

Shire of Quairading

Ordinary Council Meeting Agenda



30th May 2019

Notice of Meeting

30th May 2019

Dear Councillors,

The next Ordinary Meeting of Council will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday 30th May 2019 commencing at 2pm.

Yours faithfully,

GRAEME FARDON
Chief Executive Officer

Disclaimer

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

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

Table of Contents

ITEM 1	OPENING & ANNOUNCEMENTS	4
ITEM 2	ATTENDANCE AND APOLOGIES	4
ITEM 3	PUBLIC QUESTION TIME	4
ITEM 4	DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS	4
ITEM 5	APPLICATIONS FOR LEAVE OF ABSENCE	5
5.1	Application for Leave of Absence – Cr Smith	5
ITEM 6	DECLARATIONS OF INTEREST	7
ITEM 7	CONFIRMATION OF MINUTES AND BUSINESS ARISING	7
7.1	Confirmation of Minutes – 24th April 2019	7
7.2	Business Arising	7
ITEM 8	MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING	49
ITEM 9	MATTERS FOR CONSIDERATION – FINANCE & AUDIT	50
9.3	Elected Members Meeting Fees - Western Australian Salaries and Allowances Tribunal (SAT) – for Local Government Chief Executive Officers and Elected Members Remuneration	88
ITEM 10	MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION	125
10.1	Wheatbelt Secondary Freight Network – Updated Financial Contribution Allocation	126
10.2	WALGA – Notice of Annual General Meeting 2019, State and Local Government Forum and Local Government Convention	132
10.3	New Delegation - A.14 In-Kind Community Requests	160
10.4	Community Grants Scheme	167
10.5	Sports Oval Lighting Endorsement	171
10.6	Making of Shire of Quairading Animals, Environment and Nuisance Amendment Local Law 2019	178
ITEM 11	MATTERS FOR CONSIDERATION – HEALTH AND BUILDING	184
ITEM 12	MATTERS FOR CONSIDERATION – WORKS	184
ITEM 13	URGENT COUNCILLORS’ BUSINESS	184
ITEM 14	CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)	185
14.1	Private Medical Practice Timeline Milestone Report	185
ITEM 15	NEXT MEETING DATE	186
ITEM 16	CLOSURE	186

SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 30th May 2019 commencing at _____ pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at _____ pm.

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

Councillors are advised that an invitation has been extended to Roadswest Representatives and also QEM and AC Principals / Representatives for afternoon tea, which will coincide with the Cancer Council’s ‘Biggest Morning Tea’ fundraiser. Councillors are reminded to offer a gold coin donation.

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 N Gilfellow	Executive Manager of Corporate Services
Mr RM Bleakley	IPR/Strategic Projects Officer
Ms MA Lee-Curtis	A/Executive Officer

Observers/Visitor

Apologies

Mr A Rourke	Executive Manager of Works & Services
-------------	---------------------------------------

Leave of Absence Previously Granted

ITEM 3 PUBLIC QUESTION TIME

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Application for Leave of Absence – Cr Smith

An application has been received from Cr Smith for Leave of Absence from Council and Committee meetings for the period of 11th June 2019 to the 27th June 2019 inclusive.

Anthea Strauss

From: Peter Smith <pdsmith1182@gmail.com>
Sent: Wednesday, 1 May 2019 7:28 PM
To: Anthea Strauss
Cc: Peter Smith
Subject: Leave of Absence Application 27 June 2019

Hi Graeme,

I forward this email as an application for a Leave of Absence for the Ordinary Council Meeting on 27 June, as I am travelling to Victoria for a family reunion.

Could I also request you record my apologies for the Audit and Risk Committee Meeting on 11 June, the LEMC Meeting on 13 June, the Sport and Rec Meeting on 17 June and the second Draft Budget Workshop on 18 June.

Thanking you in advance.

Regards,

Peter

Sent from [Mail](#) for Windows 10

ITEM 6 DECLARATIONS OF INTEREST

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

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

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – 24th April 2019

Recommendation

That the Minutes of the Ordinary Meeting of Council held on the 24th April 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 Wednesday 24th April 2019 commencing at 2.00 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.00 pm.

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

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

Cr Davies reported that he had been in contact with Mr Doug Chamberlain of Reclaimed Energy Australia, who will be visiting Quairading in the near future to assess any future options for his business proposal.

Cr Davies congratulated Cr Brown for his recent achievement of playing 300 Games for the Quairading Football Club.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

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

Observers/Visitor

Mr Terry Kean (2.00 pm to 2.40 pm)

Mr Peter York (2.00 pm to 2.40 pm)

Ms Jill Hayes (2.00 pm to 3.27 pm)

Apologies

Nil.

Leave of Absence Previously Granted

Nil.

ITEM 3 PUBLIC QUESTION TIME

Mr Terry Kean

Question

Mr Kean queried the time line for the use of the PTA (Ex Valley Ford) site.

Response

The Chief Executive Officer responded that Council had received the satisfactory Report on the Soil Testing and Council had written to the Public Transport Authority requesting the future leasing of the Land by Council. As yet, Council has not received consent from the PTA to have the subject land added to the existing PTA Land leased by Council. It was hoped that the Request would be approved in the coming months by an Exchange of Letters and the redrawing of the PTA Leased Area.

Question

Mr Kean commented that it would be an opportunistic time to have trees available for purchase by the public and plaques could be allocated. Could fruit trees be planted now while awaiting the Exchange of Letters?

Response

The Chief Executive Officer further stated that Council do not have authority to use the Site and that a community survey was currently being conducted seeking community feedback and ideas on the preferred purpose / use of the Land, once it is in Council's management. The Chief Executive Officer commented that Mr Kean's Community Fruit Tree Orchard concept had been included as one of the suggested future uses.

Mr Peter York

Question

Mr York enquired as to whether Council had agreed to the area being used as the Community Fruit Tree Orchard / Park and was it possible for himself and Mr Kean to commence cleaning up the site prior to planting?

Response

The Chief Executive Officer reiterated that until Council had received the Licence to Occupy the extended PTA land area, and Council had received Community Feedback, it was not possible to plan or carry out any works on the Site.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Application for Leave of Absence – Cr Davies

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

RESOLUTION 166-18/19

MOVED Cr McRae SECONDED Cr Haythornthwaite

That Leave of Absence be granted to Cr Davies for the 25th July 2019 Council Meeting.

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 J Haythornthwaite declared an Impartiality Interest at Item 10.6 – Quairading Memorial Hall Bond – Badminton Club.

Mr Kean and Mr York left the Council Chambers at 2.40 pm.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – 28th March 2019

RESOLUTION 167-18/19

MOVED Cr McGuinness SECONDED Cr Smith

That the Minutes of the Ordinary Meeting of Council held on the 28th March 2019 be confirmed as a true and accurate record with a typographical correction at Resolution 155-18/19 Point 3 to read:

3. That community engagement be undertaken to survey for ideas and support for future usage of the subject land.

CARRIED 7/0

7.2 Confirmation of Special Council Minutes – 16th April 2019

RESOLUTION 168-18/19

MOVED Cr Haythornthwaite SECONDED Cr McGuinness

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

CARRIED 7/0

7.3 Business Arising

Cr Smith sought further clarification from the Chief Executive Officer on Cr Smith's previous enquiry on the requirement of Council to have Conduct of Meeting Local Laws.

The Chief Executive Officer responded that he had sought recent clarification from WALGA Officers who had advised the Chief Executive Officer, that whilst WALGA recommended that Councils have Conduct of Meeting Local Laws, it was not a mandatory requirement under the Local Government Act 1995.

Cr McRae queried whether the Chief Executive Officer had contacted Telstra as a follow up to the outage incidence due to the Tower Upgrade that occurred without notice to the Shire or the Community. The Chief Executive Officer advised that he had not yet contacted Telstra on this matter and undertook to do so.

Cr McRae enquired in regard to the Option for Extension referred to in Resolution 164-18/19 at the Special Council Meeting. The Chief Executive Officer commented that the Option for an Extension had not been defined in the Council Resolution and he would expect that both parties would have the Right to Review the Operation of the Agreement at the end of the five (5) year term.

Park Cottages - Project Management (Resolution 160-18/19)

The Shire President raised the proposal that Registered Builder Mr Adam May be engaged to act as a Project / Building Consultant to oversee the delivery and workmanship of the Park Cottages Project.

RESOLUTION 169-18/19

MOVED Cr McRae SECONDED Cr Brown

That Council engage Registered Builder Mr Adam May as Project Building Supervisor for the Park Cottages Project.

CARRIED 7/0

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

8.1 Municipal Heritage Inventory & Heritage Lists - Requirements

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

OFFICER RECOMMENDATION

RESOLUTION 170-18/19

MOVED Cr Haythornthwaite SECONDED Cr Brown

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

CARRIED 7/0

RESOLUTION 171-18/19

MOVED Cr McRae SECONDED Cr McGuinness

That Council's Town Planning Contractor be requested to provide a further report on their Capability and Cost of undertaking the mandatory components / tasks required for the review of the Municipal Heritage Inventory and the Town Planning Heritage List.

CARRIED 6/1

The Meeting raised the following issues: -

- Further clarification required on the Scope of Tasks requiring a Heritage Consultant and the Cost.
- Utilising Council's existing Town Planning Contractor to undertake components of the Project Work.
- Noted that Council's then Heritage Consultant Laura Gray had prepared a Draft Heritage List in 2015 and to utilise this existing body of Work.
- Assessment of Council's existing Human Resources available "in house" that may be able to assist with the amount of "on ground" work required by a Heritage Consultant and the Planner.
- Report to be presented before the June 2019 Draft Budget Workshop
- Recommended that the Review of Municipal Inventory occur prior to the formalisation of the Heritage List.

IN BRIEF

- Adoption and review of the MI is a requirement of the *Heritage of Western Australia Act 1990*.
- The current MI was adopted in 1996 and contains 209 places and sites of heritage value recognised by the community at the time.

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

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

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

This Report responds to the second point of the resolution.

STATUTORY ENVIRONMENT

Reviewing a Municipal Heritage Inventory

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

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

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

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

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

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

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

Creating a Heritage List

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

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

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

- (1) "The local government must establish and maintain a heritage list to identify places within the Scheme area that are of cultural heritage significance and worthy of built heritage conservation.
- (2) The heritage list —
 - (a) must set out a description of each place and the reason for its entry in the heritage list; and
 - (b) must be available, with the Scheme documents, for public inspection during business hours at the offices of the local government; and
 - (c) may be published on the website of the local government.
- (3) The local government must not enter a place in, or remove a place from, the heritage list or modify the entry of a place in the heritage list unless the local government —
 - (a) notifies in writing each owner and occupier of the place and provides each of them with a description of the place and the reasons for the proposed entry; and
 - (b) invites each owner and occupier to make submissions on the proposal within 21 days of the day on which the notice is served or within a longer period specified in the notice; and
 - (c) carries out any other consultation the local government considers appropriate; and
 - (d) following any consultation and consideration of the submissions made on the proposal, resolves that the place be entered in the heritage list with or without modification, or that the place be removed from the heritage list.
- (4) If the local government enters a place in the heritage list or modifies an entry of a place in the heritage list, the local government must give notice of the entry or modification to —
 - (a) the Heritage Council of Western Australia; and
 - (b) each owner and occupier of the place."

POLICY IMPLICATIONS

There are no policy implications associated with this Report.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

COMMUNITY CONSULTATION

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

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

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

Health – Risk Rating is assessed as Low.

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

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

Natural Environment – Risk Rating is assessed as Low Risk.

COMMENT

Heritage Listings

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

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

The main listings relevant to the Shire are summarised below:

Statutory Listings

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

Other Listings and Surveys

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

Further details of each of the above Listing Types follows:

Statutory Listings

National Heritage List

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

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

State Register (Heritage Council)

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

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

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

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

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

Other Listings & Surveys

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

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

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

List of Classified Places

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

Shire of Quairading MI and Heritage List

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

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

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

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

Other Shire Comparisons

Research into similar projects and budgets revealed:

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

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

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – March 2019

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

OFFICER RECOMMENDATION

RESOLUTION 172-18/19

MOVED Cr Haythornthwaite **SECONDED** Cr Stacey

That Council note the following:

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

CARRIED 7/0

The Meeting discussed the feasibility and merits of providing further detail on the percentage of a Payment that is marked as "Partially Funded". The Meeting noted that this would be undertaken where it was feasible, when existing resources were available and where it is considered cost effective to research and provide the level of detail requested.

IN BRIEF

Payments are per attached schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the accounts paid during March 2019.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

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

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

OFFICER RECOMMENDATION

RESOLUTION 173-18/19

MOVED Cr Smith SECONDED Cr Stacey

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

CARRIED 7/0

The Meeting noted that there was a -\$23,401 Variance on the Town Hall Audio / Visual project and queried whether the project was complete and whether this can be treated as a Capital Expenditure Saving.

The Chief Executive Officer confirmed that the Lotterywest Grant Funding had been fully utilised and acquitted.

Council's Chief Executive Officer and IPR & SP Officer outlined that a quotation was being sought for a Lighting Controller as part of the project. The original Scope of the AV Upgrade Project and its Funding is to be further researched.

IN BRIEF

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

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements

BACKGROUND

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

STATUTORY ENVIRONMENT

Amendments to the regulations, gazetted on the 31st March 2005 and effective from the 1st July 2005, have repealed the existing regulations (34 and 35) relating to monthly and quarterly / triannual financial reports.

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

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

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

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

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

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

OFFICER RECOMMENDATION

RESOLUTION 174-18/19

MOVED Cr McGuinness SECONDED Cr Haythornthwaite

That Council: -

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

CARRIED 7/0

IN BRIEF

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

MATTERS FOR CONSIDERATION

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

BACKGROUND

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

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

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

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

11. When Tenders have to be publicly invited:

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

POLICY IMPLICATIONS

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

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

FINANCIAL IMPLICATIONS

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

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

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

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

COMMUNITY CONSULTATION

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

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

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

Health – Risk Matrix Rating is considered Low.

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

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

Natural Environment – Risk Matrix Rating is considered Low.

COMMENT

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

Tenders were received by the following contractors: -

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

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

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

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

The Weighting applied to those criteria were as follows: -

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

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

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

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

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

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

OFFICER RECOMMENDATION

RESOLUTION 175-18/19

MOVED Cr Smith SECONDED Cr McRae

That Council:

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

CARRIED 7/0

IN BRIEF

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

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

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

STATUTORY ENVIRONMENT

Local Government Act, 1995

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

56. Dedication of land as road

- (1) If in the district of a local government —
- (a) land is reserved or acquired for use by the public, or is used by the public, as a road under the care, control and management of the local government; or
 - (b) in the case of land comprising a private road constructed and maintained to the satisfaction of the local government —
 - (i) the holder of the freehold in that land applies to the local government, requesting it to do so; or
 - (ii) those holders of the freehold in rateable land abutting the private road, the aggregate of the rateable value of whose land is greater than one half of the rateable value of all the rateable land abutting the private road, apply to the local government, requesting it to do so;
- or
- (c) land comprises a private road of which the public has had uninterrupted use for a period of not less than 10 years,

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

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

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 – 2027

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

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

COMMUNITY CONSULTATION

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

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

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

Health – Risk Matrix Rating is assessed as Low.

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

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

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

COMMENT

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

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

10.3 Strategic Planning Committee Minutes – 9th April 2019

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

OFFICER RECOMMENDATION

RESOLUTION 176-18/19

MOVED Cr Haythornthwaite SECONDED Cr McGuinness

That Council:

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

CARRIED 7/0

Review of Cuneata Rise Estate Land Prices and Strategy

RESOLUTION 177-18/19

MOVED Cr McRae SECONDED Cr McGuinness

RECOMMENDATION: SP26-18/19

That the Strategic Planning Committee recommend to Council that:

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

CARRIED 7/0

Power to Lease 16735 – Options Paper (Confidential Item)**RESOLUTION 178-18/19****MOVED Cr Haythornthwaite SECONDED Cr Stacey**

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

RECOMMENDATION: SP27-18/19

That the Strategic Planning Committee recommend to Council: -

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

CARRIED 7/0

RESOLUTION 179-18/19**MOVED Cr Smith SECONDED Cr McRae**

RECOMMENDATION: SP28-18/19

That the Strategic Planning Committee recommend to Council that: -

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

CARRIED 7/0

Wheatbelt Secondary Freight Route Project**RESOLUTION 180-18/19****MOVED Cr Stacey SECONDED Cr Haythornthwaite**

RECOMMENDATION SP29-18/19

That the Strategic Planning Committee recommend to Council that: -

1. Council receive the Officer's Report on the Wheatbelt Secondary Freight Route Project,
2. Council acknowledge the Federal Government's announcement to fund \$70 million towards the Wheatbelt Secondary Freight Route Project, and
3. Council carryover the Council Commitment / Budget provision of \$6000 to the 2019/2020 Draft Budget.

CARRIED 7/0

IN BRIEF

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

MATTERS FOR CONSIDERATION

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

BACKGROUND

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

SP26-18/19 - Nil implications in current financial year. Recommendation provides for consideration in the Draft Budget for the proceeds of one (1) Lot. In addition, any Selling expenses such as Agents Selling Commission and Statutory Charges will need to be budgeted for. House and Land promotion costs should be minimal while partnering with the Building Company and Real Estate Agent. Promotion through local publications and Social media.

SP27-18/19 - N/A

SP28-18/19 - Nil implications in current financial year, however Recommendation does limit resources that could have been directed to progressing with the acquisition of the Reserve.

SP29-18/19 - Nil implications in current financial year, but commitment carryover Budget provision of \$6000 to the 2019/2020 Draft Budget. Federal Government Funding Agreement not yet been released to ascertain if Local Government commitment of \$6000 per Council is required.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 – 2027

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

ITEM	OUTCOMES AND STRATEGIES	WORKING WITH
B1	Responsive Land Use Planning	
B1.1	Ensure land use planning services are responsive to community aspirations including increased availability of industrial, commercial and residential land.	Community and other stakeholders (review of Local Planning Strategy & Town Planning Scheme)
B2	Enhanced and Sustainably Managed Assets and Infrastructure	
B2.1	Ensure the provision of roads, footpaths and drainage takes into account the needs of the community, including the needs of the agriculture industry	-
B2.2	Ensure the provision of community facilities and other built assets takes into account the needs of the community	-

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

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

SP27-18/19 - N/A

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

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

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

Financial – Risk Matrix Rating considered as Low.

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

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

Health – Risk Matrix Rating considered as Low for all.

Reputation – Risk Matrix Rating considered Low with further considerations:

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

Wheatbelt Secondary Freight Route Project:

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

Operation: Risk Matrix considerations:

Cuneata Rise: Nil

Wheatbelt Secondary Freight Route Project:

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

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

COMMENT

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

10.4 BFAC Committee Minutes – 10th April 2019

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

OFFICER RECOMMENDATION

RESOLUTION 181-18/19

MOVED Cr Smith SECONDED Cr Brown

That Council:

1. Receive the Minutes of the Bush Fire Advisory Committee for its Meeting of 10th April 2019, and
2. Consider the Committee's following Recommendation.

CARRIED 7/0

RESOLUTION 182-18/19

MOVED Cr McGuinness SECONDED Cr Haythornthwaite

Terms of Reference for the BFAC Committee

RECOMMENDATION BFAC09-18/19

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

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

- The removal of a Department of Biodiversity Conservation and Attractions representative being invited to each BFAC Meeting, and
- That the CBFCO's from surrounding Local Governments are invited to the BFAC Meeting, only when required.

CARRIED 7/0

IN BRIEF

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

MATTERS FOR CONSIDERATION

Minutes of the Bush Fire Advisory Committee Meeting.

BACKGROUND

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

RECOMMENDATION: BFAC09– 18/19

STATUTORY ENVIRONMENT

Bush Fires Act 1954 Section 67

Bush Fires Regulations 1954

67. Advisory committees

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 – 2027

Social Objective: Active, healthy, safe and inclusive community

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

COMMUNITY CONSULTATION

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

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

Financial – Risk Matrix Rating considered as Low.

Health – Risk Matrix Rating considered as Low.

Reputation – Risk Matrix Rating considered Low.

Operation: Risk Matrix Rating considered Low. Bush

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

10.5 Council Delegates - Regional Road Group

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

OFFICER RECOMMENDATION

RESOLUTION 183-18/19

MOVED Cr McGuinness SECONDED Cr McRae

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

CARRIED 7/0

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

IN BRIEF

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

The Councillor's role as a delegate on these committees is to represent the position of Council, and involves reporting back to Council on the issues, or progress of the committees.

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

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

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

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

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

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

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

STATUTORY ENVIRONMENT

N/A

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

ITEM	OUTCOMES AND STRATEGIES	WORKING WITH
B1	Responsive Land Use Planning	
B1.1	Ensure land use planning services are responsive to community aspirations including increased availability of industrial, commercial and residential land.	Community and other stakeholders (review of Local Planning Strategy & Town Planning Scheme)
B2	Enhanced and Sustainably Managed Assets and Infrastructure	
B2.1	Ensure the provision of roads, footpaths and drainage takes into account the needs of the community, including the needs of the agriculture industry	-
B2.2	Ensure the provision of community facilities and other built assets takes into account the needs of the community	-

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

N/A

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

Financial - Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating is assessed as Low

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

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

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

No additional comments

10.6 Quairading Memorial Hall Bond

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

Cr J Haythornthwaite declared an Impartiality Interest – Administration Regulations 1996 Section 34c.

OFFICER RECOMMENDATION

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

VOTING REQUIREMENTS – Absolute Majority

RESOLUTION 184-18/19

MOVED Cr Smith SECONDED Cr Stacey

That Council:

1. Reduce the current 2019/2020 Fees, Charges and Bond cost of \$875 to \$200 for the current 2019 season for the Quairading Badminton Club; and
2. That the Executive Staff prepare a Review Report on the Fees, Charges and Bonds required on the Town Hall and the Community Building for the Draft Budget Workshops.

CARRIED 4/3

Subsequent to the Meeting, the Chief Executive Officer noted that in Resolution 184-18/19, Council was considering a Concession, Reduction or Waiving of a Fee or Bond for the Badminton Club for the 2019 Season only, and therefore is dealt with under Section 6.12(1)(b) of the *Local Government Act 1995* which requires only a Simple Majority to grant a reduction in Hall Hire Bond for the Club.

IN BRIEF

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

MATTERS FOR CONSIDERATION

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

BACKGROUND

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

6.16. Imposition of fees and charges

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

** Absolute majority required.*

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

** Absolute majority required.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES	WORKING WITH
S1	Active community	

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

COMMUNITY CONSULTATION

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

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

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

Health – Risk Matrix Rating is assessed as Low.

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

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

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

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

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

No matters for consideration.

ITEM 13 URGENT COUNCILLORS' BUSINESS

Nil.

RESOLUTION 185-18/19**MOVED Cr Smith Seconded Cr Brown**

That the Meeting be closed to the Public at 3.25 pm to consider Item 14, Confidential under Section 5.23 (a) of the Local Government Act 1995 as information relates to a Staff Member.

CARRIED 7/0

Ms. Jill Hayes left the meeting at 3.27 pm.

Council adjourned at 3.28 pm for Afternoon Tea. Council's Guest was ex Councillor, Mr Bill Shenton. The Shire President thanked Mr Shenton for his contribution to Council over the past three and a half years.

Council reconvened in the Council Chambers at 3.57 pm.

Mr Richard Bleakley, Mr Allan Rourke, Mr Nathan Giffellon and Mrs Helen Cooper left the Council Chambers at 3.58 pm.

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

The Meeting remained closed to the Public at 3.59 pm to consider Item 14, Confidential under Section 5.23 (a) of the Local Government Act 1995 as information relates to a Staff Member.

Review of Chief Executive Officer's Key Performance Indicators**RESOLUTION 186-18/19****MOVED Cr McRae SECONDED Cr Haythornthwaite**

That Consultant Mr John Phillips be engaged to facilitate Council's Review of the Chief Executive Officer's Key Performance Indicators in May 2019.

CARRIED 7/0

Resolution 187-18/19**MOVED Cr Haythornthwaite SECONDED Cr Brown**

That the Meeting be opened to the Public at 4.37pm

CARRIED 7/0

Mr Richard Bleakley, Mr Allan Rourke, Mr Nathan Giffellon and Mrs Helen Cooper re-entered the Council Chambers at 4.38 pm.

Resolution 186-18/19 conducted in the Confidential Business was noted by the Chair and the Meeting.

ITEM 15 NEXT MEETING DATE

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

ITEM 16 CLOSURE

There being no further business, the Shire President declared the Meeting closed at 4.39 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 24th April 2019 were confirmed on 30th May 2019 as recorded on Resolution No. _____

Confirmed..... 30/05/2019

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

Meeting Date	30 th May 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	9.1.1 April 2019 Payment List 9.1.2 Transport Takings 9.1.3 Credit Card Statements
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

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.

