



Shire of Quairading

Ordinary Council Meeting Agenda



26th September 2019

Notice of Meeting

26th September 2019

Dear Councillors,

The next Ordinary Meeting of Council will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday, 26th September 2019 commencing at 2 pm.

Yours faithfully,

GRAEME FARDON
Chief Executive Officer

Disclaimer

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

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SHIRE OF QUAIRADING

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at _____ pm.

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

An invitation has been extended to Sergeant John Hancock, his wife Laura, and Officer Eddy Duffy to attend Afternoon Tea, as a gesture of goodwill and to thank Sergeant Hancock for his service to the Quairading community. Sergeant Hancock will then provide a short Policing Update briefing to Council and announce his replacement just after Afternoon Tea.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

Mr GA Fardon	Chief Executive Officer
Mr N Gilfellon	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

ITEM 3 PUBLIC QUESTION TIME

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

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 – 29th August 2019

Recommendation

That the Minutes of the Ordinary Meeting of Council held on the 29th August 2019 be confirmed as a true and accurate record of the meeting. (Attached)

7.2 Business Arising

SHIRE OF QUAIRADING

The Minutes of the Ordinary Council Meeting held on Thursday 29th August 2019 commencing at 2.02 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.02 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”.

Councillors were advised that an invitation had been extended to Mrs Elaine Johnson, State President of the Country Women’s Association of WA and Mr John Greenwood, CWB Electrical and Air-conditioning, for Afternoon Tea, to congratulate them both on their achievements.

The Shire President reported that he had been in contact with Mr Doug Chamberlain of Reclaimed Energy Australia regarding a proposal to locate his business in the Quairading District, with the advantage being that there is Mains Power available and that Quairading is keen to attract new businesses to the town. Cr Davies encouraged Council to finalise the Business Strategy and promote Quairading as a location for any new business venture. The Meeting was advised that Reclaimed Energy Australia representatives are planning to visit and meet with the Shire in the coming weeks.

The Shire President informed the Meeting that Mrs Helen Breeding of Quairading Quick Shears had advised that WA Shearer Lou Brown, who set a World Record in Kojonup by shearing 497 merino ewes in eight hours on 27th April 2019, has chosen to receive his World Record Certificate at the Quairading Agricultural Show / Quickshears Event on the 12th October 2019.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

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

Observers/Visitor

Mr John Haythornthwaite (2.02 pm to 3.14 pm, 3.31 pm – 3.34 pm)

Apologies

Nil

Leave of Absence Previously Granted

Nil

ITEM 3 PUBLIC QUESTION TIME

No Questions.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Application for Leave of Absence

Nil.

ITEM 6 DECLARATIONS OF INTEREST

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

Nil.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – 25th July 2019

OFFICER'S RECOMMENDATION

RESOLUTION: 19-19/20

MOVED Cr McGuinness SECONDED Cr Stacey

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

CARRIED 7/0

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

The Chief Executive Officer advised the meeting that suggested amendments by Cr Smith to the Special Council Meeting Minutes had been made and are presented for Confirmation.

The amendments being: -

Resolution 14-19/20 Oversized Shed (Special Council Meeting)

The resolution as recorded in the minutes is not complete. The motion Cr Smith moved, and which was voted on, was: -

“That the application be refused *on the basis that the shed is not fit for the purpose specified in the application*”. Carried 6/0

and

Resolution 15-19/20 Wheat Belt Secondary Freight Network – Pilot Project

In moving the Resolution (Officer's Recommendation), Cr Smith added Point 3, the wording of which is:

“That the Council invite Mr Garrick Yandle to attend a Council meeting and make a presentation on the Wheat Belt Secondary Freight Network Project *at his earliest convenience*”. Carried 6/0

OFFICER'S RECOMMENDATION

RESOLUTION: 20-19/20

MOVED Cr Smith SECONDED Cr Brown

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

CARRIED 7/0

7.3 Business Arising

Ordinary Council Meeting 26th July 2019 Minutes

Item 9.2 Page 21

The Meeting followed up on the initial query on the Childcare Centre income grant funding variation of 136% to the 30th June 2019. The Executive Manager Corporate Services (EMCS) advised that he is still looking into the Grant monies Income and advised he will provide a response to Council clarifying the Child Care Centre Income figures.

Action – EMCS to clarify the Child Care Centre Income Figures to the 30th June 2019 and circulate the response to all Councillors.

Special Council Meeting 13th August 2019 Minutes

Item 5.1 Page 5 - Proposed Oversize Shed – Lot 288 (54) Murphy Street, Quairading

Cr Smith referred to the undertaking made by the Chief Executive Officer (CEO) at the Special Council Meeting to obtain an explanation from the Contract Town Planner in regard to a commercial business operating from a residential lot. The undertaking was not recorded in the minutes, and no motion was moved as such.

Cr Smith queried how the undertaking would be recorded and followed up. The CEO advised that the Contract Town Planner had been contacted regarding the query raised, however, as she was overseas and a response was expected upon the Town Planner's return. Cr Smith emphasised the need for such undertakings to be recorded in the minutes and a process put in place to ensure follow-up and reporting was recorded.

Action – CEO to distribute the Contract Town Planners response to all Councillors, when it is received.

Special Council Meeting 13th August 2019 Minutes

Item 5.2 Page 15 – Wheatbelt Secondary Freight Route Project – Pilot Project 2019/2020

The CEO advised that the Chair of the Wheatbelt South Regional Road Group on behalf of the WSNF Project Team had circulated the Draft Project Governance Plans for comment by the Wheatbelt Council CEO's. The CEO reported that the WBS RRG had confirmed that there is only one pilot project for the Wheatbelt South area for the 2019/2020 year, being the reconstruction of a 5.0km Section of the Quairading – Cunderdin Road totaling \$1.0M, with \$800,000 Federal funding and \$130,000 State funding, and an estimated \$65,000 required from the Shire of Quairading. Project Team Member, Mr Yandle has been invited to attend a Council meeting at a date to his convenience, and also to view the proposed Section of the Quairading - Cunderdin Road with the EMWS. The CEO further reported that the Project Team are proposing that an item will be circulated to all Councils for consideration at the September 2019 Round of Meetings.

The meeting raised the issue of the extremely poor condition of the Cunderdin section of the Quairading - Cunderdin Road, and whether the Shire of Cunderdin will also receive funding to upgrade their section of the road. The CEO commented that the whole Route is considered a Priority 1 in the WSNF Project, however, the Shire of Quairading has been offered the Pilot Project for the 2019/2020 Year. The Shire of Cunderdin will be eligible for Funding under the WSNF Project for the remainder of the Priority 1 Route.

The EMWS informed the meeting on the standards required in the Pilot Project being an 8 metre seal and 10 metre formation width along the 5km length of the road. The meeting enquired whether any repair works will be undertaken on the Shire of Cunderdin section prior to Harvest.

Action – CEO to contact the Shire of Cunderdin to ascertain whether road repairs / remedial action are planned on the Cunderdin Shire Section of the Quairading – Cunderdin Road before the harvest period.

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

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

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

OFFICER'S RECOMMENDATION

RESOLUTION: 21-19/20

MOVED Cr Haythornthwaite SECONDED Cr McGuinness

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

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

The following Conditions of approval are recommended:

Conditions

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

CARRIED 7/0

Council Discussion

The Chief Executive Officer advised that in accordance with delegations of authority, any alterations or improvements to a non-conforming use of property, is to be presented to Council for Determination

The meeting queried whether fireproofing would be required between the structures, and the Chief Executive Officer advised that the application currently before Council related to the Planning Application. A Building Licence application will need to be submitted and assessed by the Manager Health and Building at a later date, and the application would be assessed under the Building Codes.

IN BRIEF

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

MATTER FOR CONSIDERATION

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

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

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

BACKGROUND

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

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

STATUTORY ENVIRONMENT

Shire of Quairading Town Planning Scheme No. 2

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

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

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

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

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

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

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

Clause 4.11.2 – Development Requirements

Sub-Clause	Provision	Assessment
a	Development shall not exceed 2 storeys in height.	The proposed garage does not exceed 2 storeys. Complies.
b	The proposed development shall have regard to the following: <ul style="list-style-type: none"> i. The colour and texture of external building materials; ii. Building size, height, bulk and roof pitch; iii. Setback and location of the building on its lot; iv. Architectural style and design details of the building; v. Function of the building; vi. Relationship to surrounding development and; vii. Other characteristics considered by the local government to be relevant. 	The proposed garage is to be clad in cream colour bond steel and will not adversely impact on the surrounding localities visual amenity.
c	Landscaping shall be provided to complement the appearance of the proposed development and it's setting	The proposed garage does not require any landscaping to be consistent with the locality.
d	The layout of car parking shall have regard for traffic circulation in existing parking areas and shall be integrated with any existing and adjoining parking area.	The proposed garage improves and increases the amount of car parking in the area, reducing the need for the residents of 85 Heal Street to park in the open.

Deemed Provisions

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

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

Sub-Clause	Provision	Assessment
(a)	Aims and provisions of Scheme	The Application is consistent with the objectives of the Scheme.
(m)	Compatibility of development, including relationship to adjoining land, likely effect of height, bulk, scale, orientation and appearance.	The proposed garage is consistent with the adjoining land and the height bulk and scale of the garage is consistent with the adjoining properties.

Sub-Clause	Provision	Assessment
(n)	Amenity of the locality, including character and social impacts.	The proposed garage will not adversely impact the amenity of the locality.
(p)	Provision of landscaping	There is no proposed landscaping, but this will fit in with the locality and the adjacent storage units.
(s)	Adequacy of access to and egress from the site, including manoeuvring and parking of vehicles.	No change to the existing access provided by main roads is proposed.

SPP3.1 – Residential Design Codes

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

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

POLICY IMPLICATIONS

No relevant policies apply to this application.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Built Environment

Objective

Planning and Infrastructure to meet the needs of the community.

Strategies

B1: Responsive Land Use Planning

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

COMMUNITY CONSULTATION

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

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

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

Health – Low Risk

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

Operation – Low Risk

Natural Environment – Low Risk.

COMMENT

It can be concluded from the assessment of this development proposal that the Application is consistent with both the R-Codes and the Shire of Quairading's Local Planning Scheme No. 2, and with the zone objectives as it will result in the property owner being able to park his vehicles off the street and in a protected place.

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – July 2019

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

OFFICER'S RECOMMENDATION

RESOLUTION: 22-19/20

MOVED Cr McGuinness SECONDED Cr Smith

That Council note the following:

1. That Schedule of Accounts for July covering Municipal Vouchers 23654 to 23667 & EFT6788 to EFT6905 totalling \$510,063.19 be received and
2. That Police Licensing payments for the month of July 2019 totalling \$45,159.50 be received (Attachment 9.1.2); and
3. That fund transfers to Corporate Credit Card for July 2019 balance totalling \$248.08 be received (Attachment 9.1.3); and
4. That Net Payroll payments for the month July 2019 totalling \$134,833.01; and
5. That the Lease payment for the month of July 2019 on the CESM Vehicle totalling \$1,775.97.

CARRIED 7/0

Council Discussion

Elected Member question - EFT 6862; Bob Waddell Consultant - \$33.00 – assistance with the 2019/2020 Annual Budget.

The Chief Executive Officer reported that the Payment referred to a telephone consultation with Mr Bob Waddell to clarify a point regarding the Statutory Budget for the CEO and the EMCS.

IN BRIEF

Payments are per attached Schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the accounts paid during July 2019.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

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

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

OFFICER'S RECOMMENDATION

RESOLUTION: 23-19/20

MOVED Cr McGuinness SECONDED Cr Brown

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

CARRIED 7/0

Report - Rates Outstanding at 30 June 2019

The meeting noted with concern at the Rates Arrears Amount as at 30th June 2019, with the Non-Pensioner current amount totalling \$83,447. The Meeting referred to a Council policy requiring that the Year End Rates Outstanding Amount not to exceed 1% of Rates Levied and requested clarification on this Policy and also a further analysis of the Non-Pensioner Outstanding Amount be undertaken. The Meeting also queried what actions had been made to follow up outstanding payments after each installment was sent out during the 2018/19 Year.

The CEO responded that he is aware of the previous Council/Committee discussion on a Percentage Target but could not recall the specifics.

Action – The EMCS to provide Councillors with a copy of the previous Directive/Policy on Rates Debtors.

The EMCS informed the meeting of the processes prior to considering debt collection, and advised that in-house debt collection would commence shortly, once Final Notices for the 2019/2020 have been sent out. The Rates Arrears Total in the Report are due to non-payment and not related to instalments. The EMCS also commented that the sale of a property due to failure to pay rates is a lengthy process requiring precise and timely documentation lodgment, however with one property due for settlement this week, other properties will now be recommended to Council for similar action, when all other avenues of Rate Collection have been exhausted.

The meeting requested that the Rates Arrears to the End of June 2019 be reported each month. The CEO concurred with Monthly updates as part of the Monthly Financial Reports.

Further clarification was requested on the Trial Balance - Emergency Services Levy (ESL) and Rubbish Services and whether the Shire is liable for these costs when a ratepayer is in arrears.

The CEO advised that the ESL is paid by Council on a quarterly basis, as this is a State Government charge that the Shire collects on the State's behalf. The Rubbish Services Charge is levied by Council for both Waste and Recycling Services. Council is responsible for the debt collection on all outstanding ESL and Rubbish Charges.

Explanation of Material Variances – Note 2 – Page 81

Clarification was requested on the text “material variance adopted by Council for the 2018/19 year is \$10,000 and 10%”.

The CEO confirmed that this was a typographical error and should read 2019/2020.

Notes to the Statement of Financial Activity – Note 14 Childcare – Page 94

Clarification was requested on the amount of income relating to Child Care Centre Fees being very low at only \$3,893 to the end of July 2019.

The EMCS advised that this was due to the reporting period including the School Holidays when the service was not utilised as frequently and that the Childcare Manager had reported predicting income from fees to be between \$8,000 and \$9,000 for the month of August.

IN BRIEF

- Monthly Financial Statements for the period ending 31st July 2019 attached.
- Monthly Financial Statements have been updated based on the Moore Stephens Monthly Statements Model.
- The Monthly Financial Statements report include the Fund Balances Report and the Variance Report previously reported separately.
- A report on the Outstanding Rates to the 30th June 2019 has been attached.

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements.

BACKGROUND

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

STATUTORY ENVIRONMENT

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

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

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

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

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 Councillor Resignation - Extraordinary Vacancy

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

OFFICER'S RECOMMENDATION

RESOLUTION: 24-19/20

MOVED Cr Haythornthwaite SECONDED Cr Brown

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

CARRIED 7/0

The Shire President thanked Cr McRae for her Service and commitment to Council and wished her all the best.

IN BRIEF

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

MATTER FOR CONSIDERATION

Nil.

BACKGROUND

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

STATUTORY ENVIRONMENT

Local Government Act 1995

Sections 2.32 and 4.16 apply.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

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

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

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

Health – Risk Matrix Rating is assessed as Low.

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

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

Natural Environment – Risk Matrix Rating is assessed as Low.

10.2 Strategic Planning Committee Meeting Minutes – 13th August 2019

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

OFFICER'S RECOMMENDATION

RESOLUTION: 25-19/20

MOVED Cr McGuinness SECONDED Cr Smith

1. That Council receive the Minutes of the Strategic Planning Committee for its Meeting held on 13th August 2019.
2. That Council consider each of the Committee's following recommendations individually.

CARRIED 7/0

6.1.15 Tourist Layby, Opposite the Shopping Precinct Carpark in Heal Street and 6.1.16 Configuration of Entry to the Western End Heal Street

RESOLUTION: 26-19/20

MOVED Cr Smith SECONDED Cr Stacey

That Council:

RECOMMENDATION: SP02 – 19/20

That the Strategic Planning Committee recommend to Council that: -

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

CARRIED 7/0

9.1 Town Planning Services

RESOLUTION: 27-19/20

MOVED Cr Haythornthwaite SECONDED Cr Smith

RECOMMENDATION: SP03 – 19/20

That the Strategic Planning Committee recommend to Council that: -

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

CARRIED 7/0

Council Discussion

Discussion ensued on the current Town Planning arrangement, with members recommending that Management 'test the market'. The Meeting noted that the Scope of future Town Planning Services also include the Review of the Municipal Heritage Inventory.

12.1 Installation of Solar Panels at the Quairading Swimming Pool

RECOMMENDATION: SP04 – 19/20

That the Strategic Planning Committee recommend to Council that: -

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

AMENDMENT

RESOLUTION: 28-19/20

MOVED Cr McRae SECONDED Cr Smith

RECOMMENDATION: SP04 – 19/20

That the Strategic Planning Committee recommend to Council that: -

1. Administration investigate further the transition from L3 tariff to R3 (short term measure) for the facilities connected to Meter Number 0214004531 in 2019; and
2. A more detailed study be undertaken for the installation of a solar voltaic system at the pool complex in preparation for the Budget Review deliberations for the 2019/2020 Financial Year.

CARRIED 7/0

Council Discussion

Members requested the following amendments be made to the motion: -

Point 1 – a timeframe be included in the motion, that the transition from L3 tariff to R3 tariff be implemented prior to the end of 2019.

Point 2 – Change the words ‘Draft Budget’ to ‘Budget Review’ and for the Financial Year 2020/21’ to ‘for the 2019/2020 Financial Year’.

The Meeting queried what would be achieved with the change in tariff, to which the IPR&SPO advised that this is undetermined at the moment, as it would be dependent upon whether or not the Shire has a contract with the current provider Synergy. The Chief Executive Officer advised that a potential saving of 10% by changing the tariffs would be achieved. Members requested this be actioned as soon as possible, and to consider the installation of solar panels at the next Budget Review in November 2019 or February / March 2020.

The Chief Executive Officer clarified that the amended Referred Strategic Proposals/Matters Report will be attached to the Minutes.

IN BRIEF

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

MATTERS FOR CONSIDERATION

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

BACKGROUND

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

SP02-19/20 Council has 2019/20 Budget Provision for the additional Civil Engineering work involved to further develop the Concept Designs for the layby, Parking Area and the Entry to the Western end of Heal Street. Council’s EMWS will utilise the current Civil Engineering Firm who has developed the initial Concept so as not to duplicate effort or incur any significant expense. Council has not budgeted for any on-ground Works as this proposal is at the Concept Stage only and to be the subject of Community Consultation. Should the Concept be supported then the Concept would need further design work and a Project Estimate of Costs prepared for Budget Review or Draft Budget Consideration.

SP03-19/20 - Council has a 2019/20 Budget provision of \$33,500 for Town Planning Services, including \$15,000 for the fortnightly service in Quairading, \$12,500 for the Town Planning Scheme and Strategy and \$6,500 for external Heritage Consultancy for the Municipal Heritage Review. Seeking alternative proposals for the delivery of Town Planning Services for the future may identify savings or benefits from a remote service.

SP04-19/20 - Part 1 of the Committee Recommendation (Change in the Tariff) will provide a projected 10% Savings on Electricity Costs per year or an estimated \$4750 saving

per year. Part 2 – Further investigations into the purchase of a solar voltaic system for this Precinct, if justified and supported such a system would Cost in the order of \$45,000-\$55,000 but would save a projected \$10,000 per year and an investment recovery period of 5 years. Recommendation 2 is for detailed study to be undertaken for Draft Budget deliberations for the 2020/2021 Year.

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

- If the Parking and Traffic Flow Concept is supported, planned and budgeted for, it would be Capital Expenditure supporting increased activity in the Main Street Precinct (Tourism and Business Activation). No additional Operating Expenses are foreshadowed with the Concept or Project.
- Review of delivery of Town Planning Services for the future – impact on Operating Costs (Saving or Additional Costs) are unknown until Market is tested.
- Review of Electricity Tariff will see a reduction in the Operating Expenditure of the Swimming Pool, Caravan Park, Cottages and Oval Dam Precinct.

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 – 2027

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

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

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

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

SP03-19/20 - N/A.

SP04-19/20 - N/A.

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

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

Health – Risk Matrix Rating considered as Low.

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

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

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

COMMENT

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

10.3 Select Committee Inquiry into Local Government – WALGA Submission

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

OFFICER'S RECOMMENDATION

RESOLUTION: 29-19/20

MOVED Cr McGuinness SECONDED Cr Smith

That Council:

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

CARRIED 5/2

IN BRIEF

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

MATTER FOR CONSIDERATION

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

BACKGROUND

WALGA has previously advised local governments that:

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

- whether the *Local Government Act 1995* and related legislation is generally suitable in its scope, construction and application
- the scope of activities of Local Governments
- the role of the Department of State administering the *Local Government Act 1995* and related legislation
- the role of Elected Members and Chief Executive Officers/employees and whether these are clearly defined, delineated, understood and accepted
- the funding and financial management of Local Governments, and

- any other related matters the Select Committee identifies as worthy of examination and Report.’

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

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

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

STATUTORY ENVIRONMENT

N/A

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil.

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

Financial – Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

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

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

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

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

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

10.4 Road Closure – Weir Road

Meeting Date	29 th August 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	10.4a CEO Report for OCM dated 27 th June 2019 10.4b Arc Infrastructure Plan
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER'S RECOMMENDATION

RESOLUTION: 30-19/20

MOVED Cr McGuinness SECONDED Cr Brown

1. That Council accept the CEO's Report which reviewed the Public Submission Process for the Proposed Road Closure conducted in accordance with Section 58(3) of the Land Administration Act and noting that no Public Submissions were received.
2. That Council write to the Minister under Section 58 of the Land Administration Act seeking the Closure of the following Sections of Weir Road: -
 - a) the portion of Weir Road Reserve that is South of the York – Merredin Road (840 m2 in Area) and its inclusion into the Railway Reserve; and
 - b) the remaining Portion of the Weir Road Reserve (420 m2 in Area) South of Area A, being incorporated into the Quairading Nature Reserve (No. 16405).

CARRIED 7/0

IN BRIEF

- Council at its Ordinary Council Meeting on the 27th June 2019 supported that the proposal to close portion of the Weir Road Reserve be considered.
- Statutory Advertising and local publicity of the proposal was undertaken in accordance with the provisions of the Land Administration Act and the Local Government Act for a period of at least 35 days.
- The Statutory Public Notice was published in the "Avon Advocate" newspaper on Wednesday 10th July 2019.
- The proposal was also on Council's website from the 2nd July 2019 to the 16th August 2019.
- The Notice of the proposal was also displayed on Council's Official Noticeboard until after the deadline for written public submissions.
- No submissions were received by the deadline of 5.00pm, Friday 16th August 2019.
- Council is now able to formally consider the road closure proposal.
- The road closure is a condition of the Approval by the Public Transport Authority, Arc Infrastructure and Main Roads WA to permit the construction of a Vehicle Access Road and Railway Crossing from the York – Merredin Road to the Southern Portion of the Quairading Community Nature Reserve (Reserve No.16405), which will also allow lawful access to the area known as "The Groves" and the Railway Dam which is utilised by the Quairading District High School for Oval watering.
- This Access Point is the designated vehicle access point in the Reserve Management Plan which was previously approved by the Minister.

MATTERS FOR CONSIDERATION

That the section of the Weir Road Reserve south of the York – Merredin Road be closed, and that the land (closed Railway Crossing) be incorporated into the Rail Reserve and the remaining portion of the Road Reserve to be incorporated into Reserve No 16405.

BACKGROUND

Council at its Ordinary Meeting of the 27th June 2019 passed the following Resolution: -

RESOLUTION: 211-18/19

MOVED Cr Brown SECONDED Cr Haythornthwaite

1. That Council consider a Proposed Road Closure, under Section 58 of the Land Administration Act, of the following Sections of Weir Road: -
 - a) the portion of Weir Road Reserve that is South of the York – Merredin Road (840 m2 in Area) and its inclusion into the Railway Reserve.
 - b) the remaining portion of the Weir Road Reserve (420 m2 in Area) South of Area A, being incorporated into the Quairading Nature Reserve (No. 16405).
2. Should Council so agree to No.1 above, then Council proceed to publication in a newspaper circulating in its district, a Statutory Public Notice for a period of 35 days, being “a notice of motion” for the road closure pursuant to the Local Government Act and associated Regulations.

CARRIED 6/0

STATUTORY ENVIRONMENT

Land Administration Act, - Section 58

58. Closing roads

- (1) When a local government wishes a road in its district to be closed permanently, the local government may, subject to subsection (3), request the Minister to close the road.
- (2) When a local government resolves to make a request under subsection (1), the local government must in accordance with the regulations prepare and deliver the request to the Minister.
- (3) A local government must not resolve to make a request under subsection (1) until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice.
- (4) On receiving a request delivered to him or her under subsection (2), the Minister may, if he or she is satisfied that the relevant local government has complied with the requirements of subsections (2) and (3) —
 - (a) by order grant the request; or
 - (b) direct the relevant local government to reconsider the request, having regard to such matters as he or she thinks fit to mention in that direction; or
 - (c) refuse the request.
- (5) If the Minister grants a request under subsection (4) —
 - (a) the road concerned is closed on and from the day on which the relevant order is registered; and
 - (b) any rights suspended under section 55(3)(a) cease to be so suspended.
- (6) When a road is closed under this section, the land comprising the former road —
 - (a) becomes unallocated Crown land; or

- (b) if a lease continues to subsist in that land by virtue of section 57(2), remains Crown land.

Land Administration Regulations 1998 – Reg 9

9. Local government request to close road permanently (Act s. 58(2)), requirements for

For the purposes of preparing and delivering under section 58(2) of the Act a request to the Minister to close a road permanently, a local government must include with the request —

- (a) written confirmation that the local government has resolved to make the request, details of the date when the relevant resolution was passed and any other information relating to that resolution that the Minister may require; and
- (b) sketch plans showing the location of the road and the proposed future disposition of the land comprising the road after it has been closed; and
- (c) copies of any submissions relating to the request that, after complying with the requirement to publish the relevant notice of motion under section 58(3) of the Act, the local government has received, and the local government's comments on those submissions; and
- (d) a copy of the relevant notice of motion referred to in paragraph (c); and
- (e) any other information the local government considers relevant to the Minister's consideration of the request; and
- (f) written confirmation that the local government has complied with section 58(2) and (3) of the Act.

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

Funding for the Construction of the Approved Crossing is included in the 2019/20 Adopted Budget as a Capital Project.

Proposal and Project has been assessed as having no adverse effect upon the Projected Operating Surplus Ratio.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 – 2027

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES
S1	Active community
S1.2	Promote increased participation in the social and cultural life of the community
S4	Inclusive community
S4.1	Facilitate the Noongar Reconciliation and Cultural Awareness Process

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

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

Governance Objective: Strong governance and community engagement

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

Quairading Innovate – Reconciliation Action Plan 2017-2019

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

Action	Deliverable	Timeline	Responsibility
1. ABORIGINAL CULTURAL AWARENESS			
2. ABORIGINAL HISTORY IN QUAIRADING			

COMMUNITY CONSULTATION

Statutory Notices were published as prescribed, and Community Information was widely publicised on the Quairading Website, Social Media and Public Noticeboards.

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

Financial – Risk Matrix Rating is assessed as Low. Construction Project is included in the 2019/2020 Adopted Budget. Capital Infrastructure to provide legal access to a Council managed Reserve.

Reputation – Risk Matrix Rating is assessed as Medium. Lack of Access to “The Groves” and the Railway Dam has caused considerable Community concern over time. Proposed access will negate the need for Motorist to access these Sites through the CBH Site. This Access is the approved vehicle point for the Nature Reserve Management Plan. Part Closure of Weir Road Reserve is a Condition of the new Approved Railway Crossing.

Operation – Risk Matrix Rating is assessed as Low. Road Closure Proposal undertaken as part of Council’s existing and budgeted resources.

Natural Environment – Risk Matrix Rating is assessed as Low. Minimal impact upon the natural surroundings utilising track. Road Closure will have no impact on the locality.

10.5 Shire Administration Office and Works Depot Reception Closure Between Christmas and New Year

Meeting Date	29 th August 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Nil.
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER'S RECOMMENDATION

RESOLUTION: 31-19/20

MOVED Cr Stacey SECONDED Cr Smith

1. That Council approve the closure of the Shire Administration Office and Works Depot Reception from 5.00 pm on Friday 20th December 2019 to 9.00 am on Thursday 2nd January 2020.
2. The Office closures and Emergency contact details be publicised in the community through Council's communication mediums.
3. Council advise the Department of Transport of the closure period for the Licensing Agency in accordance with the Licensing Agency Agreement.

CARRIED 7/0

IN BRIEF

- Council in recent years has approved the closure of the Shire Administration Office and Works Depot Reception for the period between Christmas and New Year Public Holidays. This has enabled staff to have an extended break utilising Accrued Annual Leave or Rostered Days Off entitlements.
- Executive and Senior Staff will be available and able to respond to Emergencies / Telephone Calls.
- Management will prepare a Roster of Council Staff on Leave and those Staff available to respond to call Outs / Emergencies.
- Emergency Management Staff (CESM) will be on "Standby" due to the Bushfire Season
- Council's Works Depot staff will cease work on Friday, 20th December 2019 however; a number of staff will be available as 'skeleton crew' during the period of leave, and will return to work on various dates throughout January 2020.
- The Town/Parks and Gardens team will not be taking leave (excluding Public Holidays) to maintain Town facilities, parks and gardens.
- Appropriate community advertising will be undertaken should Council agree to the Shire Administration Office and Works Depot Reception Closure dates.
- There has been no record to the Administration of the 2018/19 Closure causing any major inconvenience to the community nor any adverse publicity.
- Council to consider the closure proposal each year on its merits.

MATTER FOR CONSIDERATION

Council to consider Shire Administration Office and Works Depot Reception closure period between Christmas and New Year 2019/2020.

BACKGROUND

The Works Depot has traditionally been closed for the same period with a 'skeleton crew' available for watering, public convenience maintenance, etc.

The majority of the Works Depot crew will have commenced taking their annual leave entitlements as at the COB on Friday 20th December 2019, and will return to work on various dates in January depending upon their period of leave taken.

The Works Depot staff will advise who is remaining in the District for an 'Emergency Call Out' roster.

