



# Ordinary Council Meeting

## Notice of Meeting | 27<sup>th</sup> February 2020

Dear Councillors

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday 27<sup>th</sup> February 2020 commencing at 2pm.

MEETING AGENDA ATTACHED

*Graeme Fardon*

**GRAEME FARDON**  
**CHIEF EXECUTIVE OFFICER**

Date: 21<sup>st</sup> February 2020

---

### Disclaimer

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

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

---

## CONTENTS

Agenda Item	Page
ITEM 1	OPENING & ANNOUNCEMENTS ..... 3
ITEM 2	ATTENDANCE AND APOLOGIES ..... 3
ITEM 3	PUBLIC QUESTION TIME ..... 3
ITEM 4	DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS ..... 3
ITEM 5	APPLICATIONS FOR LEAVE OF ABSENCE ..... 4
ITEM 6	DECLARATIONS OF INTEREST ..... 4
ITEM 7	CONFIRMATION OF MINUTES AND BUSINESS ARISING..... 4
7.1	Confirmation of Minutes – 19 <sup>th</sup> December 2019 ..... 4
7.2	Business Arising ..... 4
7.3	Confirmation of Minutes – 11 <sup>th</sup> February 2020 ..... 4
7.4	Business Arising ..... 4
ITEM 8	MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING ..... 45
ITEM 9	MATTERS FOR CONSIDERATION – FINANCE & AUDIT ..... 46
9.1	Accounts for Payment – December 2019..... 46
9.2	Financial Information–Statements of Income and Expenditure for the Period Ending – 31 <sup>st</sup> December 2019 ..... 53
9.3	Accounts for Payment – January 2020 ..... 81
9.4	Financial Information–Statements of Income and Expenditure for the Period Ending – 31 <sup>st</sup> January 2020 ..... 90
ITEM 10	MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION ..... 118
10.1	Distribution Agreement – SEAVROC Funds ..... 118
10.2	Greater Sports Ground Precinct – Concept Design..... 137
10.3	Elected Member, Chief Executive Officer and Employee Attendance at Events Policy 188
10.4	Annual Electors Meeting Minutes – 4 <sup>th</sup> February 2020 ..... 205
10.5	Review of the Shire of Quairading Delegations ..... 212
10.6	Strategic Planning Committee Minutes – 11 <sup>th</sup> February 2020..... 307
10.7	Records Management Policy Review..... 327
10.8	Local Government House Trust - Deed of Variation ..... 332
ITEM 11	MATTERS FOR CONSIDERATION – HEALTH AND BUILDING..... 348
ITEM 12	MATTERS FOR CONSIDERATION – WORKS ..... 349
ITEM 13	URGENT COUNCILLORS’ BUSINESS ..... 350
ITEM 14	CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2) ..... 350
ITEM 15	NEXT MEETING DATE ..... 350
ITEM 16	CLOSURE ..... 350

## 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”.

Councillors are advised that Sergeant Lindsay Collett, the new OIC, has been invited for Afternoon Tea to welcome him to the District, and an opportunity to provide an update on local and regional Policing Matters.

### ITEM 2 ATTENDANCE AND APOLOGIES

---

#### Councillors

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

#### Council Officers

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

#### Observers/Visitor

#### Apologies

#### Leave of Absence Previously Granted

### ITEM 3 PUBLIC QUESTION TIME

---

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

---

Representatives of the Quairading Sport and Rec Precinct Working Group will be presenting their research and findings on the Greater Sports Ground Precinct and their request to proceed to Concept Planning refer to Item 10.2.

## ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

---

## 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 – 19<sup>th</sup> December 2019

#### Recommendation

That the Minutes of the Ordinary Meeting of Council held on the 19<sup>th</sup> December 2019 be confirmed as a true and accurate. (Attached)

### 7.2 Business Arising

### 7.3 Confirmation of Minutes – 11<sup>th</sup> February 2020

#### Recommendation

That the Minutes of the Special Meeting of Council held on the 11<sup>th</sup> February 2020 be confirmed as a true and accurate. (Attached)

### 7.4 Business Arising

## SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 19<sup>th</sup> December 2019 commencing at 2.01pm.

### ITEM 1 OPENING & ANNOUNCEMENTS

---

The Shire President opened the Meeting at 2.01 pm.

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

Councillors are advised that Sergeant Lindsay Collett and Senior Constable Eddie Duffy have been invited for Afternoon Tea as Welcome to the New OIC Lindsay, and an opportunity to provide an update on local and regional Policing Matters.

Cr Davies then announced that Sergeant Lindsay Collett has sent his apologies and unfortunately won't be able to make Afternoon Tea.

Cr Davies welcomed the Councillors, Staff and Mrs Sarah Caporn to the Meeting.

### ITEM 2 ATTENDANCE AND APOLOGIES

---

#### Councillors

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

#### Council Officers

Mr GA Fardon	Chief Executive Officer
Mr A Rourke	Executive Manager of Works & Services
Mr N Gilfellon	Executive Manager of Corporate Services (2.01pm to 3.34pm)
Mr RM Bleakley	IPR/Strategic Projects Officer
Mrs A Strauss	Executive Officer

#### Observers/Visitor

Mrs Sarah Caporn	(2.01pm to 2.55pm)
------------------	--------------------

#### Apologies

Nil.

#### Leave of Absence Previously Granted

Nil.

### ITEM 3 PUBLIC QUESTION TIME

---

Nil.

## ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

---

Nil

## ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

---

Nil.

## ITEM 6 DECLARATIONS OF INTEREST

---

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

Nil, at this time.

## ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

---

### 7.1 Confirmation of Minutes – 28<sup>th</sup> November 2019

#### **RESOLUTION: 87-19/20**

#### **MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite**

That the Minutes of the Ordinary Meeting of Council held on the 28<sup>th</sup> November 2019 be confirmed as a true and accurate record.

**CARRIED 8/0**

### 7.2 Business Arising

#### **Wheatbelt Secondary Freight Network Project**

The Chief Executive Officer advised that the Wheatbelt Secondary Freight Network Project Funding has been signed by the Deputy Prime Minister and that the Chief Executive Officer had been in contact with the Wheatbelt Road Group Chairs and Main Roads WA with regard to the process going forward as to how the Shire of Quairading would be able to access and claim the funding to enable them to begin works on the WFSN Pilot Projects to begin.

The Chief Executive Officer further advised that he will be attending a meeting in Northam (Main Roads WA) on Friday along with Mr Allan Rourke regarding the Pilot Project Funding & Delivery expectations.

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

### 8.1 Community Park Concept

<b>Meeting Date</b>	19 <sup>th</sup> December 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	Consultant Sarah Caporn
<b>Attachments</b>	(i) Community Park Budget
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

Mrs Sarah Caporn presented the Community Park Concept on behalf of the Community Park Focus Group to Council on the final Concept and forecasted costings in order to proceed to Grant Funding.

#### 2.40 pm

Mr Graeme Fardon left the Meeting.

#### 2.44 pm

Mr Graeme Fardon re-entered the Meeting.

#### 2.50 pm

Mr Graeme Fardon left the Meeting.

### OFFICER RECOMMENDATION

#### RESOLUTION: 88-19/20

#### MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

That Council: -

1. Approve the Project Concept for the Community Park;
2. Support the proposed name for the Park Project - Kwirading Koort; and
3. Support the Shire's progression to sourcing external grant funding for the program through LotteryWest and other funding bodies.

**CARRIED 5/3**

#### 2.55 pm

Mrs Sarah Caporn left the Meeting.

### IN BRIEF

- The construction of a community park / open space is listed as a high priority in the Shire's Strategic Community Plan 2017-2027 (p3)
- Community Park (Centenary Park) was included in the 2018/19 Year in Council's Corporate Business Plan, however was subject to Project justification and external Grant Funding.
- There has been extensive consultation on the proposed elements and design of the park area including a dedicated Focus Group and consultation with key stakeholders.
- Final layout drawings and costings will be presented at the Council Meeting on 19<sup>th</sup> December 2019.
- *Kwirading Koort*: is the proposed Project name for grant applications

- Council should endorse the seeking of external grant funding in line with current budget projections (\$73K from Community, \$75K from Shire of Quairading).

## MATTER FOR CONSIDERATION

### Community Park Concept Plan:

Site – The site is now confirmed as the former Valley Fords site on the corners of McLennan and Parker Streets. This has widespread community support from both residents and local businesses. There will be ease of access from the main shopping precinct, caravan park, tennis clubs and CRC.

Amenities - As presented at the September meeting, the park will be a meeting place for the whole community. A playground will be part of it but not the sole focus as the site will also include picnic tables and electric BBQ, large lawn area, public ablutions, beautiful garden beds and some play equipment (climbing structure, sets of swings, play house, log tractor, simple steppers and a slide)

The final drawings and costings are still being drafted (I expect to be able to present them in person at the Council meeting) but the design will be largely based on what was proposed at the Parker St site. This area is twice as large so there will be some cost increases but I hope to minimise this by expanding the lawn area and gardens rather than installing more expensive play equipment.