VOTING REQUIREMENTS – Simple Majority

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
G1.1	Continual improvement in IPR, transparency and (IPR),

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

**List of Accounts Due & Submitted to Committee
APRIL 2019**

EFT/CHQ/DD	Date	Name	Description	Amount	Funding
EFT6474	02/04/2019	SURGICAL HOUSE	FORCEPS AND TEST STRIPS - MEDICAL PRACTICE	456.50	
EFT6475	02/04/2019	QUAIRADING MEDICAL PRACTICE	PRE EMPLOYMENT MEDICAL - MEDICAL PRACTICE AND DEPOT	279.40	
EFT6476	02/04/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	SECURITY CERTIFICATE AND INSTALLATION, MONTHLY FEE FOR MARCH 2019	385.00	
EFT6477	02/04/2019	STATE LIBRARY OF WA	FREIGHT RE-COUP 2018-2019 QUAIRADING LIBRARY	310.88	
EFT6478	02/04/2019	NEU-TECH AUTO ELECTRICS	CAMERA KIT - P5191 GRADER, GAS STUTS FOR TOOLBOXES - P551 TEAM LEADER'S UTE, BEACON LIGHT - P430 SKID STEER, SPRAY BOOM - Q651 SPRAY UTE, STARTER MOTOR AND SWITCH - 1GJ253 CESM VEHICLE	2,698.15	PARTIALLY
EFT6479	02/04/2019	WATER CORPORATION	WATER USAGE AND CHARGES 19/1/2019 - 15/3/2019	893.23	
EFT6480	02/04/2019	LO-GO APPOINTMENTS	CONTRACTING SERVICES OF EXECUTIVE OFFICER - WEEK END 23/03/2019	2,473.08	
EFT6481	02/04/2019	MARNHAM'S MECHANICAL SERVICES	SERVICE OF 12M GRADER AT 4795HRS	830.50	
EFT6482	02/04/2019	PORTER CONSULTING ENGINEERS	COMPLETION OF INDICATIVE DEVELOPMENT CONSTRUCTION COSTS REPORT - WINMAR RD	2,530.00	
EFT6483	02/04/2019	ALLFILTERS PTY LTD	DRINKING WATER FILTER FOR MEDICAL PRACTICE	120.89	
EFT6484	02/04/2019	DIGGING DOCKER	SITE WORKS - YOUTH CENTRE	290.00	
EFT6485	02/04/2019	ROADSWEST ENGINEERING GROUP WA PTY LTD	WANDRRA PROGRESS CLAIM NO.20 - TENDER NO.5-16/17 - 22/2/2019 - 21/3/2019	2,556.40	FULLY
EFT6486	02/04/2019	WALGA	RATES COURSE - CLERICAL AND DEBT COLLECTION	1,134.00	
EFT6487	02/04/2019	YORK LANDSCAPE SUPPLIES	REPAIR SOLENOID AND DIAGNOSE WIRING HARNESS BREAKDOWN - SWIMMING POOL	1,644.70	
EFT6488	02/04/2019	NOBLE MEDICAL INVESTMENT PTY LTD	MEDICAL SERVICES - ARREARS UNCHARGED FROM 24/10/2018 - 26/3/2019	2,196.58	
EFT6489	02/04/2019	AG IMPLEMENTS QUAIRADING	REPAIR HYDRAULIC HOSE TO MOWER	119.24	
EFT6490	02/04/2019	TUREMATE	7 X 10L DEFINE WHITE PAINT FOR GROUNDS	899.80	PARTIALLY (71.43% QFC)
EFT6491	02/04/2019	CQ WATER TRUCK HIRE	HIRE OF WATER CART AND SIDE TIPPER - DANGIN MEARS RD	62,535.00	PARTIALLY (66% RRG)
EFT6492	02/04/2019	QUAIRADING BOOK POST (HOWLETT)	LIBRARY SERVICES AND POSTAGE - MEDICAL PRACTICE AND ADMIN	2,514.06	
EFT6493	02/04/2019	MICHELLE WILSON	REIMBURSEMENT FOR COUNCIL REFRESHMENTS	31.75	
EFT6494	02/04/2019	NORTHAM HOLDEN	PURCHASE OF HOLDEN COLORADO - SHARED UTE P465	20,675.00	
EFT6495	02/04/2019	AVON VALLEY ISUZU UTE	PURCHASE OF NISSAN NAVARA - Q633	27,299.70	
EFT6496	02/04/2019	EDWARD GEOFFREY STUART	REIMBURSEMENT OF COTTAGE BOND	200.00	FULLY
EFT6497	02/04/2019	KATHLEEN BULTERS	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL, COTTAGE LINEN AND FOOD WHILST ON TRAINING DAYS	517.15	PARTIALLY (23%)
EFT6498	02/04/2019	TRISSET BOSS PTY LIMITED	20 PURCHASE ORDER BOOKS	704.00	
EFT6499	02/04/2019	BOC LIMITED	GAS BOTTLES - MEDICAL PRACTICE AND DEPOT	49.28	
EFT6500	04/04/2019	GILLIAN JANET MCRAE	COUNCILLOR SITTING FEES JANUARY TO MARCH 2019	579.50	
EFT6501	04/04/2019	LYALL RICHARD BROWN	COUNCILLOR SITTING FEES JANUARY TO MARCH 2019	579.50	
EFT6502	04/04/2019	BRETT MCGUINNESS	COUNCILLOR SITTING FEES JANUARY TO MARCH 2019	579.50	
EFT6503	04/04/2019	TREVOR STACEY	COUNCILLOR SITTING FEES JANUARY TO MARCH 2019	579.50	
EFT6504	04/04/2019	WAYNE M DAVIES	COUNCILLOR SITTING FEES JANUARY TO MARCH 2019	955.70	
EFT6505	04/04/2019	JO HAYTHORNTHWAITE	COUNCILLOR SITTING FEES JANUARY TO MARCH 2019	579.50	
EFT6506	12/04/2019	QUAIRADING TYRE & BATTERY SUPPLIES	Q450 UD PRIME MOVER 4X TYRES AND 2X NEW STEERERS, Q272 NISSAN UD TRUCK 4X NEW TYRES, Q4450 TRI-AXLE SIDE TIPPER 6X NEW TYRES	5,929.29	
EFT6507	12/04/2019	QUAIRADING FARMERS CO-OP	VARIOUS PURCHASES FOR ADMIN, MEDICAL PRACTICE, CHILDCARE, DEPOT AND CARAVAN PARK	418.23	
EFT6508	12/04/2019	QUAIRADING AGRI SERVICES	PARTS/FUELS/MATERIALS FOR VARIOUS LOCATIONS	1,845.52	

EFT6509	12/04/2019	PIANO MAGIC	TUNE YAMAHA PIANO - TOWN HALL	275.00	
EFT6510	12/04/2019	VALLEY FORD	75000KM SERVICE ON FORD TRANSIT VAN - ELECTRICIAN Q530	350.00	
EFT6511	12/04/2019	DALLAS YARRAN	REIMBURSE BUS BOND	165.00	FULLY
EFT6512	12/04/2019	TOM AND LETTY MILLS	REIMBURSE COTTAGE BOND AND COMMUNITY BUS	407.00	FULLY
EFT6513	12/04/2019	GREAT SOUTHERN FUEL SUPPLIES	6000L DIESEL @ \$1.2658P/L	8,354.28	
EFT6514	12/04/2019	CARDNO	PROJECT MANAGEMENT SERVICE FOR REPLACEMENT OF WATERMAIN ON GOLDFIELDS RD	1,464.10	FULLY (100% RTR)
EFT6515	12/04/2019	COMBINED PEST CONTROL	TREATMENT OF ANTS AND SPIDERS - SWIMMING POOL	320.00	
EFT6516	12/04/2019	GOLDEN GRAIN CAFE / BAKERY / BUTCHERS	CATERING FOR MEETINGS - LEMC, COUNCIL FUNCTIONS, FIRE PREVENTION, SENIOR LUNCHEON AND A RATES INCENTIVE 2018 (VOUCHER/PRIZE PURCHASED)	900.00	
EFT6517	12/04/2019	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES 18/3/2019 AND 25/3/2019	374.00	
EFT6518	12/04/2019	NOBLE MEDICAL INVESTMENT PTY LTD	CONSULTING FEE FOR DR FROM 27/3/2019 TO 9/4/2019	18,187.18	
EFT6519	12/04/2019	GLENWARRA DEVELOPMENT SERVICES	TOWN PLANNING SERVICES	2,887.50	
EFT6520	12/04/2019	CNW PTY LTD	VARIOUS ELECTRICAL SUPPLIES	1,173.40	FULLY
EFT6521	12/04/2019	MM ELECTRICAL MERCHANDISING NORTHAM	VARIOUS ELECTRICAL SUPPLIES	1,922.87	FULLY
EFT6522	12/04/2019	BONNY KING	REIMBURSEMENT FOR KEY CUTTING	52.50	
EFT6523	12/04/2019	SHAUN SIMPSON	FIXING OF FENCE - SOUTH CAROLING CEMETERY	929.50	
EFT6524	12/04/2019	NORTH QUAIRADING CONTRACTORS PTY LTD	SINGLE SIDE TIPPER HIRE - DANGIN MEARS RD	11,616.00	PARTIALLY (66% RRG)
EFT6525	12/04/2019	WA ADVANCED TRAINING ACADEMY PTY LTD	ELEVATED WORK PLATFORM COURSE - 2 STAFF	700.00	
EFT6526	12/04/2019	ALLWEST PLANT HIRE	HIRE OF ROLLER - DANGIN MEARS RD	1,391.50	PARTIALLY (66% RRG)
EFT6527	12/04/2019	MICHELE WILSON	REIMBURSEMENT FOR CATERING SUPPLIES	18.00	
EFT6528	12/04/2019	ASSET INFRASTRUCTURE MANAGEMENT	DEVELOPMENT OF ROAD CAPITAL WORKS PROGRAM FOR A 10 YEAR PERIOD	3,850.00	
EFT6529	12/04/2019	TOODYAY TRENCHERS	TRAVEL AND LOCATE CABLES AT WEIR RD	650.00	
EFT6530	12/04/2019	SARAH HAYTHORNTHWAITE	REIMBURSE COTTAGE BOND	200.00	FULLY
EFT6531	12/04/2019	TONY MEAD	REIMBURSE COTTAGE BOND	200.00	FULLY
EFT6532	24/04/2019	AVON WASTE	KERBSIDE DOMESTIC, RECYCLING AND BULK COLLECTION - 4 WEEKS	9,908.60	
EFT6533	24/04/2019	LANDGATE	RURAL UV GENERAL REVALUATION 2019/2020	7,659.80	
EFT6534	24/04/2019	WESFARMERS KLEENHEAT GAS PTY LTD	ANNUAL FACILITY FEE GAS BOTTLES / SERVICE CHARGE - 8 AND 31 DALL ST, 74 AND LOT 190 MCLENNAN ST, 8 MURPHY ST AND TOWN HALL	455.40	
EFT6535	24/04/2019	QUAIRADING AGRI SERVICES	REIMBURSE BOND FOR COMMUNITY BUILDING	200.00	FULLY
EFT6536	24/04/2019	QUAIRADING CLUB INC.	COUNCIL REFRESHMENTS	295.00	
EFT6537	24/04/2019	SURGICAL HOUSE	BSL TEST STRIPS - MEDICAL PRACTICE	59.10	
EFT6538	24/04/2019	SUNNY SIGN COMPANY PTY LTD	VARIOUS ROAD SIGNS AND FIXINGS	3,281.81	
EFT6539	24/04/2019	AUSTRALIAN GENERAL PRACTICE ACCREDITATION LTD	COMPONENT 2 OF ACCREDITATION FEE - MEDICAL PRACTICE	1,790.80	
EFT6540	24/04/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	VARIOUS IT SUPPORT	382.50	
EFT6541	24/04/2019	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	FUEL / ULP - COMMUNITY CAR	146.00	FULLY
EFT6542	24/04/2019	NEU-TECH AUTO ELECTRICS	LIGHT BAR 28 - TEAM LEADERS UTE	275.00	
EFT6543	24/04/2019	WATER CORPORATION	WATER USAGE AND CHARGES 18/2 - 10/4/19	24,150.40	PARTIALLY
EFT6544	24/04/2019	LO-GO APPOINTMENTS	CONTRACTING SERVICES OF EXECUTIVE OFFICER - WEEK END 6/04/2019	3,578.69	
EFT6545	24/04/2019	INDUSTRIAL PROTECTIVE PRODUCTS (W.A.)	SAFETY GEAR - DEPOT STAFF	739.75	
EFT6546	24/04/2019	MARNHAM'S MECHANICAL SERVICES	SERVICE SKID STEER @ 3192HRS, PIN, BUSHES AND RAM REPAIRS	3,167.91	
EFT6547	24/04/2019	LANDMARK	BGC BUILDERS CHOICE CEMENT - DANGIN MEARS RD & BADJALING YOTING RD	946.00	DANGIN-MEARS PARTIALLY (66% RRG) BADJALING YOTING (100% RTR)
EFT6548	24/04/2019	CAROL LEANNE DALL	REIMBURSE BUS BOND	165.00	FULLY
EFT6549	24/04/2019	WESTRAC PTY LTD	WIPER ARM - SKID STEER Q430, CUTTING EDGES - 938K LOADER Q368, CUTTING EDGE - 336B SKID STEER Q430	1,648.56	

EFT6550	24/04/2019	QDHS PARENTS & CITIZENS ASSOCIATION Inc.	CATERING - REBRANDING WORKSHOP	500.00	
EFT6551	24/04/2019	TRUCK CENTRE (WA) PTY LTD	REPAIR AIR CON FAN ON NISSAN UD Q5122	921.86	
EFT6552	24/04/2019	CONTRACT AQUATIC SERVICES	MONTHLY CONTRACT FEE, MORNING SWIMS, CHEMICALS, SWIM TRAINING AND CARNIVAL ADDITIONAL HOURS, SWIM CLUB ADDITIONAL HOURS AND PLAYGROUP HOURS - SWIMMING POOL	21,770.00	
EFT6553	24/04/2019	SUNNY INDUSTRIAL BRUSHWARE	SIDE BROOM BRUSHES FOR RE-BRISTILE - P5191 SWEEPER	520.95	
EFT6554	24/04/2019	REDFISH TECHNOLOGIES PTY LTD	CCTV INSTALLATION PROJECT - TOWNSITE	39,322.80	FULLY
EFT6555	24/04/2019	DEAN ROBERT MASTIN	REIMBURSEMENT FOR MEALS WHILE TRAINING - ELEVATED PLATFORM	104.40	
EFT6556	24/04/2019	ROADSWEST ENGINEERING GROUP WA PTY LTD	ROAD DESIGN ENGINEERING AND CONSTRUCTION SETOUT - BADJALING-YOTING ROAD	6,365.20	FULLY (100% RTR)
EFT6557	24/04/2019	GREAT SOUTHERN FUEL SUPPLIES	UNLEADED FUEL - 1000L @ \$1.2686P/L	1,395.46	
EFT6558	24/04/2019	COLAS	BITUMEN SEALING WORK - DANGIN MEARS RD	122,164.85	PARTIALLY (66% RRG)
EFT6559	24/04/2019	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES ON 01/04 AND 12/04/2019	420.75	
EFT6560	24/04/2019	DYLAN COPELAND	CONSULTANCY SERVICES / PROJECT MANAGEMENT FOR QUAIRADING (NRM)	220.00	
EFT6561	24/04/2019	CNW PTY LTD	VARIOUS ELECTRICAL SUPPLIES	227.73	FULLY
EFT6562	24/04/2019	MM ELECTRICAL MERCHANDISING NORTHAM	VARIOUS ELECTRICAL SUPPLIES	3,964.63	FULLY
EFT6563	24/04/2019	MARKETFORCE	THE WEST AUSTRALIAN ADVERTISEMENT OF LOCAL TENDERS - BOWLING GREEN - 6/3/2019	389.67	
EFT6564	24/04/2019	BONNY KING	REIMBURSE FOR KEY CUTTING	37.50	
EFT6565	24/04/2019	ROAD SEAL	CEMENT, GRAVEL, MOBILISATION AND SPRAY SEAL - YOTING RD	11,770.00	FULLY (100% RTR)
EFT6566	24/04/2019	PROFORM CIVIL	PROFESSIONAL CIVIL CONSULTING - SITE INSPECTION AND FEATURE SURVEY - AKV VILLAGE	7,223.70	
EFT6567	24/04/2019	DANIEL SHAUN MARZOCCHI	REIMBURSE AFTER FAILED PAYMENT - WORKING WITH CHILDREN CHECK	85.00	
EFT6568	24/04/2019	ALLIGHTSYKES	BATTERY CHARGER AND FREIGHT - MEDICAL PRACTICE GENERATOR	339.81	
EFT6569	24/04/2019	DAVES TREE SERVICE	TRIM TREES ALONG JENNABERRING RD, MCLENNAN ST AND REMOVE TREES AND STUMPS AT CARAVAN PARK	8,294.00	
EFT6570	24/04/2019	TERRALEE HOPKINS	REIMBURSEMENT FOR MEALS WHILE TRAINING - ELEVATED PLATFORM	170.10	
EFT6571	24/04/2019	AVON VALLEY ISUZU UTE	PURCHASE OF TEAM LEADERS UTILITY Q551	21,274.41	
EFT6572	24/04/2019	RAPID PRINT FINISHING	COUNCIL MINUTES BINDING AND POSTAGE	101.20	
EFT6573	24/04/2019	HILLS FIRE EQUIPMENT SERVICE - ELLENFIELD NOMINEES (TRUST) T/A	SERVICE OF FIRE EQUIPMENT - ALL SHIRE PROPERTIES	844.80	
EFT6574	24/04/2019	CASTLEDINE & CASTLEDINE DESIGNERS	INITIAL DEPOSIT FOR STAGE 1 OF SHIRE REBRANDING	2,818.75	
EFT6575	24/04/2019	HYDROSOL	VARIOUS ELECTRICAL SUPPLIES	430.10	FULLY
EFT6576	24/04/2019	GCM AGENCIES PTY LTD	PURCHASE OF 2019 524H MULTIPAC MULTITYRED ROLLER	146,300.00	
EFT6577	24/04/2019	ELAINE DARBY	REIMBURSE COTTAGE BOND	200.00	FULLY
CHQ 23634	03/04/2019	SYNERGY	POWER USAGE AND CHARGES 28/12/18 - 26/2/2019	311.65	
CHQ 23635	04/04/2019	PETER DAVID SMITH	COUNCILLOR SITTING FEES JANUARY TO MARCH 2019	579.50	
CHQ 23636	12/04/2019	TELSTRA	PHONE USAGE AND CHARGES: TO 19/3/2019 RENTAL: 20/3/2019 - 19/4/2019	2,091.30	
CHQ 23637	12/04/2019	SYNERGY	POWER USAGE AND CHARGES 25/12/18 - 01/03/2019 \$1234.20 ON CHARGED	15,099.75	PARTIALLY (8.17%)
CHQ 23638	24/04/2019	SYNERGY	POWER USAGE AND CHARGES 25/2/2019 - 24/3/219	2,439.30	
DD13353.1	02/04/2019	WA SUPER	SUPERANNUATION CONTRIBUTIONS	4,758.23	
DD13353.2	02/04/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	326.08	
DD13353.3	02/04/2019	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	314.21	
DD13353.4	02/04/2019	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	283.06	
DD13353.5	02/04/2019	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	317.51	
DD13353.6	02/04/2019	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	754.05	
DD13353.7	02/04/2019	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	119.31	

DD13353.8	02/04/2019	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	231.90	
DD13353.9	02/04/2019	SUPERWRAP ESSENTIALS - PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	418.38	
DD13353.10	02/04/2019	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	123.45	
				687,974.03	

TRANSPORT TAKINGS FOR THE MONTH ENDING

APRIL 2019

Attachment 9.1.2

DATE	DESCRIPTION	AMOUNT \$
28/03/2019	TRANSPORT TAKINGS	755.10
29/03/2019	TRANSPORT TAKINGS	2,617.40
1/04/2019	TRANSPORT TAKINGS	1,552.35
2/04/2019	TRANSPORT TAKINGS	2,032.90
3/04/2019	TRANSPORT TAKINGS	2,594.50
4/04/2019	TRANSPORT TAKINGS	243.95
5/04/2019	TRANSPORT TAKINGS	5,332.65
8/04/2019	TRANSPORT TAKINGS	2,279.45
9/04/2019	TRANSPORT TAKINGS	29,840.90
10/04/2019	TRANSPORT TAKINGS	2,134.20
11/04/2019	TRANSPORT TAKINGS	1,825.80
12/04/2019	TRANSPORT TAKINGS	1,227.85
15/04/2019	TRANSPORT TAKINGS	2,975.80
16/04/2019	TRANSPORT TAKINGS	332.95
17/04/2019	TRANSPORT TAKINGS	142.30
18/04/2019	TRANSPORT TAKINGS	1,054.70
23/04/2019	TRANSPORT TAKINGS	2,697.85
24/04/2019	TRANSPORT TAKINGS	2,079.30
26/04/2019	TRANSPORT TAKINGS	1,201.45
		62,921.40
29/04/2019	TRANSPORT	2,315.25
30/04/2019	TRANSPORT	1,219.85
	AMOUNTS YET TO BE DRAWN	3,535.10

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

* If you have set up a direct debit arrangement for making automatic repayments to your BusinessChoice credit card account, and there have been two failed direct debit transactions (that is, we cannot withdraw the nominated amount from your nominated account) in consecutive months due to insufficient funds in the nominated account, we may, at our sole discretion:

1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
2. Impose a fee or charge (No change- We currently charge a \$9 missed payment fee when payment is not received by statement due date)
3. Charge interest on any unpaid purchases outstanding (No change)

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment. Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

Please remember any payments made into the Billing account that places the Billing Account into credit or results in a zero balance at the payment due date, your direct debit will still continue to take place. This also applies if you make an additional payment into the Billing Account that is only a partial payment and still leaves a debit balance on the Billing Account, your direct debit arrangement for the month will remain unchanged and continue to take place.

BusinessChoice Everyday VISA Card

Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
28 FEB	DWER - WATER PERTH AU	200.00	C167 Goldfields Rd
	GOVERNMENT SERVICES NOT ELSE		Veg Clearing Permit
05 MAR	SHIRE OF QUAIRADING QUAIRADING AU	192.40	Q651 Rego.
	GOVERNMENT SERVICES NOT ELSE		
06 MAR	SHIRE OF QUAIRADING QUAIRADING AU	26.85	Q633 Plate Change
	GOVERNMENT SERVICES NOT ELSE		
15 MAR	HOT TONER REGENTS PARK AU	130.00	Child Care Centre
	STATIONERY, OFFICE SUPPLIES,		Toner GL 1614
19 MAR	SHIRE OF QUAIRADING QUAIRADING AU	179.40	Q465 New Rego
	GOVERNMENT SERVICES NOT ELSE		
19 MAR	SHIRE OF QUAIRADING QUAIRADING AU	26.85	Q661 Plate Change
	GOVERNMENT SERVICES NOT ELSE		
21 MAR	SHIRE OF QUAIRADING QUAIRADING AU	26.85	Q551 Plate Change
	GOVERNMENT SERVICES NOT ELSE		
25 MAR	SHIRE OF QUAIRADING QUAIRADING AU	26.85	Q0 Plate Change
	GOVERNMENT SERVICES NOT ELSE		
25 MAR	SHIRE OF QUAIRADING QUAIRADING AU	185.35	Q0 New Rego
	GOVERNMENT SERVICES NOT ELSE		
26 MAR	BUNNINGS 318000 MIDLAND AU	1,131.99	Youth Permaculture
	HOME SUPPLY WAREHOUSE STORES		GL 1601
	Sub Total:	2,126.54	
	Miscellaneous Transactions		
28 MAR	TRANSFER CLOSING BALANCE TO BILLING ACCT	2,126.54 -	
	Sub Total:	2,126.54 -	
	Grand Total:	0.00	

S007411 / M002765 / 088 / CNTVPCPI



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

Cardholder Signature

[Handwritten Signature]

Date

16/4/2019

Transactions examined and approved.