2018 RESOLUTION: 68-18/19

MOVED Cr McRae SECONDED Cr McGuinness

1. *That Council approve the Closure of the Administration Centre and Depot Reception from 5.00pm on Friday 21st December 2018 to 8.30am on Wednesday 2nd January 2019.*
2. *The Office Closure and Emergency Contact Details be publicised in the Community.*
3. *Council advise the Department of Transport of the Closure Period for the Licensing Agency.*
4. *That the CEO prepare a Draft Policy on the Christmas / New Year Office Closure for Council's Consideration for future years.*

AMENDMENT

MOVED Cr Haythornthwaite SECONDED Cr Smith

That point 4 be removed from the Motion.

4. *That the CEO prepare a Draft Policy on the Christmas / New Year Office Closure for Council's Consideration for future years.*

CARRIED 8/0

COUNCIL DECISION

MOVED Cr McRae SECONDED Cr McGuinness

1. *That Council approve the Closure of the Administration Centre and Depot Reception from 5.00pm on Friday 21st December 2018 to 8.30am on Wednesday 2nd January 2019.*
2. *The Office Closure and Emergency Contact Details be publicised in the Community.*
3. *Council advise the Department of Transport of the Closure Period for the Licensing Agency.*

CARRIED 8/0

Reason for Variation to Officer's Recommendation

Council determined that the Matter be considered on a Year to Year basis rather than as a Standing Policy.

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil, as Staff will be utilising Annual Leave or Rostered Days Entitlements.

Department of Transport require Notification of the Days of the Closure for Licencing Agency purposes.

Transport Customers are able to renew Standard Transport licences the internet and also via BPAY at any time.

It has been assessed that there will be no adverse effect on Council's Projected Operating Surplus Ratio as a result of the proposed Closure over the Christmas/New Year Period.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1.1	Continual improvement in IPR, transparency and accountability
G4	Sound Organisation

COMMUNITY CONSULTATION

Closure will be fully publicised in Council and Community Publications and the Website.

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

Financial – Risk Matrix Rating is considered Low.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating is considered Low. Risk is mitigated through extensive publicity in the Community well in advance of the Closure.

Operation – Risk Matrix Rating is considered Low. Council base services in the maintenance of Public Facilities and Parks / gardens are continued through the Christmas / New Year period. Further, Council's Waste and Recycling Facility will be operating on the Normal Days / Hours.

Natural Environment – Risk Matrix rating is considered Low.

COMMENT

Subject to Council determination, the proposed Shire Administration Office and Works Depot Reception closure is as follows: -

Office and Works Depot Reception Closure 5.00pm Friday, 20th December 2019

Monday, 23rd December 2019 - Office Closed

Tuesday, 24th December 2019 Christmas Eve – Office Closed

Wednesday, 25th December 2019 Christmas Day – Public Holiday

Thursday, 26th December 2019 Boxing Day – Public Holiday

Friday, 27th December 2019 – Office Closed

Monday, 30th December 2019 – Office Closed

Tuesday, 31st December 2019 New Year's Eve – Office Closed

Wednesday, 1st January 2020 New Year's Day – Public Holiday

Office and Works Depot Reception Re-opening - 9.00am Thursday, 2nd January 2020

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

No matters for consideration.

ITEM 13 URGENT COUNCILLORS' BUSINESS

Cr Smith

Cr Smith provided a detailed verbal report on the WALGA AGM with the outcomes of each of the Motions considered at the AGM.

Cr Haythornthwaite

Office of the Auditor General Alerts

Cr Haythornthwaite queried whether Management was aware of the various Alerts / Advices distributed by The Office of the Auditor General, (e.g.: Records Management, Fraud Prevention, Building Approvals, etc.), and if so, when will Council be provided with an update of any recommendations or observations by Management.

The CEO advised that Management were aware of the various Reports, citing the most recent recommendations in the 'Verification of Recruitment Qualifications Alert', and advised members that the Acting EO is addressing this by incorporating WALGA's numerous templates developed to support the Auditor General's recommendations, into the Shire's HR policies and procedures. Further, that the Shire Administration had addressed the Records Management recommendations by engaging a consultant to review and implement improved Records Management procedures.

Members suggested that this item be included on the Audit and Risk Committee Meeting Agenda.

Action – CEO to provide an overall 'snapshot' of recommendations and observations on recently distributed Alerts from The Office of the Auditor General.

Action – Alerts/Reports from The Office of the Auditor General be listed on future Audit and Risk Committee Meeting Agendas.

ITEM 14 CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)**OFFICER'S RECOMMENDATION****RESOLUTION: 32-19/20****MOVED Cr McRae SECONDED Cr Brown**

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

CARRIED 7/0

The Meeting was closed to the Public at 3.14 pm.

Mr Haythornthwaite left the meeting at 3.14 pm.

The Meeting remained closed to the Public from 3.14 pm to consider Items 14.1 and 14.2 Confidential under Section 5.23 (b) & (c) of the *Local Government Act 1995*.

14.1 RFT 1-19/20 Management and Operation of the Quairading Memorial Swimming Pool (Confidential Item)

Meeting Date	29 th August 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	14.1a Scorecards (Confidential)
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

Item considered Confidential under Section 5.23, 5.94 and 5.95 of the *Local Government Act 1995* as information relates to a current Contract that Council has for supervision and management of the Swimming Pool. Reference Section 5.23(2)(b) and 5.23(2)(c).

OFFICER'S RECOMMENDATION**RESOLUTION: 33-19/20****MOVED Cr McGuinness SECONDED Cr Haythornthwaite**

1. That Council award RFT 1-19/20 Management and Operation of the Quairading Memorial Swimming Pool to Contract Aquatic Services: -
 - (a) for a three-year Contract at a price of \$195,000 ex GST; and
 - (b) with a two-year Option to extend the Contract at a price of \$130,000 ex GST; and
 - (c) an 'out of hours' per hour charge of \$50 ex GST, for the period of the Contract.
2. That the Chief Executive Officer be authorised to prepare the Contract with Contract Aquatic Services.
3. That the Shire President and the Chief Executive Officer be authorised to execute the Contract with Contract Aquatic Services.

CARRIED 7/0

A member raised the issue of customer's complaints of uncleanliness of the ablution block at opening times. The CEO confirmed that the cleanliness standards of the facility will be included in the KPI's of the Contract.

The Meeting requested that the Contract also require the Contractor to increase publicity for the Facility and Special Events through Social Media and other avenues.

14.2 Medical Services Agreement

Meeting Date	29 th August 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	14.2a Final Medical Services Agreement prepared by HLS Legal 14.2b Various emails between parties
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

Item considered Confidential under Section 5.23, 5.94 and 5.95 of the *Local Government Act 1995* as information relates to a current Contract that Council has for Medical Services and future Medical Service Arrangements. Reference Section 5.23(2)(b) and 5.23(2)(c).

OFFICER'S RECOMMENDATION

RESOLUTION: 34-19/20

MOVED Cr Smith SECONDED Cr Brown

1. That Council approve the Final Medical Practice Agreement between Council and the Medical Services Provider, Noble Medical Investments Pty Ltd (Dr. Adenola Adeleye) for a Term of 5 Years (with an Extension Option for both Parties to enter into negotiations for a further Period of 3 Years).
2. That the Shire President and the CEO be authorised to Execute the Medical Practice Agreement and to affix the Council Seal.

CARRIED 7/1

RESOLUTION: 35-19/20

MOVED Cr Haythornthwaite SECONDED Cr Smith

That the Meeting be opened to the Public at 3.31 pm.

CARRIED 7/0

3.31pm Mr Haythornthwaite re-entered the Meeting.

The Chairman formally advised that there had been two (2) Resolutions made for the Confidential Items by Council during the 'Closed to the Public' Section of the Meeting and these were read aloud.,

Resolution 33-19/20

Resolution 34-19/20.

ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday, 26th September 2019, commencing at 2.00 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 16 CLOSURE

There being no further business, the Chairman closed the Meeting at 3.34 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 29th August 2019 were confirmed on 26th September 2019 as recorded on Resolution No. _____

Confirmed26/09/2019

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – August 2019

Meeting Date	26 th September 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	9.1.1 August 2019 Payment List 9.1.2 Transport Takings 9.1.3 Credit Card Statement
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That Council note the following:

1. That Schedule of Accounts for 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.

VOTING REQUIREMENTS – Simple Majority

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.

List of Accounts August 2019					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT6906	02/08/2019	TOLL TRANSPORT PTY LTD	FREIGHT FOR LIBRARY, MEDICAL PRACTICE, ROAD SIGNS	120.46	
EFT6907	02/08/2019	NOBLE MEDICAL INVESTMENT PTY LTD	CONSULTING FEE FOR MEDICAL SERVICES 17/7/2019 - 30/7/2019	18187.18	
EFT6908	13/08/2019	AUSTRALIAN TAXATION OFFICE	BAS JULY 2019	20029.00	
EFT6909	15/08/2019	QUAIRADING TYRE & BATTERY SUPPLIES	Q633 - NEW TYRE FOR MULCHING UTE	255.56	
EFT6910	15/08/2019	QUAIRADING FARMERS CO-OP	REFRESHMENTS AND CLEANING SUPPLIES FOR YOUTH CENTRE, CARAVAN PARK, MEDICAL, NEWSPAPERS, ADMIN, DEPOT	475.58	
EFT6911	15/08/2019	CLINICARE PHARMACY QUAIRADING	MEDICAL SUPPLIES	189.75	
EFT6912	15/08/2019	QDG LADIES HOCKEY CLUB	REIMBURSEMENT FOR BUS HIRE BOND	150.00	FULLY
EFT6913	15/08/2019	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	FUEL FOR COMMUNITY CAR JULY 2019	240.90	FULLY
EFT6914	15/08/2019	WATER CORPORATION	WATER USAGE AND CHARGES 23/5/2019 - 30/7/2019	45.61	
EFT6915	15/08/2019	A W DUNCAN CARPENTRY SERVICES	U7 AKV - PAINT AND REPLACE WARPED DOOR, U8 AKV - REPLACE BATTERIES	1254.00	
EFT6916	15/08/2019	LO-GO APPOINTMENTS	CONTRACTING SERVICES FOR THE ACTING EXECUTIVE OFFICER FOR THE WEEK ENDING 22 JUNE 2019	5131.17	
EFT6917	15/08/2019	MARNHAM'S MECHANICAL SERVICES	Q4818 - 250 HR SERVICES ON EXCAVATOR	495.00	
EFT6918	15/08/2019	SAMANTHA BROWN	REIMBURSEMENT FOR BATTERIES THAT PLUGS INTO FRIDGE TO MAINTAIN TEMP AT MEDICAL PRACTICE	47.80	
EFT6919	15/08/2019	DALWALLINU CONCRETE PTY LTD TRADING AS DALLCON	SUPPLY AND DELIVER REINFORCED BOX CULVERTS, BASE SLABS, HEADWALL SINGLE BARRELS	5793.48	
EFT6920	15/08/2019	RICHARD BLEAKLEY	REIMBURSEMENT FOR KEY CUTTING - SPARE POOL STORAGE SHED KEYS	38.85	
EFT6921	15/08/2019	GLENWARRA DEVELOPMENT SERVICES	TOWN PLANNING CONSULTANCY SERVICES FOR THE MONTH OF JULY 2019	1364.00	
EFT6922	15/08/2019	AG IMPLEMENTS QUAIRADING	60,000KM SERVICE - C.E.S.M VEHICLE	923.08	PARTIALLY 90%
EFT6923	15/08/2019	HLSLEGAL	ADVICE AND ASSISTANCE WITH PREPARATION OF AGREEMENT	3230.90	
EFT6924	15/08/2019	BIOMEDICAL ENGINEERING	ROUTINE PREVENTATIVE MAINTENANCE OF ELECTRO MEDICAL EQUIPMENT	387.86	
EFT6925	15/08/2019	MOORE STEPHENS	MENTORING FOR RATES OFFICER - 2HRS @ \$210 P/H	462.00	
EFT6926	15/08/2019	BONNY KING	REIMBURSEMENT FOR KETTLE FOR WRF	20.00	
EFT6927	15/08/2019	PRIMARIES	WEED KILLER	1716.16	
EFT6928	15/08/2019	QUAIRADING BOOK POST (HOWLETT)	JULY FEE FOR PROVISION OF LIBRARY SERVICES AS PER LIBRARY SERVICES AGREEMENT AND MEDICAL/ADMIN POSTAGE	2482.87	
EFT6929	15/08/2019	CWB ELECTRICAL & A/C	POOL SHED - ELECTRICAL INSTALLATION OF SOCKET IN, REPAIRS TO WIND SOCK, TOURIST LAYBY - REPAIRS TO SECURITY CAMERA, CRC - REPAIR TO EXTERNAL LIGHTS OUTSIDE GYM, U3 GILLET STREET - REMOVE AND SUPPLY NEW STOVE TOP	2221.17	
EFT6930	15/08/2019	ALICE BUTLER	REIMBURSEMENT OF COTTAGE BOND	200.00	FULLY
EFT6931	15/08/2019	KEITH PRESTON	REIMBURSEMENT OF COTTAGE BOND	200.00	FULLY
EFT6932	15/08/2019	WILLIAM BRIAN LEE	REIMBURSEMENT FOR COTTAGE BOND	200.00	FULLY
EFT6933	15/08/2019	ROSLYN MAXWELL	REIMBURSEMENT FOR OVER CHARGE FOR 1 NIGHT AT CARAVAN PARK	30.00	
EFT6934	15/08/2019	OFFICE OF REGIONAL ARCHITECTURE	SITE VISIT AND CONSULTATION FOR ARCHITECTURAL SERVICES - COTTAGE	709.50	
EFT6935	-	-	CANCELLED EFT	-	
EFT6936	20/08/2019	AVON WASTE	5X WEEKS DOM RUBBISH, RECYCLING SERVICES 8/7/2019 AND 22/7/2019, EMPTYING OF RECYCLING BINS 5/7/2019	9082.85	PARTIALLY
EFT6937	20/08/2019	TOLL TRANSPORT PTY LTD	SURGICAL HOUSE COURIER FEES	10.73	
EFT6938	20/08/2019	LANDGATE	RURAL UV INTERIM VALUATION SHARED - SCHEDULE: R 2019/7 - 25/5/2019 - 21/6/2019	83.76	PARTIALLY
EFT6939	20/08/2019	WESFARMERS KLEENHEAT GAS PTY LTD	18KG FL LS CYL - FACILITY FEE/CYLINDER SERVICE CHARGE	78.65	
EFT6940	20/08/2019	QUAIRADING AGRI SERVICES	CLEANING AND HARDWARE SUPPLIES FOR PARKS AND GARDENS, 74 MCLENNAN ST, VARIOUS MACHINERY, PUBLIC CONVENIENCES, DEPOT, YOUTH CENTRE, CRC, ADMIN	2884.84	
EFT6941	20/08/2019	QUAIRADING COMMUNITY RESOURCE CENTRE	SERVICES PROVIDED FOR ADMIN, DOT, YOUTH CENTRE, CLEANING, GYM MANAGEMENT, WEBSTE MANAGEMENT, EQUIPMENT HIRE AND CATERING FOR MEETING	1948.49	
EFT6942	20/08/2019	SURGICAL HOUSE	MEDICAL SUPPLIES	170.95	
EFT6943	20/08/2019	SUNNY SIGN COMPANY PTY LTD	PVC GUIDE POSTS FOR VARIOUS ROADS	2530.00	
EFT6944	20/08/2019	QUAIRADING FOOTBALL CLUB	REIMBURSEMENT COTTAGE BOND	200.00	FULLY
EFT6945	20/08/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	ASSIST STAFF MEMBER WITH ERROR MESSAGE ON SYNERGY. MONTHLY FEE FOR DAILY MONITORING FOR JULY 2019	170.00	
EFT6946	20/08/2019	LO-GO APPOINTMENTS	CONTRACTING SERVICES FOR ACTING EXECUTIVE OFFICER - WEEK ENDING 20 JULY 2019	5154.60	
EFT6947	20/08/2019	BORAL CONSTRUCTION MATERIALS GROUP LTD	2X DRUMS EMULSION, 1X PALLET 50 BAGS BITUTEK	2976.60	
EFT6948	20/08/2019	LANDMARK	20L JOLT SELECTIVE HERBICIDE	485.80	
EFT6949	20/08/2019	OEM GROUP	TEST AND REPAIR PRESSURE CLEANER	1610.39	
EFT6950	20/08/2019	CIVIC LEGAL	ASSISTANCE WITH LEASE AGREEMENT INCLUDING TEMPLATE - 81 HEAL STREET	2420.00	
EFT6951	20/08/2019	CONTRACT AQUATIC SERVICES	OFF SEASON TURNOVER PROGRAM	1540.00	
EFT6952	20/08/2019	GREAT SOUTHERN FUEL SUPPLIES	5000 UNITS DIESEL	7010.85	
EFT6953	20/08/2019	COUNTRY FORD	ANNUAL INSPECTION FOR COMMUNITY BUS AND REPAIRS	343.15	

EFT6954	20/08/2019	TENNANT AUSTRALIA PTY LTD	1X BRUSH DISC POLY, 4X PIN ASSEMBLY	207.94	
EFT6955	20/08/2019	LIMITLESS PROMOTIONS	DOG REGISTRATION TAGS	135.00	PARTIALLY
EFT6956	20/08/2019	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES 2/8/2019 AND 9/8/2019	514.25	
EFT6957	20/08/2019	NOBLE MEDICAL INVESTMENT PTY LTD	CONSULTING FEE FROM 31/7/2019 - 13/8/2019	18187.18	
EFT6958	20/08/2019	AG IMPLEMENTS QUAIRADING	Q190 - 15000 KM SERVICE ON 4X4 HOLDEN COLORADO	499.99	
EFT6959	20/08/2019	DAVID COLLARD	REIMBURSEMENT FOR COMMUNITY BUILDING AND SOUND SYSTEM BOND	825.00	FULLY
EFT6960	20/08/2019	MARKETFORCE	AD IN THE WEST AUSTRALIAN - JOB ADVERTISEMENT OF C.E.S.M POSITION	3268.52	PARTIALLY 90%
EFT6961	20/08/2019	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISING - AROUND THE TOWNS	88.00	
EFT6962	20/08/2019	PH & KE GOW	SURVEYING OF SITE FOR 3 PARK COTTAGES + REPORT	1400.00	
EFT6963	20/08/2019	QUEST INNALOO	ACCOMMODATION FROM 4/8/2019 - 8/8/2019 FOR STAFF DOT TRAINING	825.00	FULLY
EFT6964	20/08/2019	DORMAKABA AUSTRALIA PTY LTD	PERIODIC INSPECTION OF AUTOMATIC DOORS - CRC	434.18	
EFT6965	20/08/2019	TRAFFIC BALCATTIA KENNARDS HIRE PTY LTD	LIGHT TOWER HIRE 10/7/2019 - 24/7/2019	1400.00	
EFT6966	20/08/2019	CWB ELECTRICAL & A/C	REPAIR 3X STREET LIGHTS @ HEAL STREET	720.50	
EFT6967	20/08/2019	KATANNING LANDCARE (LCDC)	NRM PROJECT - SEEDLINGS	497.75	FULLY
EFT6968	20/08/2019	BOC LIMITED	OXYGEN BOTTLE RENTAL - DEPOT AND MEDICAL	49.28	
EFT6969	21/08/2019	AVON WASTE	EFT CANCELLED - REVERSAL OF CREDIT NOTE ENTERED TWICE	-	
EFT6970	23/08/2019	WATER CORPORATION	WATER USAGE AND CHARGES 13/8/2019 - 11/6/2019	5685.27	
EFT6971	23/08/2019	MODULAR WA	DESIGN, CONSTRUCTION, AND INSTALLATION OF 3 PARK COTTAGES - CLAIM 4	63650.00	
EFT6972	23/08/2019	LASER CORPS COMBAT ADVENTURES WEST AUSSIE AMUSEMENTS PTY LTD	REMAINING BALANCE FOR MOBILE LASER COMBAT ADVENTURE	940.00	FULLY
EFT6973	28/08/2019	AUSTRALIAN TAXATION OFFICE	AUGUST BAS 2019	28241.00	
EFT6974	30/08/2019	TOLL TRANSPORT PTY LTD	FREIGHT FEES MEDICAL SUPPLIES	21.45	
EFT6975	30/08/2019	QUAIRADING MEDICAL PRACTICE	PRE-EMPLOYMENT MEDICAL	279.40	
EFT6976	30/08/2019	AVON PAPER SHRED	50X BOXES OF SHREDDING	647.50	
EFT6977	30/08/2019	ST JOHN AMBULANCE AUSTRALIA - BELMONT	REGISTRATION FOR PROVIDE CPR TRAINING BY MEDICAL STAFF MEMBER 17/8/2019	66.75	
EFT6978	30/08/2019	NEU-TECH AUTO ELECTRICS	Q3919 - REPAIR STARTING STEEL DRUM ROLLER'S ISOLATOR SWITCH/NEW PUSH START SWITCH	985.40	
EFT6979	30/08/2019	WATER CORPORATION	WATER USAGE AND CHARGES 15/8/2019 - 12/6/2019	2074.43	
EFT6980	30/08/2019	LO-GO APPOINTMENTS	CONTRACTING SERVICES FOR ACTING EXECUTIVE OFFICER WEEK ENDING 10 AUGUST 2019	5342.04	
EFT6981	30/08/2019	BENT NAIL BUILDING & MAINTENANCE	YARD VISITS AND REPORT TO SHIRE - COTTAGES PROJECT	2310.00	
EFT6982	30/08/2019	SUNNY INDUSTRIAL BRUSHWARE	ROAD BROOM SEGMENTS PIN DRIVES	3010.70	
EFT6983	30/08/2019	PETER JACKSON FUNERALS	REIMBURSEMENT FOR TABLES AND CHAIRS BOND	100.00	FULLY
EFT6984	30/08/2019	BARBARA GRACE AMISS	REIMBURSEMENT FOR COMMUNITY BUILDING BOND	625.00	FULLY
EFT6985	30/08/2019	QUICK CORPORATE	STATIONARY FOR DEPOT, MEDICAL PRACTICE AND ADMIN OFFICE	678.93	
EFT6986	30/08/2019	GREAT SOUTHERN FUEL SUPPLIES	1000 UNITS ULP AND 3000 UNITS DIESEL	5479.98	
EFT6987	30/08/2019	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACTED RANGER SERVICES 16/8/2019 AND 23/8/2019	687.62	
EFT6988	30/08/2019	ISA PTY LTD	MEDICAL CENTRE - X2 MMEX SECURE MESSAGING LICENCES 1/10/2019 - 30/9/2020	275.00	
EFT6989	30/08/2019	CATHERINE ROSTRON	REIMBURSEMENT FOR CLEVER PATCH CRAFT ACTIVITIES	156.16	FULLY
EFT6990	30/08/2019	ALLWEST PLANT HIRE	DRY HIRE OF AMMAN AP240 1/7/2019 - 29/7/2019. STOOD DOWN 8/7/2019 AND 22/7/2019 (NO CHARGE)	4180.00	
EFT6991	30/08/2019	BRITTANY HADLOW	REIMBURSEMENT FOR DOT TRAINING AND STAFF UNIFORMS	294.97	PARTIALLY
EFT6992	30/08/2019	MODULAR WA	DESIGN, CONSTRUCTION AND INSTALLATION OF 3 PARK COTTAGES - CLAIM 5	49933.68	
EFT6993	30/08/2019	CWB ELECTRICAL & A/C	COMPLETION OF ELECTRICAL INSTALLATION FOR 3 PARK COTTAGES	2454.50	
EFT6994	30/08/2019	JENNIFER YARRAN	REIMBURSEMENT FOF TOWN HALL AND SOUND/LIGHTING BOND	1025.00	FULLY
EFT6995	30/08/2019	THE TRUSTEE FOR THE PARNELL FAMILY TRUST	SEEDLINGS FOR SHIRE AND DELIVERY	1237.50	FULLY
EFT6996	30/08/2019	ANNIE'S BAGS AND THINGS	EMBROIDERY ON X6 SHIRTS	90.00	
EFT6997	30/08/2019	CENTRAL AGCARE INCORPORATED	2019/20 DONATION TO CENTRAL AGCARE INC	2000.00	
EFT6998	30/08/2019	NOBLE MEDICAL INVESTMENT PTY LTD	MEDICAL CONSULTING SERVICES 14/8/2019-27/8/2019	16368.46	
23668	02/08/2019	TELSTRA	PHONE USAGE AND CHARGES TO 19 JULY 2019 ADMIN, MEDICAL PRACTICE, LIBRARY, LICENSING, POOL, C/CARE, HALL, DEPOT, CRC	765.05	
23669	14/08/2019	TELSTRA	PHONE USAGE AND CHARGES TO 28 JULY 2019	99.18	
23670	14/08/2019	SYNERGY	POWER USAGE AND CHARGES 5/6/2019 - 30/7/2019	100.95	
23671	20/08/2019	TELSTRA	PHONE USAGE AND CHARGES TO 1 AUGUST 2019	50.31	
23672	20/08/2019	SYNERGY	POWER USAGE AND CHARGES 2/4/2019-1/8/2019	1963.55	
23673	30/08/2019	TELSTRA	PHONE USAGE AND CHARGES 16/7/2019 - 15/8/2019	555.14	

23674	30/08/2019	SYNERGY	POWER USAGE AND CHARGES 10/6/2019 - 14/8/2019	820.60
DD13531.1	06/08/2019	WA SUPER	Superannuation contributions	4349.20
DD13531.2	06/08/2019	AUSTRALIAN SUPER	Superannuation contributions	336.26
DD13531.3	06/08/2019	SUNSUPER PTY LTD	Superannuation contributions	314.21
DD13531.4	06/08/2019	HESTA	Superannuation contributions	104.52
DD13531.5	06/08/2019	AMP FLEXIBLE LIFETIME	Superannuation contributions	198.00
DD13531.6	06/08/2019	MLC MASTERKEY SUPER GOLD STAR ACCOUNT	Superannuation contributions	167.76
DD13531.7	06/08/2019	REST SUPERANNUATION	Superannuation contributions	278.58
DD13531.8	06/08/2019	COLONIAL FIRST STATE	Superannuation contributions	317.51
DD13531.9	06/08/2019	BT SUPER FOR LIFE	Superannuation contributions	454.34
DD13531.10	06/08/2019	ASGARD INFINITY E WRAP SUPER	Superannuation contributions	77.30
DD13531.11	06/08/2019	HOST PLUS SUPERANNUATION	Superannuation contributions	120.18
DD13531.12	06/08/2019	PRIME SUPER	Superannuation contributions	240.60
DD13531.13	06/08/2019	ESSENTIAL SUPER	Superannuation contributions	104.40
DD13533.1	20/08/2019	WA SUPER	Superannuation contributions	4393.32
DD13533.2	20/08/2019	AUSTRALIAN SUPER	Superannuation contributions	331.09
DD13533.3	20/08/2019	SUNSUPER PTY LTD	Superannuation contributions	325.80
DD13533.4	20/08/2019	HESTA	Superannuation contributions	73.28
DD13533.5	20/08/2019	AMP FLEXIBLE LIFETIME	Superannuation contributions	198.00
DD13533.6	20/08/2019	MLC MASTERKEY SUPER GOLD STAR ACCOUNT	Superannuation contributions	167.76
DD13533.7	20/08/2019	REST SUPERANNUATION	Superannuation contributions	298.58
DD13533.8	20/08/2019	ASGARD INFINITY E WRAP SUPER	Superannuation contributions	234.78
DD13533.9	20/08/2019	COLONIAL FIRST STATE	Superannuation contributions	317.51
DD13533.10	20/08/2019	BT SUPER FOR LIFE	Superannuation contributions	702.64
DD13533.11	20/08/2019	HOST PLUS SUPERANNUATION	Superannuation contributions	111.85
DD13533.12	20/08/2019	PRIME SUPER	Superannuation contributions	234.82
DD13533.13	20/08/2019	ESSENTIAL SUPER	Superannuation contributions	104.40
				352,108.34

TRANSPORT TAKINGS FOR THE MONTH ENDING

AUGUST 2019

Attachment 9.1.2

DATE	DESCRIPTION	AMOUNT \$
30/07/2019	TRANSPORT TAKINGS	587.45
31/07/2019	TRANSPORT TAKINGS	14,566.30
1/08/2019	TRANSPORT TAKINGS	1,322.60
2/08/2019	TRANSPORT TAKINGS	1,243.45
5/08/2019	TRANSPORT TAKINGS	1,299.25
6/08/2019	TRANSPORT TAKINGS	149.50
7/08/2019	TRANSPORT TAKINGS	1,532.50
8/08/2019	TRANSPORT TAKINGS	3,356.95
9/08/2019	TRANSPORT TAKINGS	3,295.20
12/08/2019	TRANSPORT TAKINGS	2,754.00
13/08/2019	TRANSPORT TAKINGS	2,380.25
14/08/2019	TRANSPORT TAKINGS	944.75
15/08/2019	TRANSPORT TAKINGS	1,958.80
16/08/2019	TRANSPORT TAKINGS	385.30
19/08/2019	TRANSPORT TAKINGS	2,094.10
20/08/2019	TRANSPORT TAKINGS	2,364.35
21/08/2019	TRANSPORT TAKINGS	1,900.80
22/08/2019	TRANSPORT TAKINGS	1,522.30
23/08/2019	TRANSPORT TAKINGS	923.20
26/08/2019	TRANSPORT TAKINGS	980.30
27/08/2019	TRANSPORT TAKINGS	827.05
28/08/2019	TRANSPORT TAKINGS	2,157.50
		48,545.90
29/08/2019	TRANSPORT	2,327.75
30/08/2019	TRANSPORT	1,789.00
	AMOUNTS YET TO BE DRAWN	15,153.75



Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment.

Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

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

BusinessChoice Everyday VISA Card

Date of Transaction	Description	Debits/Credits	Cardholder Comments
04 JUL	Purchases ST JOHN AMBULANCE AUST BELMONT AU	133.50	CPR Courses - St John 2x Medical Staff ENTRY PASSES + OIL TOKENS
	CHARITABLE AND SOCIAL SERVIC	1392	
12 JUL	VISTAPR*VistaPrint.com 866-8936743 NL	85.59	
	INC FX FEE AUD \$2.49		
	MISCELLANEOUS PUBLISHING AND		
	Sub Total:	219.09	
	Miscellaneous Transactions		
28 JUL	TRANSFER CLOSING BALANCE TO BILLING ACCT	219.09 -	
	Sub Total:	219.09 -	
	Grand Total:	0.00	

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

Cardholder Signature

Date

29/7/2019

Transactions examined and approved.

Manager/Supervisor Signature

Date

23/8/2019

9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 31st August 2019

Meeting Date	26 th September 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Giffellon
Attachments	9.2.1 Financial Statements for August
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

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

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

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

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

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

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

SHIRE OF QUAIRADING

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

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

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

KEY INFORMATION

Items of Significance

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

	% Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance (Under)/Over
Capital Expenditure					
Land & Buildings					
Park Cottages	46.50%	250,151	161,818	116,324	(45,494)
Industrial Lots	0.00%	155,851	-	-	-
Plant & Equipment					
Q3919 - Dynapac Steel Roller	0.00%	145,000	-	-	-
Q430 - Caterpillar Bobcat		85,000	-	-	-
Infrastructure - Roads					
2019/20 Roads Program	0.25%	1,509,323	-	3,787	3,787
Other Infrastructure					
Oval Lighting	0.00%	157,200	60,000	-	(60,000)
Bowling Green Repairs	0.00%	135,073	50,000	-	(50,000)
Old School Site	0.00%	93,360	-	-	-

% Compares current ytd actuals to annual budget

Financial Position	* Note	Prior Year 31 August 2018	Current Year 31 August 2019
Adjusted Net Current Assets	104%	\$ 4,176,496	\$ 4,361,740
Cash and Equivalent - Unrestricted	165%	\$ 1,362,011	\$ 2,241,459
Cash and Equivalent - Restricted	86%	\$ 2,706,524	\$ 2,335,522
Receivables - Rates	118%	\$ 1,983,199	\$ 2,348,606
Receivables - Other	10%	\$ 1,009,434	\$ 97,455
Payables	236%	\$ 70,889	\$ 167,520

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

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

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 19th September 2019

Prepared by: Executive Manager of Corporate Services

Reviewed by: Chief Executive Officer

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

CRITICAL ACCOUNTING ESTIMATES

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

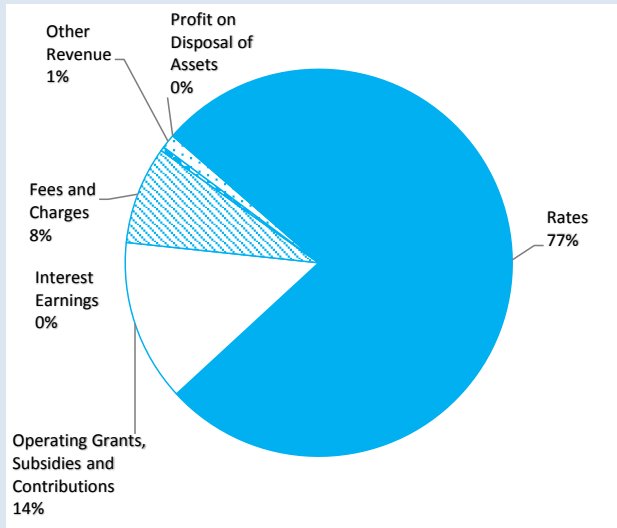
ROUNDING OFF FIGURES

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

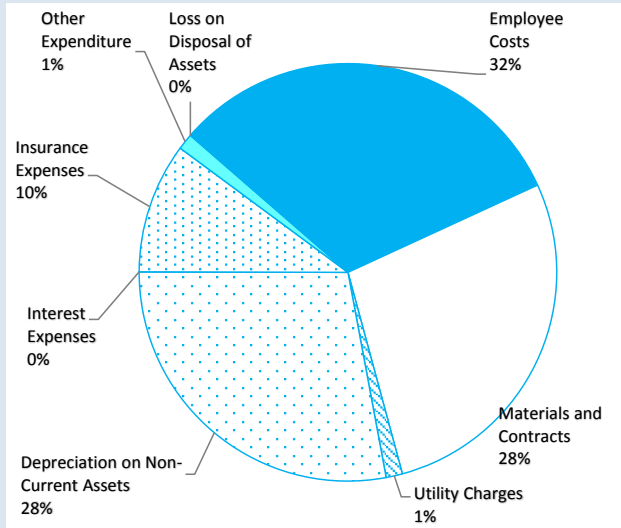
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 AUGUST 2019**

SUMMARY GRAPHS

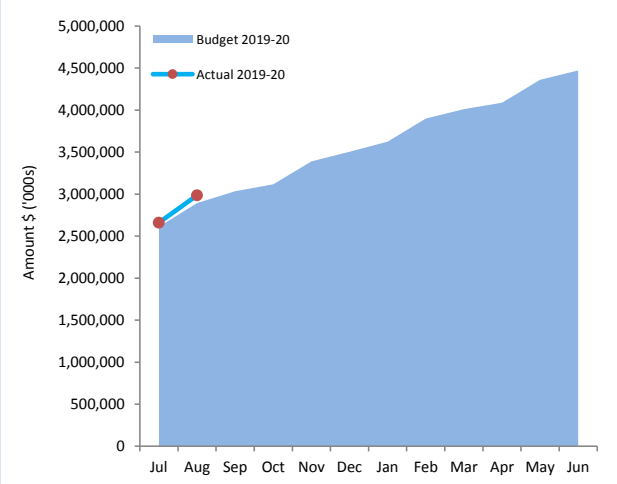
OPERATING REVENUE



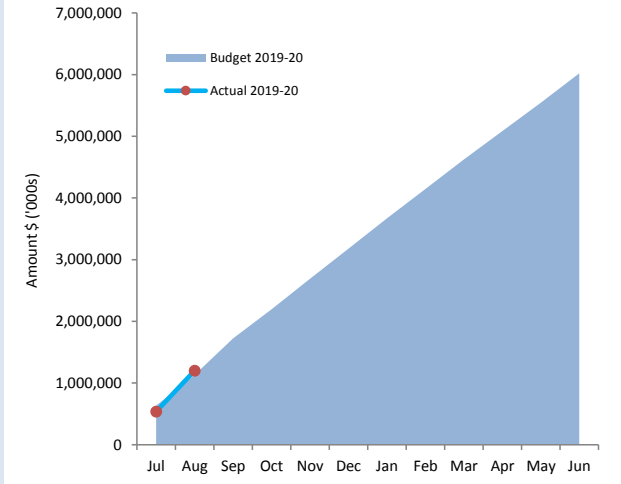
OPERATING EXPENSES



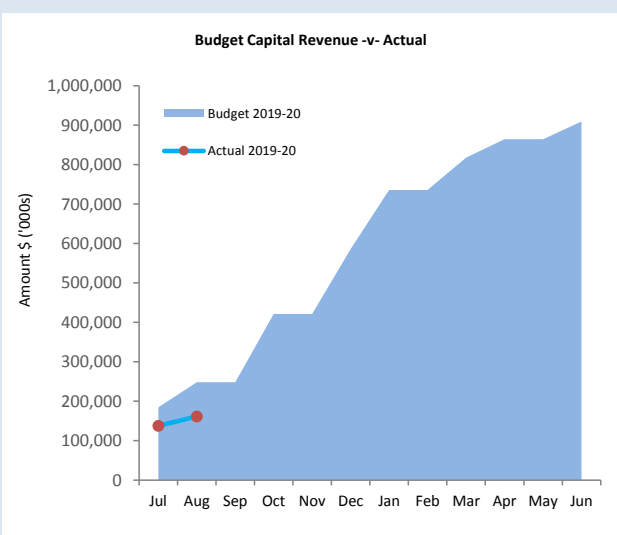
Budget Operating Revenues -v- Actual



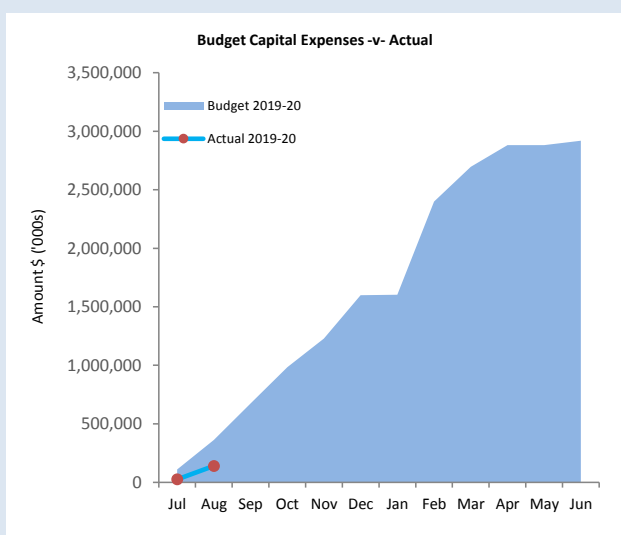
Budget Operating Expenses -v-YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



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

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

STATUTORY REPORTING PROGRAMS

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

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

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

STATUTORY REPORTING PROGRAMS

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	1(b)	2,233,386	2,233,386	2,233,386	0	0%	
Revenue from operating activities							
Governance		5,824	2,371	7,564	5,193	219%	
General Purpose Funding - Rates	5	2,299,602	2,299,719	2,299,314	(405)	(0%)	
General Purpose Funding - Other		917,764	232,822	246,094	13,272	6%	
Law, Order and Public Safety		197,103	700	10,597	9,897	1414%	
Health		114,629	19,105	75,078	55,973	293%	▲
Education and Welfare		190,279	23,133	36,252	13,119	57%	▲
Housing		120,076	20,013	16,747	(3,266)	(16%)	
Community Amenities		164,458	125,126	125,442	316	0%	
Recreation and Culture		30,944	2,183	3,972	1,789	82%	
Transport		173,289	139,679	139,758	79	0%	
Economic Services		154,185	19,198	16,769	(2,429)	(13%)	
Other Property and Services		97,296	8,703	17,973	9,270	107%	
		4,465,449	2,892,752	2,995,560	102,808	4%	
Expenditure from operating activities							
Governance		(649,699)	(164,728)	(143,365)	21,363	13%	▲
General Purpose Funding		(83,039)	(13,840)	(9,472)	4,368	32%	
Law, Order and Public Safety		(358,226)	(63,678)	(84,921)	(21,243)	(33%)	▼
Health		(409,057)	(69,297)	(105,100)	(35,803)	(52%)	▼
Education and Welfare		(356,815)	(63,698)	(49,543)	14,155	22%	▲
Housing		(183,945)	(34,691)	(25,420)	9,271	27%	
Community Amenities		(494,667)	(82,987)	(54,842)	28,145	34%	▲
Recreation and Culture		(936,282)	(169,168)	(155,234)	13,934	8%	
Transport		(2,042,888)	(339,775)	(412,196)	(72,421)	(21%)	▼
Economic Services		(599,673)	(103,594)	(80,409)	23,185	22%	▲
Other Property and Services		(63,731)	(26,286)	(81,446)	(55,160)	(210%)	▼
		(6,178,022)	(1,131,742)	(1,201,948)	(70,206)	(6%)	
Operating activities excluded from budget							
Add Back Depreciation		1,931,312	321,885	336,218	14,333	4%	
Adjust (Profit)/Loss on Asset Disposal	6	11,094	0	0	0		
Adjust Provisions and Accruals		3,478	0	846	846		
Amount attributable to operating activities		233,311	2,082,895	2,130,676	47,781	(2%)	
Investing Activities							
Non-operating Grants, Subsidies and Contributions		909,397	248,514	137,800	(110,714)	(45%)	▼
Proceeds from Disposal of Assets	6	145,000	0	0	0		
Capital Acquisitions	7	(2,919,229)	(363,538)	(130,989)	232,549	64%	▲
Amount attributable to investing activities		(1,864,832)	(115,024)	6,811	121,835	106%	▲
Financing Activities							
Proceeds from New Debentures		150,000	0	0	0		
Self-Supporting Loan Principal		36,341	0	0	0		
Transfer from Reserves	9	736,544	0	0	0		
Repayment of Debentures	8	(94,443)	0	0	0		
Transfer to Reserves	9	(1,300,000)	(3,333)	(9,133)	(5,800)	(174%)	
Amount attributable to financing activities		(471,558)	(3,333)	(9,133)	(5,800)	(174%)	
Closing Funding Surplus(Deficit)	1(b)	130,307	4,197,924	4,361,740	163,816	(4%)	

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 31 AUGUST 2019

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

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

BY NATURE OR TYPE

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1(b)	2,233,386	2,233,386	2,233,386	0	0%	
Revenue from operating activities							
Rates	5	2,299,602	2,299,719	2,299,314	(405)	(0%)	
Operating Grants, Subsidies and Contributions		1,139,182	368,281	405,346	37,065	10%	▲
Fees and Charges		661,127	198,154	245,158	47,004	24%	▲
Interest Earnings		74,389	11,008	10,310	(698)	(6%)	
Other Revenue		276,189	15,590	35,432	19,842	127%	▲
Profit on Disposal of Assets	6	14,960	0	0			
		4,465,449	2,892,752	2,995,560	102,808	4%	
Expenditure from operating activities							
Employee Costs		(2,187,004)	(378,928)	(381,578)	(2,650)	(1%)	
Materials and Contracts		(1,505,723)	(257,664)	(332,482)	(74,818)	(29%)	▼
Utility Charges		(250,430)	(39,822)	(15,270)	24,552	62%	▲
Depreciation on Non-Current Assets		(1,931,312)	(321,885)	(336,218)	(14,333)	(4%)	
Interest Expenses		(24,077)	(4,013)	0	4,013	100%	
Insurance Expenses		(168,455)	(84,227)	(121,463)	(37,236)	(44%)	▼
Other Expenditure		(84,967)	(45,203)	(14,936)	30,267	67%	▲
Loss on Disposal of Assets	6	(26,054)	0	0	0		
		(6,178,022)	(1,131,742)	(1,201,947)	(70,205)	6%	
Operating activities excluded from budget							
Add back Depreciation		1,931,312	321,885	336,218	14,333	4%	
Adjust (Profit)/Loss on Asset Disposal	6	11,094	0	0	0		
Adjust Provisions and Accruals		3,478	0	846	846		
Amount attributable to operating activities		233,311	2,082,895	2,130,676	47,781	2%	
Investing activities							
Non-operating grants, subsidies and contributions		909,397	248,514	137,800	(110,714)	(45%)	▼
Proceeds from Disposal of Assets	6	145,000	0	0	0		
Land held for resale		0	0	0	0		
Capital acquisitions	7	(2,919,229)	(363,538)	(130,989)	232,549	64%	▲
Amount attributable to investing activities		(1,864,832)	(115,024)	6,811	121,835	(106%)	
Financing Activities							
Proceeds from New Debentures		150,000	0	0	0		
Self-Supporting Loan Principal		36,341	0	0	0		
Transfer from Reserves	9	736,544	0	0	0		
Repayment of Debentures	8	(94,443)	0	0	0		
Transfer to Reserves	9	(1,300,000)	(3,333)	(9,133)	(5,800)	(174%)	
Amount attributable to financing activities		(471,558)	(3,333)	(9,133)	(5,800)	174%	
Closing Funding Surplus (Deficit)	1(b)	130,307	4,197,924	4,361,740	163,816	4%	

KEY INFORMATION

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

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

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

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

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

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

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

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

PROVISIONS

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

INVENTORIES

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

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

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

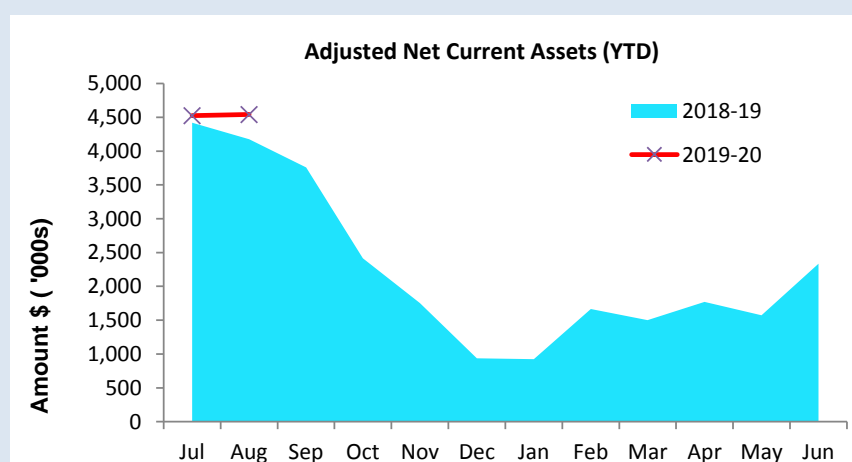
	Ref Note	Last Years Closing 30 June 2019	This Time Last Year 31 Aug 2018	Year to Date Actual 31 Aug 2019
		\$	\$	\$
Adjusted Net Current Assets				
Current Assets				
Cash Unrestricted	3	2,221,972	1,362,011	2,241,459
Cash Restricted	3	2,325,746	2,706,524	2,335,522
Receivables - Rates	4	204,531	1,983,199	2,348,606
Receivables - Other	4	172,158	1,009,434	97,455
Loans receivable		36,341	0	0
Prepaid Expenses		13,347	0	0
Interest / ATO Receivable		26,400	24,593	23,476
Inventories		704,371	7,682	8,835
		5,704,866	7,093,443	7,055,353
Less: Current Liabilities				
Payables		(218,474)	(70,889)	(167,520)
Provisions - employee		(393,660)	(387,150)	(393,660)
Long term borrowings		0	(49,513)	0
		(612,134)	(507,552)	(561,180)
Unadjusted Net Current Assets		5,092,732	6,585,891	6,494,173
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(2,325,746)	(2,706,524)	(2,335,522)
Less: Land held for resale		(699,502)	0	0
Less: Loans receivable		(36,341)	0	0
Add: Provisions - employee		202,243	247,616	203,089
Add: Long term borrowings		0	49,513	0
Adjusted Net Current Assets		2,233,386	4,176,496	4,361,740

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD

Surplus(Deficit)

\$4.36 M

Last Year YTD

Surplus(Deficit)

\$4.18 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 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/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Health	55,973	293%	▲	Timing	Timing of Medical Practice Income as budgeted across the year
Education and Welfare	13,119	57%	▲	Permanent	Received unbudgeted grant for access works completed last financial year
Expenditure from operating activities					
Governance	21,363	13%	▲	Timing	Higher than budgeted administration allocated due to timing of administration costs
Law, Order and Public Safety	(21,243)	(33%)	▼	Timing	Staff leave entitlements not budgeted, timing of insurance
Health	(35,803)	(52%)	▼	Timing	Timing of Medical Practice Contractor expense
Education and Welfare	14,155	22%	▲	Timing	Timing of Independent Living Units Design and expenses at AKV
Community Amenities	28,145	34%	▲	Timing	Timing of costs for Town Planning, Cemetery, Waste Facility and Services
Transport	(72,421)	(21%)	▼	Timing	Timing of Road Maintenance higher than budget due to the seasonal program of work.
Economic Services	23,185	22%	▲	Timing	Caravan Park costs lower than budget
Other Property and Services	(55,160)	(210%)	▼	Timing	PWO under allocated due to staff entitlements
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(110,714)	(45%)	▼	Timing	Timing of Roads and Audio town Hall Visual Grants, Portable Generator and Oval Lighting
Capital Acquisitions	232,549	64%	▲	Timing	Timing of Projects

KEY INFORMATION

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

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

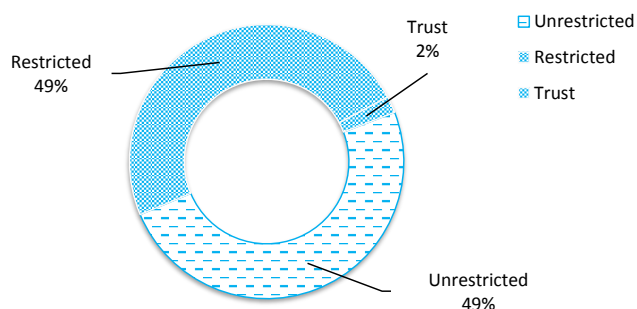
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	600			600			
At Call Deposits							
Municipal Fund	1,110,681			1,110,681	Westpac		
Medical Centre	41,232			41,232	Westpac		
Child Care Centre	6,545			6,545	Westpac		
Municipal On Call	920,000			920,000	Westpac	0.15%	
Reserve Fund On Call		52,132		52,132	Westpac	0.15%	
Trust Fund			94,509	94,509	Westpac		
Term Deposits							
Municipal Investment - Term Deposit	303,145			303,145	Westpac	2.00%	05-Oct-19
Reserve Investment - Term Deposit		188,656		188,656	Westpac	2.00%	03-Sep-19
Reserve Investment - Term Deposit		1,270,315		1,270,315	Westpac	2.14%	12-Oct-19
Reserve Investment - Term Deposit		462,207		462,207	Westpac	2.05%	22-Nov-19
Reserve Investment - Term Deposit		362,213		362,213	Westpac	2.00%	23-Sep-19
Total	2,382,203	2,335,522	94,509	4,812,235			

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	Unrestricted
\$4.81 M	\$2.38 M

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

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates Receivable	30 June 2019	31 Aug 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)	(392,393)
Equals Current Outstanding	251,439	2,348,606
Net Rates Collectable	251,439	2,348,606
% Collected	97.18%	15.76%

KEY INFORMATION

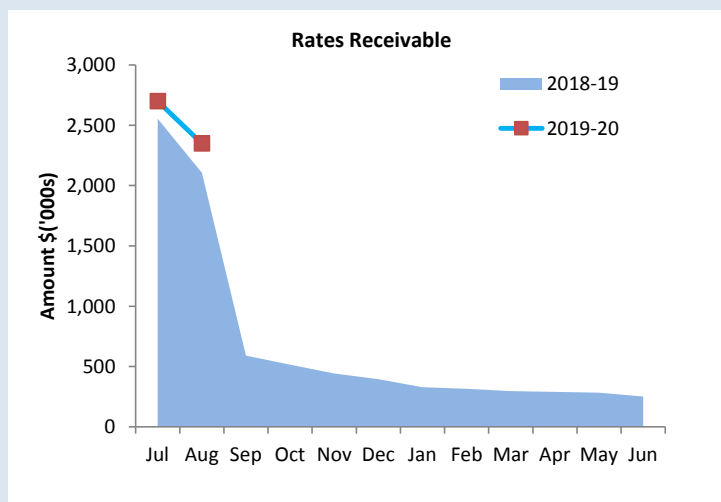
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	65,877	1,960	443	41,296	109,576
Percentage	60%	2%	0%	38%	
Balance per Trial Balance					
Sundry debtors					86,100
GST receivable					23,476
Total Receivables General Outstanding					109,576

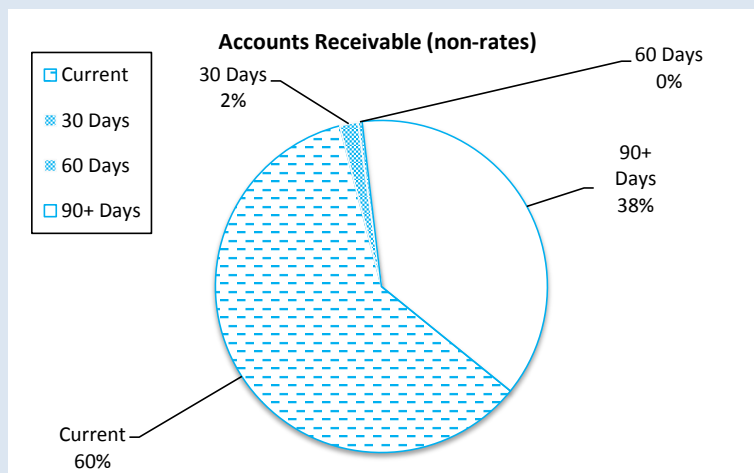
Amounts shown above include GST (where applicable)

SIGNIFICANT ACCOUNTING POLICIES

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



Collected	Rates Due
16%	\$2,348,606



Debtors Due
\$109,576
Over 30 Days
40%
Over 90 Days
38%

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

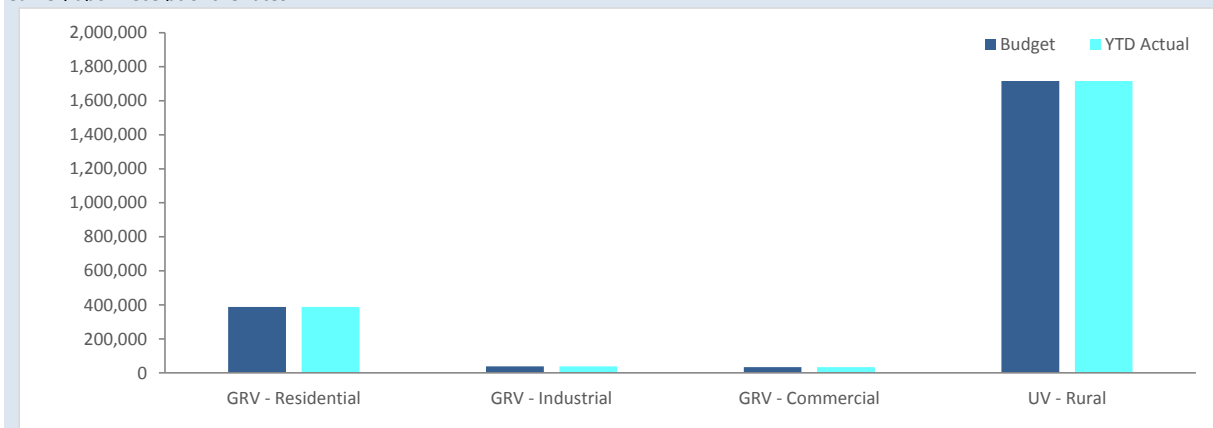
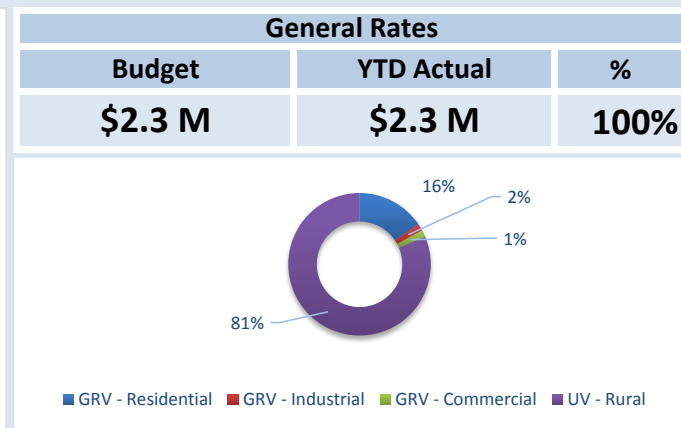
**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

General Rate Revenue	Amended Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV - Residential	0.135679	315	2,563,032	347,750	0	0	347,750	347,750	0	0	347,750
GRV - Industrial	0.135679	20	261,785	35,519	0	0	35,519	35,519	0	0	35,519
GRV - Commercial	0.135679	11	248,376	33,699	0	0	33,699	33,699	0	0	33,699
UV - Rural	0.012301	374	147,974,500	1,820,234	0	0	1,820,234	1,820,234	(61)	0	1,820,173
	Minimum \$										
GRV - Residential	650	61	66,044	39,650	0	0	39,650	39,650	0	0	39,650
GRV - Industrial	650	5	6,315	3,250	0	0	3,250	3,250	0	0	3,250
GRV - Commercial	650	0		0	0	0	0	0	0	0	0
UV - Rural	650	30	854,736	19,500	0	0	19,500	19,500	0	0	19,500
Sub-Totals		816	151,974,788	2,299,602	0	0	2,299,602	2,299,602	-61	0	2,299,541
Write Offs							(700)				(227)
Amount from General Rates							2,298,902				2,299,314
Ex-Gratia Rates							12,642				12,156
Total General Rates							2,311,544				2,311,470

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

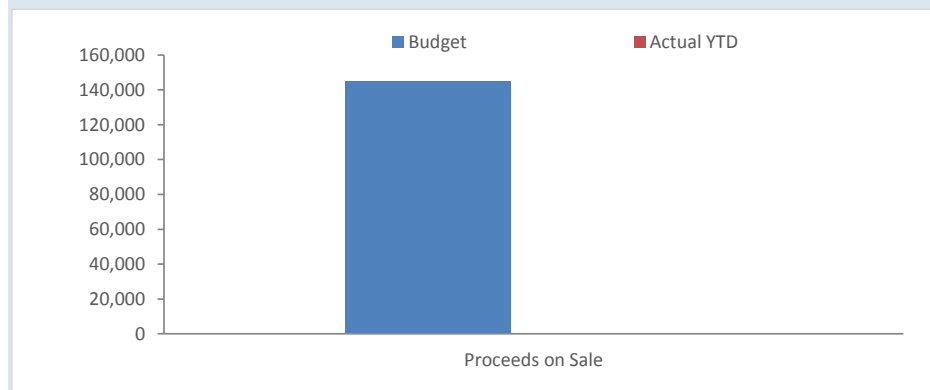


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

**OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS**

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

KEY INFORMATION



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

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

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

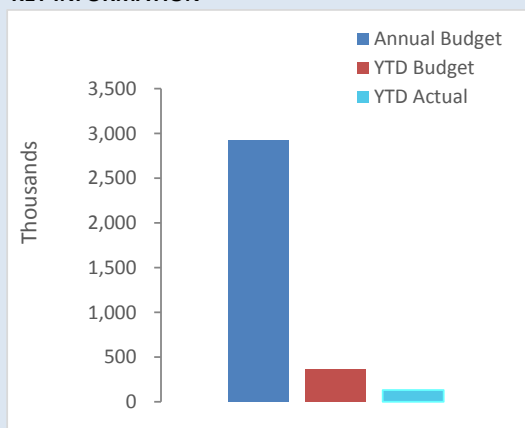
Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land	155,851	0	0	0
Buildings	260,001	171,668	127,202	-44,466
Plant & Equipment	440,470	41,870	0	-41,870
Furniture & Equipment	0	0	0	0
Infrastructure - Roads	1,509,323	0	3,787	3,787
Infrastructure - Footpaths	50,000	0	0	0
Infrastructure - Other	503,583	150,000	0	-150,000
Capital Expenditure Totals	2,919,229	363,538	130,989	(232,549)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	909,397	248,514	137,800	-110,714
Borrowings	150,000	150,000	0	-150,000
Other (Disposals & C/Fwd)	145,000	0	0	0
Cash Backed Reserves				
Plant Reserve	308,600	0	0	0
Swimming Pool Reserve	0	0	0	0
Building Reserve	272,093	100,000	0	-100,000
Health Reserve	155,851	0	0	0
Road Infrastructure Reserve	0	0	0	0
Contribution - operations	978,288	-134,976	(6,811)	128,165
Capital Funding Total	2,919,229	363,538	130,989	(232,549)

