



# Shire of Quairading

---

*Ordinary Council Meeting Agenda*



31st October 2019

# Notice of Meeting

## 31<sup>st</sup> October 2019

Dear Councillors,

The next Ordinary Meeting of Council will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday, 31<sup>st</sup> October 2019 commencing at 2 pm.

Yours faithfully,

**GRAEME FARDON**  
Chief Executive Officer

---

### **Disclaimer**

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

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 .....  | 4   |
| ITEM 6  | DECLARATIONS OF INTEREST .....   | 5   |
| ITEM 7  | CONFIRMATION OF MINUTES AND BUSINESS ARISING .....   | 5   |
| 7.1     | Confirmation of Minutes – Ordinary Council Meeting – 26 <sup>th</sup> September 2019 .....                               | 5   |
| 7.2     | Business Arising .....   | 5   |
| 7.3     | Confirmation of Minutes – Special Council Meeting – 21 <sup>st</sup> October 2019 .....                                  | 43  |
| 7.4     | Business Arising .....   | 43  |
| ITEM 8  | MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING.....  | 47  |
| ITEM 9  | MATTERS FOR CONSIDERATION – FINANCE & AUDIT .....  | 48  |
| 9.1     | Accounts for Payment – September 2019.....   | 48  |
| 9.2     | Financial Information–Statements of Income and Expenditure for the Period Ending – 30 <sup>th</sup> September 2019 ..... | 55  |
| ITEM 10 | MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION.....   | 84  |
| 10.1    | Establishment of Committees, Appointment of Committee Members and Delegates to Committees/Organisations .....            | 84  |
| 10.2    | Development Assessment Panels (DAP) – Local Government Nominations .....   | 91  |
| 10.3    | Strategic Planning Committee Minutes – 15 <sup>th</sup> October 2019.....  | 97  |
| 10.4    | #30 Murphy Street Quairading – Application to keep three (3) dogs .....  | 119 |
| 10.5    | Corporate Branding – Shire of Quairading .....   | 124 |
| ITEM 11 | MATTERS FOR CONSIDERATION – HEALTH AND BUILDING .....  | 136 |
| ITEM 12 | MATTERS FOR CONSIDERATION – WORKS .....  | 137 |
| ITEM 13 | URGENT COUNCILLORS’ BUSINESS .....   | 138 |
| 13.1    | Councillors Meeting Sitting Fees .....   | 138 |
| 13.2    | Committee Meetings.....  | 138 |
| ITEM 14 | CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2) .....  | 139 |
| ITEM 15 | NEXT MEETING DATE .....  | 139 |
| ITEM 16 | CLOSURE .....  | 139 |

## SHIRE OF QUAIRADING

### ITEM 1      OPENING & ANNOUNCEMENTS

---

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

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

### ITEM 2      ATTENDANCE AND APOLOGIES

---

#### **Councillors**

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

#### **Council Officers**

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

#### **Observers/Visitor**

#### **Apologies**

#### **Leave of Absence Previously Granted**

Nil.

### ITEM 3      PUBLIC QUESTION TIME

---

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

---

Nil.

### ITEM 5      APPLICATIONS FOR LEAVE OF ABSENCE

---

Nil.

## ITEM 6 DECLARATIONS OF INTEREST

---

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

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

## ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

---

### 7.1 Confirmation of Minutes – Ordinary Council Meeting – 26<sup>th</sup> September 2019

#### Recommendation

**That the Minutes of the Ordinary Meeting of Council held on the 26<sup>th</sup> September 2019 be confirmed as a true and accurate record of the meeting. (Attached)**

### 7.2 Business Arising

## SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 26<sup>th</sup> September 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 / Ballardong land and we pay respect to the original custodians...past, present and future and welcome you all here today for this Meeting”.

Cr Davies informed the Meeting that Sergeant John Hancock, his wife Laura, and Senior Constable Eddy Duffy would be attending afternoon tea to thank Sergeant Hancock for his service to the Quairading community.

Cr Davies welcomed Mr Garrick Yandle, CEO of the Shire of Kulin to the Meeting and advised that Mr Yandle will be presenting to Council on the Wheatbelt Secondary Freight Network Project.

Cr Davies informed the Meeting that this would be Cr Jill McRae’s and Cr Lyall Brown’s last Ordinary Council Meeting, and thanked them for their years of service on Council and to the Community.

Cr Davies also welcomed back Executive Officer Anthea Strauss from parental leave.

### ITEM 2 ATTENDANCE AND APOLOGIES

---

#### Councillors

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

#### Council Officers

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

#### Observers/Visitor

|                         |                                       |
|-------------------------|---------------------------------------|
| Mr Garrick Yandle       | CEO, Shire of Kulin (2.00pm – 2.48pm) |
| Mr John Haythornthwaite |                                       |
| Mrs Sarah Caporn        | (from 4.09pm)                         |

#### Apologies

Nil.

#### Leave of Absence Previously Granted

Nil.

### ITEM 3 PUBLIC QUESTION TIME

---

Nil.

## ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

---

Mr Garrick Yandle introduced himself and briefly provided his background in Civil Engineering and Project Management, before progressing his career in Local Government to the position of Chief Executive Officer at the Shire of Kulin.

Mr Yandle provided a brief history on the Wheatbelt Secondary Freight Network (WSFN) Project with the 42 local governments having worked collaboratively for over 4 years to secure funding to improve the secondary freight network routes on Local Government Roads in the Wheatbelt.

Mr Yandle said that WSFN Program has successfully been allocated \$70 million of Federal Government funding (ROSI) and that the State Government had committed \$11.5 million with Councils committing \$5.8M (reflecting the 80% Federal /20% State and Local Government funding agreement).

Mr Yandle advised that the available \$87.5M will not be sufficient to upgrade all the identified 80 routes and good governance of this Program, and ongoing collaboration between all parties, will be critical in securing additional funding to complete the estimated \$500M worth of Identified Projects over 4 Stages.

Mr Yandle said that Quairading has been selected to undertake the Wheatbelt South Region's Pilot Project in the 2019/2020 Financial Year with 5 kilometres of Reconstruction and Widening Work on the Quairading – Cunderdin Road. Mr Yandle further stated that the indicative cost of this project was \$1M with funding of \$800K from the Federal Government, \$130K of State funding and \$70K of funding from Council.

Mr Yandle said that the next Regional Road Group meeting will be held next Thursday to further consider the WSFN Governance Plans.

Cr Davies thanked the Mr Yandle for his attendance and detailed Presentation on the Wheatbelt Secondary Freight Network Project.

### 2.48pm

Mr Yandle left the Meeting.

## ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

---

Nil.

## ITEM 6 DECLARATIONS OF INTEREST

---

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

Nil, at this time.

## ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

---

### 7.1 Confirmation of Minutes – Ordinary Council Meeting – 29<sup>th</sup> August 2019

#### **RESOLUTION: 36-19/20**

#### **MOVED Cr Haythornthwaite SECONDED Cr McGuinness**

That the Minutes of the Ordinary Meeting of Council held on the 29<sup>th</sup> August 2019 be confirmed as a true and accurate.

**CARRIED 7/0**

### 7.2 Business Arising

Nil.

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

---

*No matters for consideration.*



## ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

### 9.1 Accounts for Payment – August 2019

|                               |  |
|-------------------------------|--|
| <b>Meeting Date</b>           | 26 <sup>th</sup> September 2019  |
| <b>Responsible Officer</b>    | CEO Graeme Fardon  |
| <b>Reporting Officer</b>      | EMCS Nathan Gilfellon  |
| <b>Attachments</b>            | 9.1.1 August 2019 Payment List<br>9.1.2 Transport Takings<br>9.1.3 Credit Card Statement |
| <b>Owner/Applicant</b>        | Shire of Quairading  |
| <b>Disclosure of Interest</b> | Nil  |

### OFFICER RECOMMENDATION

#### RESOLUTION: 37-19/20

#### MOVED Cr McRae SECONDED Cr Brown

That Council note the following:

1. That Schedule of Accounts for August covering Municipal Vouchers 23668 to 23674 & EFT6906 to EFT6998 totalling \$352,108.34 be received and
2. That Police Licensing payments for the month of August 2019 totalling \$48,545.90 be received (Attachment 9.1.2); and
3. That fund transfers to Corporate Credit Card for August 2019 balance totalling \$219.09 be received (Attachment 9.1.3); and
4. That Net Payroll payments for the month August 2019 totalling \$109,732.67; and
5. That the Lease payment for the month of August 2019 on the CESM Vehicle totalling \$1,775.97.

**CARRIED 7/0**

### IN BRIEF

Payments are per attached schedules 9.1 1/2/3

### MATTER FOR CONSIDERATION

Note the accounts paid during August 2019.

### BACKGROUND

Accounts paid are required to be submitted each month.

### STATUTORY ENVIRONMENT

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

### POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

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

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

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

|                               |                                       |
|-------------------------------|---------------------------------------|
| <b>Meeting Date</b>           | 26 <sup>th</sup> September 2019       |
| <b>Responsible Officer</b>    | CEO Graeme Fardon                     |
| <b>Reporting Officer</b>      | EMCS Nathan Gilfellon                 |
| <b>Attachments</b>            | 9.2.1 Financial Statements for August |
| <b>Owner/Applicant</b>        | Shire of Quairading                   |
| <b>Disclosure of Interest</b> | Nil                                   |

### OFFICER RECOMMENDATION

#### RESOLUTION: 38-19/20

#### MOVED Cr Haythornthwaite SECONDED Cr McGuinness

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

**CARRIED 7/0**

### IN BRIEF

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

### MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements.

### BACKGROUND

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

### STATUTORY ENVIRONMENT

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

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

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

### POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

## COMMENT

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

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

### 9.3 Audit and Risk Committee Meeting Minutes – 10<sup>th</sup> September 2019

|                               |  |
|-------------------------------|--|
| <b>Meeting Date</b>           | 26 <sup>th</sup> September 2019        |
| <b>Responsible Officer</b>    | CEO Graeme Fardon                      |
| <b>Reporting Officer</b>      | EMCS Nathan Gilfellow                  |
| <b>Attachments</b>            | Audit & Risk Committee Meeting Minutes |
| <b>Owner/Applicant</b>        | Shire of Quairading                    |
| <b>Disclosure of Interest</b> | Nil.                                   |

#### OFFICER'S RECOMMENDATION

##### **RESOLUTION: 39-19/20**

##### **MOVED Cr Brown SECONDED Cr Stacey**

That Council receive the Minutes of the Audit & Risk Committee Meeting held on the 10<sup>th</sup> September 2019.

**CARRIED 7/0**

Consider the Committee's following Recommendations individually: -

#### **1) Internal Audit Toolkit Checklist and 2019 OAG Reports**

##### **RESOLUTION: 40-19/20**

##### **MOVED Cr Stacey SECONDED Cr McGuinness**

*RECOMMENDATION: AR01-19/20*

That the Audit and Risk Committee recommends to Council: -

That Council note the Updated Report on the Internal Audit Toolkit Checklist and 2019 Office of the Auditor General Reports.

**CARRIED 7/0**

#### **2) Audit Regulation 17 – Review Report 2019**

##### **RESOLUTION: 41-19/20**

##### **MOVED Cr McGuinness SECONDED Cr Brown**

*RECOMMENDATION: AR02-19/20*

That the Audit and Risk Committee recommends to Council that it:

1. Note the results of the Chief Executive Officer's review on the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal control and legislative compliance; and
2. Note that the implementation of the improvements outlined within the report will be prioritised and implemented in a staged approach.

**CARRIED 7/0**

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

**RESOLUTION: 42-19/20**

**MOVED Cr Haythornthwaite SECONDED Cr McGuinness**

*RECOMMENDATION: AR03-19/20*

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

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

**CARRIED 7/0**

### 4) Medical Practice Comparison Report

**RESOLUTION: 43-19/20**

**MOVED Cr McGuinness SECONDED Cr Stacey**

*RECOMMENDATION: AR04-19/20*

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

The Medical Practice Financial Statements and Patient Visitation Data (with historical data and trends) be received.

**CARRIED 7/0**

---

#### IN BRIEF

Minutes of the 10<sup>th</sup> September 2019 Meeting of the Audit and Risk Committee include four (4) Recommendations to Council.

#### MATTER FOR CONSIDERATION

Recommendations to Council.

#### BACKGROUND

The Audit and Risk Committee Meeting was held on the 10<sup>th</sup> September 2019 from which there are four (4) Recommendations for Council's consideration, namely: -

RESOLUTION: AR01-19/20

RESOLUTION: AR02-19/20

RESOLUTION: AR03-19/20

RESOLUTION: AR04-19/20.

#### STATUTORY ENVIRONMENT

*Local Government Act 1995*

Local Government (Audit) Regulations 1996.

Audit Regulation 17 applies for AR02-19/20

17. CEO to review certain systems and procedures

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

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

- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
- (3) The CEO is to report to the audit committee the results of that review.

## **POLICY IMPLICATION**

Councils ORG.2 Leave Management Policy.

## **FINANCIAL IMPLICATIONS**

### **AR01-19/20**

No financial impact.

### **AR02-19/20**

Regulation 17 Review Report conducted by the CEO utilising “in house” Staff resources contained within Council’s Adopted Budget. Therefore, there are no direct savings, however the use of existing internal staff rather than consultants can provide savings and improve the operating position.

### **AR03-19/20**

Annual Leave Liability has been reduced by 7.95% (In Dollar Value) from the Year End balance at the 30<sup>th</sup> June 2019.

Long Service Leave Liability has been reduced by 1.77% (In Dollar Value) since the 30<sup>th</sup> June 2019. There are no Employees with Excess Annual Leave and one Employee is on an Approved Long Service Leave Plan.

### **AR04-19/20**

Historical Financial Statement and Patient Data.

2019/2020 Budget based on 3 Months of the Contractor Model and 9 Months of the Approved Private Practice Model.

Future Reporting and Monitoring of Patient Levels will be reported to the Quarterly Meetings of the Medical Executive Meeting.

Medical Practice Financials will continue to be reported in Council’s Monthly Financial Statements.

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

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

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

## **COMMUNITY CONSULTATION - N/A**

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

Financial – Risk Matrix Rating considered Low. Risk relating to Staff Leave Liability mitigated through the application and compliance with Council’s Leave Policy and Management Procedures. Council also has a Cash Balance of \$202,830 in the Annual and Long Service Reserve Fund to assist towards the funding of Employee’s Prior Year Annual Leave and Long Service Leave taken by Staff or paid out upon Termination of any Staff members employment. Provision for Employee Benefits has reduced in the 2018/19 financial year which has reduced the risk.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

## ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

### 10.1 Draft Memorandum of Understanding for the Provision of Mutual Aid During Emergencies and Post Incident Recovery

|                               |  |
|-------------------------------|--|
| <b>Meeting Date</b>           | 26 <sup>th</sup> September 2019          |
| <b>Responsible Officer</b>    | CEO Graeme Fardon                        |
| <b>Reporting Officer</b>      | CEO Graeme Fardon                        |
| <b>Attachments</b>            | i) CCZ LG Emergency Management MoU Draft |
| <b>Owner/Applicant</b>        | Shire of Quairading                      |
| <b>Disclosure of Interest</b> | Nil.                                     |

#### OFFICER'S RECOMMENDATION

##### RESOLUTION: 44-19/20

##### MOVED Cr McGuinness SECONDED Cr McRae

That Council adopts the Local Government MOU for the Central Country Zone, as detailed in the attachment, that will promote cooperation when required between the Central Country Zone local governments in Emergency Events or Post Incident Recovery.

**CARRIED 7/0**

#### IN BRIEF

- MOU objective is to enhance the capacity of our communities to cope in times of difficulty by the support of adjoining Councils, if requested to assist.
- To demonstrate the capacity and willingness of participating Local Governments to work co-operatively and share resources within the CCZ region.
- MOU does not preclude Council working or assisting any of the neighbouring Councils in Emergencies or in the Recovery Phase.

#### MATTER FOR CONSIDERATION

To consider support of an MOU to facilitate the provision of mutual aid between partnering Local Governments during emergencies and post incident recovery.

#### BACKGROUND

At the WALGA Central Country Zone meeting on 15<sup>th</sup> March 2019 discussion was held on the potential for a *Partnering Agreement for the Provision of Mutual Aid for Recovery during Emergencies*.

The CCZ meeting agreed to refer the concept of a Memorandum of Understanding for the Provision of Mutual Aid during Emergencies and Post Incident Recovery (MOU), to Member Councils for comment and the matter be listed for consideration at the in-person Zone meeting on Friday 30 August 2019.

The Draft MOU had not prepared and circulated by the Zone Executive Officer prior to the CCZ Meeting in Beverley (due to illness) in time to enable Member Councils to consider it at their Council Meetings.

The Central Zone Meeting was advised that a similar MOU has operated in the South West of WA by twelve (12) local governments without any issues arising, so its recommended that Council agree



to be part of the cooperative approach of assisting other local governments in the Central Country Zone in emergency events by endorsing the attached MOU.

The WALGA Central Country Zone meeting on 30<sup>th</sup> August 2019 in Beverley considered the draft MOU where it resolved:

*'That, subject to any amendment, the Memorandum of Understanding for the Provision of Mutual Aid during Emergencies and Post Incident Recovery be adopted for a period of three years from the date of signing, subject to it being considered and endorsed by each local government'*

## **STATUTORY ENVIRONMENT**

There are no statutory provisions relevant to this matter.

## **POLICY IMPLICATIONS**

There are no current policies relevant to this matter.

## **FINANCIAL IMPLICATIONS**

Should Council respond to a request from a local government in the Central Country Zone, the Shire costs would relate to staff salary/wages whilst assisting in the emergency and any loss, damage or cost associated with the provision of support (i.e. plant, equipment, Protective clothing etc.), unless otherwise agreed in writing.

In many instances the loss of plant and equipment would be covered under Council's insurance, however there would be the cost of the insurance excess on particular plant or equipment that the Shire may have to meet.

The local government requesting the assistance will be responsible for all incidental cost associated with the provider's personnel and equipment such as catering, accommodation, OHS, transport, fuel and storage.

## **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 assessed as Low. Likelihood of being called upon is assessed as being a rare occurrence, but if activated there may be some costs then borne by Council.

**Health** – Risk Matrix Rating assessed as Low.

**Reputation** – Risk Matrix Rating is assessed as Low. There could be minor Reputational Risk if Council were not supportive of the MOU.

**Operation** – Risk Matrix Rating assessed as Low. If called upon by another Council to provide logistical support, Council may have some disruption to normal operations. There may be occasions where Council are unable to assist as the Emergency may be impacting this District as well, in which case all Resources would be applied to this Community.

**Natural Environment** – Risk Matrix Rating is assessed as Low.

## Local Government MoU

This Memorandum of Understanding is made on the [date] day of [month] [year].

### Parties to the Agreement

Shire of Beverley,  
Shire of Brookton  
Shire of Corrigin  
Shire of Cuballing,  
Shire of Dumbleyung,  
Shire of Kulin,  
Shire of Lake Grace,  
Shire of Narrogin,  
Shire of Pingelly,  
Shire of Quairading,  
Shire of Wagin,  
Shire of Wandering,  
Shire of West Arthur,  
Shire of Wickepin,  
Shire of Williams

Hereinafter called the 'partnering LGs' 'parties' or 'partners'

### Aim

This Memorandum of Understanding (MOU) sets out a basic framework for cooperation between the Local Governments named, to promote cooperation in a disaster event which affects one or more of the partnering LGs.

The guiding principle of this MOU is that any support given to a partnering LG in a particular emergency event shall be voluntary and of a level that will not unduly compromise the operability of the partnering LG providing the support.

### Purpose

To facilitate the provision of mutual aid between partnering LGs during emergencies and post incident recovery.

To enhance the capacity of our communities to cope in times of difficulty.

To demonstrate the capacity and willingness of participating LGs to work co-operatively and share resources within the region.

### Partnering Objectives

Partners to this MOU, in times of community distress due to an emergency incident, agree where possible to:

1. Provide whatever resources may reasonably be available within the capacity of that LG to respond to the emergency incident if requested;
2. Provide at its absolute discretion, whatever resources may be available within the means of that LG to assist with post incident recovery in the community.

### Allocation of Resources

1. This MOU acknowledges that the allocation of a partnering LG's personnel and plant resources is an operational issue, and as such is the responsibility of the CEO of the LG seeking to offer aid.
2. This MOU seeks to demonstrate that the CEO's commitment to supporting other LGs in need is supported by the Elected Members of each participating Council.

### Responsibilities

The partners to this MOU recognise their responsibilities to have adequate arrangements in place in order to be in a position to respond to non-natural and natural disasters.

This MOU recognises that each LG will have its own LEMPs in place in accordance with the *Emergency Management Act 2005*. However, the intention of this MOU is to improve the efficiency of joint response to a disaster, share experiences, enhance cooperation between partnering LGs and improve regional resilience to disaster events.

The parties acknowledge that the provisions of this document are not intended to create binding legal obligations between them.

The parties acknowledge that:

1. nothing in this document authorises a party to incur costs or expenses on behalf of the other party; and
2. a party has no authority to act for, or to create or assume any responsibility obligation or liability on behalf of, the other party.

### Partnering Expectations

1. To provide where possible both physical and human resources to assist with the immediate response and recovery. Ongoing protracted assistance may be needed,

this may be subject to further negotiation and agreement in writing between the partners concerned.

2. Where possible, and if appropriate, the affected LG must utilise internal resources and local contractors before requesting assistance from another LG. This will ensure LGs are not seen to be competing with local businesses or offers of assistance.
3. All requests for support will be made through the Incident Controller (IC) of the designated Hazard Management Agency (HMA) for the incident, in consultation with the designated Local Recovery Coordinator (LRC) and the Local Emergency Coordinator (LEC).
4. All equipment provided must be covered by the partners own insurance, each LG is responsible for ensuring insurance policies allow for the provision of mutual aid.
5. Each individual Council will be responsible for continued salary and any workers compensation insurance for their own staff regardless of where they are operating during the disaster event.
6. Each LG will be responsible for any loss, damage or cost associated with the provision of support unless otherwise agreed in writing.
7. The LG requesting support will be responsible for all incidental costs associated with the provider's personnel and equipment such as catering, accommodation, OHS issues, transport, fuel and storage.

### **Cost Recovery**

The West Australian National Disaster Relief and Recovery Arrangement (WANDRRA) guidelines provide for the reimbursement of expenditure incurred by partnering LGs during a disaster event. Each partnering LG is responsible for maintaining an accurate record of its expenditure during an event.

In the event the emergency is declared a Disaster, State and Commonwealth funding assistance will be sought in compliance with relevant State and Commonwealth Policies.

The affected partnering LG area will claim these costs accordingly under the WANDRRA guidelines.

In the event a partnering LG's resources and/or equipment are required to assist another partnering LG, these costs would not be claimable via WANDRRA. Therefore, any intended claim for reimbursement is a matter between partnering LGs.

### **Duration and Amendment**

The MOU will come into effect at the date which all parties have signed the agreement.

This MOU can be reviewed at any time but cannot be amended except with the written consent of all partners.

### **Term**

Unless mutually extended, terminated or parties withdraw, this MOU will expire on [date to be inserted].

### **Withdrawal**

Any partner may withdraw from this MOU by giving 90 days written notice to the partnering LG's and the State Emergency Management Committee.

### **Notices**

Communications in relation to this MOU should be addressed to:

The Executive Officer, Central Country Zone of WALGA,

## 10.2 Wheatbelt Secondary Freight Network Program – Formalisation of Commitment

|                               |   |
|-------------------------------|---|
| <b>Meeting Date</b>           | 26 <sup>th</sup> September 2019   |
| <b>Responsible Officer</b>    | CEO Graeme Fardon   |
| <b>Reporting Officer</b>      | CEO Graeme Fardon   |
| <b>Attachments</b>            | i) WSNF Governance Plan; ii) WSNF MCA Methodology; iii) WSNF Program Delivery Plan; iv) Pilot Project Proposal Report |
| <b>Owner/Applicant</b>        | Shire of Quairading   |
| <b>Disclosure of Interest</b> | Nil.  |

### OFFICER'S RECOMMENDATION

That Council:

1. Formalise its commitment to the Wheatbelt Secondary Freight Network Program enabling Council to be eligible for future funding and project consideration.
2. Receive the following WSNF Program documents which outline how the WSNF Steering Committee propose to administer the WSNF Program:
  - Program Governance Plan
  - Program Delivery Plan
  - Multi Criteria Analysis Methodology.
3. Endorse the Processes and Procedures outlined in the Program Governance Plan which enables the Wheatbelt North and Wheatbelt South Regional Road Groups and the WSNF Steering Committee to make decisions in accordance with the Program Governance Plan.
4. Add \$70,000 to the Road Infrastructure Capital Budget to be funded from the Road Infrastructure Reserve for Council's Financial Commitment to the Pilot Project in the 2019/2020 Year.

### RESOLUTION: 45-19/20

#### MOVED Cr McRae SECONDED Cr Stacey

That Council:

1. Formalise its commitment to the Wheatbelt Secondary Freight Network Program enabling Council to be eligible for future funding and project consideration.
2. Receive the following WSNF Program documents which outline how the WSNF Steering Committee propose to administer the WSNF Program:
  - Program Governance Plan
  - Program Delivery Plan
  - Multi Criteria Analysis Methodology.
3. Endorse the Processes and Procedures outlined in the Program Governance Plan which enables the Wheatbelt North and Wheatbelt South Regional Road Groups and the WSNF Steering Committee to make decisions in accordance with the Program Governance Plan.
4. Add \$70,000 to the Road Infrastructure Capital Budget to be funded from the Road Infrastructure Reserve for Council's Financial Commitment to the Pilot Project in the 2019/2020 Year.
5. That Council make submission to the Wheatbelt Region Regional Road Group and the WSNF Program Team for the inclusion of the Quairading-Corrigin Road as a major freight connection in the WSNF Project.

**CARRIED BY ABSOLUTE MAJORITY 7/0**

## Reason for Variation from Officer's Recommendation

Council considered that the Quairading-Corrigin Road is an omission from the identified Secondary Freight Routes and sought its inclusion through submission to the Wheatbelt Region Regional Road Group and the WSNF Project Team.

Council noted that the Route is heavily used for the transport of livestock and grain.

---

## IN BRIEF

- The Wheatbelt Secondary Freight Network Steering Committee have requested that the associated 42 Wheatbelt Local Governments formalise their commitment, via a formal Resolution to the WSNF Program, to be eligible for future funding and project consideration.
- A separate and standardised Resolution is being sought by the Steering Group to comply with the Funding Conditions of both the Federal and State Governments
- Council has already passed Resolution No. 15-19/20 Special Council Meeting held on the 13<sup>th</sup> August 2019, in regard to its Expression of Interest and commitment towards the Pilot Project in the 2019/2020 Year, that was offered to Council by the WSNF Steering Committee.

## MATTER FOR CONSIDERATION

To formalise Council's commitment to the Wheatbelt Secondary Freight Network Program.

## BACKGROUND

42 Local Governments of the Wheatbelt Region have worked collaboratively for over 4 years to secure funding to improve secondary freight network routes on Local Government Roads in the Wheatbelt. The Wheatbelt Secondary Freight Network (WSNF) Program has successfully been allocated \$70 million of Federal funding (ROSI) and this has been matched with State funding of \$17.5 million (reflecting the 80/20 funding agreement). The State funding will be sourced two thirds from the State and one third from the Local Governments whose assets are being upgraded. The available \$87.5M will not be sufficient to upgrade all the identified 80 routes and good governance of this program, and ongoing collaboration between all parties, will be critical in securing additional funding.

The Steering are also seeking endorsement by Council acknowledgement of the following WSNF program documents detailing the proposed Procedure and Processes Framework for the Program:-

- Program Governance Plan
- Program Delivery Plan
- Multi Criteria Analysis Methodology.

Attached is the Program Governance Plan (PGP) which identifies how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG) and Local Governments. The PGP will provide a framework and guidelines for all members of the WSNF Program to operate within. The PGP will be used to communicate to all stakeholders how the program will be governed. This PGP should be read in conjunction with the attached Program Delivery Plan and the Multi-Criteria Analysis (MCA) Methodology documents that provide the operational details on how on-ground capital works will be prioritised and delivered for Stage 1 and beyond.

Now that the initial funding arrangements for the delivery of on-ground capital works for Stage 1 has been confirmed, it is proposed that all 42 Local Governments formalise their commitment to WSNF Program to be eligible for future funding and project consideration.

The 42 Council resolutions will be collated as addendums to a formal agreement that the Regional Road Groups will sign with the Federal and State Governments on behalf of all 42 LGs associated with the WSNF program.

In order to demonstrate best outcomes and value for money, as required by both levels of Government, it is necessary to develop a transparent process to identify which routes have the highest priority for the limited available funding.

A prioritisation of the Wheatbelt Secondary Freight Network routes will be via a Multi-Criteria Analysis (MCA) will be developed to score each route based on the available data submitted by Local Governments and the Revitalising Agricultural Region Freight (RARF) strategy being coordinated by the WA State Government. The criteria upon which each route will be assessed in the MCA includes:

| Data Set       | Description  |
|----------------|--|
| ROSMA KSI Rate | ROSMA data will be supplied by Main Roads WA. It captures the rate of 'Killed or Serious Injury' (KSI) incidents on a route.   |
| Seal Width     | The seal width of the road described as a percentage of the route length, allowing an average seal width will be applied across the route. Seal width will be compared to a minimum seal width of 7m as per a Type 5 road. |
| Road Condition | Shire's have assessed road condition on a one to five scale, which has been applied as a direct metric. Five indicating very poor condition  |
| ADT Counts     | Average Daily Traffic counts provide data on the average number of total vehicles traveling on a road per day over the measurement period, capturing both heavy and light vehicle use.                                     |
| ESA Counts     | An Equivalent Standard Axle is defined as a dual tyred single axle transmitting 8.2 tonne to the pavement. ESA counts are therefore reflective of the total number and load of heavy vehicles that impact a road.          |

On-ground works for the WSNF program are expected to commence with the Pilot Projects in the Current year (2019/2020) and be staged over a 3 to 5-year period depending upon Federal Government Funding Conditions.

As previously reported and considered by Council, the WSNF Steering Group have identified 2 x pilot projects to begin on-ground works and refine project delivery methodologies and processes.

These will be \$1 million dollars each and have been identified for the following Shires:

- **Wheatbelt North**
  - Shire of Victoria Plains
  - Lancelin to Meckering Route
  - Mogumber - Yarawindah Road
  - Project value \$1M
- **Wheatbelt South**
  - Shire of Quairading
  - Cunderdin - Quairading Road
  - Project Value \$1M

Council's Pilot Project has now been further scoped and will entail reconstruction and upgrade of a 5.24 kilometre section of the Road to achieve a 10.0 metre formation width and a Seal width of 8.0 metres.

The Project Estimate has been confirmed at \$1.0M

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

## POLICY IMPLICATIONS

Nil.



## FINANCIAL IMPLICATIONS

Local Governments with projects approved over the course of the WSNF program will be required to contribute approximately 7% of each individual project's total cost. The remaining funding will be provided by Federal Government 80% and State Government 13%.

Councils commitment of \$70,000 will allow for the immediate design and survey work needed to carry out the project. Council will still be required to include the remaining future Capital Works (once prioritised and programmed) of \$930,000 into the Long Term Financial Plan, the Corporate Business Plan and the Annual Budget to carry out the remainder of the work. This component will be fully funded by grants and will have no financial impact on Council.