El Toro - I anticipated that the Quairading Rainmakers may want to include the plinth for *El Toro* within the site but after seeking feedback from some of the committee members, they feel that the current site in front of the Town Hall is best so will be proposing a more permanent arrangement there for Council to consider. This component will now be excluded from the park project scope.

Bike Track – Construction of a mountain bike pump track was included within our initial project plans. The proposed site was on the corner of Parker and McDonalds Streets but with the park site moving, this can also be up for negotiation. We have an initial design but I think this needs to be further developed to be a bit more interesting. I had hoped to further consult upper primary and secondary students at QDHS but the end of term has arrived and I simply haven't scheduled it. Shire staff received some feedback from attendees at the Youth Centre / Skateboard WA workshop last weekend. Many of them travel to Kellerberrin where they have a large smooth cement skatepark. I'd like to compliment rather than compete with nearby towns so I feel that a dirt track suitable for mountain bikes that offers an unique experience (beginner through to challenging components) would be a fantastic inclusion with this project. It will also target an older demographic to the play equipment in the park and we need to be conscious of catering for children from 0 right through to teenagers. The bike track could move to the initial park site on the northern side of Parker Street.

**Proposed Project Name - *Kwirading Koort***. Feedback from the Focus Group told us that previous working title of 'Centenary Park' was a bit bland and generic for what will be an amazing feature within our community. A great project name was also highlighted by Lotterywest and Regional Development Australia, Wheatbelt during their visits. Something memorable that recognised the local input and significances of a project really makes it stand out amongst a pile of applications.

2019 was declared the International Year of Indigenous Language by the United Nations. This aims to raise awareness of the consequences of losing our Indigenous languages across the world, and works to establish a link between language, development, peace, and reconciliation. With this in mind, we have considered several Noongar words and phrases as potential names for the site.

The Quairading Reconciliation Action Plan (RAP) Committee considered several potential names at their meeting on 6 November.

The current front runner as a potential name is ***Kwirading Koort*** which brings together an alternative spelling of Quairading (as Noongar is an oral language it is about the sounds of the words rather than spelling) with the noongar word for 'heart / heartbeat / the coming together of two hearts'.

The Ballardong Elders Language Group and the QDHS high school students suggested ***Nyulung koolangka waabiny maya*** which means Our children's play place but I think the site will be more than just somewhere for children to play.

It would also be great to recognise the contribution of the local Rural Youth club who have donated approximately \$74,000 towards the park but I haven't struck on a good way to do this. I anticipate I



can recognise their contribution with signage or an art component as an alternative to acknowledgement within the name.

## BACKGROUND

Council last considered progress on the Community Park at their September 2019 meeting. The Focus Group had only recently supported moving the site further east along Parker St to the former Valley Ford site and a new design has been developed to reflect this proposal. New drawings and layouts will be available by the Council Meeting.

## STATUTORY ENVIRONMENT

Local Government Act 1995

## POLICY IMPLICATIONS

N/A.

## FINANCIAL IMPLICATIONS

2020/2021 Budget – Subject to successful grant funding applications.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

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

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

## COMMUNITY CONSULTATION

Significant consultation has been undertaken to reach this point. Sarah Caporn, as Project Manager has met with Quairading Playgroup, Little Joey's Playgroup, students and staff at Quairading District High School, local businesses, the Quairading RAP Committee and an established Community Park Focus Group.

Further Community Consultation occurred with the Concept displayed at the Quairading Agricultural Show.

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

**Financial** - Risk Matrix Rating is assessed as Medium

- Detailed costing of project has been drawn up.
- Based on other Council Budgeting O&M costs for a playground /reserve is between 3 & 5%. Further work is needed to determine operating and whole of life costs.
- Progression to project delivery is dependent on successful application for external funding;
- Project could be delivered in multiple phases over a period of time.

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

- Park is designed to stimulate more active lifestyle (physical wellbeing);
- Park is designed to encourage greater community engagement (mental wellbeing)

**Reputation** – Risk Matrix Rating is assessed as Low

- Extensive consultation with community has ensured that concept reflects expectations of the community;
- Is a need for the program to move forward to delivery phase.

**Operation** – Risk Matrix Rating is assessed as Medium

- Further work is needed to determine the lifetime costings of the program if these are to be accurately integrated into the Shire's operating costs.

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

- A study has been conducted to ensure there is no residual contamination from a previous fuel spill.
- Environmental considerations have been factored into the design of the nature playground

**COMMENT**

- Relocation of Park to ex Valley Ford Site will incur substantial additional costs due to size of area and additional service connection (deep sewerage)
- Salmon Gum Park (Bush Reserve) component is not being presented at this briefing;
  - Consider as second phase of the program;
  - Possibility of a community busy bee to tidy up existing walkways;
  - Further consultation on the Dam concept
- There is need for additional engagement with Youth (QDHS students) on concept of pump track vs skate park;
- There are a number of grant funding options beyond LotteryWest for this type of project.

## ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

### 9.1 Accounts for Payment – November 2019

<b>Meeting Date</b>	19 <sup>th</sup> December 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	SFO Jodie Yardley
<b>Attachments</b>	9.1.1 October 2019 Payment List 9.1.2 Transport Takings 9.1.3 Credit Card Statement.
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 89-19/20

#### MOVED Cr Hippisley SECONDED Cr Stacey

That Council note the following:

1. That Schedule of Accounts for November covering Municipal Vouchers 23686 to 23692 & EFT 7196 to EFT 7325 and DD13615.1 to DD13615.15 and DD13637.1 to DD13637.16 totalling \$278,270.72 be received and
2. That Police Licensing payments for the month of November 2019 totalling \$28,409.95 be received (Attachment 9.1.2); and
3. That fund transfers to Corporate Credit Card for November 2019 balance totalling \$1,818.47 be received (Attachment 9.1.3); and
4. That Net Payroll payments for the month November 2019 totalling \$114,607.29; and
5. That the Lease payment for the month of November 2019 on the CESM Vehicle totalling \$1,775.97.

**CARRIED 8/0**

### IN BRIEF

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

### MATTER FOR CONSIDERATION

Note the accounts paid during November 2019.

### BACKGROUND

Accounts paid are required to be submitted each month.

### STATUTORY ENVIRONMENT

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

### POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

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

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

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

<b>Meeting Date</b>	19 <sup>th</sup> December 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	SFO Jodie Yardley
<b>Attachments</b>	9.2.1 Financial Statements for October
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 90-19/20

#### MOVED Cr McGuinness SECONDED Cr Cowcill

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

**CARRIED 8/0**

### IN BRIEF

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

### MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements.

### BACKGROUND

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

### STATUTORY ENVIRONMENT

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

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

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

### POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

## COMMENT

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

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

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

<b>Meeting Date</b>	19 <sup>th</sup> December 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	Audit & Risk Committee Meeting Minutes
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

3.05 pm

Mr Graeme Fardon re-entered the Meeting.

#### OFFICER'S RECOMMENDATION

##### RESOLUTION: 91-19/20

##### **MOVED Cr Hippisley SECONDED Cr Stacey**

That Council receive the Minutes of the Audit & Risk Committee Meeting held on the 10<sup>th</sup> December 2019, and approved the following amendments to the Minutes: -

- 1) Recommendation AR09-19/20 the seconder should read Cr Jo Haythornthwaite
- 2) ITEM 12. Cr Smith's wording be amended to read "Cr Smith requested a report on current Policies and Procedures on mitigation of "management override" plus the Chief Executive Officer's recommendations on additional procedures to achieve a higher standard" for the March 2020 Audit & Risk Committee Meeting".

**CARRIED 8/0**

Consider the Committee's following Recommendations individually: -

#### 1) Audit Certificate and Management Letter Year Ended 30<sup>th</sup> June 2019

##### RESOLUTION: 92-19/20

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

*RECOMMENDATION: AR08-19/20*

That the Audit and Risk Committee Recommend to Council: -

1. That Council receive and note the Audit Report from Council's Auditor Mr Greg Godwin (Moore Stephens) for the Year Ended 30<sup>th</sup> June 2019.
2. That Council note that the Annual Meeting with the Auditor, pursuant to Section 7.12A of the Local Government Act was held on the 4<sup>th</sup> December 2019.

**CARRIED 8/0**

#### 2) Rates Collection Policy

##### RESOLUTION: 93-19/20

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

*RECOMMENDATION: AR10-19/20*

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

Council adopt the FIN.5 Rates Collection Policy.

**CARRIED 7/1**

**3) Review of Community Grants Process****RESOLUTION: 94-19/20****MOVED Cr McGuinness SECONDED Cr Hippisley***RECOMMENDATION: AR11-19/20*

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

1. Council adopt the revised Community Grants Policy and supporting documentation; and
2. That the revised Funding Program be publicised to all Community Groups and Clubs with an application deadline of 31<sup>st</sup> March 2020 for Round 1.

**CARRIED 8/0****4) Report on Excess Annual Leave and Long Service Leave****RESOLUTION: 95-19/20****MOVED Cr Stacey SECONDED Cr Jo Haythornthwaite***RECOMMENDATION: AR12-19/20*

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

Council receive the report on the Shire's Leave Liabilities.