Manager/Supervisor Signature

[Handwritten Signature]

Date

16.04.2019



S007412 / M002765 / 088 / CN1 VPCP1

9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 30th April 2019

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

OFFICER RECOMMENDATION

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

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

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

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

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

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

SHIRE OF QUAIRADING

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 April 2019

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

TABLE OF CONTENTS

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

THIS PAGE INTENTIONALLY LEFT BLANK

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2019**

KEY INFORMATION

Items of Significance

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

	% Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance (Under)/Over
Capital Expenditure					
Buildings					
Shire Hall Upgrades	81.76%	128,300	128,300	104,899	(23,401)
Cottage Project	0.28%	305,000	305,000	851	(304,149)
Plant & Equipment					
Community Bus	0.00%	135,700	135,700	-	(135,700)
Infrastructure - Roads					
Roads Construction	77.22%	1,639,967	1,603,697	1,266,330	(337,367)
Other Infrastructure					
New Bowling Green	0.00%	230,000	-	-	-
New Lighting Quairading Oval	14.86%	11,745	11,745	1,745	(10,000)

% Compares current ytd actuals to annual budget

Financial Position	* Note	Prior Year 30 April 2018	Current Year 30 April 2019
Adjusted Net Current Assets	183%	\$ 966,537	\$ 1,769,104
Cash and Equivalent - Unrestricted	833%	\$ 169,715	\$ 1,413,850
Cash and Equivalent - Restricted	110%	\$ 2,163,538	\$ 2,376,907
Receivables - Rates	115%	\$ 220,139	\$ 253,804
Receivables - Other	35%	\$ 955,289	\$ 335,377
Payables	9%	\$ 1,744,231	\$ 149,525

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2019**

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 23rd May 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.

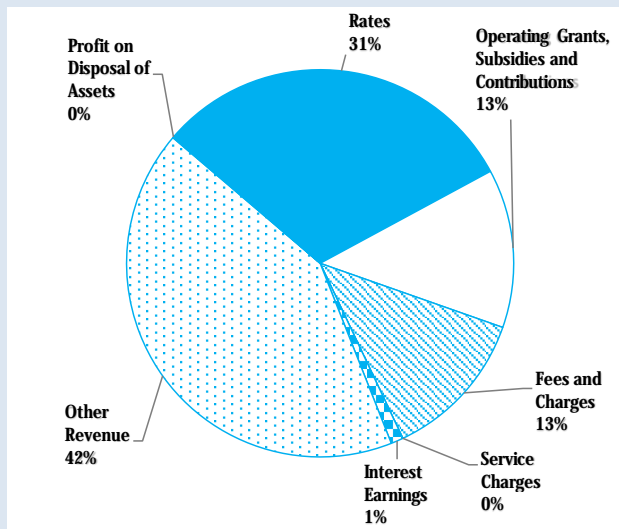
ROUNDING OFF FIGURES

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

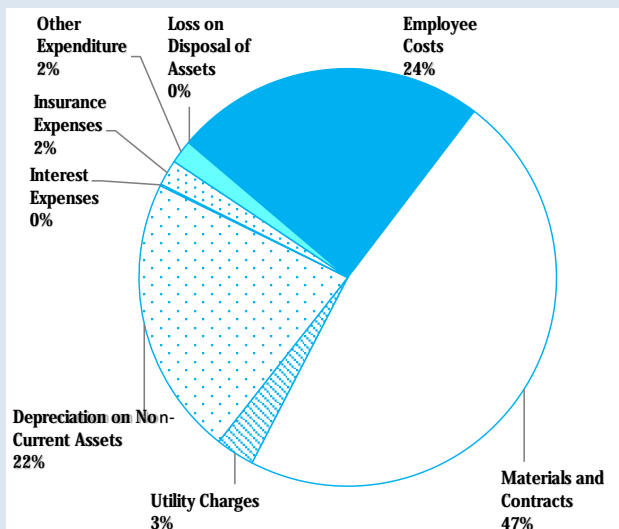
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2019**

SUMMARY GRAPHS

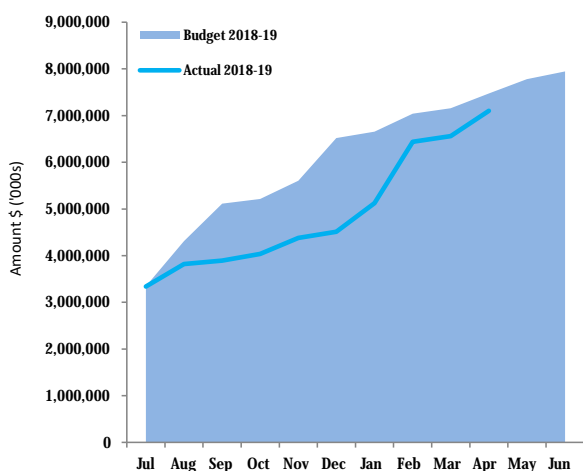
OPERATING REVENUE



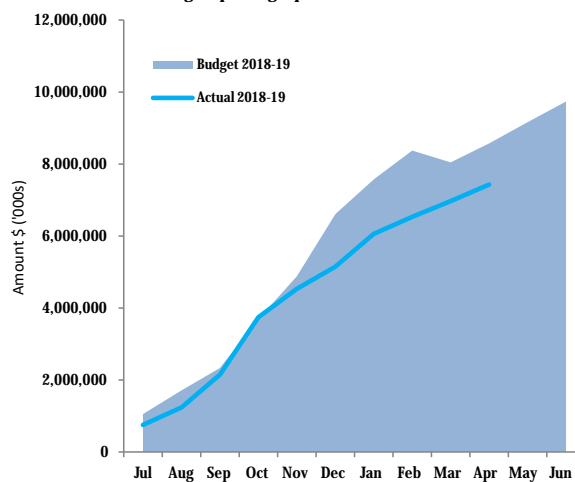
OPERATING EXPENSES



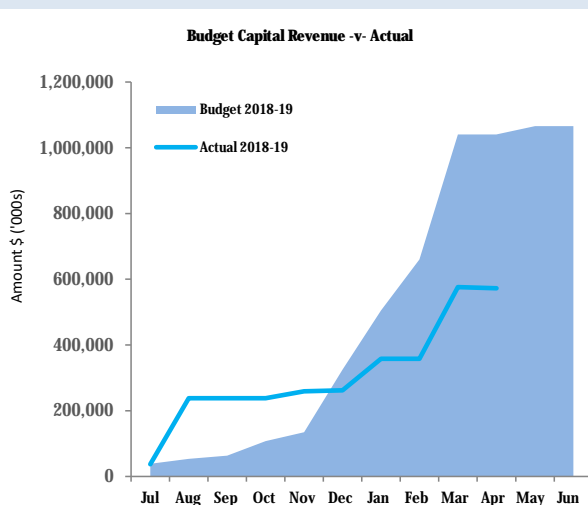
Budget Operating Revenues -v- Actual



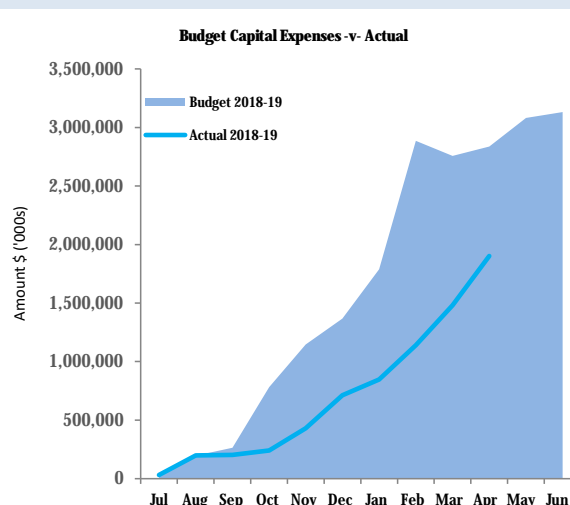
Budget Operating Expenses -v- YTD Actual



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 30 APRIL 2019**

STATUTORY REPORTING PROGRAMS

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

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2019**

STATUTORY REPORTING PROGRAMS

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	1(b)	1,634,796	1,634,796	1,634,796	0	0%	
Revenue from operating activities							
Governance		16,076	13,286	11,547	(1,739)	(13%)	
General Purpose Funding - Rates	5	2,211,054	2,222,710	2,209,166	(13,544)	(1%)	
General Purpose Funding - Other		969,927	716,425	731,593	15,168	2%	
Law, Order and Public Safety		198,043	150,413	116,329	(34,084)	(23%)	q
Health		367,258	306,008	301,450	(4,558)	(1%)	
Education and Welfare		186,798	157,615	160,864	3,249	2%	
Housing		109,576	91,408	88,968	(2,440)	(3%)	
Community Amenities		201,225	156,945	187,667	30,722	20%	p
Recreation and Culture		238,539	273,399	36,417	(236,982)	(87%)	q
Transport		3,020,996	3,022,006	2,892,175	(129,831)	(4%)	
Economic Services		161,180	138,360	171,065	32,705	24%	p
Other Property and Services		260,220	223,573	282,043	58,470	26%	p
		7,940,892	7,472,148	7,189,285	(282,863)	(4%)	
Expenditure from operating activities							
Governance		(697,266)	(595,861)	(556,148)	39,713	7%	
General Purpose Funding		(89,288)	(55,520)	(59,667)	(4,147)	(7%)	
Law, Order and Public Safety		(342,832)	(288,033)	(258,716)	29,317	10%	p
Health		(660,529)	(551,098)	(528,654)	22,444	4%	
Education and Welfare		(311,663)	(254,140)	(237,393)	16,747	7%	
Housing		(243,041)	(188,929)	(157,840)	31,089	16%	p
Community Amenities		(512,637)	(437,513)	(333,059)	104,454	24%	p
Recreation and Culture		(901,936)	(769,136)	(768,004)	1,132	0%	
Transport		(5,123,066)	(4,705,298)	(3,736,421)	968,877	21%	p
Economic Services		(639,950)	(508,422)	(396,109)	112,313	22%	p
Other Property and Services		(230,429)	(219,887)	(396,997)	(177,110)	(81%)	q
		(9,752,637)	(8,573,837)	(7,429,009)	1,144,828	13%	p
Operating activities excluded from budget							
Add Back Depreciation		2,155,880	1,796,570	1,608,347	(188,223)	(10%)	q
Adjust (Profit)/Loss on Asset Disposal	6	(9,702)	(9,702)	4,454	14,156	(146%)	
Adjust Provisions and Accruals		0	0	40,406	40,406		p
Amount attributable to operating activities		334,433	685,179	1,413,484	728,305	(106%)	
Investing Activities							
Non-operating Grants, Subsidies and Contributions							
Contributions		723,780	698,780	552,051	(146,729)	(21%)	q
Proceeds from Disposal of Assets	6	185,182	185,182	137,138	(48,044)	(26%)	q
Capital Acquisitions	7	(3,131,356)	(2,836,086)	(1,865,905)	970,181	34%	p
Amount attributable to investing activities		(2,222,394)	(1,952,124)	(1,176,716)	775,408	40%	p
Financing Activities							
Proceeds from New Debentures		150,000	0	0	0		
Self-Supporting Loan Principal		34,572	35,772	35,772	0	0%	
Transfer from Reserves	9	668,124	381,257	381,257	0	0%	
Repayment of Debentures	8	(85,199)	(57,680)	(57,680)	0	0%	
Transfer to Reserves	9	(463,900)	(461,809)	(461,809)	0	0%	
Amount attributable to financing activities		303,597	(102,460)	(102,460)	0	0%	
Closing Funding Surplus(Deficit)	1(b)	50,432	265,391	1,769,104	1,503,713	(567%)	

KEY INFORMATION

p q Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. 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 30 APRIL 2019**

NATURE OR TYPE DESCRIPTIONS

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.

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2019**

BY NATURE OR TYPE

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1(b)	1,634,796	1,634,796	1,634,796	0	0%	
Revenue from operating activities							
Rates	5	2,211,054	2,222,710	2,209,166	(13,544)	(1%)	
Operating Grants, Subsidies and Contributions		1,172,183	972,455	953,150	(19,305)	(2%)	
Fees and Charges		1,157,403	870,816	905,859	35,043	4%	
Interest Earnings		94,444	63,010	74,244	11,234	18%	P
Other Revenue		3,290,450	3,327,799	3,036,417	(291,382)	(9%)	
Profit on Disposal of Assets	6	15,358	15,358	10,449			
		7,940,892	7,472,148	7,189,285	(277,954)	(4%)	
Expenditure from operating activities							
Employee Costs		(2,224,881)	(1,747,009)	(1,780,782)	(33,773)	(2%)	
Materials and Contracts		(4,794,776)	(4,075,842)	(3,508,777)	567,065	14%	P
Utility Charges		(246,056)	(176,512)	(223,297)	(46,785)	(27%)	P
Depreciation on Non-Current Assets		(2,155,880)	(1,796,570)	(1,608,347)	188,223	10%	P
Interest Expenses		(18,228)	(13,281)	(9,289)	3,992	30%	
Insurance Expenses		(202,444)	(205,544)	(148,150)	57,395	28%	P
Other Expenditure		(104,716)	(553,423)	(135,463)	417,960	76%	P
Loss on Disposal of Assets	6	(5,656)	(5,656)	(14,903)	(9,247)	(163%)	
		(9,752,637)	(8,573,837)	(7,429,009)	1,144,828	(13%)	
Operating activities excluded from budget							
Add back Depreciation		2,155,880	1,796,570	1,608,347	(188,223)	(10%)	q
Adjust (Profit)/Loss on Asset Disposal	6	(9,702)	(9,702)	4,454	14,156	(146%)	
Adjust Provisions and Accruals		0	0	40,406	40,406		P
Amount attributable to operating activities		334,433	685,179	1,413,484	733,214	106%	
Investing activities							
Non-operating grants, subsidies and contributions		723,780	698,780	552,051	(146,729)	(21%)	q
Proceeds from Disposal of Assets	6	185,182	185,182	137,138	(48,044)	(26%)	q
Land held for resale		0	0	0	0		
Capital acquisitions	7	(3,131,356)	(2,836,086)	(1,865,905)	970,181	34%	P
Amount attributable to investing activities		(2,222,394)	(1,952,124)	(1,176,716)	775,408	(40%)	
Financing Activities							
Proceeds from New Debentures		150,000	0	0	0		
Self-Supporting Loan Principal		34,572	35,772	35,772	0	0%	
Transfer from Reserves	9	668,124	381,257	381,257	0	0%	
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	8	(85,199)	(57,680)	(57,680)	0	0%	
Transfer to Reserves	9	(463,900)	(461,809)	(461,809)	0	0%	
Amount attributable to financing activities		303,597	(102,460)	(102,460)	0	0%	
Closing Funding Surplus (Deficit)	1(b)	50,432	265,391	1,769,104	1,508,622	567%	

KEY INFORMATION

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 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 30 APRIL 2019**

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

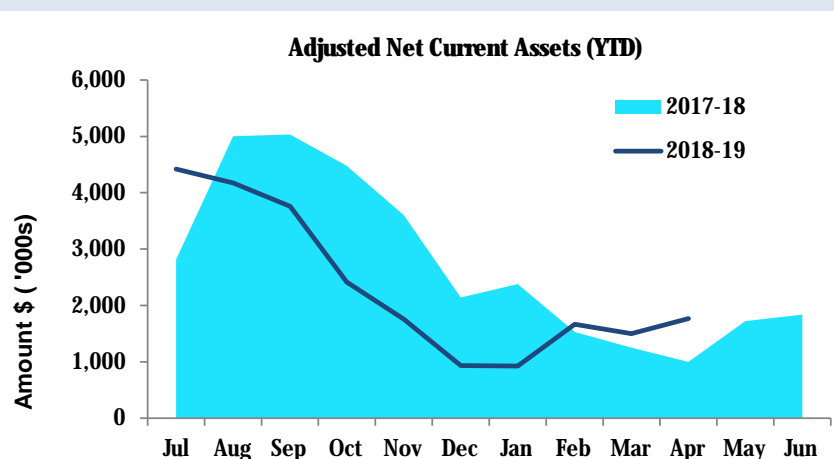
Adjusted Net Current Assets	Ref Note	Last Years Closing 30 June 2018	This Time Last Year 30 Apr 2018	Year to Date Actual 30 Apr 2019
		\$	\$	\$
Current Assets				
Cash Unrestricted	3	186,818	169,715	1,417,452
Cash Restricted	3	2,524,748	2,163,538	2,371,054
Receivables - Rates	4	183,897	220,139	253,804
Receivables - Other	4	2,797,593	955,289	335,377
Loans receivable		34,573	0	0
Interest / ATO Receivable		158,130	42,143	47,331
Inventories		10,256	5,576	10,319
		5,896,015	3,556,400	4,435,337
Less: Current Liabilities				
Payables		(1,744,231)	(220,776)	(149,525)
Provisions - employee		(393,660)	(387,150)	(393,660)
Long term borrowings		(78,722)	(1,610)	(21,042)
		(2,216,613)	(609,536)	(564,227)
Unadjusted Net Current Assets		3,679,402	2,946,864	3,871,110
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(2,296,355)	(2,163,538)	(2,371,054)
Less: Loans receivable		(34,573)	0	0
Add: Provisions - employee		207,600	181,601	248,006
Add: Long term borrowings		78,722	1,610	21,042
Adjusted Net Current Assets		1,634,796	966,537	1,769,104

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)

\$1.77 M

Last Year YTD

Surplus(Deficit)

\$.97 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2019**

**NOTE 2
EXPLANATION OF MATERIAL VARIANCES**

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

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Law, Order and Public Safety	(34,084)	(23%)	q	Timing	Timing of CESM Reimbursement
Community Amenities	30,722	20%	p	Timing	Community Stewardship Grant Received
Recreation and Culture	(236,982)	(87%)	q	Timing	Timing of Contribution to the Bowling Club Lighting Repairs
Economic Services	32,705	24%	p	Timing	Higher than expected standpipe fees.
Other Property and Services	58,470	26%	p	Timing	Parental Leave received but not budgeted
Expenditure from operating activities					
Law, Order and Public Safety	29,317	10%	p	Timing	Lower than budgeted CESM expenses
Housing	31,089	16%	p	Timing	Depreciation on Land and Buildings, Timing of Building Maintenance
Community Amenities	104,454	24%	p	Timing	NRM Small Community Grants, Saleyard design costs, Town Planning Costs and lower than budgeted Recycling Centre maintenance.
Transport	968,877	21%	p	Timing	Higher than expected depreciation on Infrastructure WANDRRA, Road Maintenance and Depreciation of Infrastructure lower than budgeted
Economic Services	112,313	22%	p	Timing	Depreciation on Land, Buildings and Infrastructure. Timing of Tourist Promotion
Other Property and Services	(177,110)	(81%)	q	Timing	POC and PWO and depreciation not fully allocated
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(146,729)	(21%)	q	Timing	Timing of received Grants
Proceeds from Disposal of Assets	(48,044)	(26%)	q	Timing	Timing of Disposal of Assets
Capital Acquisitions	970,181	34%	p	Timing	Timing Road Construction and Cottage Project, Bus changeover not to proceed

KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2019**

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

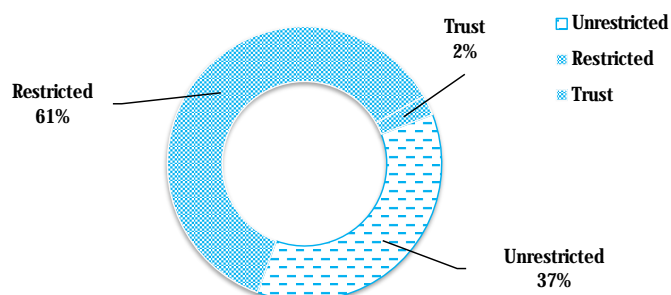
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	600			600			
At Call Deposits							
Municipal Fund	108,656			108,656	Westpac		
Medical Centre	57,202			57,202	Westpac		
Child Care Centre	25,905			25,905	Westpac		
Municipal On Call	920,000			920,000	Westpac	0.60%	
Reserve Fund On Call		52,085		52,085	Westpac	0.60%	
Trust Fund			92,270	92,270	Westpac		
Term Deposits							
Municipal Investment - Term Deposit	301,487			301,487	Westpac	2.38%	03-Jun-19
Reserve Investment - Term Deposit		187,531		187,531	Westpac	2.59%	03-Jun-19
Reserve Investment - Term Deposit		1,263,574		1,263,574	Westpac	2.51%	12-Jul-19
Reserve Investment - Term Deposit		457,117		457,117	Westpac	2.39%	22-May-19
Reserve Investment - Term Deposit		416,601		416,601	Westpac	2.26%	23-Jun-19
Total	1,413,850	2,376,907	92,270	3,883,027			

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

\$3.88 M

Unrestricted

\$1.41 M

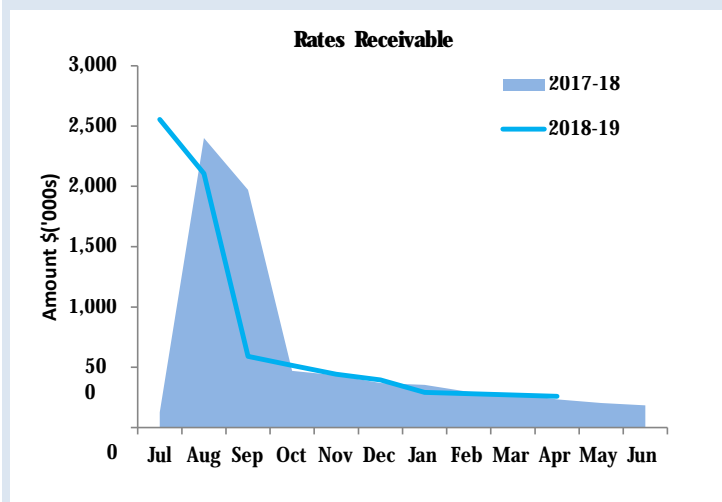
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2019**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates Receivable	30 June 2018	30 Apr 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)	(2,319,627)
Equals Current Outstanding	183,897	259,004
Net Rates Collectable	183,897	259,004
% Collected	97.86%	96.86%

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

97%

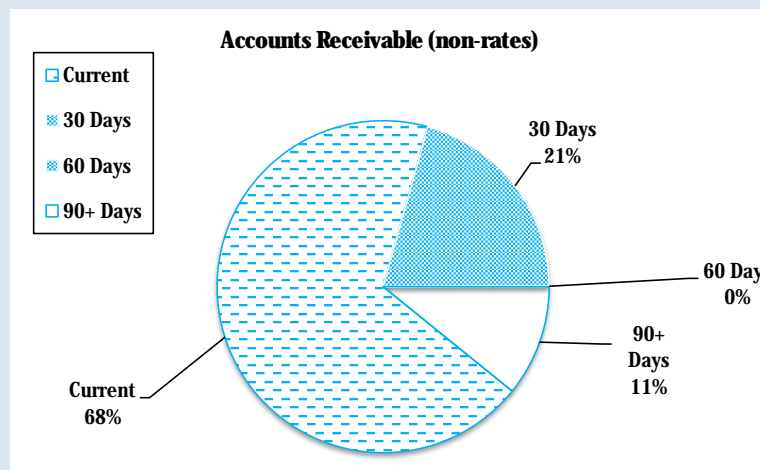
Rates Due

\$259,004

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	244,278	73,390	354	38,617	356,639
Percentage	68%	21%	0%	11%	
Balance per Trial Balance					
Sundry debtors					309,308
GST receivable					47,331
Total Receivables General Outstanding					356,639
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.