The Opening Balance of Council's Road Infrastructure Reserve Fund at the 1/7/2019 was \$284,180, with another budgeted Transfer to the Reserve Fund of \$154,886 in the 2019/2020 year.

It is therefore feasible for Council's Financial Contribution towards the Pilot project to be fully funded from Council's Reserve Fund without any adverse effect on Council's Operating Surplus Ratio or Budget.

Council may also consider it prudent and financially viable that future Contributions for other Stages of the WSNF Program in the District also be funded from the Road Infrastructure Reserve Fund.

Council's commitment to longer term local road renewal and upgrades with major funding from Federal and State Governments will have positive impact on Council's Operating Surplus position as Road Maintenance Expenditure will be reduced. This will also improve the Asset Sustainability Ratio, which is projected to be in an advanced standard in the 2019/20 year and improve the Asset Consumption Ratio, which has been historically below the target ratio.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

## COMMUNITY CONSULTATION

Nil.

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

### Financial - Risk Matrix Rating is considered Low

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

The WSNF Governance and Delivery Plans provide the framework for the Funding and Delivery of the Program across the Wheatbelt Councils over the life of the Program.

Refer to further Commentary in the Financial Implications Section above.

### Health – Risk Matrix Rating is considered Low

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

### Operation – Risk Matrix Rating is considered Low

Council has recently supported an Expression of Interest in the Pilot Project which would be incorporated into Council's Management and Budget (subject to Council Approval). Proven ability

and capability within Council's EMT, along with technical and logistical support provided through the Secondary Freight Route Network Project Team and the Regional Road Group.

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

Future Road Upgrade Works in the ESN Program will be required to be included in the relevant Annual Budgets.

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

### 10.3 Roe Tourism Association Membership

|                               |   |
|-------------------------------|---|
| <b>Meeting Date</b>           | 26 <sup>th</sup> September 2019   |
| <b>Responsible Officer</b>    | CEO Graeme Fardon   |
| <b>Reporting Officer</b>      | CEO Graeme Fardon   |
| <b>Attachments</b>            | i) CRC Information Report; ii) Roe Tourism Strategic Plan; iii) 19 August General Meeting Minutes |
| <b>Owner/Applicant</b>        | Shire of Quairading   |
| <b>Disclosure of Interest</b> | Nil.  |

#### OFFICER RECOMMENDATION

##### RESOLUTION: 46-19/20

##### MOVED Cr McGuinness SECONDED Cr Brown

1. That Council apply for Council Membership of the Roe Tourism Association for the 2019/2020 Year;
2. Subject to the Outcome of Council's Application, a budget allocation of \$5,000 is to be made for the membership of the Roe Tourism Association to be funded from the Council's opening surplus.

**CARRIED BY ABSOLUTE MAJORITY 7/0**

#### IN BRIEF

- Quairading CRC have joined Roe Tourism Association as an Associate Member (Non-Voting).
- The Coordinator of the Quairading CRC made a Presentation to Councillors and Staff prior to the Audit & Risk Committee Meeting held on the 10<sup>th</sup> September 2019.
- The Committee requested that further research be undertaken on the Roe Tourism Association and that an Officer's Report and Recommendation be prepared for Council.
- Attached to this Report is the "Forward Directions 2019-2021" Plan for the Association which evidences the significant improvement in Strategic Planning undertaken by the Association in the past several years.
- The Quairading Tourism Working Group has been active over the past 12 months developing the Draft "Quairading Tourism Development Strategy" which includes an Action Plan Point – "Assess benefits of joining Roe Tourism or other regional tourism collectives".
- This Action Point provisionally indicated a 6-month timeframe to assess the benefits of Regional Tourism Partnership.
- The Executive Officer of RTA advised that with the AGM and next General Meeting scheduled for 21<sup>st</sup> October 2019, it would be conducive to have an indication from the Quairading Shire Council regarding Roe Tourism Association and full membership, so this can be discussed by their committee at the October meeting.

#### MATTER FOR CONSIDERATION

Council to consider seeking Membership of the Roe Tourism Association.

#### BACKGROUND

Roe Tourism Association is a collaborative, non-for-profit partnership currently between the Shires of Bruce Rock, Corrigin, Kondinin, Kulin, Lake Grace and Narembeen.

The past twelve months has seen Roe Tourism develop and continue to move forward with the six Shire's working together to market and promote the 'Pathways to Wave Rock' self-drive route and associated tourism assets within our communities.

RTA 2018-2019 accomplishments include: -

- Development of a new RTA Strategic Plan - 2019-2021 Forward Directions (see attached)
- Continued collaboration with the Eastern Wheatbelt tourism organisations, NEWTravel and Central Wheatbelt Visitor Centre on joint projects, initiatives and marketing.
- RTA representation at the 2019 Perth Caravan & Camping Show in the Tourism Pavilion, with members assisting on the Wheatbelt stand.
- Increased awareness of Roe Tourism Association and developed working relationship with Australia's Golden Outback (AGO).
- Collaborative marketing campaigns with AGO through The West Australian Travel Guides, AGO 2019 Holiday Planner, Coromal Windsor 17th National Caravan Clubs Rally and Wheatbelt promotional videos.
- Advertising in Hello Perth WA Maps, Eastern Wheatbelt Visitor Guide, Weekend West features, Caravanning Australia publications – promoting the Pathways to Wave Rock self-drive trail.
- Reprinting of the popular 'Pathways to Wave Rock' Map & Visitor Guide and continued distribution to member Shires, including metropolitan and regional Visitor Centres.
- Production of customised Roe Tourism 'Pathways to Wave Rock' Number Plate Frames for distribution to members and stakeholders as a promotional marketing initiative.
- Development and production of new RTA Waste Bin Panels for our members, as a way to cross promote tourism in a coordinated way throughout the Shires of Bruce Rock, Corrigin, Kondinin, Kulin, Lake Grace and Narembeen.
- Pathways to Wave Rock Website - ongoing content management of [www.pathwaystowaverock.com.au](http://www.pathwaystowaverock.com.au), with updates to content and events, encouraging all member Shires to promote and link to this website.
- Social Media - ongoing creation of regular engaging content and curated posts, resulting in a 300% increase in page followers of [www.facebook.com/PathwaystoWaveRock](https://www.facebook.com/PathwaystoWaveRock)
- Review and amendment of the RTA Constitution to align with the Associations Incorporation Act 2015.
- Continued employment of an Executive Officer through the Corrigin Community Resource Centre (CRC), which has been advantageous to the association.

## **STATUTORY ENVIRONMENT**

Local Government Act 1995

## **POLICY IMPLICATIONS**

N/A.

## **FINANCIAL IMPLICATIONS**

A yearly Membership Fee of \$5,000.00 is invoiced in October each year, which contributes towards employing an Executive Officer, advertising, marketing, printing and other expenditure as deemed necessary by the Association Members.

A provisional amount of \$10,000 has been allocated in the budget for actions resulting from the Quairading Tourism Development Strategy. This Strategy has not yet been considered or approved by council. An additional provision is in the budget for tourism promotion which is used for different tourism promotion each year. Currently \$207.73 has been the actual spend for 2019/2020 year.

As the amount is currently unbudgeted and the Quairading Tourism Development Strategy has not yet been approved, a budget provision is needed to be created from the opening surplus of \$130,308, unless the amount is instead to be utilised from the above cost centres. Doing so may impact the

Quairading Tourism Development Strategy as some works would not be able to begin in the current year.

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

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

| ITEM | OUTCOMES AND STRATEGIES   |
|------|---|
| G1   | Robust Integrated Planning and Reporting (IPR)                                      |
| G1.1 | Continual improvement in IPR, transparency and accountability                       |
| G2   | Strengthened Advocacy and Partnerships  |
| G2.3 | Regional and sub-regional partnerships to achieve better outcomes for the community |

### **Economic Objective: Growing economy and employment opportunities**

| ITEM | OUTCOMES AND STRATEGIES           |
|------|-----------------------------------|
| ED1  | Economic diversity and resilience |
| ED2  | Tourism facilities and services   |

## **COMMUNITY CONSULTATION**

CRC and Tourist & Tidy Towns Committee are active members of the Tourism Working Group.

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

Financial - Risk Matrix Rating is assessed as Low. There is a sufficient opening surplus position to utilise to create a budget for joining the Roe Tourism Association, otherwise there is sufficient funds for tourism promotion in the current budget, however this may impact future tourism promotion activities.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. However, Reputational Risk may be elevated if Council determines that a Regional Partnership / Approach in Tourism is not supported or warranted.

Operation – Risk Matrix Rating is assessed as Low. No impact on day to day operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

## 10.4 Bush Fire Advisory Committee Meeting Minutes – 18<sup>th</sup> September 2019

**Meeting Date** 26<sup>th</sup> September 2019

**Responsible Officer** CESM Simon Bell

**Reporting Officer** CESM Simon Bell

**Attachments** Minutes of the BFAC Meeting

**Owner/Applicant** Shire of Quairading

**Disclosure of Interest** Nil.

### COMMITTEE RECOMMENDATION

**RESOLUTION: 47-19/20**

**MOVED Cr McRae SECONDED Cr McGuinness**

That Council Receive the Minutes of the Bush Fire Advisory Committee for its Meeting of 18<sup>th</sup> September 2019.

**CARRIED 7/0**

**That Council consider the Committee's following recommendations individually: -**

Cr McRae verbally declared an Impartiality Interest with Item 10.4 Appointment of Chief Bush Fire Control Officer.

**1) Appointment of Chief Bush Fire Control Officer**

**RESOLUTION: 48-19/20**

**MOVED Cr Haythornthwaite SECONDED Cr Brown**

*RESOLUTION: FCO2 – 19/20*

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

Mr Alec McRae be appointed as Chief Bush Fire Control Officer until the end of February 2020 and that Mr Nigel Gelmi be appointed as CBFCO from March 2020 until September 2020.

**CARRIED 7/0**

**2) Appointment of Deputy Chief Bush Fire Control Officers**

**RESOLUTION: 49-19/20**

**MOVED Cr McGuinness SECONDED Cr Stacey**

*RESOLUTION: FCO3 – 19/20*

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

Mr John Smart and Mr Nigel Gelmi be appointed as Deputy Chief Bush Fire Control Officers, jointly for the forthcoming year.

**CARRIED 7/0**

Cr McRae verbally declared an Impartiality Interest with Item 10.4 Appointment of Fire Control Officers.

Cr Davies verbally declared an Impartiality Interest with Item 10.4 Appointment of Fire Control Officers.

### 3) Appointment of Fire Control Officers

**RESOLUTION: 50-19/20**

**MOVED Cr Haythornthwaite SECONDED Cr McGuinness**

*RESOLUTION: FCO4 – 19/20*

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

The following persons, subject to their acceptance, be elected as Fire Control Officers for the Shire of Quairading for the forthcoming year: -

Mr A McRae, Mr N Gelmi, Mr J Smart, Mr P Groves, Mr M Whyte, Mr G Fardon, Mr S Hadlow, Mr N Fraser, Mr C Anderson, Mr L Johnson, Mr B Wilson, Mr P Hudson, Mr A Duncan, Mr M Davies, Mr G Hughes and Mr S Bell.

**CARRIED 7/0**

### 4) Appointment of Fire Weather Advisors

**RESOLUTION: 51-19/20**

**MOVED Cr Stacey SECONDED Cr Brown**

*RESOLUTION: FCO5 – 19/20*

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

The following persons be appointed as Fire Weather Advisors for the forthcoming year: -

|                 |               |
|-----------------|---------------|
| Town            | Mr G Fardon   |
| North West Area | Mr J Smart    |
| South West Area | Mr G Richards |
| South East Area | Mr P Groves   |
| North East Area | Mr B Wilson   |
| Advisor         | Mr S Bell.    |

**CARRIED 7/0**

### 5) Election of Dual Fire Control Officers

**RESOLUTION: 52-19/20**

**MOVED Cr Haythornthwaite SECONDED Cr Brown**

*RESOLUTION: FCO6 – 19/20*

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

The following Fire Control Officers be elected as Dual Fire Control Officers with the surrounding Shires: -

|                     |               |
|---------------------|---------------|
| York                | Mr J Smart    |
| Cunderdin           | Mr J Smart    |
| Tammin/Kellerberrin | Mr B Wilson   |
| Bruce Rock          | Mr P Groves   |
| Corrigin            | Mr G Hughes   |
| Brookton            | Mr C Anderson |
| Beverley            | Mr L Johnson. |

**CARRIED 7/0**

**6) Golf Club Reserve - Firebreak Clearance to Water Corporation Facility****RESOLUTION: 53-19/20****MOVED Cr McRae SECONDED Cr Stacey***RESOLUTION: FCO7 – 19/20*

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

Firebreak clearance work be undertaken on the western side of the Water Corporation Facility (Chlorination Shed) before the Prohibited Burning commences.

**CARRIED 7/0****IN BRIEF**

Minutes of the 18<sup>th</sup> September 2019 meeting of the Bush Fire Advisory Committee include six (6) recommendations to Council for which the background of each recommendation is contained in the Minutes.

**MATTER FOR CONSIDERATION**

Minutes of the Bush Fire Advisory Committee Meeting.

**BACKGROUND**

The Bush Fire Advisory Committee Meeting was held on the 18<sup>th</sup> September 2019 from which there was six (6) recommendations for Council's Consideration, namely: -

RESOLUTION: FCO2 – 19/20

RESOLUTION: FCO3 – 19/20

RESOLUTION: FCO4 – 19/20

RESOLUTION: FCO5 – 19/20

RESOLUTION: FCO6 – 19/20

RESOLUTION: FCO7 – 19/20

**STATUTORY ENVIRONMENT**

Local Government Act 1995 Part 5, Division 2

Bush Fires Act 1954 Part 4 s38 Local government may appoint bush fire control officer

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
- (2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

**POLICY IMPLICATIONS**

N/A.

**FINANCIAL IMPLICATIONS**

N/A.



## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

| ITEM | OUTCOMES AND STRATEGIES   |
|------|---|
| S3   | Safe community  |
| S3.1 | Support emergency services planning, risk mitigation, response and recovery |

### COMMUNITY CONSULTATION

N/A

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

Financial – Risk Matrix Rating is considered as Low. Bush Fire Management is within Council's Budget with most Expenditure covered by the Emergency Services Levy.

Health – Risk Matrix Rating is considered as Low.

Reputation – Risk Matrix Rating is considered as Low Risk. Risk Mitigated through having structured Volunteer Bushfire Brigades and Fire Control Officers in place. Volunteers supported through the Community Emergency Services Manager.

Operation – Risk Matrix Rating considered Low. Management of Bush Fire Brigades within Council's Core Business and included in Council's Corporate Business Plan.

Natural Environment – Risk Matrix Rating is considered as Low Risk. Fire Control Officers and Brigades mitigate impact on both the Natural Environment and the Agricultural landscape.

ITEM 11      MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

---

*No matters for consideration.*

## ITEM 12 MATTERS FOR CONSIDERATION – WORKS

### 12.1 RFQ Supply of Bitumen Services - 2019/2020 Works

|                               |  |
|-------------------------------|--|
| <b>Meeting Date</b>           | 26 <sup>th</sup> September 2019                                      |
| <b>Responsible Officer</b>    | CEO Graeme Fardon  |
| <b>Reporting Officer</b>      | EMWS Allan Rourke  |
| <b>Attachments</b>            | i) Quote Comparison; ii) Evaluation Scorecard – Under separate cover |
| <b>Owner/Applicant</b>        | Shire of Quairading  |
| <b>Disclosure of Interest</b> | Nil  |

#### OFFICER RECOMMENDATION

##### RESOLUTION: 54-19/20

##### **MOVED Cr Haythornthwaite SECONDED Cr Stacey**

That Council award RFQ (Request for Quotation) for the Supply, Spread of Bitumen and Aggregate Full Service for the 2019/2020 Works Program to Colas Western Australia Pty Ltd for the quoted price of \$337,836 excluding GST.

**CARRIED 7/0**

#### IN BRIEF

- Quotes have been sought through WALGA e-Quotes for Bitumen Services for Council's 2019/2020 road program in accordance with the Local Government Act and Council's Purchasing Policy.
- Quotations received have been assessed by EMWS on the Criteria outlined in the RFQ.

#### MATTER FOR CONSIDERATION

For Council to consider the quotes received for the Supply, Spread of Bitumen and Aggregate Full Service, in respect for the Shire of Quairading's 2019/2020 Roadworks programme.

#### BACKGROUND

Council's 2019-20 budget includes an allocation for the procurement of services for road sealing for its Road Construction program. As the cost of services will exceed \$150,000 a Request for Quotation (RFQ) process was undertaken through the WALGA Preferred Supplier eQuotes in accordance with Council's Purchasing Policy.

A specification was drawn up and the RFQ was advertised on the WALGA Preferred Supplier eQuotes portal on the 22<sup>nd</sup> August 2019. The closing date of the RFQ was on 13th September 2019 at 5.00pm.

Below are the five suppliers invited to Quote:

All five companies are experienced and are pre-qualified to be on the WALGA Preferred Supplier Panel.

1. Bitumen Surfacing
2. Bitutek Pty Ltd
3. Boral Asphalt
4. Downer Infrastructure – Australia West
5. Colas Western Australia Pty Ltd.

The scope of works contained in the specification called for the submission of prices for two coat primer seal applications for various roads included in the 2019/20 roads construction program with Quotes received being subject to the following criteria in the valuation of the submissions.

- a) Demonstrated experience to meet to meet the requirements as set out in specifications – 20%
- b) An overview of available resources – 20%
- c) Price – 60%

The Shire has adopted a best value for money approach to this quotation evaluation. This means that, although price is considered, the RFQ containing the lowest price will not necessarily be accepted, nor will the RFQ ranked the highest on the qualitative criteria. The extent to which a submission demonstrates greater satisfaction of each of these will result in a greater score. All five suppliers have addressed the criteria are suitably qualified to perform the works stated in the scope.

All of the five companies have submitted quotations above Council's Budget allocation for the supply of bitumen services

## STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions & General) 1996 Reg. 11.

## POLICY IMPLICATIONS

Shire of Quairading Purchasing Policy requires that for Estimated Purchases over \$150,000, Council is to call public tenders. Use of the WALGA's preferred supplier list allows for the tender process to be waived.

## FINANCIAL IMPLICATIONS

The procurement of bitumen service contractors to assist the 2019/2020 construction program has been allocated in the 2019/2020 Budget. The Shire's provision with the funding is \$308,650 ex GST and the recommended Quote is \$337,836 ex GST.

The quote recommended is \$29,186 over budget however savings of \$12,555 have been identified from traffic management. Further savings will be investigated to be presented at the November Budget Review, otherwise some of Council's opening surplus of \$130,308 may need to be utilised.

The Roads Program will support an improvement in the Operating Ratio in future years, as the improvements reduce the maintenance costs of the road.

## 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 |

## COMMUNITY CONSULTATION

Nil

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

Financial - Risk Matrix Rating is assessed as Low. The quote for the works is over budget, some savings have been identified, however further savings will need to be identified, otherwise Council will need to utilise portion of the Opening Surplus. The volatility with world oil pricing provides a risk to the Shire of Quairading which could have a small financial implication in the overall costs at the time of programming the works to be carried out.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low - Procurement follows Local Government Act and in accordance with Council's Policy.

Operation – Risk Matrix Rating is assessed as Low- Allows for Capital Works to be undertaken as programmed.

Natural Environment – Risk Matrix Rating is assessed as Low.

**COMMENT**

Of the five submissions received, all are major Contractors of sealing and bitumen supplies in Western Australia and all companies are known to the EMWS. Colas Western Australia has previously provided services to the Shire of Quairading and has proven to conduct business in a professional manner.

Therefore, the Officer is comfortable in recommending them as the successful Contractor.

## 12.2 RFQ Supply of Traffic Management - 2019/2020 Works

|                               |  |
|-------------------------------|--|
| <b>Meeting Date</b>           | 26 <sup>th</sup> September 2019                                      |
| <b>Responsible Officer</b>    | CEO Graeme Fardon  |
| <b>Reporting Officer</b>      | EMWS Allan Rourke  |
| <b>Attachments</b>            | i) Quote Comparison; ii) Evaluation Scorecard - Under separate cover |
| <b>Owner/Applicant</b>        | Shire of Quairading  |
| <b>Disclosure of Interest</b> | Nil  |

### OFFICER RECOMMENDATION

#### RESOLUTION: 55-19/20

#### MOVED Cr McGuinness SECONDED Cr Brown

That Council award RFQ (Request for Quotation) for the Supply of Traffic Management for the 2019/2020 Works Program to Advanced Traffic Management for the quoted price of \$179,745 excluding GST.

**CARRIED 7/0**

### IN BRIEF

- Quotes have been sought through WALGA e-Quotes for Traffic Management for Council's 2019/2020 road program.
- Quotations received have been assessed by EMWS on the Criteria outlined in the RFQ.

### MATTER FOR CONSIDERATION

For Council to consider the quotes received for the Supply of Traffic Management, in respect for the Shire of Quairading's 2019/2020 works programme.

### BACKGROUND

Council's 2019/2020 budget includes an allocation for the procurement of services for traffic management for its construction program. As the total cost of the services will exceed \$150,000 a Request for Quotation (RFQ) process was undertaken through the WALGA Preferred Supplier eQuotes in accordance with Council's Purchasing Policy.

A specification was drawn up and the RFQ was advertised on the WALGA Preferred Supplier eQuotes portal on the 21<sup>st</sup> August 2019. The closing date of the RFQ was on 6th September 2019 at 5.00pm.

Below are the three suppliers invited to Quote:

All three companies are experienced and are pre-qualified to be on the WALGA Preferred Supplier Panel.

- 1: Rural Traffic Services
- 2: Advanced Traffic Management
- 3: Carrington's Traffic Services

At the time of closing three eQuotes (Submissions) were received from the suppliers stated below:

- 1: Rural Traffic Services
- 2: Advanced Traffic Management
- 3: Carrington's Traffic Services

The Scope of Works contained in the specification called for the submission of prices for the supply, of traffic management for various roads included in the 2019/2020 construction programme with Quotes being subject to the following criteria in the evaluation of the submissions.

Fees/Rates 60%

Relevant Experience 20%

Available Resources 20%

The Shire has adopted a best value for money approach to this quotation evaluation. This means that, although price is considered, the RFQ containing the lowest price will not necessarily be accepted, nor will the RFQ ranked the highest on the qualitative criteria. The extent to which a submission demonstrates greater satisfaction of each of these will result in a greater score. All three suppliers have addressed the criteria are suitably qualified to perform the works stated in the scope.

Two of the three companies have submitted quotations below Council's Budget allocation for Traffic Management.

Council have extensively utilised Rural Traffic Services over the past two years and on an irregular occasion Advanced Traffic Management have been engaged.

All three companies have depots based in Northam with Rural Traffic Services also having a depot in Corrigin.

Rural Traffic Service have historically provided their services from the Corrigin Depot.

## **STATUTORY ENVIRONMENT**

### **Local Government Act 1995**

### **Local Government (Functions & General) 1996 Reg. 11**

## **POLICY IMPLICATIONS**

The Shire of Quairading Purchasing Policy requires that for prices over \$150,000 Council goes to public tender. Use of WALGA's preferred supplier list allows for the tender process to be waived.

## **FINANCIAL IMPLICATIONS**

The procurement of traffic management contractors to assist the 2019/2020 construction program has been allocated in the 2019/2020 Budget. The Shire's provision with the funding is \$192,300 ex GST and the recommended Quote is \$179,745 ex GST.

The pricing is within budget and will assist the Shire achieve a projected advanced Asset Sustainability Ratio standard. In addition, it will help improve the current Asset Consumption Ratio.

The Roads program will support an improvement in the Operating Ratio in future years, as the improvements reduce the maintenance costs of the road.

## **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 |

## **COMMUNITY CONSULTATION**

Nil.

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

Financial – Risk Rating assessed as Low – Recommended RFQ Submission within 2019/2020 Budget.

Health – Risk Rating is assessed as Low.

Reputation – Risk Rating assessed as Low – Procurement follows Local Government Act and Council's Policy Parameters

Operation – Risk rating assessed as Low – Allows for Capital Works to be undertaken as programed.

Natural Environment – Risk Rating is assessed as Low.



**ITEM 13 URGENT COUNCILLORS' BUSINESS**

---

**RESOLUTION: 56-19/20****MOVED Cr Smith SECONDED Cr Haythornthwaite**

That Council accept new urgent Councillors Business.

**CARRIED 7/0****13.1 Policy on Outstanding Rates Collection**

Cr McRae raised her ongoing concern regarding the outstanding rates debt, and would like Administration to develop a Draft Policy for the collection of outstanding rates which includes an Outstanding Rates target percentage at Year End.

Cr McRae commented that a Rates Outstanding Target had been recommended to Councillors and Senior Staff during Local Government "Understanding Financial Statements" training.

The Meeting noted that Council's previous Rates Collection Policy had been dealt with as a Management Directive under the Policy Framework Project and would be updated to reflect contemporary / best practice in local government.

**COUNCIL RECOMMEDATION****RESOLUTION: 57-19/20****MOVED Cr McRae SECONDED Cr Smith**

That Council request the Chief Executive Officer to prepare a Draft Outstanding Rates Collection Policy, which includes an outstanding rates target percentage and present the Draft to the December 2019 Audit & Risk Committee Meeting for Consideration.

**CARRIED 7/0****13.2 Traffic Management**

Cr Smith raised the issue of the feasibility of an "in-house" Traffic Management Team option rather than hiring Traffic Management Contractors, given the high value of Traffic Management for Council's Works in any given year.

Council supported such an assessment being undertaken by the Executive Manager of Works & Services with a Feasibility /Assessment Report being submitted to the February 2020 Meeting of the Strategic Planning Committee.

**3.39pm**

Council adjourned for Afternoon Tea.

**4.09 pm**

The Council Meeting resumed. Mrs Sarah Caporn entered the Meeting.

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

---

*No matters for consideration.*

**ITEM 15 NEXT MEETING DATE**

---

The next Ordinary Meeting of Council is scheduled to take place on Thursday, 31<sup>st</sup> October 2019, commencing at 2 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

Cr Davies thanked the Councillors, Staff, and Mr Haythornthwaite for their attendance.

**ITEM 16 CLOSURE**

---

There being no further business, the Chairman closed the Meeting at 4.09 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 26<sup>th</sup> September 2019 were confirmed on 31<sup>st</sup> October 2019 as recorded on Resolution No. \_\_\_\_\_

Confirmed..... 31/10/2019

### **7.3 Confirmation of Minutes – Special Council Meeting – 21<sup>st</sup> October 2019**

#### **Recommendation**

**That the Minutes of the Special Meeting of Council held on the 21<sup>st</sup> October 2019 be confirmed as a true and accurate record of the meeting. (Attached)**

### **7.4 Business Arising**

## SHIRE OF QUAIRADING

The Minutes of the Special Council Meeting held on Monday 21<sup>st</sup> October 2019 commencing at 6.10 pm.

### Swearing in of New Elected Members

The Swearing In Ceremony for the new five (5) elected members was conducted prior to the commencement of the meeting and was officiated by the Chief Executive Officer and witnessed by Mrs Shirley Stacey, Justice of the Peace.

### ITEM 1 OPENING & ANNOUNCEMENTS

---

In accordance with Schedule 2.3 (3) of the Local Government Act 1995, the CEO presided at the Meeting until the Office of Shire President is filled.

The Chief Executive Officer opened the Meeting at 6.10 pm.

The Chief Executive Officer welcomed Councillors and Visitors to the meeting and advised that the order of proceedings would be the Election of Shire President and the Election of Deputy Shire President.

The Chief Executive Officer also welcomed Mrs Shirley Stacey, Justice of the Peace, who would witness the Declaration of Offices for the Shire President and Deputy Shire President.

### ITEM 2 ATTENDANCE AND APOLOGIES

---

#### Councillors

Cr WMF Davies (Assumed the Chair at 6.13 pm)  
 Cr JN Haythornthwaite  
 Cr BR Cowcill  
 Cr JW Haythornthwaite  
 Cr JR Hippisley  
 Cr PD Smith  
 Cr TJ Stacey

#### Council Officers

Mr GA Fardon Chief Executive Officer  
 Mr A Rourke Executive Manager of Works & Services  
 Mr N Gilfellon Executive Manager of Corporate Services

#### Justice of the Peace

Mrs Shirley Stacey

#### Observers/Visitor

Mr Darryl Richards  
 Mr Scott Bavin  
 Mrs Jenna Bavin  
 Mrs Mary Stacey  
 Ms Annie Hayes  
 Mrs Liz Smith

#### Apologies

Mr RM Bleakley IPR/Strategic Projects Officer

#### Leave of Absence Previously Granted

Nil

### ITEM 3 ELECTION OF SHIRE PRESIDENT

---

The Chief Executive Officer advised that nominations for the Office of Shire President must be in writing to himself. The following written nomination was received at the Meeting.

Cr Jo Haythornthwaite nominated Cr Davies

Cr Davies verbally accepted the Nomination.

The Chief Executive Officer called for any further written nominations.

There being no further nominations for the Office of Shire President, Cr Davies was declared elected to the Office of Shire President for a term of two (2) years concluding in October 2023.

Cr Davies proceeded to take the Declaration of Office of Shire President officiated by the Chief Executive Officer and witnessed by Mrs Stacey, Justice of the Peace.

Cr Davies assumed the Chair and thanked fellow Councillors for their support and welcomed the newly elected Councillors, Cr Becky Cowcill, Cr John Haythornthwaite and Cr Jonathan Hippisley.

### ITEM 4 ELECTION OF DEPUTY SHIRE PRESIDENT

---

The Shire President requested that the Chief Executive Officer continue with the election process for the Office of Deputy Shire President.

The Chief Executive Officer advised that the following written nominations had been received: -

Cr Davies nominated Cr McGuinness

Cr McGuinness verbally accepted the Nomination.

Cr Hippisley nominated Cr Jo Haythornthwaite.

Cr Jo Haythornthwaite verbally accepted the Nomination.

The Chief Executive Officer called for any further nominations and there were no further nominations received.

A Secret Ballot Election was conducted by the Chief Executive Officer.

The Chief Executive Officer declared the result of the Election with Cr Jo Haythornthwaite receiving 5 Votes and Cr McGuinness receiving 3 Votes.

Cr Jo Haythornthwaite was declared elected to the Office of Deputy Shire President for a term of two (2) years concluding in October 2023.

Cr Jo Haythornthwaite then took the Declaration of Office of Deputy Shire President officiated by the Shire President and witnessed by Mrs Shirley Stacey, Justice of the Peace.

Cr Jo Haythornthwaite thanked Councillors for their support in her election to the Office of Deputy Shire President.

### ITEM 5 PUBLIC QUESTION TIME

---

Nil.

### ITEM 6 DECLARATIONS OF INTEREST

---

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

Nil received.

The Chief Executive Officer provided a brief commentary on the Declaration of Interest provisions and invited Councillors to contact the Shire President or himself to discuss any potential Interest and their Declaration.

ITEM 8 CLOSURE

---

Cr Davies thanked both Cr Jo Haythornthwaite and Cr McGuinness for accepting the Nominations for the Office of Deputy Shire President.

