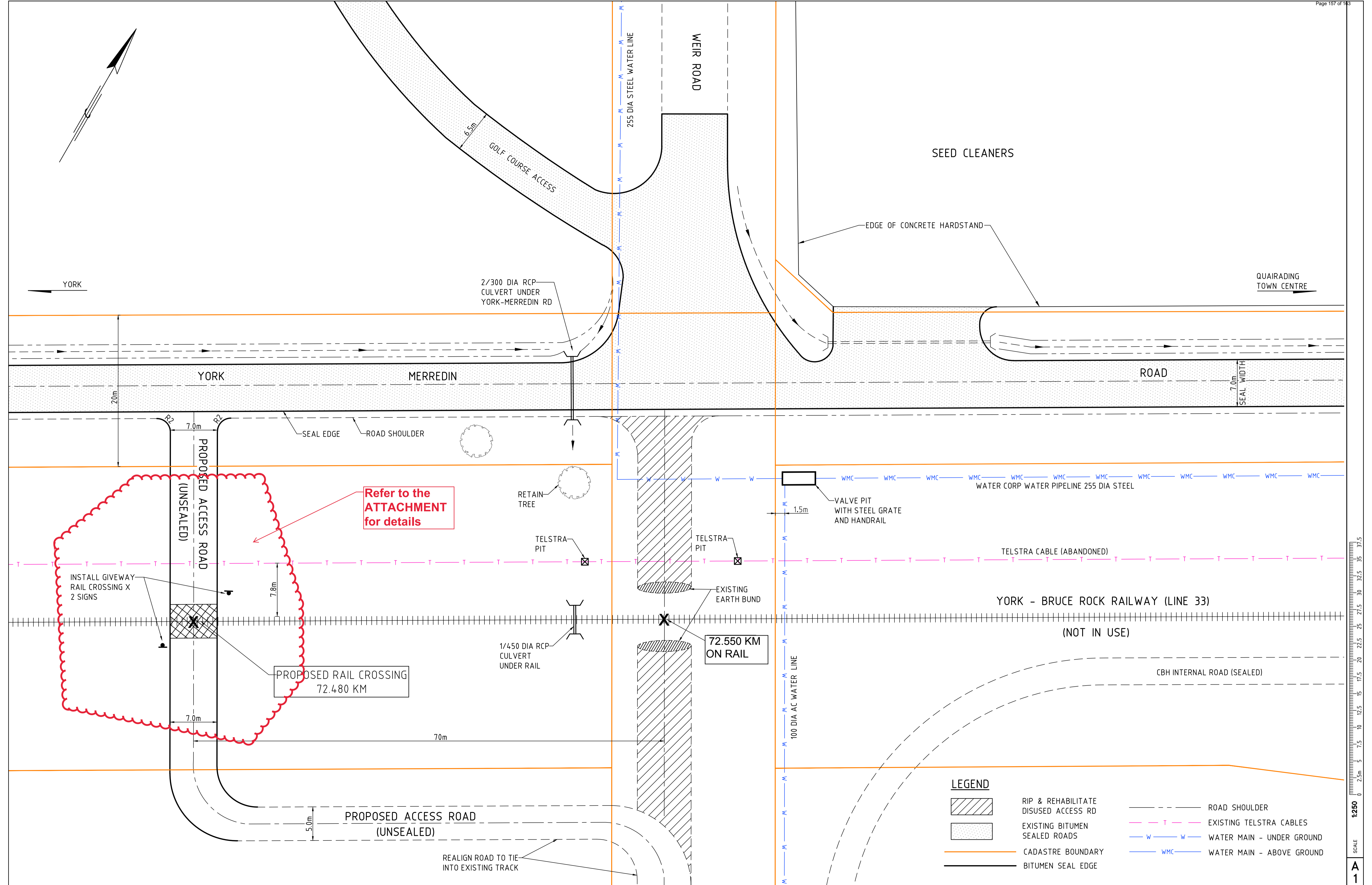
Natural Environment –Risk Matrix Rating is assessed as Low. Minimal impact upon the natural surroundings utilising track. Road Closure will have no impact on the locality.



ATTACHMENT to R1486-41-SC01-A

ROADSWEST ENGINEERING  
GROUP PTY LTD  
PO BOX 108  
VICTORIA PARK WA 6979

4/4/19



No.	DESCRIPTION	APPROVED & DATE
A	RELOCATE ACCESS ROAD TO 72.480km.	8.1.18
AMENDMENTS		

BASE DATA INFORMATION			
SURVEY GRID:	CORRIG94		
HEIGHT DATUM:	A.H.D.		
DRAWING PATH			
DESIGNED	T.S.	23-6-17	DRAWN
VERIFIED	C.O.	23-6-17	APPROVED

**ROADSWEST ENGINEERING GROUP WA PTY LTD**  
PROJECT MANAGEMENT & CIVIL ENGINEERING

SUITE 13, 6 LEIGH ST., BURSWOOD WA 6100  
TELEPHONE: (08) 9472 4122  
FACSIMILE: (08) 9472 4102

YORK - MERREDIN ROAD (M041)  
WEIR ROAD RAIL CROSSING  
YORK - BRUCE ROCK RAILWAY (LINE 33)  
CONCEPT LAYOUT

LOCAL AUTHORITY (424) SHIRE OF QUAIRADING

**ROADSWEST ENGINEERING GROUP**  
JOB NUMBER R1486-41  
DRAWING TYPE DRAWING NUMBER AMEND.  
R1486-41-SC01-A



ITEM 11      MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

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*No matters for consideration.*

ITEM 12    MATTERS FOR CONSIDERATION – WORKS

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*No matters for consideration.*



ITEM 13 URGENT COUNCILLORS' BUSINESS

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**ITEM 14      CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)****14.1 Private Medical Practice Model (Confidential Item)**

<b>Meeting Date</b>	27 <sup>th</sup> June 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	To be emailed under separate cover
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

**ITEM 15      NEXT MEETING DATE**

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The next Ordinary Meeting of Council is scheduled to take place on Thursday 25<sup>th</sup> July 2019, commencing at 2 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

**ITEM 16      CLOSURE**

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