Debtors Due

\$356,639

Over 30 Days

32%

Over 90 Days

11%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2019**

**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

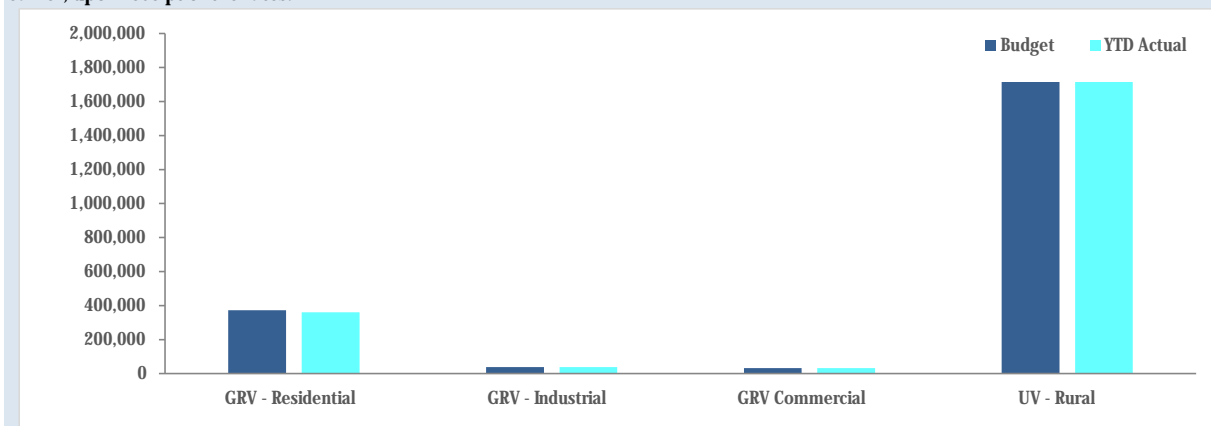
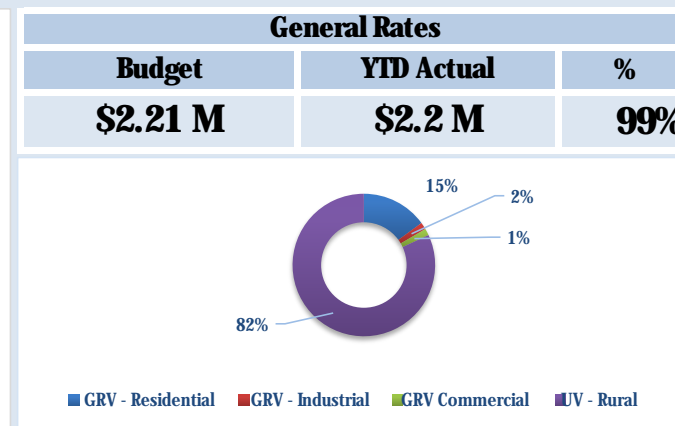
General Rate Revenue

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

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

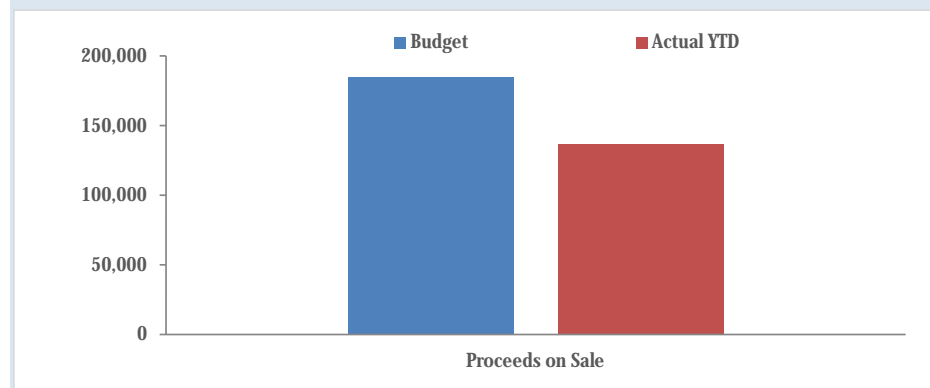


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2019**

**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					
Q633	Excavator Ute Q633	4,499	4,545	46		4,515	4,545	31	
Q960	Armann Multi Tyre Roller	N/A	30,000			14,748	21,000	6,252	
P11V31	Communtiy Bus Q458	N/A	27,000						
1168	South Dangin Vacant Lot	N/A	0			5,000	229		(4,771)
		83,479	185,182	15,359	(5,656)	141,592	137,138	16,702	(21,155)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$185,182	\$137,138	74%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2019**

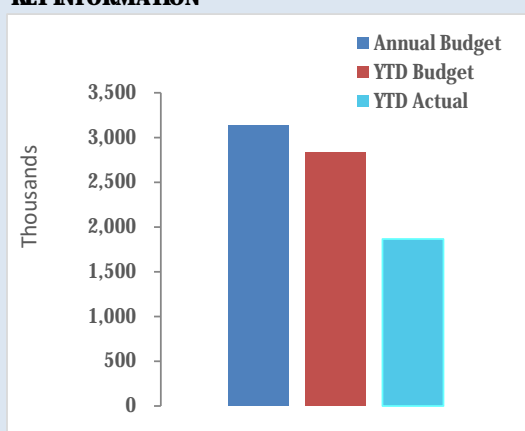
**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land	0	0	0	0
Buildings	579,664	570,664	152,059	-418,605
Plant & Equipment	558,140	558,140	343,462	-214,678
Furniture & Equipment	0	0	0	0
Infrastructure - Roads	1,639,967	1,603,697	1,266,330	-337,367
Infrastructure - Footpaths	0	0	0	0
Infrastructure - Other	353,585	103,585	104,054	469
Capital Expenditure Totals	3,131,356	2,836,086	1,865,905	(970,181)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	723,780	698,780	552,051	-146,729
Borrowings	150,000	150,000	0	-150,000
Other (Disposals & C/Fwd)	185,182	185,182	137,138	-48,044
Cash Backed Reserves				
Plant Reserve	349,257	231,257	231,257	0
Swimming Pool Reserve	6,761	0	0	0
Building Reserve	145,000	0	100,000	100,000
Health Reserve	5,000	0	0	0
Road Infrastructure Reserve	50,000	0	0	0
Contribution - operations	1,516,376	1,570,867	845,459	(725,408)
Capital Funding Total	3,131,356	2,836,086	1,865,905	(970,181)

SIGNIFICANT ACCOUNTING POLICIES

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






























KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$3.13 M	\$1.87 M	60%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$.72 M	\$.55 M	76%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2019

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion		Amended			Variance (Under)/Over	
		Account Number	Annual Budget	YTD Budget		YTD Actual
	Capital Expenditure					
	Land					
	Total		0	0	0	
	Buildings					
0.30	 Curtains - 14 Reid St	9518	5,000	5,000	1,487	-3,513
0.82	 Shire Hall - Upgrades	9531	128,300	128,300	104,899	-23,401
0.88	 Works Depot - Construction	9534	20,900	20,900	18,456	-2,444
0.00	 Auther Kelly - Roof	9537	31,020	26,520	0	-26,520
0.00	 Cottage - Project	9546	305,000	305,000	851	-304,149
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
0.78	 Golf Club Machinery Shed	9585	27,444	27,444	21,462	-5,982
0.26	 Total		579,664	570,664	152,059	-418,605
	Plant & Equipment					
0.93	 CEO Vehicle QO	9000	45,000	45,000	41,815	-3,185
1.00	 Managers Works Utility Q190	9702	37,235	37,235	37,235	-0
0.97	 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
0.00	 Town Gdn Ute Q661	9729	32,316	32,316	0	-32,316
0.98	 Excavator Ute Q633	9728	29,818	29,818	29,363	-455
0.76	 Armann Multi Tyre Roller	9009	175,000	175,000	133,000	-42,000
0.00	 Community Bus Q458	9706	135,700	135,700	0	-135,700
	Total		558,140	558,140	343,462	-214,678
	Furniture & Equipment					
	Total		0	0	0	0
	Infrastructure - Roads					
0.77	 Road Construction	3604	1,639,967	1,603,697	1,266,330	-337,367
0.77	 Total		1,639,967	1,603,697	1,266,330	-337,367
	Infrastructure - Footpaths					
	Total		0	0	0	0
	Infrastructure - Other					
0.00	 Hall Car Park Upgrade	9829	10,000	10,000	0	-10,000
1.02	 CCTV Development	9835	81,840	81,840	83,220	1,380
0.00	 Bowling Club - New Green	9836	230,000	0	0	0
0.15	 New Lighting Quairading Oval	9837	11,745	11,745	1,745	-10,000
0.95	 Youth Disability Access	9833	20,000	0	19,089	19,089
0.29	 Total		353,585	103,585	104,054	469

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2019**

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

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

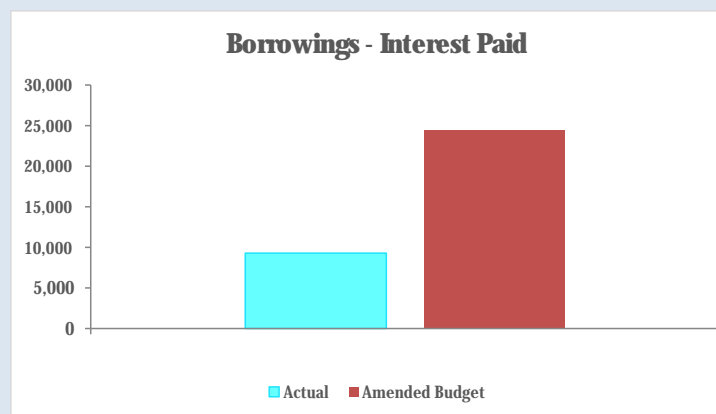
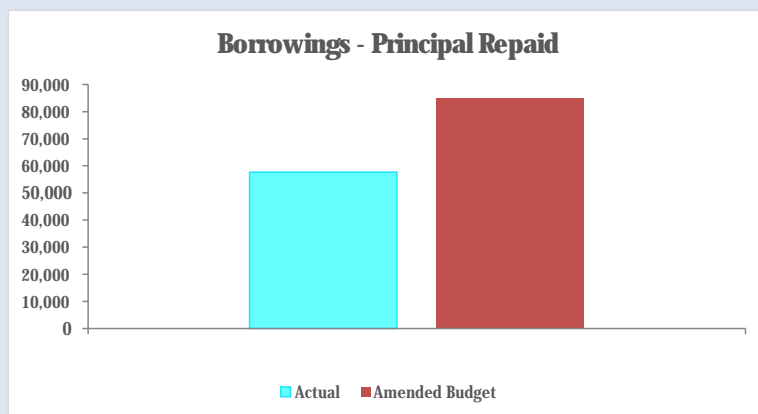
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



2018/19 Principal Repaid

\$57,680

Interest Expense

\$9,289

Loans Outstanding

\$.54 M

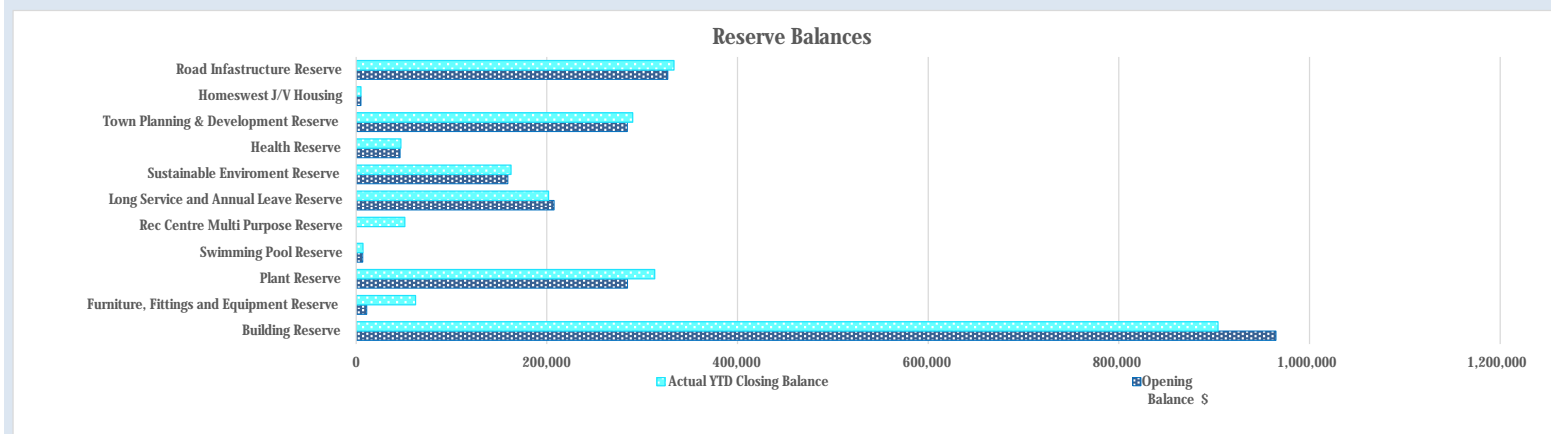
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2019**

**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	19,198	20,000	20,000	(145,000)	(100,000)	862,351	903,929
Furniture, Fittings and Equipment Reserve	11,027	259	1,208	50,000	50,000	0	0	61,286	62,235
Plant Reserve	284,547	6,685	9,779	250,000	250,000	(349,257)	(231,257)	191,975	313,070
Swimming Pool Reserve	6,904	162	137	0	0	(6,761)	0	305	7,041
Rec Centre Multi Purpose Reserve	0	0	989	50,000	50,000	0	0	50,000	50,989
Long Service and Annual Leave Reserve	207,601	4,878	4,186	40,000	40,000	(92,106)	(50,000)	160,373	201,787
Sustainable Environment Reserve	159,185	3,741	3,161	0	0	0	0	162,926	162,346
Health Reserve	46,039	1,082	913	0	0	(5,000)	0	42,121	46,953
Town Planning & Development Reserve	284,360	6,682	5,645	0	0	(20,000)	0	271,042	290,005
Homeswest J/V Housing	5,038	118	100	0	0	0	0	5,156	5,138
Road Infrastructure Reserve	326,924	7,672	6,491	0	0	(50,000)	0	284,596	333,415
	2,296,355	53,900	51,809	410,000	410,000	(668,124)	(381,257)	2,092,131	2,376,907

KEY INFORMATION



Interest Earned

\$51,809

Reserves Bal

\$2.38 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2019**

**NOTE 10
GRANTS AND CONTRIBUTIONS**

Grants and Contributions

	Amended		YTD Actual	Variance (Under)/Over
	Annual Budget	YTD Budget		
Operating grants, subsidies and contributions				
Federal Assistance Grants	866,021	649,515	649,516	1
MRWA Direct Road Grant	127,291	127,291	127,291	0
NRM Grant	22,000	22,000	20,000	(2,000)
Childcare Grant	29,000	29,000	26,325	(2,675)
Fire Prevention Grants	38,371	28,779	43,759	14,980
Staff Contributions to Vehicle and Housing Expenses	11,800	9,688	8,833	(855)
Bowling Club Contribution - Lighting	18,750	18,750	0	(18,750)
Contribution Other	100	80	0	(80)
Youth Centre Contribution	0	0	2,041	2,041
Community Development Projects	10,000	7,500	0	(7,500)
Signage Tourism Grant	10,000	10,000	10,000	0
Operating grants, subsidies and contributions Total	1,133,333	902,603	887,765	-14,838
Non-operating grants, subsidies and contributions				
Roads to Recovery/ MRWA Regional Road Group	485,491	485,491	419,151	-66,340
CCTV Community Project	81,840	81,840	37,200	-44,640
Golf Club Shed Contribution	21,449	21,449	0	-21,449
Bowling Club Contribution for New Green	25,000	0	0	0
Youth Disability Access	20,000	20,000	0	-20,000
Lotterywest Grant Agreement - Town Hall Project	87,000	87,000	92,700	5,700
Quairading Curtain Raisers Contribution - Town Hall Project	3,000	3,000	3,000	0
Non-operating grants, subsidies and contributions Total	723,780	698,780	552,051	-146,729
Grand Total	1,857,113	1,601,383	1,439,816	(161,567)

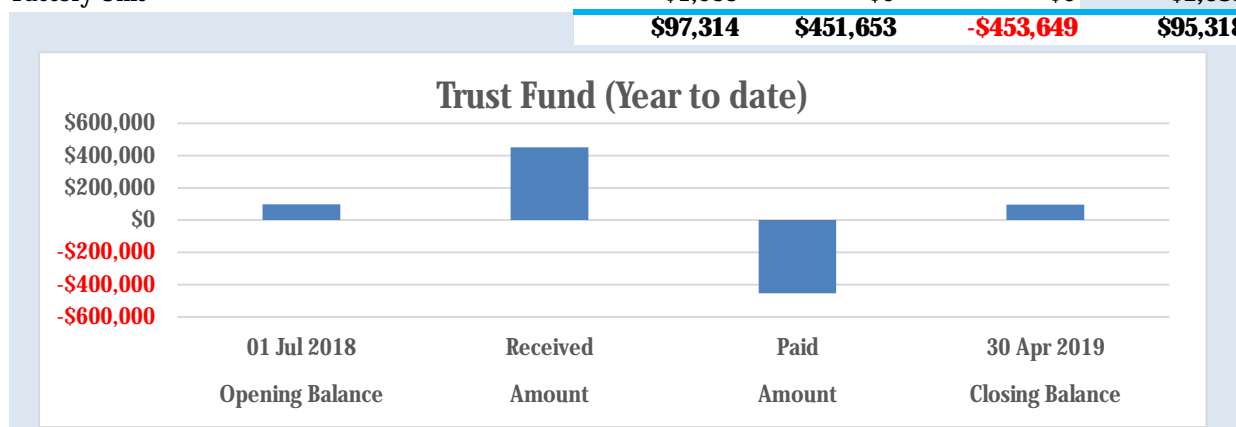
KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2019**

**NOTE 12
TRUST FUND**

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

Description	Opening Balance 01 Jul 2018	Amount Received	Amount Paid	Closing Balance 30 Apr 2019
CRC Rental Bond	\$1,150	\$544	-\$1,154	\$540
Departement of Transport	\$9,507	\$431,456	-\$437,428	\$3,535
Hall/C Building Hire Bonds	\$625	\$7,450	-\$5,100	\$2,975
Hall Table Bonds	\$0	\$0	\$0	\$0
Barracks Bond	\$0	\$800	-\$800	\$0
Bus Hire Bond	\$0	\$660	-\$495	\$165
Cottage Bond	\$800	\$7,200	-\$7,200	\$800
Cat Trap Bond	\$0	\$60	-\$60	\$0
Housing Bond	\$326	\$0	\$0	\$326
BSL	\$57	\$889	-\$463	\$483
BCITF	\$0	\$942	-\$323	\$619
QARRAS - Luncheon	\$3,451	\$0	\$0	\$3,451
Doodenanning Cemetery	\$1,196	\$0	\$0	\$1,196
South Caroling Cemetery	\$4,887	\$0	\$0	\$4,887
Nomination Fees	\$0	\$0	\$0	\$0
Town Planning - Peacock 2 Yrs	\$1,000	\$0	\$0	\$1,000
Rural Youth	\$73,227	\$0	\$0	\$73,227
Housing - to go to Bond Administrator	\$0	\$1,652	-\$626	\$1,026
Factory Unit	\$1,088	\$0	\$0	\$1,088
	\$97,314	\$451,653	-\$453,649	\$95,318



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2019**

**NOTE 13
BUDGET AMENDMENTS**

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

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

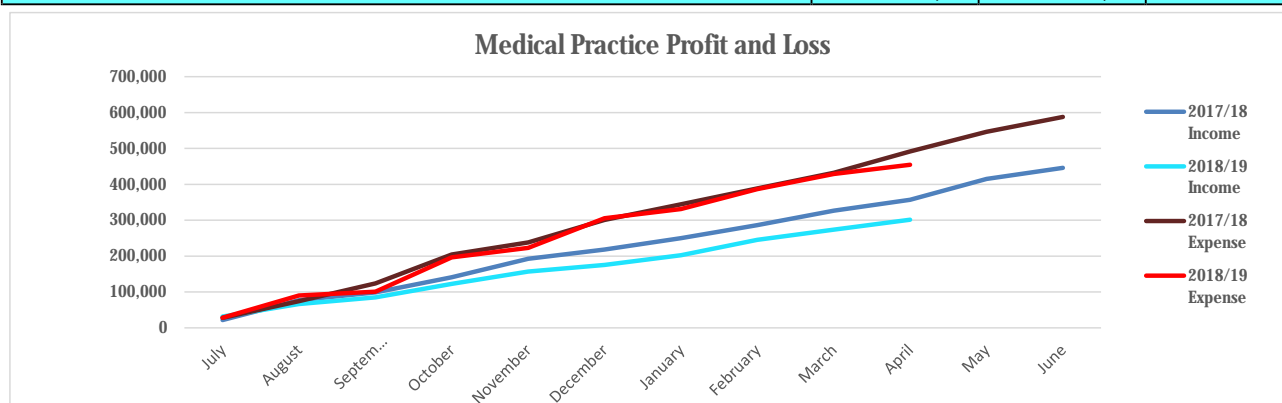
Medical Practices Expense - Practice Nurse on leave savings \$26,000,				
Adjustment of Accrued Leave \$10,000 from staff changeover	152-18/19	Operating Expenses	36,000	(10,080)
Youth Centre Building - Decrease Employee cost to Cemetery	152-18/19	Operating Expenses	3,000	(7,080)
Cemetery - Increase Employee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

KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2019**

**NOTE 13
MEDICAL PRACTICE**

Medical Practice Profit and Loss (Cash)			
	Year to Date		
	Actual	2018	BUDGET 18/19
	/ 2019		YTD%
EXPENDITURE			
LABOUR			
CONTRACTOR DOCTOR 17/18 + JUN 30 CPI in OCT18	\$307,995	\$415,553	74%
Wages			
PRACTICE NURSE (2 days a week)	\$154	\$3,380	5%
PRACTICE MGR RECEPTIONISTS - Job Share 3 Staff (1.6 FTE)	\$98,226	\$89,801	109%
Super			
PRACTICE NURSE	\$0	\$2,791	0%
PRACTICE MGR RECEPTIONISTS - Job Share 3 Staff (1.6 FTE)	\$6,284	\$9,709	65%
Insurance			
WORKERS COMPENSATION @ 2.3%	\$1,836	\$2,972	62%
MEDICAL INDEMNITY/PROFESSIONAL FEES	\$0	\$990	0%
Other			
STAFF DEVELOPMENT	\$0	\$1,000	0%
MATERIALS			
MATERIALS - MEDICAL/OTHER	\$5,406	\$5,214	104%
UTILITIES			
ELECTRICITY CONSUMED	\$1,643	\$1,900	86%
PHONE	\$3,810	\$4,200	91%
POSTAGES, PRINTING, STATIONERY, ETC	\$2,917	\$4,850	60%
OTHER			
MINOR CAPITAL EXPENDITURE ITEMS	\$2,318	\$3,000	77%
COMPUTERS - MTCE (NON CAPITAL)	\$4,461	\$3,000	149%
CREDIT CARD MERCHANT FEES	\$329	\$500	66%
OTHER SURGERY EXPENSES	\$19,129	\$16,140	119%
TOTAL CASH EXPENDITURE	\$454,507	\$565,000	80%
INCOME			
	Actual	2018	BUDGET 18/19
	/ 2019		YTD%
INTEREST - SUPPORT PACKAGES	\$788	\$2,000	39%
HIC PAYMENTS (PIP) & (SWWML) & (CIR) -EX GST	\$6,961	\$0	
RFDS PAYMENTS	\$3,600	\$4,800	75%
PRACTICE NURSE INCENTIVE GRANT	\$2,825	\$1,500	188%
RECEIPTS FROM CONSULTATIONS	\$32,189	\$47,700	67%
VTA BENEFIT / M 'CARE	\$179,597	\$220,000	82%
SiHi GP INCENTIVE (EX GST)	\$0	\$0	
VMP PAYMENTS (EX GST) - ESTIMATED	\$75,364	\$90,000	84%
SUNDRY PAYMENTS	\$0	\$0	
TOTAL CASH INCOME	\$301,324	\$366,000	82%
TOTAL CASH INCOME	\$301,324	\$366,000	82%
TOTAL CASH EXPENDITURE	\$454,507	\$565,000	80%
OUTCOME	-\$153,183	-\$199,000	77%

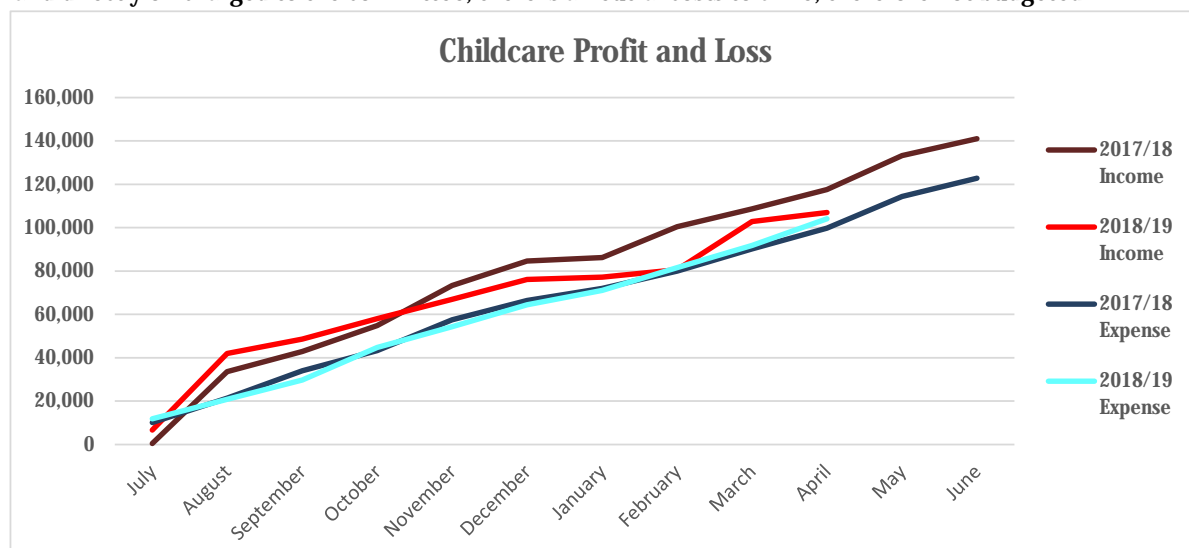


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2019**

**NOTE 14
CHILDCARE**

Childcare Profit and Loss (Cash)	April Actual	YTD Actual	Budget	VAR %
INCOME				
Fees	\$4,240	\$81,711	\$102,500	80%
Grant Funds	\$0	\$25,258	\$31,500	80%
Donations	\$500	\$0	\$1,000	0%
**Funds Reimbursements		\$39	\$0	
TOTAL INCOME	\$4,740	\$107,008	\$135,000	79%
EXPENDITURE	April Actual	YTD Actual	Budget	VAR %
Insurance		\$1,740	\$1,906	91%
Dept Communities - Annual Service Fee		\$203	\$1,500	14%
Operating Expenses	\$229	\$2,683	\$10,534	25%
Power		\$661	\$1,600	41%
Phone	\$41	\$362	\$600	60%
Wages	\$10,947	\$89,950	\$102,861	87%
Superannuation	\$1,040	\$8,480	\$7,872	108%
**Funds to be reimbursed	\$0	\$39	\$0	
TOTAL EXPENDITURE	\$ 12,257	\$ 104,117	\$ 126,873	82%
Income	\$ 107,008			
Expenses	\$ 104,117			
Surplus/ Deficit	\$ 2,890			

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2019**

**NOTE 15
RATIO'S**

	2019	This Time	2018	2017	2016	Target
	YTD	Last Year				Range
Current Ratio	4.45	3.02	1.76	3.77	1.16	≥1.00
Asset Sustainability Ratio	1.02	N/A	1.16	1.03	1.17	≥1.10
Debt Service Cover Ratio	21.23	0.67	16.98	41.90	29.21	≥15.0
Operating Surplus Ratio	(0.05)	(0.46)	(0.24)	(0.42)	(0.51)	≥0.15
Own Source Revenue Coverage Ratio	0.50	0.63	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 Elected Members Meeting Fees & Allowances - Western Australian Salaries and Allowances Tribunal (SAT) Determination

Meeting Date	30 th May 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	9.3 Copy of the Salaries and Allowances Tribunal's Determination dated 9th April 2019 and effective from 1st July 2019
Owner/Applicant	Shire of Quairading
Disclosure of Interest	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 – Simple Majority

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 30th 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

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 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 9th 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.