**CARRIED 8/0****5) Review of Committee Terms of Reference****RESOLUTION: 96-19/20****MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness***RECOMMENDATION: AR13-19/20*

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

Council adopt the revised Audit and Risk Committee Terms of Reference (Dated 10<sup>th</sup> December 2019).**CARRIED 8/0****IN BRIEF**

Minutes of the 10<sup>th</sup> December 2019 Meeting of the Audit and Risk Committee include five (5) Recommendations to Council.

**MATTER FOR CONSIDERATION**

Recommendations to Council.

**BACKGROUND**

The Audit and Risk Committee Meeting was held on the 10<sup>th</sup> December 2019 from which there are five (5) Recommendations for Council's consideration, namely: -

RESOLUTION: AR08-19/20

RESOLUTION: AR10-19/20

RESOLUTION: AR11-19/20

RESOLUTION: AR12-19/20

RESOLUTION: AR13-19/20



## STATUTORY ENVIRONMENT

*Local Government Act 1995*

Local Government (Audit) Regulations 1996.

### Local Government Act 1995

- Annual Financial Statements prepared by Council in accordance with Section 6.4
- 2018/19 Audit Completed in accordance with Section 7.9
- Section 7.12A - Council is required to meet with the Auditor at least once in every Year

### Local Government (Audit) Regulations 1996

Applies.

## POLICY IMPLICATION

Councils ORG.2 Leave Management Policy.

Revised Community Grants Scheme proposed

New Rates Collection Policy proposed

## FINANCIAL IMPLICATIONS

### AR08-19/20

Nil, Council provides Budget provision for the Conduct of Council's Audits. Costs are tied to the Auditors agreed Terms of Engagement.

### AR10-19/20

Policy will provide greater direction to Council Staff on the Collection of Outstanding Rates and Charges. Establishes processes to ensure that Outstanding and unmanaged Debt are minimised or further follow up action to Recover the monies owing is actioned in a timely manner. Improvement in Cashflow when debt is recovered.

### AR11-19/20

Nil impact in current Year.

Review of Community Grants Program to be effective for the 2020/2021 Year. Adequate Funds will need budgeted for in the 2020/21 Budget.

### AR12-19/20

Nil – Employees Leave Entitlements are being managed. Funding for Leave is either from the Current Budget or from the Annual Leave and LSL Reserve Fund.

### AR13-19/20

Nil.

## 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 \$203,795 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 continue to reduce which has reduced the risk.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

## ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

### 10.1 Memorandum of Understanding (MOU) – Between the Shire of Quairading and Quairading Community Resource Centre

<b>Meeting Date</b>	19 <sup>th</sup> December 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Draft Memorandum of Understanding
<b>Owner/Applicant</b>	n/a
<b>Disclosure of Interest</b>	Nil.

#### 3.22 pm

Mr Nathan Gilfellow left the Meeting.

#### 3.24 pm

Cr Wayne Davies left the Meeting and Deputy Shire President Cr Jo Haythornthwaite assumed the Chair.

#### OFFICER RECOMMENDATION

##### That Council

1. Endorses the Draft Memorandum of Understanding between the Shire of Quairading and the Quairading Community Resource Centre; and
2. Authorise the Chief Executive Officer and Shire President to execute the MOU Agreement.

#### RESOLUTION: 97-19/20

##### MOVED Cr McGuinness SECONDED Cr Hippisley

That Council: -

1. Endorses the Draft Memorandum of Understanding between the Shire of Quairading and the Quairading Community Resource Centre;
2. Authorise the Chief Executive Officer and Shire President to execute the MOU Agreement; and
3. Amend point 9. DISPUTE RESOLUTION to read “ ..referred to the CRC Chairperson and CEO.”

**CARRIED 7/0**

#### Council Discussion

The Chief Executive Officer supported Cr Smith’s proposed amendment to the Dispute Resolution wording with the referral of any dispute to the Chair of the CRC Committee and the CEO, in accordance with the Organisations’ Chains of Command.

Cr Smith advised the Meeting that a dispute is much easier to resolve if it can be escalated to the next level of management.

#### 3.27 pm

Cr Wayne Davies re-entered the meeting.

#### 3.28 pm

Cr Wayne Davies assumed the Chair.

## IN BRIEF

- Council and the CRC Committee have sought to formalise the relationship between the two organisations.
- This Overarching MOU between Council and the Community Resource Centre Committee provides a formal acknowledgement of the Partnership between the two organisations to better support the community and encourage economic development within the scope and skills sets available to both organisations.
- The MOU provides for the Council and the CRC to work together in good faith, when it is agreed appropriate for the promotion and advancement of Community and Economic Development.
- Both Organisations have similar broad objectives and desired outcomes in the Community but acknowledge that they work under different Governance and Financial Models.
- The Council and CRC already have a current Building Agreement in place for the Management and Use of the CRC / Arts Centre Facility.
- A Community Services Agreement is still being developed by the CEO and the CRC Representatives. This will be finalised once the Tourism Development Strategy is finalised and adopted by both Organisations.

## MATTER FOR CONSIDERATION

Draft MOU between the Shire and the Quairading Community Resource Centre Committee.

## BACKGROUND

A Draft Memorandum of Understanding between the two organisations has been discussed since 2016/2017 with a view to preparing and entering into two Memorandums of Understanding (being Community and Tourism).

Discussions have been protracted but have been initiated in more recent times following facilitation and assistance from Council's then Consultant Marg Hemsley of LG People Culture when a Community Services, Tourism and Economic Development Review was undertaken in mid-2018.

In 2019, discussion have progressed with the review and signing of a new Building Agreement and the development of an overarching MOU.

Separately, a Tourism Working Group was formed comprising of Councillors, CEO and EMCS, CRC Chair and Coordinator and Representatives from the Tourism and Tidy Towns Committee with the objective of developing a District Tourism/Visitor Plan (now known as Tourism Development Strategy) which is nearing finalization for adoption early in 2020.

## STATUTORY ENVIRONMENT

Nil.

## POLICY IMPLICATIONS

Nil.

## FINANCIAL IMPLICATIONS

Nil.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

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

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

### Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience
ED1.1	Economic and tourism development, including: <ul style="list-style-type: none"> <li>▪ adopt “Small Business Friendly Local Governments” program</li> <li>▪ review potential of the community’s existing assets and facilities to drive improved economic outcomes</li> <li>▪ leverage Federal and State Government priorities and programs (e.g. building the capacity of local industry to undertake Local and State Government contracts)</li> <li>▪ work with stakeholders to determine facilitation approach to business and jobs growth</li> </ul>
ED2	Tourism facilities and services
ED2.1	Contribute to readily accessible visitor information and services, including good quality, affordable visitor accommodation

## COMMUNITY CONSULTATION

Extensive Consultation between Council Staff and the CRC Committee Chair and Coordinator.

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

Financial - Risk Matrix Rating is assessed as Low. MOU is an overarching Agreement. Any specific Programmes, Services or projects undertaken in collaboration under the MOU would need to be appropriately budgeted for.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Having an MOU in place will formalise the Intent and Goodwill between the two organisations for the common goal of a better Community.

Operation – Risk Matrix Rating is assessed as Low. MOU would operate under the existing operations of Council and likewise the CRC’s Operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

## **10.2 Business Attraction Framework**

*Presentation of the formal strategy document for Council consideration to be held over to February 2020 due to document being finalised following feedback from Councillors at the November 2019 Information Session.*

Noted.

### 10.3 Annual Report for Year Ended 30<sup>th</sup> June 2019

**Meeting Date** 19<sup>th</sup> December 2019

**Responsible Officer** CEO Graeme Fardon

**Reporting Officer** CEO Graeme Fardon

**Attachments** (i) Annual Report 2018/2019

**Owner/Applicant** Shire of Quairading

**Disclosure of Interest** Nil.

#### OFFICER RECOMMENDATION

##### RESOLUTION: 98-19/20

##### **MOVED Cr Hippisley SECONDED Cr McGuinness**

1. Council accept the Annual Report for the Year Ended 30<sup>th</sup> June 2019.
2. That the Annual Electors Meeting be convened for Tuesday 4<sup>th</sup> February 2020 in the Lesser Hall commencing at 7.00pm.

**CARRIED BY ABSOLUTE MAJORITY 8/0**

#### IN BRIEF

- Council's Audit Report is now to hand and included within the Annual Report.
- Council's Annual Report has been prepared.
- Statutory Requirement for Council to accept Council's Annual Report for the Prior Financial Year by the 31<sup>st</sup> December 2019.
- Council to set the date of the Annual Electors Meeting being no more than 56 Days after Council has accepted the Annual Report.
- Last Date to hold the Annual Electors Meeting is Thursday 13<sup>th</sup> February 2020.
- Recommend convening the Annual Electors Meeting for the week before Council commences Committee and Council Meetings for 2020.

#### MATTER FOR CONSIDERATION

Acceptance of Annual Report for the year ended 30<sup>th</sup> June 2019.

#### BACKGROUND

Statutory Requirement for Council to accept the Annual Report of Council for the Prior Financial Year.

