

Disclaimer

29th August 2019

Disclaimer

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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.