SIGNIFICANT ACCOUNTING POLICIES

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

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










KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$2.92 M	\$0.13 M	4%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$0.91 M	\$0.14 M	15%

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

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion		Amended			Variance (Under)/Over	
		Account Number	Annual Budget	YTD Budget		YTD Actual
	Capital Expenditure					
	Land					
	Industrial Lots	2601	155,851			
0.00	 Total		155,851	0	0	
	Buildings					
0.47	 Park Cottages	9546	250,151	161,818	116,324	-45,494
1.10	 Swimming Pool Shed	9550	9,850	9,850	10,878	1,028
0.49	 Total		260,001	171,668	127,202	-44,466
	Plant & Equipment					
	OQ - Holden Captiva Active	9001	38,000			0
	Q3446 - Mazda BT 50	9750	34,000			0
	Q649 - Mazda BT 50	9751	36,600			0
	Q430 - Caterpillar Bobcat	9752	85,000			0
	Q582 - Isuzu NPR 300 Tipper	9753	60,000			0
	Q3919 - Dynapac Steel Roller	9754	145,000			0
	Portable Generator	9552	41,870	41,870		-41,870
0.00	 Total		440,470	41,870	0	-41,870
	Furniture & Equipment					
0.00	Total		0	0	0	0
	Infrastructure - Roads					
0.00	 2019/20 Roads Program		1,509,323	0	3,787	3,787
0.00	 Total		1,509,323	0	3,787	3,787
	Infrastructure - Footpaths					
	McLennan Street/School		50,000			
0.00	 Total		50,000	0	0	0
	Infrastructure - Other					
	Oval Lighting	9837	157,200	60,000		-60,000
	Bowling Green Repairs	9836	135,073	50,000		-50,000
	Pool Shade Sail System	9553	10,000			0
	Pool Waterwise	9554	10,000	5,000		-5,000
	Community Park and Trail Design	9838	20,000			0
	Street Signage	9595	20,000	15,000		-15,000
	Old School Site	9587	93,360			0
	Tourist Layby	9582	27,950			0
	Shire Hall Audio Visual - Lighting upgrade	9531	20,000	20,000		-20,000
	Hall Car Park Upgrade Design	9829	10,000			0
0.00	 Total		503,583	150,000	0	-150,000

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

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

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

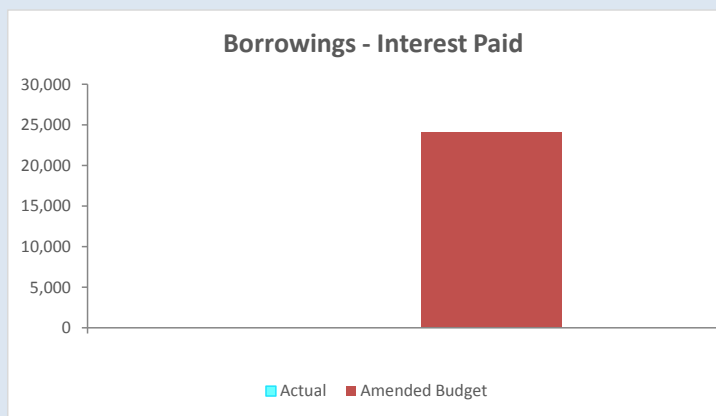
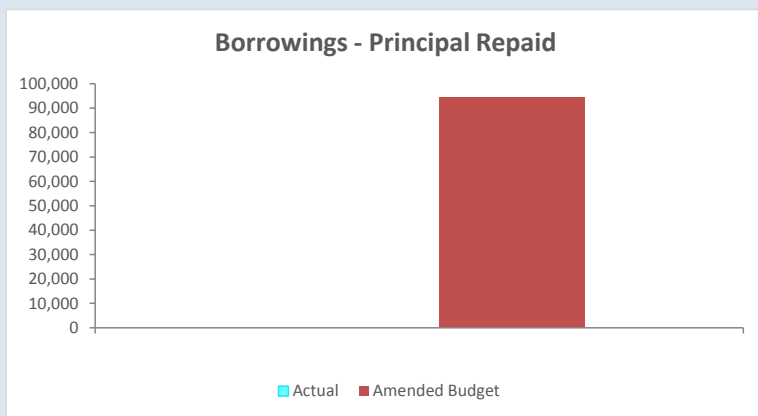
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Principal Repaid
\$0
Interest Expense
\$0
Loans Outstanding
\$.52 M

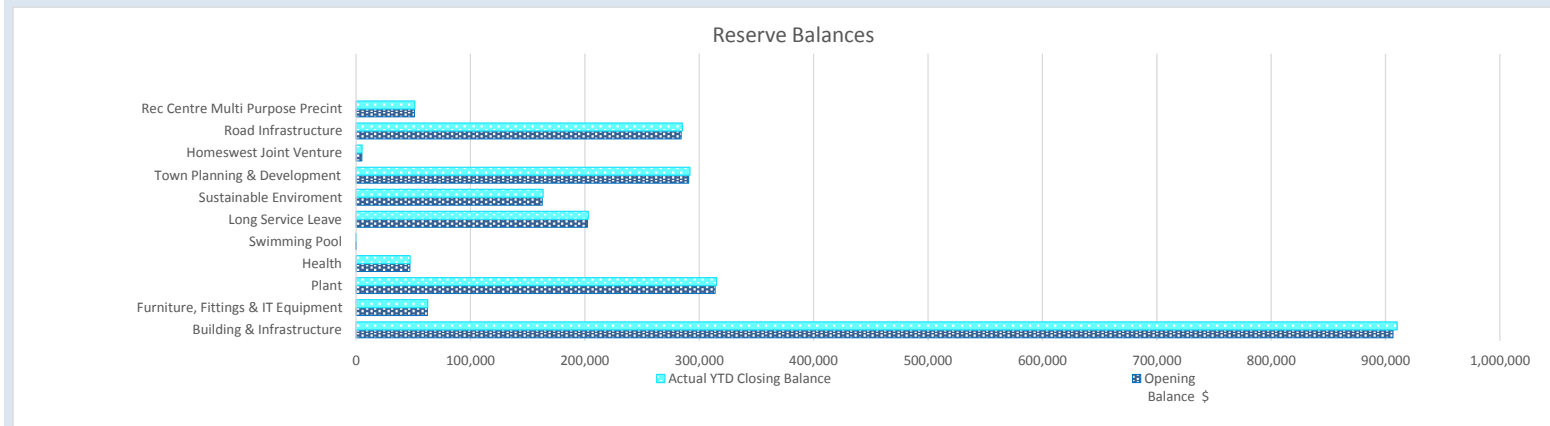
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

**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	3,559	150,000		(272,093)		800,041	910,106
Furniture, Fittings & IT Equipment	62,392	1,073	245					63,465	62,637
Plant	313,858	5,396	1,232	420,000		(308,600)		430,654	315,090
Health	47,072	810	185					47,882	47,257
Swimming Pool	287	5	1					292	288
Long Service Leave	202,295	3,478	794					205,773	203,089
Sustainable Environment	162,755	2,798	639					165,553	163,394
Town Planning & Development	290,735	4,999	1,141	250,000		(155,851)		389,883	291,876
Homeswest Joint Venture	5,151	89	20					5,240	5,171
Road Infrastructure	284,180	4,886	1,116	150,000				439,066	285,296
Rec Centre Multi Purpose Precint	51,117	879	201					51,996	51,318
Building Renewal	0			120,000				120,000	
Independent Living	0			170,000				170,000	
	2,326,389	40,000	9,133	1,260,000	0	(736,544)	0	2,889,845	2,335,522

KEY INFORMATION



Interest Earned

\$9,133

Reserves Bal

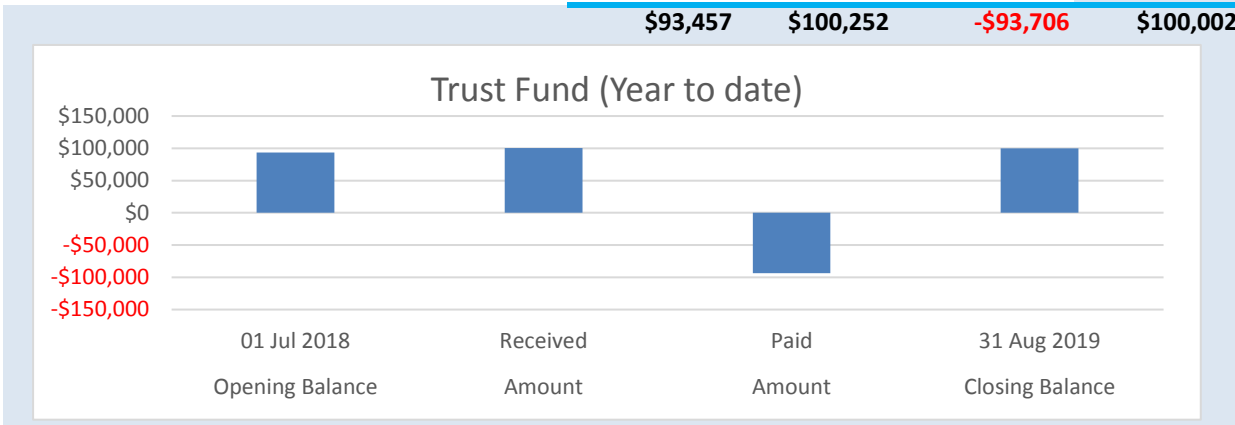
\$2.34 M

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

**NOTE 11
TRUST FUND**

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

Description	Opening Balance 01 Jul 2018	Amount Received	Amount Paid	Closing Balance 31 Aug 2019
Department of Transport	\$9,696	\$99,164	-\$93,706	\$15,154
QARRAS - Luncheon	\$3,451	\$0	\$0	\$3,451
Doodenanning Cemetery	\$1,196	\$0	\$0	\$1,196
South Caroling Cemetery	\$4,887	\$0	\$0	\$4,887
Nomination Fees	\$0	\$0	\$0	\$0
Town Planning - Peacock 2 Yrs	\$1,000	\$0	\$0	\$1,000
Rural Youth	\$73,227	\$0	\$0	\$73,227
Factory Unit bond	\$0	\$1,088	\$0	\$1,088
	\$93,457	\$100,252	-\$93,706	\$100,002



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

NOTE 10
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	Amended			Variance (Under)/Over
	Annual Budget	YTD Budget	YTD Actual	
Operating grants, subsidies and contributions				
Federal Assistance Grants	830,522	207,630	222,567	14,937
MRWA Direct Road Grant	135,679	135,679	135,679	0
NRM Grant	24,624	4,104		(4,104)
Childcare Grant	35,000			0
Fire Prevention Grants	34,884		10,280	10,280
Staff Contributions to Vehicle	15,600	2,600	1,600	(1,000)
Ex Gratia Contribution	12,642	12,642	12,156	(486)
Medical Practice Grants and Contributions	33,750	5,625	23,064	17,439
Youth Centre Grants	6,481			0
Independent Living Units Concept Grant	10,000			0
Operating grants, subsidies and contributions Total	1,139,182	368,281	405,346	37,066
Non-operating grants, subsidies and contributions				
Roads to Recovery/ MRWA Regional Road Group	767,370	174,336	137,800	-36,536
Old School Site Grant	45,000			0
Bowling Club Contribution for Replacement Green	22,849			0
Audio Visual Town Hall Project Grant	10,000	10,000		-10,000
Oval Lighting Grant	43,618	43,618		-43,618
Portable Generator Grant	20,560	20,560		-20,560
Non-operating grants, subsidies and contributions Total	909,397	248,514	137,800	-110,714
Grand Total	2,048,579	616,795	543,146	(73,648)

KEY INFORMATION

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

**NOTE 12
BUDGET AMENDMENTS**

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

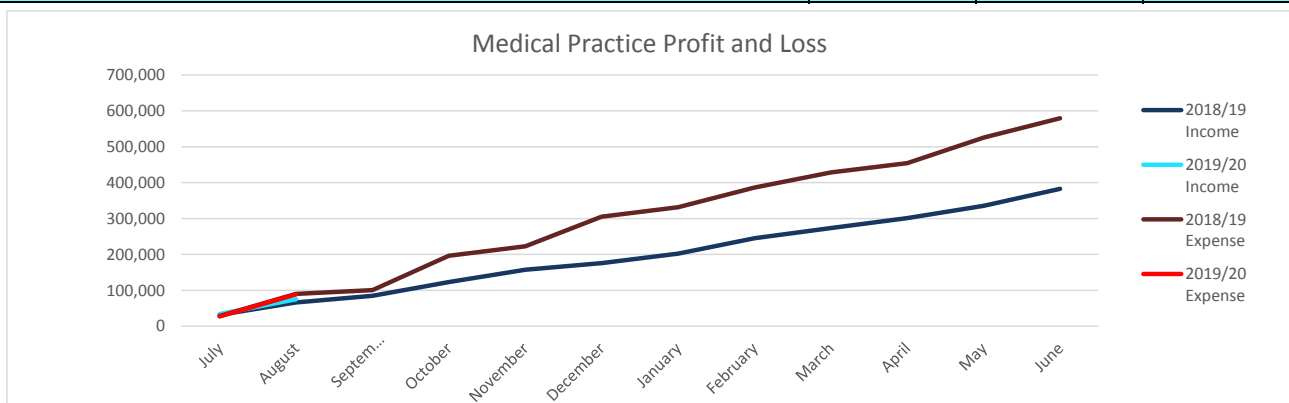
GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption		Opening Surplus	\$	\$	\$	\$
	Permanent Changes						0
				0	0	0	0

KEY INFORMATION

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

**NOTE 13
MEDICAL PRACTICE**

Medical Practice Profit and Loss (Cash)			
	YTD Actual	BUDGET	YTD%
EXPENDITURE			
LABOUR			
CONTRACTOR DOCTOR 17/18 + JUN 30 CPI in OCT18	\$62,828	\$107,888	58%
Wages			
PRACTICE NURSE (2 days a week)	\$3,351	\$32,244	10%
PRACTICE MGR RECEPTIONISTS - Job Share 3 Staff (1.6 FTE)	\$14,384	\$103,540	14%
Super			
PRACTICE NURSE	\$318	\$3,063	10%
PRACTICE MGR RECEPTIONISTS - Job Share 3 Staff (1.6 FTE)	\$1,305	\$9,836	13%
Insurance			
WORKERS COMPENSATION @ 2.3%	\$1,425	\$2,851	50%
MEDICAL INDEMNITY/PROFESSIONAL FEES		\$1,000	0%
Other			
STAFF DEVELOPMENT	\$532	\$1,000	53%
MATERIALS			
MATERIALS - MEDICAL/OTHER	\$1,790	\$6,394	28%
UTILITIES			
ELECTRICITY CONSUMED	\$24	\$2,000	1%
PHONE	\$735	\$4,400	17%
POSTAGES, PRINTING, STATIONERY, ETC	\$273	\$5,000	5%
OTHER			
MINOR CAPITAL EXPENDITURE ITEMS	\$0	\$6,500	0%
COMPUTERS - MTCE (NON CAPITAL)	\$77	\$3,000	3%
CREDIT CARD MERCHANT FEES	\$81	\$500	16%
OTHER SURGERY EXPENSES	\$1,489	\$17,500	9%
TOTAL CASH EXPENDITURE	\$88,613	\$306,716	29%
INCOME			
INTEREST - SUPPORT PACKAGES	\$9	\$500	2%
HIC PAYMENTS (PIP) & (SWWML) & (CIR) -EX GST	\$3,914	\$5,000	78%
RFDS PAYMENTS	\$1,200	\$1,200	100%
PRACTICE NURSE INCENTIVE GRANT	\$3,849	\$5,750	67%
RECEIPTS FROM CONSULTATIONS	\$4,946	\$16,050	31%
VTA BENEFIT / M 'CARE	\$45,667	\$61,500	74%
VMP PAYMENTS (EX GST) - ESTIMATED	\$15,293	\$23,750	64%
SUNDRY PAYMENTS	\$0	\$0	
TOTAL CASH INCOME	\$74,877	\$113,750	66%
TOTAL CASH INCOME	\$74,877	\$113,750	66%
TOTAL CASH EXPENDITURE	\$88,613	\$306,716	29%
OUTCOME	-\$13,736	-\$192,966	7%

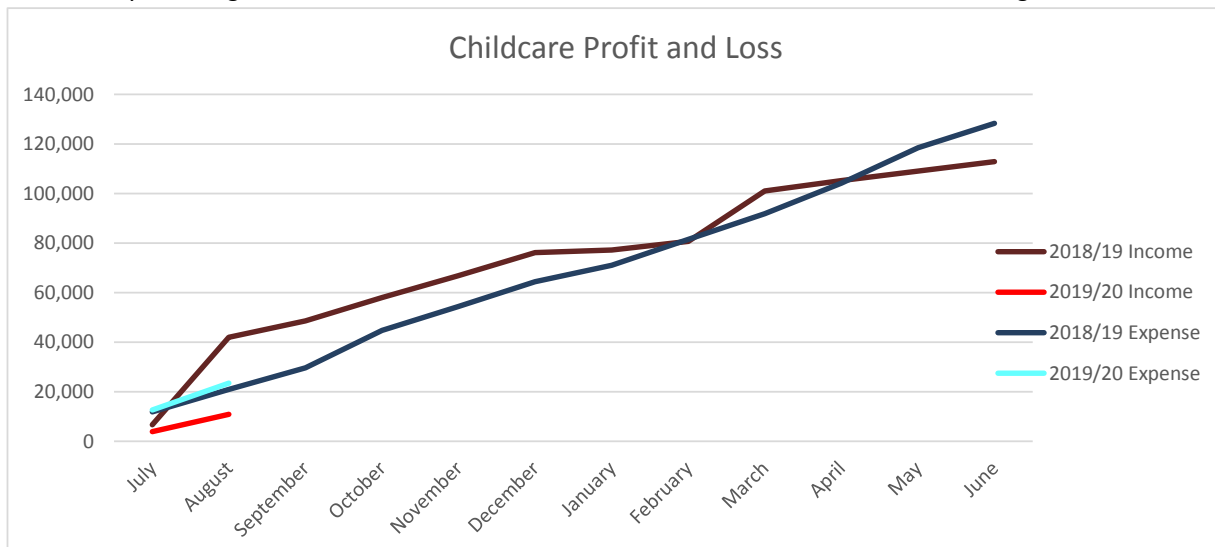


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

**NOTE 14
CHILDCARE**

Childcare Profit and Loss (Cash)	Month Actual	YTD Actual	Budget	VAR %
INCOME				
Fees	\$6,715	\$10,608	\$90,000	12%
Grant Funds		\$0	\$35,000	0%
Donations	\$0	\$0	\$1,000	0%
**Funds Reimbursements	\$270	\$270	\$0	
TOTAL INCOME	\$6,985	\$10,878	\$126,000	9%
EXPENDITURE	Month Actual	YTD Actual	Budget	VAR %
Insurance	\$0	\$1,257	\$2,513	50%
Dept Communities - Annual Service Fee	\$0	\$0	\$1,500	0%
Operating Expenses	\$322	\$1,730	\$13,500	13%
Power	\$0	\$0	\$1,500	0%
Phone	\$41	\$81	\$500	0%
Wages	\$9,586	\$18,688	\$109,269	16%
Superannuation	\$884	\$1,708	\$10,381	17%
**Funds to be reimbursed				
TOTAL EXPENDITURE	\$ 10,832	\$ 23,464	\$ 139,163	17%
Income	\$ 10,878			
Expenses	\$ 23,464			
Surplus/ Deficit	-\$ 12,586			

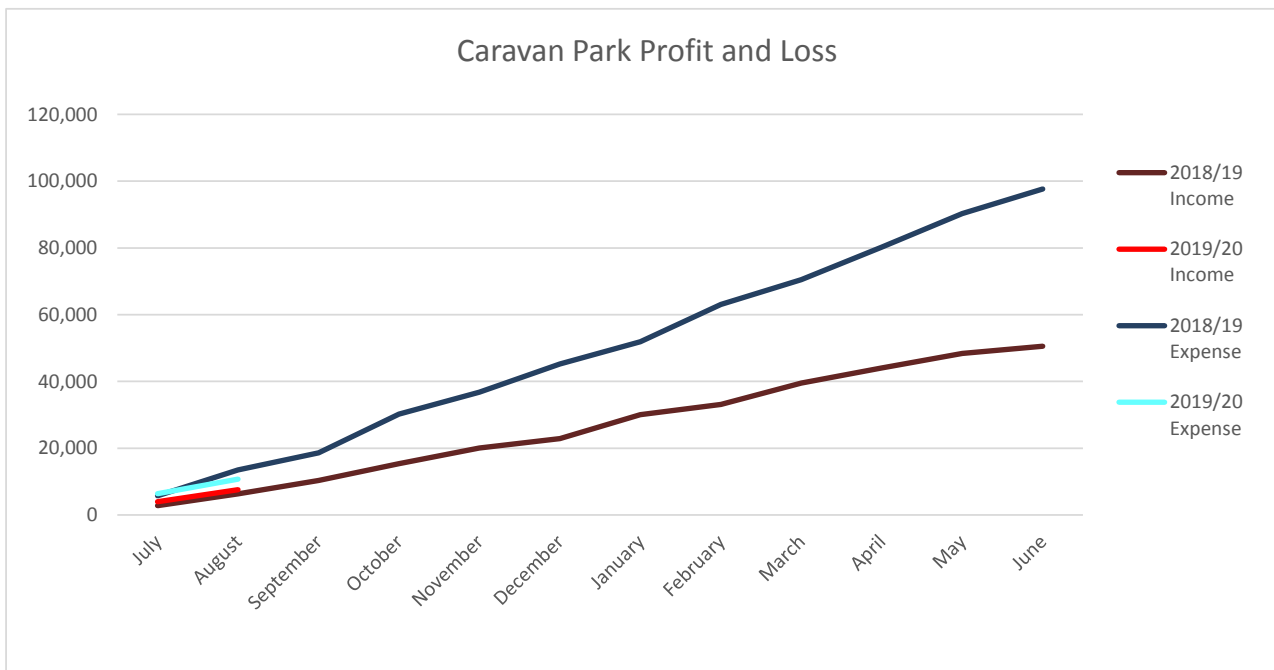
** Funds for Reimbursement are purchased by the Shire on behalf of the fundraising committee and directly on charged to the committee, there is a neutral costs to Shire, therefore not budgeted



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

**NOTE 15
CARAVAN PARK**

Caravan Park Profit and Loss	YTD Actual	Budget	VAR %
INCOME			
Caravan Park Charges	\$6,138	\$37,500	16%
Cottage Charges	\$1,432	\$49,000	3%
TOTAL INCOME	\$7,570	\$86,500	9%
EXPENDITURE	YTD Actual	Budget	VAR %
Caravan Park			
Wages inc O/H	\$6,206	\$61,963	10%
Materials	\$668	\$6,255	11%
Utilities	\$1,211	\$13,860	9%
Insurance	\$356	\$646	55%
Caravan Park Total	\$8,441	\$82,724	10%
Cottages			
Wages inc O/H	\$914	\$26,081	4%
Materials	\$789	\$30,500	3%
Utilities	\$296	\$16,000	2%
Insurance	\$295	\$535	55%
Cottages Total	\$2,294	\$73,116	3%
TOTAL EXPENDITURE	\$ 10,735	\$ 155,840	7%
Income	\$ 7,570		
Expenses	\$ 10,735		
Surplus/ Defecit	-\$ 3,165		



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

**NOTE 16
RATIO'S**

	2020	This Time	2019	2018	2017	Target Range
	YTD	Last Year				
Current Ratio	12.43	10.21	5.50	0.93	1.29	≥1.00
Debt Service Cover Ratio	228.76	467.71	24.36	16.98	41.90	≥ 15.0
Operating Surplus Ratio	0.67	0.76	0.07	(0.24)	(0.43)	≥0.15
Own Source Revenue Coverage Ratio	2.26	2.78	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

9.3 Audit and Risk Committee Meeting Minutes – 10th September 2019

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

OFFICER'S RECOMMENDATION

1. That Council receive the Minutes of the Audit & Risk Committee Meeting held on the 10th September 2019; and
2. Consider the Committee's following Recommendations individually: -

Voting Requirements –

Simple Majority (AR01, AR02, AR03, and AR04)

Internal Audit Toolkit Checklist and 2019 OAG Reports

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.

Audit Regulation 17 – Review Report 2019

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.

Report on Excess Annual Leave and Long Service Leave

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 31st August 2019.

Medical Practice Comparison Report

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.

IN BRIEF

Minutes of the 11th June 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 10th 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 30th June 2019.

Long Service Leave Liability has been reduced by 1.77% (In Dollar Value) since the 30th 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

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

COMMUNITY CONSULTATION

N/A

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

Financial – Risk Matrix Rating considered Low. 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.

SHIRE OF QUAIRADING

The Quairading Audit and Risk Committee Minutes of the Meeting held on 10th September 2019 commencing at 5.08 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson opened the Meeting at 5.08 pm.

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

Mr GA Fardon	Chief Executive Officer
Mr NL Gilfellon	Executive Manager of Corporate Services
Mr A Rourke	Executive Manager of Works & Services
Ms Jodie Yardley	Senior Finance Officer

Observers/Visitors

Nil.

Apologies

Cr J McRae	
Mr RM Bleakley	IPR/ Strategic Projects Officer

Approved Leave of Absence

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.

Nil.

ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

5.1 Confirmation of Minutes – 11th June 2019

RECOMMENDATION: AR01-19/20

MOVED Cr McGuinness SECONDED Cr Davies

That the Minutes of the Audit & Risk Committee Meeting held on the 11th June 2019 be confirmed as a true and accurate record of the meeting.

CARRIED 6/0

5.2 Business Arising

Nil.

ITEM 6 STANDING ITEMS – EXTERNAL AUDIT

Audit & Risk Committee - Terms of Reference 7.6

Nil to report.

ITEM 7 STANDING ITEMS – INTERNAL AUDIT

Audit & Risk Committee - Terms of Reference 7.5

7.1 Internal Audit Toolkit Checklist and 2019 OAG Reports

Meeting Date	10 th September 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	7.1a Internal Audit Toolkit
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

RECOMMENDATION: AR02-19/20

MOVED Cr Stacey SECONDED Cr McGuinness

That the Audit & Risk Committee recommend to Council:

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

CARRIED 6/0

IN BRIEF

- The Internal Audit Toolkit Checklist (Checklist) was introduced to assist with the Internal Audit Function and to be undertaken by Council Administration.
- The checklist has been reviewed by Management with responses provided.
- Office of Auditor General (OAG) Reports have been listed with their Recommendations and the Administration's responses.

MATTER FOR CONSIDERATION

To note the updates on the Internal Audit Toolkit Checklist and OAG Reports.

BACKGROUND

The Committee's Terms of Reference provides for the following: -

7.1 Internal Audit

- The Audit and Risk Committee shall monitor and review the effectiveness of Council's internal audit function in the context of the Council's overall risk management system. The Audit and Risk Committee shall consider and make recommendations on the program and the adequacy of resources accordance with the relevant professional and legislative requirements and standards.
- The Audit and Risk Committee shall receive executive summary reports on all internal audits and shall review and monitor managements responsiveness to the findings and recommendations of any such internal audit.
- The Audit and Risk Committee shall meet with Management and any internal auditors at least twice per year to discuss any issue arising from any internal audits carried out.
- The Audit and Risk Committee shall monitor and review the selection process for the External Auditor and any Internal Auditor (if appointed). Appointment of any internal auditor is the responsibility of management.

Audit & Risk Committee discussion at its meeting held on the 12th June 2018 –

“Executive Staff to provide a Scope for the Internal Audit to the next Meeting of the Audit and Risk Committee.”

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Terms of Reference – Audit & Risk Committee (2017)

Local Government (Audit) Regulations 1996

Amendments to the Local Government (Audit) Regulations 1996 came into effect on 8 February 2013 and introduced the following provision

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

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The review of the Internal Audit Toolkit Checklist and OAG Reports are reviewed and implemented internally and therefore at no extra cost.

If the Shire was to implement an Internal Auditor, there will be a financial cost dependent on the scope of the Audit.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES
S2	Healthy community
S2.1	Advocate on behalf of the community for improved access to health
S2.2	Promote public health

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

Financial – Risk Matrix Rating is considered Low. Review and implementation of the Checklist and OAG Reports will allow the Shire to decrease risks associated to financial fraud.

Health – Risk Matrix Rating is considered as Low.

Reputation – Risk Matrix Rating is considered as Low. Reduction in risks that reduce reputation loss including fraud risk and operational risk leading to reputation loss are addressed in the Checklist.

Operation – Risk Matrix Rating considered as Low. Plans mentioned in the Checklist including the Continuity Plan and Disaster Recovery Plan decrease risks of extended interruptions in the operations of the Shire.

Natural Environment – Risk Matrix Rating is considered as Low.

COMMENT

The attached checklist has been implemented as an internal auditing tool. The list has been reviewed by management and will be reviewed on an ongoing basis. The checklist helps management identify areas of weakness and where further work is needed.

This process is not able to replace a normal Internal Audit, as there is no independence from management during the process.

Council has requested to provide a snapshot on actions from reports by the OAG. Listed below are reports received from the OAG during 2019:

Records Management in Local Government

The report had 4 recommendations.