Cr Davies thanked Cr McGuinness for his efforts as Deputy Shire President over the past 2 years.

Cr Davies also thanked Justice of the Peace, Mrs Shirley Stacey for her attendance and for her role in the Declarations of the Elected Members and Office Bearers.

There being no further business, the Chairperson closed the Special Council Meeting at 6.28 pm.

I certify the Minutes of the Special Meeting of Council held on 21<sup>st</sup> October 2019 were confirmed on 31<sup>st</sup> October 2019 as recorded on Resolution No. \_\_\_\_\_

Confirmed..... 31/10/19

**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 – September 2019

|                               |   |
|-------------------------------|---|
| <b>Meeting Date</b>           | 31 <sup>st</sup> October 2019   |
| <b>Responsible Officer</b>    | CEO Graeme Fardon   |
| <b>Reporting Officer</b>      | EMCS Nathan Gilfellon   |
| <b>Attachments</b>            | 9.1.1 September 2019 Payment List<br>9.1.2 Transport Takings<br>9.1.3 Credit Card Statement |
| <b>Owner/Applicant</b>        | Shire of Quairading   |
| <b>Disclosure of Interest</b> | Nil   |

#### OFFICER RECOMMENDATION

That Council note the following:

1. That Schedule of Accounts for September covering Municipal Vouchers 23675 to 23678 & EFT6999 to EFT 7078 and DD13559.1 to DD13559.13 and DD13560.1 to DD13560.13 totalling \$205,940.33 be received and
2. That Police Licensing payments for the month of September 2019 totalling \$25,793.35 be received (Attachment 9.1.2); and
3. That Net Payroll payments for the month September 2019 totalling \$106,649.80; and
4. That the Lease payment for the month of September 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 September 2019.

#### BACKGROUND

Accounts paid are required to be submitted each month.

#### STATUTORY ENVIRONMENT

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

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

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

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



## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

### COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

| List of Accounts September 2019 |            |   |  |           |        |
|---------------------------------|------------|---|--|-----------|--------|
| Chq/EFT                         | Date       | Name  | Description  | Amount \$ | Funded |
| EFT6999                         | 06/09/2019 | QUAIRADING TYRE & BATTERY SUPPLIES          | 1 BATTERY FOR STREET SWEEPER, Q240 - GRADER TYRE REPLACEMENT, 1X GAS BOTTLE, 20LT DIESEL ENGINE OIL  | 633.15    |        |
| EFT7000                         | 06/09/2019 | SOUTH CAROLING TENNIS CLUB                  | COMMUNITY GRANT 2019/20  | 1,650.00  |        |
| EFT7001                         | 06/09/2019 | QDG TOURIST & TIDY TOWN CMTE                | COMMUNITY GRANT 2019/20  | 3,000.00  |        |
| EFT7002                         | 06/09/2019 | COUNTRY COPIERS NORTHAM                     | 79,718 COPIES @ \$1.54   | 1,350.42  |        |
| EFT7003                         | 06/09/2019 | QUAIRADING AGRI SERVICES                    | CLEANING AND GARDENING SUPPLIES FOR PARKS AND GARDENS, PUBLIC CONVENIENCES, DOG CONTROL, NOXIOUS WEEDS, MINOR PLANT, COTTAGE PROJECT, DEPOT, RECYCLING CENTRE, COMMUNITY BUILDING, CHILD CARE, HALL, COTTAGE | 1,212.40  |        |
| EFT7004                         | 06/09/2019 | AWARD SECURITY                              | MONITORING OF SECURITY ALARM MEDICAL PRACTICE, CRC, DEPOT, ADMIN OFFICE  | 414.70    |        |
| EFT7005                         | 06/09/2019 | QUAIRADING COMMUNITY RESOURCE CENTRE        | SERVICES FOR ADMIN OFFICE, DOT, YOUTH CENTRE, MEDICAL PRACTICE, CLEANING, GYM MAMAGEMENT, WEBSITE. COMMUNITY GRANT 2019/20   | 4,309.09  |        |
| EFT7006                         | 06/09/2019 | SURGICAL HOUSE                              | MEDICAL SUPPLIES - CRYOPEN CARTRIDGE   | 204.93    |        |
| EFT7007                         | 06/09/2019 | BGC SUPPLIES                                | 3X BAGS OF CEMENT FOR ROAD CULVERT   | 535.46    |        |
| EFT7008                         | 06/09/2019 | SUNNY SIGN COMPANY PTY LTD                  | 300X PVC GUIDE POSTS, 24X SPEED LIMIT SIGNS  | 4,230.60  |        |
| EFT7009                         | 06/09/2019 | PANTAPIN HALL PROGRESS ASSOCIATION          | COMMUNITY GRANT 2019/20  | 1,000.00  |        |
| EFT7010                         | 06/09/2019 | QUAIRADING FOOTBALL CLUB                    | COMMUNITY GRANT 2019/20  | 2,500.00  |        |
| EFT7011                         | 06/09/2019 | PERFECT COMPUTER SOLUTIONS PTY LTD          | AUGUST 2019 IT SUPPORT AND DAILY MONITORING  | 382.50    |        |
| EFT7012                         | 06/09/2019 | CLINICARE PHARMACY QUAIRADING               | MEDICAL SUPPLIES, EYEWASH AND HAND SANITISER   | 297.60    |        |
| EFT7013                         | 06/09/2019 | QUAIRADING BOWLING CLUB                     | COMMUNITY GRANT 2019/20  | 11,000.00 |        |
| EFT7014                         | 06/09/2019 | QDG LADIES HOCKEY CLUB                      | BOND REIMBURSEMENT COMMUNITY BUILDING  | 625.00    | FULLY  |
| EFT7015                         | 06/09/2019 | QUAIRADING AQUATIC CLUB                     | COMMUNITY GRANT 2019/20  | 800.00    |        |
| EFT7016                         | 06/09/2019 | STATE LIBRARY OF WA                         | ANNUAL FEE FOR LOST AND DAMAGED PUBLIC LIBRARY MATERIALS 2019/20   | 220.00    |        |
| EFT7017                         | 06/09/2019 | QUAIRADING & DISTRICTS AGRICULTURAL SOCIETY | COMMUNITY GRANT 2019/20  | 1,000.00  |        |
| EFT7018                         | 06/09/2019 | NEU-TECH AUTO ELECTRICS                     | Q1591 ROAD SWEEPER - REPAIR BAD POWER SUPPLY TO CAMERA SCREEN, Q3919 ROLLER - INSTALL NEW POWER SUPPLY TO VIBE SWITCH  | 405.90    |        |
| EFT7019                         | 06/09/2019 | A W DUNCAN CARPENTRY SERVICES               | 64 CORALING STREET - REPAIRS TO SHOWER, U8 AKV - SUPPLY AND INSTALL CLOTHESLINE, U3 MURPHY STREET - SUPPLY AND INSTALL BATHROOM VANITY, ADMIN OFFICE - GUTTER CLEARING                                       | 5,286.60  |        |
| EFT7020                         | 06/09/2019 | LO-GO APPOINTMENTS                          | CONTRACTING SERVICES FOR ACTING EXECUTIVE OFFICER WEEK ENDING 24/8/2019  | 2,671.02  |        |
| EFT7021                         | 06/09/2019 | MARNHAM'S MECHANICAL SERVICES               | P3919 DYNAPAC 250HR SERVICE @ 5375HRS, LOCK BEARINGS TO SHAFT OF ROAD BROOM  | 605.00    |        |
| EFT7022                         | 06/09/2019 | BENT NAIL BUILDING & MAINTENANCE            | 3 PARK COTTAGES - DAYS INSTALLATION, HANDOVER AND REPORTING, DAY EXCAVATOR HIRE FOR BACKFILLING, 90M TEMPORARY FENCE HIRE  | 4,675.00  |        |
| EFT7023                         | 06/09/2019 | COMMERCIAL LOCKSMITHS                       | 9 PADLOCKS AND CUTTING OF 17 KEYS FOR STANDPIPES   | 1,325.50  |        |
| EFT7024                         | 06/09/2019 | WAMENUSKING SPORTS CLUB                     | COMMUNITY GRANT 2019/20  | 1,500.00  |        |
| EFT7025                         | 06/09/2019 | CG & JT ANDERSON                            | PAYMENT OF WITHDRAWAL AMOUNT, FROM EFT NO 6173 21/12/2019 - SENIORS LUNCH REIMBURSEMENT  | 28.78     |        |
| EFT7026                         | 06/09/2019 | DYLAN COPELAND                              | CONSULTANCY AND PROJECT MANAGEMENT SERVICES 6 HOURS  | 528.00    |        |
| EFT7027                         | 06/09/2019 | JODIE YARDLEY                               | REIMBURSEMENT FOR KITCHENWARE FOR ADMIN OFFICE AND COTTAGE   | 70.00     |        |
| EFT7028                         | 06/09/2019 | QC ULTIMATE CLEAN                           | CARPET CLEANING FOR CHILDCARE CENTRE   | 279.13    |        |
| EFT7029                         | 06/09/2019 | BONNY KING                                  | KEYS CUT FOR HALL  | 24.00     |        |
| EFT7030                         | 06/09/2019 | QUAIRADING BOOK POST (HOWLETT)              | MEDICAL PRACTICE POST, ADMIN POST AND LIBRARY CONTRACT   | 3,094.05  |        |
| EFT7031                         | 06/09/2019 | SOUTHERN CROSS AUSTEREO PTY LTD             | RADIO ADVERTISING AS PER CONTRACT  | 88.00     |        |
| EFT7032                         | 06/09/2019 | JESS RICHARDS                               | REIMBURSEMENT FOR VACCINATION COURSE   | 225.00    |        |
| EFT7033                         | 06/09/2019 | DANIEL SHAUN MARZOCCHI                      | REIMBURSEMENT FOR FOOD HANDLERS COURSE   | 79.00     |        |

|         |            |   |  |           |       |
|---------|------------|---|--|-----------|-------|
| EFT7034 | 06/09/2019 | ALLWEST PLANT HIRE                        | HIRE OF AMMAN AP240 ROLLER FROM 30/7/2019 - 8/8/2019. STOOD DOWN 5/8/2019.   | 1,540.00  |       |
| EFT7035 | 06/09/2019 | SLATER-GARTRELL SPORTS                    | REMOVE AND REPLACE FOUR HEAVY DUTY BASKETBALL BACKBOARDS AND RINGS   | 2,662.00  |       |
| EFT7036 | 06/09/2019 | TRAFFIC BALCATT A KENNARDS HIRE PTY LTD   | LIGHT TOWER RENTAL - 24/7/2019 - 7/8/2019 AND 7/8/2019 - 21/8/2019   | 2,800.00  |       |
| EFT7037 | 06/09/2019 | CWB ELECTRICAL & A/C                      | DALL STREET - REPLACE BATHROOM EXHAUST FAN, 81 HEAL STREET REPLACE EMERGENCY EXIT LIGHT, 83 HEAL STREET REPLACE TWO EMERGENCY EXIT LIGHTS, CARAVAN PARK - SECURE COIN MECHANISM AND RESET ERROR CODE ON WASHINGMACHINE | 652.50    |       |
| EFT7038 | 06/09/2019 | MITCHELL DAVIES                           | REIMBURSEMENT FOR COMMUNITY BUS BOND   | 150.00    | FULLY |
| EFT7039 | 06/09/2019 | BOC LIMITED                               | OXYGEN BOTTLE RENTAL - DEPOT AND MEDICAL PRACTICE  | 49.28     |       |
| EFT7040 | 06/09/2019 | PLUMBERJ'S MOBILE PLUMBING                | REPAIRS TO LEAKING TOILET CISTERN, COTTAGE - REPAIRS TO SHOWER   | 192.50    |       |
| EFT7041 | 13/09/2019 | TOLL TRANSPORT PTY LTD                    | FREIGHT FOR SUNNY SIGNS  | 10.73     |       |
| EFT7042 | 13/09/2019 | RG BUMBAK & EM GRUNDY                     | EXTEND LOWER STEP AT RAMP AT AG HALL   | 440.00    |       |
| EFT7043 | 13/09/2019 | NICOLE HEGNEY                             | REIMBURSEMENT FOR COTTAGE BOND   | 200.00    | FULLY |
| EFT7044 | 13/09/2019 | DEPARTMENT OF FIRE AND EMERGENCY SERVICES | 2019/20 ESL 1ST QUARTER CONTRIBUTION   | 21,476.70 | FULLY |
| EFT7045 | 13/09/2019 | NOBLE MEDICAL INVESTMENT PTY LTD          | MEDICAL CONSULTING SERVICES FROM 28/8/2019 - 10/9/2019   | 16,368.46 |       |
| EFT7046 | 13/09/2019 | ALL FORKLIFTS AND EQUIPMENT               | LIGHT TOWN RENTAL  | 1,668.33  |       |
| EFT7047 | 20/09/2019 | QUAIRADING FARMERS CO-OP                  | VARIOUS PURCHASES FOR TOWN HALL, C/PARK, MEDICAL PRACTICE, ADMIN OFFICE, C/CARE, NEWSPAPERS, YOUTH CENTRE, RECYCLING, DEPOT  | 660.76    |       |
| EFT7048 | 20/09/2019 | CUTTING EDGES                             | Q240 AND Q1237 - 20X BLADES FOR GRADERS  | 3,159.57  |       |
| EFT7049 | 20/09/2019 | TOLL TRANSPORT PTY LTD                    | FREIGHT FOR SUNNY SIGNS AND SUNNY INDUSTRIAL BRUSHWARE   | 178.21    |       |
| EFT7050 | 20/09/2019 | QUAIRADING CLUB INC.                      | REFRESHMENTS FOR COUNCIL   | 101.00    |       |
| EFT7051 | 20/09/2019 | QUAIRADING COMMUNITY RESOURCE CENTRE      | COMMUNITY BUS BOND REIMBURSEMENT   | 150.00    | FULLY |
| EFT7052 | 20/09/2019 | SURGICAL HOUSE                            | MEDICAL SUPPLIES - DISPOSABLE CHILD RESUSCITATOR   | 36.90     |       |
| EFT7053 | 20/09/2019 | QUAIRADING TYRE & BATTERY - COMMUNITY CAR | FUEL FOR COMMUNITY CAR   | 104.00    | FULLY |
| EFT7054 | 20/09/2019 | GRAEME ASHLEY FARDON                      | REIMBURSEMENT FOR STATIONARY   | 21.54     |       |
| EFT7055 | 20/09/2019 | LG & DS WHYTE                             | ACCOMMODATION FOR FEMALE DOCTOR AUGUST   | 66.00     |       |
| EFT7056 | 20/09/2019 | A W DUNCAN CARPENTRY SERVICES             | TOWEL RAIL INSTALLATION - DALL STREET  | 132.00    |       |
| EFT7057 | 20/09/2019 | DEPENDABLE LAUNDRY SOLUTIONS              | FREIGHT FOR DRYER PART AT CARAVAN PARK   | 28.60     |       |
| EFT7058 | 20/09/2019 | LO-GO APPOINTMENTS                        | CONTRACTING RATE FOR ACTING EXECUTIVE OFFICER WEEK ENDING 31/8/2019  | 5,342.04  |       |
| EFT7059 | 20/09/2019 | DOODENANNING SPORTING CLUB                | COMMUNITY GRANT 2019/20  | 1,600.00  |       |
| EFT7060 | 20/09/2019 | INDUSTRIAL PROTECTIVE PRODUCTS (W.A.)     | ANSELL GLOVES  | 58.30     |       |
| EFT7061 | 20/09/2019 | BENT NAIL BUILDING & MAINTENANCE          | SUPPLY AND INSTALL PAVING FOR PARK COTTAGES  | 13,383.47 |       |
| EFT7062 | 20/09/2019 | J.A. GIMBEL PAINTING                      | REPAIRS TO 64 CORALING STREET HOUSE - BATHROOM CEILING, WATER DAMAGE AND BEDROOM WALL  | 253.00    |       |
| EFT7063 | 20/09/2019 | G J JONES PLUMBING                        | INSTALLATION AND MATERIALS FOR STORM WATER DRAINING A PARK COTTAGES  | 6,599.09  |       |
| EFT7064 | 20/09/2019 | CIVIC LEGAL                               | BREACH OF CONTRACT TO INSTALL SHADE SYSTEM BY ACORP CONSTRUCTION   | 2,478.29  |       |
| EFT7065 | 20/09/2019 | DIGGING DOCKER                            | WET HIRE OF KANGA TO BACKFILL NEW COTTAGES   | 1,000.00  |       |
| EFT7066 | 20/09/2019 | GREAT SOUTHERN FUEL SUPPLIES              | 5000 LTRS DIESEL   | 6,919.55  |       |
| EFT7067 | 20/09/2019 | AVON CONCRETE                             | PANTAPIN SOUTH ROAD - REMOVE AND INSTALL 6X BOX CULVERTS, 6X BASES AND 2X HEADWELLS PLUS GRAVEL OVERLAY TO ROAD HEIGHT - COMPACTED   | 6,325.00  |       |
| EFT7068 | 20/09/2019 | WALGA                                     | COUNCILLOR ATTENDANCE AT WALGA AGM/LOCAL GOVT FORUM/LOCAL GOVT CONVENTION/GALA DINNER  | 4,316.00  |       |
| EFT7069 | 20/09/2019 | WA CONTRACT RANGER SERVICES PTY LTD       | RANGER SERVICES 30/8/2019 AND 6/9/2019   | 397.37    |       |
| EFT7070 | 20/09/2019 | GLENWARRA DEVELOPMENT SERVICES            | TOWN PLANNING SERVICES FOR THE MONTH OF AUGUST 2019, AS PER AGREEMENT  | 1,498.75  |       |
| EFT7071 | 20/09/2019 | TODD JOHNSTON                             | DESIGN AND FABRICATION OF TWO STANDPIPE SIGNS  | 167.50    |       |
| EFT7072 | 20/09/2019 | HLSLEGAL                                  | ADVICE AND ASSISTANCE IN PREPARATION OF DOCTORS AGREEMENT  | 3,888.50  |       |

|            |            |                                       |  |            |       |
|------------|------------|---------------------------------------|--|------------|-------|
| EFT7073    | 20/09/2019 | MARKETFORCE                           | ADVERTISEMENT FOR POSITION VACANT IN AVON VALLEY ADVOCATE - TECHNICAL SERVICES OFFICER                     | 249.05     |       |
| EFT7074    | 20/09/2019 | PRIMARIES                             | WEED KILLER - ROUND UP AND METSULPHURON  | 650.76     |       |
| EFT7075    | 20/09/2019 | CWB ELECTRICAL & A/C                  | WIRING AT COMMUNITY BUILDING SWITCHBOARD, FIT CIRCUIT BREAKER, REPLACE JAMMED MAIN SWITCH                  | 3,329.03   |       |
| EFT7076    | 20/09/2019 | SHELLEYANNE RUSSELL                   | CAT TRAP BOND REIMBURSEMENT  | 20.00      | FULLY |
| EFT7077    | 27/09/2019 | AUSTRALIAN TAXATION OFFICE            | SEPTEMBER BAS 2019   | 6,649.00   |       |
| EFT7078    | 27/09/2019 | WATER CORPORATION                     | WATER USAGE AND CHARGES AKV 12/6/2019 -15/8/2019, WATER USAGE AND CHARGES STANDPIPES 23/7/2019 - 20/9/2019 | 944.52     |       |
| 23675      | 06/09/2019 | TELSTRA                               | LANDLINE USAGE AND CHARGES TO 19 AUGUST 2019   | 1,386.85   |       |
| 23676      | 06/09/2019 | SYNERGY                               | POWER USAGE AND CHARGES 11/7/2019 - 8/8/2019   | 1,591.65   |       |
| 23677      | 20/09/2019 | TELSTRA                               | PHONE USAGE AND CHARGES TO 28 AUGUST 2019  | 98.10      |       |
| 23678      | 26/09/2019 | SYNERGY                               | POWER USAGE AND CHARGES 4/7/2019 - 2/9/2019  | 13,715.42  |       |
| DD13559.1  | 03/09/2019 | WA SUPER                              | Superannuation contributions   | 3,808.45   |       |
| DD13559.2  | 03/09/2019 | AUSTRALIAN SUPER                      | Superannuation contributions   | 177.75     |       |
| DD13559.3  | 03/09/2019 | SUNSUPER PTY LTD                      | Superannuation contributions   | 316.51     |       |
| DD13559.4  | 03/09/2019 | HESTA                                 | Superannuation contributions   | 61.87      |       |
| DD13559.5  | 03/09/2019 | AMP FLEXIBLE LIFETIME                 | Superannuation contributions   | 175.85     |       |
| DD13559.6  | 03/09/2019 | MLC MASTERKEY SUPER GOLD STAR ACCOUNT | Superannuation contributions   | 150.98     |       |
| DD13559.7  | 03/09/2019 | REST SUPERANNUATION                   | Superannuation contributions   | 272.95     |       |
| DD13559.8  | 03/09/2019 | ASGARD INFINITY E WRAP SUPER          | Superannuation contributions   | 228.84     |       |
| DD13559.9  | 03/09/2019 | COLONIAL FIRST STATE                  | Superannuation contributions   | 292.39     |       |
| DD13559.10 | 03/09/2019 | HOST PLUS SUPERANNUATION              | Superannuation contributions   | 109.99     |       |
| DD13559.11 | 03/09/2019 | BT SUPER FOR LIFE                     | Superannuation contributions   | 400.37     |       |
| DD13559.12 | 03/09/2019 | PRIME SUPER                           | Superannuation contributions   | 207.02     |       |
| DD13559.13 | 03/09/2019 | ESSENTIAL SUPER                       | Superannuation contributions   | 99.51      |       |
| DD13560.1  | 17/09/2019 | WA SUPER                              | Superannuation contributions   | 4,309.10   |       |
| DD13560.2  | 17/09/2019 | AUSTRALIAN SUPER                      | Superannuation contributions   | 492.19     |       |
| DD13560.3  | 17/09/2019 | SUNSUPER PTY LTD                      | Superannuation contributions   | 316.98     |       |
| DD13560.4  | 17/09/2019 | HESTA                                 | Superannuation contributions   | 60.37      |       |
| DD13560.5  | 17/09/2019 | AMP FLEXIBLE LIFETIME                 | Superannuation contributions   | 227.63     |       |
| DD13560.6  | 17/09/2019 | MLC MASTERKEY SUPER GOLD STAR ACCOUNT | Superannuation contributions   | 168.10     |       |
| DD13560.7  | 17/09/2019 | REST SUPERANNUATION                   | Superannuation contributions   | 299.10     |       |
| DD13560.8  | 17/09/2019 | ASGARD INFINITY E WRAP SUPER          | Superannuation contributions   | 247.62     |       |
| DD13560.9  | 17/09/2019 | COLONIAL FIRST STATE                  | Superannuation contributions   | 373.29     |       |
| DD13560.10 | 17/09/2019 | BT SUPER FOR LIFE                     | Superannuation contributions   | 642.05     |       |
| DD13560.11 | 17/09/2019 | HOST PLUS SUPERANNUATION              | Superannuation contributions   | 117.26     |       |
| DD13560.12 | 17/09/2019 | PRIME SUPER                           | Superannuation contributions   | 257.13     |       |
| DD13560.13 | 17/09/2019 | ESSENTIAL SUPER                       | Superannuation contributions   | 165.88     |       |
|            |            |                                       |  | 205,940.33 |       |

| <b>TRANSPORT TAKINGS FOR THE MONTH ENDING</b> |                                |                         |
|---|--------------------------------|-------------------------|
| <b>SEPTEMBER 2019</b>                         |                                | <b>Attachment 9.1.2</b> |
| <b>DATE</b>                                   | <b>DESCRIPTION</b>             | <b>AMOUNT \$</b>        |
| 29/08/2019                                    | TRANSPORT TAKINGS              | 2,327.75                |
| 30/08/2019                                    | TRANSPORT TAKINGS              | 1,789.00                |
| 2/09/2019                                     | TRANSPORT TAKINGS              | 1,458.10                |
| 3/09/2019                                     | TRANSPORT TAKINGS              | 452.00                  |
| 4/09/2019                                     | TRANSPORT TAKINGS              | 2,559.15                |
| 5/09/2019                                     | TRANSPORT TAKINGS              | 350.55                  |
| 6/09/2019                                     | TRANSPORT TAKINGS              | 635.85                  |
| 9/09/2019                                     | TRANSPORT TAKINGS              | 978.45                  |
| 10/09/2019                                    | TRANSPORT TAKINGS              | 601.10                  |
| 11/09/2019                                    | TRANSPORT TAKINGS              | 155.30                  |
| 12/09/2019                                    | TRANSPORT TAKINGS              | 1,263.25                |
| 13/09/2019                                    | TRANSPORT TAKINGS              | 1,623.45                |
| 16/09/2019                                    | TRANSPORT TAKINGS              | 2,926.90                |
| 17/09/2019                                    | TRANSPORT TAKINGS              | 375.90                  |
| 18/09/2019                                    | TRANSPORT TAKINGS              | 1,073.55                |
| 19/09/2019                                    | TRANSPORT TAKINGS              | 69.35                   |
| 20/09/2019                                    | TRANSPORT TAKINGS              | 1,464.80                |
| 23/09/2019                                    | TRANSPORT TAKINGS              | 1,368.40                |
| 24/09/2019                                    | TRANSPORT TAKINGS              | 739.15                  |
| 25/09/2019                                    | TRANSPORT TAKINGS              | 3,581.35                |
|   |                                |                         |
|   |                                |                         |
|   |                                |                         |
|   |                                | <b>25,793.35</b>        |
| 26/09/2019                                    | TRANSPORT TAKINGS              | 385.55                  |
| 27/09/2019                                    | TRANSPORT TAKINGS              | 1,637.05                |
|   | <b>AMOUNTS YET TO BE DRAWN</b> | <b>2,022.60</b>         |

**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.

| <b>BusinessChoice Everyday VISA Card</b> |  |                       |  |
|--|--|-----------------------|--|
| <b>Date of Transaction</b>               | <b>Description</b>   | <b>Debits/Credits</b> | <b>Cardholder Comments</b>   |
| 28 AUG                                   | <b>Purchases</b><br>WESTNET PERTH AU<br>COMPUTER NETWORK/INFORMATION | 99.00 -               | Credit Transaction - Westnet Refund of overpayment<br><i>[Signature]</i> |
|  | <b>Sub Total:</b>  | 99.00 -               |  |
|  | <b>Grand Total:</b>  | 99.00 -               |  |

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

Cardholder Signature *[Signature]* Date 10/9/2019

**Transactions examined and approved.**

Manager/Supervisor Signature *[Signature]* Date 20/9/2019

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

|                               |  |
|-------------------------------|--|
| <b>Meeting Date</b>           | 31 <sup>st</sup> October 2019            |
| <b>Responsible Officer</b>    | CEO Graeme Fardon                        |
| <b>Reporting Officer</b>      | EMCS Nathan Giffellon                    |
| <b>Attachments</b>            | 9.2.1 Financial Statements for September |
| <b>Owner/Applicant</b>        | Shire of Quairading                      |
| <b>Disclosure of Interest</b> | Nil                                      |

### OFFICER RECOMMENDATION

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

### VOTING REQUIREMENTS – Simple Majority

#### IN BRIEF

- Monthly Financial Statements for the period ending 30<sup>th</sup> September 2019 attached.
- Monthly Financial Statements have been updated based on the Moore Stephens Monthly Statements Model.
- The Monthly Financial Statements report include the Fund Balances Report and the Variance Report previously reported separately.

#### MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements

#### BACKGROUND

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

#### STATUTORY ENVIRONMENT

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

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

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

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

## COMMENT

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

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



**SHIRE OF QUAIRADING**

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

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

**TABLE OF CONTENTS**

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

**THIS PAGE INTENTIONALLY LEFT BLANK**

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

**KEY INFORMATION**

**Items of Significance**

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

|                               | % Completed | Amended Annual<br>Budget | Amended YTD<br>Budget | YTD Actual | YTD Variance<br>(Under)/Over |
|-------------------------------|-------------|--------------------------|-----------------------|------------|------------------------------|
| <b>Capital Expenditure</b>    |             |                          |                       |            |                              |
| <b>Land &amp; Buildings</b>   |             |                          |                       |            |                              |
| Park Cottages                 | 59.77%      | 250,151                  | 237,951               | 149,524    | (88,427)                     |
| Industrial Lots               | 0.00%       | 155,851                  | -                     | -          | -                            |
| <b>Plant &amp; Equipment</b>  |             |                          |                       |            |                              |
| Q3919 - Dynapac Steel Roller  | 0.00%       | 145,000                  | -                     | -          | -                            |
| Q430 - Caterpillar Bobcat     |             | 85,000                   | -                     | -          | -                            |
| <b>Infrastructure - Roads</b> |             |                          |                       |            |                              |
| 2019/20 Roads Program         | 2.04%       | 1,579,323                | 82,286                | 32,152     | (50,134)                     |
| <b>Other Infrastructure</b>   |             |                          |                       |            |                              |
| Oval Lighting                 | 1.11%       | 157,200                  | 105,000               | 1,745      | (103,255)                    |
| Bowling Green Repairs         | 32.41%      | 135,073                  | 100,000               | 43,776     | (56,224)                     |
| Old School Site               | 0.00%       | 93,360                   | -                     | -          | -                            |

% Compares current ytd actuals to annual budget

| Financial Position                 | * Note | Prior Year        |                   | Current Year      |                   |
|------------------------------------|--------|-------------------|-------------------|-------------------|-------------------|
|                                    |        | 30 September 2018 | 30 September 2019 | 30 September 2018 | 30 September 2019 |
| Adjusted Net Current Assets        | 83%    | \$ 3,756,632      | \$ 3,136,720      |                   |                   |
| Cash and Equivalent - Unrestricted | 94%    | \$ 3,095,788      | \$ 2,903,179      |                   |                   |
| Cash and Equivalent - Restricted   | 127%   | \$ 2,706,544      | \$ 3,448,278      |                   |                   |
| Receivables - Rates                | 116%   | \$ 575,579        | \$ 664,806        |                   |                   |
| Receivables - Other                | 38%    | \$ 280,561        | \$ 107,068        |                   |                   |
| Payables                           | 568%   | \$ 80,944         | \$ 460,136        |                   |                   |

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

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

**INFORMATION**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 24th October 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.