#### STATUTORY ENVIRONMENT

- Sections 5.53, 5.54 and 5.55 of the Local Government Act 1995 states as follows: -

- 5.53.** (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain –
- (a) a report from the Mayor or President;
  - (b) a report from the CEO;
  - (c) a report of the principal activities commenced or continued during the financial year;
  - (d) an assessment of the local government's performance in relation to each principal activity;

- (e) an overview of the principal activities that are proposed to commence or to continue in the next financial year;
- (f) the financial report for the financial year;
- (g) such information as may be prescribed in relation to the payments made to employees;
- (h) the auditor's report for the financial year; and
- (i) such other information as may be prescribed.

### Acceptance of annual reports

- 5.54.** (1) Subject to subsection (2), the annual report for a financial year is to be accepted by the local government no later than 31 December after that financial year.
- (2) If the auditor's report is not available in time for the annual report for the financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

### Notice of annual reports

- 5.55** The CEO is to give local public notice of the availability of the Annual Report as soon as is practicable after the report has been accepted by Council.

### POLICY IMPLICATIONS

Nil.

### FINANCIAL IMPLICATIONS

Nil.

### 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
G4.3	Ensure optimum organisational capacity and efficiency

### COMMUNITY CONSULTATION

Council's Annual Report will be published on the Quairading Website and also available in Hard Copy from the Administration Centre. Statutory Advertising and Community Information on the availability of the Annual Report and the Notice of the Annual Electors Meeting will be widely circulated in the Community.

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

Financial – Risk Matrix Rating considered Low. Cost of Publishing of the Annual Report and Advertising is within Council's Governance Budget.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low. Risk mitigated by Council having operated within the legislative requirements. Annual Electors Meeting to be convened as soon as possible following the School Holiday Period and within the 56 Day timeframe prescribed in the Local Government Act.

Operation – Risk Matrix Rating considered Low. Preparation of the Annual Report and Annual Financial Statements and conducting the Annual Electors Meeting within Council's normal Operations.

Natural Environment – Risk Matrix Rating considered Low.



## COMMENT

Once accepted, the Annual Report is to be made available to the Public and also published on Council's Website. Further, the Annual Report will be the major Item of Business on the Agenda of the Annual Electors Meeting.

Council is required to select a date for the Annual Electors Meeting but not more than 56 days after Council accepts the Annual Report. This means the Annual Electors Meeting must be held no later than Thursday 13<sup>th</sup> February 2020.

Council is also required to give at least 14 days Local Public Notice of the Annual Electors Meeting.

Council's known Meeting Dates in February 2020 (prior to and including the 13<sup>th</sup> February) are as follows: -

- Tuesday 4<sup>th</sup> - Meeting with MLC, Laurie Graham (Shires of Cunderdin and Tammin invited to attend)
- Tuesday 11<sup>th</sup> – Strategic Planning Committee at 5.00pm.

The CEO will be on Annual Leave from Friday 7<sup>th</sup> February to Friday 14<sup>th</sup> February (Dates inclusive)

It is considered prudent that the Annual Electors Meeting be held prior to Council commencing its meetings for 2020.

In discussion with the Shire President, it is recommended that the Annual Electors Meeting be held on Tuesday 4<sup>th</sup> February 2020 in the Lesser Hall commencing at 7.00pm.

## 10.4 Review of the Strategic Community Plan

<b>Meeting Date</b>	19 <sup>th</sup> December 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Strategic Community Plan Review December 2019
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 99-19/20

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

That Council receive and accept the Strategic Community Plan Review Report 2019.

**CARRIED 8/0**

### IN BRIEF

- The Strategic Community Plan (SCP) 2017-2027 was adopted by Council in October 2017.
- The SCP is a Key Strategic Planning Document which sets out the Vision, Aspiration and Objectives of the Community for the 10 Year Period.
- Local Government Act requires the Strategic Community Plan to be reviewed at least once in every 4 Years. This is defined as a Major Review.
- The Integrated Planning and Reporting Advisory Standard requires a Desktop Review of the Strategic Community Plan every 2 Years in the 4 Year Cycle.
- Review Process included a Community Survey conducted March to May 2019 which provided valuable feedback on the Plan and Council's performance.
- A Desktop Review of Council's Strategic Community Plan has been undertaken by Council's Officers and Review Report is submitted for Council's consideration.
- The Review Report provides a Snapshot of "What Council said it would do" and "What has been achieved".
- No Modifications are recommended to be made to the Strategic Community Plan.
- Next major Review be scheduled to be undertaken in 2021.

### MATTER FOR CONSIDERATION

Consideration and Acceptance of the Strategic Review Report.

### BACKGROUND

In 2010, the Integrated Planning and Reporting (IPR) Framework and Guidelines were introduced in Western Australia (WA) as part of the State Government's Local Government Reform Program. All local governments were required to have their first suite of IPR documents in place by 1<sup>st</sup> July 2013.

This Advisory Standard complements the legislative requirement for planning for the future under Section 5.56 (1) of the Local Government Act 1995 and the regulations under Section 5.56 (2) of the Act that outline the minimum requirements to achieve this. The Advisory Standard outlines "Achieving", "Intermediate" and "Advanced" Standards of IPR performance. Local governments should be moving steadily through the Standards, on a pathway of continuous improvement.

The pathway will be different for each local government. The application of IPR needs to be commensurate with factors such as size, resourcing and circumstances. However, high standards can be achieved at a small scale, so there is no presumption that larger local governments will generally be capable of higher standards.

All local governments should meet the Achieving Standard, which encompasses the minimum regulatory requirements and other provisions that ensure an acceptable minimum standard of practice. The Intermediate and Advanced Standards demonstrate the higher levels to which local governments should aspire as they strive towards achieving best practice.

A Full Review of the SCP was initiated by Council in the Third Quarter of 2016 with its completion scheduled for 30<sup>th</sup> June 2017, with this deadline having been extended and the Draft Strategic Community Plan was submitted to Council on 27<sup>th</sup> July 2017.

The Draft Strategic Community Plan has then been publicized and written public submissions were invited with a closing date of the 10<sup>th</sup> October 2017.

The Strategic Community Plan 2017-2027 was adopted by Council in Resolution 70-17/18 at the Council Meeting in October 2017.

## **STATUTORY ENVIRONMENT**

Integrated Planning and Reporting is a requirement under the Local Government Act 1995 Section 5.56 Local Government (Administration) Regulations 1996.

### 5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulation 1996 applies: -

### 19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —
  - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
  - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
  - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.

\*Absolute majority required.

- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers

## **POLICY IMPLICATIONS**

CS.4 Community Engagement Policy.

## **FINANCIAL IMPLICATIONS**

The Chief Executive Officer utilised the services of the Acting Executive Officer to coordinate the Desktop Review Process. All Members of the Executive Management Team contributed to the Review Process.

No additional Costs beyond the Budget Allocations were incurred in the Review Process.

## **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
G3	Community Engagement
G3.2	Collaborate with the community to achieve desired outcomes

Major Review of Community Plan every 4 years and Minor Review every 2 years.

## **COMMUNITY CONSULTATION**

No consultation was required or undertaken in relation to this report.

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

Financial - Risk Matrix Rating is assessed as Low. Financial Risk is mitigated with the regular review of the Key Strategic Planning Documents which includes the Strategic Community Plan, Long Term Financial Plan, Corporate Business Plan and the Annual Budget.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Reputational Risk could be escalated if Council were not achieving the outcomes and objectives as previously adopted by Council. Desktop Review provides the opportunity to monitor Council's progress in achieving the Outcomes.

Operation – Risk Matrix Rating is assessed as Low. Integrated Planning and Reporting is incorporated in Council's normal operations and budgets are provided for external assistance with Major Reviews of Key Planning Documents.

Natural Environment – Risk Matrix Rating is assessed as Low.

## 10.5 Community Engagement Action Plan

<b>Meeting Date</b>	19 <sup>th</sup> December 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Draft Community Engagement Action Plan (ii) Community Engagement Assessment – June 2019
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

### OFFICER RECOMMENDATION

#### RESOLUTION: 100-19/20

#### MOVED Cr McGuinness SECONDED Cr Hippisley

That Council endorse the Community Engagement Action Plan – December 2019.

**CARRIED 8/0**

#### 3.31 pm

Mr Nathan Gilfellow re-entered the Meeting.

#### 3.34 pm

Mr Nathan Gilfellow left the Meeting.

### IN BRIEF

- Council's Community Engagement Policy and Customer Service Charter sets out a definition of community engagement, and commits Council to purposeful, respectful, inclusive, responsive and transparent engagement with the Quairading community.
- Council has tasked the Implementation of an Action Plan to increase the Community Engagement response rate by the 31<sup>st</sup> December 2019.
- Action Plan presented to Council for Endorsement.

### MATTER FOR CONSIDERATION

That Council consider the endorsement of the Community Engagement Action Plan.

### BACKGROUND

Council Adopted the Community Engagement Policy December 2018 (Motion 115-18/19) which incorporated a directive for an Annual Assessment of the level engagement achieved to be reported to the June Audit & Risk Committee.

The Annual Assessment Report on Community Engagement was presented to Council in June 2019 (Motion 209-18/19).