1. Implement regular and thorough records training
2. Regular reviews of staff recordkeeping practices
3. Timely disposal of records
4. Adequate protection over digital records.

The Shire is currently undertaking improvements with record keeping. Last year with support from Consultant Kim Boulton the Shire implemented a new record keeping system. Following on from this change, in the current year the administration is focusing on the disposal of records. This will begin with staff training in disposal of records in October and will lead to the disposing of non-permanent records. Following this will be improvements in the Shire records keeping process.

Council's Record Keeping Plan is being reviewed and a Revised Record Keeping Plan (including Digital Information) is required to be submitted to the State Records Office by the 28th February 2020.

The Shire has also budgeted in the 2019/2020 year for the creation of an IT Strategy, which will also include the method of improving digital records protections.

Local Government Building Approvals

Recommendations specific to local governments audited.

The CEO and Manager of Health and Building Services are to review the AGO Report to identify if the report's findings are relevant to the Shire of Quairading.

Verifying Employee Identity and Credentials

The report has 7 recommendations:

1. Have approved policies and procedures for verifying employee identity and credentials which cover:

- using a 100-point identity check
 - criminal background checks, based on the risks associated with the position
 - periodic monitoring of existing employees
2. Assess the positions which may require a criminal background or working with children check and ensure that these requirements are clearly documented in position description forms
 3. For high risk positions, or positions where there is an ongoing requirement to hold a license or professional qualification, obtain regular declarations from employees that there is no significant change in their circumstances
 4. Ensure that sufficient documentary evidence is obtained prior to appointment which supports an employee's:-
 - identification and right to work in Australia;
 - professional qualifications and memberships;
 - criminal background or capacity to work with children (where necessary);
 5. Perform appropriate referee checks for all potential employees and ensure that all employees' reference checks are retained in their employee or recruitment file;
 6. Develop a procedure for monitoring the expiry dates of licenses, certificates or working with children checks so that they can be followed up with the employee close to expiry date; and
 7. Perform periodic criminal background checks for positions which require it.

In 2018 the Shire has implemented a 'new employee' checklist that incorporates many of the recommendations above. The checklist has been used for several new employees. The recommendations above and lessons learnt from the employee's inducted through the new system will be used to conduct a review. The areas noted to be improved are 100 point identity checks, "Right to Work in Australia" checks and the creation of a new periodic checklist to regularly check licenses, professional qualifications, working with children checks and criminal background checks.

Fraud Prevention in Local Government

This report has 7 recommendations.

1. Should assess fraud risks across their business
2. Develop a Fraud and Corruption Control Plan and review it at least once every 2 years,
3. Develop and implement a periodic fraud awareness training program for all staff
4. Ensure that all conflicts of interest are recorded
5. Assessed and appropriate management plans are in place
6. Have policies and procedures in place to verify the identity and integrity of employees and suppliers
7. Document clear internal processes and systems to report any potential fraud, that include anonymous reporting and collect and analyze information received about potential fraud to identify any trends or emerging issues

The Shire has already implemented systems to assess changes to suppliers in order to detect fraud. Managers have also discussed the risks of fraud with their staff. The other recommendations from the report are currently being reviewed.

Management of Supplier Master Files

This report has 8 recommendations.

1. Have policies and procedures that include comprehensive guidance for employees to effectively manage supplier master files
2. Ensure that all additions or amendments to supplier master files are subject to a formal independent review to confirm validity and correctness
3. Regularly review employees' access to create or amend supplier master files to prevent any unauthorised access, and ensure adequate segregation of duties between those amending the master files and those approving payments
4. Ensure all key information is input at the time of creating a new supplier record
5. Apply consistent naming conventions for supplier records, to avoid suppliers being registered under multiple names
6. Ensure that documentary evidence is retained for all additions and amendments to supplier master files and there is a record of the reason for amending the supplier record
7. Include a requirement for a formal and periodic internal review to identify incomplete, incorrect, duplicate or redundant supplier records
8. Ensure any actual, potential or perceived conflicts of interest are declared and effectively managed, and that relevant employees are not involved in the procurement from, or management of supplier records in respect of their related suppliers.

The Shire has a checking system when entering new or changed banking details that includes a segregation of duties. Bank details are checked for each supplier before any payment is made. Administration has incorporated an increased process to identify all changes of bank details which involves a secondary check to confirm details. Administration is underway with the improvement of supplier details held and the process to enter supplier details.

ITEM 8 STANDING ITEMS – FINANCIAL REPORTING

8.1 WANDRRA

The Report on the Outstanding WANDRRA Claims as at the 31st August 2019 was noted.

ITEM 9 STANDING ITEMS – CONTROLS, SYSTEMS AND PROCEDURES

Audit & Risk Committee - Terms of Reference 7.2

9.1 Audit Regulation 17 – Review Report 2019

Meeting Date	10 th September 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	9.1a Risk Dashboard Report – July 2019
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

RECOMMENDATION: AR03-19/20

MOVED Cr McGuinness SECONDED Cr Brown

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

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 6/0

IN BRIEF

For the Audit and Risk Committee to review the Chief Executive Officer's report on the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal control and legislative compliance and to report to the Committee the results of the review.

BACKGROUND

The Local Government (Audit) Regulations 1996, Regulation 17, requires the CEO to review the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal control and legislative compliance.

STATUTORY ENVIRONMENT

Local Government Act 1995

7.13. Regulations as to audits²⁹

- (1) Regulations may make provision as follows —
 - (aa) as to the functions of a CEO in relation to —
 - (i) a local government audit; and
 - (ii) a report (an **action report**) prepared by a local government under section 7.12A(4)(a); and
 - (iii) an audit report; and
 - (iv) a report on an audit conducted by a local government under this Act or any other written law;
 - (ab) as to the functions of an audit committee, including in relation to —

- (i) the selection and recommendation of an auditor under Division 2;
and
 - (ii) a local government audit; and
 - (iii) an action report; and
 - (iv) an audit report; and
 - (v) a report on an audit conducted by a local government under this Act or any other written law;
- (ac) as to the procedure to be followed in selecting an auditor under Division 2;
- [(ad) deleted]*
- (ae) as to monitoring action taken in respect of any matters raised in an audit report;
- (a) with respect to matters to be included in an agreement in writing (**agreement**) made under section 7.8(1);
 - (b) for notifications and reports to be given in relation to an agreement, including any variations to, or termination of an agreement;
- (ba) as to a copy of an agreement being provided to the Department;
- (c) as to the manner in which an application may be made to the Minister for approval as an auditor under section 7.5;
 - (d) in relation to approved auditors, for the following —
 - (i) reviews of, and reports on, the quality of audits conducted;
 - (ii) the withdrawal by the Minister of approval as an auditor;
 - (iii) applications to the State Administrative Tribunal for the review of decisions to withdraw approval;
 - (e) for the exercise or performance by auditors of their powers and duties under this Part;
 - (f) as to the matters to be addressed in an audit report;
 - (g) requiring an auditor (other than the Auditor General) to provide the Minister with prescribed information as to an audit conducted by the auditor;
 - (h) prescribing the circumstances in which an auditor (other than the Auditor General) is to be considered to have a conflict of interest and requiring an auditor (other than the Auditor General) to disclose in an audit report such information as to a possible conflict of interest as is prescribed;
 - (i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —
 - (i) of a financial nature or not; or
 - (ii) under this Act or another written law.
- (2) Regulations may also make any provision about audit committees that may be made under section 5.25 in relation to committees.

Regulation 17 of the Local Government (Audit) Regulations 1996

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.

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

POLICY IMPLICATIONS

Organisational Risk Management and Committee Terms of Reference apply.

FINANCIAL IMPLICATIONS

This review was performed internally and therefor there has been no direct cost. However, there has been an indirect cost due to the time taken to complete the review by the CEO and relevant Staff.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2017 – 2027 applies
 Long Term Financial Plan applies
 Corporate Business Plan 2017-2021 applies.

COMMUNITY CONSULTATION

N/A

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

Financial – Risk Matrix Rating determined as Low

Health – Risk Matrix Rating determined as Low.

Reputation – Risk Matrix Rating is determined as Low. Reputational Risk level is mitigated through the Periodic Testing and Reviews of Council’s Compliance, Risk Management and Internal Controls of Procedures and Processes.

Operation – Risk Matrix Rating determined as Low. Review completed “in house” with existing Resources.

Natural Environment – Risk Matrix Rating determined as Low.

REVIEW REPORT

Risk Management

The Risk Management functions of the local government should manage the creation and protection of value within the Shire of Quairading. Effective risk management improves performance, encourages innovation and supports the achievement of objectives.

Internal control and risk management systems and programs are a key expression of a local government's attitude to effective controls.

Good audit committee practices in monitoring internal control and risk management programs typically include:

- Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered;
- Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;

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

Council reviewed and adopted its Risk Management Policy on the 20th December 2018.

Council's Executive Management Team, with support from the Technical Services Officer and relevant key staff have conducted an extensive review of Council's Risk Management System and Risk Dashboard which was initially developed in conjunction with the LGIS Risk Management Team in 2017.

The latest Review was conducted over 2 Workshop Sessions held on the 10th July 2019 and the 23rd July 2019. The Workshops assessed the Risks and Mitigating Actions and also Results / Outcomes since the last Desktop Review in 2017.

The following areas were assessed: -

- Asset Sustainability Practices
- Business & Continuity Disruption
- Failure to fulfil Compliance Requirements
- Document Management Processes
- Employment Practices
- Engagement Practices
- Environment management
- Errors, Omissions and Delays

- Management of Facilities/Venues /Events
- External Theft and Fraud (inc Cyber)
- Misconduct
- Project / Change Management
- IT or Communications Systems and Infrastructure
- Supplier / Contract management
- Safety and Security Matters

Please refer to the attached "Risk Dashboard Report – July 2019" for a Risk Assessment Overview and Action Plan for each of the above stated Risk Areas.

Internal Control

Is the systematic measures (such as reviews, checks and balances, methods and procedures) instituted by an organisation to; conduct its business in an orderly and efficient manner, safeguard its assets and resources, deter and detect errors, fraud, and theft, ensure accuracy and completeness of its accounting data, produce reliable and timely financial and management information, and ensure adherence to its policies and plans. Internal control is a key component of a sound governance framework, which uses instruments such as policies, delegations, authorisations, audit practices, information systems and security, management and operation techniques and human resource practice to create a network of control mitigation to maintain appropriate levels of risk.

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

- **Integrity and Ethics**

Council's Code of Conduct was last reviewed and Adopted on 26th July 2018. All Councillor's and Staff have received copies of the revised 'Code of Conduct and were required to sign that they had read and acknowledged the Code of Conduct.

- **Policies**

Council's Policy Framework and Policy Review work was undertaken in 2 Stages with Council adopting the Framework in December 2018.

New and Reviewed Policies were considered and adopted by Council at Meetings held on 27th September 2018 and 20th December 2018.

- **Levels of Responsibilities and Authorities - Delegated Authority**

Council conducts an Annual Review of the Delegated Authorities granted to the CEO and Council Committees. The Delegations were last reviewed and adopted by Council in February 2019. All Delegations and Sub Delegations are in writing and are reviewed at least annually.

- **Audit Practices**

Council's Auditor's UHY Moore Stephens are engaged for a three (3) Year Term concluding with the Annual Financial Statements for the Year ended 30th June 2020. Audit methodology and Memorandum for the Audit is provided by the Auditor prior to each year's Interim and Final Audit.

External

The Shire has undertaken interim and final external Audits with no significant issues being identified within the previous 3 years.

Internal

Administration utilises an internal audit checklist to improve processes in the Shire. The Audit and Risk Committee have deemed this process acceptable over a normal Internal Audit process.

The following are examples of controls reviewed by the CEO and the Executive Management Team:-

Separation of roles and functions, processing and authorisation;

Separation of Duties have been implemented in the processing of Invoices with a 2 out of 3 process for the raising of purchase orders and the receiving and authorising of Invoices. All manual financial transactions involve a separate Approver, other than the creator of the financial transaction.

Limit of direct physical access to assets and records. Control of computer applications and information system standards;

Access is limited to Shire Staff. It is recommended to improve access by only allowing access to staff in specific areas that are deemed necessary.

Regular maintenance and review of financial control accounts and trial balances;

Reconciliations are conducted monthly with a review by a supervising officer. This has been extended to general journals and fuel allocations in the past year.

Through the EMCS and the CEO, there have been continued improvements since October 2018 in the Control and Review Processes undertaken during the Month and also at Month End.

Comparison and analysis of financial results with budgeted amounts;

Analysis and explanations are provided in Monthly Reports. Both the CEO and EMCS review the variations.

Arithmetical accuracy and content of records;

All reporting is checked by a Supervisor before being entered into and processed in the accounting system.

Comparison of the result of physical cash and inventory counts with accounting records.

Cash is reconciled daily and checked by a separate person. Inventories are reconciled monthly with two checks on the physical inventory conducted and a final check being conducted on the reconciliation of the physical and financial amounts.

Overview

The Financial Management Review was undertaken by Council's Consultant Moore Stephens in April/May 2018. The Report was reviewed by the Audit & Risk Committee on the 12th June 2018 and formally received by Council on the 28th June 2018.

Council's Monthly Financial Statements are presented to and received by Council at each Ordinary Council Meeting.

The Chairperson of the Audit & Risk Committee independently reviews the List for Payments and Supporting Documentation prior to each Council Meeting.

In the 2018/19 Year Council conducted Budget Reviews in November 2018 and February/March 2019 to ensure that the Budget was reflective of Council's Programmes and Projects for the Year ended 30th June 2019.

Significant improvements have been made to the format and presentation of the Monthly Financial Statements since October 2018, which provides a clearer representation of Trends and Progress of Actuals to Budgets (both in Operating and Capital Areas).

Legislative Compliance

Involves monitoring compliance with legislation and regulations, reviewing the annual Compliance Audit Return, staying informed about how management is monitoring the effectiveness of its compliance, reviewing procedures which handle complaints, monitoring the local governments compliance framework, obtaining assurances against adverse trends, reviewing statutory and financial returns and other evaluating, monitoring and problem solving against significant compliance issues.

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

Monitoring compliance with legislation and regulations:

Reviewing the Annual Compliance Audit Return and reporting to Council the results of that review:

The Annual Compliance Audit Returns have been completed and considered each year by the Audit & Risk Committee and Council in accordance with the Local Government Act and Regulations.

The Annual Compliance Return for the period 1st January 2018 to the 31st December 2018 was completed by the CEO and submitted on the 12th March 2019 Audit & Risk Committee Meeting with recommendation made to the Council Meeting on the 28th March 2019.

In accordance with the Act the Statutory Compliance Audit Return was submitted to the DLGSC on the 29th March 2019.

Council and the Audit Committee noted Compliance with the exception of the Undertaking and Reporting by the CEO on Regulation 17 of the Local Government (Audit) Regulations.

Complaint Processes

Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;

Council has a Policy on Complaints and Grievances which is available to all Councillors and Staff. Council's Policies will also be published on Council's Website.

The Policy was adopted by Council on 29th June 2017 and was reviewed on 20th December 2018. The CEO considers that the Policy remains current and effective.

Management disclosures in financial reports of the effect of significant compliance issues

All Reports to Council include both Statutory and Financial Implication Sections and any identified impacts / risks to Council's Financial Position and in particular, impact upon the Current Operating Surplus Ratio.

Report Conclusion

The CEO has reviewed the Shire's systems in relation to risk management, internal controls and legislative compliance and has deemed that the processes are appropriate and effective however some process are deemed to require continued improvement and review and have been identified in the Risk Dashboard and the Internal Audit Checklist provided.

ITEM 10 STANDING ITEMS – RISK MANAGEMENT REPORTS AND ISSUES

Audit & Risk Committee - Terms of Reference 7.1, 7.3

10.1 Report on Excess Annual Leave and Long Service Leave

Meeting Date	10 th September 2019
Responsible Officer	EMCS Nathan Giffellon
Reporting Officer	SFO Jodie Yardley
Attachments	Nil
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

RECOMMENDATION: AR04-19/20

MOVED Cr Davies SECONDED Cr Stacey

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

Council receive the report on the Shire's Annual Leave and Long Service Leave Liabilities as at the 31st August 2019.

CARRIED 6/0

IN BRIEF

- Information shows the current Annual and Long Service Leave for the 2019/20 Financial Year by Month.
- There are no Employees with Excess Leave entitlements.

MATTER FOR CONSIDERATION

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

BACKGROUND

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

The current policy defines excess leave as when the Employee has accrued more than 8 weeks paid annual leave.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Long Service Leave Regulations)

Local Government Industry Award 2010

The Industry Award defines Excess Leave as -

*“An Employee has an **excess leave accrual** if the employee has accrued more than 8 week’s paid annual leave”*

POLICY IMPLICATIONS

Current Policy: Leave Management Policy (ORG.2)

FINANCIAL IMPLICATIONS

Annual and Long Service Leave Reserve Fund Cash Balance as at 31st August 2019 is \$202,830. The Projected Closing Balance as at the 30th June 2020 of \$205,721.

The Annual Budget treats Current Leave as Accruals.

The Annual and Long Service Leave Reserve funds any prior year Leave entitlements taken by Staff or paid out.

The current Liability for both types of Leave (if all Claimed on 31/08/2019) is calculated at \$250,582.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

N/A

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

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

Health – Risk Matrix Rating is considered as Low Risk

Reputation – Risk Matrix Rating is considered as Low Risk

Operation – Risk Matrix Rating considered Low Risk

Natural Environment – Risk Matrix Rating is considered as Low Risk

COMMENT

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

As at the 31st August 2019, there are no employees with excess annual leave.

The CEO has approved of One Employee's Plan to take their Long Service Leave in three instalments. The first of which has now been taken.

One new Employee will have Long Service Leave Liabilities as at the 6th September 2019. Council will write to this Employee and requires a response by the 6th November 2019.

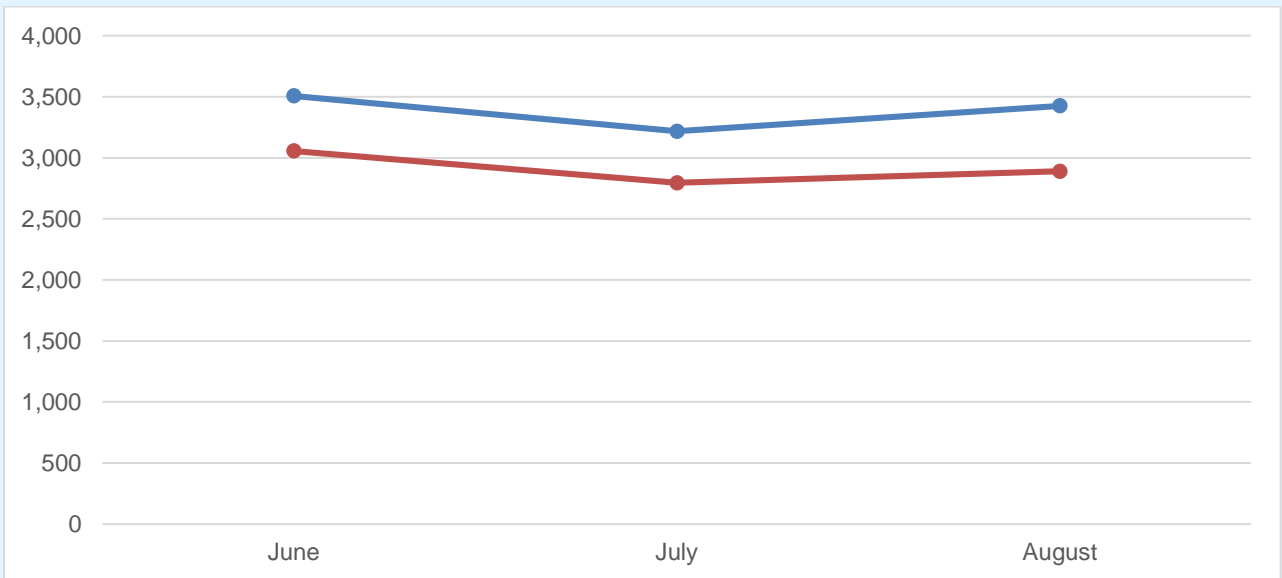
Since the commencement of the 2019/20 financial year, there has been a significant reduction of 7.95% (in Dollar Value) in the Annual Leave Liability through a combination of Separations and current staff taking accrued Annual Leave.

The Long Service Leave Liability has reduced by 1.77% (in Dollar Value) since June 2019.

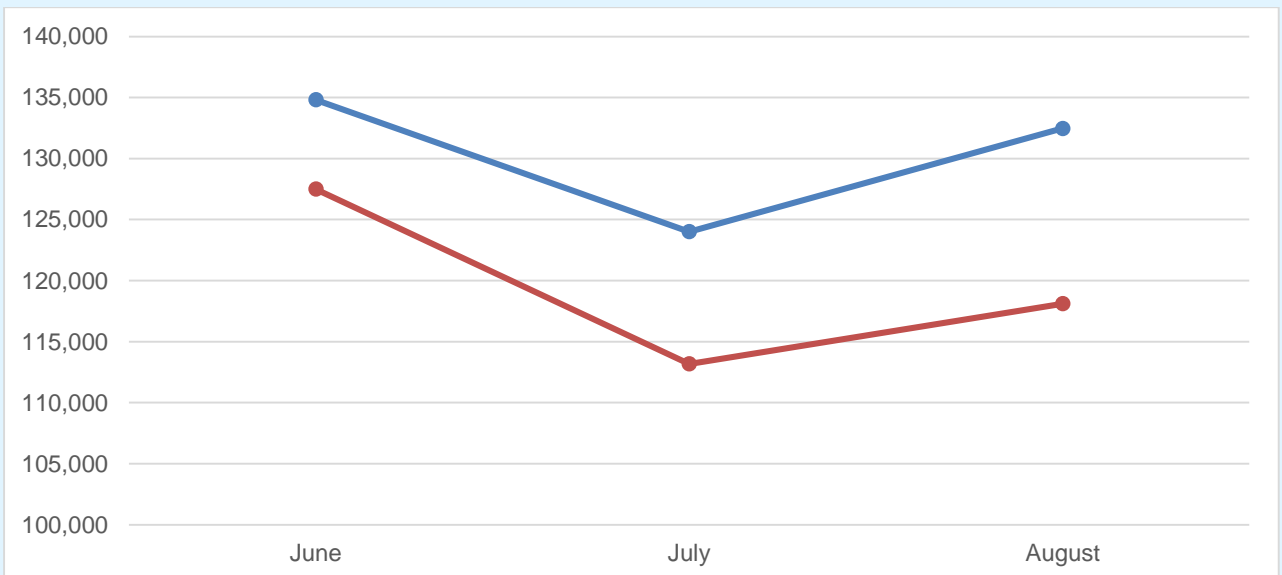
The decrease in July is due to payouts following the separation of two employees with Leave Entitlements. August Leave increased when an Employee returned to work from leave.

	LSL Hours	LSL \$	AL Hours	AL \$
June	3,507	134,820	3,056	127,501
July	3,218	124,006	2,795	113,180
August	3,426	132,468	2,890	118,114

ACCUMULATED HOURS OF LEAVE



ACCUMULATED DOLLAR VALUE OF LEAVE



ITEM 11 STANDING ITEMS – OTHER

Audit & Risk Committee - Terms of Reference 9.2

11.1 Medical Practice Comparison Report

Meeting Date	10 th September 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	11.1a Medical Practice Long Term Financial and Patient Number Comparison
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

RECOMMENDATION: AR05-19/20

MOVED Cr Brown SECONDED Cr McGuinness

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

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

CARRIED 6/0

IN BRIEF

- Council owns and operates the Quairading Medical Practice.
- GP Clinical Services are provided under a Contract Arrangement.
- Council provides an Annual Budget Provision for the operation of the Medical Practice.
- Council receives all revenue associated with the Medical Practice. This will change once the new Private Practice Model begins.
- The six (6) monthly reviews by the Audit and Risk Committee will ensure an additional level of scrutiny and a process to monitor trends. Due to the change to a Private Practice Model this review will no longer be possible.
- Financial and Patient Visitation Information beyond the last 5 years have been added to provide greater context to the trends.
- The patient's figures have been included to add additional information.

MATTER FOR CONSIDERATION

Medical Practice Financial and Patient Visitation Number Comparisons for the last four (5) financial years including the full 2018/19 year.

BACKGROUND

At the February 2018 Ordinary Meeting, Council directed that the Deputy Chief Executive Officer provide the Audit and Risk Committee with detailed financial records on the Medical Practice income and expenditure on a six (6) monthly basis for the last 3 years.

The analysis is designed to identify any noticeable trends for the Medical Practice and strategies that could be utilised to reduce Council's financial exposure and risk in this Activity Area.

In the December 2018 Audit and Risk Meeting, the dates of reporting have been shifted to the closest Committee meeting after the end of each six-month period.

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Council had an original budget of an Operating Shortfall of \$165,000. The budget review changed this amount to \$199,000.

The Operating Shortfall as at as at 30th June 2019 is \$198,774. This is in line with the budget review however is over the original budget. Due to the size of the operational deficit the shortfall of the Medical Centre has a large 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
S2	Healthy community
S2.1	Advocate on behalf of the community for improved access to health
S2.2	Promote public health

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

The Medical Practice and Health Services in general was identified as a High Priority in Council's Community Engagement Process (March 2017).

RISK ASSESSMENT

Financial – Risk Matrix Rating is considered as Medium Risk. Risk level assessed due to the withdrawal of various Grant / Subsidy Programs previously included in the Practice Income and the ongoing trend of an increasing Operating Shortfall.

Health – Risk Matrix Rating is considered as Low Risk. Public Health Risk will escalate for the Community if the Medical Practice (with GP's) is not operating in a sustainable and effective manner.

Reputation – Risk Matrix Rating is considered as Low Risk. Heightened risk identified as Community expectation of a continuing Medical Service in the District is High. Reputational Risk if Medical Practice / GP availability is not maintained.

Operation – Risk Matrix Rating considered Low Risk. Operation of the Medical Practice and GP Contractor Model is incorporated into Council's operations and budgets. Further Monitoring and Liaising role through Council's Medical Executive Committee.

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

COMMENT

The attached patient's analysis shows the full year and shows a decrease in the level of patients and the income received (income achieved includes Consultation fees and Government Grants and Subsidies for operation).

Operating Expenditure has been closely monitored by the Practice Manager/s during the past year and is within Operating Budget except for higher employment costs from the payout of staff entitlements. This is expected to be reduced by between \$9,000 and \$10,000 following end of year provision calculations and bring employment costs to around \$8,000 to \$9,000 over budget.

Practice Nurse has been on Parental Leave for the year to date and correspondingly Practice Nurse Incentive Program (PNIP) income has largely not been received.

Also included with this Report is the Patient/Income Analysis on a Monthly basis from July 2018 to June 2019. This reflects that the average number of Patients seen per month is 412 Billable Patients (both at the Surgery and the Hospital). The 12-year Average for Patients seen per Month is 476 Patients and 4-year Average is 450 Patients per Month.

Over the 12 years there has been a steady overall population (est.1020 Persons) but with an increasingly Ageing Community and a community with many on Welfare / Pension Benefits.

Note that the Practice Nurse Incentive Program (PNIP) and the GP Rural Incentives Program (GPRIP) will be transitioned to the Workforce Incentive Program effective 1st July 2019. The Medical Practice is already registered for the PNIP Stream of this Funding.

Over the past few months the Shire has been working to develop a new model for the Medical Practice. In the new model the GP is contracted to provide services and will collect all income from the practice other than grants from the employment of a Practice Nurse. Due to this the Shire will not have access to Patient and Income figures and therefore no further report on Patients numbers or income will be able to be provided.

ITEM 12 COUNCILLORS' EMERGING ISSUES

12.1 Roe Tourism Association

Refer to attachment provided by the Quairading CRC.

The meeting was provided with the background to Council's previous withdrawal from the Roe Tourism Association given that it was considered by Council that the Association did not have clear direction or strategy.

The meeting noted that there had been significant work undertaken at a local and regional level on Tourism Strategies and supported the CEO preparing a Report to September 2019 Council Meeting on the proposal to re-join the Roe Tourism Association.

12.2 Audit and Risk Committee Meeting Terms of Reference Review

The meeting noted that the Review of the Terms of Reference Review item of the Audit and Risk Committee is scheduled for the next Meeting on 10th December 2019.

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

No matters for consideration.

ITEM 14 NEXT MEETING DATE

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

The Chairperson thanked the Councillors and the Staff for their attendance and participation during the last two years of the Committee.

ITEM 15 CLOSURE

There being no further business, the Chairman closed the Meeting at 5.46 pm.

I certify the Minutes of the Audit & Risk Committee Meeting held on 10th September 2019 were confirmed on 10th December 2019 as recorded on Resolution No. _____-19/20.

Confirmed..... 10/12/2019

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

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

OFFICER'S RECOMMENDATION

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.

VOTING REQUIREMENTS – Simple Majority

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 15th 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 30th 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

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

VOTING REQUIREMENTS – Absolute Majority

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 13th 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 (WSFN) 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 WSFN 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 WSFN 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 WSFN 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%.

Council's 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 WSFN 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 WSN 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 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.



WSFN

WHEATBELT SECONDARY
FREIGHT NETWORK

PROGRAM GOVERNANCE PLAN

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1 Program Governance Outline

1.1 Program Overview

The Wheatbelt Secondary Freight Network (WSFN) in the Main Roads WA Wheatbelt region comprises some 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to enable large, high productivity trucks safe and cost-effective access to business. The WSFN project is developing a submission, with the supporting evidence and documentation required, to seek the addition of a program of road improvements across the network be added to the Infrastructure Australia (IA) Priority List.

The efficiency of supply chains serving industries in the Wheatbelt region is determined by the performance of the weakest link. Failure to maintain and improve productivity of the secondary freight network will reduce the international competitiveness of the Wheatbelt agricultural sector, which underpins employment and economic activity in the region. Transport links need to be addressed if the production of this sector is to be supported.