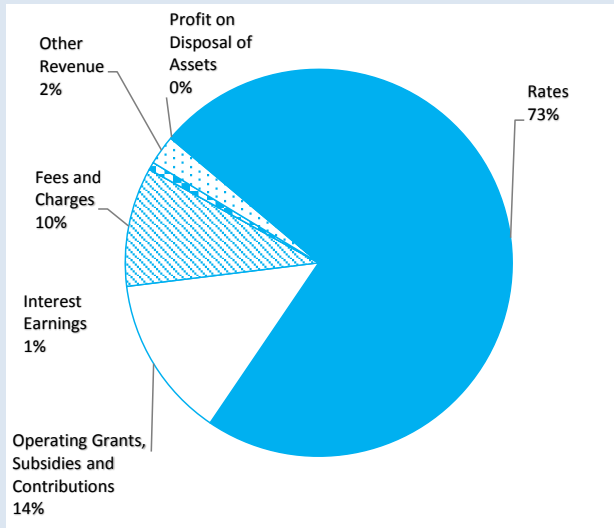
**ROUNDING OFF FIGURES**

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

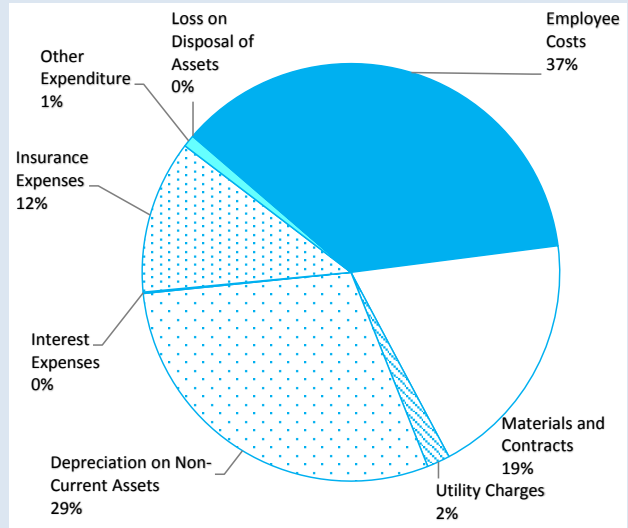
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 SEPTEMBER 2019**

**SUMMARY GRAPHS**

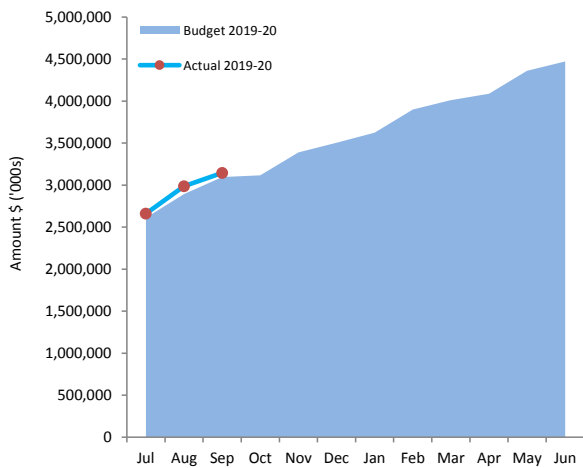
**OPERATING REVENUE**



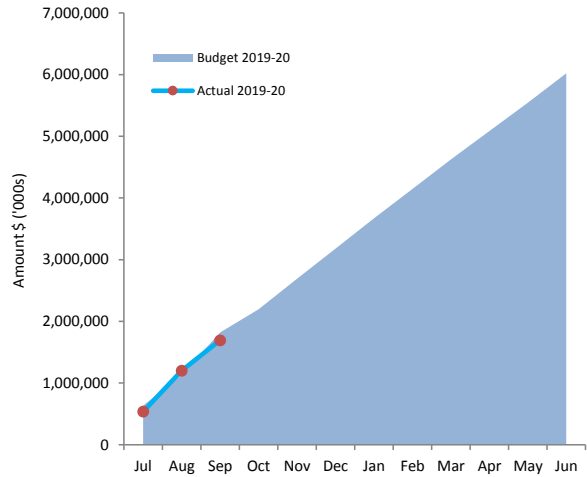
**OPERATING EXPENSES**



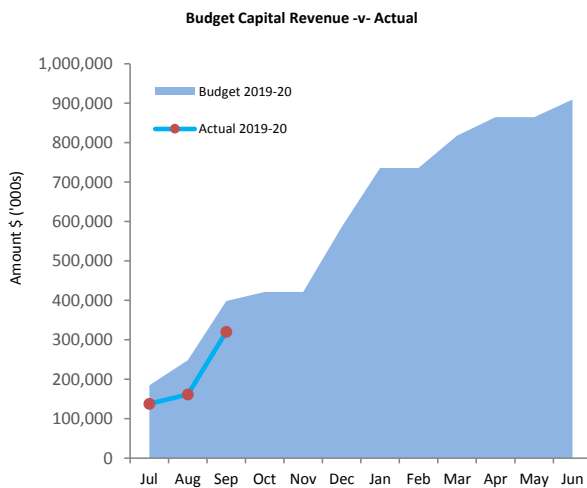
**Budget Operating Revenues -v- Actual**



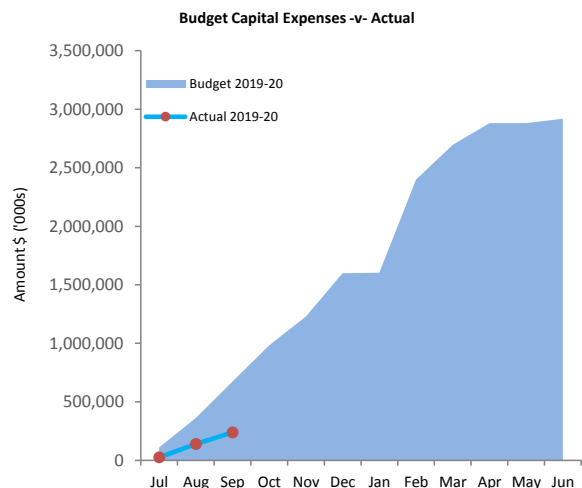
**Budget Operating Expenses -v-YTD Actual**



**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 SEPTEMBER 2019**

**STATUTORY REPORTING PROGRAMS**

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

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

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

**STATUTORY REPORTING PROGRAMS**

|  | Ref<br>Note | Amended<br>Annual<br>Budget | Amended YTD<br>Budget<br>(a) | YTD<br>Actual<br>(b) | Var. \$<br>(b)-(a) | Var. %<br>(b)/(a) | Var. |
|--|-------------|-----------------------------|------------------------------|----------------------|--------------------|-------------------|------|
|  |             | \$                          | \$                           | \$                   | \$                 | %                 |      |
| <b>Opening Funding Surplus(Deficit)</b>            | 1(b)        | 2,233,386                   | 2,233,386                    | <b>2,233,386</b>     | 0                  | 0%                |      |
| <b>Revenue from operating activities</b>           |             |                             |                              |                      |                    |                   |      |
| Governance   |             | 5,824                       | 8,880                        | <b>10,878</b>        | 1,998              | 23%               |      |
| General Purpose Funding - Rates                    | 5           | 2,299,602                   | 2,299,602                    | <b>2,299,236</b>     | (366)              | (0%)              |      |
| General Purpose Funding - Other                    |             | 917,764                     | 239,273                      | <b>258,836</b>       | 19,563             | 8%                |      |
| Law, Order and Public Safety                       |             | 197,103                     | 39,555                       | <b>11,284</b>        | (28,271)           | (71%)             | ▼    |
| Health   |             | 114,629                     | 88,657                       | <b>106,836</b>       | 18,179             | 21%               | ▲    |
| Education and Welfare                              |             | 190,279                     | 53,450                       | <b>74,673</b>        | 21,223             | 40%               | ▲    |
| Housing  |             | 120,076                     | 30,019                       | <b>23,788</b>        | (6,231)            | (21%)             |      |
| Community Amenities                                |             | 164,458                     | 129,060                      | <b>126,563</b>       | (2,497)            | (2%)              |      |
| Recreation and Culture                             |             | 30,944                      | 3,275                        | <b>2,765</b>         | (510)              | (16%)             |      |
| Transport  |             | 173,289                     | 141,679                      | <b>149,490</b>       | 7,811              | 6%                |      |
| Economic Services                                  |             | 154,185                     | 28,796                       | <b>27,736</b>        | (1,060)            | (4%)              |      |
| Other Property and Services                        |             | 97,296                      | 33,055                       | <b>53,255</b>        | 20,200             | 61%               | ▲    |
|  |             | <b>4,465,449</b>            | <b>3,095,301</b>             | <b>3,145,340</b>     | 50,039             | 2%                |      |
| <b>Expenditure from operating activities</b>       |             |                             |                              |                      |                    |                   |      |
| Governance   |             | (649,699)                   | (245,151)                    | <b>(188,572)</b>     | 56,579             | 23%               | ▲    |
| General Purpose Funding                            |             | (83,039)                    | (20,760)                     | <b>(15,008)</b>      | 5,752              | 28%               |      |
| Law, Order and Public Safety                       |             | (358,226)                   | (100,516)                    | <b>(103,382)</b>     | (2,866)            | (3%)              |      |
| Health   |             | (409,057)                   | (187,952)                    | <b>(154,503)</b>     | 33,449             | 18%               | ▲    |
| Education and Welfare                              |             | (356,815)                   | (99,968)                     | <b>(72,924)</b>      | 27,044             | 27%               | ▲    |
| Housing  |             | (183,945)                   | (55,132)                     | <b>(39,124)</b>      | 16,008             | 29%               | ▲    |
| Community Amenities                                |             | (494,667)                   | (124,888)                    | <b>(89,604)</b>      | 35,284             | 28%               | ▲    |
| Recreation and Culture                             |             | (936,282)                   | (263,236)                    | <b>(238,122)</b>     | 25,114             | 10%               |      |
| Transport  |             | (2,042,888)                 | (520,505)                    | <b>(623,750)</b>     | (103,245)          | (20%)             | ▼    |
| Economic Services                                  |             | (599,673)                   | (158,478)                    | <b>(124,188)</b>     | 34,290             | 22%               | ▲    |
| Other Property and Services                        |             | (63,731)                    | (45,886)                     | <b>(44,928)</b>      | 958                | 2%                |      |
|  |             | <b>(6,178,022)</b>          | <b>(1,822,472)</b>           | <b>(1,694,105)</b>   | 128,367            | 7%                |      |
| <b>Operating activities excluded from budget</b>   |             |                             |                              |                      |                    |                   |      |
| Add Back Depreciation                              |             | 1,931,312                   | 482,828                      | <b>498,662</b>       | 15,834             | 3%                |      |
| Adjust (Profit)/Loss on Asset Disposal             | 6           | 11,094                      | 0                            | <b>(6,674)</b>       | (6,674)            |                   |      |
| Adjust Provisions and Accruals                     |             | 3,478                       | 0                            | <b>1,088</b>         | 1,088              |                   |      |
| <b>Amount attributable to operating activities</b> |             | <b>233,311</b>              | <b>1,755,657</b>             | <b>1,944,311</b>     | <b>188,654</b>     | (11%)             |      |
| <b>Investing Activities</b>                        |             |                             |                              |                      |                    |                   |      |
| Non-operating Grants, Subsidies and Contributions  |             | 909,397                     | 248,514                      | <b>137,800</b>       | (110,714)          | (45%)             | ▼    |
| Proceeds from Disposal of Assets                   | 6           | 145,000                     | 0                            | <b>32,686</b>        | 32,686             |                   | ▲    |
| Capital Acquisitions                               | 7           | (2,989,229)                 | (674,907)                    | <b>(239,575)</b>     | 435,332            | 65%               | ▲    |
| <b>Amount attributable to investing activities</b> |             | <b>(1,934,832)</b>          | <b>(426,393)</b>             | <b>(69,088)</b>      | <b>357,305</b>     | 84%               | ▲    |
| <b>Financing Activities</b>                        |             |                             |                              |                      |                    |                   |      |
| Proceeds from New Debentures                       |             | 150,000                     | 150,000                      | <b>150,000</b>       | 0                  | 0%                |      |
| Self-Supporting Loan Principal                     |             | 36,341                      | 8,129                        | <b>8,129</b>         | 0                  | 0%                |      |
| Transfer from Reserves                             | 9           | 806,544                     | 0                            | <b>0</b>             | 0                  |                   |      |
| Repayment of Debentures                            | 8           | (94,443)                    | (8,129)                      | <b>(8,129)</b>       | 0                  | 0%                |      |
| Transfer to Reserves                               | 9           | (1,300,000)                 | (1,120,000)                  | <b>(1,121,889)</b>   | (1,889)            | (0%)              |      |
| <b>Amount attributable to financing activities</b> |             | <b>(401,558)</b>            | <b>(970,000)</b>             | <b>(971,889)</b>     | <b>(1,889)</b>     | (0%)              |      |
| <b>Closing Funding Surplus(Deficit)</b>            | 1(b)        | <b>130,307</b>              | <b>2,592,650</b>             | <b>3,136,720</b>     | 544,070            | (21%)             |      |

**KEY INFORMATION**

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

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

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

## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 30 SEPTEMBER 2019

### REVENUE

#### RATES

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

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

#### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

#### PROFIT ON ASSET DISPOSAL

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

#### FEES AND CHARGES

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

#### SERVICE CHARGES

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

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

## NATURE OR TYPE DESCRIPTIONS

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

#### INSURANCE

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

#### LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

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

#### OTHER EXPENDITURE

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



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

**BY NATURE OR TYPE**

|  | Ref<br>Note | Amended<br>Annual<br>Budget | Amended<br>YTD<br>Budget<br>(a) | YTD<br>Actual<br>(b) | Var. \$<br>(b)-(a) | Var. %<br>(b)-(a)/(a) | Var. |
|--|-------------|-----------------------------|---------------------------------|----------------------|--------------------|-----------------------|------|
|  |             | \$                          | \$                              | \$                   | \$                 | %                     |      |
| <b>Opening Funding Surplus (Deficit)</b>           | 1(b)        | 2,233,386                   | 2,233,386                       | <b>2,233,386</b>     | 0                  | 0%                    |      |
| <b>Revenue from operating activities</b>           |             |                             |                                 |                      |                    |                       |      |
| Rates  | 5           | 2,299,602                   | 2,299,777                       | <b>2,299,236</b>     | (541)              | (0%)                  |      |
| Operating Grants, Subsidies and Contributions      |             | 1,139,182                   | 393,195                         | <b>426,546</b>       | 33,351             | 8%                    |      |
| Fees and Charges                                   |             | 661,127                     | 298,602                         | <b>313,464</b>       | 14,862             | 5%                    |      |
| Interest Earnings                                  |             | 74,389                      | 16,511                          | <b>20,422</b>        | 3,911              | 24%                   |      |
| Other Revenue                                      |             | 276,189                     | 87,216                          | <b>77,587</b>        | (9,629)            | (11%)                 |      |
| Profit on Disposal of Assets                       | 6           | 14,960                      | 0                               | <b>8,085</b>         |                    |                       |      |
|  |             | <b>4,465,449</b>            | <b>3,095,301</b>                | <b>3,145,340</b>     | 41,954             | 2%                    |      |
| <b>Expenditure from operating activities</b>       |             |                             |                                 |                      |                    |                       |      |
| Employee Costs                                     |             | (2,187,004)                 | (580,507)                       | <b>(620,904)</b>     | (40,397)           | (7%)                  |      |
| Materials and Contracts                            |             | (1,505,723)                 | (459,508)                       | <b>(326,983)</b>     | 132,525            | 29%                   | ▲    |
| Utility Charges                                    |             | (250,430)                   | (67,877)                        | <b>(30,324)</b>      | 37,553             | 55%                   | ▲    |
| Depreciation on Non-Current Assets                 |             | (1,931,312)                 | (482,828)                       | <b>(498,662)</b>     | (15,834)           | (3%)                  |      |
| Interest Expenses                                  |             | (24,077)                    | (6,019)                         | <b>1,811</b>         | 7,830              | 130%                  |      |
| Insurance Expenses                                 |             | (168,455)                   | (169,904)                       | <b>(201,738)</b>     | (31,834)           | (19%)                 | ▼    |
| Other Expenditure                                  |             | (84,967)                    | (55,829)                        | <b>(15,894)</b>      | 39,935             | 72%                   | ▲    |
| Loss on Disposal of Assets                         | 6           | (26,054)                    | 0                               | <b>(1,411)</b>       | (1,411)            |                       |      |
|  |             | <b>(6,178,022)</b>          | <b>(1,822,472)</b>              | <b>(1,694,105)</b>   | 128,367            | (7%)                  |      |
| <b>Operating activities excluded from budget</b>   |             |                             |                                 |                      |                    |                       |      |
| Add back Depreciation                              |             | 1,931,312                   | 482,828                         | <b>498,662</b>       | 15,834             | 3%                    |      |
| Adjust (Profit)/Loss on Asset Disposal             | 6           | 11,094                      | 0                               | <b>(6,674)</b>       | (6,674)            |                       |      |
| Adjust Provisions and Accruals                     |             | 3,478                       | 0                               | <b>1,088</b>         | 1,088              |                       |      |
| <b>Amount attributable to operating activities</b> |             | <b>233,311</b>              | <b>1,755,657</b>                | <b>1,944,311</b>     | 180,569            | 11%                   |      |
| <b>Investing activities</b>                        |             |                             |                                 |                      |                    |                       |      |
| Non-operating grants, subsidies and contributions  |             | 909,397                     | 248,514                         | <b>137,800</b>       | (110,714)          | (45%)                 | ▼    |
| Proceeds from Disposal of Assets                   | 6           | 145,000                     | 0                               | <b>32,686</b>        | 32,686             |                       | ▲    |
| Land held for resale                               |             | 0                           | 0                               | <b>0</b>             | 0                  |                       |      |
| Capital acquisitions                               | 7           | (2,989,229)                 | (674,907)                       | <b>(239,575)</b>     | 435,332            | 65%                   | ▲    |
| <b>Amount attributable to investing activities</b> |             | <b>(1,934,832)</b>          | <b>(426,393)</b>                | <b>(69,088)</b>      | 357,305            | (84%)                 |      |
| <b>Financing Activities</b>                        |             |                             |                                 |                      |                    |                       |      |
| Proceeds from New Debentures                       |             | 150,000                     | 150,000                         | <b>150,000</b>       | 0                  | 0%                    |      |
| Self-Supporting Loan Principal                     |             | 36,341                      | 8,129                           | <b>8,129</b>         | 0                  | 0%                    |      |
| Transfer from Reserves                             | 9           | 806,544                     | 0                               | <b>0</b>             | 0                  |                       |      |
| Repayment of Debentures                            | 8           | (94,443)                    | (8,129)                         | <b>(8,129)</b>       | 0                  | 0%                    |      |
| Transfer to Reserves                               | 9           | (1,300,000)                 | (1,120,000)                     | <b>(1,121,889)</b>   | (1,889)            | (0%)                  |      |
| <b>Amount attributable to financing activities</b> |             | <b>(401,558)</b>            | <b>(970,000)</b>                | <b>(971,889)</b>     | (1,889)            | 0%                    |      |
| <b>Closing Funding Surplus (Deficit)</b>           | 1(b)        | <b>130,307</b>              | <b>2,592,650</b>                | <b>3,136,720</b>     | 535,985            | 21%                   |      |

**KEY INFORMATION**

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

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

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

OPERATING ACTIVITIES  
NOTE 1(b)  
ADJUSTED NET CURRENT ASSETS

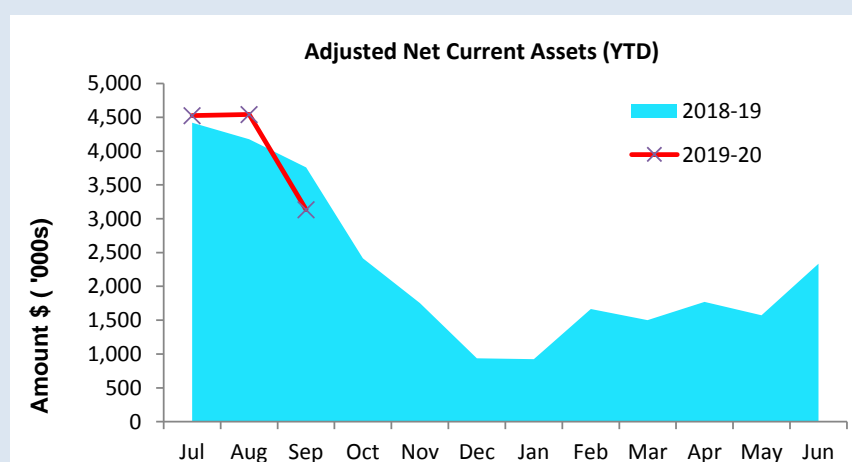
|  | Ref<br>Note | Last Years<br>Closing<br>30 June 2019 | This Time Last<br>Year<br>30 Sep 2018 | Year to Date<br>Actual<br>30 Sep 2019 |
|--|-------------|---------------------------------------|---------------------------------------|---------------------------------------|
|  |             | \$                                    | \$                                    | \$                                    |
| <b>Adjusted Net Current Assets</b>                       |             |                                       |                                       |                                       |
| <b>Current Assets</b>                                    |             |                                       |                                       |                                       |
| Cash Unrestricted  | 3           | 2,221,972                             | 3,095,788                             | 2,903,179                             |
| Cash Restricted  | 3           | 2,325,746                             | 2,706,544                             | 3,448,278                             |
| Receivables - Rates                                      | 4           | 251,439                               | 575,579                               | 664,806                               |
| Receivables - Other                                      | 4           | 125,250                               | 280,561                               | 107,068                               |
| Loans receivable   |             | 36,341                                | 0                                     | 0                                     |
| Prepaid Expenses   |             | 13,347                                | 0                                     | 0                                     |
| Interest / ATO Receivable                                |             | 26,400                                | 27,574                                | 25,010                                |
| Inventories  |             | 704,371                               | 4,116                                 | 9,425                                 |
|  |             | 5,704,866                             | 6,690,162                             | 7,157,766                             |
| <b>Less: Current Liabilities</b>                         |             |                                       |                                       |                                       |
| Payables   |             | (218,474)                             | (80,944)                              | (460,136)                             |
| Provisions - employee                                    |             | (393,660)                             | (393,660)                             | (315,963)                             |
| Long term borrowings                                     |             | 0                                     | (41,762)                              | (81,311)                              |
|  |             | (612,134)                             | (516,366)                             | (857,410)                             |
| <b>Unadjusted Net Current Assets</b>                     |             | <b>5,092,732</b>                      | <b>6,173,796</b>                      | <b>6,300,356</b>                      |
| <b>Adjustments and exclusions permitted by FM Reg 32</b> |             |                                       |                                       |                                       |
| Less: Cash reserves                                      | 3           | (2,325,746)                           | (2,706,544)                           | (3,448,278)                           |
| Less: Land held for resale                               |             | (699,502)                             | 0                                     | 0                                     |
| Less: Loans receivable                                   |             | (36,341)                              | 0                                     | 0                                     |
| Add: Provisions - employee                               |             | 202,243                               | 247,618                               | 203,331                               |
| Add: Long term borrowings                                |             | 0                                     | 41,762                                | 81,311                                |
| <b>Adjusted Net Current Assets</b>                       |             | <b>2,233,386</b>                      | <b>3,756,632</b>                      | <b>3,136,720</b>                      |

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



**This Year YTD**

**Surplus(Deficit)**

**\$3.14 M**

**Last Year YTD**

**Surplus(Deficit)**

**\$3.76 M**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 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 2019/20 year is \$10,000 and 10%.

| Reporting Program                                 | Var. \$   | Var. % | Var. | Timing/<br>Permanent | Explanation of Variance   |
|---|-----------|--------|------|----------------------|---|
|   | \$        | %      |      |                      |   |
| <b>Revenue from operating activities</b>          |           |        |      |                      |   |
| Law, Order and Public Safety                      | (28,271)  | (71%)  | ▼    | Timing               | Timing of CESM reimbursement  |
| Health  | 18,179    | 21%    | ▲    | Timing               | Timing of Medical Practice Income   |
| Education and Welfare                             | 21,223    | 40%    | ▲    | Permanent            | Received unbudgeted grant for access works completed last financial year                |
| Other Property and Services                       | 20,200    | 61%    | ▲    | Permanent            | Sale of surplus goods higher than budgeted  |
| <b>Expenditure from operating activities</b>      |           |        |      |                      |   |
| Governance  | 56,579    | 23%    | ▲    | Timing               | Timing of Insurance and lower than budgetted expenditure                                |
| Health  | 33,449    | 18%    | ▲    | Timing               | Timing of Medical Practice Contractor expense   |
| Education and Welfare                             | 27,044    | 27%    | ▲    | Timing               | Timing of Independent Living Units Design and expenses at AKV and Childcare Centre      |
| Housing   | 16,008    | 29%    | ▲    | Timing               | Lower Maintenance costs than budget   |
| Community Amenities                               | 35,284    | 28%    | ▲    | Timing               | Timing of costs for Town Planning, Cemetery, Waste Facility and Services                |
| Transport   | (103,245) | (20%)  | ▼    | Timing               | Timing of Road Maintenance higher than budget due to the seasonal program of work       |
| Economic Services                                 | 34,290    | 22%    | ▲    | Timing               | Caravan Park costs lower than budget, Timing of Noxious Weeds Treatment                 |
| <b>Investing Activities</b>                       |           |        |      |                      |   |
| Non-operating Grants, Subsidies and Contributions | (110,714) | (45%)  | ▼    | Timing               | Timing of Roads and Audio town Hall Visual Grants, Portable Generator and Oval Lighting |
| Proceeds from Disposal of Assets                  | 32,686    |        | ▲    | Timing               | Timing of Proceeds of Sale  |
| Capital Acquisitions                              | 435,332   | 65%    | ▲    | Timing               | Timing of Projects  |

**KEY INFORMATION**

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

**OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS**

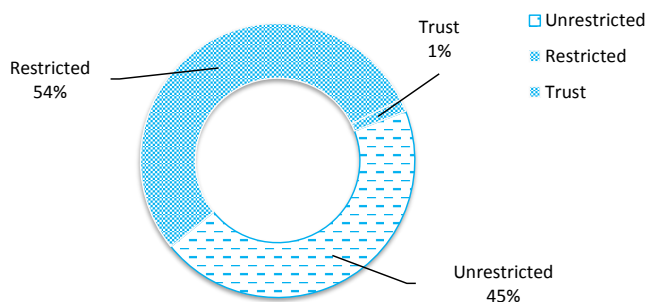
| <b>Cash and Investments</b>         | <b>Unrestricted</b> | <b>Restricted</b> | <b>Trust</b>  | <b>Total<br/>YTD Actual</b> | <b>Institution</b> | <b>Interest<br/>Rate</b> | <b>Maturity<br/>Date</b> |
|-------------------------------------|---------------------|-------------------|---------------|-----------------------------|--------------------|--------------------------|--------------------------|
|                                     | \$                  | \$                | \$            | \$                          |                    |                          |                          |
| <b>Cash on Hand</b>                 |                     |                   |               |                             |                    |                          |                          |
| Petty Cash and Floats               | 600                 |                   |               | 600                         |                    |                          |                          |
| <b>At Call Deposits</b>             |                     |                   |               |                             |                    |                          |                          |
| Municipal Fund                      | 1,011,148           |                   |               | 1,011,148                   | Westpac            |                          |                          |
| Medical Centre                      | 31,708              |                   |               | 31,708                      | Westpac            |                          |                          |
| Child Care Centre                   | 36,578              |                   |               | 36,578                      | Westpac            |                          |                          |
| Municipal On Call                   | 920,000             |                   |               | 920,000                     | Westpac            | 0.15%                    |                          |
| Reserve Fund On Call                |                     | 52,139            |               | 52,139                      | Westpac            | 0.15%                    |                          |
| Trust Fund                          |                     |                   | 94,989        | 94,989                      | Westpac            |                          |                          |
| <b>Term Deposits</b>                |                     |                   |               |                             |                    |                          |                          |
| Municipal Investment - Term Deposit | 303,145             |                   |               | 303,145                     | Westpac            | 2.00%                    | 05-Oct-19                |
| Municipal Investment - Term Deposit | 300,000             |                   |               | 300,000                     | Westpac            | 1.79%                    | 03-Jan-19                |
| Municipal Investment - Term Deposit | 300,000             |                   |               | 300,000                     | Westpac            | 1.81%                    | 03-Dec-19                |
| Reserve Investment - Term Deposit   |                     | 479,607           |               | 479,607                     | Westpac            | 1.81%                    | 03-Dec-19                |
| Reserve Investment - Term Deposit   |                     | 1,270,315         |               | 1,270,315                   | Westpac            | 2.14%                    | 12-Oct-19                |
| Reserve Investment - Term Deposit   |                     | 462,207           |               | 462,207                     | Westpac            | 2.05%                    | 22-Nov-19                |
| Reserve Investment - Term Deposit   |                     | 1,184,010         |               | 1,184,010                   | Westpac            | 1.76%                    | 23-Dec-19                |
| <b>Total</b>                        | <b>2,903,179</b>    | <b>3,448,278</b>  | <b>94,989</b> | <b>6,446,446</b>            |                    |                          |                          |

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



**Total Cash**

**\$6.45 M**

**Unrestricted**

**\$2.9 M**

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

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

| Rates Receivable               | 30 June 2019   | 30 Sep 19      |
|--------------------------------|----------------|----------------|
|                                | \$             | \$             |
| Opening Arrears Previous Years | 183,897        | 251,439        |
| Levied this year               | 2,394,734      | 2,489,560      |
| Less Collections to date       | (2,327,192)    | (2,076,193)    |
| Equals Current Outstanding     | <b>251,439</b> | <b>664,806</b> |
| <b>Net Rates Collectable</b>   | <b>251,439</b> | <b>664,806</b> |
| % Collected                    | 97.18%         | 83.40%         |

| Receivables - General                        | Current | 30 Days | 60 Days | 90+ Days | Total          |
|--|---------|---------|---------|----------|----------------|
|  | \$      | \$      | \$      | \$       | \$             |
| Receivables - General                        | 75,505  | 24,858  | 1,126   | 30,589   | 132,078        |
| Percentage                                   | 57%     | 19%     | 1%      | 23%      |                |
| <b>Balance per Trial Balance</b>             |         |         |         |          |                |
| Sundry debtors                               |         |         |         |          | 60,555         |
| Loss Allowance                               |         |         |         |          | (1,523)        |
| GST receivable                               |         |         |         |          | 25,010         |
| Pensioner Rebates                            |         |         |         |          | 48,036         |
| <b>Total Receivables General Outstanding</b> |         |         |         |          | <b>132,078</b> |

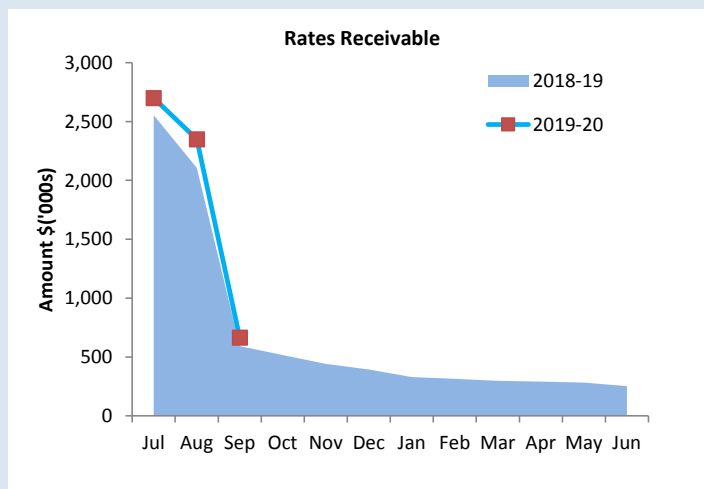
Amounts shown above include GST (where applicable)