WESTERN AUSTRALIA
SALARIES AND ALLOWANCES ACT 1975
DETERMINATION OF THE
SALARIES AND ALLOWANCES TRIBUNAL
FOR LOCAL GOVERNMENT
CHIEF EXECUTIVE OFFICERS AND ELECTED MEMBERS

Pursuant to Section 7A and 7B

9 April 2019

PREAMBLE

STATUTORY CONTEXT

1. Section 7A of the *Salaries and Allowances Act 1975* ('the SA Act') requires the Salaries and Allowances Tribunal ('the Tribunal') to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".
2. Section 7B(2) of the SA Act requires the Tribunal to inquire into and determine the amount of:
 - fees, or the minimum and maximum amounts of fees, to be paid under the *Local Government Act 1995* ('the LG Act') to elected council members for attendance at meetings;
 - expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and
 - allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.
3. By issuing this Determination, the Tribunal discharges its obligations under Section 8 of the SA Act, which requires determinations under sections 7A and 7B to be issued at intervals of not more than 12 months.

CONSIDERATIONS

4. The Tribunal has considered sections 2.7 to 2.10 and 5.41 of the LG Act, which outlines the roles and responsibilities of local governments, councillors, mayors, presidents and their deputies and the functions of local government Chief Executive Officers (CEOs).

5. The Tribunal invited individual local governments to provide information in order to ensure the Tribunal is informed on developments across the sector.

Band allocation model

6. The Tribunal continues to utilise the four band classification model adopted in its 2012 determination. The model provides for a range of measurable and non-measurable factors to be taken into account.
7. The Tribunal notes that there is flexibility for change within each band before an increase in classification is warranted. A request for an increase in classification will only be accepted where it is demonstrated that the local government or regional local government has experienced a substantial and sustained increase within the parameters of the band allocation model.

Christmas and Cocos Islands

8. The Commonwealth and WA Governments entered an agreement in 2016 under Section 8H of the *Christmas Island Act 1958* (Cth), Section 8H of the *Cocos (Keeling) Islands Act 1995* (Cth) and the *Indian Oceans Territories (Administration of Laws) Act 1992* (WA), such that the Salaries and Allowances Tribunal has the power to determine the remuneration of local government CEOs and the fees, expenses and allowances for local government elected members of the Shires of Christmas Island and Cocos (Keeling) Islands.
9. The Tribunal has reviewed the Shires of Christmas and Cocos (Keeling) Islands during the current inquiry.

Economic circumstances

10. The Tribunal has noted a range of labour market and economic data including the financial position and fiscal strategy of the State.
11. 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.
12. In recent years, the Tribunal has responded to the financial difficulties faced by the State and the public of Western Australia by restraining growth in the band ranges available to CEOs and elected members. While the band ranges have been frozen, individual local governments have retained the ability for remuneration movement within a band to suit individual circumstances.
13. 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.

CONCLUSIONS

- 14. The Tribunal has determined a 1 percent increase in the remuneration, fees, expenses or allowances ranges provided to CEOs and elected members.**
- 15. The Tribunal notes that the increase to the remuneration ranges does not constitute an automatic increase to the remuneration provided to CEOs or elected members. Each local government must conduct its own remuneration review to determine whether any increase, within the applicable bands, is justified.**
- 16. The Tribunal considered those local governments with potential to change classification. In reviewing the classification framework, band allocation model and all other relevant information, the Tribunal has increased the Shire of Manjimup from Band 3 to Band 2.**
- 17. 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.**
- 18. The Tribunal reinforces its preference for the reimbursement of actual expenses wherever possible and, accordingly, has maintained the annual allowances for information and communication technology (ICT) and travel and accommodation. Although these annual allowances are to be paid in lieu of reimbursement of such expenses, the Tribunal maintains the fundamental principle that elected council members should not be out of pocket for expenses properly incurred in the fulfilment of their duties and that any expense incurred beyond the annual allowance amount received should continue to be reimbursed in accordance with the LG Regulations.**
- 19. Nothing in this determination shall be interpreted and/or applied in such a manner as to circumvent the intention of the Tribunal to ensure transparency and accountability in the remuneration of local government CEOs and the provision of fees, expenses and allowances to elected members.**

**DETERMINATION FOR LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS
AND ELECTED MEMBERS PURSUANT TO SECTION 7A AND 7B OF THE
*SALARIES AND ALLOWANCES ACT 1975***

CONTENTS

Part 1: Introductory Matters

- 1.1 Short Title
- 1.2 Commencement
- 1.3 Content and intent
- 1.4 Terms used
- 1.5 Pro rata payments
- 1.6 Local government band allocations

Part 2: Total Reward Package

- 2.1 General
- 2.2 Local government classification
- 2.3 Regional local government classification

Part 3: Regional/Isolation Allowance

- 3.1 General
- 3.2 Regional/Isolation Allowance

Part 4: Housing Allowance

- 4.1 General
- 4.2 Housing Allowance

Part 5: Motor Vehicle Allowance

- 5.1 General
- 5.2 Private benefit value

Part 6: Meeting Attendance Fees

- 6.1 General
- 6.2 Council meeting attendance fees – per meeting
- 6.3 Committee meeting and prescribed meeting attendance fees – per meeting
- 6.4 Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees

Part 7: Annual Allowance for a Mayor, President, Chair, Deputy Mayor, Deputy President and Deputy Chair

- 7.1 General
- 7.2 Annual allowance for a mayor, president or chair
- 7.3 Annual allowance for a deputy mayor, deputy president or deputy chair

Part 8: Expenses to be Reimbursed

- 8.1 General
- 8.2 Extent of expenses to be reimbursed

Part 9: Annual Allowances in lieu of Reimbursement of Expenses

- 9.1 General
- 9.2 Annual allowances determined instead of reimbursement for particular types of expenses

Schedule 1: Local Government Band Allocations**Explanatory Notes**

PART 1: INTRODUCTORY MATTERS

This Part deals with some matters that are relevant to the determination generally.

1.1 Short title

This determination may be cited as the *Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2019*.

1.2 Commencement

This determination comes into operation on 1 July 2019.

1.3 Content and intent

- (1) The remuneration listed in this determination comprises all remuneration as defined under the *Salaries and Allowances Act 1975* as including salary, allowances, fees, emoluments and benefits.
- (2) The determination applies to
 - a. Chief Executive Officers (CEOs);
 - b. Acting Chief Executive Officers; and
 - c. Elected Members
- (3) The remuneration specified in this determination for CEOs is based on a person being appointed to one local government CEO position only. In the case of a person appointed to undertake the duties of more than one CEO position simultaneously, the relevant local governments must seek a determination from the Tribunal for the multiple CEO positions held by that person.
- (4) If a local government undergoes an amalgamation or a rezoning of local government boundaries, the local government is required to seek a new determination from the Tribunal.
- (5) This determination provides for the amount of fees, expenses and allowances to be paid or reimbursed to elected council members under the *Local Government Act 1995* ('the LG Act') Part 5 Division 8. The determination applies to elected council members who are members of the council of a local government, and under section 3.66 of the LG Act.
- (6) Where the Tribunal has determined a specific amount for a fee, expense or allowance for elected council members of a local government or regional local government, the

amount determined by the Tribunal will be payable to an eligible elected council member.

- (7) Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for elected council members of a local government or regional local government, each local government or regional local government council will set an amount within the relevant range determined and the amount set will be payable to an eligible elected council member.
- (8) The fees, expenses and allowances determined are intended to recognise the responsibilities of elected council members, mayors and presidents of local governments and chairmen of regional local governments and to remunerate them for the performance of the duties associated with their office.

1.4 Terms used

In this determination, unless the contrary intention appears -

chair means a person who is elected or appointed from among the members of a council of a regional local government as its chair;

committee meeting means a meeting of a committee of a council where the committee comprises –

- (a) council members only; or
- (b) council members and employees of the local government or regional local government;

council, in relation to:

- (a) a local government, means the council of the local government;
- (b) a regional local government, means the council of the regional local government;

council member, in relation to:

- (a) a local government –
 - (i) means a person elected under the LG Act as a member of the council of the local government; and
 - (ii) includes the mayor or president of the local government;

(b) a regional local government –

- (i) means a person elected under the LG Act as a member of the council of a local government and who is a member of the council of the regional local government; and
- (ii) includes the chair of the regional local government;

LG Regulations means the *Local Government (Administration) Regulations 1996*;

mayor means a council member holding the office of mayor, whether elected by the council from amongst its members or elected by the electors;

president means a council member holding the office of president, whether elected by the council from amongst its members or elected by the electors.

1.5 Pro rata payments

- (1) The Total Remuneration Package specified in this determination for CEOs is based on a person serving in the office on a full-time basis. The relevant range shall be payable on a pro rata basis if the position is undertaken on a part time basis.
- (2) The amount of a person's entitlement to remuneration, annual attendance fee or annual allowance specified in this determination shall be apportioned on a pro rata basis according to the portion of a year that the person holds office.

1.6 Local government band allocations

Unless the contrary intention appears, this determination allocates local governments to the bands set out in Schedule 1. Regional local governments are allocated to a Band only with respect to CEOs.

PART 2: TOTAL REWARD PACKAGE

This Part deals with the remuneration payable to Chief Executive Officers.

2.1 GENERAL

- (1) Offices listed in this Part have been assigned by the Tribunal to one of four classifications designated Band 1 to Band 4.
- (2) Each classification (Band 1 to Band 4) has a commensurate Total Reward Package (TRP) range.
- (3) Typical components of a TRP include:
 - (a) Base salary;
 - (b) Annual leave loading;
 - (c) Associated FBT accrued (total annual amount of fringe benefits tax paid by the local government for all fringe benefits provided to a CEO);
 - (d) Association membership fees;
 - (e) Attraction/retention allowance, not being provided under Part 3;
 - (f) Personal benefit value of the provision of a motor vehicle for private use (if applicable) as defined under Part 5 of this determination;
 - (g) Cash bonus and performance incentives;
 - (h) Cash in lieu of a motor vehicle;
 - (i) Fitness club fees;
 - (j) Grooming/clothing allowance;
 - (k) Health insurance;
 - (l) School fees and/or child's uniform;
 - (m) Superannuation (all mandatory and non-mandatory employer superannuation contributions);
 - (n) Travel or any other benefit taken in lieu of salary;
 - (o) Travel for spouse or any other member of family;

- (p) Unrestricted entertainment allowance;
 - (q) Utilities allowance (any water, power or other utility subsidy provided to the CEO); and
 - (r) Any other form of payment, in cash or not, in consideration as a reward or benefit of the CEOs duties.
- (4) The only exclusions from the TRP are:
- (a) items listed in Parts 3, 4 and 5 of this determination (however, any superannuation guarantee associated with the payment of a Regional/Isolation Allowance and any associated FBT accrued from the provision of a motor vehicle or accommodation are to be included as part of the TRP);
 - (b) employer obligations such as professional development (restricted to the CEO), reimbursement for genuine work expenses or the cost of recruitment and relocation expenses; and
 - (c) items considered by the local government to be a tool of trade (i.e. equipment needed to undertake the duties of a CEO) and which are not a direct or indirect reward or benefit for the performance of duties as a CEO.

2.2 LOCAL GOVERNMENT CLASSIFICATION

- (1) The ranges of TRP in Table 1 apply where a local government or regional local government has been classified into the relevant band.

Table 1: Local government band classification – Total Reward Package range

Band	Total Reward Package
1	\$250,375 - \$379,532
2	\$206,500 - \$319,752
3	\$157,920 - \$259,278
4	\$128,226 - \$200,192

- (2) Local governments have been classified in Schedule 1.

- (3) Regional local governments have been classified in Table 2 below.

Table 2: Regional local government band classification

Regional Local Government	Band
Bunbury-Harvey Regional Council	4
Eastern Metropolitan Regional Council	2
Mindarie Regional Council	3
Murchison Regional Vermin Council	4
Pilbara Regional Council	4
Rivers Regional Council	3
Southern Metropolitan Regional Council	2
Tamala Park Regional Council	2
Western Metropolitan Regional Council	4

- (4) A person who holds a dual appointment of the CEO of the Shire of Cunderdin and the CEO of the Shire of Tammin, shall be entitled to receive a TRP range from the bottom of Band 4 (\$128,226) to a maximum of \$220,211 (which represents the top of Band 4 plus 10%).
- (5) A person who holds a dual appointment of the CEO of the City of Karratha and the Pilbara Regional Council, shall be entitled to receive a TRP range equivalent to the Band 1 range (\$250,375 - \$379,532).

PART 3: REGIONAL/ISOLATION ALLOWANCE

This Part deals with the Regional/Isolation Allowance that may be payable to Chief Executive Officers from local governments identified in this Part.

3.1 GENERAL

- (1) Local governments listed under Table 3 in this Part have access to an amount additional to the Total Reward Package for CEO remuneration in recognition of the regional and isolation factors which may affect the attraction and retention of the CEOs of those local governments.
- (2) Local governments are not required to pay all or any of this amount and the payment of this allowance is at the discretion of the local government, albeit within the parameters set by the Tribunal.
- (3) When a local government chooses to use all or any of this allowance, the payment of the allowance should be properly justified and applied in a transparent manner.
- (4) When a local government chooses to pay all or any of this allowance, it is to be paid to the CEO as salary.

3.2 REGIONAL/ISOLATION ALLOWANCE

Local governments eligible for the Regional/Isolation Allowance are listed in Table 3 below.

Table 3: Regional/Isolation Allowance

Local Government	Maximum Regional/Isolation Allowance Per Annum
Ashburton Shire	\$45,000
Broome Shire	\$35,000
Carnamah Shire	\$30,000
Carnarvon Shire	\$30,000
Chapman Valley Shire	\$30,000
Christmas Island Shire	\$80,000
Cocos (Keeling) Islands Shire	\$80,000
Coolgardie Shire	\$30,000
Coorow Shire	\$30,000
Cue Shire	\$40,000
Derby-West Kimberley Shire	\$45,000
Dundas Shire	\$30,000
East Pilbara Shire	\$45,000
Esperance Shire	\$25,000
Exmouth Shire	\$35,000
Geraldton-Greenough City	\$25,000
Halls Creek Shire	\$65,000
Irwin Shire	\$30,000
Jerramungup Shire	\$25,000
Kalgoorlie-Boulder City	\$30,000
Karratha City	\$60,000
Kent Shire	\$10,000
Kondinin Shire	\$10,000
Kulin Shire	\$10,000
Lake Grace Shire	\$10,000
Laverton Shire	\$40,000
Leonora Shire	\$40,000
Meekatharra Shire	\$40,000
Menzies Shire	\$30,000
Merredin Shire	\$10,000
Mingenew Shire	\$30,000
Morawa Shire	\$30,000
Mount Magnet Shire	\$30,000
Mount Marshall Shire	\$10,000

Local Government	Maximum Regional/Isolation Allowance Per Annum
Mukinbudin Shire	\$25,000
Murchison Shire	\$30,000
Narembeen Shire	\$10,000
Ngaanyatjarraku Shire	\$40,000
Northampton Shire	\$30,000
Nungarin Shire	\$10,000
Perenjori Shire	\$30,000
Port Hedland Town	\$60,000
Ravensthorpe Shire	\$30,000
Sandstone Shire	\$30,000
Shark Bay Shire	\$35,000
Three Springs Shire	\$30,000
Upper Gascoyne Shire	\$35,000
Westonia Shire	\$25,000
Wiluna Shire	\$40,000
Wyndham-East Kimberley Shire	\$45,000
Yalgoo Shire	\$30,000
Yilgarn Shire	\$25,000

PART 4: HOUSING ALLOWANCE

This Part deals with the Housing Allowance that may be payable to Chief Executive Officers.

4.1 GENERAL

- (1) In recognition of the need for local governments to provide accommodation as a result of a lack of suitable housing or recruitment issues, on either a permanent or temporary basis, local governments are able to utilise this allowance as required.
- (2) When a local government utilises this allowance, the payment of the allowance should be properly justified and applied in a transparent manner.
- (3) Any accommodation provided under this Part must be located within or adjacent to the local government area in which the CEO is employed.
- (4) local governments should tailor the provision of any housing allowance to suit their particular circumstances. This may include the CEO making contributions towards the cost of the accommodation.

4.2 APPLICABLE HOUSING ALLOWANCE

- (1) Where a local government owns a property and provides that property to the CEO for accommodation, the value of this accommodation will not be included in the Total Reward Package.
- (2) For reporting purposes, the value of the local government owned property shall be valued at the annual Gross Rental Value of the property as determined by the Valuer General.
- (3) Where a local government leases accommodation for the use of the CEO, the lease costs will not be included in the Total Reward Package.
- (4) For reporting purposes, the value of the local government leased property shall be the annual actual costs of the accommodation lease.

PART 5: MOTOR VEHICLE

This Part deals with the provision of motor vehicles to Chief Executive Officers.

5.1 GENERAL

- (1) For local governments generally, except those listed in Table 3 under Part 3 of this determination, the private benefit value of any motor vehicle provided to the CEO by the local government is to be included in the Total Reward Package.
- (2) For local governments listed in Table 3 under Part 3 of this determination, any motor vehicle provided to the CEO or an allowance provided to a CEO for use of a private motor vehicle for work-related purposes, is to be considered a tool of trade (i.e. a tool needed to undertake the duties of a CEO in these local governments) and any private benefit will not be considered as part of the Total Reward Package.

5.2 PRIVATE BENEFIT VALUE

- (1) The private benefit value of the motor vehicle will be dependent on the type of motor vehicle provided, method of ownership (i.e. local government owned or leased), maintenance and running costs, insurance, any applicable luxury car tax and the amount of private use of the vehicle (i.e. non-business use).
- (2) As a general rule, the private benefit value will be based upon the annual costs multiplied by the percentage of private use.
- (3) Local governments and CEOs will need to agree on the most appropriate way to record the amount of private use in order to calculate the private benefit value.

PART 6: MEETING ATTENDANCE FEES

This Part deals with fees payable to council members for attendance at council and other meetings

6.1 GENERAL

- (1) Pursuant to section 5.98(1)(b) of the LG Act, a council member who attends a council meeting is entitled to be paid the fee set by the local government or the regional local government within the range determined in section 6.2 of this Part for council meeting attendance fees.
- (2) Pursuant to section 5.98(1)(b) and (2A)(b) of the LG Act, a council member who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (3) Each of the following meetings is a type of meeting prescribed in regulation 30(3A) of the LG Regulations -
 - (a) meeting of a WALGA Zone, where the council member is representing a local government as a delegate elected or appointed by the local government;
 - (b) meeting of a Regional Road Group established by Main Roads Western Australia, where the council member is representing a local government as a delegate elected or appointed by the local government;
 - (c) council meeting of a regional local government where the council member is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government;
 - (d) meeting other than a council or committee meeting where the council member is attending at the request of a Minister of the Crown who is attending the meeting;
 - (e) meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.
- (4) Pursuant to section 5.99 of the LG Act, a local government or regional local government may decide by an absolute majority that instead of paying council members an attendance fee referred to in section 5.98(1) of the LG Act, it will pay all

council members who attend council or committee meetings a fee set within the range for annual fees determined in section 6.4 of this Part.

- (5) **Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a council member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if –**
- (a) **the person who organises the meeting pays the council member a fee for attending the meeting; or**
 - (b) **the council member is paid an annual fee in accordance with section 5.99 of the LG Act; or**
 - (c) **the council member is deputising for a council member at a meeting of a regional local government and the member of the regional local government is paid an annual fee in accordance with section 5.99 of the LG Act.**
- (6) **In determining the fees set out in this Part, the Tribunal has taken into account a range of factors including –**
- (a) **the time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with council staff and community members;**
 - (b) **the role of the council member, mayor or president including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation;**
 - (c) **particular responsibilities associated with the types of meetings attended;**
 - (d) **responsibilities of a mayor, president or chair to preside over meetings; and**
 - (e) **the relative “size” of the local government as reflected in the Tribunal’s local government banding model.**
- (7) **The Tribunal has not determined a specific meeting attendance fee for the purposes of section 5.98(1)(a) or (2A)(a) of the LG Act.**

6.2 COUNCIL MEETING ATTENDANCE FEES – PER MEETING

- (1) **The ranges of fees in Table 4 and Table 5 apply where a local government or regional local government decides by an absolute majority to pay a council member a fee referred to in section 5.98(1)(b) of the LG Act for attendance at a council meeting.**

Table 4: Council meeting fees per meeting – local governments

Band	For a council member other than the mayor or president		For a council member who holds the office of mayor or president	
	Minimum	Maximum	Minimum	Maximum
1	\$615	\$793	\$615	\$1,189
2	\$373	\$582	\$373	\$780
3	\$193	\$410	\$193	\$634
4	\$91	\$238	\$91	\$490

Table 5: Council meeting fees per meeting – regional local governments

	For a council member other than the chair		For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$91	\$238	\$91	\$490

6.3 COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES – PER MEETING

- (1) The ranges of fees in Table 6 and Table 7 apply where a local government or regional local government decides to pay a council member a fee referred to in –
 - (a) section 5.98(1)(b) of the LG Act for attendance at a committee meeting; or
 - (b) section 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

Table 6: Committee meeting and prescribed meeting fees per meeting – local governments

For a council member (including the mayor or president)		
Band	Minimum	Maximum
1	\$308	\$396
2	\$186	\$291
3	\$97	\$205
4	\$46	\$119

Table 7: Committee meeting and prescribed meeting fees per meeting – regional local governments

For a council member (including the chair)		
	Minimum	Maximum
All regional local governments	\$46	\$119

6.4 ANNUAL ATTENDANCE FEES IN LIEU OF COUNCIL MEETING, COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES

- (1) The ranges of fees in Table 8 and Table 9 apply where a local government or regional local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98 of the LG Act, it will pay an annual fee to all council members who attend council, committee or prescribed meetings.

Table 8: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments

Band	For a council member other than the mayor or president		For a council member who holds the office of mayor or president	
	Minimum	Maximum	Minimum	Maximum
1	\$24,604	\$31,678	\$24,604	\$47,516
2	\$14,865	\$23,230	\$14,865	\$31,149
3	\$7,688	\$16,367	\$7,688	\$25,342
4	\$3,589	\$9,504	\$3,589	\$19,534

Table 9: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – regional local governments

	For a council member other than the chair		For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$1,795	\$10,560	\$1,795	\$15,839

PART 7: ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT, CHAIR, DEPUTY MAYOR, DEPUTY PRESIDENT AND DEPUTY CHAIR

This Part deals with annual allowances payable to mayors, presidents, chair and their deputies, in addition to any entitlement to meeting attendance fees or the reimbursement of expenses.