1.2 Goals

The 42 Local Governments (LGs) that collectively manage roads that comprise the Wheatbelt Secondary Freight Network are seeking to:

1. Efficiently deliver Stage 1 pilot projects funded through the Federal Government Roads of Strategic Importance (ROSI) program with State and Local Government co-contributions;
2. Develop a prioritised program of works for Stage 1 based on available funding (approximately \$87.5 million in funding for on-ground works), priority and deliverability.
3. Complete an "IA Stage 4 Business Case" submission covering the unfunded work needed to develop the WSFN to meet to industry requirements and submit this to Infrastructure Australia for inclusion on the Infrastructure Priority List (IPL).

1.3 Background

The 42 LGs of the Wheatbelt region have worked collaboratively for over 4 years to identify and now secure funding to improve secondary freight network routes on Local Government Roads in the Wheatbelt.

The 42 LGs have worked collaboratively with a number of State Government Departments to develop this plan and secure the Federal funding and this level of collaboration is unprecedented. In order to ensure ongoing success it is imperative that governance to deliver this program be established to administer the available funds and deliver the agreed outcomes in a transparent, reportable manner to the satisfaction of all parties; Local Governments, States Government and the Commonwealth.

\$70 million of Federal funding (ROSI) has been allocated 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.

In addition to this the Shire of Koorda has received a REDS grant of \$100k for 2019/20 to engage a project manager for this project.

1.4 Purpose of the Program Governance Plan

The purpose of this Program Governance Plan (PGP) is to identify 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), their respective Sub-Groups and Local Governments. It will address who has responsibility for decision making on specific components. The PGP will provide a framework and guidelines for all members of the WSNF program to operate within. It also outlines how key administrative roles associated with program management such as stakeholder engagement, funding acquittal, project development and delivery and general correspondence will be undertaken. The PGP links all administrative tasks into a single concise document that members of the program governance team can regularly refer to.

The PGP will be used to communicate to all stakeholders how the program will be governed. It also provides a reference from which the governance of the program can be evaluated at any point in time and modified or improved as required.

1.5 Governance and Delivery

Given this funding is for Local Governments and all improvements are on Local Government assets it is appropriate that Local Government representatives determine program prioritisation, project selection, and appropriate standards and are responsible for design and delivery of the works.

It is proposed to split the Local Government responsibilities for this program delivery into three areas;

- Governance
 - Provide sound governance
 - Overall program management
 - Administration
- Management
 - Design and scoping of projects.
 - Delivery of individual identified projects
- Administration
 - Funding breakdown.
 - Funding acquittal.
 - Program agreements.

1.6 Formal Agreement

This PGP should be read in conjunction with the Program Delivery Plan and the Multi-criteria Analysis (MCA) Methodology documents that provide operational details about how the work will be delivered.

As outlined later in the PGP it is proposed that all 42 Local Governments are to formalise their commitment to WSNF Program, to be eligible for future funding and project consideration, via a formal resolution of Council, which will entail the presentation and acknowledgement of the following WSNF program documents:

- Project Governance Plan

- Program Delivery Plan
- MCA Methodology.

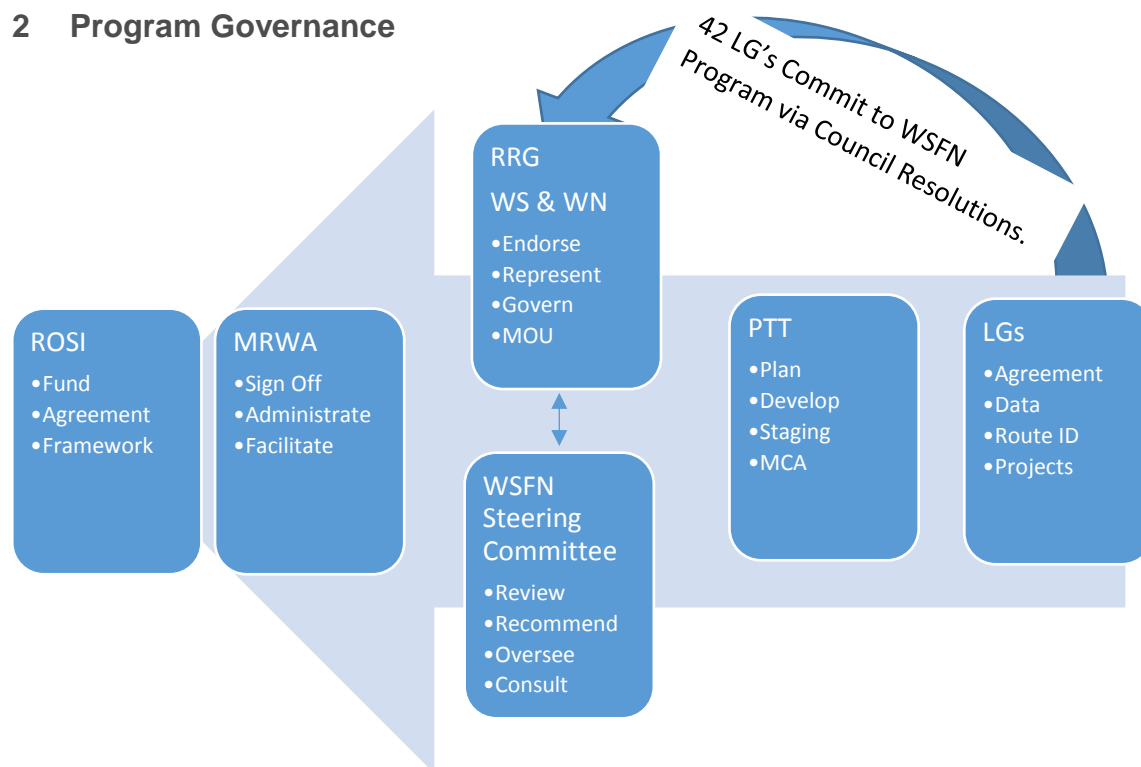
The 42 Council resolutions will be collated as addendums to a formal agreement (either a Deed of Agreement / Memorandum of Understanding, with exact terminology to be confirmed) that the Regional Road Group will sign with the Federal and State Governments on behalf of all 42 LGs associated with the WSNF program formalising the ongoing commitment to the program.

The following provides an overview of the delegations and approval processes for each relevant stakeholder group associated with WSNF program governance and delivery.

Document	WSFN Steering Committee	LG	RRG	MRWA
Formal Agreement	Prepare & Submit	Commit	Approve	Sign Off
Governance Plan	Prepare & Submit	Receive	Approve	Sign Off
Program Delivery Plan	Prepare & Submit	Receive	Endorse	Sign Off
Preliminary MCA	Prepare & Submit	Receive	Approve	Sign Off
Annual Report	Prepare & Submit	Receive	Receive	Receive
Staging Plan	Prepare & Submit	Receive	Endorse	Approve
Annual Program Budget	Prepare & Submit	Receive	Endorse	Sign Off
Specific Projects	Approve	Commit	Receive	Sign Off

The Program Delivery Plan will be a “live” document that will evolve as the program and its various projects are delivered. It is envisaged that this document incorporate various learnings undertaken over the course of the program.

2 Program Governance



2.1 Federal Government

The Australian Federal Government intends to invest \$4.5 billion over ten years to the Roads of Strategic Importance (ROSI) initiative to help connect regional businesses to local and international markets, and better connect regional communities.

The WSFN Stage 1 prioritised program and on-ground capital works, up to a value of \$87.5 million, will be completed through the provision of Federal Government ROSI funds (\$70 million) along with matching State Government funds (\$11.7 million) and Local Government (\$5.8 million) co-contributions. The envisaged timeframe for this is 3 – 5 years subject to funding arrangements outlined by the Federal Government.

The Federal Government will:

- Provide guidance regarding program delivery and funding arrangements for WSFN program in-line with the ROSI requirements.
- Note Agreement between the 42 Local Governments of Wheatbelt North & Wheatbelt South Regional Road Groups (RRGs) regarding on-going support for investment in the WSFN and governance arrangements.
- Note a 5 year Staging Plan.
- Approve annual program plan through the Program Proposal Report (PPR).
- Provide funding to WA State Government via Main Roads WA in alignment with agreed milestones.

2.2 State Government (Main Roads WA)

Main Roads WA (MRWA) will represent the State Government in financial arrangements with the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development and provide the link between the Federal Government and the WSFN. MRWA

will review the processes undertaken by RRGs, WSNF and associated LGs and approve when satisfied that these process have been complied with.

Federal and State Government funding will be managed through Main Roads WA. Main Roads WA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA Wheatbelt Regional Manager to sign off on individual projects.
- MRWA Wheatbelt Regional Manager to ensure the various projects are delivered in accordance with the project plan
- MRWA to administer funds.
- Reporting implementation of the WSNF Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.

2.3 Wheatbelt North and Wheatbelt South Regional Road Groups

The WSNF Program will use existing governance structures and decision-making processes within the Wheatbelt North (WN) and South (WS) Regional Road Groups.

The RRGs will make decisions and endorse commitment of funds in accordance with agreed processes and procedures based upon advice from WSNF Steering Committee and its Governance Plan. This approach would mitigate the need for every decision to be considered by all 42 Shires and would therefore enable swifter decision making. Its specific roles and responsibilities will entail:

- WS & WN RRGs to enter into a joint Agreement / Memorandum of Understanding (MOU) [specific terminology to be confirmed] representing all 42 LGs confirming their inclusion in WSNF program.
- Receive and acknowledge Steering Committee decisions
- Endorse Governance Plan under which the Steering Committee will operate.
- Endorse Multi Criteria Assessment as recommended by Steering Committee
- Receive and Note the Annual Report as presented by Steering Committee
- Approve the program including back up projects (Staging plan).
- Approve the Annual program budget

Should WN & WS when approving programs not come to an agreed position it will be referred to mediation group comprising of RDA-W, WALGA and MRWA.

2.4 WSNF Steering Committee

The purpose of the Steering Committee is to provide oversight and governance to the program.

The Steering Committee is made up of the following members:

Voting Delegates

- 2 x Wheatbelt North Regional Road Group (WN RRG) Elected Members
 - Chairperson plus 1 other delegate
- 2 x Wheatbelt South Regional Road Group (WS RRG) Elected Members
 - Chairperson plus 1 other delegate

Non-Voting Delegates

- WSNF Program Technical Director

- WA Local Government Association (WALGA)
- Regional Development Australia - Wheatbelt (RDA-W)
- Main Roads WA - Wheatbelt Region (MRWA-WR)
- Wheatbelt Development Commission (WDC)

The Elected members are nominated to the Steering Committee for a two year term at the first RRG meeting following the LG elections. The Chairperson shall be elected at the first WSN Steering Committee meeting following the LG elections.

Should the Steering Committee be unable to reach an agreed position it will be referred to mediation group comprising senior officers appointed by RDA-W, WALGA and MRWA.

The Steering Committee would work to set the goals and outcomes for the program in order for the Program Technical Team (refer Section 2.5) to develop a program brief and manage the consultant engagement process. Key roles would include:

- Set the goals and outcomes for the program.
- Provide political representation with State and Federal governments as well as their relevant authorities and departments.
- Identify funding opportunities and sources.
- Provide communication and consultation back to the WN and WS RRGs.
- Provide a collaborative approach to program delivery across multiple organisations.

The Steering Committee will recommend decisions and the commitment of funds to RRG in accordance with agreed processes and procedures outlined in WSN Governance Plan.

Specific roles and responsibilities of the Steering Committee will be to:

- Review and recommended to RRGs
 - proposed routes within each sub-group.
 - approved Multiple Criteria Analysis process.
 - prioritisation of the 80 routes in accordance with the agreed Multi Criteria Assessment
 - work programs for future years and project prioritisation plans.
- Approve projects and allocation of project funding on an annual basis against agreed scope and budget with individual Shires.
- Consult and communicate with their respective sub-groups and member LGs.
- Ensure relevant information is presented to each RRG meeting for consideration.
- Prepare annual reports of achievements in the previous year
- Report on decisions made and program progress to Regional Road Groups and Main Roads

2.5 Program Technical Team

The PTT would be a technical working group consisting of the WSN Program Technical Director and Project Manager as well as a Technical Advisor from each RRG.

The PTT will also have the ability to co-op specific technical resources as and when is required.

The role of the PTT will be to undertake a multi-organisational approach to deliver all the components of the program. Key responsibilities will entail.

- Engage consultants as required to deliver the program outcomes.
- Prioritise the 80 routes in accordance with the agreed Multi Criteria Assessment.
- Prepare work programs for future years.
- Prepare annual reports of achievements in the previous year.
- Prepare scope for future works to ensure consistency along identified routes.
- Allocate budgets against agreed scopes with individual Shires.
- Report on decisions made and program progress to Steering Committee and Working Group.

2.5.1 Program Technical Director

It is proposed that this role is undertaken by a representative of a Local Government within the Wheatbelt Regional Road Groups. Their roles and responsibilities will entail:

- Technical Member of the Steering Committee.
- Chairperson and coordination of PTT.
- Review of Project Brief and Budget as prepared by the Project Manager and present to Steering Committee.
- Oversee Project Manager in conjunction with employing LG.

The Steering Committee will make a recommendation to the RRGs to approve the appointment of Program Technical Director for a period an initial period of 3 years commencing October 2019, and every 2 years thereafter, outside of an election cycle.

2.5.2 Project Manager

The Project Manager will form part of the Program Technical Team and will be an integral key to successful program delivery. The complexity and scale of this program is significant and well beyond the technical and financial capabilities of the Wheatbelt Local Government staff on an individual basis. Engaging an external Project Manager with the skills and expertise required to work with the PTT, relevant LG officers as well as technical consultants will ensure a cohesive and collaborative environment is established for optimum outputs.

The Project Manager will direct the work of the external technical consultants and will be the main contact for communication between the PTT and external consultants.

Key roles of the Project Manager will be to undertake streamlined planning and coordination of activities associated with finalising the assessment, prioritisation and delivery of Stage 1 priority projects with relevant LGs. The activities include:

- Refine design criteria and develop preliminary standards and designs
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop a route staging plan.

- Collection of additional, more detailed road condition and traffic data and project scope refinement.
- Site visits including cursory visual inspections would be undertaken to support desktop activities and to inform gap assessment.
- Development of detailed investigation and survey of Stage 1 priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.
- Development of “approved” and funded shovel ready projects
- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

The Shire of Koorda will be the auspice of the funding of the Project Manager for a nominal period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

2.6 LGs

- 42 Local Governments are to formalise their commitment to WSNF Program, to be eligible for future funding and project consideration, via a formal resolution of Council, which will entail the presentation and acknowledgement of the follow WSNF program documents:
 - Program Governance Plan
 - Program Delivery Plan
 - MCA Methodology.
- Provide necessary data to PTT to be utilised as part of MCA process and Staging Plan.
- Assist PTT with development of Staging Plan by identifying routes and assessing deliverability within the timeframes and parameters of the WSNF program.



WSFN

WHEATBELT SECONDARY
FREIGHT NETWORK

MULTI-CRITERIA ANALYSIS METHODOLOGY



In order to demonstrate best outcomes and value for money it is necessary to develop a transparent process to identify which routes have the highest priority for the limited available funding. A preliminary prioritisation of the Wheatbelt Secondary Freight Network routes was performed to provide an initial example of the future process and assist in identifying high-value routes. A simple multi-criteria analysis (MCA) was developed to score each route on the available data. This was undertaken as part of the Business Case development and funding submission process.

The objective of the MCA is therefore to accurately reflect the relative need for upgrade works for each route across the network. To achieve this, the MCA must be based on clear and justifiable scoring system that uses good-quality and verifiable data.

Following the Preliminary MCA development the WSNF team have been able to obtain additional more detailed data from the Revitalising Agricultural Region Freight (RARF) strategy being coordinated by the WA State Government. This data will be distributed to the WSNF Steering Committee via Main Roads WA. The additional data will be incorporated as part of the development of a Revised MCA.

This document summarises the Revised MCA methodology of prioritising the 80 Secondary Freight Routes of the WSNF program.

The criteria upon which each route will be assessed in the MCA includes:

- Average Daily Traffic
 - as submitted by LGAs
 - which would actually be “peak season” traffic
- Equivalent Standard Axles / per day
 - as submitted by LGAs
 - which would actually be “peak season” traffic
- Seal Width
 - Linearly relates to percentage of road below minimum 7M requirement for seal width.
- Road Safety
 - ROSMA as per RARF data
 - KSI
- Road Condition Data
 - as submitted by LGAs
 - Simple Condition Grading Model - IPWEA, 2015, IIMM, Sec 2.5.4

Input Data

Data will be collated from a range of sources as summarised below. These data sources fall under two general categories, relating either to the condition or utilisation of each route (see further explanation below):

Category	Data Set	Description
Condition	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.
Condition	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.
Condition	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
Utilisation	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.
Utilisation	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.

MCA Process

The MCA will use a three-step process to incorporate all routes into a final ranking system:

- Each set of data is scored on a consistent scale (e.g. 1 to 5) based the range of results in the data set. For example, if average daily traffic counts (ADT) range from a minimum of 100 to a maximum of 600 then the following scores could be applied (**example only**):

ADT Range	ESA Range	Seal Width (m)	ROSMA (KSI)	Road Condition	Score
100 – 199	0 - 25	> 8	0	Excellent: only planned maintenance required	1
200 – 299	25 – 50	7 - 8	0.2	Good: minor maintenance required plus planned maintenance	2
300 – 399	50 - 75	6 - 7	1	Fair: significant maintenance required	3
400 – 499	75 – 100	5 - 6	1.5	Poor: significant renewal/rehabilitation required	4
500 - 600	> 100	< 5	2	Very Poor: physically unsound and/or beyond rehabilitation	5

- The scores for each set of data are then combined using weightings (%) to reflect the importance of each set of results in establishing the need for works (example below). This system will be supported by a descriptive justification for the weighting applied to each set of data:

Data Set	Example Score	Weighting	Final Score
A	2	10%	0.2
B	3	20%	0.6
C	4	30%	1.2
D	1	40%	0.4
Total		100%	2.4 out of 5

3. The final score for all routes are then compared to rank the routes according to a simple priority system e.g. high, medium and low.

Application of Weightings

The weightings applied to each set of data must be reflective of the actual need for upgrade/repair works. At a high level, the need for the works stems from:

1. The current condition of the route and how far this is from an ideal standard
2. How much the route will be utilised, primarily by heavy vehicles

Anecdotal feedback to-date has been that heavy vehicles generally choose routes based on travel time, irrespective of road condition. The result being that particular routes will quickly deteriorate if they are not maintained to a high standard – at significant cost to the affected Local Government. As an initial base it is therefore proposed that Condition and Utilisation categories collectively each receive equal weightings of 50%. This initial system is illustrated below:

Category	Suggested Category Weighting	Data Sets	Individual Weighting
Condition	50%	KSI Rate Seal Width Road Condition	To be developed (sum to 50%)
Utilisation	50%	ADT ESA	To be developed (sum to 50%)

It is noted that a higher weighting has been applied to ESA counts as this is reflective of the number of freight vehicles. Freight vehicles account for the majority of road costs and potential benefits through reduced VOC and repairs/reconstruction costs, these costs are generally proportional to total ESA numbers.

Under this system a highly utilised route in moderate condition may be prioritised over a route that is in poor condition but is seldom used. In refining and finalising the MCA weightings, agreement will need to be reached on what weightings approach will achieve the best value-for-money considering the root causes of costs and the expected future utilisation of each route.

The criteria will be weighted according to relevance to the overall investment decision and these totals to produce the upgrade priorities for each route. The route prioritisation will be produced and presented using a high-level four stage project implementation schedule.

Project Funding

Funding will be considered for the highest priority projects and will proceed provided the relevant Local Governments commit to providing the necessary match funding (one third of the States 20%).

Some routes will have more challenges than others (environmental, land, heritage, utilities etc.) but this does not change the prioritisation. It may, however, impact on the year of delivery as more time may be required to get to delivery stage. In this case appropriate development funding will be provided to these high priority projects.

Once a route is funded a route specific project plan will be developed in accordance with the project management plan and each Local Government involved in development and delivery will sign up to a detailed scope of what is to be delivered and an associated agreed fixed budget will be allocated.

Additional Pavement Condition Data

It is proposed that TSD or FWD data is used to determine pavement condition. These data sets can be obtained through undertaking tests on all 80 of the identified routes. This data provides an indication of the nature and status of the existing road pavement including an indication of the relative residual life of the pavement in terms of equivalent standard axles (ESAs). The life of a pavement is always measured in ESAs and it is possible to determine the relative residual life of a pavement in terms of ESAs. When combined with ADT predictions a residual pavement life in terms of years can be ascertained. These surveys can be commissioned by the project through existing Main Roads contracts and data provided to Shires for all 80 routes.

Condition	TSD Pavement Condition	The collection of Traffic Speed Deflectometer data provides information on the pavement condition and remaining residual life of a road and is therefore reflective of future maintenance and/or reconstruction costs.
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Undertaking the TSD investigation and analysing the data is likely to take between 6-9 months and would unlikely be available until after April 2020.

This will be used to:

- To refine and update Prioritisation List for Priority 2-5 projects and subsequent Staging Plans.
- Provide further clarity on Priority 1 projects if require.



WSFN

WHEATBELT SECONDARY
FREIGHT NETWORK

PROGRAM DELIVERY PLAN

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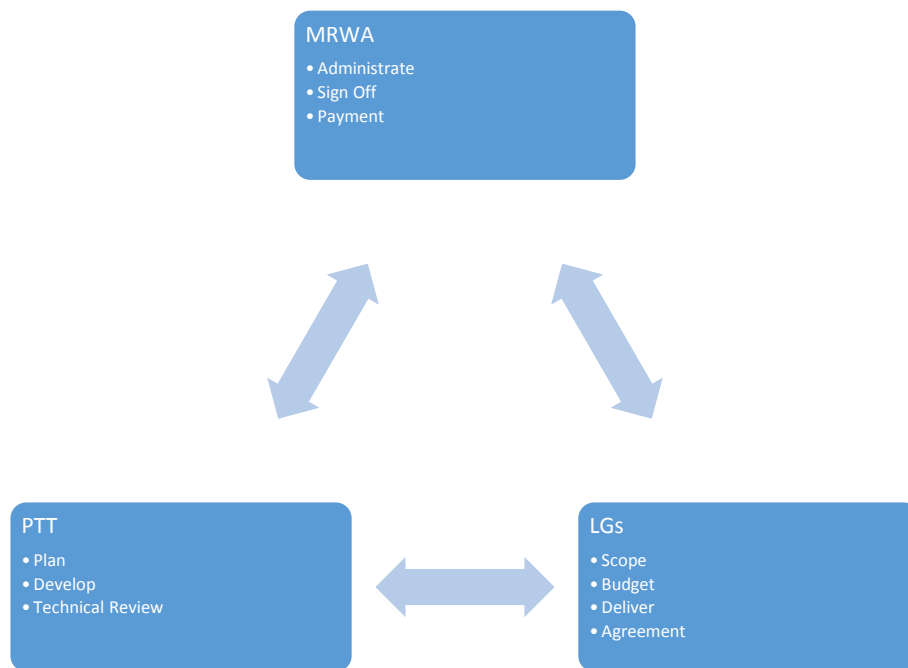
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1 Program Delivery

The program delivery structure aims to utilise existing resources across the LGs of the Wheatbelt RRG with input from other key program Working Group member organisation representatives. It also outlines the engagement of a Lead Consultant to undertake project management of the external technical consultancy components of the project.

The WSFN has a strong project management and governance experience, which has been working on this project since 2017. The program has thus far been coordinated by the Working Group, with Garrick Yandle, CEO Shire of Kulin, (previously Executive Manager of Infrastructure with the Shire of Dandaragan) undertaking the role of Program Manager. The Working Group has been in close consultation with all member organisations, key stakeholders, as well as the design consultant and various state government regulatory authorities and potential funding bodies.

As part of the on-going delivery of the program the Working Group consists of the following:



1.1 MRWA

Funding is to be channelled through Main Roads WA to each LG undertaking works. Main Roads will therefore process payments that are demonstrated to be in line with the agreed program management procedures.

- MRWA WR Manager to sign off on individual LGA Projects.
- MRWA to administer funds through the RRG Local Government Interface Manager (LGIM).
- MRWA WR Manager to ensures the various plans are being implemented

- Acquittal and review process for Certificates of Completion and Progress Payments is proposed to be.
 - Progress Payment Certificate - First 40% (once project is approved).
 - Progress Payment Certificate - First 40% (once project is commenced).
 - Completion Certificate - Final 20% (once project is completed).

1.2 Program Technical Team

The PTT would be a technical working group consisting of the WSNF Program Technical Director and Project Manager as well as a Technical Advisor from each RRG.

The PTT will also have the ability to co-op specific technical resources as and when is required.

The role of the PTT will be to undertake a multi-organisational approach to deliver all the components of the program. Key responsibilities will entail.

- Engage consultants as required to deliver the program outcomes.
- Prioritise the 80 routes in accordance with the agreed Multi Criteria Assessment.
- Prepare work programs for future years.
- Prepare annual reports of achievements in the previous year.
- Prepare scope for future works to ensure consistency along identified routes.
- Allocate budgets against agreed scopes with individual Shires.
- Report on decisions made and program progress to Steering Committee and Working Group.

1.2.1 Program Technical Director

It is proposed that this role is undertaken by a representative of a Local Government within the Wheatbelt Regional Road Groups. Their roles and responsibilities will entail:

- Technical Member of the Steering Committee.
- Chairperson and coordination of PTT.
- Review of Project Brief and Budget as prepared by the Project Manager and present to Steering Committee.
- Oversee Project Manager in conjunction with employing LG.

The Steering Committee will make a recommendation to the RRGs to approve the appointment of Program Technical Director for an initial period of 3 years commencing October 2019, and every 2 years thereafter, outside of an election cycle.

1.2.2 Project Manager

The Project Manager will form part of the Program Technical Team and will be an integral key to successful program delivery. The complexity and scale of this program is significant and well beyond the technical and financial capabilities of the Wheatbelt Local Government staff on an individual basis. Engaging an external Project Manager with the skills and expertise required to work with the PTT, relevant LG officers as well as technical consultants will ensure a cohesive and collaborative environment is established for optimum outputs.

The Project Manager will direct the work of the external technical consultants and will be the main contact for communication between the PTT and external consultants.

Key roles of the Project Manager will be to undertake streamlined planning and coordination of activities associated with finalising the assessment, prioritisation and delivery of Stage 1 priority projects with relevant LGs. The activities include:

- Refine design criteria and develop preliminary standards and designs
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop a route staging plan.
- Collection of additional, more detailed road condition and traffic data and project scope refinement.
- Site visits including cursory visual inspections would be undertaken to support desktop activities and to inform gap assessment.
- Development of detailed investigation and survey of Stage 1 priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.
- Development of “approved” and funded shovel ready projects
- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

The Shire of Koorda will be the auspice of the funding of the Project Manager for a nominal period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

1.3 LGs

Officers from LGs with prioritised projects will be essential to ensure successful delivery of individual projects. This will provide a great opportunity for knowledge sharing and collaboration across the region. It will allow members of the PTT to undertake both informal and formal training of LGA staff to upskill and improve their technical capacity. Where possible neighbouring LGs will be encouraged to share technical, workforce and plant resources to assist in the efficient on-ground delivery of individual projects.

- Individual Shires will provide the following to the Steering Committee for approval before any funding will be released
 - Scope
 - Budget
 - Methodology
 - Delivery
- WSNF 5 Year Plan incorporated in their LTFP.
- Individual Shires incorporate Project Budgets into Council Budgets Annually.
- Funding will be distributed to LGs via MRWA in accordance with Governance Plan.

2 Project Administration

As the WSFN Program and each individual LG project will be funded from three funding sources (Federal, State and Local Governments) it is important to clarify specific aspects with regards to the funding administration and delivery processes.

The Steering Committee put in separate funding submissions for a range of funding sources for both Management (administration, planning and design) Stage, as well as Capital Works Stage of the program. The program has been successful in obtaining funding from the following sources, as well as the required co-contribution from local governments:

Funding Source	Funding Amount	Stage
Regional Economic Development Grant	\$100K	Management
Local Government Co-contribution	\$252K 42 LGs x \$6K each	Management
Federal Government	\$70M	Capital Works
WA State Government	\$11.7M	Capital Works
Local Government	\$5.8M Individual LGs on project by project basis	Capital Works

2.1 Project Management Funding

The Project Manager is funded by the successful Regional Economic Development (RED) Grant through the WDC and acquitted by the Shire of Koorda. This specifically entails \$100K for a Project Manager to undertake project management.

The Project Manager will be initially contracted by the Shire of Koorda for a period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

Previously 42 local governments were asked to financially contribute to the WSFN project via a budget allocation of \$6,000 which was proposed to be part of a co-contribution towards BBRF. With the unsuccessful BBRF bid, it is proposed that the \$6,000 in financial contributions from each of the 42 local governments totalling \$252,000 be allocated to combine with the RED funding of \$100,000 to become project management pool of approximately \$350,000.

Funding Source	Funding Amount
RED Grant	\$100,000
Local Government Co-contribution	\$252,000
In Kind Contribution (approximately)	\$100,000
Project Management Total	\$452,000

This would contribute towards the overall project management requirements associated with the delivery of Stage 1 Priority Works over the course of an estimated 3 year delivery timeframe. Funding would contribute towards the following nominal requirements:

Role	Annual Funds	Comments
Project Manager	Nominal \$100,000 per annum of wages, plus superannuation and vehicle allowance and potentially accommodation	\$300,000 across 3 years
Project Administration and Communications Officer	Nominal \$20,000 per annum of wages only	\$60,000 across 3 years

Given the delivery of Stage 1 is likely to go over 5 years, then additional funding will be required for the Project Manager position. It is proposed that this additional funding be sourced via LGs contributing towards the PM as part of the LGs individual project budgets. A nominal figure for each project will be determined via the Steering Committee. As an example, a figure of 0.5% of total program funding (\$87.5M) would contribute approximately \$430K towards funding the Project Manager position. For each \$1M project approximately \$5,000 would be required to funding the Project Manager position. Individual LGs would still need to fund their own design, project management and project delivery of their individual projects.