**KEY INFORMATION**

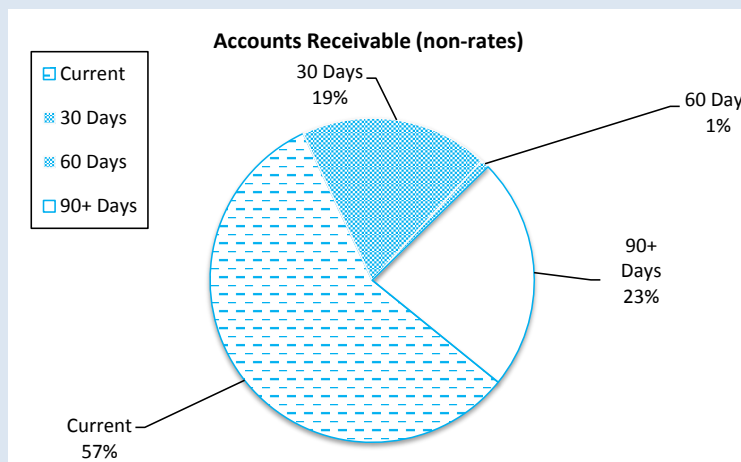
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

**SIGNIFICANT ACCOUNTING POLICIES**

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



|                  |                  |
|------------------|------------------|
| <b>Collected</b> | <b>Rates Due</b> |
| <b>83%</b>       | <b>\$664,806</b> |



|                     |
|---------------------|
| <b>Debtors Due</b>  |
| <b>\$132,078</b>    |
| <b>Over 30 Days</b> |
| <b>43%</b>          |
| <b>Over 90 Days</b> |
| <b>23%</b>          |

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

**OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE**

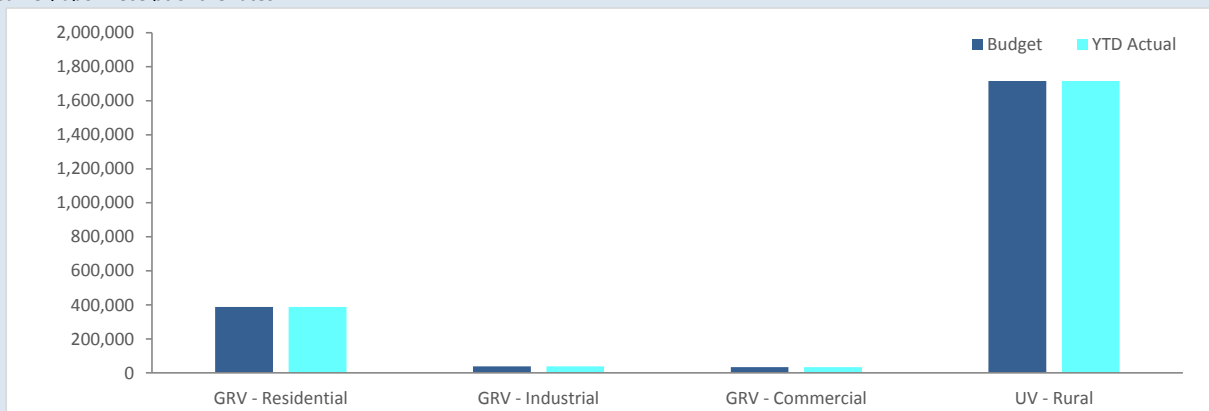
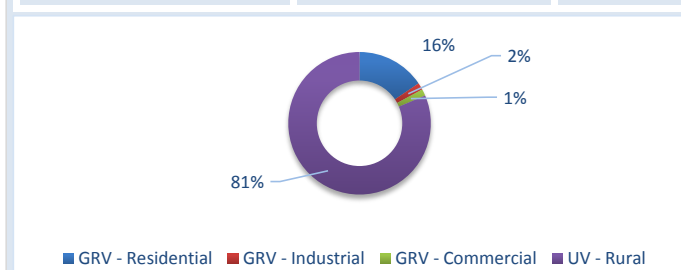
| General Rate Revenue             | Amended Budget |                      |                    |                  |              |           |                  | YTD Actual       |               |            |                  |
|----------------------------------|----------------|----------------------|--------------------|------------------|--------------|-----------|------------------|------------------|---------------|------------|------------------|
|                                  | Rate in        | Number of Properties | Rateable Value     | Rate Revenue     | Interim Rate | Back Rate | Total Revenue    | Rate Revenue     | Interim Rates | Back Rates | Total Revenue    |
| <b>RATE TYPE</b>                 | \$             |                      |                    | \$               | \$           | \$        | \$               | \$               | \$            | \$         | \$               |
| <b>Differential General Rate</b> |                |                      |                    |                  |              |           |                  |                  |               |            |                  |
| GRV - Residential                | 0.135679       | 315                  | 2,563,032          | 347,750          | 0            | 0         | 347,750          | 347,750          | 0             | 0          | 347,750          |
| GRV - Industrial                 | 0.135679       | 20                   | 261,785            | 35,519           | 0            | 0         | 35,519           | 35,519           | 0             | 0          | 35,519           |
| GRV - Commercial                 | 0.135679       | 11                   | 248,376            | 33,699           | 0            | 0         | 33,699           | 33,699           | 0             | 0          | 33,699           |
| UV - Rural                       | 0.012301       | 374                  | 147,974,500        | 1,820,234        | 0            | 0         | 1,820,234        | 1,820,234        | (61)          | 0          | 1,820,173        |
|                                  | Minimum \$     |                      |                    |                  |              |           |                  |                  |               |            |                  |
| GRV - Residential                | 650            | 61                   | 66,044             | 39,650           | 0            | 0         | 39,650           | 39,650           | 0             | 0          | 39,650           |
| GRV - Industrial                 | 650            | 5                    | 6,315              | 3,250            | 0            | 0         | 3,250            | 3,250            | 0             | 0          | 3,250            |
| GRV - Commercial                 | 650            | 0                    |                    | 0                | 0            | 0         | 0                | 0                | 0             | 0          | 0                |
| UV - Rural                       | 650            | 30                   | 854,736            | 19,500           | 0            | 0         | 19,500           | 19,500           | 0             | 0          | 19,500           |
| <b>Sub-Totals</b>                |                | <b>816</b>           | <b>151,974,788</b> | <b>2,299,602</b> | <b>0</b>     | <b>0</b>  | <b>2,299,602</b> | <b>2,299,602</b> | <b>-61</b>    | <b>0</b>   | <b>2,299,541</b> |
| Write Offs                       |                |                      |                    |                  |              |           | (700)            |                  |               |            | (305)            |
| <b>Amount from General Rates</b> |                |                      |                    |                  |              |           | <b>2,298,902</b> |                  |               |            | <b>2,299,236</b> |
| Ex-Gratia Rates                  |                |                      |                    |                  |              |           | 12,642           |                  |               |            | 12,156           |
| <b>Total General Rates</b>       |                |                      |                    |                  |              |           | <b>2,311,544</b> |                  |               |            | <b>2,311,392</b> |

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

| General Rates  |                |             |
|----------------|----------------|-------------|
| Budget         | YTD Actual     | %           |
| <b>\$2.3 M</b> | <b>\$2.3 M</b> | <b>100%</b> |

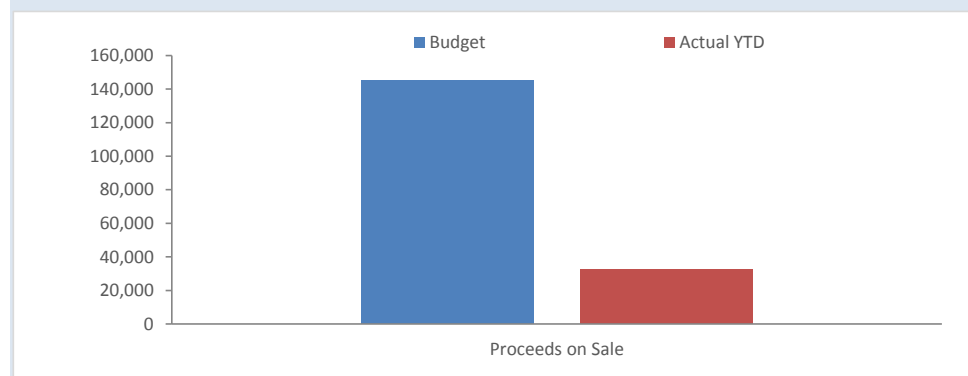


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2019**

**OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS**

| Asset Ref. | Asset Description                                 | Amended Budget |                |               |                 | YTD Actual     |               |              |                |
|------------|---|----------------|----------------|---------------|-----------------|----------------|---------------|--------------|----------------|
|            |   | Net Book Value | Proceeds       | Profit        | (Loss)          | Net Book Value | Proceeds      | Profit       | (Loss)         |
|            |   | \$             | \$             | \$            | \$              | \$             | \$            | \$           | \$             |
| P530       | Holden Captiva Active                             | 25,507         | 15,000         |               | (10,507)        |                |               |              |                |
| P3446      | Mazda BT 50                                       | 7,952          | 14,000         | 6,048         |                 |                |               |              |                |
| P649       | Mazda BT 50                                       | 14,325         | 14,000         |               | (325)           |                |               |              |                |
| P430       | Caterpillar Bobcat                                | 14,375         | 12,000         |               | (2,375)         |                |               |              |                |
| P582       | Isuzu NPR 300 Tipper                              | 19,438         | 27,000         | 7,562         |                 |                |               |              |                |
| P3919      | Dynapca Steel Roller                              | 20,847         | 8,000          |               | (12,847)        |                |               |              |                |
| Q530       | Electrical Van                                    | 18,650         | 20,000         | 1,350         |                 | 20,493         | 23,636        | 3,144        |                |
|            | Land Held for Resale                              | 35,000         | 35,000         |               | 0               |                |               |              |                |
| P148       | Goods Sold at Auction - Fibreglass Tank           |                |                |               |                 | 1,961          | 550           |              | (1,411)        |
| Q3277      | Goods Sold at Auction - 1998 Ford Truck Table Top |                |                |               |                 | 3,559          | 8,500         | 4,941        |                |
|            |   | <b>156,094</b> | <b>145,000</b> | <b>14,960</b> | <b>(26,054)</b> | <b>26,012</b>  | <b>32,686</b> | <b>8,085</b> | <b>(1,411)</b> |

**KEY INFORMATION**



| Proceeds on Sale |                 |            |
|------------------|-----------------|------------|
| Budget           | YTD Actual      | %          |
| <b>\$145,000</b> | <b>\$32,686</b> | <b>23%</b> |



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

**INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS**

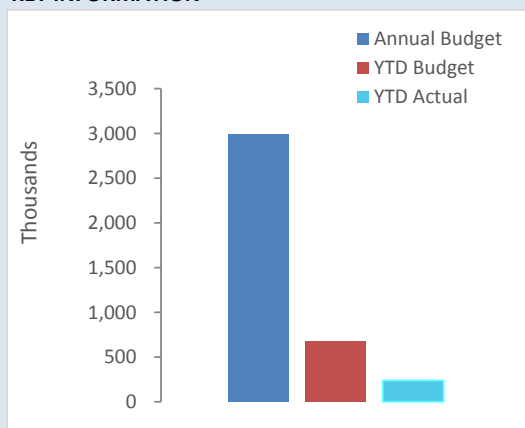
| Capital Acquisitions                   | Amended          |                | YTD Actual<br>Total | YTD Budget<br>Variance |
|--|------------------|----------------|---------------------|------------------------|
|  | Annual Budget    | YTD Budget     |                     |                        |
|  | \$               | \$             | \$                  | \$                     |
| Land                                   | 155,851          | 0              | 0                   | 0                      |
| Buildings                              | 260,001          | 247,801        | 160,402             | -87,399                |
| Plant & Equipment                      | 440,470          | 41,870         | 0                   | -41,870                |
| Furniture & Equipment                  | 0                | 0              | 0                   | 0                      |
| Infrastructure - Roads                 | 1,579,323        | 82,286         | 32,152              | -50,134                |
| Infrastructure - Footpaths             | 50,000           | 0              | 0                   | 0                      |
| Infrastructure - Other                 | 503,583          | 302,950        | 47,021              | -255,929               |
| <b>Capital Expenditure Totals</b>      | <b>2,989,229</b> | <b>674,907</b> | <b>239,575</b>      | <b>(435,332)</b>       |
| <b>Capital Acquisitions Funded By:</b> |                  |                |                     |                        |
|  | \$               | \$             | \$                  | \$                     |
| Capital grants and contributions       | 909,397          | 248,514        | 137,800             | -110,714               |
| Borrowings                             | 150,000          | 150,000        | 150,000             | 0                      |
| Other (Disposals & C/Fwd)              | 145,000          | 0              | 32,686              | 32,686                 |
| Cash Backed Reserves                   |                  |                |                     |                        |
| Plant Reserve                          | 308,600          | 0              | 0                   | 0                      |
| Swimming Pool Reserve                  | 0                | 0              | 0                   | 0                      |
| Building Reserve                       | 272,093          | 100,000        | 0                   | -100,000               |
| Health Reserve                         | 155,851          | 0              | 0                   | 0                      |
| Road Infrastructure Reserve            | 0                | 0              | 0                   | 0                      |
| Contribution - operations              | 1,048,288        | 176,393        | (80,912)            | (257,305)              |
| <b>Capital Funding Total</b>           | <b>2,989,229</b> | <b>674,907</b> | <b>239,575</b>      | <b>(435,332)</b>       |

**SIGNIFICANT ACCOUNTING POLICIES**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition.

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













**KEY INFORMATION**



|                      |                      |                   |                   |
|----------------------|----------------------|-------------------|-------------------|
| <b>Acquisitions</b>  | <b>Annual Budget</b> | <b>YTD Actual</b> | <b>% Spent</b>    |
|                      | <b>\$2.99 M</b>      | <b>\$.24 M</b>    | <b>8%</b>         |
| <b>Capital Grant</b> | <b>Annual Budget</b> | <b>YTD Actual</b> | <b>% Received</b> |
|                      | <b>\$.91 M</b>       | <b>\$.14 M</b>    | <b>15%</b>        |

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

INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)

| % of<br>Completion |   | Amended        |               |            | Variance<br>(Under)/Over |            |
|--------------------|---|----------------|---------------|------------|--------------------------|------------|
|                    |   | Account Number | Annual Budget | YTD Budget |                          | YTD Actual |
|                    | <b>Capital Expenditure</b>  |                |               |            |                          |            |
|                    | <b>Land</b>   |                |               |            |                          |            |
|                    | Industrial Lots   | 2601           | 155,851       |            |                          |            |
| 0.00               |  <b>Total</b>                      |                | 155,851       | 0          | 0                        |            |
|                    | <b>Buildings</b>  |                |               |            |                          |            |
| 0.60               |  Park Cottages                     | 9546           | 250,151       | 237,951    | 149,524                  | -88,427    |
| 1.10               |  Swimming Pool Shed                | 9550           | 9,850         | 9,850      | 10,878                   | 1,028      |
| 0.62               |  <b>Total</b>                      |                | 260,001       | 247,801    | 160,402                  | -87,399    |
|                    | <b>Plant &amp; Equipment</b>  |                |               |            |                          |            |
|                    | OQ - Holden Captiva Active  | 9001           | 38,000        |            |                          | 0          |
|                    | Q3446 - Mazda BT 50   | 9750           | 34,000        |            |                          | 0          |
|                    | Q649 - Mazda BT 50  | 9751           | 36,600        |            |                          | 0          |
|                    | Q430 - Caterpillar Bobcat   | 9752           | 85,000        |            |                          | 0          |
|                    | Q582 - Isuzu NPR 300 Tipper   | 9753           | 60,000        |            |                          | 0          |
|                    | Q3919 - Dynapac Steel Roller  | 9754           | 145,000       |            |                          | 0          |
|                    | Portable Generator  | 9552           | 41,870        | 41,870     |                          | -41,870    |
| 0.00               |  <b>Total</b>                      |                | 440,470       | 41,870     | 0                        | -41,870    |
|                    | <b>Furniture &amp; Equipment</b>  |                |               |            |                          |            |
| 0.00               | <b>Total</b>  |                | 0             | 0          | 0                        | 0          |
|                    | <b>Infrastructure - Roads</b>   |                |               |            |                          |            |
| 0.02               |  2019/20 Roads Program           |                | 1,579,323     | 82,286     | 32,152                   | -50,134    |
| 0.02               |  <b>Total</b>                    |                | 1,579,323     | 82,286     | 32,152                   | -50,134    |
|                    | <b>Infrastructure - Footpaths</b>   |                |               |            |                          |            |
|                    | McLennan Street/School  |                | 50,000        |            |                          |            |
| 0.00               |  <b>Total</b>                    |                | 50,000        | 0          | 0                        | 0          |
|                    | <b>Infrastructure - Other</b>   |                |               |            |                          |            |
| 0.01               |  Oval Lighting                   | 9837           | 157,200       | 105,000    | 1,745                    | -103,255   |
| 0.32               |  Bowling Green Repairs           | 9836           | 135,073       | 100,000    | 43,776                   | -56,224    |
|                    | Pool Shade Sail System  | 9553           | 10,000        | 10,000     |                          | -10,000    |
|                    | Pool Waterwise  | 9554           | 10,000        | 10,000     |                          | -10,000    |
| 0.08               |  Community Park and Trail Design | 9838           | 20,000        |            | 1,500                    | 1,500      |
|                    | Street Signage  | 9595           | 20,000        | 20,000     |                          | -20,000    |
|                    | Old School Site   | 9587           | 93,360        |            |                          | 0          |
|                    | Tourist Layby   | 9582           | 27,950        | 27,950     |                          | -27,950    |
|                    | Shire Hall Audio Visual - Lighting upgrade  | 9531           | 20,000        | 20,000     |                          | -20,000    |
|                    | Hall Car Park Upgrade Design  | 9829           | 10,000        | 10,000     |                          | -10,000    |
| 0.09               |  <b>Total</b>                    |                | 503,583       | 302,950    | 47,021                   | -255,929   |

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

**FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS**

| Information on Borrowings<br>Particulars | 2018/19 | New Loans |                | Principal Repayments |                | Principal Outstanding |                | Interest Repayments |                |
|--|---------|-----------|----------------|----------------------|----------------|-----------------------|----------------|---------------------|----------------|
|  |         | Actual    | Amended Budget | Actual               | Amended Budget | Actual                | Amended Budget | Actual              | Amended Budget |
|  | \$      | \$        | \$             | \$                   | \$             | \$                    | \$             | \$                  | \$             |
| <b>Transport</b>                         |         |           |                |                      |                |                       |                |                     |                |
| Loan 118 - Depot Building                | 434,269 |           |                | 0                    | 45,502         | 434,269               | 388,767        | 0                   | 16,208         |
| <b>Economic Services</b>                 |         |           |                |                      |                |                       |                |                     |                |
| Park Cottages                            | 0       | 150,000   | 150,000        | 0                    | 12,600         | 150,000               | 137,400        | 0                   | 3,581          |
|  | 434,269 | 150,000   | 150,000        | 0                    | 58,102         | 584,269               | 526,167        | 0                   | 19,789         |
| <b>Self supporting loans</b>             |         |           |                |                      |                |                       |                |                     |                |
| <b>Recreation and Culture</b>            |         |           |                |                      |                |                       |                |                     |                |
| Loan 115 - Bowling Club                  | 78,011  |           |                | 8,129                | 33,834         | 69,882                | 44,177         | 1,116               | 3,902          |
| Loan 116 - Tennis Club                   | 1,178   |           |                | 0                    | 924            | 1,178                 | 254            | 0                   | 116            |
| Loan 117 - Golf Club                     | 6,482   |           |                | 0                    | 1,583          | 6,482                 | 4,899          | 0                   | 270            |
|  | 85,671  | 0         | 0              | 8,129                | 36,341         | 77,542                | 49,330         | 1,116               | 4,288          |
| <b>Total</b>                             | 519,940 | 150,000   | 150,000        | 8,129                | 94,443         | 661,811               | 575,497        | 1,116               | 24,077         |

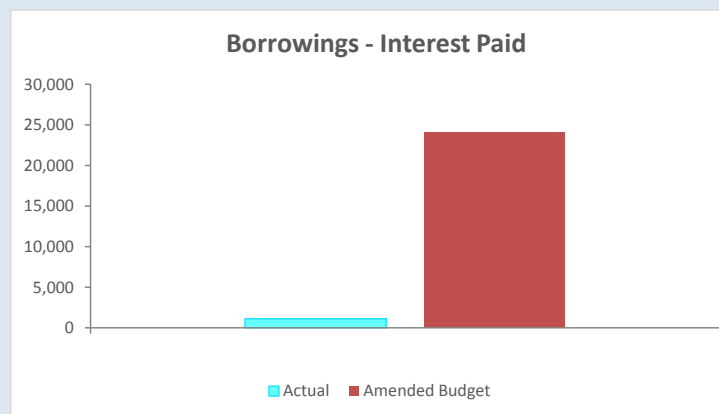
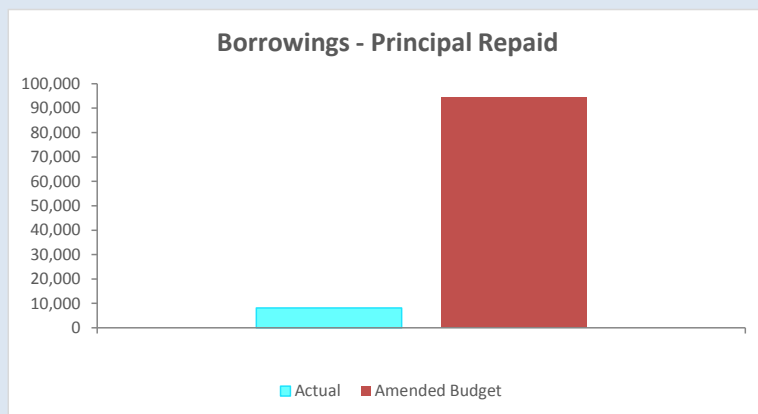
All debenture repayments were financed by general purpose revenue.

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



|                          |
|--------------------------|
| <b>Principal Repaid</b>  |
| <b>\$8,129</b>           |
| <b>Interest Expense</b>  |
| <b>\$1,116</b>           |
| <b>Loans Outstanding</b> |
| <b>\$.66 M</b>           |

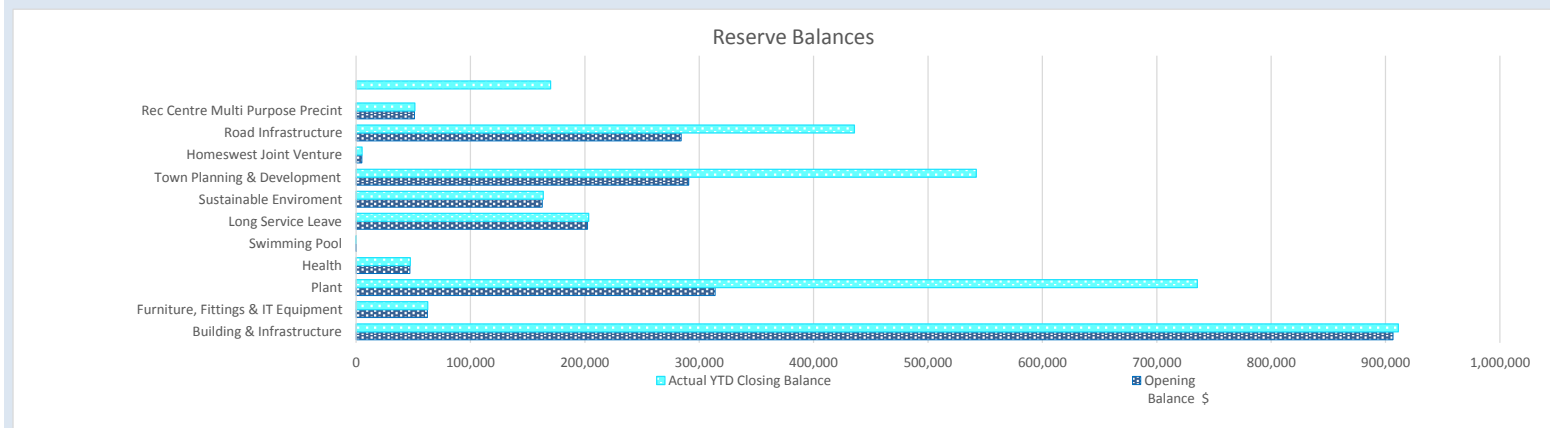
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2019**

**OPERATING ACTIVITIES  
NOTE 9  
RESERVES**

**Cash Backed Reserve**

| Reserve Name                       | Opening Balance  | Amended Budget Interest Earned | Actual Interest Earned | Amended Budget Transfers In (+) | Actual Transfers In (+) | Amended Budget Transfers Out (-) | Actual Transfers Out (-) | Amended Budget Closing Balance | Actual YTD Closing Balance |
|------------------------------------|------------------|--------------------------------|------------------------|---------------------------------|-------------------------|----------------------------------|--------------------------|--------------------------------|----------------------------|
|                                    | \$               | \$                             | \$                     | \$                              | \$                      | \$                               | \$                       | \$                             | \$                         |
| Building & Infrastructure          | 906,547          | 15,587                         | 4,633                  | 150,000                         |                         | (272,093)                        |                          | 800,041                        | 911,180                    |
| Furniture, Fittings & IT Equipment | 62,392           | 1,073                          | 319                    |                                 |                         |                                  |                          | 63,465                         | 62,711                     |
| Plant                              | 313,858          | 5,396                          | 1,604                  | 420,000                         | 420,000                 | (308,600)                        |                          | 430,654                        | 735,462                    |
| Health                             | 47,072           | 810                            | 241                    |                                 |                         |                                  |                          | 47,882                         | 47,313                     |
| Swimming Pool                      | 287              | 5                              | 1                      |                                 |                         |                                  |                          | 292                            | 288                        |
| Long Service Leave                 | 202,295          | 3,478                          | 1,034                  |                                 |                         |                                  |                          | 205,773                        | 203,329                    |
| Sustainable Environment            | 162,755          | 2,798                          | 832                    |                                 |                         |                                  |                          | 165,553                        | 163,587                    |
| Town Planning & Development        | 290,735          | 4,999                          | 1,486                  | 250,000                         | 250,000                 | (155,851)                        |                          | 389,883                        | 542,221                    |
| Homeswest Joint Venture            | 5,151            | 89                             | 26                     |                                 |                         |                                  |                          | 5,240                          | 5,177                      |
| Road Infrastructure                | 284,180          | 4,886                          | 1,452                  | 150,000                         | 150,000                 | (70,000)                         |                          | 369,066                        | 435,632                    |
| Rec Centre Multi Purpose Precint   | 51,117           | 879                            | 261                    |                                 |                         |                                  |                          | 51,996                         | 51,378                     |
| Building Renewal                   | 0                |                                |                        | 120,000                         | 120,000                 |                                  |                          | 120,000                        | 120,000                    |
| Independent Living                 | 0                |                                |                        | 170,000                         | 170,000                 |                                  |                          | 170,000                        | 170,000                    |
|                                    | <b>2,326,389</b> | <b>40,000</b>                  | <b>11,889</b>          | <b>1,260,000</b>                | <b>1,110,000</b>        | <b>(806,544)</b>                 | <b>0</b>                 | <b>2,819,845</b>               | <b>3,448,278</b>           |

**KEY INFORMATION**



**Interest Earned**  
**\$11,889**

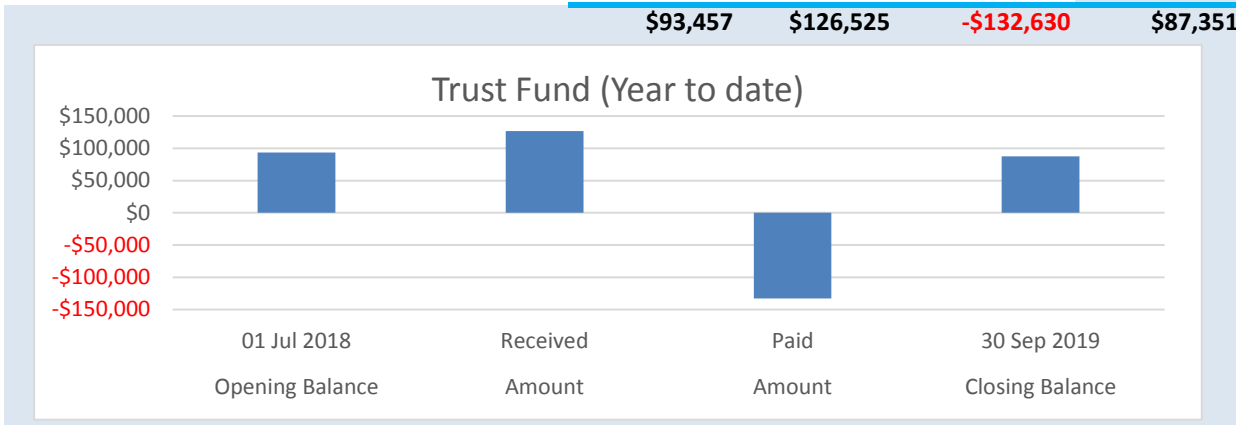
**Reserves Bal**  
**\$3.45 M**

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

**NOTE 11  
TRUST FUND**

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

| Description              | Opening<br>Balance<br>01 Jul 2018 | Amount<br>Received | Amount<br>Paid    | Closing<br>Balance<br>30 Sep 2019 |
|--------------------------|-----------------------------------|--------------------|-------------------|-----------------------------------|
| Departement of Transport | \$9,696                           | \$124,957          | -\$132,630        | \$2,023                           |
| 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                               | \$480              | \$0               | \$480                             |
| Town Planning - Peacock  | \$1,000                           | \$0                | \$0               | \$1,000                           |
| Rural Youth              | \$73,227                          | \$0                | \$0               | \$73,227                          |
| Factory Unit bond        | \$0                               | \$1,088            | \$0               | \$1,088                           |
|                          | <b>\$93,457</b>                   | <b>\$126,525</b>   | <b>-\$132,630</b> | <b>\$87,351</b>                   |



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

NOTE 10  
GRANTS AND CONTRIBUTIONS

Grants and Contributions

|  | Amended          |                |                | Variance<br>(Under)/Over |
|--|------------------|----------------|----------------|--------------------------|
|  | Annual Budget    | YTD Budget     | YTD Actual     |                          |
| <b>Operating grants, subsidies and contributions</b>           |                  |                |                |                          |
| Federal Assistance Grants                                      | 830,522          | 207,630        | 222,567        | 14,937                   |
| MRWA Direct Road Grant   | 135,679          | 135,679        | 135,679        | 0                        |
| NRM Grant  | 24,624           | 6,156          |                | (6,156)                  |
| Childcare Grant  | 35,000           | 8,750          | 18,000         | 9,250                    |
| Fire Prevention Grants   | 34,884           |                | 10,280         | 10,280                   |
| Staff Contributions to Vehicle                                 | 15,600           | 3,900          | 4,800          | 900                      |
| Ex Gratia Contribution   | 12,642           | 12,642         | 12,156         | (486)                    |
| Medical Practice Grants and Contributions                      | 33,750           | 8,438          | 23,064         | 14,626                   |
| Youth Centre Grants  | 6,481            |                |                | 0                        |
| Independent Living Units Concept Grant                         | 10,000           | 10,000         |                | (10,000)                 |
| <b>Operating grants, subsidies and contributions Total</b>     | <b>1,139,182</b> | <b>393,195</b> | <b>426,546</b> | <b>33,351</b>            |
| <b>Non-operating grants, subsidies and contributions</b>       |                  |                |                |                          |
| Roads to Recovery/ MRWA Regional Road Group                    | 767,370          | 174,336        | 137,800        | -36,536                  |
| Old School Site Grant  | 45,000           |                |                | 0                        |
| Bowling Club Contribution for Replacement Green                | 22,849           |                |                | 0                        |
| Audio Visual Town Hall Project Grant                           | 10,000           | 10,000         |                | -10,000                  |
| Oval Lighting Grant  | 43,618           | 43,618         |                | -43,618                  |
| Portable Generator Grant                                       | 20,560           | 20,560         |                | -20,560                  |
| <b>Non-operating grants, subsidies and contributions Total</b> | <b>909,397</b>   | <b>248,514</b> | <b>137,800</b> | <b>-110,714</b>          |
| <b>Grand Total</b>   | <b>2,048,579</b> | <b>641,709</b> | <b>564,346</b> | <b>(77,363)</b>          |