7.1 GENERAL

- (1) Pursuant to section 5.98(5) of the LG Act, the mayor or president of a local government and the chair of a regional local government are entitled, in addition to any fees or reimbursement of expenses payable under section 5.98(1) or (2), to be paid the annual allowance set by the local government or regional local government within the range determined in section 7.2 of this Part.
- (2) Pursuant to section 5.98A(1) of the LG Act, a local government or regional local government may decide, by an absolute majority, to pay the deputy mayor or deputy president of the local government, or the deputy chair of the regional local government, an allowance of up to the percentage that is determined by the Tribunal of the annual allowance to which the mayor or president of the local government, or the chair of the regional local government, is entitled under section 5.98(5) of the LG Act. That percentage is determined in section 7.3 of this Part. This allowance is in addition to any fees or reimbursement of expenses payable to the deputy mayor, deputy president or deputy chair under section 5.98 of the LG Act.
- (3) In determining the allowances set out in this Part, the Tribunal has taken into account a range of factors including the following –
 - (a) the leadership role of the mayor, president or chair;
 - (b) the statutory functions for which the mayor, president or chair is accountable;
 - (c) the ceremonial and civic duties required of the mayor, president or chair, including local government business related entertainment;
 - (d) the responsibilities of the deputy mayor, deputy president or deputy chair when deputising;
 - (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model;
 - (f) the civic, ceremonial and representation duties particular to the Lord Mayor of Western Australia’s capital city.

7.2 ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT OR CHAIR

- (1) The ranges of allowances in Table 10 apply where a local government sets the amount of the annual local government allowance to which a mayor or president is entitled under section 5.98(5) of the LG Act.
- (2) The range of allowances in Table 11 apply where a regional local government sets the amount of the annual local government allowance to which a chair is entitled under section 5.98(5) of the LG Act.
- (3) Despite the provisions of subsection (1), the Perth City Council is to set the amount of the annual local government allowance to which the Lord Mayor is entitled within the range of \$61,509 to \$137,268.

Table 10: Annual allowance for a mayor or president of a local government

For a mayor or president		
Band	Minimum	Maximum
1	\$51,258	\$89,753
2	\$15,377	\$63,354
3	\$1,025	\$36,957
4	\$513	\$20,063

Table 11: Annual allowance for a chair of a regional local government

For a chair		
	Minimum	Maximum
All regional local governments	\$513	\$20,063

7.3 ANNUAL ALLOWANCE FOR A DEPUTY MAYOR, DEPUTY PRESIDENT OR DEPUTY CHAIR

- (1) The percentage determined for the purposes of section 5.98A(1) of the LG Act is 25 per cent.

PART 8: EXPENSES TO BE REIMBURSED

This Part deals with expenses for which council members are entitled to be reimbursed.

8.1 GENERAL

- (1) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 31(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(1) to (5) of this Part.
- (2) Regulation 31(1) of the LG Regulations prescribes the following kinds of expenses that are to be reimbursed:
 - (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
 - (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.
- (3) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 32(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(6) to (8) of this Part.
- (4) Regulation 32(1) of the LG Regulations prescribes the following kinds of expenses that may be approved by a local government for reimbursement –
 - (a) an expense incurred by a council member in performing a function under the express authority of the local government;
 - (b) an expense incurred by a council member to whom paragraph (a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
 - (c) an expense incurred by a council member in performing a function in his or her capacity as a council member.

8.2 EXTENT OF EXPENSES TO BE REIMBURSED

- (1) The extent to which a council member can be reimbursed for rental charges in relation to one telephone and one facsimile machine is the actual expense incurred by the council member.
- (2) The extent to which a council member can be reimbursed for child care costs incurred because of attendance at a meeting referred to in regulation 31(1)(b) of the LG Regulations is the actual cost per hour or \$30 per hour, whichever is the lesser amount.
- (3) The extent to which a council member of a local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is:

 - (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
 - (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back:

 - (i) for the person to travel from the person's place of residence or work to the meeting and back; or
 - (ii) if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.
- (4) The extent to which a council member of a regional local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.
- (5) For the purposes of subsections (3) and (4), travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Interim Award 2011* as at the date of this determination.
- (6) The extent to which a council member can be reimbursed for child care costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is the actual cost per hour or \$30 per hour, whichever is the lesser amount.

- (7) The extent to which a council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission as at the date of this determination.**
- (8) The extent to which a council member can be reimbursed for any other cost incurred under regulation 32(1) of the LG Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.**

PART 9: ANNUAL ALLOWANCES IN LIEU OF REIMBURSEMENT OF EXPENSES

This Part deals with annual allowances that a local government or regional local government may decide to pay.

9.1 GENERAL

- (1) Pursuant to section 5.99A of the LG Act, a local government or regional local government may decide by absolute majority that instead of reimbursing council members under the LG Act section 5.98(2) for all of a particular type of expense, it will pay all council members, for that type of expense, the annual allowance determined in section 9.2 of this Part or, as the case requires, an annual allowance within the range determined in that section.
- (2) Where a local government or regional local government has decided to pay council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under section 5.98(2) of the LG Act, section 5.99A of the LG Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.
- (3) In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the following:
 - (a) the intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members;
 - (b) the capacity of local governments to set allowances appropriate to their varying operational needs;
 - (c) the particular practices of local governments in the use of information and communication technology (e.g. laptop computers, iPads); and
 - (d) the varying travel requirements of council members in local governments associated with geography, isolation and other factors.

9.2 ANNUAL ALLOWANCES DETERMINED INSTEAD OF REIMBURSEMENT FOR PARTICULAR TYPES OF EXPENSES

- (1) In this section:

ICT expenses means:

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or

- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations;

travel and accommodation expenses means:

- (a) travel costs, as prescribed by regulation 31(1)(b) of the LG Regulations; or
 - (b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations.
- (2) For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.
- (3) For the purposes of section 5.99A(a) of the LG Act, the annual allowance for travel and accommodation expenses is \$50.

SCHEDULE 1: LOCAL GOVERNMENT BAND ALLOCATIONS

Local Government	Band
Albany City	1
Armadale City	1
Ashburton Shire	2
Augusta-Margaret River Shire	2
Bassendean Town	3
Bayswater City	1
Belmont City	1
Beverley Shire	4
Boddington Shire	4
Boyup Brook Shire	4
Bridgetown-Greenbushes Shire	3
Brookton Shire	4
Broome Shire	2
Broomehill-Tambellup Shire	4
Bruce Rock Shire	4
Bunbury City	1
Busselton City	1
Cambridge Town	2
Canning City	1
Capel Shire	3
Carnamah Shire	4
Carnarvon Shire	2
Chapman Valley Shire	4
Chittering Shire	3
Christmas Island Shire	3
Claremont Town	3
Cocos (Keeling) Islands Shire	4
Cockburn City	1
Collie Shire	3
Coolgardie Shire	3
Coorow Shire	4
Corrigin Shire	4
Cottesloe Town	3
Cranbrook Shire	4
Cuballing Shire	4
Cue Shire	4

Local Government	Band
Cunderdin Shire	4
Dalwallinu Shire	3
Dandaragan Shire	3
Dardanup Shire	3
Denmark Shire	3
Derby-West Kimberley Shire	2
Donnybrook Balingup Shire	3
Dowerin Shire	4
Dumbleyung Shire	4
Dundas Shire	4
East Fremantle Town	3
East Pilbara Shire	2
Esperance Shire	2
Exmouth Shire	3
Fremantle City	1
Gingin Shire	3
Gnowangerup Shire	4
Goomalling Shire	4
Gosnells City	1
Greater Geraldton City	1
Halls Creek Shire	3
Harvey Shire	2
Irwin Shire	3
Jerramungup Shire	4
Joondalup City	1
Kalamunda Shire	2
Kalgoorlie-Boulder City	1
Karratha City	1
Katanning Shire	3
Kellerberrin Shire	4
Kent Shire	4
Kojonup Shire	3
Kondinin Shire	4
Koorda Shire	4
Kulin Shire	4
Kwinana City	1
Lake Grace Shire	4

Local Government	Band
Laverton Shire	3
Leonora Shire	3
Mandurah City	1
Manjimup Shire	2
Meekatharra Shire	3
Melville City	1
Menzies Shire	4
Merredin Shire	3
Mingenew Shire	4
Moora Shire	3
Morawa Shire	4
Mosman Park Town	3
Mount Magnet Shire	4
Mount Marshall Shire	4
Mukinbudin Shire	4
Mundaring Shire	2
Murchison Shire	4
Murray Shire	3
Nannup Shire	4
Narembeen Shire	4
Narrogin Shire	3
Nedlands City	2
Ngaanyatjarraku Shire	4
Northam Shire	2
Northampton Shire	3
Nungarin Shire	4
Peppermint Grove Shire	4
Perenjori Shire	4
Perth City	1
Pingelly Shire	4
Plantagenet Shire	3
Port Hedland Town	1
Quairading Shire	4
Ravensthorpe Shire	3
Rockingham City	1
Sandstone Shire	4
Serpentine-Jarrahdale Shire	2

Local Government	Band
Shark Bay Shire	4
South Perth City	2
Stirling City	1
Subiaco City	2
Swan City	1
Tammin Shire	4
Three Springs Shire	4
Toodyay Shire	3
Trayning Shire	4
Upper Gascoyne Shire	4
Victoria Park Town	2
Victoria Plains Shire	4
Vincent City	2
Wagin Shire	4
Wandering Shire	4
Wanneroo City	1
Waroonna Shire	3
West Arthur Shire	4
Westonia Shire	4
Wickepin Shire	4
Williams Shire	4
Wiluna Shire	4
Wongan-Ballidu Shire	4
Woodanilling Shire	4
Wyalkatchem Shire	4
Wyndham-East Kimberley Shire	2
Yalgoo Shire	4
Yilgarn Shire	3
York Shire	3

Signed on 9 April 2019.

**M Seares AO
CHAIR**

**B A Sargeant PSM
MEMBER**

**C P Murphy PSM
MEMBER**

SALARIES AND ALLOWANCES TRIBUNAL

LOCAL GOVERNMENT ELECTED MEMBERS EXPLANATORY NOTES

This section does not form part of the determination

1. Entitlements

The entitlement of a council member to a fee, allowance or reimbursement of an expense established under the LG Act, the LG Regulations and this determination, cannot be proscribed, limited or waived by a local government. Any eligible claim against those entitlements is to be paid in accordance with the applicable financial procedures of the local government.

2. Local governments to set amounts within the range determined

Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for members of the council of a local government or a regional local government, each council is to set, by absolute majority, an amount within the relevant range determined and the amount set will be payable to elected council members.

3. Superannuation

Nothing in this determination establishes a liability for the payment of superannuation by local governments. Elected council members are eligible for superannuation payments if their council has resolved unanimously to become an Eligible Local Governing Body (ELGB) pursuant to section 221A and section 221B of the *Income Tax Assessment Act 1936* (Cwlth). Where the council is an ELGB, it is deemed to have an employer/employee relationship with its elected council members and this attracts the application of a number of statutory obligations. Alternative arrangements described in Australian Taxation Office (ATO) Interpretative Decision ATO ID 2007/205 allow for elected council members and councils to agree for whole or part of meeting attendance fees to be paid into a superannuation fund. Where the council is an ELGB, fees for attendance at council, committee and prescribed meetings (whether paid via a per meeting fee or annual allowance) are to be inclusive of any superannuation guarantee liability. This information is not published by way of legal or financial advice.

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 Wheatbelt Secondary Freight Network Project

Meeting Date	30 th May 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	10.1a Email from the Chair of the Wheatbelt South Regional Road Group and Shire of Brookton Shire President Cr Katrina Crute
Owner/Applicant	WSFN Project Group.
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

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.

VOTING REQUIREMENTS – Simple Majority

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	
Staging Plan	
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	REDS (\$100K)
Governance Plan	LGA in-kind
Business Case Development	
	\$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
- 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.

From: Shire President [<mailto:sp@brookton.wa.gov.au>]
Sent: Wednesday, 1 May 2019 7:33 AM
Subject: Wheatbelt Secondary Freight Agenda Request
Importance: High

Hi Everyone,

The Wheatbelt Secondary Freight Network Team recently met in Perth where we discussed “where to from here”, acknowledging the \$70m from the Federal Government, the fact we weren’t successful with our BBRF application or Commodity Route Funding application and the successful application to State Government for \$100,000 under the Regional Economical Development Fund.

Previously 42 local governments were asked to financially contribute to the WSNF project via a budget allocation of \$6,000 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 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

The WSNF Working Group are now requesting that all 42 LG’s reaffirm their commitment to the WSNF project and make a budget allocation of \$6000 in the 19/20 budget to the Project Management Pool (Stage 1 Priority Works). We acknowledge there was a request to reaffirm the commitment to the BBRF Co-contribution, this request was made before we knew the outcome of the application, and we needed to make sure LG’s we continuing that commitment into the next financial year. If your council has formally made that commitment already, then the attached draft recommendation will no doubt need to be reworded to redirect that commitment from BBRF to Project Management Pool.

Garrick Yandle has kindly assisted in drafting an agenda item for all LG’s to use to ensure that the commitment made by all 42 LG’s is the same. As per the BBRF commitment we will require each LG to submit to me (on a Shire Letterhead) their councils commitment to the project management fund, and we will need those letters by 5th June so that the WDC can collate them and put them with our RED funding agreement. As per the RED application the Shire of Koorda is the applicant and will handling the funding arrangements.

Should you have any queries, please do not hesitate to contact myself, Lyn Baker or Garrick Yandle.

Kind regards,
Katrina Crute
 Shire President



Address 14 White Street, Brookton WA 6306

Phone (08) 9642 1106
Mobile 0439 373 282
Fax (08) 9642 1173
Email sp@brookton.wa.gov.au
Website www.brookton.wa.gov.au/

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

Meeting Date	30 th May 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	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
Owner/Applicant	Nick Sloan, CEO of WA Local Government Association (WALGA)
Disclosure of Interest	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 (if available) and the CEO to participate in the State and Local Government Forum on the 7th August 2019; and**
- 4) **Councillors to indicate who will be registering for the Local Government Convention.**

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- WALGA AGM to be held on Wednesday, 7th 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 7th August 2019.
- Councillors to indicate who will be attending the Convention (7th – 9th August 2019).

MATTER FOR CONSIDERATION

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

Notice of a State and Local Government Forum to take place prior to the 2019 WA Local Government Convention. The Forum will feature a facilitated discussion with State Government Ministers with portfolios relevant to Local Government with a limited audience of Council CEOs, Mayors, Presidents (or their Deputies).

BACKGROUND

The 2019 Annual General Meeting of the WA Local Government Association will be held on Wednesday, 7th 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, 4th June 2019 and Registration of voting delegates is required by Friday, 5th 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 7th August 2019 to Friday 9th 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 Councils 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

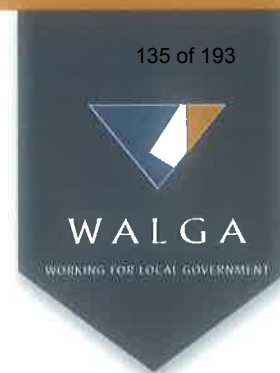
Proxy 1, Cr McRae

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.

SHIRE OF QUAIRADING	FILE NO:
	15 APR 2019
	TO:  COPY TO: 



11 April 2019

Our Ref: 01-003-02-0003 MD

Mr Graeme Fardon
Chief Executive Officer
Shire of Quairading
DX 69456, 10 Jennaberring Road
QUAIRADING WA 6383

Dear Graeme

Notice of Annual General Meeting 2019

The Annual General Meeting for the Western Australian Local Government Association (WALGA) will be held on **Wednesday 7 August 2019** as part of the Local Government Convention. The meeting will be held at the Perth Convention Exhibition Centre, 21 Mounts Bay Road, Perth.

Notice of the Annual General Meeting is enclosed, together with general information on the meeting and guidelines for the preparation and submission of motions. Also attached is the Voting Delegates Form.

Please note that the closing date for submissions of motions is **Tuesday 4 June 2019**. Any motions proposing alterations or amendments to the Association's Constitution must be received by **Friday 10 May 2019** in order to satisfy the 60 day constitutional notice requirements.

The 2019 Local Government Convention is the premier event for Elected Members and Officers within Local Government. The Association's Annual General Meeting, as an integral part of this event, is a critical forum for mobilising the views of Western Australian Councils, confronting emerging issues and developing directions forward for our sphere of government.

Please return the enclosed Voting Delegates Form by Friday 5 July 2019.

For enquiries, please contact Margaret Degebrod, Executive Officer Governance on 9213 2036 or via email mdegebrod@walga.asn.au.

Yours sincerely



Nick Sloan
Chief Executive Officer

Enc: Notice of 2019 AGM and Voting Delegate Form



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

Perth Convention and Exhibition
Centre

Wednesday, 7 August 2019

Deadline for Agenda Items

(Close of Business)

Tuesday, 4 June 2019

2019 Local Government Convention

General Information

The 2019 Local Government Convention will be held at the Perth Convention and Exhibition Centre (PCEC) from 7 August to 9 August 2019. The tentative schedule for the Convention is as follows:

<u>Tuesday, 6 August</u>	<u>START</u>	<u>FINISH</u>
Mayors and Presidents Forum (separate invitation) Mayors and Presidents Reception (separate invitation)	3.30 pm 5.30 pm	5.30 pm 7.00 pm
<u>Wednesday, 7 August</u>		
State and Local Government Forum (separate registration) Registration for AGM and collection of voting keypads Honour Recipients Luncheon (by invitation only) WALGA AGM (including Honours Awards Presentations) Convention Opening Welcome Reception	9.00 am 10.00 am 12.00 pm 1.30 pm 5.00 pm	11:00am 1.30 pm 1.15 pm 5.00 pm 6.30 pm
<u>Thursday, 8 August</u>		
ALGWA AGM and Breakfast (separate invitation) Opening and Convention Sessions Convention Gala Dinner	7.45 am 9.00 am 7.00 pm	9:00 am 5.00 pm 11:00 pm
<u>Friday, 9 August</u>		
Convention Breakfast Convention Sessions	7.30 am 9.15 am	8.45 am 4:00 pm

Further details are contained in the Registration Brochure which will be distributed to all Local Governments in May.

WALGA Annual General Meeting

The Annual General Meeting for the Western Australian Local Government Association will be held from 1.30 pm to 5.30 pm on Wednesday, 7 August 2019. This event should be attended by delegates from all Member Local Governments.

Cost for attending the Annual General Meeting

Attendance at the Annual General Meeting is **free of charge** to all Member Local Governments; lunch is not provided. All Convention delegates must register their attendance in advance. Registration for the Opening Welcome Reception that evening must also be notified in advance and will incur a cost for those not registered as a Full Delegate.

Submission of Motions

Member Local Governments are hereby invited to submit motions for inclusion on the Agenda for consideration at the 2019 Annual General Meeting. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

The closing date for submission of motions is 5:00pm **Tuesday, 4 June 2019**. *Please note that any motions proposing alterations or amendments to the Constitution of the WALGA must be received by 5:00pm **Friday, 10 May 2019** in order to satisfy the 60 day constitutional notification requirements.*

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

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

Criteria for Motions

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

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

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

Motions will not be included where they are:

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

Motions of similar objective:

7. Will be consolidated as a single item.

Submitters of motions will be advised of the Executive Committee's determinations.

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

Emergency Motions

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



President Cr Lynne Craigie OAM
President



Nick Sloan
Chief Executive Officer





EMAIL BACK

Voting Delegate Information 2019 Annual General Meeting

TO: Chief Executive Officer

Registered:

All Member Councils are entitled to be represented by two (2) voting delegates at the Annual General Meeting of the WA Local Government Association to be held on Wednesday, 7 August 2019 at the Perth Convention Centre.

Please complete and return this form to the Association by Friday **5 July 2019** to register the attendance and voting entitlements of your Council's delegates to the Annual General Meeting.

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

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

Please Note: All Voting Delegates, whether registered for the Convention or not, will need to present at the WALGA Delegate Service Desk prior to the AGM to collect their electronic voting device (keypad) for voting and identification tag to gain entry into the Annual General Meeting.

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

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

Margaret Degebrot, Executive Officer Governance

EMAIL BACK

Voting Delegate Information 2019 Annual General Meeting



TO: Chief Executive Officer

Registered:

All Member Councils are entitled to be represented by two (2) voting delegates at the Annual General Meeting of the WA Local Government Association to be held on Wednesday, 7 August 2019 at the Perth Convention Centre.

Please complete and return this form to the Association by **Friday 5 July 2019** to register the attendance and voting entitlements of your Council's delegates to the Annual General Meeting.

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

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

Please Note: All Voting Delegates, whether registered for the Convention or not, will need to present at the WALGA Delegate Service Desk prior to the AGM to collect their electronic voting device (keypad) for voting and identification tag to gain entry into the Annual General Meeting.

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

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

Margaret Degebrot, Executive Officer Governance

Local Government RENEWAL PRACTICAL

Information and Registration



2019 WA Local
Government Convention

Wednesday 7 - Friday 9 August 2019
Perth Convention and Exhibition Centre,
21Mounts Bay Road, Perth

PRESENTED BY



FOUNDING
CORPORATE
PARTNER



Event partners



Founding Corporate Partner

LGIS is proud to partner with WALGA at the WA Local Government Convention. We understand the importance of this major annual event and the exceptional opportunities it delivers for the WA Local Government sector.

LGIS is focused on the long term protection of Western Australian Local Government through a member-owned industry based self-insurance scheme. A comprehensive risk management support program is provided as a complimentary benefit of LGIS membership in the areas of professional risks, liability risks, property risks, occupational safety and health, human resource risks, and allied health services.

The local LGIS team look forward to meeting Local Government representatives at the conference to talk about how we might be able to support the Sector in delivering services and protecting communities, with a range of protection solutions that go beyond just insurance.



CIVIC LEGAL

Principal Sponsor

Civic Legal is pleased to be the Principal Sponsor of the WA Local Government Convention again this year. We are looking forward to another excellent conference organised by WALGA.

This is the second year of Civic Legal's unique governance support service, Project Aware, which aims to build capacity within Local Governments. This is a response to the new auditing regime under the Office of the Auditor General.

Drop by our booth to find out more, and to chat with our specialist Local Government team. They are all trained in using clear legal English and can help you with planning, litigation, complex contracts, or any other issue your Local Government may face.

Enjoy the conference, and see you soon!

Best regards

Anthony Quahe
Managing Principal

Supporting Sponsors



Convention Breakfast Sponsor



An invitation



It is my pleasure to invite all Elected Members, CEOs and Senior Managers to attend the 2019 WA Local Government Convention, scheduled for Wednesday, 7 – Friday, 9 August at the Perth Convention & Exhibition Centre (PCEC).

The theme for the 2019 Convention is Local Government: Re**NEW** al P**R**ACTical and will take place against the backdrop of the development of the new Local Government Act for WA – new legislation for Local Government that will enable the sector to reach its full potential and deal with the vast and diverse range of wants and needs of our communities.

A stimulating line up awaits us, with Lord Sebastian Coe, President of the International Association of Athletics Federations (IAAF) and Olympic Gold Medalist, our Opening Keynote Speaker. The concurrent sessions will discuss contemporary and sometimes controversial topics, while the overarching conference format provides opportunity to converse, debate, discuss and share ideas in a welcoming and professional forum.

The event gets underway with WALGA's AGM, followed by two days of plenary and concurrent sessions. We are again offering a number of field trips alongside our concurrent sessions, and this year are introducing a plenary session dedicated to showcasing WA Local Government initiatives.

A significant contingent of industry suppliers will make up the trade exhibition to demonstrate their latest offerings to the Local Government sector. I encourage you to take this once a year opportunity to meet with these valuable suppliers and be updated on what is currently available.

This year, I am pleased to announce that we have introduced a discount for Councils registering more than four (4) Full Delegates. Registrants 1-4 will be charged the standard Full Delegate rate, and each registrant thereafter (5+) will be eligible for the discounted Full Delegate registration fee. Any applicable discounts will be applied to the final invoice, following the event.

Finally, I would like to express appreciation for the valuable support provided by the Convention Founding Partner, LGIS, and Principal Sponsor, Civic Legal. I also wish to thank our Supporting Sponsors Synergy and the Department of Local Government, Sport and Cultural Industries.

I look forward to seeing you in August.

A handwritten signature in black ink that reads "Lynne Craigie". The signature is written in a cursive, flowing style.

Cr Lynne Craigie OAM
President

About the event

Who should attend?

The WA Local Government Convention and Trade Exhibition is presented specifically for those engaged in the Local Government sector.

The conference sessions aim to support and inform Mayors, Presidents, Elected Members and Chief Executive Officers. Additional attendance by Executive Directors and other senior managers is also highly recommended. Available options include full conference participation and daily registration.

Optional events

Thursday, 8 August

- ▀ Australian Local Government Women's Association (ALGWA) AGM and Breakfast (\$60pp)
- ▀ Local Government Policy Awards Breakfast – visit phaiwa.org.au for more information
- ▀ Gala Dinner (\$140pp – Full Delegates and their Partners)

Friday, 9 August

- ▀ Convention Breakfast with Rodney Eade (\$88pp)

Social activities

The Partner Program offers an interesting range of options for accompanying guests, including a full day tour of the Swan Valley. Social networking functions include the Opening Welcome Reception on Wednesday evening and the Gala Dinner on Thursday evening.