As part of the Chief Executive Officer KPI's, Council has tasked the Implementation of an Action Plan to increase the Community Engagement response rate by 31<sup>st</sup> December 2019.

Improving community engagement and public participation is a key goal of Council to achieve Council Strategic Community Plan objectives.

The Action Plan identifies key activities, actions and resources needed to implement and realize Council's community engagement strategy.

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

CS.4 Community Engagement Policy

Customer Service Charter.

**FINANCIAL IMPLICATIONS**

Costs associated with the Action Plan will be considered and funded by the current operational Budget on a project by project basis.

Council has a 2019/2020 Budget Provision of \$2000 towards Community Engagement / Consultation.

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

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

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

ITEM	OUTCOMES AND STRATEGIES
S4	Inclusive community

**COMMUNITY CONSULTATION**

No consultation was required or undertaken in relation to this report.

**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. Failure to comply with the Action Plan could adversely affect the reputation of the Council and impact on the timeliness and quality of service delivery and the intended outcomes for the community.

Operation – Risk Matrix Rating is assessed as Moderate. Council has the responsibility to engage the community on strategic, high-level issues, as well as acting as a conduit and advocate for the community to the Administration. Community engagement is the responsibility of all Council service areas, teams and employees.

A significantly increased effort to achieve a higher level of community engagement may have an impact on day-to-day operational capacity.

Natural Environment – Risk Matrix Rating is assessed as Low.

## **COMMENT**

The objective of the Community Engagement Action Plan is to develop and maintain engagement practices and principles based on procedural fairness, transparency and accountability.

Council aims to better inform the community on matters, considerations, innovations and projects that impact them and will make sure members of the community are heard and their views considered as part of Council's decision making process.

Council seeks to: -

- Continue to focus on existing engagement practices, but work towards making improvements in how these are implemented;
- Ensure Council's commitments to the Policy and Service Charter is reinforced through the organisation by the Executive Management Team;
- Improve Council's online community engagement tools, including through the Council's website, social media and via future use of available digital engagement platforms.

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**

---

**RESOLUTION: 101-19/20****MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite**

That Council accept new Urgent Councillors' Business.

**CARRIED 8/0****Cr Hippisley****School Liaison – Access to School Playground Equipment**

Cr Hippisley highlighted to the meeting that the School's Playgrounds and Oval had been declared "out of bounds" out of School hours following vandalism on the School premises. Cr Hippisley commented that the previous use of the School equipment and oval was beneficial to the community.

The meeting noted that Cr Hippisley held the Portfolio of "School Liaison" and Cr Hippisley sought Council endorsement to discuss the access issue with the School Principal Mrs Wray.

**RESOLUTION: 102-19/20****MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite**

That Council endorse Cr Hippisley as Council's School Liaison approaching the School Principal in regard to access to the School playgrounds/equipment out of School hours.

**CARRIED 6/2**

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

*No matters for consideration.*

ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 27<sup>th</sup> February 2020, commencing at 2 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

Cr Davies thanked Councillors and Staff for their attendance and wished them a Merry Christmas.

ITEM 16 CLOSURE

There being no further business, the Chairman closed the Meeting at 3.42 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 19<sup>th</sup> December 2019 were confirmed on 27<sup>th</sup> February 2020 as recorded on Resolution No. \_\_\_\_\_

Confirmed..... 27/02/20

## SHIRE OF QUAIRADING

The Special Council Minutes of Meeting held on Tuesday 11<sup>th</sup> February 2020 commencing at 5.00 pm.

### ITEM 1 OPENING & ANNOUNCEMENTS

---

The Shire President opened the Meeting at 5.00 pm.

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

### ITEM 2 ATTENDANCE AND APOLOGIES

---

#### Councillors

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

#### Council Officers

Mr A Rourke	Executive Manager of Works & Services
Mr N Gilfellon	Executive Manager of Corporate Services
Mr RM Bleakley	IPR/Strategic Projects Officer
Mrs A Strauss	Executive Officer

#### Observers/Visitor

Mr Lyall Brown

#### Apologies

Cr BR Cowcill	
Mr GA Fardon	Chief Executive Officer

#### Leave of Absence Previously Granted

### ITEM 3 PUBLIC QUESTION TIME

---

Nil.

### ITEM 4 DECLARATIONS OF INTEREST

---

The following pro forma declarations were received: -

- Cr Trevor Stacey – Impartiality Interest with Item 5.1 RTF 02-19/20 - Supply and Installation of Sports Lighting at the Quairading Greater Sports Ground.
- Cr Brett McGuinness – Impartiality Interest with Item 6.1 Tourism Development Strategic Plan.
- Cr Jo Haythornthwaite - Impartiality Interest with Item 6.1 Tourism Development Strategic Plan.

Cr Smith verbally declared an Impartiality Interest with Item 6.1 Tourism Development Strategic Plan.

## ITEM 5 MATTERS FOR CONSIDERATION – WORKS

### 5.1 RTF 02-19/20 - Supply and Installation of Sports Lighting at the Quairading Greater Sports Ground

<b>Meeting Date</b>	11 <sup>th</sup> February 2019
<b>Responsible Officer</b>	IPR&SPO Richard Bleakley
<b>Reporting Officer</b>	IPR&SPO Richard Bleakley
<b>Attachments</b>	(i) Lighting Layout (ii) Flightpath (iii) Evaluation Matrix (Confidential) – Under separate cover (iv) Sage Tender Assessment (Confidential) – Under separate cover (v) Project Costings (Confidential) – Under separate cover
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

##### RESOLUTION: 103-19/20

##### MOVED Cr McGuinness SECONDED Cr Jo Haythornthwaite

That Council: -

- 1 Accept RTF 02-19/20 - Supply and Installation of Sports Lighting at the Quairading Greater Sports Ground Tender from Future Power as the preferred Contractor for the Oval Lighting Project with a value of \$186,794.33 (incl. GST);
- 2 Approve a Budget Adjustment of \$15,000 to \$190,090 for the Oval Sports Lighting Project from Budget Surplus; and
- 3 Authorise the Chief Executive Officer to proceed with negotiations with Future Power WA to finalise cost, design and specifications of the Oval Lighting Project, and the preparation and signing of the Contract.

**CARRIED BY ABSOLUTE MAJORITY 7/0**

#### IN BRIEF

- In 2018 Oval Lighting Poles were inspected by MKM Consulting Engineers and were deemed to be a serious hazard risk to the community due to the corrosion of the pole footings.
- The poles were dismantled and removed in December 2018.
- CSRFF Small Grant funding (\$43,618) was approved for the Project – August 2019
- Council made an allocation in the 2019/20 Budget for the Oval Lighting project (\$175,090)
- Project design and Scope of Works completed in December 2019 and Request for Tenders advertised in January 2020.
- Four Tenders were received at the closure of tenders on 31<sup>st</sup> January 2020
- Assessment for Tenders completed and to be submitted to Council at Special Meeting 11<sup>th</sup> February 2020.
- Projected completion date of the Project is mid-June 2020.

## MATTER FOR CONSIDERATION

Selection of Contractor for the Procurement, Manufacture and Installation of Four (4) Light Poles and Lighting for the Recreation Oval.

### BACKGROUND

In 2018 Oval Lighting Poles were inspected by MKM Consulting Engineers and were deemed to be a serious hazard risk to the community due to the corrosion of the pole footings.

The poles were dismantled and removed in December 2018.

This has created an opportunity for the Shire to both renew and upgrade an infrastructure asset which was due for replacement in the next 5 years.

The Community Grants Team were requested to seek external funding to assist in the replacement and upgrading of the oval lighting.

An application was made for Federal Funding under the Community Sports Infrastructure Program (2018/19). This application was unsuccessful.

A further submission was made to the State Government under the CSRFF Small Grants Program 2019/20 (Projects <\$200K; State 1/3; Shire 2/3). This application was successful.

The Shire was allocated \$43,618 under the Small Grants Program with the project to be completed by 30<sup>th</sup> June 2020.

As an interim measure the Shire has hired mobile lighting for the training season of 2019, and will for the start of the 2020 training season

Sage Consulting Engineers were initially engaged to draft a Terms of Reference for the design of the Oval Lighting System in September 2019. They were then contracted to draw up the Design, Scope of Works and "Opinion of Probable Cost" of the Project. These were completed in December 2019 in preparation for Requests for Tender.

An allocation of \$157,200 (ex GST) was made in the Council Budget for 2019/20 with an additional \$17,890 allocated in the 2019/20 November Budget Review.

• Municipal	\$17,890
• Building Reserves	\$113,582
• CSRFF (Small Grants)	\$43,618
Total	\$175,090

Breakdown of Budget Allocation (ex GST) is:

• Oval Lighting	\$165,700
• Project Management	\$9,390
Total	\$175,090

Project proceeded to Tender in January 2020 with eighteen parties expressing interest.

Request for Tenders closed on 31<sup>st</sup> January 2020.

A total of four (4) Tenders were received.

Tender evaluations have been conducted by IPR and Strategic Projects Officer, and Sage Consulting Engineers and presented in the Evaluation Matrix (Attachment under separate cover).