KEY INFORMATION

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

**NOTE 12  
BUDGET AMENDMENTS**

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

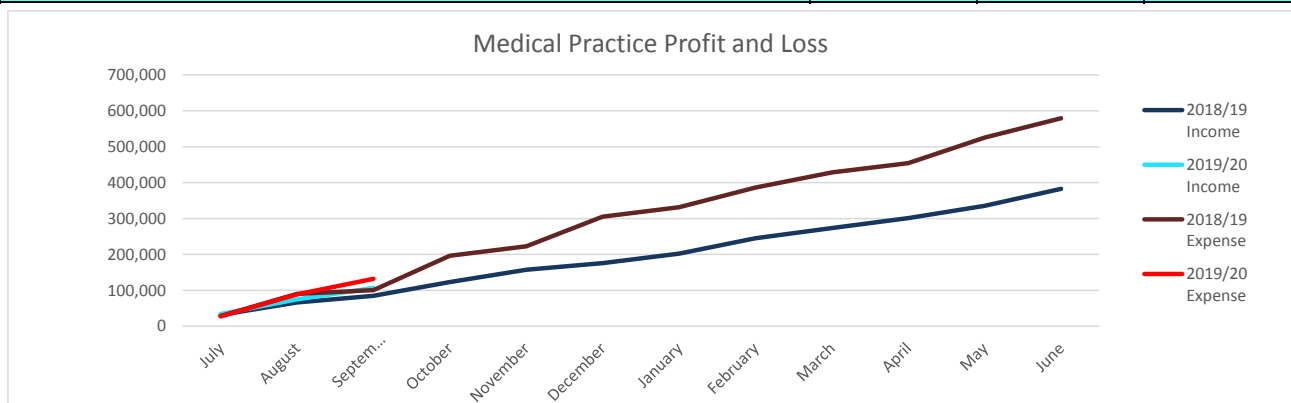
| GL Code | Description                                 | Council Resolution | Classification  | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|---------|---|--------------------|-----------------|---------------------|----------------------------|----------------------------|--------------------------------|
|         |   |                    |                 | \$                  | \$                         | \$                         | \$                             |
|         | <b>Budget Adoption</b>                      |                    | Opening Surplus |                     |                            |                            | 0                              |
|         | <b>Permanent Changes</b>                    |                    |                 |                     |                            |                            | 0                              |
|         | Wheatbelt Secondary Freight Network Program |                    |                 |                     |                            | 70,000                     | (70,000)                       |
|         | Road Infrastructure Reserve                 |                    |                 |                     | 70,000                     |                            | 0                              |
|         |   |                    |                 | 0                   | 70,000                     | 70,000                     | 0                              |

**KEY INFORMATION**

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

**NOTE 13  
MEDICAL PRACTICE**

| <b>Medical Practice Profit and Loss (Cash)</b>           |                   |                   |             |
|--|-------------------|-------------------|-------------|
|  | <b>YTD Actual</b> | <b>BUDGET</b>     | <b>YTD%</b> |
| <b>EXPENDITURE</b>                                       |                   |                   |             |
| <b>LABOUR</b>  |                   |                   |             |
| CONTRACTOR DOCTOR 17/18 + JUN 30 CPI                     | \$94,243          | \$107,888         | 87%         |
| <b>Wages</b>   |                   |                   |             |
| PRACTICE NURSE (2 days a week)                           | \$6,354           | \$32,244          | 20%         |
| PRACTICE MGR RECEPTIONISTS - Job Share 3 Staff (1.6 FTE) | \$18,726          | \$103,540         | 18%         |
| <b>Super</b>   |                   |                   |             |
| PRACTICE NURSE   | \$593             | \$3,063           | 19%         |
| PRACTICE MGR RECEPTIONISTS - Job Share 3 Staff (1.6 FTE) | \$1,810           | \$9,836           | 18%         |
| <b>Insurance</b>   |                   |                   |             |
| WORKERS COMPENSATION @ 2.1%                              | \$2,850           | \$2,851           | 100%        |
| MEDICAL INDEMNITY/PROFESSIONAL FEES                      |                   | \$1,000           | 0%          |
| <b>Other</b>   |                   |                   |             |
| STAFF DEVELOPMENT  | \$532             | \$1,000           | 53%         |
| <b>MATERIALS</b>   |                   |                   |             |
| MATERIALS - MEDICAL/OTHER                                | \$2,238           | \$6,394           | 35%         |
| <b>UTILITIES</b>   |                   |                   |             |
| ELECTRICITY CONSUMED                                     | \$678             | \$2,000           | 34%         |
| PHONE  | \$1,395           | \$4,400           | 32%         |
| POSTAGES, PRINTING, STATIONERY, ETC                      | \$519             | \$5,000           | 10%         |
| <b>OTHER</b>   |                   |                   |             |
| MINOR CAPITAL EXPENDITURE ITEMS                          | \$0               | \$6,500           | 0%          |
| COMPUTERS - MTCE (NON CAPITAL)                           | \$77              | \$3,000           | 3%          |
| CREDIT CARD MERCHANT FEES                                | \$100             | \$500             | 20%         |
| OTHER SURGERY EXPENSES                                   | \$1,860           | \$17,500          | 11%         |
| <b>TOTAL CASH EXPENDITURE</b>                            | <b>\$131,973</b>  | <b>\$306,716</b>  | <b>43%</b>  |
| <b>INCOME</b>  |                   |                   |             |
| INTEREST - SUPPORT PACKAGES                              | \$11              | \$500             | 2%          |
| HIC PAYMENTS (PIP) & (SWWML) & (CIR) -EX GST             | \$3,914           | \$5,000           | 78%         |
| RFDS PAYMENTS  | \$1,800           | \$1,200           | 150%        |
| PRACTICE NURSE INCENTIVE GRANT                           | \$4,108           | \$5,750           | 71%         |
| RECEIPTS FROM CONSULTATIONS                              | \$7,587           | \$16,050          | 47%         |
| VTA BENEFIT / M 'CARE                                    | \$66,028          | \$61,500          | 107%        |
| VMP PAYMENTS (EX GST) - ESTIMATED                        | \$22,939          | \$23,750          | 97%         |
| SUNDRY PAYMENTS  | \$0               | \$0               |             |
| <b>TOTAL CASH INCOME</b>                                 | <b>\$106,387</b>  | <b>\$113,750</b>  | <b>94%</b>  |
| <b>TOTAL CASH INCOME</b>                                 | <b>\$106,387</b>  | <b>\$113,750</b>  | <b>94%</b>  |
| <b>TOTAL CASH EXPENDITURE</b>                            | <b>\$131,973</b>  | <b>\$306,716</b>  | <b>43%</b>  |
| <b>OUTCOME</b>   | <b>-\$25,586</b>  | <b>-\$192,966</b> | <b>13%</b>  |



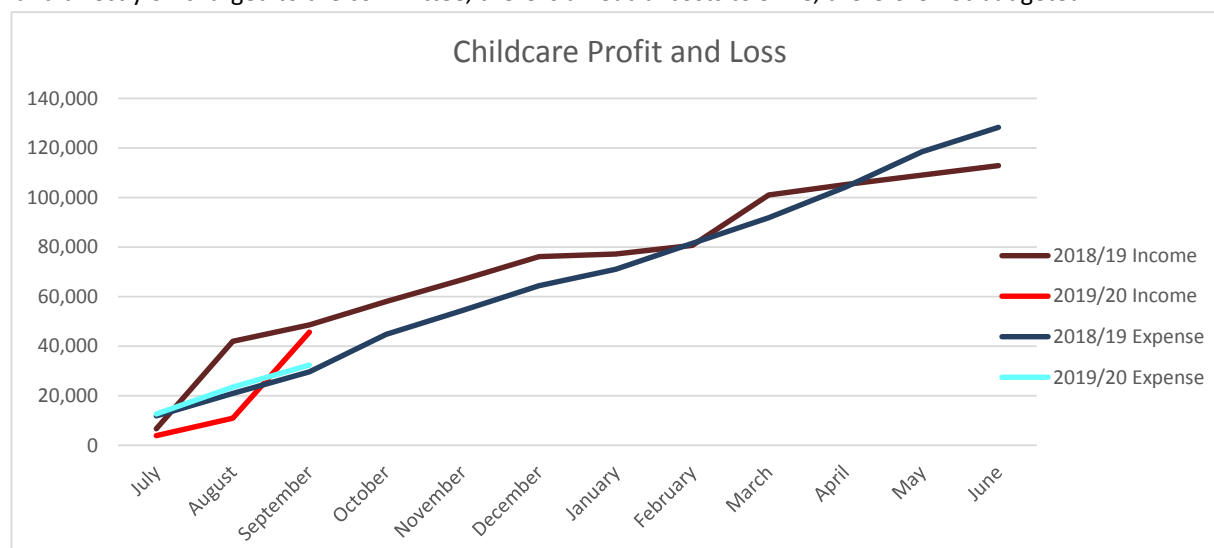


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2019**

**NOTE 14  
CHILDCARE**

| <b>Childcare Profit and Loss (Cash)</b> | <b>Month Actual</b> | <b>YTD Actual</b> | <b>Budget</b>     | <b>VAR %</b> |
|---|---------------------|-------------------|-------------------|--------------|
| <b>INCOME</b>                           |                     |                   |                   |              |
| Fees                                    | \$16,778            | \$27,386          | \$90,000          | 30%          |
| Grant Funds                             | \$18,000            | \$18,000          | \$35,000          | 51%          |
| Donations                               | \$0                 | \$0               | \$1,000           | 0%           |
| **Funds Reimbursements                  | \$0                 | \$270             | \$0               |              |
|   |                     |                   |                   |              |
| <b>TOTAL INCOME</b>                     | <b>\$34,778</b>     | <b>\$45,656</b>   | <b>\$126,000</b>  | <b>36%</b>   |
|   |                     |                   |                   |              |
| <b>EXPENDITURE</b>                      | <b>Month Actual</b> | <b>YTD Actual</b> | <b>Budget</b>     | <b>VAR %</b> |
| Insurance                               | \$0                 | \$1,257           | \$2,513           | 50%          |
| Dept Communities - Annual Service Fee   | \$0                 | \$0               | \$1,500           | 0%           |
| Operating Expenses                      | \$31                | \$1,761           | \$13,500          | 13%          |
| Power                                   | \$0                 | \$0               | \$1,500           | 0%           |
| Phone                                   | \$39                | \$121             | \$500             | 0%           |
| Wages                                   | \$8,083             | \$26,770          | \$109,269         | 24%          |
| Superannuation                          | \$767               | \$2,475           | \$10,381          | 24%          |
| **Funds to be reimbursed                | 0                   | 0                 |                   |              |
|   |                     |                   |                   |              |
| <b>TOTAL EXPENDITURE</b>                | <b>\$ 8,920</b>     | <b>\$ 32,384</b>  | <b>\$ 139,163</b> | <b>23%</b>   |
|   |                     |                   |                   |              |
| <b>Income</b>                           | <b>\$ 45,656</b>    |                   |                   |              |
| <b>Expenses</b>                         | <b>\$ 32,384</b>    |                   |                   |              |
| <b>Surplus/ Deficit</b>                 | <b>\$ 13,272</b>    |                   |                   |              |

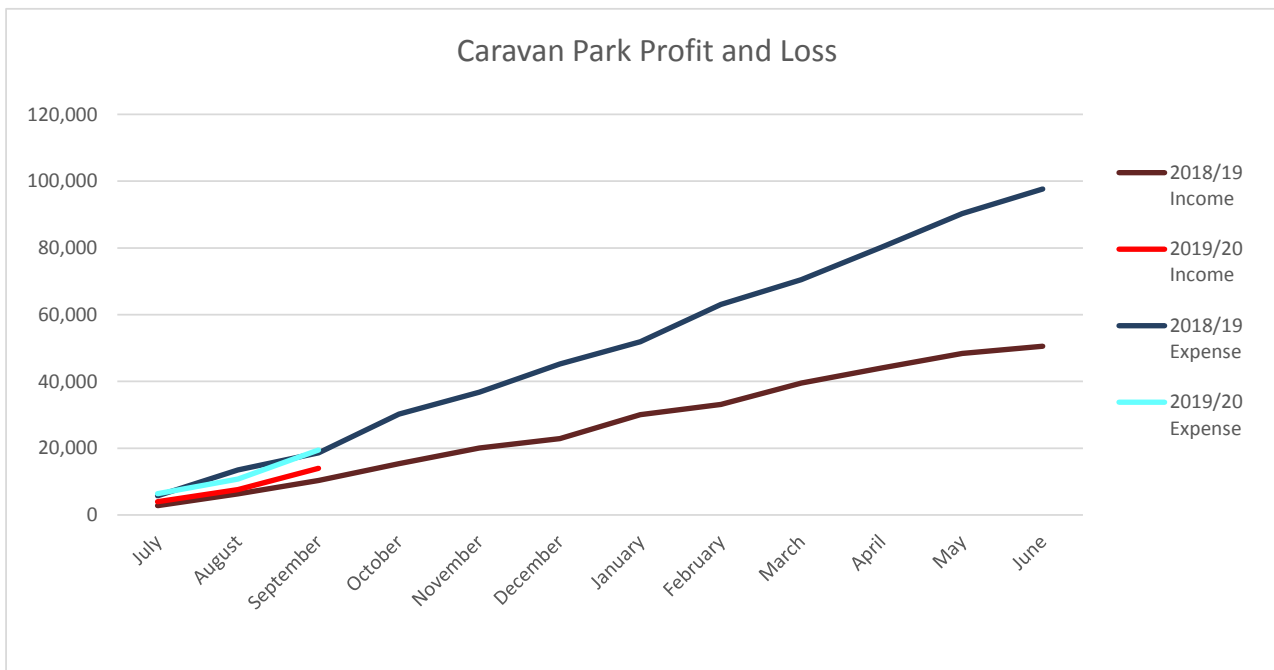
\*\* Funds for Reimbursement are purchased by the Shire on behalf of the fundraising committee and directly on charged to the committee, there is a neutral costs to Shire, therefore not budgeted



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

**NOTE 15  
CARAVAN PARK**

| <b>Caravan Park Profit and Loss</b> | <b>YTD Actual</b> | <b>Budget</b>     | <b>VAR %</b> |
|-------------------------------------|-------------------|-------------------|--------------|
| <b>INCOME</b>                       |                   |                   |              |
| Caravan Park Charges                | \$11,310          | \$37,500          | 30%          |
| Cottage Charges                     | \$2,669           | \$49,000          | 5%           |
|                                     |                   |                   |              |
| <b>TOTAL INCOME</b>                 | <b>\$13,979</b>   | <b>\$86,500</b>   | <b>16%</b>   |
|                                     |                   |                   |              |
| <b>EXPENDITURE</b>                  | <b>YTD Actual</b> | <b>Budget</b>     | <b>VAR %</b> |
| <b>Caravan Park</b>                 |                   |                   |              |
| Wages inc O/H                       | \$10,794          | \$61,963          | 17%          |
| Materials                           | \$1,924           | \$6,255           | 31%          |
| Utilities                           | \$1,116           | \$13,860          | 8%           |
| Insurance                           | \$711             | \$646             | 110%         |
| <b>Caravan Park Total</b>           | <b>\$14,546</b>   | <b>\$82,724</b>   | <b>18%</b>   |
| <b>Cottages</b>                     |                   |                   |              |
| Wages inc O/H                       | \$1,659           | \$26,081          | 6%           |
| Materials                           | \$2,371           | \$30,500          | 8%           |
| Utilities                           | \$296             | \$16,000          | 2%           |
| Insurance                           | \$589             | \$535             | 110%         |
| <b>Cottages Total</b>               | <b>\$4,914</b>    | <b>\$73,116</b>   | <b>7%</b>    |
|                                     |                   |                   |              |
| <b>TOTAL EXPENDITURE</b>            | <b>\$ 19,460</b>  | <b>\$ 155,840</b> | <b>12%</b>   |
|                                     |                   |                   |              |
| <b>Income</b>                       | <b>\$ 13,979</b>  |                   |              |
| <b>Expenses</b>                     | <b>\$ 19,460</b>  |                   |              |
| <b>Surplus/ Defecit</b>             | <b>-\$ 5,481</b>  |                   |              |



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

**NOTE 16  
RATIO'S**

|                                   | 2020   | This Time | 2019  | 2018   | 2017   | Target<br>Range |
|-----------------------------------|--------|-----------|-------|--------|--------|-----------------|
|                                   | YTD    | Last Year |       |        |        |                 |
| Current Ratio                     | 9.03   | 9.20      | 5.50  | 0.93   | 1.29   | ≥1.00           |
| Debt Service Cover Ratio          | 120.04 | 150.27    | 24.36 | 16.98  | 41.90  | ≥ 15.0          |
| Operating Surplus Ratio           | 0.51   | 0.51      | 0.07  | (0.24) | (0.43) | ≥0.15           |
| Own Source Revenue Coverage Ratio | 1.61   | 1.63      | 0.79  | 0.69   | 0.46   | ≥0.90           |

The above ratios are calculated as follows:

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

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

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

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

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

## ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

### 10.1 Establishment of Committees, Appointment of Committee Members and Delegates to Committees/Organisations

|                               |                               |
|-------------------------------|-------------------------------|
| <b>Meeting Date</b>           | 31 <sup>st</sup> October 2019 |
| <b>Responsible Officer</b>    | CEO Graeme Fardon             |
| <b>Reporting Officer</b>      | CEO Graeme Fardon             |
| <b>Attachments</b>            | Nil.                          |
| <b>Owner/Applicant</b>        | Shire of Quairading           |
| <b>Disclosure of Interest</b> | Nil                           |

#### OFFICER RECOMMENDATION

1. That Council establish the following Committees: -
  - (1) Audit & Risk Committee
  - (2) Strategic Planning Committee
  - (3) Bushfire Advisory Committee (BFAC)
  - (4) Childcare Centre Executive Committee
  - (5) Local Emergency Management Committee (LEMC)
  - (6) Medical Executive Committee
  - (7) Quairading District Sport & Recreational Council
  - (8) Reconciliation Action Plan Committee (RAP)
2. The Council appoint the following Councillors, Chief Executive Officer and Staff as Committee Members and Delegates to the following Committees/Organisations: -

| Committee/Organisation                           | Structure  | 2019-2021 Members |
|--|--|-------------------|
| Audit & Risk Committee                           | All Councillors  |                   |
| Strategic Planning Committee                     | All Councillors  |                   |
| Bushfire Advisory Committee (BFAC)               | 2 x Councillors, CEO, FCO's, Capt. Central VBFB                                |                   |
| Central Country Zone                             | 2 x Councillors, 2 x Proxies   |                   |
| Childcare Centre Executive Committee             | 1 x Councillor, CEO, EMCS  |                   |
| Frail and Aged Lodge Committee                   | 1 x Councillor<br>CEO – Secretary/Treasurer                                    |                   |
| Land Conservation District Committee (LCDC)      | 2 x Councillors by Gazettal  |                   |
| Local Emergency Management Committee (LEMC)      | Shire President, 1x Councillor, CEO, 1xStaff, Emergency Agency Representatives |                   |
| Medical Executive Committee                      | 2 x Councillors, 1x Proxy , CEO, Dr Adeleye                                    |                   |
| Quairading District Sport & Recreational Council | 2 x Councillors, CEO, Sports Club & Community Group Representatives            |                   |
| Quairading Tourist and Tidy Towns Committee      | 1 x Councillor   |                   |
| Reconciliation Action Plan Committee (RAP)       | 1 x Councillor, 1x Proxy, IPR&SPO, RAP Community Members                       |                   |

| Committee/Organisation                            | Structure                  | 2019-2021 Members |
|---|----------------------------|-------------------|
| School Liaison – Portfolio Only (no Committee)    | 1 x Councillor             |                   |
| Old School Working Group                          | 2 x Councillors, CEO, EMWS |                   |
| Roe Sub Regional Road Group & Wheatbelt South RRG | 1 x Councillor, 1x Proxy   |                   |
| Quairading Tourism Working Group                  | 2 x Councillors, CEO, EMCS |                   |

### VOTING REQUIREMENTS – Absolute Majority

#### IN BRIEF

- Council to formally Constitute the Committees for the next 2 Years
- Council to determine and appoint Elected Members to the Committees
- Council is represented by its Delegates, both locally and regionally.
- Appointment is generally for 2 Years to October 2021.
- The Shire President has the right to advise which Committees he wishes to be on.

#### MATTER FOR CONSIDERATION

To formally constitute Committees of Council and to appoint Committee Members and Council Delegates to Community Group Committees and Mandatory Regional Representatives for the 2019-2021 term.

#### BACKGROUND

In accordance with Section 5.8 of the Local Government Act 1995, Council may convene committees of 3 or more persons.

There are two (2) Standing Committees of Council, which currently, all Councillors are members:

- Audit and Risk Committee
- Strategy Planning Committee.

Council also elects members/delegates to certain Community or Council Committees, to act as a representative of Council and report back to Council. Below are the committees/organisations that will require Council to elect representatives to:

| Committee/Organisation                      | 2017-2019 Members  | Meeting Frequency  |
|---|--|--|
| Audit & Risk Committee                      | All Councillors  | 4 Meetings Annually  |
| Strategic Planning Committee                | All Councillors  | 4 Meetings Annually  |
| Bushfire Advisory Committee (BFAC)          | Cr Wayne Davies<br>Cr Peter Smith  | 2 Meetings Annually  |
| Central Country Zone                        | Cr Wayne Davies<br>Cr Brett McGuinness<br>Cr Jill McRae (proxy)<br>CEO (proxy) | Approx. 6 Meetings Annual<br>(In person and<br>Teleconference) |
| Childcare Centre Executive Committee        | Cr Jill McRae  | As required  |
| Frail and Aged Lodge Committee              | Cr Jo Haythornthwaite  | 6 Meetings Annually  |
| Land Conservation District Committee (LCDC) | Cr Lyall Brown (by Gazettal)<br>Cr Trevor Stacey (by Gazettal)                 | Approx. 4 Meetings Annually                                    |
| Local Emergency Management Committee (LEMC) | Cr Wayne Davies (Chair)<br>Cr Peter Smith                                      | 4 Meetings Annually  |
| Medical Executive Committee                 | Cr Lyall Brown<br>Cr Brett McGuinness  | 4 Meetings Annually  |

| Committee/Organisation                         | 2017-2019 Members   | Meeting Frequency                |
|--|---|----------------------------------|
|  | Cr Wayne Davies (proxy)   |                                  |
| Quairading District Sport & Recreation Council | Cr Lyall Brown<br>Cr Brett McGuinness   | 3 Meetings Annually              |
| Quairading Tourist and Tidy Town               | Cr Jo Haythornthwaite   | Approx. 10 Meetings Annually     |
| Reconciliation Action Plan Committee (RAP)     | Cr Wayne Davies<br>Cr Trevor Stacey   | 4 Meetings Annually              |
| School Liaison – Portfolio Only (no Committee) | Cr Jill McRae   | As required                      |
| Old School Working Group                       | Cr Brett McGuinness<br>Cr Trevor Stacey   | As required                      |
| Roe Sub Regional Road Group & WBSRRG           | Cr Trevor Stacey<br>Cr Brett McGuinness (proxy)                                 | Minimum 1 to 2 Meetings Annually |
| Quairading Tourism Working Group               | Cr Brett McGuinness<br>Cr Jill McRae<br>Cr Jo Haythornthwaite<br>Cr Peter Smith | As required                      |

Further information is provided on the following 2 significant Regional Organisations which Council is a Member Council.

### **Central Country Zone**

The Central Country Zone (CCZ) is one of 17 Zones which are groupings of Local Governments convened together on the basis of population, commonalities of interest and geographical alignment.

The CCZ is comprised of 15 Councils from Quairading in the North to Wagin and West Arthur to the South.

There are generally 6 Meetings of the Zone per Year (with 4 of these, In Person Meetings). The Zone Meetings are hosted in Rotation by the Member Councils.

For further information on WALGA and the Zones download the [Zones - Elected member Prospectus](#).

### **Roe Sub Regional Road Group & Wheatbelt South RRG**

There are 10 Regional Road Groups (RRG) in WA, established under the State Road Funds to Local Government Agreement which is overseen by a State Advisory Committee (SAC). The RRGs make recommendations to SAC in relation to the Annual Local Government Roads Program for their Region and any other relevant issues.

The RRGs are comprised of elected representatives from each Local Government within the road group. Regional Road Group members serve a vital and valuable role in ensuring that road funding decisions maximise community benefits and preserve and improve the road system across Western Australia.

Quairading is located in the Main Roads Wheatbelt South Region

A Regional Road Group may establish Sub Groups (or Technical Groups) to:

- Assist to identify road funding priorities
- Provide advice to the Regional Road Group
- Consider local roads issues to inform decision making by the Regional Road Group

Council is in the Roe Sub Regional Road Group which comprises the Shires of Bruce Rock Corrigin, Kondinin, Naremben and Quairading.

The Sub Regional Road Group meet at least once a Year and historically have met in Corrigin.

Regional Road Group meet twice a Year and in more recent years have held their Meetings in Wickepin.

For further information download the [Elected members Reference Information](#)

## STATUTORY ENVIRONMENT

Local Government Act 1995

### 5.8. Establishment of committees

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

\* *Absolute majority required.*

### 5.9. Committees, types of

(1) In this section —

**other person** means a person who is not a council member or an employee.

(2) A committee is to comprise —

- (a) council members only; or
- (b) council members and employees; or
- (c) council members, employees and other persons; or
- (d) council members and other persons; or
- (e) employees and other persons; or
- (f) other persons only.

### 5.10. Committee members, appointment of

(1) A committee is to have as its members —

- (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
- (b) persons who are appointed to be members of the committee under subsection (4) or (5).

\* *Absolute majority required.*

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

(3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.

(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.

(5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —

- (a) to be a member of the committee; or
- (b) that a representative of the CEO be a member of the committee,

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

*[Section 5.10 amended: No. 16 of 2019 s. 18.]*

#### 5.11A. Deputy committee members

- (1) The local government may appoint\* a person to be a deputy of a member of a committee and may terminate such an appointment\* at any time.

\* *Absolute majority required.*

- (2) A person who is appointed as a deputy of a member of a committee is to be —
  - (a) if the member of the committee is a council member — a council member; or
  - (b) if the member of the committee is an employee — an employee; or
  - (c) if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or
  - (d) if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.
- (3) A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.
- (4) A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.

*[Section 5.11A inserted: No. 17 of 2009 s. 20.]*

#### 5.11. Committee membership, tenure of

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —
  - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
  - (b) the person resigns from membership of the committee; or
  - (c) the committee is disbanded; or
  - (d) the next ordinary elections day,

whichever happens first.

- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —
  - (a) the term of the person's appointment as a committee member expires; or
  - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or
  - (c) the committee is disbanded; or
  - (d) the next ordinary elections day,

whichever happens first.

#### Local Government Act 1995 Section 7.1A. Audit committee.

##### 7.1A. Audit committee

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.



- (2) The members of the audit committee of a local government are to be appointed\* by the local government and at least 3 of the members, and the majority of the members, are to be council members.

\* *Absolute majority required.*

- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.
- (4) An employee is not to be a member of an audit committee.

Bush Fires Act 1954, Section 67.

#### 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.

#### Emergency Management Act 2005

##### 8. Local emergency management committees

- (1) A local government is to establish one or more local emergency management committees for the local government's district.
- (2) If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.
- (3) A local emergency management committee consists of —
  - (a) a chairman and other members appointed by the relevant local government in accordance with subsection (4); and
  - (b) if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.

- (4) Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.

## POLICY IMPLICATIONS

N/A.

## FINANCIAL IMPLICATIONS

Council provides a Budget Allocation of \$26,500 the 2019/2020 Year for Elected Member Meeting Sitting Fees for eligible Meetings.

Sitting Fees are payable on Council meetings, Committee Meeting where the Committee comprises only Elected Members and for external Meetings such Central Country Zone and the Sub Regional and Regional Road Groups.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

| ITEM | OUTCOMES AND STRATEGIES   |
|------|---|
| G1   | Robust Integrated Planning and Reporting (IPR)                                      |
| G1.1 | Continual improvement in IPR, transparency and accountability                       |
| G2   | Strengthened Advocacy and Partnerships  |
| G2.3 | Regional and sub-regional partnerships to achieve better outcomes for the community |
| G3   | Community Engagement  |

## COMMUNITY CONSULTATION

N/A.

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

Financial - Risk Matrix Rating is assessed as Low. Meeting Fees are provided for in Council Budget.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. If Council Committees do not operate in accordance with relevant legislation, there may be a potential breach of the relevant Act and/or subsidiary legislation. The Terms of Reference are designed to ensure that the committees operate accordingly.

Operation – Risk Matrix Rating is assessed as Low. The operation of Committees and Advisory Groups are within Council's existing structure and Corporate Operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

## COMMENT

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

Council is to consider the appointment of these Delegates for the next Local Government Election Cycle of two (2) Years.

Details on each of the Committees and Organisations are available from the Chief Executive Officer.

## 10.2 Development Assessment Panels (DAP) – Local Government Nominations

|                               |                                       |
|-------------------------------|---------------------------------------|
| <b>Meeting Date</b>           | 31 <sup>st</sup> October 2019         |
| <b>Responsible Officer</b>    | CEO Graeme Fardon                     |
| <b>Reporting Officer</b>      | CEO Graeme Fardon                     |
| <b>Attachments</b>            | DAP Correspondence & Nomination Form  |
| <b>Owner/Applicant</b>        | DAP Secretariat/Minister for Planning |
| <b>Disclosure of Interest</b> | Nil                                   |

### OFFICER RECOMMENDATION

That Council: -

**Nominates Councillors \_\_\_\_\_ and \_\_\_\_\_ to be the Shire of Quairading Local Members to sit on the local Joint Development Assessment Panel.**

**Nominates Councillors \_\_\_\_\_ and \_\_\_\_\_ to be the Shire of Quairading Alternate Local Members to sit on the local Joint Development Assessment Panel.**

**VOTING REQUIREMENTS – Simple Majority**

### IN BRIEF

- Correspondence has been received from the DAP Secretariat regarding potential changes in the Shire's DAP membership following the local government elections.
- Council is requested to nominate four elected members, comprising two local members and two alternate local members to sit on the Mid-West Wheatbelt DAP as required.

### MATTER FOR CONSIDERATION

Review and nominate the Shire's local Development Assessment Panel members.

### BACKGROUND

The Development Assessment Panels Secretariat have advised the Shire that following the local Government Elections 2019, there may be a change in Council's selected Local Government DAP membership if the composition of Council changes.