Elected Member training

WALGA Training has scheduled a selection of its Elected Member training opportunities prior and post-Convention for your convenience. Full details are available at walga.asn.au/Training



2019 #showCase in

Pixels Competition:

2018 Overall Winner - Shire of Harvey

Formerly known as the Banners in the Terrace Competition, the annual exhibition of artwork from Local Governments will be displayed in a new format and venue this year – on the iconic digital tower at the heart of Yagan Square in Perth City. Traditionally, the artwork, in the form of physical banners, were hung on the poles along St Georges and Adelaide Terrace. This year, WALGA has the opportunity to display digital artwork designs on the 45-metre high tower at Yagan Square, which features a circular screen with 14 columns, representing the 14 Noongar language groups.

- ▀ Artwork will be displayed in Yagan Square from **Monday, 29 July to Sunday, 18 August.**

Opening keynote speaker



Lord Sebastian Coe CH, KBE

President of the International Association of Athletics Federations (IAAF) and the Executive Chairman of CSM Sport & Entertainment

Lord Coe is the President of the International Association of Athletics Federations (IAAF) and the Executive Chairman of CSM Sport and Entertainment. As an athlete he won Olympic gold medals in the 1500 meters in 1980 and 1984 and set 12 middle-distance world records. He went on to become the Member of Parliament for Falmouth and Camborne and later chaired the London Organising Committee of the Olympic and Paralympic Games (LOCOG).

Sebastian Coe was born in London in 1956 and then his family moved to Sheffield. It was there that he joined the athletics team at Hallamshire Harriers, specialising in middle distance events. On leaving school, Coe studied Economics and Social History at Loughborough University and in 1977 made his first mark as athlete, winning the 800m at the European Indoor Championship.

The following year he set a new United Kingdom 800m record and in 1979 he broke the 800m, 1500m and mile world records in the space of 41 days. At the Olympic Games in Moscow in 1980, Coe won the gold medal in the 1500m, having won silver in the 800m. Four years later in Los Angeles he also won silver in the 800m before becoming the only man to successfully defend the 1500m title.

Coe retired from athletics in 1990 and two years later was elected as Member of Parliament for Falmouth and Camborne, a seat he held until 1997, when he became Private Secretary to William Hague, the Leader of the Opposition. In 2000 he was appointed a life peer and took the title of Lord Coe of Ranmore.

In 2004 Coe took over as Chairman of the London bid to host the 2012 Olympic and Paralympic Games. London was appointed as host city in July 2005 and Coe chaired LOCOG, which successfully delivered the Games in the summer of 2012. Following the London Games Coe became Chairman of the British Olympic Association and Executive Chairman of CSM Sport & Entertainment. He was elected President of the IAAF in 2015, having been a Vice President since 2007.

Coe has received numerous honours throughout his career. He was the BBC's sports personality of the year in 1979 and in 1982 he was appointed a Member of the Order of the British Empire (MBE). Eight years later he was promoted to Officer of the same order (OBE). Following his appointment as a life peer, Coe was promoted to Knight Commander of the Order of the British Empire (KBE) for his services to sport and in the 2013 New Year's Honours List he was appointed to the Order of the Companions of Honour (CH).

Lord Sebastian Coe CH, KBE appears by arrangement with Michael Cassel Group, represented by Saxton Speakers Bureau.

Plenary speakers



Professor Roberta Ryan

Institute for Public Policy and Governance, Centre for Local Government, UTS

Professor Roberta Ryan is a leading public policy, evaluation and research analyst with over 30 years' experience. An expert in a range of public policy areas including Local Government, she has worked with and for over 100 Local Governments in NSW, nationally and internationally.

Specialising in new approaches in the application of research to policy, community engagement and sustainability, social and strategic planning, Roberta was formerly Director of the UTS Institute for Public Policy and Governance and the UTS Centre for Local Government and a partner in a national professional services firm.

Roberta is actively engaged with all levels of government, academia, the private sector and the non-government sector across all major arenas of public policy, with particular experience and expertise in Local Government, disability, planning cities, citizen engagement and sustainability. She has strong partnerships and client relationships and is a trusted advisor to all three levels of government.

Hugh Riminton

Author, television news presenter and radio broadcaster

Hugh's career includes more than twenty years as a foreign correspondent for CNN and the Nine Network. Hugh has reported from numerous war and conflict zones, from Afghanistan and Iraq to Somalia, Rwanda, South Sudan, East Timor, the Balkans and Israel's wars with its neighbours, among others. He reported the Port Arthur massacre, the Thredbo disaster, China's Schuan earthquake, and once bought hundreds of slaves in Africa in order to set them free. He was also the Canberra-based political editor for the TEN Network.

He is currently Senior Journalist and Presenter for TEN, frequently presenting TEN Eyewitness News, The Project and Studio 10 as well as contributing to TEN Daily and other print and online outlets. Hugh also presents "Sunday Extra" – a radio current affairs show heard every week on ABC RN.

Hugh Riminton appears by arrangement with Saxton Speakers Bureau.





Dale Williams ONZM JP

**Porirua City Councillor Northern Ward (New Zealand);
Chair, Porirua Youth to Work Movement AG**

Dale began his career in the New Zealand Motor Industry, serving an apprenticeship after leaving school. A very proud Trade Certified Motorcycle Engineer by profession, he began his first franchised dealership in Otorohanga aged 23, owning several successful businesses, employing and training many young people.

Dale served 18 years on Otorohanga District Council including three terms as Mayor (re-elected unopposed), during which he led community initiatives to support young people transition from school to work, which achieved full youth employment and a vibrant local economy.

Dale chaired the NZ Mayors Taskforce for Jobs for six years which released a Youth to Work Strategy based on the Otorohanga experience, for all communities to follow.

He is currently an elected representative on Porirua City Council and Chair of the Porirua Youth to Work Movement. His experience, passion and practical approach resonates with industry, employers and communities facing skills and labour shortages, and aging population pressures.

Gary Adshead

**Award winning journalist, broadcaster,
former State Political Editor - The West Australian**

Gary Adshead has been a journalist in print, radio and television for the past 30 years including ten years with The West Australian as one of WA's leading investigative journalists. He joined Radio 6PR as host of their morning current affairs program for three years before returning to The West Australian as their State Political Editor in 2016.

His regular columns pull together more than three decades of experience. Gary often uses humour to dissect current affairs, but takes no prisoners on either side of politics in finding the truth.

He began his career after finishing at Balcatta Senior High School and moving to New Zealand where he worked voluntarily for an Auckland radio station. During the same year (1984) he was employed at a regional newspaper and after almost 12 months he moved back to Auckland where he joined the Sunday News.

He returned to Perth via an eventful yacht trip in 1986 and went to work for Community Newspapers and then The West Australian.

In 1990, he began a television career that included Channel 10, Channel 9 and Channel 7, both as a reporter and Chief of Staff.

Over almost three decades Gary has won numerous awards for breaking exclusive stories about organised crime, politics, sport and business in Western Australia.

In 2014, he was part of The West Australian's team of reporters to win the WA Media Awards Print Prize for their exclusive on the identity of the man whose head was found inside a plastic bag on Rottnest Island.





Andy Dexterity

Performer and Sign-Dancer

Andy Dexterity is a Green Room Award-nominated performer specialising in a truly unique concept; a fusion of dance, theatre and sign language. Fascinated by the way people interact and communicate, he's created works that empower and delight audiences through creative choreography. Andy has performed in award-winning shows for the Melbourne Theatre Company, Sydney Theatre Company, Opera Australia and Belvoir Street Theatre.

Passionate about making the world a more inclusive place, his 'sign dancing' is giving people new tools to express themselves, encouraging conversation that transcends linguistic barriers. His performance at TEDxSydney left audiences in awe of his unique ability to communicate through body language.

Andy Dexterity appears by arrangement with Saxton Speakers Bureau.

Convention Breakfast – Rodney Eade

Former AFL Player and Coach

Rodney's longevity as a senior coach at the highest level of Australian Rules Football for 17 years is a testament not only to his talent, people management, and strategic prowess, but his ability to transform culture. Amongst his many achievements, Rodney is a four time premiership player and was awarded AFL Coach of the year in 1996.

Inducted as an inaugural legend in Tasmanian Football's official Hall of Fame in 2005, Rodney Eade began his football career with Glenorchy in 1975, where he made an immediate impact, catching the eye of mainland talent scouts and being voted the best first year player in the Tasmanian Football League.

The following year, Eade moved to Hawthorn where he remained until 1987 for a return of 229 games with 46 goals. During this time he played in the 1978 premiership win over North Melbourne, and also figured prominently in the 1983 grand final win over Essendon. It was in 1983 that Rodney was made a life member of the Hawthorn Football Club.

In 1996, Rodney took over the reins from Ron Barassi as Head Coach at Sydney, and was the most successful coach of the Swans since Jack Bissett in the 1930's. During his tenure the club made the finals in 1996-1999 and again in 2001, losing the grand final in 1996 to the Kangaroos.

2003 saw Rodney serve as media writer and commentator for the Western Bulldogs before being appointed Coach for the 2005 season. In his first season, he took an under-achieving Bulldogs team within a goal of the finals series, having finished with less than five wins in the previous two years. In 2006 Rodney then took the team to a final series for the first time since Terry Wallace in 2000.

Rodney remained with the Bulldogs until 2011 when he was appointed Football and Coaching Strategist by the Collingwood Football Club, replacing outgoing coach Mick Malthouse. Eade coached the Australian International Rules football team in October/November 2011. He was appointed Gold Coast Suns coach in October 2014 until the end of 2017.



The program

Tuesday, 6 August (Pre-Convention)

- 9.00am – 3.30pm** **Local Government Forum: Engaging with Aboriginal Communities**
([separate registration](#))
- 9.00am – 12.00pm** **Workshop: Emergency Management: Before-During-After**
([separate registration](#))
- 3.30pm – 5.30pm** **Mayors and Presidents' Forum** (separate registration – by invitation only)
- 5.30pm – 7.00pm** **Mayors and Presidents' Reception** (separate registration - by invitation only)

Wednesday, 7 August (Pre-Convention)

- 7.30am – 8.45am** **Breakfast with Hon David Templeman MLA, Minister for Local Government; Heritage; Culture and the Arts** ([separate registration](#))
Join Minister Templeman over breakfast to explore the importance of diversity in Local Government.
- 9.00am – 11.00am** **State & Local Government Forum** ([separate registration](#))
- 10.00am** **Delegate Service Desk open for Convention Registration (PCEC Level 2)**
- 12.00pm – 1.15pm** **Luncheon for 2019 WALGA Honours Recipients**
- 1.30pm – 5.00pm** **WALGA Annual General Meeting** (includes presentation of Honours Awards)
- 5.00pm – 6.30pm** **Convention Opening Welcome Reception**
A welcoming space to network your way through an evening of food, beverages, music and friendly conversation. Included in Full Delegate Registration.

Thursday, 8 August

- 7.00am** **Delegate Service Desk open for Registration (PCEC Level 2)**
- 7.00am – 8.30am** **ALGWA (WA) AGM and Breakfast**
Register online via Delegate Registration. Other enquiries to Cr Karen Wheatland, City of Melville on M: 0401 335 642 or E: CRKaren.Wheatland@melville.wa.gov.au
- 7.00am – 8.45am** **Local Government Policy Awards: Children – Health – Environment**
For more information or to register for this breakfast please visit www.phaiwa.org.au.
Other enquiries to lg-reportcard@curtin.edu.au
- 9.00am** **SESSION 1 Opening Keynote Presentation**
Lord Sebastian Coe CH, KBE
President of the International Association of Athletics Federations (IAAF) and the Executive Chairman of CSM Sport & Entertainment
Lord Sebastian Coe CH, KBE appears by arrangement with Michael Cassel Group, represented by Saxton Speakers Bureau

10.30am – 11.15am Refreshments**11.15am****SESSION 2 Strengthening Local Government**

A brief look at Local Government's role from federation through to the modern era, having progressed from traditional roads, rates and rubbish to providing a multitude of community services; and how do you frame legislation that has the flexibility to move forward to meet the pace of change in the 21st Century?

Professor Roberta Ryan

Institute for Public Policy and Governance, Centre for Local Government, UTS

Panel Discussion

Professor Roberta Ryan Institute for Public Policy and Governance, Centre for Local Government, UTS

Hon David Templeman MLA Minister for Local Government; Heritage; Culture and the Arts

Hon Cr Paul Omodei President, Shire of Manjimup

Anthony Quahe Managing Principal, Civic Legal

Moderated by Liam Bartlett 60 Minutes reporter, award winning broadcaster and journalist
Liam Bartlett appears by arrangement with Cheri Gardiner & Associates

12.30pm – 1.30pm Lunch**1.30pm****SESSION 3 CONCURRENT SESSIONS****Community Opportunity on Common Ground**

Sporting clubs and facilities can be the backbone to social cohesion in any community. Local Government is a key stakeholder for local recreation and sporting clubs, therefore better understanding the strategic and funding environment will assist Councils in continuing to provide low or no cost facilities and assist in supporting and developing the range of programs available for recreation organisations.

This session will include information from peak representative groups on guidelines, sports tourism, events and visitor activation, economic development for sporting associations, employment pathways, and working in remote communities.

Outcomes Measurement and Cultural Infrastructure

Strategic investment in cultural infrastructure leads to a vibrant State, empowered communities and stronger economies. The relationship between vibrancy and economic development is intimately linked through people, place and value. State Government has produced the first Cultural Infrastructure Strategy for Western Australia providing a framework to Local Government for effective planning and investment. Measuring the outcomes of creative place making provides tangible analysis on the impact to community and return on investment to Council.

This session will provide the audience with the latest information on high level strategic frameworks and key projects, recent developments to Lotterywest funding streams as aligned to measuring these outcomes, and a showcase of a digital measurement platform for measuring cultural impact to enable Council to succeed in delivering facilities and services to community.

Embracing the Future of Transport: Mobility as a Service

A revolution in transport modes and services are upon us and Local Governments need to prepare. Mobility as a Service focuses on individuals' needs to get quickly and conveniently from place to place without the need to personally own any particular transport device. Technology is the driving force behind these new transport services.

This session will provide an overview of Mobility as a Service and the important role Local Governments will play in developing supporting policies and local laws to embrace these services. The ways in which Local Governments worldwide are rapidly introducing these services to their communities will offer sound examples of learnings for WA Local Governments.

Field Trip: City of Perth Surveillance Centre

(Maximum 15 participants)**

Perth is a very safe and liveable city, but like any city, Perth can be affected by antisocial and criminal activity. In an effort to address these concerns, the City of Perth has developed an extensive CCTV system as part of its overall crime prevention strategy. This tour will provide a behind-the-scenes look at the City of Perth's Surveillance Centre, the largest public CCTV centre run by a Local Government in Australia.

Field Trip: MRWA Road Network Operations Centre

(Maximum 15 participants)**

The Road Network Operations Centre (RNOC) is a purpose-built, world-class facility designed to optimise road network safety, performance and congestion management. It enables close collaboration with critical first responders to manage real-time operations, emergency incidents and events on the road network.

This tour provides the opportunity to observe the new nerve centre for Perth's road network, which manages traffic across 18,500km of WA roads - one of the largest road networks in the world.

***Due to limited space, registration for field trips will be conducted using a ballot system. Following the close of registration on Tuesday, 16 July, all registered delegates interested in attending a Field Trip(s), will be placed into a draw and notified.*

3.00pm – 3.45pm

Refreshments

3.45pm

Song Division

4.00pm

SESSION 4 Local Government Showcase

Presentation on a number of WA Local Government initiatives.

7:00pm – 11:00pm

Pre-Dinner Drinks and Gala Dinner, PCEC BelleVue Ballroom

Put aside business for the night and enjoy a three-course meal, beverages, dancing, and after-dinner entertainment.

Friday, 9 August

7.00am

Delegate Service Desk open

7.45am – 9.00am

Convention Breakfast with Rodney Eade (\$88)

9.15am

SESSION 5 State and Federal Political Insights

A conversation centred on the landscape post the Federal Election; key insights from the campaign; and challenges for the new Government as well as State Government's performance mid-way through the term; the state of opposition; and emerging issues.

Hugh Riminton Author, Television News Presenter and Radio Broadcaster
Hugh Riminton appears by arrangement with Saxton Speakers Bureau

Gary Adshead former State Political Editor, The West Australian

10.15am SESSION 6 Local Solutions for Local Issues**Dale Williams** Porirua City Councillor (New Zealand)**11.00am – 11.45am Refreshments****11.45am SESSION 7 CONCURRENT SESSIONS****Collaboration for Prosperity**

What is the key to the success of local economic development initiatives? While there are many factors that can lead to success, studies have consistently recognised the importance of collaboration between all levels of Government, business and the community to delivering favourable economic outcomes.

However, in Western Australia, collaboration is often occurring in an ad hoc or piecemeal fashion, and in some cases, it is not happening at all.

This session will focus on the opportunities for Local Governments to work with the State Government to drive positive economic outcomes for their local community, and showcase practical examples of Local Governments working with others to deliver on their economic development program.

Reframing Rural Fire

This session will explore the role of the new Rural Fire Division, which was established following recommendations from the Special Enquiry into the Waroona Harvey bushfire.

Speakers will include Executive Director Murray Carter who will share the division's achievements to date, including the establishment of the Bushfire Centre of Excellence and ongoing funding for the Bushfire Risk Management Program that directly works with Local Governments in bushfire prone areas.

With Local Government playing a significant role in bushfire management this is your opportunity to hear directly from this key State partner.

Integrity and Local Law-Making

This Parliamentary function of scrutinising delegated legislation which includes Local Laws, has been delegated by Parliament to the Joint Standing Committee on Delegated Legislation. Accordingly Parliament has established functions and powers for the operation of the Committee and scrutiny of Local Laws. In addition to scrutiny, both the Committee and Local Governments share equal responsibility for ensuring that integrity is evident in the local law-making process. But what is integrity, why is it important and how do we know it has been applied in making a local law?

Former Chief Justice of New South Wales The Honourable James Spigelman AC QC has defined 'integrity' as:

"...the maintenance of fidelity to the public purpose for the pursuit of which the institution is created and the application of public values, including procedural values, which the institution was expected to obey."

A particular Local Law is most likely to fail the integrity test for reasons of unreasonableness, improper purpose, misapplication of local law-making powers and compliance with local law-making procedures. The Delegated Legislation Committee will provide commentary on its role and past issues identified with the integrity of local laws, and provide guidance on how Local Governments can learn from these experiences to ensure integrity is evident in the local law-making process.

Field Trip: Sustainable Infill

(Maximum 30 participants)**

In recent years, the redevelopment of existing residential areas has seen an increase in density, but the significant clearing of the land has generally resulted in a massive loss of tree canopy in the suburbs. Many developers indicate that this method of redevelopment is 'what the market wants', so they provide the clear site on which to build. Is it time that this method of redevelopment is challenged? Is there a better way of retaining trees and still achieving an increase in density?

This tour will provide insights in the planning process for a medium density (R40) sustainable development as Perth sustainability expert, Chris Ferreira, opens his renowned sustainable home in Hamilton Hill and is on hand to share his plans for sustainable infill development, showcasing how he plans to have four homes & 40 trees all on the one site.

Field Trip: City of Perth Surveillance Centre

(Maximum 15 participants)**

Perth is a very safe and liveable city, but like any city, Perth can be affected by antisocial and criminal activity. In an effort to address these concerns, the City of Perth has developed an extensive CCTV system as part of its overall crime prevention strategy. This tour will provide a behind-the-scenes look at the City of Perth's Surveillance Centre, the largest public CCTV centre run by a Local Government in Australia.

***Due to limited space, registration for field trips will be conducted using a ballot system. Following the close of registration on Tuesday, 16 July, all registered delegates interested in attending a Field Trip(s), will be placed into a draw and notified.*

1.15pm – 2.00pm

Lunch

2.00pm

SESSION 8 CONCURRENT SESSIONS

Government's WARR on Waste

In early 2019, the Government released the Waste Avoidance and Resource Recovery (WARR) Strategy and Action Plan outlining the pathway for improvements to waste management in WA. The Strategy is a first in that it requires action from State and Local Government, industry, producers and the community to achieve the Targets.

This session will focus on key implementation challenges and solutions for the Strategy, with industry and government experts sharing knowledge and expertise. Find out what the Strategy will mean for your Local Government and community.

More on Community Engagement

Community engagement a key principle of good governance, with a significant focus on this area being developed through legislative reform. This session aims to enhance public leaders' capacities to activate their communities, and promote and improve the practice of public participation in an environment that has been tainted with a high level of risk aversion. Learn more on the values, tools and quality assurance standards required to achieve successful outcomes in a safe and effective manner, and how to drive these processes through a simple digital platform that provides tactical and effective methods for online social engagement.

Social Media and Local Government: How to Balance the Risks and Rewards!

Using social media can be an overwhelming experience. Whilst it presents incredible opportunities for Local Governments and Elected Members to better connect and engage with their communities, the dark side of social media means online forums can be places where criticism, negativity, mistruths and even bullying is the norm, often without any accountability.

This session will provide the audience with insights into the power of social media (the good, bad and ugly) and tips on how to manage interaction with communities and residents who might not always play by the rules!

3.00pm

SESSION 9

3.00pm

#shoWcAse in Pixels Winners Announced

3.15pm

Song Division

3.25pm

Closing Speaker: Andy Dexterity

Andy Dexterity appears by arrangement with Saxton Speakers Bureau

4.00pm

Official Close of the 2019 Local Government Convention and Refreshments

Partner activities

Registration is required for all activities – prices include GST. Please contact WALGA for more information should your partner be interested in attending a particular conference session.

Wednesday, 7 August

High Tea at C-Restaurant

1.30pm – 4.00pm

There is always time for High Tea and especially in a venue where location, location and location is the key.

Includes: High Tea and guide

\$95 (minimum 15 – maximum 30)

Opening Welcome Reception in the Trade Exhibition (at the PCEC)

5.00pm – 6.30pm

\$70

Thursday, 8 August

Swan Valley Gourmet Degustation

8.45am – 4.00pm

Time to savour more delights of the Swan Valley. We will introduce you to some hidden gems of the Swan Valley that you may not know about.

Includes: Coach, morning tea, various tastings around the valley, lunch and guide.

\$170 (minimum 10 – maximum 12)

Progressive Mystery Lunch in the CBD

11.00am – 2.30pm

Your chance to wine and dine in some of Perth's divine restaurants.

Includes: Guide, entrée, main course, a glass of wine or beer, dessert; and tea or coffee.

\$120 (minimum 10 – maximum 30)

Gala Dinner Hair & Makeup (at the PCEC)

2.00pm – 4.30pm

Take the fuss out of getting ready for the Convention Gala Dinner by allowing the Makeup and Hair students (fully supervised) from Perth College of Beauty take care of you.

Includes: Hair and Make-up (Ladies must come with clean hair & no makeup on)

\$65 (minimum 10 – maximum 35)

Convention Gala Dinner (at the PCEC)

7.00pm – 11.00pm

\$140 for partners of Full Delegates and Life Members

\$190 for all other guests

Friday, 9 August

Breakfast with Rodney Eade (at the PCEC)

7.45am – 9.00am

\$88

I Sentence You To...

9.15am – 11.15am

Step back in time to the original Law Courts, the first court house built when WA was settled. Hear amazing tales and explore the new exhibition about Dom Rosendo Salvado, a well-known old monk from New Norcia Monastery.

Includes: Walking tour and morning tea.

\$40 (minimum 10 – maximum 30)

General information

Online Convention Registrations

Visit www.walga.asn.au/lgc19 to complete your registration online.

Full Delegate fees cover the daily conference program, lunches, refreshments, and the Opening Reception on Wednesday, 7 August. The Convention Gala Dinner on Thursday evening and Convention Breakfast on Friday morning are optional, and a ticket fee applies.

Convention fees

Prices are per person and are all inclusive of GST.
Deadline for all Registrations is **Tuesday, 16 July 2019**.

Convention Registration

Full Delegate - Local Government	
1-4 Registrations	\$1,475
5+ Registrations	\$1,300
Full Delegate - Corporate	\$1,800
WALGA Life Members	Complimentary

Day Delegate Registration

Thursday, 8 August	
Local Government	\$845
Friday, 9 August	
Local Government	\$720

Optional Extras

Gala Dinner

Full Delegate & Partner	\$140 each
WALGA Life Member & Partner	\$140 each
Gala Dinner Only	\$190 each

Breakfast

ALGWA Breakfast (Thursday)	\$60
Convention Breakfast with Rodney Eade (Friday)	\$88

Partners/Guests

Opening Reception (Wednesday)	\$70
Lunch (Thursday)	\$50
Lunch (Friday)	\$50
Partner Tours	Individual tour fees as listed

Please contact WALGA for more information should your partner like to attend a particular conference session.