- Costings (incl. GST) ranged from \$186K to \$227K
- Project completion dates ranged from three months to four months.
- Warranties
  - Defects period – 12 months
  - Lighting component – 5 years

Following selection of Contractor and finalising of contract, the project will commence.

Estimated timeframe for project is approximately 15 weeks.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

### **POLICY IMPLICATIONS**

FIN.2 Purchasing Policy (adopted 27/09/2018).

### **FINANCIAL IMPLICATIONS**

#### Short term:

Project costings were based on Opinion of Probable Costs drawn up by Sage Consulting Engineers. Financial implications are unknown until the tendering / contract process is completed.

The current budget of this project is \$175,090. The estimated cost of this project with the preferred supplier is \$169,813.02 (ex GST). Project management costs for the project is approximately \$16,500 with the remaining \$3,776.98 as the project contingency.

An additional \$15,000 will be required to meet both the project delivery and the project management costs.

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

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

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

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

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability
G3	Community Engagement
G3.1	Provide appealing opportunities for the community to participate in decisions that affect them
G3.2	Collaborate with the community to achieve desired outcomes

### **COMMUNITY CONSULTATION**

Major users of the Recreational Oval were consulted during the planning phase of the project (Football Club and Hockey Club)

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

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

Process for selection of Tenderer has complied with Shire's Purchasing Policy, and the WALGA RfT Framework.

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

Tenderer was required to provide an OSH Plan for the delivery of the project.

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

Due diligence has been conducted to ensure the Shire minimises its risk through the selection process of the Contractor.

Project management protocols will be in place to monitor the delivery of the project.

All Tenderers have been required to provide a Quality Assurance Plan for the delivery of the project.

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

Project management protocols will be in place to monitor the delivery of the project.

Contractor has been required to provide a Quality Assurance Plan for the delivery of the project.

Extensive engagement with CASA and the Royal Flying Doctor Service was conducted to ensure the lighting design complied with CASA standards as the Oval is in the flight path on the western approach.

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

Lighting system has adopted the use of LED lighting which will further reduce the Carbon Footprint of the Shire as well as reduce the operating costs and increase the overall life of the system.

**COMMENT**

A total of 4 Tenders were received, three in compliance with the Term of Reference for the Tender.

A fourth Tenderer was rejected for not meeting the minimal requirements of the Tender – no supporting documentation.

Level of professionalism of submissions by three remaining tenderers was of a very high standard.

Reference checking indicated that all three have a comprehensive history of delivering Sports Lighting Projects regionally and metro area with longstanding relationships with client organisations.

All submissions were assessed based on compliance and qualitative criteria and ranked accordingly.

All shortlisted candidates were followed up with reference checks.



## ITEM 6 ECONOMIC: GROWING ECONOMY & EMPLOYMENT OPPORTUNITIES

### 6.1 Tourism Development Strategic Plan

<b>Meeting Date</b>	11 <sup>th</sup> February 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Giffellon
<b>Attachments</b>	(i) Quairading Tourism Development Strategy (ii) Quairading Tourism Development Strategy Costings
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Both CEO and EMCS are Members of the Tourism Working Group

#### OFFICER RECOMMENDATION

##### RESOLUTION: 104-19/20

##### MOVED Cr Smith SECONDED Cr Stacey

That Council: -

1. Endorse the Quairading Tourism Development Strategy 2020.
2. Submit the Strategy with proposed Shire Actions to the 2020/2021 Budget Workshops.

**CARRIED 7/0**

#### Council Discussion

Cr Smith thanked Cr Brett McGuinness and Cr Jo Haythornthwaite for the time served on the Tourism Steering Committee and their work towards developing the Strategy.

#### IN BRIEF

- Council resolved to seek an MOU with the Quairading CRC and the Tourism and Tidy Towns Committee on Tourism Services and Facilities
- A Steering Committee was established in 2018 consisting of Councillors and Senior Staff, Chairperson of the Community Resource Centre Inc, Coordinator of the CRC and representatives of the QT&TTC with the objective of developing an Agreement / Strategy for the development of tourism services and facilities in the district with the aim of increasing tourism visitations/stays and increasing economic benefit to the local economy.
- Work by the Steering Committee has progressed during 2019 and early 2020 preparing a Tourism Development Strategy and an Action Plan.
- Previous Community Consultations have been included in the Strategy document.
- Consultation on the Strategy was in the form of an attended “Pop Up Display” in the Main Street Shopfront, Face to Face meetings with Businesses and also with representatives of the Reconciliation Action Plan Committee.

#### MATTER FOR CONSIDERATION

Endorsement of the Tourism Development Strategy and Action Plan.

## BACKGROUND

The Quairading Tourism Development Strategy (the Plan) was developed over multiple meetings and workshops by the Quairading Tourism Steering Committee made up by members from the Shire of Quairading, Quairading Community Resource Centre and the Tidy Towns Committee. The Group first meet on the 12<sup>th</sup> of October 2018 and over the following 15 months developed the Plan.

This process involved the reviewing of other strategies from other regions, a SWOT analysis of the current Quairading Tourism climate, congregation of the district's destination profile all leading to the creation of goals, strategies and actions to increase tourism in the district.

## STATUTORY ENVIRONMENT

N/A

## POLICY IMPLICATIONS

N/A

## FINANCIAL IMPLICATIONS

The 2019/20 Budget has the following Budget allocations for Tourism Development and improved District marketing: -

- Tourism Development Strategy \$10,000
- Tourist Promotion \$5,000
- Refurbishment of Main Street Signage and main Entry Sign (Ashton Street Corner) \$10,000
- Capital – Street Signage (includes, Banners, Tourism Signage and Updated Town Maps) \$20,000, including \$10,000 Grant Funding from the Federal Government.

The current budget and expected future estimates are outlined in Attachment 11.1(ii)

Council will need to consider the proposed Actions and Proposals as part of the 2020/2021 Draft Budget Workshops in formulating the 2020/2021 Budget.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience
ED1.1	Economic and tourism development, including: <ul style="list-style-type: none"> <li>▪ adopt “Small Business Friendly Local Governments” program</li> <li>▪ review potential of the community's existing assets and facilities to drive improved economic outcomes</li> <li>▪ leverage Federal and State Government priorities and programs (e.g. building the capacity of local industry to undertake Local and State Government contracts)</li> <li>▪ work with stakeholders to determine facilitation approach to business and jobs growth</li> </ul>
ED2	Tourism facilities and services
ED2.1	Contribute to readily accessible visitor information and services, including good quality, affordable visitor accommodation

## COMMUNITY CONSULTATION

The Draft Tourism Plan was presented to the selected members of the RAP committee and Businesses within the Shire of Quairading. Feedback was included within the Plan and has been attached as appendices in the Plan before the Plan was ratified. The Launch of the Plan is to occur on the 19<sup>th</sup> of February 2020 with the document remaining a 'live' Plan to encourage continued consultation and community involvement.

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

Financial - Risk Matrix Rating is assessed as Low. The costs of this Plan have been outlined in attachment 11.1(ii). Actions proposed in the Strategy for the 2019/2020 Financial year are covered by existing approved Budget Allocations. Future proposed actions are to be considered for the 2020/21 Budget and subsequent years.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. The Strategy outlines the Shires role in tourism and economic development within the Quairading District. Reputational risk is mitigated with the Strategy setting out the agreed actions and resources required by the Council, Community Resource Centre and the Tourism & Tidy Towns Committee. All actions are subject to the resources and funding available for each of the three organisations party to this Strategy. Given Council's previous stated intention to achieve an MOU on Tourism and Council's critical role on the provision of Facilities and infrastructure, there is Reputational Risk if Council were not to participate in the Strategy.

Operation – Risk Matrix Rating is assessed as Low. Strategy proposes Actions and Outcomes that are within Council's existing resources and operational structure.

Natural Environment – Risk Matrix Rating is assessed as Low. Strategy recognises the significance and uniqueness of the District's Nature Reserves and any increase impact on the Reserves from Tourism will need to be closely monitored and managed.

ITEM 7 CLOSURE

---

There being no further business, the Chairperson closed the Meeting at 5.24 pm.

Cr. Davies thanked Councillors, Staff and the Member of the Public Mr Lyall Brown, for their attendance.

I certify the Minutes of the Special Meeting of Council held on 11<sup>th</sup> February 2020 were confirmed on 27<sup>th</sup> February 2020 as recorded on Resolution No. \_\_\_\_\_

Confirmed..... 27/02/20

**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 – December 2019

<b>Meeting Date</b>	27 <sup>th</sup> February 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellon
<b>Attachments</b>	9.1.1 December 2019 Payment List 9.1.2 Transport Takings 9.1.3 Credit Card Statement
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

That Council note the following:

1. That Schedule of Accounts for December covering Municipal Vouchers 23693 to 23696 & EFT 7326 to EFT 7444 totalling \$397,353.93 be received and
2. That Police Licensing payments for the month of December 2019 totalling \$15,618.60 be received (Attachment 9.1.2); and
3. That fund transfers to Corporate Credit Card for December 2019 balance totalling \$437.81 be received (Attachment 9.1.3); and
4. That Net Payroll payments for the month December 2019 totalling \$114,722.12; and
5. That the Lease payment for the month of December 2019 on the CESM Vehicle totalling \$504.19.