Under regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011* (DAP Regulations), Council is requested to nominate four elected members, comprising two local members and two alternate local members to sit on the Mid-West Wheatbelt DAP as required. The Local Government nominations process is online and is required to be received by Friday 8<sup>th</sup> November 2019.

Following receipt of all local government nominations, the Minister for Planning will consider and appoint nominees for the term ending on 26 January 2022.

All appointed local members will be placed on the local government member register and advised of DAP training dates and times. It is a mandatory requirement, pursuant to the DAP regulations, that all DAP members attend training before they can sit on a DAP and determine applications. Local government members who have previously undertaken training are not required to attend further training, but are encouraged to attend refresher training.

The current DAP members for the Shire of Quairading are Cr Brett McGuinness and Cr Jo Haythornthwaite and Councillors Jill McRae and Bill Shenton were the alternate members.

For Councillors information, Development Assessment Panels are convened in the following Planning Cases: -

### **Mandatory DAP applications (Act s. 171A(2)(a))**

Subject to regulation 4A, a development application is of a class prescribed under section 171A(2)(a) of the Act if it is for the approval of —

- (a) development in the district of the City of Perth that has an estimated cost of \$20 million or more; or
- (b) development in a district outside of the district of the City of Perth that has an estimated cost of \$10 million or more.

### **Optional DAP applications (Act s. 171A(2)(ba))**

Subject to regulation 4A, a development application is of a class prescribed under section 171A(2)(ba) of the Act if it is for the approval of any of the following —

- (a) development in the district of the City of Perth that has an estimated cost of \$2 million or more and less than \$20 million;
- (b) development in a district outside of the district of the City of Perth that has an estimated cost of \$2 million or more and less than \$10 million;
- (c) development of a warehouse in any district that has an estimated cost of \$2 million or more.

## **STATUTORY ENVIRONMENT**

Under Regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011* Council is required to nominate, as soon as possible following elections, four elected council members to sit as DAP members.

Nominations are to be completed on the attached authorised form.

## **POLICY IMPLICATIONS**

N/A.

## **FINANCIAL IMPLICATIONS**

Nominated Councillors are remunerated for their time and travel attending training and meetings.

Since the inception of DAP's no Quairading Members have received DAP Training

It is acknowledged that to date the current members are yet to receive training, although training was requested following the nomination of the current DAP members. This situation is not uncommon and generally regional/rural members are provided/offered trained as required, i.e. if and when a DAP application is received (or will be received).

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

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

| ITEM | OUTCOMES AND STRATEGIES   |
|------|---|
| G2   | Strengthened Advocacy and Partnerships  |
| G2.3 | Regional and sub-regional partnerships to achieve better outcomes for the community |

It is important that Quairading has local representation on the Development Assessment Panel should a development application be submitted that meets the thresholds of the DAP Regulations.

## **COMMUNITY CONSULTATION**

N/A

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

Financial - Risk Matrix Rating is assessed as Low. DAP Sitting expenses are separate to Council's Budget for Councillors Meeting Fees.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Reputational Risk is mitigated with Council having nominated its DAP Delegates.

Operation – Risk Matrix Rating is assessed as Low. Operation of DAP is separate to Council's Planning Service and Function.

Natural Environment – Risk Matrix Rating is assessed as Low.

**COMMENT**

The correspondence from the DAP Secretariat notes the McGowan Government's recently launched program, OnBoardWA, which aims to increase the total number of women appointed to Government board and committees to 50 per cent by 2019. Council is therefore encouraged to consider diversity of representation when putting forward the DAP nominations.



Government of **Western Australia**  
Development Assessment Panels

|  |                    |
|--|--------------------|
| SHIRE OF<br>QUAIRADING   | FILE NO:           |
|  | <b>16 OCT 2019</b> |
|  | TO: <b>ES.</b>     |
| COPY TO: DP/12/00609<br>Enquiries: DAP Secretariat<br>Telephone: 6551 9919 |                    |

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

Dear Mr Fardon,

## **DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT NOMINATIONS**

Following the upcoming local government elections to be held on 19 October 2019, there may be a change in your local government DAP membership if the composition of your council changes. In this instance, your local government will need to nominate replacement DAP members for appointment by the Minister for Planning.

Each DAP comprises of five members, being three specialist members and two local government members. All current local government DAP members were appointed on the 26 July 2018, for a term ending 26 January 2020.

Representation of local interests is a key aspect of the DAPs system. Under regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011* your local council is requested to nominate, as soon as possible following the elections, four elected council members to sit as DAP members for your local government. Using the attached form, nominations should be submitted via email to the DAPs Secretariat at [daps@dplh.wa.gov.au](mailto:daps@dplh.wa.gov.au).

All local government councils are requested to provide nominations for local government DAP members by Friday 8 November 2019, to ensure local interests are represented in future DAP determinations. If you are unable to provide nominations by the above date, please contact the DAPs Secretariat to discuss alternative arrangements and implications. If there is no change to your local government DAP representation following the local government elections, confirmation of this should be provided to the DAPs Secretariat as soon as possible. Once nominations are received, the Minister will appoint local government DAP members for the term ending 26 January 2022.

The McGowan Government launched OnBoardWA as part of its commitment to increase the diversity and backgrounds of Government board and committees along with the total number of women appointed to 50 per cent by 2019.

I encourage you to consider diversity of representation when putting forward your local government nominations in supporting this important election commitment. Further information about OnBoardWA can be found at <http://www.onboardwa.jobs.wa.gov.au>.

The Action Plan for Planning Reform has been released to ensure the Western Australian planning system continues to deliver great outcomes and great places for Western Australians. Changes to the DAP system have been identified as part of the reform initiatives to provide a more robust DAP process that promotes consistency and transparency in decision-making. Please note that the local government membership configuration on the DAP will not be affected by the reform initiatives.

If you have any queries regarding this request for nominations, please contact the DAPs secretariat on (08) 6551 9919 or email [daps@dplh.wa.gov.au](mailto:daps@dplh.wa.gov.au). Further information is available online at <https://www.dplh.wa.gov.au/daps>.

Yours sincerely



Gail McGowan PSM  
Director General

12 October 2019



## DEVELOPMENT ASSESSMENT PANELS LOCAL GOVERNMENT MEMBER NOMINATION

Please complete the form and submit to [daps@dplh.wa.gov.au](mailto:daps@dplh.wa.gov.au).

|                         |  |
|-------------------------|--|
| <b>Local Government</b> |  |
| <b>DAP Name</b>         |  |

|                                 | Member 1  |  | Member 2  |  |
|---------------------------------|-----------|--|-----------|--|
| <b>Name</b>                     |           |  |           |  |
| <b>Address</b>                  |           |  |           |  |
| <b>Phone</b>                    |           |  |           |  |
| <b>Email</b>                    |           |  |           |  |
| <b>Date of Birth</b>            |           |  |           |  |
| <b>Sex</b>                      |           |  |           |  |
| <b>*Employer Name/s</b>         |           |  |           |  |
| <b>*Position/s</b>              |           |  |           |  |
| <b>*Employment Status</b>       | Full Time | Part Time/Casual -<br>Specify hours per week | Full Time | Part Time/Casual -<br>Specify hours per week |
| <b>*Eligibility for Payment</b> | Yes       | No   | Yes       | No   |

|                                 | Alternate Member 1 |  | Alternate Member 2 |  |
|---------------------------------|--------------------|--|--------------------|--|
| <b>Name</b>                     |                    |  |                    |  |
| <b>Address</b>                  |                    |  |                    |  |
| <b>Phone</b>                    |                    |  |                    |  |
| <b>Email</b>                    |                    |  |                    |  |
| <b>Date of Birth</b>            |                    |  |                    |  |
| <b>Sex</b>                      |                    |  |                    |  |
| <b>*Employer Name/s</b>         |                    |  |                    |  |
| <b>*Position/s</b>              |                    |  |                    |  |
| <b>*Employment Status</b>       | Full Time          | Part Time/Casual -<br>Specify hours per week | Full Time          | Part Time/Casual -<br>Specify hours per week |
| <b>*Eligibility for Payment</b> | Yes                | No   | Yes                | No   |

*\* The employment details refer only to external employment and does not include your role as a Local Government member. Eligibility for DAP sitting fees is determined in accordance with the Premier's Circular 2017/18.*

| LOCAL GOVERNMENT CONTACT DETAILS – MINUTE TAKER |  |              |  |
|---|--|--------------|--|
| <b>Name</b>                                     |  |              |  |
| <b>Phone</b>                                    |  | <b>Email</b> |  |



### 10.3 Strategic Planning Committee Minutes – 15<sup>th</sup> October 2019

|                               |  |
|-------------------------------|--|
| <b>Meeting Date</b>           | 31 <sup>st</sup> October 2019  |
| <b>Responsible Officer</b>    | CEO Graeme Fardon  |
| <b>Reporting Officer</b>      | CEO Graeme Fardon  |
| <b>Attachments</b>            | Minutes of Meeting   |
| <b>Owner/Applicant</b>        | Shire of Quairading  |
| <b>Disclosure of Interest</b> | Cr Smith verbally declared an Impartiality Interest with Item 8.1 Community Grant Application – Round 2 – Doodenanning Sports Club at the Strategic Planning Committee Meeting.<br>Cr Brown verbally declared an Impartiality Interest with Item 8.1 Community Grant Application – Round 2 – Quairading Tennis Club at the Strategic Planning Committee Meeting. |

#### OFFICER RECOMMENDATION

1. That Council receive the Minutes of the Strategic Planning Committee for its Meeting of 15<sup>th</sup> October 2019; and

That Council consider each of the Committee's following recommendations individually: -

#### 1) Community Grant Application – Round 2

**RECOMMENDATION: SP06-19/20**

That the Strategic Planning Committee recommend to Council that: -

1. Council award Grants to the value of \$3,483.00 to the Clubs and Organisations listed below for Round 2 of the Community Grants.

|                            |   |                   |
|----------------------------|---|-------------------|
| Quairading Photo Club      | Photography Workshop for Photo Club and Community with Dale Neill | Nil               |
| Quairading Tennis Club     | Water Cooler  | \$1,483.00        |
| Doodenanning Sporting Club | Defibrillator & first aid equipment                               | \$500.00          |
| Quairading RSL             | National Servicemen's Memorial Plaque                             | \$1,500.00        |
| Quairading CRC             | Astrid Volke Photography Free workshop for Community              | Nil               |
| <b>TOTAL</b>               |   | <b>\$3,483.00</b> |

2. Council funds the approved Round 2 Community Grants by increasing the 2019/20 Community Grants budget by \$646 to be funded from Council's Opening Surplus.

#### 2) Building Condition Report and Inventory Report

**RECOMMENDATION: SP07-19/20**

That the Strategic Planning Committee recommend to Council that: -

Council notes the Council's Building Condition Report and Inventory Reports.

#### 3) Light Industrial Land Concept

**RECOMMENDATION: SP08-19/20**

That the Strategic Planning Committee recommends to Council that: -

The Light Industrial Land Development Concept Plan as presented be supported by Council.

**4) Regional Airports Program****RECOMMENDATION: SP09-19/20**

That the Strategic Planning Committee recommends to Council that: -

**Council supports an Application being prepared and submitted to the Regional Airports Program for the resurfacing of the Airstrip Apron / Setdown Area.****VOTING REQUIREMENTS – Simple Majority****IN BRIEF**

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

**MATTER FOR CONSIDERATION**

Minutes of the Strategic Planning Committee.

**BACKGROUND**The Strategic Planning Committee met on 15<sup>th</sup> October 2019 from which there are four (4) recommendations for Council consideration, namely: -

- RESOLUTION: SP06-19/20
- RESOLUTION: SP07-19/20
- RESOLUTION: SP08-19/20
- RESOLUTION: SP09-19/20.

**STATUTORY ENVIRONMENT**

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

**POLICY IMPLICATIONS**

N/A.

**FINANCIAL IMPLICATIONS****SP06-19/20** – Committee Recommendation proposes an increase of \$646 in the Community Grants Program Budget (GL 3212). The Adopted Budget amount is \$34,154. Increase to be funded from Council's Opening Surplus Position of \$130,308. The recommended increase in Operating Expenditure will have a relatively minor impact on Council's Operating Surplus Ratio.**SP07-19/20** – Nil implications at this time.**SP08-19/20** – Overall Concept is not included in Council's Adopted Budget. Recommendation is Concept Approval only. However, Stage 1 being the subdivision and development of one (1) Lot of at least 4000m<sup>2</sup> is provided for in Council's Adopted Capital Budget with a budget of \$155,851. Stage 1 is to be funded fully from Council's Town Planning and Development Reserve Fund. No impact on Council's Operating Surplus Ratio.**SP09-19/20** – Committee Recommendation is for Council to support making an Application to the Regional Airports Program for Capital Works in the 2020/2021 Year. No impact on Council's Financial position at this time.

## 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

**SP06-19/20** – Second Round of the Community Grants Program was widely publicised in the Community and Groups with the Applications closing on the 30<sup>th</sup> September 2019.

**SP07-19/20** – N/A

**SP08-19/20** – Concept has been foreshadowed for several years and layout and size of the proposed lots has been discussed with Interested Third Parties.

**SP09-19/20** – Chief Executive Officer to liaise with the Quairading Sub Centre of St. John Ambulance on the scope of the Resurfacing works on the Airstrip Bitumen Apron Area as part of the research and preparation of the Grant Application.

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

Financial – Risk Matrix Rating assessed as Low. Committee Recommendations are of minimal financial risk to Council with a minor variation to Council Budget for Round 2 of the Community Grants Program

Health – Risk Matrix Rating assessed as Low.

Reputation – Risk Matrix Rating assessed as Low. Recommendations propose minor variation to the Adopted Budget to fund the Community Grants recommended for approval. Reputational Risk will be heightened if Council do not adequately plan for the Light Industrial Land Area.

Operation – Risk Matrix Rating assessed as Low.

Natural Environment – Risk Matrix Rating considered as Low. Committee Recommendations assessed as having no significant impact or risk on the Natural Environment.

### COMMENT

Minutes of the 15<sup>th</sup> October 2019 Meeting of the Strategic Planning Committee include four (4) recommendations to Council for which the background of each recommendation is contained in the Minutes.

## SHIRE OF QUAIRADING

The Strategic Planning Committee Minutes of Meeting held on Tuesday 15<sup>th</sup> October 2019 commencing at 5.02 pm.

### ITEM 1 OPENING & ANNOUNCEMENTS

---

The Chairperson opened the Meeting at 5.02 pm.

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

### ITEM 2 ATTENDANCE AND APOLOGIES

---

#### Councillors

|                       |                                    |
|-----------------------|------------------------------------|
| Cr B McGuinness       | Deputy Shire President/Chairperson |
| Cr W Davies           | 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 A Rourke    | Executive Manager of Works & Services   |
| Mr RM Bleakley | IPR and Strategic Projects Officer      |

#### Apologies

Nil

#### Leave of Absence Previously Granted

Nil.

### ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

---

Nil.

### ITEM 4 DECLARATIONS OF INTEREST

---

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

Cr Smith verbally declared an Impartiality Interest with Item 8.1 Community Grant Application – Round 2 – Doodenanning Sports Club.

## ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

### 5.1 Confirmation of Minutes – 13<sup>th</sup> August 2019

#### **RECOMMENDATION: SP05-19/20**

#### **MOVED Cr Haythornthwaite SECONDED Cr Davies**

That the Minutes of the Strategic Planning Committee Meeting held on the 13<sup>th</sup> August 2019 be confirmed as a true and accurate record.

**CARRIED 7/0**

### 5.2 Business Arising

#### **Cr Smith**

#### ***SP03-19/20 Town Planning Services***

The Chief Executive Officer reported that Proposals from Town Planning Consultants / Services had been invited and upon receipt would be assessed and recommendation made for engagement of Town Planning Services.

#### ***11.2 (SPC August 2019) Community Survey Results***

Cr Smith enquired on what follow up actions had been taken on the results of the Community Survey in relation to Customer Service at the Administration Centre.

The Chief Executive Officer advised that the specific Community responses on Customer Service across the organisation, had been discussed by the Executive Management Team with improvement actions including ongoing staff training and mentoring.

#### ***SP03 – 19/20 Swimming Pool – Electricity Tariffs***

Mr Bleakley reported that Electricity Tariffs are being tested through the WALGA Preferred Suppliers Scheme and suppliers have been requested to clarify and finalise their proposals. The meeting noted that significant savings have been identified and it is proposed that the new Electricity Supply agreement should be in place by 1<sup>st</sup> November 2019.

#### **Cr McRae**

#### ***Swimming Pool Shade Sail***

Mr Bleakley reported that the Report from Council's Structural Engineer on the reduced shade sail design was awaited. The Meeting requested that it be obtained and presented to the November 2019 Ordinary Council Meeting.

## ITEM 6 REFERRED STRATEGIC PROPOSALS

### 6.1 Referred Strategic Proposals / Matters

Noted.

| #  | MATTER   | SCP   | CBP | LTFP | 19/20 BUDGET   |
|----|--|---|-----|------|--|
| 1  | Building Strategy  | G1, B2.1, B2.2                                  | Y   | Y    | Y – In house Development   |
| 2  | Solar Power for Caravan Park/<br>Swimming Pool / Oval                      | ED2.1, S1.1,<br>NE1.1                           | N   | N    | N – Budget Review Item, Further Research   |
| 3  | Progressing the potential<br>bituminising of the airstrip                  | B2.2  | Y   | N    | N<br>(\$30,000 listed for 20/21 for Apron only)  |
| 4  | Community Park / Trail   | S1.1, S1.2, NE2.2,<br>S2.2, S4.5, B2.2,<br>G3.2 | Y   | Y    | Y - \$20K Concept and Design in 2019/20<br>Progression is subject to Applications for Grant Funding.<br>\$73,227 in Trust Fund<br>\$75,000 retained in Building & Infrastructure Reserve Fund.         |
| 5  | Business Attraction Strategy   | ED1.1, ED2.1                                    | Y   | Y    | N – In House Development of Strategy   |
| 6  | Energy Efficient Street Lighting   | NE1.1   | Y   | Y    | N  |
| 7  | Tourist Layby, Opposite the<br>Shopping Precinct Carpark in Heal<br>Street | B2.1, B2.2, S4.5                                | Y   | Y    | Y- Concept Design funded in 2019/20 Budget – Engineering Consultancy<br>N- Construction  |
| 8  | Configuration of Entry Western End<br>Heal Street                          | B2.1, B2.2, S4.5                                | N   | N    | Y- Concept Design funded in 2019/20 Budget – Engineering Consultancy<br>N- Construction  |
| 9  | Pink Lake Layby Concept<br>(Western side of the Lake)                      | NE2, NE2.1, NE2.2                               | N   | N    | N – Construction<br>Concept submitted back to Main Roads   |
| 10 | Tourism Strategy   | ED1.1, ED2, ED2.1,                              | Y   | Y    | Y – Provision of \$10K in 2019/20 Budget for Strategy Actions<br>Y - Street Signage Upgrade \$20K in 2019/20 Budget (of which \$10K from Grant)<br>Y – Area Tourist Promotion \$5K in the 19/20 Budget |
| 11 | Alternative Power (Tyres)  | NE1.1, NE1.2                                    | N   | N    | N  |
| 12 | Fuelled Waste<br>Power Generation  | NE1.1, NE1.2                                    | N   | N    | N  |
| 13 | Waste Strategy Plan  | NE1.1, NE1.2                                    | Y   | Y    | N  |
| 14 | Traffic Control – Review Paper<br>on In House versus Contractor<br>Model   | B2, G1.1, G4                                    | N   | N    | Contractor Model in 19/20 Adopted Budget.  |

ITEM 7 ECONOMIC: GROWING ECONOMY & EMPLOYMENT OPPORTUNITIES

---

*No matters for consideration.*

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

Cr Smith verbally declared an Impartiality Interest with Item 8.1 Community Grant Application – Round 2 – Doodenanning Sports Club.

Cr Brown verbally declared an Impartiality Interest with Item 8.1 Community Grant Application – Round 2 – Quairading Tennis Club.

### 8.1 Community Grant Application – Round 2

|                               |                                |
|-------------------------------|--------------------------------|
| <b>Meeting Date</b>           | 15 <sup>th</sup> October 2019  |
| <b>Responsible Officer</b>    | Graeme Fardon, CEO             |
| <b>Reporting Officer</b>      | Jen Green, GPO                 |
| <b>Attachments</b>            | Community Grant Assessment PDF |
| <b>Owner/Applicant</b>        | N/A                            |
| <b>Disclosure of Interest</b> | Nil                            |

### OFFICER RECOMMENDATION

That the Strategic Planning Committee Recommend to Council that: -

1. Council award Grants to the value of \$7,862.00 to the Clubs and Organisations listed below for Round 2 of the Community Grants

|                                   |  |                   |
|-----------------------------------|--|-------------------|
| <b>Quairading Photo Club</b>      | <b>Photography Workshop for Photo Club and Community with Dale Neill</b> | <b>\$1,700.00</b> |
| <b>Quairading Tennis Club</b>     | <b>Water Cooler</b>  | <b>\$1,733.00</b> |
| <b>Doodenanning Sporting Club</b> | <b>Defibrillator &amp; first aid equipment</b>                           | <b>\$509.00</b>   |
| <b>Quairading RSL</b>             | <b>National Serviceman's Memorial Plaque</b>                             | <b>\$2,500.00</b> |
| <b>Quairading CRC</b>             | <b>Astrid Volke Photography Free workshop for Community</b>              | <b>\$1,420.00</b> |
| <b>TOTAL</b>                      |  | <b>\$7,862.00</b> |

2. Council funds Round 2 of the Community Grants by increasing the 2019/20 Community Grants budget by \$6,667 to be funded from the Council surplus.

**RECOMMENDATION LAPSED DUE TO LACK OF A MOVER**

### Committee Discussion

Committee discussed in detail each Community Grant Application and Proposal, Financial Capabilities of each Applicant Group, External Grant Funding opportunities and the parameters set in Council's Adopted Budget.

Discussion ensued on the future review of the Community Grants Program, including specifying minimum Contribution levels for Applicant Clubs/Organisations and that funding should not be granted retrospectively for any Proposals already undertaken or completed.



**COMMITTEE MOTION****RECOMMENDATION: SP06-19/20****MOVED Cr Smith SECONDED Cr Haythornthwaite**

**That the Strategic Planning Committee recommend to Council that: -**

1. Council award Grants to the value of \$3,483.00 to the Clubs and Organisations listed below for Round 2 of the Community Grants.

|                                   |  |                   |
|-----------------------------------|--|-------------------|
| <b>Quairading Photo Club</b>      | <b>Photography Workshop for Photo Club and Community with Dale Neill</b> | <b>Nil</b>        |
| <b>Quairading Tennis Club</b>     | <b>Water Cooler</b>  | <b>\$1,483.00</b> |
| <b>Doodenanning Sporting Club</b> | <b>Defibrillator &amp; first aid equipment</b>                           | <b>\$500.00</b>   |
| <b>Quairading RSL</b>             | <b>National Servicemen's Memorial Plaque</b>                             | <b>\$1,500.00</b> |
| <b>Quairading CRC</b>             | <b>Astrid Volke Photography Free workshop for Community</b>              | <b>Nil</b>        |
| <b>TOTAL</b>                      |  | <b>\$3,483.00</b> |

2. Council funds the approved Round 2 Community Grants by increasing the 2019/20 Community Grants budget by \$646 to be funded from the Council's Opening Surplus.

**CARRIED 4/3**

**Committee Discussion**

Committee requested that the Administration undertake further investigation into the decommissioned water cooler at the Tennis Club, so as to determine if a replacement Water Cooler could be claimed under Council's Insurances, alternatively if the cost would be a Building Maintenance item or remain as a Grant to the Tennis Club, who would then cover the cost of installation of the unit.

Further details to be presented to the Council Meeting.

The Meeting also supported that the Quairading RSL be encouraged to seek out additional External Grant Funding for the proposed National Servicemen's Memorial Plaque.

The Meeting also recommended that the Quairading CRC and the Photo Club be encouraged to collaborate on a joint Photo Workshop / Display with their respective resources and potential external Grant Funding.

**IN BRIEF**

- Community Grant Process was reviewed and updated in late 2018.
- Five applications were received for Grant 2 in Round 2 of the Grants Program to the value of \$7,862.00
- Details of each Application have been provided for Committee Consideration and Recommendation to Council.
- All applications were evaluated by the Grant Team based on criteria in the Grant Guidelines.
- The process will be again reviewed in November 2019 for the 2020/2021 Grants Program.

**MATTER FOR CONSIDERATION**

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

The policy document provides the framework for the Shire to request applications from Sporting and Recreation Clubs for grant funding. 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 funding is not for operational costs.

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

**Grant 3 – Major Projects over \$2,500** - 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.

At the June Council Meeting, Council resolved to approve Round 1 of Grant 2 applications to a total of \$32,320.00.

The window of opportunity for submitting Community Grant Applications was from 6<sup>th</sup> August to 30<sup>th</sup> September 2019.

A total of five (5) submissions were received requesting funding for projects or events with a total value of \$7862. Evaluation of the five Grant applications is attached.

#### **CURRENT GRANT 2 APPLICATIONS**

| <b>Club</b>                | <b>Project/Event</b>  | <b>Amount Requested</b> |
|----------------------------|---|-------------------------|
| Quairading Photo Club      | Photography Workshop for Photo Club and Community with Dale Neill | \$1,700.00              |
| Quairading Tennis Club     | Water Cooler  | \$1,733.00              |
| Doodenanning Sporting Club | Defibrillator & first aid equipment                               | \$509.00                |
| Quairading RSL             | National Serviceman's Memorial Plaque                             | \$2,500.00              |
| Quairading CRC             | Astrid Volke Photography Free workshop for Community              | \$1,420.00              |
| <b>TOTAL REQUESTED</b>     |   | <b>\$7,862.00</b>       |

#### **Previous 2019/20 Approved Grant Applications**

| <b>Grant</b>         | <b>Amount Awarded</b> |
|----------------------|-----------------------|
| 1 (In-Kind)          | \$1,984.00            |
| 2 (Round 1 19/20)    | \$5,200.00            |
| 3                    | \$1,000.00            |
| 4                    | \$22,775.00           |
| <b>TOTAL TO DATE</b> | <b>\$30,959.00</b>    |

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995.*

#### **POLICY IMPLICATIONS**

Community Grant Policy.

## FINANCIAL IMPLICATIONS

### Community Grants

|                                  |          |
|----------------------------------|----------|
| GL Account                       | 3212     |
| Budget                           | \$34,154 |
| Year to Date Spent (Round 1)     | \$28,300 |
| Year to Date Committed (Round 1) | \$675    |
| In kind spent and committed      | \$1,984  |
| In kind to be spent              | \$2,000  |
| Round 2                          | \$7,862  |
| Amount remaining                 | \$-6,667 |

The above table shows the current and estimated expenditure for the 2019/20 Community Grants. As this amount is over budget an amount of \$6,667 needs to be allocated from the budget surplus to fund the expenditure.

This additional expenditure will have a negative impact on the Operating Surplus Ratio.

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

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

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

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

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

### COMMUNITY CONSULTATION

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

- Five 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 1:
  - Open to further applications for the duration of 2019/20 Financial Year.
- Grant 2:
  - 2020/21 Applications will open early next year.
- To deliver the ongoing Grant 1 & 2 applications will need to allocate additional resources above current budget allocation.

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

### 9.1 Building Condition Report and Inventory Report

|                               |   |
|-------------------------------|---|
| <b>Meeting Date</b>           | Tuesday 15 <sup>th</sup> October 2019   |
| <b>Responsible Officer</b>    | Graeme Fardon CEO   |
| <b>Reporting Officer</b>      | Nathan Gilfellon EMCS   |
| <b>Attachments</b>            | Council Property Inventory October 2019<br>Shire Recreation Buildings Current Condition Report<br>Sporting and Recreation Facility Study<br>Shire Building's Condition Report |
| <b>Owner/Applicant</b>        | Shire of Quairading   |
| <b>Disclosure of Interest</b> | Nil   |

#### OFFICER RECOMMENDATION

##### RECOMMENDATION: SP07-19/20

##### **MOVED Cr Davies SECONDED Cr Haythornthwaite**

That the Strategic Planning Committee recommend to Council that: -

Council notes the Council's Building Condition Report and Inventory Reports.

**CARRIED 7/0**

#### IN BRIEF

- Historical information has been updated and is presented.
- Condition reports and future renewal costings for sporting facilities are presented.
- Building register including conditions for all Shire buildings will be presented to the meeting. This presentation will outline the current conditions of the Shire's Buildings.

#### MATTER FOR CONSIDERATION

To provide information on historical building information, Sporting and Recreation Facility Study and to present the summarised condition reports.

#### BACKGROUND

Condition reports have been conducted by the Manager of Health and Building and the Technical Services Officer in recent years. The Technical Services Officer has inspected residential properties and the Manager of Health and Building has inspected Commercial and Community Buildings. These inspections have been documented using individual forms. These forms have now been inputted into the new property register to provide an easier method in the future and to provide an overview of the condition of each of the Shire Properties. This register is still in progress of development; however, the priority areas of work have been identified.

The Council Property Inventory is a listing of all properties including age, design and works that have been completed. This gives a historical view on each property.

A detailed condition report from 2017 by the Manager of Health and Building is attached along with the Sports and Recreation Facilities Study report prepared Registered Builder Adam May (Bent Nail). This was prepared to address the issues found in the 2017 condition report and to provide details of

works needed to extend the life of the facilities another 25 – 30 years. Findings from this report have not yet been included in the Council's Integrated Planning Framework.

## STATUTORY ENVIRONMENT

Nil

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

The reports attached and information within this report are for information purposes only, therefore there is no financial implication. However, improvements in the asset management process will allow for better reporting on the costs of maintaining and improving Council's Property Assets. This information can then be detailed in future asset management reporting to Council.

## 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  | -   |

## COMMUNITY CONSULTATION

Nil

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

Financial - Risk Matrix. Rating is assessed as Low. Without appropriate oversight of Council's Building Assets there is a risk of increased future renewal costs due to less than appropriate maintenance and misallocation of capital on future projects and renewals.

Health – Risk Matrix. Rating is assessed as Low. Poorly maintained buildings could result in negative health impacts by residents of users of the building.

Reputation – Risk Matrix. Rating is assessed as Low. Reputation Risk will escalate if Council does not adequately fund and perform the future renewal and maintenance of Council's Building Assets.

Operation – Risk Matrix. Rating is assessed as Low. Due to many of Council's services being performed within Council's buildings assets, any long term closure of these buildings due to disrepair can have a large impact on Shires services. The loss of use of any residential building could also have an impact on the Shires services.

Natural Environment – Risk Matrix Rating is assessed as Low

**COMMENT**

A new Property Register is being developed in order to address several issues within the current building management and planning process. This process is to:

1. Combine condition reports from multiple officers into one report for each property. This is to allow easy reporting of the conditions of shire buildings. A condition rating key is to be developed to allow uniform rating.
2. Maintenance can be recorded within the register during inspections or as reported on an ongoing basis. This will allow for better tracking and reporting of maintenance performed on each property.
3. Historical information can be kept for each property, allowing easy access to a database of information for any new or current users.
4. A 10-15 year forward works plan is to be included within the register. This is to be created from condition reporting and useful life standards, to allow a quick and ongoing forward works plan that can be inserted into the Shire's integrated planning framework.