Changes to your registration

You can modify your online booking at any time before the close of registrations. Once you have completed your registration, an email with your confirmation number will be emailed to you. Click on the link and enter your confirmation number to make any changes or additions to your reservation.

Registration cancellations must be advised in writing prior to the deadline date of **Tuesday, 16 July 2019**. Thereafter full fees are payable. Alternatively, a registration may be transferred to another member of the Council.

Special requirements

Special dietary requirements, mobility or any other special needs should be indicated when registering – WALGA will use its best endeavours to meet these requests.

Accommodation

Hotel information and booking forms are available at www.walga.asn.au/lgc19. Reservations are to be made direct with hotel. Please note that city hotels have limited guest parking so clarify these arrangements when booking.

Inter-venue transfers

Due to low take up, there will be no private bus transfer service available from the PCEC this year.

The convenient, free and frequent bus services operating within the CBD are recommended for transfers between city hotels and the PCEC – for detailed information on these services go to www.transperth.wa.gov.au – and hotel staff can offer some local advice to guests.

PCEC Parking

For those requiring daily parking, WALGA can arrange for a multi-entry (24 hour access) parking space in the underground car park at the PCEC at a daily cost of \$39. Parking space requests must be indicated when registering – please note the non-extendable deadline for these requests is **Tuesday, 9 July 2019**.



Enquiries

Ulla Prill, WALGA Marketing and Events Officer

T 08 9213 2043

E registration@walga.asn.au

Information in this brochure is correct at time of printing but may be subject to change.

Local Government
**RENEWAL
PRACTICAL**



PRESENTED BY



WALGA

WORKING FOR LOCAL GOVERNMENT

ONE70 LV1, 170 Railway Parade, West Leederville WA 6007

T (08) 9213 2000 | **F** (08) 9213 2077 | **E** info@walga.asn.au

www.walga.asn.au

To: Michelle Wilson <shire@quairading.wa.gov.au>
Subject: 2019 State and Local Government Forum - 7 August

Sent on behalf of Nick Sloan, Chief Executive Officer, WALGA

Mr Graeme Fardon JP
Chief Executive Officer
Shire of Quairading

Dear Graeme

STATE AND LOCAL GOVERNMENT FORUM

I invite you to attend WALGA's State and Local Government Forum, taking place on **Wednesday, 7 August**, prior to the 2019 WA Local Government Convention at the Perth Convention and Exhibition Centre.

This event will involve a limited audience of your fellow Council Chief Executive Officers, as well as Mayors, Presidents (or their Deputies), and is designed to foster strategic conversation between Local Government and State Government.

The Forum will feature a facilitated discussion with State Government Ministers with portfolios relevant to Local Government.

Following feedback from the sector, rather than the traditional rotational dialogues with Directors General, this year we plan on roundtable style discussions with up to two (2) representatives from 3-4 Councils. Information on how to register your interest in participating in one of these roundtable discussion can be found [HERE](#).

Please see below the event details and links to forms and online registration.

- **Roundtable Discussions with Directors General**
Date: Wednesday, 7 August
Time: 11:00am-12:30am
Expression of Interest Submissions by: **Friday, 7 June**

Download *Expression of Interest Form* [HERE](#)

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

Register [HERE](#) if you wish to attend the State and Local Government Forum.

Invitations for this event have also been sent directly to your Council Mayor/President.

Should you have any queries, please feel free to contact WALGA's Marketing and Events Officer, [Anthea Astone](#) on (08) 9213 2010.

Kind regards,

Nick Sloan | Chief Executive Officer | WALGA
(p) (08) 9213 2025 | (m) 0408 941 792 | (e) nsloan@walga.asn.au
www.walga.asn.au | www.youeveryday.com.au



This email is private and confidential. If you are not the intended recipient, please advise us by return email immediately, and delete the email and any attachments without using or disclosing the contents in any way. The views expressed in this email are those of the author, and do not represent those of the Association unless this is clearly indicated. You should scan this email and any attachments for viruses. The WA Local Government Association accepts no liability for any direct or indirect damage or loss resulting from the use of any attachments to this email.

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

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

OFFICER RECOMMENDATION

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.

VOTING REQUIREMENTS – Absolute Majority

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 28th 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

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

COMMUNITY CONSULTATION – N/A

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

Financial – Risk Matrix Rating assessed as Low. Financial risk mitigated through 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.



Delegation Register

Shire of Quairading

Adopted 28th February 2019



Description of Review	Council Resolution Number
Delegation 32 – Certain Planning Functions Relating to the Town Planning Scheme	85-15/16: 25 th November 2015
Annual Delegation Review	63-16/17: 20 th October 2016
Annual Delegation Review	134-17/18: 22 nd February 2018
Annual Delegation Review	132-18/19: 28 th February 2019
Delegation A.14 – In-Kind Community Requests	

Contents

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

Delegation F.4 – Investment of Surplus Funds	37
Delegation F.5 – Reimbursement of Expenses Incurred by an Employee.....	38
Delegation F.6 – Reimbursement of Expenses Incurred by Councillors.....	39
Delegation F.7 – Waiving and Granting of Concessions and Write-Off of Debts	40
Health.....	41
Delegation H.1 – Caravan Park and Camping Grounds Act: Authorised Persons.....	42
Delegation H.2 – Food Act 2008: Administration.....	43
Delegation H.3 – Health Act 1911 and Relevant Regulations: Administration and Notices of Breach	44
Planning	46
Delegation P.1 – Certain Planning Functions Relating to the Town Planning Scheme.....	47
Delegation P.2 – Response to Applications for Land Subdivisions and Amalgamations.....	50
Delegation P.3 – State Administrative Tribunal: Response to Applications for Review	51
Delegation P.4 – Taking of Land under the Land Administration Act 1997 and the Native Title Act 1993.....	52
Delegation P.5 – Town Planning Scheme: Responding to Appeals and Requests for Reconsideration	53
Rangers	54
Delegation RNG.1 – Control of Vehicles (Off-road Areas) Act: Authorised Officer	55
Delegation RNG.2 – Dog Act: Authorised Persons, Registration Officer and Officers to Carry Out Enforcement Proceedings.....	56
Delegation RNG.3 – Cat Act: Authorised Persons, Registration Officer and Officers to Carry Out Enforcement Proceedings.....	57
Delegation RNG.4 – Hawkers, Stall Holders and Street Traders Licences.....	58
Delegation RNG.5 – Litter Act: Authorised Officers and Withdrawal of Infringement Notices.....	59
Delegation RNG.6 – Local Government Act: Appointment of Authorised Persons.....	60
Delegation RNG.7 – Removal and Impounding of Goods.....	61
Delegation RNG.8 – Notices Requiring Certain Things to be done by Owner or Occupier of Land.....	62
Rates.....	63
Delegation R.1 – Agreement as to Payment of Rates and Service Charges	64
Delegation R.2 – Amending the Rate Record	65
Delegation R.3 – Due Date for Payment of Rates and Service Charges.....	66
Delegation R.4 – Objection to Rate Record and Request for Extension of Time.....	67
Delegation R.5 – Recovery of Rates Accruing Where Land Is Sold or Disposed of and Notice Is Not Given	68
Delegation R.6 – Recovery of Unpaid Rate or Service Charge	69
Works.....	70
Delegation W.1 – Altering Thoroughfare Alignments.....	71
Delegation W.2 – Crossing from Public Thoroughfare to Private Land or Private Thoroughfare	72
Delegation W.3 – Entry to Any Land in an Emergency	73
Delegation W.4 – Excavation on Public Thoroughfares	74
Delegation W.5 – Gates and Other Devices Across Thoroughfares	75
Delegation W.6 – Permits for Heavy Haulage Vehicles.....	76

Delegation W.7 – Private Works On, Over or Under Public Places77
Delegation W.8 – Regulatory Sign Applications (Stop, Give-Way, Speed, etc.)78
Delegation W.9 – Temporary Road Closures.....79
Delegation W.10 – Revocation of Temporary Road Closure to Vehicles.....80

Administration

Delegation A.14 – In-Kind Community Requests

Date Adopted:		Delegate:	CEO
Date Last Reviewed:		Sub-Delegated:	EMCS
Policy Reference:	CS.3 Community Grants Policy, reviewed 2018	Chief Executive Instruction/Procedure:	

Legal (Parent):	Legal (Subsidiary):
1. <i>Local Government Act 1995, Section 5.42</i>	

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

- Approve/reject applications from Community Groups and/or Clubs for an in-kind contribution towards events or projects throughout the year. This may include access to venues, equipment or staff (maximum amount \$500 annually) under Grant Scheme No. 1.

Conditions and Exceptions:

- 1.0 Subject to a Maximum Limit of \$500 per annum per organisation.
- 1.1 In accordance with CS.3 Community Grants Policy, reviewed 2018, that “each community group can apply to the CEO for in-kind contributions towards events or projects throughout the year. CEO has delegated authority to approve/reject applications”.



COMMUNITY GRANTS POLICY

Document Status	Adopted
Statutory Environment	Local Government Act 1995

Record of Policy Review					
<i>Version</i>	<i>Author</i>	<i>Council Adoption</i>	<i>Resolution</i>	<i>Reason for Review</i>	<i>Review Date</i>
01	Graeme Fardon	29 March 2018	169-17/18	New Policy	
02	Graeme Fardon/ Richard Bleakley			Policy Review Project	5/12/2018
03	A&R Committee	20 December 2018	115-18/19	<i>Revised 12/12/2018</i>	

PURPOSE

Council's Annual Community Grants Program is a strategic tool for capacity building, supporting innovation and addressing community need in line with the Council and Community's vision.

OBJECTIVES

- Enhance Community Organisation's capacity to provide one off projects / services / events.
- Improve the quality and opportunities for user accessibility and / or safety of Community space.
- Increase Community participation in Community activities.
- Help provide funding for a service or activity seen as a need for the betterment of and improvement to the enjoyment of life within the Community.

POLICY

Funding is available to assist community groups in establishing and or continuing a service or activity seen as a need for the betterment of and improvement to the enjoyment of life within the community.

Allocation of Resources

Council will review and confirm allocation of resources annually as part of their Annual Budget processes.

- **Annual Recurrent Funding** – A single tranche allocated and available to Groups / Clubs from the adoption of the Annual Budget
- **In-Kind / Small Grants / Major Projects and Events** – Grant funding allocation divided into two tranches:
 - Grant submissions (closure 31st March) 70%
 - Grant submissions (closure 30th September) 30%

Category of Grants

Grants will be categorised as either In-kind, Small Grants, Major Projects and Events, or Annual Recurrent Funding.

- **In-Kind Contribution** – Each community group can apply to the CEO for in-kind contributions towards events or projects throughout the year. CEO has delegated authority to approve / reject applications. This may include access to venues, equipment or staff (max \$500 annually). Applications must be received at least 6 weeks prior to the event or project commencement.
- **Small Grants** cover requests for financial assistance from Council for between \$500 and \$2500 ex GST. Groups can only apply for one small grant per round (maximum of two applications per year).
- **Major Projects and Events** covers requests for financial support over \$2,500. Support may be either financial or in-kind and based on one third from Council, and two thirds from the applicant organisation and/or by way of external funding. Maximum of one application per year.
- **Annual Recurrent Funding** is financial support extended to community groups that maintain or operate in Shire-owned or club-owned venues / clubrooms. Groups must submit an application form each year by 31st March. There is a requirement to provide an acquittal report back to Council to show where funds have been spent at the end of each financial year.

Eligibility

- Applicant groups must be based within the Shire of Quairading.
- All successful project activities and events are to be completed by the end of the financial year in which funding was awarded.
- Applicants should demonstrate a link to the Shire's strategic plans and strong community benefit for their project or event.
- Applicants should be an incorporated association. Funding will not be awarded to private businesses or individuals.
- Requests for funding or support cannot be for a project / event / activity that has already occurred.

General Conditions – Major Grants

- Council's general philosophy is to fund to a maximum of one third of the total project cost and applicants are encouraged to contribute their own funding and/or obtain grant or loan funding for the remaining project costs.
- Voluntary labour and equipment may be included in the applicant's contribution but may not exceed one third of the completed value of the project. Volunteer hourly rate should be included at \$20.00/hour.
- Council may opt to use their employees or equipment in lieu of a cash contribution.
- Council reserves the right to carry out a Progress Inspection or request a Progress Report at any stage of the project.
- Budget allocation for the Community Grants Program will be determined during the Council's Annual Budgeting Process.
- Allocation of grant funding, partial or entire, will be at the Sole discretion of the Council.

Acquittal

All Groups that receive funding will have to provide the following after their project's completion or by no later than 31st July of the next financial year:

- Completed Acquittal Form (to be provided);
- Proof the project, activity or event took place (e.g. photographs etc.);
- Proof of expenditure (e.g. copy of financial records and invoices paid); and
- Evaluation of project, activity or event (e.g. copy of participant feedback, surveys etc.).

Assessment Process

- Applications will be assessed by the Chief Executive Officer and a recommendation made to Council.
- Applications will be presented to Council assessed based on eligibility and merit.
- All applicants will be contacted regarding the outcome of the application process by post.

Submission Deadline

All applications must be received by COB 31st March or 30th September annually. Applications can be received via mail, email or printed copies dropped into the Front Counter at Shire Administration Office. Late applications will not be accepted.

GUIDELINES

Annexure A - Assessment Criteria (Attached)

Annexure B - Community Grant Scheme Funding Process (Attached).

Community Grants Application Form (Separate Document).

Annexure A

ASSESSMENT CRITERIA

Each Small and Major Grant Submission will be assessed based on the following criteria

Criteria 1 – Community Benefit:

- Does the project align with Shire’s Strategic Community Plan?
- Is there identified and demonstrated community need?
- What are the benefits to the Quairading community?

Criteria 2 – Organisation:

- Incorporated body? Y/N
- Purpose of organisation including the type and number of activities they undertake annually
- Current Membership
- Current Financial Position (incl. Financial Statement)
- Sustainability of organisation

Criteria 3 – Project Cycle:

- Planning and design of project
- Management and delivery of project (incl. milestones and works schedule)
- Project Budget
- Financial contribution - \$; In-Kind
- Evaluation of project
- Sustainability of project

SCORE

Each Grant Application will be assessed based on these criteria

Each criteria will be evaluated and given a score between 1 (Poor) and 5 (Excellent).

WEIGHTING

Weighting for each criteria to be determined by the Council.

Proposed weighting is: -	
1.	Community Benefit - 40%
2.	Organisation - 20%
3.	Project Planning - 40%

RANKING

Following the individual evaluations, the scores will be entered into a Ranking Spreadsheet.

This spreadsheet will aggregate the *Criteria Scores*, and apply the *Weighting Ratios*.

The spreadsheet will then determine the Ranking of the individual grant applications.

Annexure B

YEAR 2018/2019

Shire of Quairading Community Grant Scheme Funding Process



10.4 Community Grants Scheme – 2019/2020

Meeting Date	30 th May 2019
Responsible Officer	Graeme Fardon CEO
Reporting Officer	Sarah Caporn GPO
Attachments	Nil
Owner/Applicant	N/A
Disclosure of Interest	Nil

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 organisation 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

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 31st March and Round 2 on 30th 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 27th February 2019 to 30th 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 Grant 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
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.

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
		SUB-TOTAL (GRANT 1)	\$1,070.00

GRANT TYPE	NAME	PROJECT DETAILS	\$ REQUESTED
Grant 2	Quairading Football Club	Associated costs towards building a Secretary/Treasurer Storeroom	\$2,500.00
Grant 2	Quairading CRC	Contribution towards a public art mural and community workshop	\$1,900.00
Grant 2	Quairading Swimming Club	Erecting a Club noticeboard at Qdg Pool	\$1,000.00
		SUB-TOTAL (GRANT 2)	\$5,400.00

GRANT TYPE	NAME	PROJECT DETAILS	\$ REQUESTED
Grant 3	Quairading Agricultural Society	Show Day entertainment	\$3,000.00
		SUB-TOTAL (GRANT 3)	\$3,000.00

GRANT TYPE	NAME	PROJECT DETAILS	\$ REQUESTED
Grant 4	Quairading Golf Club	Contribution towards costs of repairing cool room refrigeration coil	\$3,500.00
Grant 4	Wamenusking Sports Club	General building maintenance & electricity costs	\$1,500.00
Grant 4	Doodenanning Sports Club	Adding a concrete slab to Hall entrance	\$1,600.00
Grant 4	Pantapin Progress Assn	Siding repairs and painting exterior of Pantapin Hall	\$1,000.00
Grant 4	South Carolling Social Club	Annual Support from Shire towards operating costs of the Club	\$1,500.00
Grant 4	QARRAS	Towards hire of the Community Bus	\$750.00
Grant 4	Quairading Bowling Club	Annual Support from Shire for Bowling Surface Loan Repayment	\$10,000.00
Grant 4	Tourism and Tidy Towns Committee	Operating costs for group	\$3,000.00
		SUB-TOTAL (GRANT 4)	\$22,850.00
		GRAND TOTAL REQUESTED	\$32,320.00
		<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

Meeting Date	30 th May 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	10.5a Memo from CEO to Councillors dated 10 May 2019 re Sports Lighting 10.5b Lighting Tower Hire Excel Spreadsheet
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICERS RECOMMENDATION

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
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.

VOTING REQUIREMENTS – Simple Majority

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 2/7/2019 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 17th 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 6th March 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 2/7/2019 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.

**Memo**

To: All Councillors
From: Graeme Fardon – Chief Executive Officer
Date: 10th May 2019
Subject: Sports Oval Lighting
File Ref: Recreation

Good Afternoon Councillors,

As previously reported to Councillors, both the Football Club and the 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. Both Club's correspondence has been responded to by the Administration.

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 in the past 2 weeks.

The additional units supplementing the existing 8.0 metre high Units have significantly improved the visibility and safety for all participants in the training areas and it is recommended that the 4 Unit configuration be continued with for the remainder of the Winter Sports Season (28 weeks in total from the 6th March to immediately following the Football Grand Final.)

Exact timing of the end of the Football and Hockey Sports Season will be dependent upon the success of the local teams participating well into their respective Final series.

Please find the attached spreadsheet detailing the timing of the hirings and Cost of the 4 Units for both the current financial Year and the Budget provision necessary to be made in the 2019/20 Budget.

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 the additional funding of \$7002 is sought to ensure continuity of an acceptable and safe lighting solution beyond the current two week Trial Period of the additional two 9.0 metre units.

It is proposed that the required additional funding of \$7002 to 2/7/2019 be funded from Council's existing projected and approved Budget Surplus of \$50,432.

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.

Council's endorsement of the above listed actions will be presented to Council's May 2019 Meeting for ratification.

I request your Feedback and or Consent with the above Proposal and Funding option by 12.00 Noon Monday 13/5/2019.

Thank you in anticipation for your consideration of this Matter.

A handwritten signature in black ink, appearing to read 'G A Fardon', with a long vertical line extending upwards from the end of the signature.

GRAEME A FARDON
Chief Executive Officer



QUAIRADING FOOTBALL CLUB

P.O. Box 37

Quairading WA 6383

Graeme Fardon
CEO
Shire of Quairading
Jennaberring Rd
QUAIRADING WA 6383

Dear Graeme and Councillors,

On behalf of the Quairading Football Club, I would like to bring to your attention to the current inadequate lighting of the town oval. The Club have been training at the oval since March and it has become increasingly difficult to run proper training sessions due to the lack of lighting. It has come to a point where it is now too dangerous to the players as they cannot see the football during skills sessions.

The players have had to move over to the hockey field to train under their lights but this is not a suitable alternative as it is damaging the hockey playing surface which in turn becomes dangerous to play hockey on. The hockey girls do not train on the hockey field for this very reason, to preserve a good playing surface.

Whilst we acknowledge the effort the Shire has made to have temporary lighting on the oval for this season it is totally inadequate for the users of the area.

Is there a possibility to source another taller lighting tower as well as replace the plants that are already in use with taller ones?

Please keep us informed moving forward.

Kind Regards,
Robyn Richards
Secretary
Quairading Football Club.

30th April 2019



Quairading Ladies Hockey Club

9th April 2019

RE: Temporary Light Towers

Dear Graeme,

After training with the light towers for the past month we would like to bring our concerns to the Shire's attention and sort possible solutions.

Unfortunately the LED lighting towers are not efficient for us to train. The lights are causing excessive shadows making it difficult to see the balls and are proving quite dangerous. We have discussed moving our training field closer to the playing field and make use of the permanent lights.

We would appreciate if the Shire could put a temporary but more permanent light on the light post at the corner of the netball courts Hockey side.

The Quairading Ladies Hockey Club are fully aware that this is not an idealistic situation for all parties involved. We would be happy to discuss and test any other options you may be able to provide us.

Your prompt response would be much appreciated.

Kind regards,

Deanna Hathaway
Hockey President
0406 123 924

LIGHT TOWER HIRE FOR FOOTBALL AND HOCKEY OVALS (TRAINING)

CURRENT LIGHTING SYSTEM

2018/19

COMPANY	HIRE DATE	END DATE	QUANTITY	HIRE RATE	MOB/DEMOB	WEEKS	TOTAL	BUDGET	OVERSPEND
AF&E (8.0m)	6/03/2019	2/07/2019	2	\$175.00	\$725.00	17	\$6,675.00		
KENNARDS (9.0m)	1/05/2019	2/07/2019	2	\$318.18	\$600.00	9	\$6,327.24		
							\$13,002.24	\$6,000.00	\$7,002.24

2019/20

AF&E	3/07/2019	17/09/2019	2	\$175.00	\$725.00	11	\$4,575.00		
KENNARDS	3/07/2019	17/09/2019	2	\$318.18	\$600.00	11	\$7,599.96		
							\$12,174.96	\$3,100.00	\$9,074.96
							\$25,177.20	\$9,100.00	\$16,077.20

COST PER TRAINING SESSION

28 weeks Hire

*ASSUME ALL TEAMS / SPORTS THROUGH TO GRAND FINAL

Original Budget based on 2 x 8M Reach Units
 26 Weeks @ \$350.00 per week
 Trial of the 2 additional Lights successful.

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

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

OFFICER RECOMMENDATION

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*.

VOTING REQUIREMENTS – Absolute Majority

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 13th 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 26th 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 28 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 or 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 29th 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 19th 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 7th 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
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

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.

**HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911
CAT ACT 2011
LOCAL GOVERNMENT ACT 1995**

SHIRE OF QUAIRADING

ANIMALS, ENVIRONMENT AND NUISANCE AMENDMENT LOCAL LAW 2019

Under the powers conferred by the *Health (Miscellaneous Provisions) Act 1911*, the *Cat Act 2011*, the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Quairading resolved on [Insert adoption resolution date here] to make the following local law.

1. Citation

This local law is cited as the *Shire of Quairading Animals, Environment and Nuisance Amendment Local Law 2019*.

2. Commencement

This local law comes into operation on the same day it is published in the *Government Gazette*.

3. Principal local law

This local law amends the *Shire of Quairading Animals, Environment and Nuisance Local Law 2017* as published in the *Government Gazette* on 26 March 2018.

4. Clause 2.16 amended

Clause 2.16(1)(b) is amended by deleting “2.14” and replacing it with “2.17”.

5. Clause 2.17 amended

Delete clause 2.17(1) and replace with-

- (1) Without limiting the generality of clause 2.16(1)(b) an application for a licence may be approved by the local government subject to the following conditions—
 - (a) the provision of a good and sufficient water supply on the land which is readily accessible by the bees on the land;
 - (b) each bee hive shall be—
 - (i) kept at a distance specified by the local government from any thoroughfare, public place or boundary of the land; or
 - (ii) located near a screen or other barrier so as to prevent the bees flying low over a thoroughfare, public place or adjoining land;
 - (c) no more than 2 bee hives are to be kept on land of less than 2 000 square metres in area; and
 - (d) no more than 15 bee hives are to be kept on land between 2 000 square metres and 20 000 square metres in area.

6. Clause 3.6 amended

Clause 3.6 is amended by inserting the word “site” after the word “building”.

7. Clause 4.11 amended

Clause 4.11 is amended as follows-

- (a) delete subclause (1);
 - (b) Remove the designation “(2)”.
-

Dated this [date]

The Common Seal of the Shire of Quairading was affixed by authority of a resolution of the Council in the presence of:

W DAVIES, Shire President

G FARDON, Chief Executive Officer

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

No matters for consideration.

ITEM 13 URGENT COUNCILLORS' BUSINESS

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

14.1 Private Medical Practice Timeline Milestone Report

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

OFFICER RECOMMENDATION

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

ITEM 15 NEXT MEETING DATE

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

ITEM 16 CLOSURE

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