**VOTING REQUIREMENTS – Simple Majority**

---

#### IN BRIEF

Payments are per attached.

#### MATTER FOR CONSIDERATION

Note the accounts paid during December 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 DECEMBER 2019

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT \$	FUNDED
EFT7326	03/12/2019	AUSTRALIAN TAXATION OFFICE	OCTOBER BAS	18,607.00	
EFT7327	03/12/2019	TOLL TRANSPORT PTY LTD	FREIGHT OF POWER BELTS & PROTECTIVE CLOTHING	61.50	
EFT7328	03/12/2019	BURGESS RAWSON	WATER USAGE & CHARGES: 13/08/19 TO 11/10/19 - PTA LEASES	684.09	
EFT7329	03/12/2019	SURGICAL HOUSE	3 X UTILITY CHAIRS, 1 X HIGHBACK CHAIR & 1 X BLOOD PRESSURE MACHINE	2,217.99	
EFT7330	03/12/2019	SHIRE OF KOORDA	WHEATBELT SECONDARY FREIGHT NETWORK COCONTRIBUTION TO STAGE 1 PRIORITY WORKS	6,600.00	
EFT7331	03/12/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	IT SUPPORT: SET UP NEW COUNCILLOR LAPTOPS, RESOLVE ISSUES WITH EMAILS & INTERNAL CORRESPONDENCE	1,062.50	
EFT7332	03/12/2019	QUAIRADING DISTRICT HIGH SCHOOL	ENCOURAGEMENT AWARD 2019	100.00	
EFT7333	03/12/2019	SAGE CONSULTING ENGINEERS PTY LTD	DESIGN SCOPE OF WORKS FOR OVAL FLOODLIGHTING	6,600.00	
EFT7334	03/12/2019	WATER CORPORATION	WATER USAGE & CHARGES: 23/09/19 19/11/19 NTH QDG FIRE STATION & STANDPIPES	194.78	
EFT7335	03/12/2019	A W DUNCAN CARPENTRY SERVICES	REPAIR SAFETY STRIPS ON STEPS AT HALL, CLEAN GUTTERS AT CHILDCARE CENTRE	792.00	
EFT7336	03/12/2019	LOGO APPOINTMENTS	CONTRACTING SERVICES FOR WEEK ENDING 23/11/19 - EXECUTIVE SUPPORT	913.77	
EFT7337	03/12/2019	INDUSTRIAL PROTECTIVE PRODUCTS (W.A.)	PROTECTIVE EQUIPMENT	513.52	
EFT7338	03/12/2019	BENT NAIL BUILDING & MAINTENANCE	EXCAVATOR HIRE 15/11/2019 - SOIL TESTS	220.00	
EFT7339	03/12/2019	G J JONES PLUMBING	CONNECT HEAL RD STANDPIPE TO MAIN WATER METER & REPAIR PIPE WORK FOR DAM SUPPLY TO TOP YARD	2,776.47	
EFT7340	03/12/2019	CIVIC LEGAL	LEGAL FEES - AUDIT LETTER	495.00	
EFT7341	03/12/2019	QUICK CORPORATE	VARIOUS STATIONERY FOR MEDICAL CENTRE, ADMIN, DEPOT, CABINS, COTTAGE & CHILDCARE	826.16	
EFT7342	03/12/2019	YORK AUTO ELECTRICS & AIR CONDITIONING	Q582: REGAS AIRCON, Q3919: REPAIR WIRING IN ROLLER	495.00	
EFT7343	03/12/2019	DEANNA LEE HATHAWAY	REIMBURSEMENT: UNIFORM	81.00	
EFT7344	03/12/2019	ROADSWEST ENGINEERING GROUP PTY LTD	TECHNICAL ADVICE ON QUAIRADING SOUTH RD & QUAIRADING/CORRIGIN INTERSECTION	745.80	
EFT7345	03/12/2019	GREAT SOUTHERN FUEL SUPPLIES	500L UNLEADED FUEL & 5000L DIESEL FUEL	7,585.71	
EFT7346	03/12/2019	WALGA	WALGA 2019 ELECTION ADVERTISING	1,705.00	
EFT7347	03/12/2019	YORK LANDSCAPE SUPPLIES	REPAIR & SERVICE RETICULATION SYSTEM AT SWIMMING POOL	740.35	
EFT7348	03/12/2019	AG IMPLEMENTS QUAIRADING	Q4450: CALLOUT REPAIRS TO SIDE TIPPER	418.37	
EFT7349	03/12/2019	JODIE YARDLEY	REIMBURSEMENT: OUTLET PLUG FOR CABINS/ COTTAGE	9.00	
EFT7350	03/12/2019	PRIMARIES	STAFF UNIFORMS: 3 X SHIRTS, 2 X TROUSERS, 1 X JACKET & 1 X PAIR OF BOOTS	294.01	
EFT7351	03/12/2019	RAINCHASER WATER TANKS PTY LTD	OVAL & GROUNDS: SUPPLY & DELIVER 3 PHASE MOTOR, EXTENSION OF EXSISTING SHROUD TO SUIT PUMP	4,790.50	
EFT7352	03/12/2019	PROFORM CIVIL	CIVIL DESIGN & SURVEY SETOUT OLD BEVERLEY EAST ROAD	10,098.28	FULLY
EFT7353	03/12/2019	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT 15/11/2019 OLD BEVERLEY EAST ROAD	7,980.50	FULLY
EFT7354	03/12/2019	NORTHAM HOLDEN	0Q: 30,000KM SERVICE	299.00	
EFT7355	03/12/2019	SARAH HAYTHORNTHWAITE	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7356	03/12/2019	CWB ELECTRICAL & A/C	RESTART CIRCULATION PUMP AT POOL	188.30	
EFT7357	03/12/2019	SKATEBOARDING WA	SKATEBOARDING EVENT 08/12/19	4,950.00	FULLY
EFT7358	03/12/2019	OFFICE OF REGIONAL ARCHITECTURE	CABINS: CONSTRUCTION DRAWINGS, CONDITION REPORT AND SCOPE OF WORKS	2,288.00	
EFT7359	03/12/2019	PLUMBERJ'S MOBILE PLUMBING	BOWLING CLUB: CLEAR BLOCKAGE & REPLACE HWS, MINOR REPAIRS AT CHILDCARE CENTRE & 7 EDWARDS WAY	1,298.00	
EFT7360	10/12/2019	QUAIRADING TYRE & BATTERY SUPPLIES	Q582: 6 X TYRES, Q5191: 2 X TYRES, Q649: 2 X TYRES, CAR TRAILER: 1 X TYRE & VARIOUS PUNCTURE REPAIRS	3,631.85	
EFT7361	10/12/2019	AVON WASTE	DOM RUBBISH X 4 WKS, RECYCLING SERVICES: 11/11 & 25/11, BULK RECYCLING BINS: 08/11	8,334.94	PARTIAL
EFT7362	10/12/2019	QUAIRADING FARMERS COOP	VARIOUS PURCHASES: MEDICAL PRACTICE, ADMIN, CABINS, CARAVAN PARK, DEPOT, CHILDCARE, TOWN HALL, SENIORS LUNCH FUNCTION & NEWSPAPERS	1,059.72	PARTIAL
EFT7363	10/12/2019	TOLL TRANSPORT PTY LTD	FREIGHT OF STEEL SPRINKLERS	12.32	
EFT7364	10/12/2019	QUAIRADING AGRI SERVICES	50 X 20KG BAGS OF BAILEYS ENERGY TURF FERTILISER	5,072.78	
EFT7365	10/12/2019	QUAIRADING CLUB INC.	COUNCIL CHRISTMAS FUNCTION REFRESHMENTS	774.00	