Additional costs of vehicle and housing also likely to be required for the project manager position over the course the 5 years of delivery. The additional funding from each project would also contribute towards these additional costs.

Total project manager costs over 5 years are likely to be around \$750,000.

It is envisaged that a LG will advertise and employ the Project Manager over a 3 year period to work on the project on a part time basis. LGs with a desire to fulfil this role will be invited to make a submission to the WSFN Steering Committee for consideration. As indicated this contract will initially be managed by the Shire of Koorda for a period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

2.2 Capital Works Funding Administration

2.2.1 Funding Breakdown

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

Stage 1 priority program prioritisation and on-ground works, up to a capital value of \$90M, will be completed through the provision of Federal Government ROSI funds (\$70 million) along with matching State Government funds (\$11.7M) and Local Government (\$5.8M) co-contributions. The envisaged timeframe for this is 3 – 5 years.

Funding Source	Funding Ratio	Funding Amount
Federal (ROSI)	80%	\$70M
State	13.3%	\$11.7M
LGA (Own Source)	6.7%	\$5.8M
Total	100%	\$87.5M

The Federal Government's role will:

- Provide framework and guidelines for funding WSNF program via ROSI.
- Note Agreement with 42 LGs of WR RRG regarding WSNF.
- Note 5 year Staging Plan.
- Approve annual project plan.
- Provide funding to LG via WA State Government.

2.2.2 Funding Acquittal

Main Roads WA (MRWA) will represent the State Government in financial arrangements with the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development and provide the link between the Federal Government and the WSNF. MRWA will review the processes undertaken by RRGs, WSNF and associated LGs and approve when satisfied that these process have been complied with.

Federal and State Government funding will be managed through Main Roads WA. Main Roads WA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA Wheatbelt Regional Manager to sign off on individual projects.
- MRWA Wheatbelt Regional Manager to ensure the various projects are delivered in accordance with the project plan
- MRWA to administer funds.
- Reporting implementation of the WSNF Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.
- Acquittal and review process for Certificates of Completion and Progress Payments is proposed to be.
 - Progress Payment Certificate - First 40% (once project is approved).
 - Progress Payment Certificate - First 40% (once project is commenced).
 - Completion Certificate - Final 20% (once project is completed).

2.3 Project Delivery

The following provides an overview of the key components associated with planning, development, scoping, prioritisation and delivery of on-ground works. It outlines how the Working Group, Steering Committee, PTT and LGs will work together towards successful project delivery.

Stage	Details
1. Program Staging Plan	<ul style="list-style-type: none"> ▪ PTT will develop a staging plan for program delivery. ▪ Relevant LGs will be informed of their proposed project and indicative budget, scope and year of delivery. ▪ Identification of Funds required for a 4 year program set in advance by project priority lists. ▪ Funding to be limited according to individual LG ability to deliver works.
2. Project Scoping and Approval	<ul style="list-style-type: none"> ▪ Stage 1 priority projects will be determined via the MCA process. ▪ Projects will be scoped and a preliminary budget developed by the PTT in-conjunction with individual LGs.

	<ul style="list-style-type: none"> ▪ Projects prioritisation will be undertaken via an MCA process by the PTT with input from relevant consultants as required. ▪ PTT will make recommendations to the Steering Committee for endorsement. ▪ The Steering Committee will then forward endorsed recommendations through to the relevant WN or WS RRG.
<p>3. Detailed Scoping, Design and Budget Development</p>	<ul style="list-style-type: none"> ▪ LGs will develop detailed budgets and designs (if necessary) for nominated Stage 1 priority projects. ▪ LGs are to include projects in their annual budget for the proposed year. ▪ LGs to be responsible for all relevant approvals. ▪ PTT to work with LGs to verify budgets.
<p>4. Delivery</p>	<ul style="list-style-type: none"> ▪ LGs will be responsible for tendering, project management and delivery of each project in the proposed year. ▪ PTT to work with LGs to provide technical assistance and advice during delivery. ▪ Incorporate into annual capital works program. ▪ Works already funded from other sources are not eligible for funding under this program. ▪ Cannot use existing funding sources, other than own sources funds, as co-contribution (ie not RRG or Roads to Recovery or Blackspot or Commodity Route funding sources)

Shire of Quairading WSN Pilot Project Proposal Report

Quairading – Cunderdin Road

The project is to upgrade a 5.24 kilometre section of the Quairading – Cunderdin Road to a Road Type 6 from a Road Type 5.

Reconstruct pavement area to achieve 10 metres in width and 2 Coat seal 14mm/10mm to a width of 8 metres, currently seal width is between 6 to 7 metres and pavement width varies between 9 to 10 metres. 150mm of base course material will be overlayed to the existing pavement to achieve minimum 250mm pavement depth.

Drainage upgrades -Renew/extend culverts.

This section of road has pavement failures such as shoving, rutting and potholes.

The upgrading of this section will improve road safety and ongoing maintenance issues.

The existing cleared maintenance zone will not require further clearing or environmental assessment

GPS co-ordinates start of project are Latitude -31.998340 – Longitude 117.396169 and end of project Latitude -31.955965 - Longitude 117.372896.

Estimate for the project cost is \$1,000,000.00 (Estimates of costs are based on Councils staff, plant for the labour component. This project will be delivered by contractors solely.

Amount sought for development is \$70,000.00

Delivery timeframes

- Procure project management and design – October 2019
- Final design and bill of quantities – November 2019
- Tender for project delivery – December.2019
- Approval of Tender and Contract documentation – January 2020
- Delivery of Project March/April 2020

The project will be delivered by Open Tender for the on ground construction works. Planning and design works will be done by a WALGA preferred supplier as per Councils Purchasing Policy.(Attached Council. Purchasing Policy)

Cash flow and Payment Milestones

40% of project cost on approval of project December 2019 (Subject to Federal approval)

40% Commencement of on ground works end February 2020

20% on completion April 2020.



10.3 Roe Tourism Association Membership

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

OFFICER RECOMMENDATION

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.

VOTING REQUIREMENTS – Absolute Majority

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 10th 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 21st 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 Pavillion, 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, 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
- 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.

Supporting information compiled by the Quairading CRC in support of Shire of Quairading rejoining Roe Tourism Association (September 2019)

Roe Tourism currently consists of the member local governments of Bruce Rock, Corrigin, Kondinin, Kulin, Lake Grace and Narembeen. Shire of Brookton is considering joining Roe Tourism Association.

In October each year every member is invoiced \$5000 which goes towards employing an Executive Officer, advertising, marketing, printing and other expenditure as deemed desirable by the Association members.

The Executive Officer attends to governance issues, keeps the new Roe Tourism website up to date, runs the Pathways to Wave Rock Facebook page, organises brochure creation, printing and distribution, manages Associate (Business) Memberships, deals with correspondence from CIAWA, CWVC, AGO, Tourism Council and various others and provides updates and reminders to LGA's during busy tourist times. As at 31 July 2019 there are 34 Assoc. Members. The cost of this is \$20 and entitles members to attend meetings (no voting rights) and have their business information included on the website.

Roe Tourism Association is about to adopt a new Strategic Plan (*Forward Directions 2019 - 2021*) which has a strong focus on branding, marketing, data collection and partnerships. They are currently working with NEWTravel (the group who run Wheatbelt Way) and Central Wheatbelt Visitor Centre (Merredin) on a joint funding application to QANTAS which if successful would give them access to an 'Expert Marketing Panel' including branding specialist, photographer, social media advisor, graphic designer and journalist.

Roe Tourism work in partnership with tourism organisations at many levels. *Pathways to Wave Rock* is one of four videos recently created by Wanderlust Communications on behalf of and funded by AGO (Australia's Golden Outback) for an upcoming Wheatbelt Road Trip marketing campaign.

From time to time the Executive Officer arranges guest speakers to visit Roe Tourism meetings. A future meeting will have a representative from Campervan and Motorhome Club of Australia and will include an invite for them to visit member towns in order to provide informed feedback.

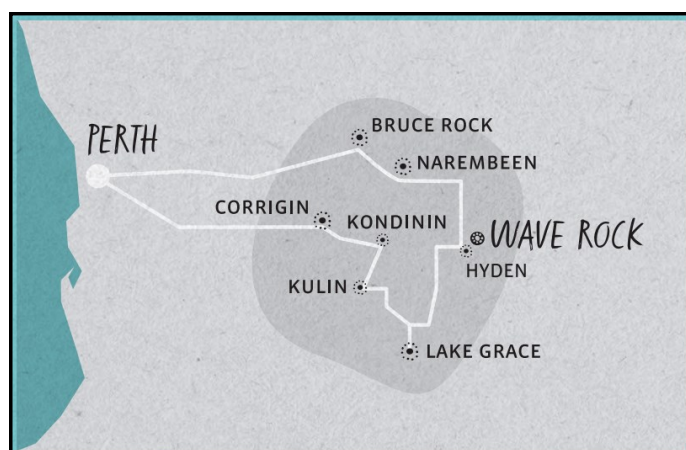
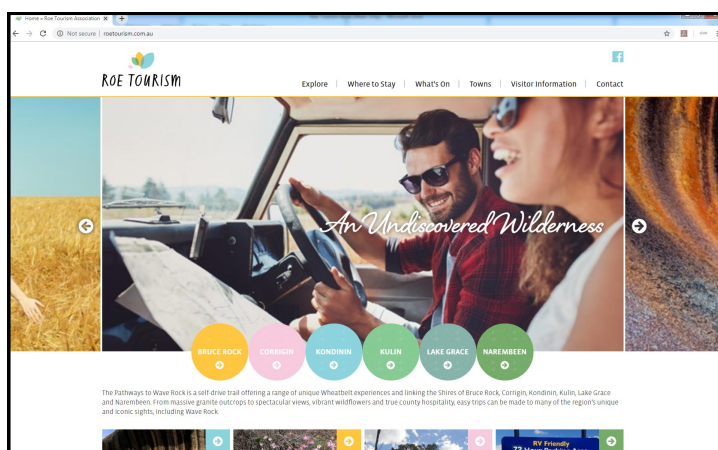
The Annual General Meeting for the Roe Tourism Association will be held on 21st October at the Hyden CRC. The committee is considering reducing the number of meeting times per year and investigating the use of video conferencing instead of face to face meetings, although the networking opportunities provided are very valuable.

Roe Tourism encourage their meetings to be attended by a Councillor from the member Shire and a "go to" tourism representative from the town. The Quairading CRC is very keen and willing to provide a representative for each meeting, plus put in work between meetings too.

After meeting with Marcus Falconer, CEO of Australia's Golden Outback last month, we strongly agree with his recommendation that we both put in efforts on a local level to package and promote our tourism offerings and also work collaboratively with a regional tourism organisation to maximise input and reach a greater audience. As you can see by the map below, Roe Tourism is a perfect collective for us to belong to.

The President of Roe Tourism Association is kindly available for phone conversations or a visit if required - Cr Bevan Thomas (Narembeen) 0429 065 302.

Below: Roe Tourism website home page. Current map used in promo material (will be updated if we re-join)





ROE TOURISM

FORWARD DIRECTIONS 2019–2021

STRATEGIC OBJECTIVES

OUR VISION:

To market the Roe Tourism region locally, nationally and worldwide.

OUR MISSION:

For the communities of Roe Tourism to be well recognised as a self drive route with accompanying natural attractions and experiences within Australia's Golden Outback.

OUR PRIMARY PURPOSE:

Roe Tourism's primary purpose is to **market and promote** the Pathways to Wave Rock self drive route and the tourism assets in the Roe Tourism area.

WHO ARE WE

Roe Tourism is the representative body for collective marketing in the Shires of Bruce Rock, Narembeen, Kondinin, Kulin, Lake Grace and Corrigin.

- 1. Consistent branding and messaging about our tourism assets**
 - a) With members develop our key storylines around existing tourism assets and community facilities.
 - b) Develop a marketing plan which outlines target markets, communications and resource allocation. Marketing plan should also include increasing awareness of local businesses (services, opening times etc) and community facilities. It should also clearly identify no cost, collaborative and full user pay options.
 - c) With stakeholders obtain funding for brand development and marketing expertise.
 - d) Implement our story lines and branding across all our platforms and marketing collateral. Improve Roe Tourism signage across member Local Governments.
 - e) Collateral is available to our members, stakeholders as well as businesses in the Roe district.
- 2. Data collection for decision making and marketing**
 - a) Begin to collect visitor data across the district.
 - b) Data informs our members, stakeholders and RTO so that they understand our needs and tourism trends.
- 3. Partnerships**
 - a) Communicate the benefit of membership to member Councils, CRCs and businesses.
 - b) Work with local tourism groups, Visitor Centres and CRC's along Pathways to Wave Rock to improve visitor servicing and consistent marketing.
 - c) Form relevant destination marketing partnerships with other Local Government Areas and Associations (locally, regionally, state wide).

LONG TERM OBJECTIVES

- 1. Marketing and promotion of the Pathways to Wave Rock and associated tourism assets of each of the Roe Tourism communities locally, state wide, nationally and internationally.**
- 2. Locals and businesses are promoters of Pathways to Wave Rock and local tourism assets.**



ROE TOURISM

PATHWAYS TO WAVE ROCK
WESTERN AUSTRALIA

MINUTES

General Meeting

Monday 19 August 2019 at Shire of Corrigin

1. **MEETING OPENED** *Time: 10:35am*

2. **ATTENDANCE RECORD**

2.1. **Attendees:**

President – *Bevan Thomas*

Vice President

Executive Officer – *Heather Ives*

Shire Representatives:

- Bruce Rock – *Ashleigh Waight*
- Corrigin – *CEO Natalie Manton*
- Kondinin – *Tory Young*
- Kulin – *CEO Garrick Yandle*
- Lake Grace – *Cr Mikaela Spurr*
- Narembeen – *Kristie Lee*

Associate Members: *Carly Kenny; Wayne Monks*

2.2. **Apologies:**

Cr Janeane Mason (V/Pres), Cr Robbie Bowey (Kulin), Alana Rosenthal (Kulin), Cr Kent Mouritz (Kondinin), Cr Gerard Lynch (Kondinin), Sheree Thomas (Narembeen), Jennie Gmiener (Bruce Rock)

2.3. **Guests:**

- Australia's Golden Outback (AGO) - *Marcus Falconer*
- Kings Park & Botanical Gardens - *Grady Brand and Lesley Hammersley*
- Wheatbelt Business Network - *Caroline Robinson (via Video Conference)*
- Shire of Brookton – *Cr Theresa Fancote; Debbie Spinks*
- Brookton CRC – *Tamara Lilly; Gail Macnab*
- Quairading CRC – *Jill Hayes; Jo Hayes*
- Shire of Corrigin – *Tayla Smith; Emma Shaw*

3. **PREVIOUS MINUTES**

3.1. **Confirmation – General Meeting**

RESOLUTION

That the Minutes of the Roe Tourism Association General Meeting held in the Shire of Bruce Rock on Monday 17 June 2019 be confirmed as a true and accurate record of proceedings.

Moved *Garrick Yandle*

Seconded *Ashleigh Waight*

CARRIED

3.2. Business Arising from Previous General Meeting Minutes

Grady Brand, Senior Curator - Kings Park & Botanical Gardens, accepted RTA invitation to attend on Monday 19 August 2019, to present the 'Wildflower Tasting Plate'.

4. CORRESPONDENCE

4.1 Inwards

- 4.1.1 Grady Brand, Kings Park Curator – Wildflower Tasting Plate (various emails)
- 4.1.2 Linda Vernon (NEWTravel) – Dowerin Field Days 2019 - Eastern Wbelt stand
- 4.1.3 CIAWA – 2019-2020 Associate Membership Prospectus & Invoice
- 4.1.4 CIAWA - Members eUpdates (July & Aug 2019)
- 4.1.5 Corrigin / Narembeen Dental – RTA 2019 Associate Membership Form & payment
- 4.1.6 CC's Café (Kondinin) – RTA 2019 Associate Membership Form & payment
- 4.1.7 Quairading CRC – RTA 2019 Associate Membership Form & payment
- 4.1.8 Tressies Museum & Caravan Park - RTA 2019 Assoc Membership Form & payment
- 4.1.9 Lake Grace Visitor Centre – TCWA Newsletter – add to email contact list request
- 4.1.10 Lake Grace Visitor Centre – RTA Assoc. Mship info request
- 4.1.11 CWVC – Window display of updated Eastern Wheatbelt map – info request
- 4.1.12 CWVC – The Mains Guest House - New B&B Farm Stay business opening 1 July
- 4.1.13 CWVC – Bruce Rock B&B – Business closed
- 4.1.14 CWVC – FACET Heritage Tourism Workshop
- 4.1.15 CWVC - AGO Wheatbelt Videos information (various emails)
- 4.1.16 AGO - Wheatbelt Videos
- 4.1.17 WBN (Caroline Robinson) Strategic Plan “Future Directions” docs (various emails)
- 4.1.18 Visage Productions - OUR TOWN New Series Pilbara & Midwest features
- 4.1.19 Linda Vernon (NEWTravel) - Qantas Regional Grants program info – Marketing opp
- 4.1.20 WBN Caroline Robinson – Joint Project Summary ‘Marketing Panel’
- 4.1.21 CWVC – “Your Guide to WA” – Publication info
- 4.1.22 CWVC - Rural & Regional Entrepreneurs program, Moora & Merredin
- 4.1.23 CWVC – Trails Forum 2019
- 4.1.24 CWVC – Wheatbelt Wildflowers Update
- 4.1.25 CWVC - Brookton Tourism Group enquiry details
- 4.1.26 Gail McNab – Brookton Tourism Group – RTA info
- 4.1.27 Tourism Council WA - eNewsletters (Jun July Aug 2019) + Industry Updates
- 4.1.28 AGO - 2019-2020 Membership Prospectus
- 4.1.29 CWVC – AGO Wildflower CoOp Ad for West Australian 17.08.19 (various emails)
- 4.1.30 CWVC - FACET AstroTourism Workshop
- 4.1.31 CWVC – ART Local Government Membership
- 4.1.32 CWVC - Regional & Economic Development Grants – Rd 2 now open
- 4.1.33 CWVC - WA Regional Tourism Conference – Karratha Program
- 4.1.34 CWVC - ART Phase 2 LG Project Case studies now open
- 4.1.35 Wayne Monks - Grt Sthn Outback Tours & Accom - Visits to the region (July & Aug)
- 4.1.36 Have a Go News – Celebrating 28th Anniversary
- 4.1.37 AGO (Gabby Simoni) – Trip to Wave Rock 22/7/19 (President & EO visits)
- 4.1.38 AGO - WA Visitor Centre Wildflower Promo during August and September
- 4.1.39 AGO - Golden Outback Wildflower Travel Feature – The West Aust. 17 Aug 2019
- 4.1.40 Carol Redford - ABC Landline to feature Astrotourism WA story
- 4.1.41 Cindy Miller DBCA – Absence for next 6 months and handover to Peter Wnuk
- 4.1.42 Mogens Johansen – Wildflower info for The West Australian, requested
- 4.1.43 Brochure requests – Trisha Wilson (Lesmurdie WA); Kaye Brown (Shenton Pk WA); Bunbury VC; Mandurah VC; Mount Magnet VC; Hopetoun CRC

4.2 Outwards

- 4.2.1 Grady Brand, Kings Park Curator – RTA Meeting ‘Tasting Plate’ (various emails)
- 4.2.2 AGO – Trip to Wave Rock – meeting times with RTA President & EO
- 4.2.3 Lake Grace Visitor Centre – new LG brochures request (for RTA member dist.)

- 4.2.4 WBN (Caroline Robinson) – Strategic Planning & RTA meetings (various emails)
- 4.2.5 CWVC - Window display of updated Eastern Wheatbelt map – feedback
- 4.2.6 CWVC – AGO Wheatbelt Videos filming schedule - feedback
- 4.2.7 AGO (Gabby Simoni) 2019-2020 AGO Membership (Gold Level) Invoice request
- 4.2.8 Kulin Bush Races (Sharyn McAdam) – RTA Ad (A5 size) for 2019 KBR Event Guide
- 4.2.9 Linda Vernon (NEWTravel) – Dowerin Field Days 2019 – EWbelt stand volunteers
- 4.2.10 Lake Grace Visitor Centre – TCWA Newsletter – re. email contact list
- 4.2.11 Lake Grace Visitor Centre – RTA Assoc. Mship Form for new LG Bakery/Cafe
- 4.2.12 Linda Vernon (NEWTravel) - Qantas Regional Grants program EOI
- 4.2.13 Gail McNab – Brookton Tourism Group – Provide RTA info
- 4.2.14 Mogens Johansen – Provide Wildflower info for The West Australian
- 4.2.15 Brochure distribution – T Wilson (Lesmurdie WA); K Brown (Shenton Park WA); Bunbury VC; Mandurah VC; Mount Magnet VC; Hopetoun CRC
- 4.2.16 Shire CEO's - RTA Waste Bin Panel Packages – order confirmations request

RESOLUTION

That the Roe Tourism Association Inward correspondence and Outward correspondence be endorsed.

Moved *Natalie Manton*

Seconded *Tory Young*

CARRIED

4.3 Business Arising from Correspondence

5 FINANCIAL REPORT

RTA Financial Report June 2019 – July 2019.

RESOLUTION

That the RTA Financial Report for June 2019 – July 2019 be accepted as a true and accurate report.

Moved *Garrick Yandle*

Seconded *Ashleigh Waight*

CARRIED

6 REPORTS

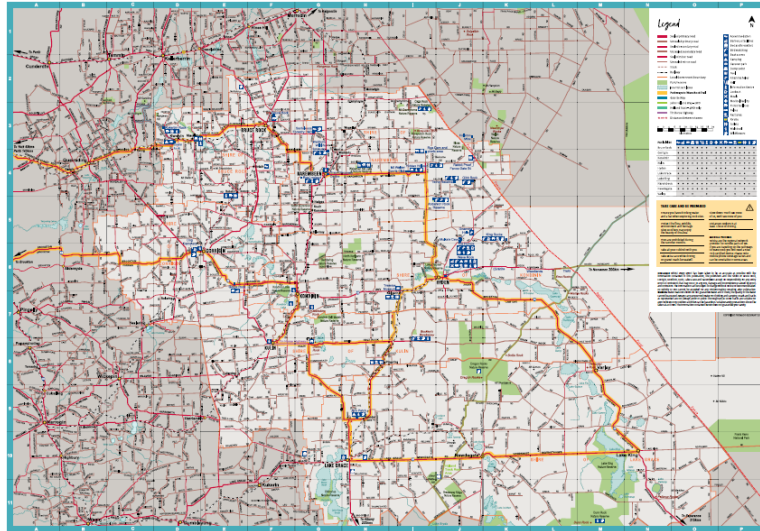
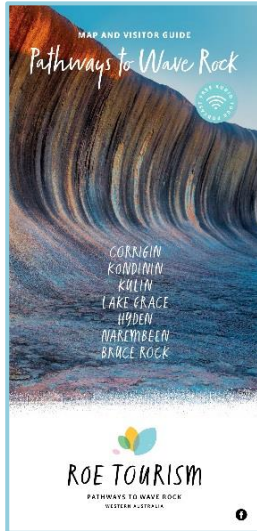
6.1 Presidents Report

- 23/07/19 – Meeting with AGO Marcus Falconer and Gabby Simoni who travelled to Wave Rock overnight and visited stakeholders. Impressed with knowledge of the region and highlighted the importance for RTA to stay connected with AGO
- 31/07/2019 - President and EO attended meeting with Caroline Robinson from WBN for initial 'walk through' of draft RTA Forward Directions 2019-2021 document and 12 month Activity Plan and to discuss RTA support for Qantas Regional Grant.
- Spoke with Jo Hayes from Quairading CRC about interest in attending the 19 August meeting and to find out more about RTA's future direction.
- Welcome to Shire of Brookton and Brookton CRC guests, who made contact with RTA expressing interest in our RTO and in attending the 19 Aug meeting.

6.2 EO Report

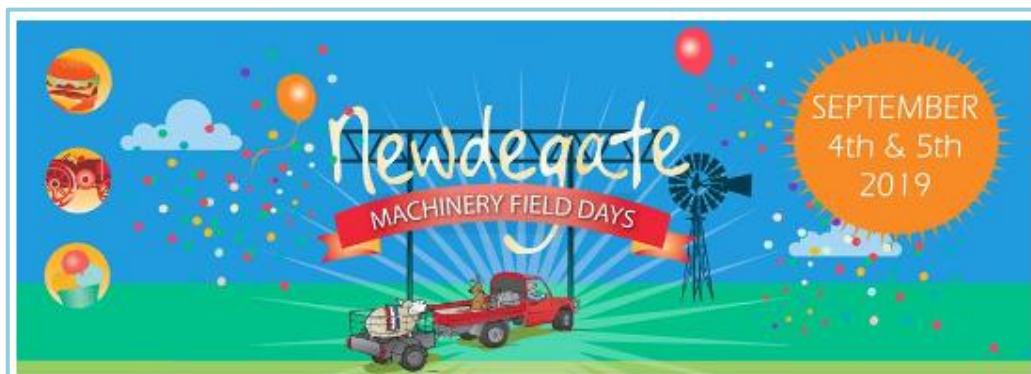
- **'Pathways to Wave Rock' Map & Visitor Guide**

Brochures have been distributed through June – July 2019 to Mount Magnet Visitor Centre, Mandurah Visitor Centre, Bunbury Visitor Centre, Hopetoun CRC. Thank you to committee members for assisting with brochure drop-offs. Let me know if you need to re-stock your brochures heading into Spring and wildflower season. Boxes of brochures are available from the Corrigin CRC.



- **RTA Website – www.pathwaystowaverock.com.au**

Community Events information can be uploaded into the RTA website at <http://www.roetourism.com.au/events/> OR you can email me through your advertising posters.