Currently only the inputting of the Condition Reports has been conducted, with historical information to be added in the next phase from the Council Inventory Listing Report. Following this will be to work on the 15 year forward works plan. The maintenance register is being developed and will be used on an ongoing basis.

## 9.2 Light Industrial Land Concept

|                               |   |
|-------------------------------|---|
| <b>Meeting Date</b>           | 15 <sup>th</sup> October 2019   |
| <b>Responsible Officer</b>    | CEO Graeme Fardon   |
| <b>Reporting Officer</b>      | CEO Graeme Fardon   |
| <b>Attachments</b>            | 7.1a Light Industrial Land Concept - LIA CONCEPT<br>7.1b Light Industrial Land Concept - QDG SALEYARDS LIU CONCEPT V2<br>7.1c Light Industrial Land Concept - I LIU - Stage 1 - Alternative Costs - T038.19 |
| <b>Owner/Applicant</b>        | Shire of Quairading   |
| <b>Disclosure of Interest</b> | N/A   |

### OFFICER RECOMMENDATION

**That the Strategic Planning Committee recommends to Council that: -**

**Subject to the Committee consideration, the Light Industrial Land Development Concept Plan be supported by Council.**

#### RECOMMENDATION: SP07-19/20

#### **MOVED Cr Haythornthwaite SECONDED Cr Davies**

That the Strategic Planning Committee recommends to Council that: -

The Light Industrial Land Development Concept Plan as presented be supported by Council.

**CARRIED 7/0**

### IN BRIEF

- Council has supported the planning for the development of Light Industrial / Service Industry Lots at the Old Saleyards Area (Lots 75 and 1) located off Winmar Road.
- Preliminary Concept Plans were developed with the support of Landcorp under the RDAP Program.
- The Project was removed from the RDAP Program due to a reduction in the Funding Stream by the State Government.
- The Concept has been further developed by Council following consultation with potential Interested Third Parties and also following the Main Roads realignment and construction of the Main Road Intersection and Layby Area.
- Council has previously directed the CEO on the following Development parameters: -
  - Development of Stage 1 (1 x serviced lot; Winmar Road; up to 5,000m<sup>2</sup>) - by 30<sup>th</sup> April 2020
  - Finalise concept plan for Stages 2 – 5 by 30<sup>th</sup> June 2020

### MATTER FOR CONSIDERATION

Discussion and feedback on the previous Concept Design for the 'Light Industry Lots' and any further modifications required prior to commitment to the Overall Concept Plan and proceeding to further detailed Planning / Surveying of Stage 1 (1 Lot).



## BACKGROUND

Concept Plan prepared provides for 5 (five) serviced lots with a proposed internal road connection in the later Stages of the development.

## STATUTORY ENVIRONMENT

N/A

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Council has budgeted for the planning of the Industrial Land Concept and to proceed to the Subdivisional Approval and Development process for Stage 1 (1 Lot).

The Engineering Consultant's Estimate of Project Costs for Stage 1 is \$155,851. Funding for Stage 1 is to come from the Town Planning and Development Reserve Fund.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Economic Objective: Growing economy and employment opportunities

| ITEM  | OUTCOMES AND STRATEGIES   | WORKING WITH   |
|-------|---|--|
| ED1   | Economic diversity and resilience   |  |
| ED1.1 | Economic and tourism development, including: <ul style="list-style-type: none"> <li>▪ adopt "Small Business Friendly Local Governments" program</li> <li>▪ review potential of the community's existing assets and facilities to drive improved economic outcomes</li> <li>▪ leverage Federal and State Government priorities and programs (e.g. building the capacity of local industry to undertake Local and State Government contracts)</li> <li>▪ work with stakeholders to determine facilitation approach to business and jobs growth</li> </ul> | Wheatbelt Development Commission (WDC), Regional Development Australia (RDA) Wheatbelt, Wheatbelt Business Network (WBN), Quairading CRC, local businesses, other stakeholders as identified |
| ED2   | Tourism facilities and services   |  |
| ED2.1 | Contribute to readily accessible visitor information and services, including good quality, affordable visitor accommodation   | Quairading CRC, Other businesses, Tidy Towns, accommodation providers  |

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

| ITEM | OUTCOMES AND STRATEGIES   |
|------|---|
| B2   | Enhanced and Sustainably Managed Assets and Infrastructure  |
| B2.2 | Ensure the provision of community facilities and other built assets takes into account the needs of the community |

| Project                         | Year<br>2017-18 | Year<br>2018-19 | Year<br>2019-20 | Year<br>2020-21 | Year<br>2021-22 | Year<br>2022-23 | Year<br>2026-27 | Grand Total |
|---------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------|
| Light Industrial Lots developed |                 |                 | 750,000         |                 |                 |                 |                 | 750,000     |

## COMMUNITY CONSULTATION –

Consultation only to date with potential Interested Third Parties in regard to preferred lot size for Lot No. 1

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

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

Council has budgeted for the Design Planning and Development Costs for Stage 1 of the Subdivision in the 2019/20 Year. Procurement will be in accordance with Council's Purchasing Policy.

Further Stages of the Land Development may attract external Grant Funding to assist with the significant costs of the Headworks Charges, the installation of services and the construction of the proposed road which will all be conditions under the Subdivisional Approval process.

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

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

Reputational Risk mitigated by providing funding and resources to further progress the Development Concept Plan and subject to State Planning Approval proceed to developing.

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

No additional draw on Council's operations with use of Consultants for Planning, Survey and Development. Concept and Project overseen by the CEO and the Executive Management Team.

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

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

---

*No matters for consideration.*

**ITEM 11 GOVERNANCE: STRONG GOVERNANCE & COMMUNITY ENGAGEMENT**

---

**11.1 Review of Strategic Planning Committee Terms of Reference**

**13<sup>th</sup> August 2019 Strategic Planning Committee: -**

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

## ITEM 12 COUNCILLOR'S FUTURE PROPOSALS

---

### Cr McRae

Regional Airports Program – Cr McRae advised the Meeting that the Federal Government has announced funding \$100 million over four years to 2022-23, to provide assistance to the owners of regional airports to undertake essential works, promote aviation safety and access for communities.

Cr McRae commented that several Councils had been successful getting funding under RADS to resurfacing of bitumen Set-down/Apron areas and noted that Council had not applied. The Chief Executive Officer confirmed that an Application had not been made to RADS as the Resurfacing Project was scheduled in the 2020/2021 year.

The Chief Executive Officer confirmed that Council was eligible to apply to the Federal Government's Regional Airports Funding Program and recommended that funding be sought for the resurfacing of the bitumen Area at the Airstrip which has been listed in Council's Corporate Business Plan for the 2020/2021 Financial year.

### **RECOMMENDATION: SP08-19/20**

#### **MOVED Cr McGuinness SECONDED Cr Brown**

That the Strategic Planning Committee recommends to Council that: -

Council supports an Application being prepared and submitted to the Regional Airports Program for the resurfacing of the Airstrip Apron / Setdown Area.

**CARRIED 7/0**

### Cr Smith

Cr Smith commented on the Review of the Strategic Community Plan, Long Term Financial Plan and Asset Management Plans and requested that this Issue be included in the Referred Strategic Proposals for future Committee Meetings.

### Cr Davies

Cr Davies enquired on the outcomes from the Aged Housing Working Group Meeting. Mr Bleakley advised that the Working Group Meeting had to be rescheduled.

Mr Bleakley further commented that there appeared to be a renewed interest by Government on Aged Housing Funding with \$2.8M being announced for 4 Councils at the end of last year and now being proceeded with.

The Meeting noted that a Site Survey was still to be undertaken on the Aged Housing Site before further Concept Design work can be undertaken.

### Cr Stacey

Cr Stacey requested an update on the status of the Bio box. The Meeting was advised by Mr Bleakley that the Audio Visual Contractor, K2AV, will be onsite in Quairading 16<sup>th</sup> October 2019 to resolve the problem and to provide further troubleshooting training.

ITEM 13      NEXT MEETING DATE

---

The next Strategic Planning Committee Meeting is scheduled to take place in for Tuesday 11<sup>th</sup> February 2020, date to be confirmed, commencing at 5.00 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

Cr McGuinness thanked both Cr McRae and Cr Brown for their contributions during the past two years on this Committee.

ITEM 14      CLOSURE

---

There being no further business, the Chairman closed the Meeting at 7.26 pm.

I certify the Minutes of the Strategic Planning Committee Meeting held on 15<sup>th</sup> October 2019 were confirmed on the 11<sup>th</sup> February 2020 as recorded.

Confirmed.....11/02/2020

## 10.4 #30 Murphy Street Quairading – Application to keep three (3) dogs

|                        |                               |
|------------------------|-------------------------------|
| Meeting Date           | 31 <sup>st</sup> October 2019 |
| Responsible Officer    | CEO Graeme Fardon             |
| Reporting Officer      | Kylie Spark (Contract Ranger) |
| Attachments            | Owner Application             |
| Owner/Applicant        | Mrs Shelley Reeves            |
| Disclosure of Interest | Nil                           |

### OFFICER RECOMMENDATION

That Council permit the keeping of (3) three dogs at 30 Murphy Street Quairading, subject to the following conditions: -

1. All dogs must be confined to the property and kept under control by the following means:
  - (a) Fencing and gates on the premises or a portion of the premises where the dogs are to be contained, must be of a suitable type, height and construction to prevent the dogs at all times from passing over, under or through it, or
  - (b) an approved electronic confinement.
2. Any proven complaints regarding the dogs offending against the Dog Act 1976 will result in the Approval being revoked and the number of dogs having to be reduced to a maximum of two (2) within fourteen (14) days.
3. All dogs must be registered and registration must be maintained.
4. The approval only applies to the following dogs:

| Name   | Breed        | Sex | Reg. No. | Age | Colour    |
|--------|--------------|-----|----------|-----|-----------|
| Buster | Blue Heeler  | M   | 0038     | 14  | Blue      |
| Gidget | Jack Russell | F   | 0036     | 13  | White/tan |
| Gypsie | Mastiff X    | F   | 0031     | 2.5 | Tan       |

5. Upon the death or disposal of one or more of the above dogs, the Approval will cease and the number of dogs permitted will revert to the lesser number.
6. Council needs to be notified in writing of the dogs' details and any change to details, this includes change of address and/or change of ownership.

### VOTING REQUIREMENTS – Simple Majority

#### IN BRIEF

- The Owner is seeking approval to have 3 dogs in total (14-year-old blue heeler, 13-year-old Jack Russell and Mastif X 2.5 years old).
- The property has been inspected and the dogs are in good condition and the owner is able to contain the dogs on the property.
- Approval is only for the 3 specific dogs and is not transferable to any other dog/s in the future.

## MATTER FOR CONSIDERATION

To consider an application for the keeping of 3 dogs at 30 Murphy Street Quairading WA 6383.

## BACKGROUND

Mrs Reeves and her husband currently have two (2) dogs Buster and Gidget. Both dogs are registered, microchipped and Buster the Blue heeler is not sterilized.

The third dog (Mastif X) belongs to Mrs Reeves granddaughter, and they have recently moved in with them due to the granddaughter's medical condition. The Mastif X is registered, microchipped and sterilised, and has been identified as being an integral part of the granddaughter's therapy.

It is a requirement of the Shire of Quairading Dogs Local Law (2017) that the maximum number of dogs that can be kept on a premises within a town site is 2 unless an exemption has been granted by Council under the provisions of section 26(3) of the Dog Act 1976 (as amended).

Council has approved similar applications in the past when all adjoining neighbours have agreed to the request and the Shire Ranger or other authorized Council Officer has considered that there are no valid reasons for withholding such approval.

## STATUTORY ENVIRONMENT

Section 26 of the Dog Act 1976 outlines the limitations on dog numbers. The Act allows for local government to create Local Laws to control the number of dogs on a property.

Shire of Quairading Dogs Local Law 2017 prescribes that the keeping of more than two (2) dogs on a property in a townsite is only permitted with the Approval of Council.

## POLICY IMPLICATIONS

N/A.

## FINANCIAL IMPLICATIONS

N/A.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

| ITEM | OUTCOMES AND STRATEGIES  |
|------|--|
| S3   | Safe community   |
| S3.2 | Provide animal control and various enforcement services to maintain public safety              |
| S4.5 | Actively support the access and inclusion of people with disability, their families and carers |

## COMMUNITY CONSULTATION

The Reeves family at 30 Murphy Street, Quairading have no immediate neighbours.

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

Financial - Risk Matrix Rating is assessed as Low. The 3 Dogs are registered with Council.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Each Application is assessed on its merits and Approval can be removed at any time if there are substantiated Complaints concerning the keeping of the 3 dogs.

Operation – Risk Matrix Rating is assessed as Low. No impact on normal operations

Natural Environment – Risk Matrix Rating is assessed as Low.



## **COMMENT**

The Application for the keeping of 3 dogs at 30 Murphy Street Quairading, can be considered under the provisions of Shire of Quairading Dogs Local law 2017.

Contract Ranger, Ms Kylie Spark has conducted a site visit to 30 Murphy Street Quairading and the property has adequate fencing to contain the dogs.

Council's Ranger further advised the dogs are all in good physical condition when the property was inspected in September 2019. Council's Ranger stated that she believed the dogs would not be a problem in the future as the owners seem to be responsible and have the dogs contained to the property and also seem to be aware of the responsibilities regarding the keeping of more than the prescribed number of dogs, being 2, in a town site. Mrs Reeves have also stated that when the older dogs have come to the end of their lives they do not seek to replace them.

Council's Ranger recommends that this application allowing the additional dog (Mastif X) Gypsie be approved.

Hi My name is Shelley Reeves and have moved to Quairading since Jan 2019 and loving it.

The reason for this letter is to ask for permission to have 3 dogs at our home.

I ask this because one of the dogs Gypsie a Mastif Cross 2 1/2 years old is my granddaughters

She lives with us because of her mental illness and off course loves the dog to bits and as part of her therapy walks Gypsie Daily which gets her out of the house into fresh air and helps with her depression. They both started living with us in March.

Our other 2 dogs are 14 years old and off course are mine and my husbands.

buster is a blue heeler and was a working dog on our farm that we had in York till my husband became sick and could not do the sheep work anymore. Gidget is a Jack Russell. All the dogs are extremely friendly and do not leave our yard unless told to or for walks. They are all quite and we have no neighbors either side as both houses empty. We love our dogs but will not be replacing the older ones if they pass away.

We truly hope that the Shire will give us permission as trying to decide what to do will be very upsetting for our family. When it is decided we will transfer all the dogs to

Quairading Shire. Oh they are all microchipped and Buster the Blue Heeler is the only dog not sterilised.

Awaiting your answer with crossed fingers and toes.

|                        |                 |
|------------------------|-----------------|
| SHIRE OF<br>QUAIRADING | FILE NO:        |
|                        | 18 SEP 2019     |
|                        | TO:<br>COPY TO: |



Gypsy the Brown Dog with  
her Nose in the Door

Gidget the White & Brown  
Small Dog

& Buster the right  
Blue heeler Always  
Sitting as Back Legs  
going.

Just wanted to show  
the Dogs & How lovely  
They are

## 10.5 Corporate Branding – Shire of Quairading

|                               |  |
|-------------------------------|--|
| <b>Meeting Date</b>           | 31 <sup>st</sup> October 2019  |
| <b>Responsible Officer</b>    | CEO Graeme Fardon  |
| <b>Reporting Officer</b>      | CEO Graeme Fardon  |
| <b>Attachments</b>            | Final Variation 1 (Appendix 2), Final Variation 2 (Appendix 1) of “Take a closer look” |
| <b>Owner/Applicant</b>        | Shire of Quairading  |
| <b>Disclosure of Interest</b> | Nil.   |

### OFFICER RECOMMENDATION

That Council: -

1. **Adopt Variation 2 of the “Take a Closer Look” Brand Design Concept for Council’s and the Districts Branding; and**
2. **Proceed to the development of a Corporate Brand and Style Guide and production of the balance of the Project Deliverables.**

**VOTING REQUIREMENTS – Simple Majority**

### IN BRIEF

- 2018/19 Budget Review provided a Budget of \$15,100 for the Rebranding Project.
- Council approved the engagement of Castledine & Castledine Design for the Rebranding Project at its February 2019 Ordinary Council Meeting.
- Castledine & Castledine Design provide an initial four (4) Concept Designs.
- The Concept designs were workshopped and 2 designs were selected: -  
The “Banksia Cuneata” and the “Take a Closer Look”.
- The preferred design concept “Take a closer look” was further refined by Council’s request. (Final Variation 2)
- 2019/20 Adopted Budget of \$12,687 for the Rebranding Project.

### MATTER FOR CONSIDERATION

That Council adopt a Brand Concept design and proceed to the implementation of a Corporate Brand and Style Guide for Shire of Quairading.

### BACKGROUND

Branding for local government authorities has become more and more common in the past 10 years. Many local governments are moving towards contemporary visual identities to assist them to reach their strategic and operational goals.

The Shire’s current visual identity and logo was designed by Marilyn White and features a natural wood sculpture by local artist the Late Mr Ian Wills and the native Banksia cuneata, a species originally only found in the Quairading area. The logo was selected by a committee of locals in the mid-1980s and was seen as an antidote to the usual wheat & wool adopted by many Wheatbelt towns.

Council recognised the timeliness of the rebranding initiative at the October 2018 Ordinary Council Meeting and allocated funding during the November 2018-19 budget review for the consultation processes and development of a new tagline, and visual identity for the Shire.

Workshops for Councillors, staff and whole of community where held in April and June 2019.

The Consultant presented four (4) concept designs of each element [tagline and visual logo], namely, “Banksia Cuneata”, “Hub of the Wheatbelt”, “Taking a Closer Look” and “The iconic salmon gum”. to Councillor and interested Community Members, with the group providing further feedback and comment, selected 2 concept designs. The preferred “Take a closer look” design has been further refined at Council’s request, resulting in the current report to Council.

The two concept design key themes which were strongly supported following the workshops, are presented below: -

### ***Banksia cuneata***

*The fact that Quairading has its own banksia species is a compelling reason to use it as a symbol for the Shire.*

*A blossoming flower suggests growth and a sense of thriving - it also directly references the nature reserves which locals are so proud of and which visitors need to know more about.*

*The shape and colours of this unique banksia lends itself to many potential applications.*

### ***Taking a closer look***

*Quairading is a place which reveals its treasures to those who make the effort to scratch the surface. The Shire has plenty of interesting attractions, but they are not necessarily obvious to visitors who quickly pass through the area.*

*This design concept uses the ‘Q’ shape in the form of a magnifying glass to focus on those things that make Quairading unique.*

*The official logo highlights the local Banksia Cuneata, while variations could have the magnifying glass emphasise other activities and attractions.*

## **STATUTORY ENVIRONMENT**

N/A

## **POLICY IMPLICATIONS**

N/A.

## **FINANCIAL IMPLICATIONS**

Council has made a provision of \$15,100 in the Budget Review adopted by Council at its November 2018 OCM.

Council engaged Consultant, Castledine & Castledine at a Cost of \$10,250.

A 25% Deposit Payment of \$2,562.50 was paid to the Consultant in the 2018/19 Year.

To date (18/19 and 19/20) Council has made Progress Payments of \$8,362.50 to the Consultant.

Council has budgeted the amount of \$12,687 in the 2019/20 Year for the Rebranding Project including Deliverables such as Style Guide, Stationery, Website and Social Media changes.

This leaves a Current Unspent Balance for the Project of \$6,887, including \$1,887 for Castledine & Castledine. The remaining Balance of \$5,000 for Branding Launch and other deliverables (Banners, posters etc.) in 2019/2020. Further Budget maybe required (February 2020 Budget Review) for additional promotion such as the Shire Boundary Signage.

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

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

| ITEM | OUTCOMES AND STRATEGIES   |
|------|---|
| G3   | Community Engagement  |
| G3.1 | Provide appealing opportunities for the community to participate in decisions that affect them. |
| G3.2 | Collaborate with the community to achieve desired outcomes.                                     |

## COMMUNITY CONSULTATION

Councillor, staff and community consultation has taken place in the past 6 months.

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

Financial - Risk Matrix Rating is assessed as Low. Adequate provision is included in Council Adopted Budget for the initial development and implementation of the Rebranding. Future implementation costs will need to be budgeted for as operational expenses (i.e. signage and other promotions with the new Brand).

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Council has committed budgeted resources to the Re-branding of Council's logo and District as part of an overall strategy of refreshing the Corporate image and to attract more Visitors to Quairading "to take a closer look"

Operation – Risk Matrix Rating is assessed as Low. Re-branding and Corporate Image to be incorporated and undertaken as part of Council's normal operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

### **COMMENT**

The Officer's Recommendation incorporates Variation 2 as the preferred design.

**Tagline:** 'Take a closer look.' with the ability to vary the tagline.

**Visual logo:** Variation 2 as presented - Appendix 1.

The rebranding elements align with the findings from the workshops.

The design is a significant shift away from traditional local government branding which will set the Shire of Quairading apart.

Once the rebranding elements are adopted, a style guide will be developed which will guide and demonstrate how the selected concept flows through onto for example, corporate documents, posters, banners and signs.

Updating the corporate brand promotes the Shire of Quairading as a vibrant and modern region with a bright future to lead its communities into.









SHIRE OF

**UAI RADING**

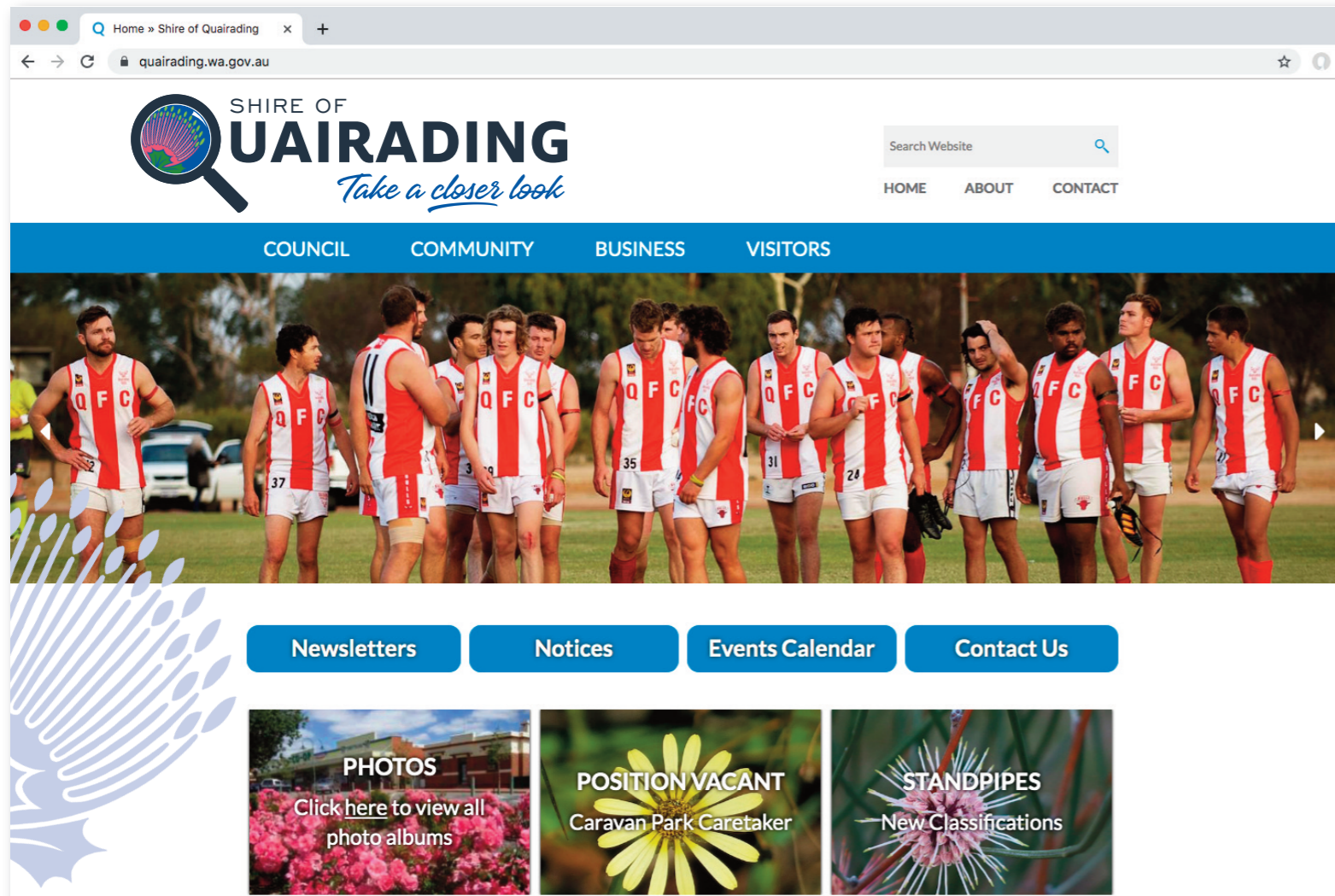
*Take a closer look*



|   |             |
|---|-------------|
|    | PANTONE 432 |
|    | PANTONE 293 |
|   | PANTONE 191 |
|  | PANTONE 190 |
|  | PANTONE 363 |
|  | PANTONE 376 |







The new design allows for simple updating of web site.



Possible business card design.



Signage could feature images of local attractions to encourage visitors to explore the area.

## CONCEPT:

---

### Taking a closer look

*Quairading is a place which reveals its treasures to those who make the effort to scratch the surface. The Shire has plenty of interesting attractions, but they are not necessarily obvious to visitors who quickly pass through the area.*

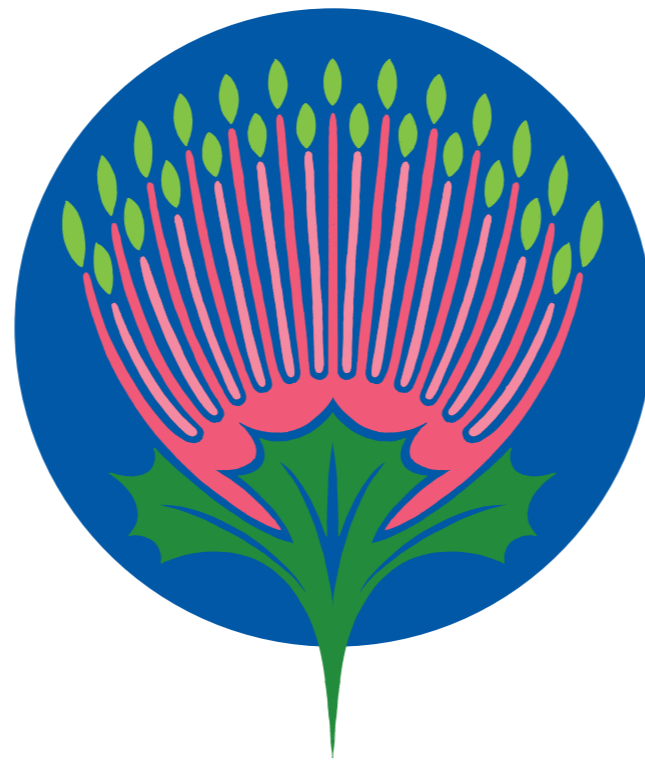
*This design concept uses the 'Q' shape in the form of a magnifying glass to focus on those things that make Quairading unique.*

*The official logo highlights the local *Banksia cuneata*, while variations could have the magnifying glass emphasise other activities and attractions.*

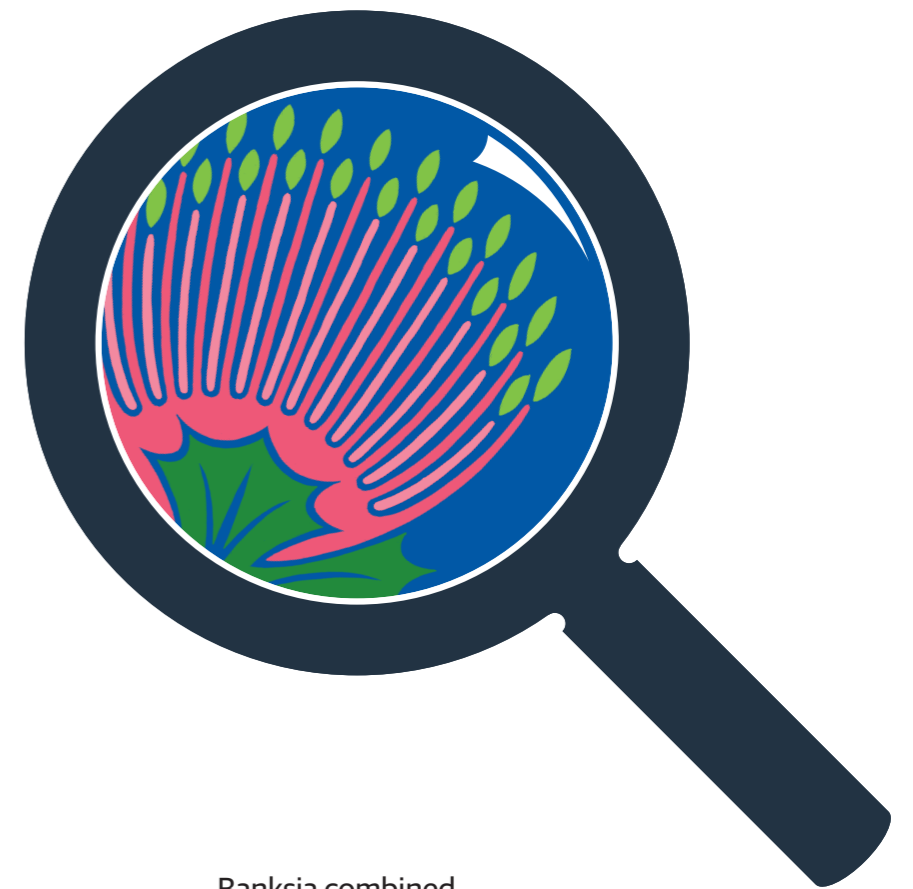




Stylised Banksia cuneata



Stylised Banksia cuneata  
with background colour



Banksia combined  
with capital letter 'Q'  
in the shape of a  
magnifying glass







The new design allows for simple updating of web site.



Logo can be tailor-made for different applications by inserting relevant images in the magnifying glass.



Possible business card design.



Signage could feature images of local attractions to encourage visitors to explore the area.

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

---

### **Recommendation**

**That Council accept new urgent Councillors Business.**

**VOTING REQUIREMENTS** – Simple Majority

### **13.1 Councillors Meeting Sitting Fees**

Cr Davies to propose that when Council and Committee Meetings are held on the same day, that the one Meeting Fee (the higher level fee) will apply.

### **13.2 Committee Meetings**

Scheduling of first Committee Meetings and Election of Chairs.

Proposed Special Meetings for both Committee's to be held following the October 2019 Council Meeting. Committee Agenda Papers and nomination forms to be circulated early next week.

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

---

**Recommendation**

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

**VOTING REQUIREMENTS – Simple Majority**

**Recommendation**

**That the Meeting be opened to the Public.**

**VOTING REQUIREMENTS – Simple Majority**

**ITEM 15      NEXT MEETING DATE**

---

The next Ordinary Meeting of Council is scheduled to take place on Thursday, 28<sup>th</sup> November 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.