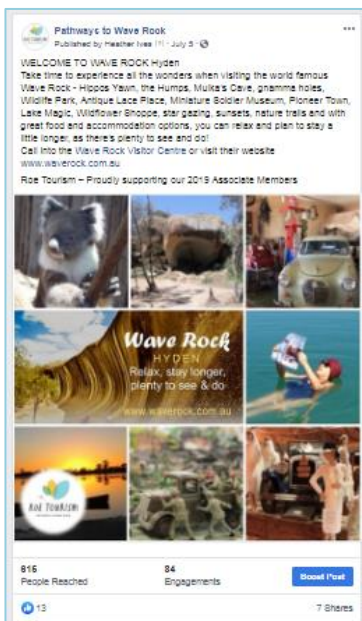
• **Social Media – www.facebook.com/PathwaystoWaveRock/**

Facebook posts are scheduled to feature member Shires accommodation facilities, local attractions and to promote 2019 RTA Associate Member businesses. Region related posts are shared from Australia’s Golden Outback, Central Wheatbelt Visitor Centre, Wheatbelt Development Commission and other relevant pages e.g. Our Camping Community

Page following has steadily increased over last 6 months: **278=Dec’18** ; **340=Feb’19** ; **493=Mar’19**; **618=Mar’19**; **659=Jul’19**

Best performing original posts and engagement over June / July 2019:

- Welcome to Karlgarin = 2,723 (organic reach)
- The Mains Guest House = 1,663 (organic reach)
- Bruce Rock Kwolyin Campsite = 1,294 (organic reach)
- Commemorative Tours of Holland Track = 665 (organic reach)
- Welcome to Wave Rock = 615 (organic reach)



RTA Advertising (Print Media)



Wildflowers are now starting to bloom around the Eastern Wheatbelt! With a great start to the winter rains, spring is the perfect time to take a self-drive break you have been promising yourself to view the remarkable wildflowers of AGO's Eastern Wheatbelt. Just phone the Visitor Centre shown below for maps & guides posted out FREE to plan your trip. For wildflower hotspots check out wheatbelttourism.com and australiastogoldenoutback.com

3 DAY SELF DRIVE PATHWAYS TO WAVE ROCK	3 DAY SELF DRIVE GOLDEN PIPELINE HERITAGE TRAIL	2 DAY SELF DRIVE PIONEERS' PATHWAY	4 DAY SELF DRIVE WHEATBELT WAY
<p>www.rockatlas.com.au</p> 	<p>www.goldenpipeline.org.au</p> 	<p>www.pioneerspathway.com.au</p> 	<p>www.wheatbeltway.com.au</p> 
<p>Visit Wave Rock and explore the changing landscapes and stunning farming communities.</p> <p>Day 1: Perth - Wave Rock (Hydes) 3.5hrs, drive Head east from Perth, travelling through picturesque farmland to Congin (home for the Day Carters). At Midgum visit James's Museum & Caravan Park with the display of olden day memorabilia and gramophones. Enjoy lunch at Hydes Bush Refreshment before taking the short drive to Wave Rock, 15 metres high, 110 metres long. Visit other natural attractions in the area including Kappa's View and Muldoon Cave - home to Aboriginal rock art.</p> <p>Accom options: Motels, cottages, caravan park</p> <p>Day 2: Hydes - Bruce Rock 300km, 3.5hrs Head south to Lake David's spectacular wet salt lakes, visit the only remaining Australian Inland Mission Hospital in WA and sample a wine at Wallers Hill Vineyard. On heading onto Kulin, popular for its Bush Ranges, have a chuckle along the Tin Horse Highway - with a series of colourful metal horse characters along 13km stretch of road. Heading north take in 360° views from Venetian Rock 10km south of Kondinin. Travel onto Narembeen and visit the innovative displays at the Narembeen Grain Discovery Centre on your way to Bruce Rock.</p> <p>Accom options: Motel, B&B, caravan park, backpackers</p> <p>Day 3: Bruce Rock - Perth 200km, 3hrs Take a 45 minute drive west to Shalottes for James Art & Sculpture Trail and Australia's smallest park. Turn off at nearby Wadgin to Koolberrin Rock with its spectacular view on the Granite Way, then on to York for lunch at one of the colonial-style hotels before heading back to Perth.</p>	<p>Journey along the historical Great Eastern Highway Heritage Trail from Perth to Kalgoorlie and witness former stone driven pump stations along O'Donnell's water pipeline, built more than 100 years ago, it's still the longest rock water pipeline on Earth. Please Note: Pump Stations No 4, 5, 6, 7 & 8 currently closed for restoration works by Water Corp.</p> <p>Day 1: Perth - Merredin 260km, 3.5hrs Entering into open farmland of the Central Wheatbelt there will be abundant cereal crops growing as far as the eye can see! Cross the magnificent built the former Merredin and in town visit the Centenary Memorial & Rose Garden. The Centenary Museum No 3 Pump Station is a wealth of history. Charles Gardner House south of Inniswood and Koolberrin Hill for wildflowers. Visit Merredin's history of the Military & Railway Museums and Merredin Park & Railway Dam. Historic Gunnamans Theatre hosts LIVE shows. Merredin is one of 7 towns on FOM's PUBLIC SILENT TRL.</p> <p>Accom options: Motels, B&B, v/o apartments, caravan park, free RV sites, backpackers</p> <p>Day 2: Merredin - Kalgoorlie 240km, 3.5hrs Head east crossing Rabbit Proof Fence at Braesopple, visit Head Pine Museum at Westonia and Victoria History Museum at Southern Cross where gold was discovered in late 1800s. See a rock art museum and timber & stone aqueduct at Karleah Rock and Dan. Goldfields' heritage buildings, wide streets and museums capture the history. Spend a few days in Kalgoorlie taking in gold mining history, magnificent architecture, local museums and attractions.</p> <p>Accom options: Hotels, motels, self-catered, v/o apartments, caravan parks, free RV sites</p> <p>Day 3: Kalgoorlie - Perth From Merredin return via Bruce Rock, Koolberrin & York or Stourton's Pathway via Wagin to Toodyay.</p> <p>Central Wheatbelt Wildflowers: For wildflower hotspots follow the weekly updates wheatbelttourism.com/wildflowers (until a full over-season)</p>	<p>Follow the dream of our early farming, woodshed and gold prospecting pioneers who journeyed east into the Wheatbelt in search of fortune from the sea to the land.</p> <p>Day 1: Perth - Dowerbin 160km, 3hrs Leave the city bustle behind and escape through the hills to Toodyay. Visit the Newcombe Coal Museum before continuing on to the pretty farming town of Goomalling to visit historic Staters Homestead and explore the school museum. At Dowerbin 'Party' the Tin Dug sculpture welcomes you to take the well trail for fauna & flora. For more information see Day 1 of the Wheatbelt Way trail.</p> <p>Accom options: Caravan park, motel, free RV sites, Dowerbin Short Stay Accom</p> <p>Day 2: Dowerbin - Merredin 190km, 3hrs The drive from Dowerbin to Merredin winds through Wheatbelt farmland, bush reserves and delightful small towns. Enjoy the C&A museum or drink at Mullybacken pub, visiting 80 year old Preserve and Tanager for a bush walk or picnic. Visit the Nungarin Heritage Machinery & Army Museum or a bit of heritage of the month Nungarin Market Day. In Merredin hit the well trails, museums, cafes or take in a show at Gunnamans Theatre or movie at Grand Cinema.</p> <p>Accom options: Motels, B&B, caravan park, v/o apartments, backpackers, free RV sites</p>	<p>The Wheatbelt Way is a pioneering experience starting in Dowerbin and spanning 880km with 24 interpretation sites.</p> <p>Day 1: Perth - Mullybacken 210km, 3hrs Depart Perth and head to Dowerbin to join the Wheatbelt Way. Make us your pit stop at the Tin Dug, the first site on this route. Head to Minnievale and Manning Well, then Mullybacken to see Norelback Preserve and Westlark Farm Well.</p> <p>Accom options: Hotel, v/o house, caravan park, free RV sites, free camp sites</p> <p>Day 2: Mullybacken - Beveridge 250km, 3.5hrs Head north through the towns of Koorah, Beveridge and Etan, inspecting sites 8 to 11. From Etan head due west past sites 12, 13 and 14 to Beveridge and Elaburrah Rock sites 14 and 15.</p> <p>Accom options: Caravan park, free camp sites</p> <p>Day 3: Beveridge - Mulleeburra 210km, 3hrs Today head south to Westonia and visit Sandford Rocks and Boodiana Sook. Head to Mulleeburra's walking Wena Gunnamans Hole and Western Historical Site.</p> <p>Accom options: Hotel, v/o house, caravan park, RV sites, free camp sites</p> <p>Day 4: Mulleeburra - Perth 320km, 4 hrs Final day on the Wheatbelt Way taking in sites 20 to 24 as you travel via Trayning, back to start in Dowerbin and then onto Perth.</p>

Call **Central Wheatbelt Visitor Centre 1300 736 283** or visit www.wheatbelttourism.com for information on these self drives or a copy of Australia's Golden Outback Holiday Planner.


Map and icons are available only if you are using a mobile device. Some features may not be available on all devices. Access to internet is not guaranteed.



The West Australian – Wildflower Travel Guide, Saturday 17 August 2019 – CoOp Marketing Ad

Pathways to Wave Rock


WHICH PATH WILL YOU TAKE?



LOOKING FOR A GREAT WEEKEND ROAD TRIP?
Explore the wonders of the wheatbelt with its vast landscapes, vibrant wildflowers and world famous rock formations.

Pickup your FREE Map & Visitor Guide or download from our website
PATHWAYS.TOWAVEROCK.COM.AU

FOLLOW US ON FACEBOOK @PathwaysToWaveRock



ROE TOURISM
PATHWAYS TO WAVE ROCK
WESTERN AUSTRALIA

CORRIGIN - KONDININ - KULIN
LAKE GRACE - NAREMBEEN - BRUCE ROCK

Kulin Bush Races 2019 Event Guide – Full Page (A5) Ad

- **“Exploring the Wheatbelt” Eco Cups**

I contacted Eastway Food Supplies after the June meeting, to congratulate the business on their new “Exploring the Wheatbelt” Eco Cup initiative, featuring 3 different designs of illustrated maps and highlighting visitor attractions around the region.

Eastway had the Eco Cups designed and produced for their wheatbelt customers and ordered the minimum quantity of 25,000 cups to on-sell to businesses.

A carton of 500 x Eco Cups (incl 3 designs) selling for \$85.00+GST approx. \$0.18/cup.

For more information or if you are interested in placing an order contact,
Eastway Food Supplies - 74 Duff Street, Merredin WA Phone: 9041 1662



- **EO Meetings**

23/07/2019 – EO met with AGO Marcus Falconer CEO and Gabby Simoni who travelled to Wave Rock overnight and visited stakeholders on route. Discussed new AGO wheatbelt videos and West Australian Newspaper ‘Wildflower Travel Guide’ feature.

31/07/2019 – EO attended meeting with RTA President and WBN Caroline Robinson to review draft of RTA Forward Directions 2019-2021 document with 12 month Activity Plan and discussed RTA support and application for Qantas Regional Grant.

- **New B&B Business**

4/7/2019 – EO visited new B&B, rural retreat farm stay business ‘The Mains Guest House’, which opened in Corrigin on 1st July and is operated by Carly & Warren Kenny.

7 GENERAL BUSINESS

7.1 RTA Financial Review

Background:

According to the Associations Incorporation Act, not all associations are required to have their financial records audited, based on the individual associations income. RTA fall under Tier 1, so are not required to complete an audit or review of our accounts. In 2018 RTA engaged Karen Wilkinson, Shire of Corrigin - Finance Officer, to undertake a 2017-2018 RTA Financial Review.

- *No remuneration was paid to Karen Wilkinson for the 2017-2018 review, however a \$50 Cellarbrations Gift Voucher and Thank You Card was purchased by RTA in appreciation.*

- *Natalie Manton suggested as the Shire of Corrigin is contracted to provide the RTA EO service, it would be good governance to approach another Shire /community member to conduct this year's financial review.*
- *Ashleigh Waight to approach Jennifer Bow at Bruce Rock about undertaking the 2018-2019 Financial Review of RTA accounts.*

7.2 Pathways to Wave Rock 'Waste Bin Panels'

Participating Shire's have been sent an email requesting orders for RTA 'Waste Bin Panels' Package cost \$190.30 incl. GST. Each 'package' will contain the following items for fitting onto two sides of a single Waste Bin installation:

- *1 x Map design, corflute panel (600 x 900mm printed single-sided)*
- *1 x Pathways to Wave Rock design, corflute panel (600 x 900mm printed single-sided)*
- *Anodised aluminum sail track and screw kits (fittings & fixtures for 2 x corflute panels)*

Final Shire orders confirmed to EO by 19 August 2019.

- *Tory Young updated the committee on the final stages of this initiative.*
- *EO to place final order with supplier, VIBE Sign Company, for production and delivery before October meeting.*

7.3 RTA 2019 Associate Membership

Welcome to the following businesses and groups who have joined RTA as 2019 Associate Members.

- *Corrigin Dental (John & Deb Cobley)*
- *Narembeen Dental (John & Deb Cobley)*
- *CC's Coffee & Cakes - Kondinin (Chris Fotheringham)*
- *Tressie's Museum & Caravan Park (Laurel Trestrail)*
- *Quairading Community Resource Centre (Jo & Jill Hayes)*

RTA currently have 34 x Associate Members (as at 19 August 2019). Please advise EO of any businesses, groups or individuals interested or if you need help with associate membership information.

- *President, Bevan explained to visiting guests how RTA Membership is tiered, being 'Full Membership' (2 x Shire representatives + proxy) and 'Associate Membership' (person/organisation with an interest or involvement in tourism, within the Roe Region and beyond), Bevan also explained voting rights and the annual membership fees.*
- *Shire of Brookton Cr Theresa Fancote suggested the annual Brookton Old Time Motor Show held in March could be a good promotional opportunity for RTA and the 'Pathways to Wave Rock'.*

7.4 Dowerin Machinery Field Days 2019

Background:

Dowerin Machinery Field Days are being held at the Showgrounds on Wed 28th & Thurs 29th August. There will again be an Eastern Wheatbelt Tourist stand at the event. Linda Vernon from Wheatbelt Way is currently organising the stand and volunteer roster.

Comment:

If any Roe Tourism members are attending Dowerin and available to assist, by volunteering a few hours on the stand (see roster below) please contact Linda Vernon -

Email: linda@wheatbeltway.com.au Mobile: 0428 831 074

Time	Wednesday		Thursday	
8.00am – 10.15am	Robyn McCarthy (CWVC)		Robyn McCarthy (CWVC)	
10.15am – 12.30pm	Robyn McCarthy (CWVC)			
12.30pm – 2.45pm			Robyn McCarthy (CWVC)	Linda Vernon
2.45pm – 5.00pm			Robyn McCarthy (CWVC)	Linda Vernon

- *Bevan asked if anyone was attending the 2019 Dowerin Field Days event and available to assist on the EW Tourism stand for a few hours.*
- *Bevan & Tory shared their experience and observations with the group from assisting on the stand at the 2018 event. Both found many visitor enquiries were directed mainly at the more northerly region wildflower hot spots.*
- *Bevan advised RTA is happy to share in the cost of the stand*
- *Assoc. Member, Wayne Monks advised he would be attending the Great Southern Treasures event in September and was happy to promote and hand-out Pathways to Wave Rock brochures.*

7.5 RV Friendly Town Program TM

The RV Friendly Town Program is a Campervan and Motorhome Club of Australia (CMCA) initiative aimed at assisting recreational vehicles (RV) consumers, as they journey throughout our country. This includes motorhomes, campervans and caravanners. An RV Friendly Town is one that has met a set of guidelines to ensure they provide a certain amount of amenities & services for travelers. CMCA provide guidelines on how to qualify, essential & desirable criteria, promotion and signage.

EO asked if members would be interested if a representative from CMCA was invited to present at a future RTA meeting?

- *Shire of Kondinin is interested to find out about establishing RV area and stop over times, 48hrs/72hrs*
- *Shire of Corrigin is interested in re-establishing RV Friendly Town status*
- *Shire of Kulin is interested in feedback from CMCA on existing RV sites*
- *EO to approach CMCA about attending a future RTA meeting.*

11.05am - Caroline Robinson from WBN joined the meeting via Video Conference

7.6 RTA Strategic Plan

Background:

Following on from the initial Strategic Planning Workshop session at the 18 February meeting with Caroline Robinson from WBN and with the further committee input provided at the April

meeting and 'brainstorm' session in June, Caroline has been working on the development of a RTA Strategic Planning document.

Comment:

A copy of the RTA Future Directions 2019-2021 and 12 Month Activity Plan working document, prepared by Caroline Robinson from WBN, was emailed to RTA committee members for review prior to the meeting.

- *Printouts of the RTA Future Directions 2019-2021 and 12 Month Activity Plan documents were provided at the meeting for the group to view and follow.*
- *Caroline walked the committee through the RTA Forward Directions 2019-2021, the vision, purpose, consistent branding, core drivers, objectives and goals.*
- *Our primary purpose being to market and promote the 'Pathways to Wave Rock' self drive route and tourism assets within Roe Tourism area.*
- *Caroline also talked through the 12 month Activity Plan giving the committee and EO a direction going forward*
- *Members had the opportunity to ask questions about the RTA Forward Directions Plan-Wayne Monks asked about KPI's*
- *Caroline informed the group on the opportunity for a joint project with NEWTravel and CWVC to look at engaging a "Marketing Panel" of experts to assist with marketing and promotion of the wheatbelt region. Currently Qantas have a 'Regional Grants available which could potentially offer funding \$'s or expertise.*
- *Garrick Yandle suggested the 'marketing panel' could be sourced at a local level.*
- *With no further questions, Bevan thanked Caroline for her time to present to the group whilst on her family holidays*

11.25am –Caroline left the meeting (end VC call)

- *Bevan and group talked in more detail about RTA objectives, collection of data and marketing to attract visitors to the region.*

RESOLUTION

Roe Tourism Association adopt the RTA Future Directions 2019-2021 and 12 Month Activity Plan.

Moved *Tory Young*

Seconded *Ashleigh Waight*

CARRIED

7.7 Joint Project 'Marketing Panel'

Background:

The Wheatbelt Business Network (WBN) was engaged to develop the strategic plans for Roe Tourism (RT) and NEWTravel (NT). In doing so common challenges and priorities were identified. The WBN has recommended to both organisations that marketing their areas are the priority, not product development. Both organisations will continue to focus on marketing the local tourism assets and products in the coming years, with the Central Wheatbelt Visitor Centre (CWVC) being an important connector across the districts.

Project Need: RT, NT and the CWVC have recognised the need for marketing expertise, ideally with access to a "Marketing Panel" including: a branding specialist, photographer, social media advisor, graphic designer and journalist.

Funding: Linda Vernon from NEWTravel has identified a potential funding opportunity through the QANTAS Regional Grants, which can be for cash or QANTAS marketing expertise. Linda is

currently looking into the grant criteria and drafting an application. No financial co-contributions are required for this grant. Applications close 31 August 2019.

Comment:

A Joint Project Summary document for a proposed “Marketing Panel” project has been emailed to RTA committee members for review and discussion at the 19 August meeting.

- *Bevan talked to the group more about the Qantas Regional Grant and the opportunity to partner with NEWTravel and CWVC and jointly having access to marketing expertise and support to further promote the wheatbelt region on a broader scale.*
- *EO advised that there was no financial co-contribution required from RTA for the Qantas grant and applications close on 31 August 2019.*

RESOLUTION

Roe Tourism Association support the funding application in partnership with NEWTravel and CWVC for the QANTAS Regional Grant, “Marketing Panel” joint project.

Moved *Garrick Yandle*

Seconded *Natalie Manton*

CARRIED

7.8 MEMBER SHIRE REPORTS

- **Bruce Rock** – *Back to Bush Veterans Reunion, Redesign new tourism brochure, Concepts for main street redevelopment incorporating new RTA bin panels design, Tourism Group projects: self-drive & walk trails, WBN online marketing workshops, community bus tour*
- **Corrigin** – *Corrigin Ag Show, new CRC Trainee Tayla Smith - ‘Certificate III in Tourism’, Main Street updating, upgrade of Caravan Park ablution block, redevelopment of Rotary Park and visitor precinct, Wildflower ‘Tasting Plate’*
- **Kondinin** – *Wave Rock Weekender, Kondinin Art Show, Karlgarin Centenary 2020, update of gazebo and parking area, Bush Tucker at Wave Rock, Wildflower Tasting Plate.*
- **Kulin** – *Feature on ABC BackRoads, 25th Kulin Bush Races, Holt Rock Hoedown, new Tourism Strategy, Information signage at Pingaring, new Camp Kitchen at caravan park, Kulin CRC position applications closed*
- **Lake Grace** – *Astrotourism - project leader, Visitor Centre loyalty campaign, new visitor town maps and flyers, Newdegate Field Day 2019*
- **Narembeen** – *Aglime Sands State Golf event (200 entries), Narembeen market day, nterpretive Centre under construction, Waderin challenge.*

8 **NEXT MEETING (AGM)** Monday 21 October 2019, Hyden CRC at 10:30am

9 **CLOSE OF MEETING** Time: 11:15am
Thank you to Shire of Corrigin for hosting today’s RTA meeting.

Following the conclusion of the General Meeting the following guests presented to the group:

- **Australia’s Golden Outback (AGO)** – Marcus Falconer
- **Kings Park** – Grady Brand and Lesley Hammersley

10.4 Bush Fire Advisory Committee Meeting Minutes – 18th September 2019

Meeting Date	26 th 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

That Council:

1. Receive the Minutes of the Bush Fire Advisory Committee for its Meeting of 18th September 2019; and
2. Consider the Committee's following Recommendation: -

VOTING REQUIREMENTS – Simple Majority

Appointment of a Chief Bush Fire Control Officer

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.

Appointment of Deputy Chief Bush Fire Control Officers

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.

Appointment of Fire Control Officers

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.

Appointment of Fire Weather Advisors**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.

Election of Dual Fire Control Officers**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.

Golf Club Reserve - Firebreak Clearance to Water Corporation Facility**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.****IN BRIEF**

Minutes of the 18th 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 18th 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.

SHIRE OF QUAIRADING

The Bush Fire Advisory Committee Minutes of Meeting held on Thursday 18th September 2019 commencing at 5.02 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson opened the Meeting at 5:02 pm.

ITEM 2 ATTENDANCE AND APOLOGIES

Attendance

Mr Alec McRae	Chief Bush Fire Control Officer / Chairperson
Mr Nigel Gelmi	Deputy Chief Bush Fire Control Officer
Mr John Smart	Deputy Chief Bush Fire Control Officer
Mr Graeme Fardon	Chief Executive Officer / FCO
Mr Matthew Whyte	Fire Control Officer
Mr Craig Anderson	Fire Control Officer
Mr Mitch Davies	Fire Control Officer
Mr Peter Groves	Fire Control Officer
Mr Ben Wilson	Fire Control Officer
Mr Linden Johnston	Fire Control Officer
Mr Greg Hughes	Fire Control Officer
Mr Peter Hudson	Captain Central Bush Fire Brigade
Cr Wayne Davies	Shire President
Cr Peter Smith	Councillor
Mr Simon Bell	Community Emergency Services Manager

Apologies

Mr Stuart Hadlow	Fire Control Officer
Mr Adam Duncan	Captain Quairading Volunteer Fire and Rescue
Mr Justin Corrigan	DFES - Area Officer Lower Wheatbelt
Mr Lance Clemens	Fire Control Officer.

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

4.1 Confirmation of Minutes – 10th April 2019

RESOLUTION: FCO1 – 19/20

MOVED Mr Anderson and Seconded Mr Hughes

That the Minutes of the Fire Control Officers' Meeting held on 10th April 2019 be confirmed as a true and correct record of that Meeting.

CARRIED

4.2 Business Arising

Cr Davies informed that he had spoken to the creator of the local Whatsapp group and the repercussions relating to the group on local fire reporting and messaging. The creator assured Cr Davies she would shut the group down to avoid any further confusion.

Mr McRae spoke of the following: -

A new mechanic has been sourced for the bush fire appliances due to change of circumstances – Allen Cowcill will be the new mechanic.

A Fire Control Officer course was conducted on the 6th September to which M. Davies, G. Hughes, S. Bell and A. Duncan attended.

Noted that the policy and procedures manual will be distributed to all FCO's and a hard copy will be provided and kept in each of the fire stations.

ITEM 5 CESH / CBFCO / DCBFCO / FCO REPORTS

5.1 CBFCO Report

Mr McRae spoke of the following items:

Congratulations to Simon Bell for being the successful applicant for the permanent CESH position.

One Quairading appliance attended the RUI exercise in York on 31st August.

Fuel cards have been applied for yet again, unsure as to how much longer they will be issuing them. There was approximately \$400 remaining on last year's allocation.

There have been two callouts that the Central Brigade has attended and it is shaping up to be a busy year.

DFES are currently in the process of supplying all bush fire trucks with defibrillators, this will mean that there will be one in each appliance and they do not have to be based in a Station. This was pushed along by the Association of Volunteer Bush Fire Fighters.

Water Bomber reloading training coming up again soon good to attend if you haven't before.

Mr Bell informed that the Quairading Training is scheduled for the 27th October at 2pm.

Brigade meetings, preferably to be held prior to mid-October, once the brigade has set a date let CESH and CBFCO know and at least one of them will endeavour to attend.

There will be a controlled "Burn off" occurring at the Golf Club on this Friday morning and all volunteers are welcome to attend.

All six of the Quairading Bush Fire Appliances and the CESH Ute will be on display at this year's Ag Show and will be in a separate location to the VFRS with the aim of generating interest in new membership by showing there is a difference between the two organisations.

5.2 DCBFCO Report

Mr Smart spoke of the following: -

Balkuling / Doodenanning AGM is set to be held on the 25th September at 7:30pm at the Doodenanning hall.

Defibrillator training run to be conducted by Janet Dicker this year.

Mr Gelmi – Nil to report.

5.3 CESH Report

Mr Bell spoke of the following: -

Has been a quiet off season for the brigades, just administrative work.

RUI exercise was held in York this year with 18 appliances attending.

Informed that interest levels seem to be depleting due to being held annually with little to no change in scenarios.

Potential to have a break next year unless the CESH's can develop a new exercise to run.

Interest in conducting a controlled burn in the vicinity of the Yoting CBH facility again.

Standpipes have all been locked, keys have been distributed to brigades and are currently located in the overhead lockers on the driver's side.

Mr McRae noted that Mr Duncan had asked about the possibility of a key for the VFRS 3.4U, general consensus to allow them to have a key due to the possibility of attending incidents such as structure fires or vehicle fires.

Investigated the possibility of another WAERN repeater out at Wamenusking due to being in "in a hollow spot", but was informed the cost would be approximately \$120,000 to be funded by Council (not ESL)

Attended multiple courses over the last few months to have a similar capacity to previous CESM. Further Courses intended Post the Bush Fire Season.

5.4 FCO's Reports

Mr Groves

Nil to report

Mr Hughes

Attended the Fire Control Officers Course

Mr Johnston

Nil to report

Mr Davies

Attended the Fire Control Officers Course

Mr Wilson

Currently drying out very fast, 150ml rain required to meet yearly average.

Cr Smith

Nil to Report

Mr Anderson

Nil to Report

Cr Davies

Nothing to report

Mr Hudson

Attended the RUI exercise in York, agreed with Mr Bell in relation to needing to change things up for a year or two.

Mr Whyte

Nil Report

Mr Fardon

There has been no change to the SMS system and Contacts are still being added. Mr Fardon commented that the CESM and himself would continue to review the Contact list for persons no longer in the District.

Council had been successful receiving a Natural Disaster Resilience Fund (NDRP) grant for a 200KVA generator. The generator has now arrived and will be commissioned in the near future.

Works crew are ready to help with the season when required, CESM to distribute Alan Rourke (Manager Works and Services) and Dave Griffiths (Leading Hand) numbers to all FCO's, in the event CESM is not around.

ITEM 6 ELECTION OF OFFICE BEARERS

Mr McRae thanked the FCO's and FWO's for their good work throughout the year and asked Mr Fardon to act as Returning Officer. Mr McRae stood down from the Chair.

Mr Fardon thanks Mr McRae and all FCO's for their volunteer commitment throughout the year.

Mr Fardon declared all positions vacant.

6.1 Chief Bush Fire Control Officer

Nominations were called for the position for Chief Bush Fire Control Officer

Mr Whyte nominated Mr Alec McRae

Mr McRae accepted the nomination but did inform the Meeting that he would only be able to hold the position until the end of February 2020

Mr Fardon called for a second nomination to carry out the CBFCO role from March 2020 to September 2020.

Mr Groves nominated Mr Gelmi.

RESOLUTION: FCO2 – 19/20

MOVED Mr Whyte SECONDED Mr Groves

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

6.2 Deputy Chief Bush Fire Control Officer

Nominations were called for the positions of Deputy Chief Bush Fire Control Officer.

Mr Smart nominated Mr Gelmi as DCBFCO.

Cr Davies nominated Mr Smart as DCBFCO.

Mr Smart and Mr Gelmi both accepted the nominations.

RESOLUTION: FCO3 – 19/20

MOVED Mr Smart SECONDED Mr Whyte

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

6.3 Fire Control Officers

Discussion took place in regard to the Fire Control Officers.

Mr Lance Clemens and Mr Birleson are to be removed as FCO's

Mr A Duncan and Mr S Bell are to be added as FCO's.

RESOLUTION: FCO4 – 19/20

MOVED Mr Whyte SECONDED Mr Wilson

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

6.4 Fire Weather Monitors

RESOLUTION: FCO5 – 19/20

MOVED Mr Anderson SECONDED Mr Hughes

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

6.5 Dual Fire Control Officers

RESOLUTION: FCO6 – 19/20

MOVED Mr Anderson SECONDED Mr Whyte

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

Committee Discussion

The Meeting noted that a letter is to be sent to all surrounding Local Governments advising of the Dual FCO's appointments.

ITEM 7 DISCUSSION POINTS

7.1 Pre-Season Synopsis

High fuel loads anticipated.

The Meeting expected a Very High Fire Danger Season

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

The Meeting concurred with leaving the Commencement Date for the Restricted Burning Period at the 16th October 2019 with Prohibited Burning period commencing on the 1st November 2019 (Seasonal Conditions permitting).

7.3 Burning Restrictions

Nil.

7.4 Bush Fire Exercise/Training

Discussion took place on dates/times for a training day at the Brigades

Training on WAERN Radios to be included

CESM to arrange training information / resources from Northam for use at the various training sessions

7.5 Firebreak Inspections

Discussed aerial firebreaks it was decided not to hold these inspections this year

All FCO's strongly encouraged to inspect their Locality and to report any Firebreak breaches to the CESM.

VFRS and Shire Officers to arrange a date for the inspection of Quairading and Dangin townsites.

ITEM 8 GENERAL BUSINESS

Mr McRae

Spoke of the following;

Golf Club “burn off” to be carried out on the 20th September 2019

Asked if there was a bushfire management plan for the Nature Reserve

Mr Fardon informed that there is one for the Nature Reserve but not the Golf Club.

The CEO is to provide the CESM with the Bush Fire Management Plan for the Nature Reserve for review.

Mr McRae recommended that the Golf Club be written to requiring the Club to inform the CESM if they we planning to light any fires. The Meeting supported this approach to the Golf Club.

Mr McRae expressed concern at the lack of action to have a firebreak / clearing installed to the West of the Water Corporation Chlorination Shed adjoining the Golf Club Reserve.

Golf Club Reserve - Firebreak Clearance to Water Corporation Facility

RESOLUTION: FCO7 – 19/20

MOVED Mr Anderson SECONDED Mr Hudson

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

Mr McRae queried about camp fires at “The Groves” and what regulations are campers / attendees required to adhere to.

Mr Fardon informed that all persons visiting “The Groves” are still required to conform to all bush fire regulations. It was suggested that additional signage be erected in the area.

The Meeting noted that the “Green Waste” piles att he Waste Facility will require a controlled burn off in the coming weeks. The CESM and Central Fire Brigade to liaise with Mr Allan Rourke.

Mr McRae enquired whether the siren at the west end of town has been relocated since the demolition of the Railway Barracks.

Mr Fardon advised that he understood that the siren will now be located on the shire factory unit.

The Meeting was informed that the CESM is looking into the acquisition of two new tanks and if they are acquired to have them installed in Dangin and Yoting.

Mr McRae and Mr Fardon advised of the large number of bush fire service medals supplied by DFES and that they would determine how best to present them.

It was decided that most would be distributed at a brigade level while some are to remain to be presented at the Council Australia Day event.

The CESM is to liaise with the Brigades on refilling of their diesel drums.

Mr Hudson

Mr Hudson asked on progress on getting fuel cards for the Central Brigade appliances

Mr Fardon to discuss this issue further with the CESM.

Cr Davies

Cr Davies commented that there are a number of property owners who are not memebers of a Bush Fire Brigade and would not receive DFES or Council SMS messages.

Mr McRae informed that you have to join a brigade to get that Brigade SMS and it was recommended that Brigade Membership forms be available at the Ag Show display stand.

Mr McRae acknowledged the ongoing support of the volunteer bushfire brigades from Councils Works Team.

Mr Bell

The CESM enquired whether there is benefit and support for a FCO's Group SMS List to be established.

The meeting strongly supported the FCO Group List.

ITEM 9 NEXT MEETING DATE

The next Fire Control Officers Meeting is scheduled to take place Post Season April 2020 (Date to be finalised), commencing at 5.00 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 10 CLOSURE

There being no further business, the Chairperson closed the Meeting at 6:44 pm.

Confirmed.....___/___/2019

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

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

OFFICER RECOMMENDATION

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.

VOTING REQUIREMENTS – Simple Majority

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 22nd 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. WALGA's preferred supplier list allows for the tender process to be waived in lieu of seeking quotations from suppliers on WALGA's 'preferred supplier list'.

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

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

OFFICER RECOMMENDATION

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.

VOTING REQUIREMENTS – Simple Majority

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 21st 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. WALGA's preferred supplier list allows for the tender process to be waived in lieu of seeking quotations from suppliers on WALGA's 'preferred supplier list'.

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

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

OFFICER RECOMMENDATION

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

VOTING REQUIREMENTS – Simple Majority

OFFICER RECOMMENDATION

That the Meeting be opened to the Public.

VOTING REQUIREMENTS – Simple Majority

ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday, 31st October 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.