EFT7366	10/12/2019	AWARD SECURITY	MEDICAL CENTRE: MONITORING OF SECURITY ALARM	414.70	
EFT7367	10/12/2019	SURGICAL HOUSE	GLOVES & COAGUCHEK TEST STRIPS - MEDICAL	265.37	
EFT7368	10/12/2019	SUNNY SIGN COMPANY PTY LTD	2 X ROAD TO RECOVERY SIGNS AND FITTINGS	1,870.11	FULLY
EFT7369	10/12/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	IT SUPPORT & MONTHLY FEE FOR DAILY MONITORING AT MEDICAL CENTRE, SET UP COUNCILLOR EMAILS, ENABLE NUANCE ADD INS ON OSHNB	170.00	
EFT7370	10/12/2019	QUAIRADING TYRE & BATTERY COMMUNITY	UNLEADED FUEL FOR COMMUNITY CAR	214.00	FULLY
EFT7371	10/12/2019	NEUTECH AUTO ELECTRICS	Q450: SUPPLY & FIT TRAILER 7PIN & LED , Q5191: SUPPLY & FIT RELAY 12V 40 AMP & FLASHER UNIT TO SWEEPER	827.90	
EFT7372	10/12/2019	WATER CORPORATION	WATER USAGE & CHARGES 25/09/19 TO 22/11/19 - DOODENANING-MAWSON RD STANDPIPE	228.54	
EFT7373	10/12/2019	LOGO APPOINTMENTS	CONTRACTING SERVICES FOR WEEKS ENDING: 09/011/19 & 30/11/19 - EXECUTIVE SUPPORT	4,006.54	
EFT7374	10/12/2019	JASON JOHN COLBUNG	REIMBURSEMENT: COMMUNITY BUILDING BOND AND FEES PAID (BOOKING CANCELLED)	840.00	FULLY
EFT7375	10/12/2019	MARNHAM'S MECHANICAL SERVICES	Q5122: SUPPLY & FIT AIR CON BELT AND IDLER, Q3854: REPAIR OIL LEAKS ON BUCKET, Q4818: FIT BELTS	2,165.92	
EFT7376	10/12/2019	STRUCTERRE CONSULTING ENGINEERS	GEOTECH STUDY FOR LIGHT POLES AT OVAL	4,455.00	
EFT7377	10/12/2019	SARAH CAPORN	COORDINATE 2019 SENIORS CHRISTMAS LUNCHEON	400.00	
EFT7378	10/12/2019	WESTRAC PTY LTD	Q237: 6 X TIP RIPPER, 3 X RETAINERS AND 3 X PINS	741.58	
EFT7379	10/12/2019	G J JONES PLUMBING	DRY HIRE OF EXCAVATOR FOR GRAVE SITE	195.86	
EFT7380	10/12/2019	DEPARTMENT OF FIRE AND EMERGENCY	19/20 ESL 2ND QUARTER CONTRIBUTION	21,476.70	FULLY
EFT7381	10/12/2019	DEANNA LEE HATHAWAY	REIMBURSEMENT - UNIFORM	74.99	
EFT7382	10/12/2019	GREAT SOUTHERN FUEL SUPPLIES	11,000 LITRES DIESEL	15,172.52	
EFT7383	10/12/2019	CUSTOM INVESTING PTY LTD	REPAIR COLLAPSED CULVERT ON CORRIGIN-QUAIRADING ROAD	1,650.00	
EFT7384	10/12/2019	COLAS	SUPPLY & SPREAD BITUMEN & AGGREGATE TO GOLDFIELDS RD, 2 COAT SEAL TO CUBBINE RD	29,282.88	
EFT7385	10/12/2019	WALGA	COUNCIL MEMBERS: ESSENTIALS TRAINING COURSE ELEARNING SUBSCRIPTION NOV 2019/20	4,000.00	
EFT7386	10/12/2019	NORTHAM MAZDA	Q190: 24,000KM SERVICE	451.15	
EFT7387	10/12/2019	UNICARE HEALTH	1X DAY CHAIR (BARIATRIC CHAIR) - SURGERY WAITING ROOM	414.00	
EFT7388	10/12/2019	FLEET FITNESS	SCHEDULED MAINTENANCE OF COMMUNITY GYM EQUIPMENT	330.00	
EFT7389	10/12/2019	CQ WATER TRUCK HIRE	WET HIRE OF WATER CART: OLD BEVERLEY EAST RD	28,402.00	FULLY
EFT7390	10/12/2019	SOUTHERN CROSS AUSTERO PTY LTD	AROUND THE TOWNS TRIPLE M	88.00	
EFT7391	10/12/2019	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT: GOLDFIELDS ROAD	6,514.20	
EFT7392	10/12/2019	ALLIGHTSYKES	SUPPLY & FIT POWER WIZARD 1.1 + PANEL TO GENERATOR (ADMIN CENTRE)	3,035.25	
EFT7393	10/12/2019	SARAH HAYTHORNTHWAITE	REIMBURSEMENT: COTTAGE BOND	200.00	FULLY
EFT7394	10/12/2019	CWB ELECTRICAL & A/C	RECYCLE CENTRE: INSTALL AIRCONDITIONER & UPGRADE SWITCHBOARD FOR COMPLIANCE	1,060.25	
EFT7395	10/12/2019	NEXACU	EXCEL INTERMEDIATE TRAINING COURSE	330.00	
EFT7396	10/12/2019	JULIE DELANEY	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7397	10/12/2019	PK TECHNOLOGY PTY LTD	SUPPLY & FIT CELFI GO MOBILE PHONE UNIT ON CESM VEHICLE	1,120.73	PARTIAL
EFT7398	10/12/2019	DALLWALLINU HAULAGE	REIMBURSMENT: CABIN BOND	200.00	FULLY
EFT7399	10/12/2019	ROSS & TONI SCRAIGH	REIMBURSMENT: CABIN BOND	200.00	FULLY
EFT7400	10/12/2019	TRENTLINE HOLDINGS PTY LTD	REIMBURSMENT: CABIN BOND	200.00	FULLY
EFT7401	10/12/2019	BOC LIMITED	CONTAINER RENTAL: 29/10/19 TO 27/11/19 FOR MEDICAL CENTRE & DEPOT	47.70	
EFT7402	17/12/2019	TOLL TRANSPORT PTY LTD	FREIGHT OF MEDICAL PRODUCTS, SIDEBRUSHES, SAFETYWEAR & GRADER PARTS	160.11	
EFT7403	17/12/2019	ARROW BRONZE	NICHE WALL PLAQUE - CEMETERY	230.28	FULLY
EFT7404	17/12/2019	WESFARMERS KLEENHEAT GAS PTY LTD	45KG GAS BOTTLE: 7 EDWARDS WAY	120.34	
EFT7405	17/12/2019	BRUCE ROCK ENGINEERING	P450: REPAIR AIR CONTROL SYSTEM ON PRIME MOVER	3,556.14	
EFT7406	17/12/2019	SHIRE OF TAMMIN	1 X ATTENDEE: DOG HANDLING COURSE	178.95	
EFT7407	17/12/2019	QUAIRADING COMMUNITY RESOURCE CENTRE	PRINTING & LAMINATING SERVICES, EQUIPMENT HIRE, WEBSITE & GYM MANAGEMENT & CLEANING	1,456.85	
EFT7408	17/12/2019	SURGICAL HOUSE	KIDNEY DISH, ELECTRODE ECG CONNECTORS & BSL TEST STRIPS - MEDICAL	116.76	
EFT7409	17/12/2019	CONSTRUCTION TRAINING FUND	BCITF LEVY FEES : SEPT/OCT/NOV 2019	279.14	FULLY
EFT7410	17/12/2019	WREN OIL	OIL WASTE DISPOSAL - 3800LTS	16.50	

EFT7411	17/12/2019	QUAIRADING BOWLING CLUB	BAR DUTIES: STAFF CHRISTMAS FUNCTION 2019	280.00	
EFT7412	17/12/2019	SAGE CONSULTING ENGINEERS PTY LTD	FINAL DOCUMENTATION: DESIGN SCOPE OF WORKS & TENDER DOCUMENTS FOR OVAL FLOODLIGHTING	2,915.00	
EFT7413	17/12/2019	WATER CORPORATION	CS14 UNDERLAY: GOLF COURSE ENTRY	21,326.34	
EFT7414	17/12/2019	LOGO APPOINTMENTS	CONTRACTING SERVICES FOR WEEK ENDING 07/12/19 - FINAL EXECUTIVE SUPPORT	2,671.02	
EFT7415	17/12/2019	OSSROCK TRANSPORT	WET HIRE OF SIDE TIPPER FOR FLOODWAY GRAVEL CARTING ON OLD BEVERLEY EAST ROAD	5,018.75	PARTIAL
EFT7416	17/12/2019	LANDMARK	5 X 1KG BARM MERIDIAN BLACK BEETLE SPRAY - OVAL	1,006.50	
EFT7417	17/12/2019	BENT NAIL BUILDING & MAINTENANCE	REMOVE & DISPOSE OF ASBESTOS PIPE FROM GOLF CLUB	512.60	
EFT7418	17/12/2019	SARAH CAPORN	REIMBURSEMENT: CHRISTMAS DECORATIONS SENIORS LUNCHEON	93.00	
EFT7419	17/12/2019	TOTAL EDEN PTY LTD	10 X STEEL SPRINKLERS	1,455.96	
EFT7420	17/12/2019	WA SANDALWOOD PLANTATIONS PTY LTD	INSTALLATION OF FENCING TO COMBAT VEGETATION DECLINE	3,300.00	FULLY
EFT7421	17/12/2019	WESTRAC PTY LTD	Q237: 18 X 675230 TEETH	367.88	
EFT7422	17/12/2019	G J JONES PLUMBING	RELOCATE DRINK FOUNTAIN TO DEPOT LUNCH ROOM, VARIOUS REPAIRS TO WATER MAINS AT GOLDFIELDS RD, CARAVAN PARK LAUNDRY & DAMAGED GROUND WATER POINT IN ADMIN CARPARK	787.10	
EFT7423	17/12/2019	CONTRACT AQUATIC SERVICES	MONTHLY CONTRACT FEE - DEC 19	14,300.00	
EFT7424	17/12/2019	WESTERN STABILISERS PTY LTD	CUBBINE RD: CEMENT STABILISATION OF SUBBASE & COMBINED MOBILISATION/DEMobilISATION	14,051.84	
EFT7425	17/12/2019	FIRE & SAFETY WA	CESM OPERATIONAL EQUIPMENT INCLUDING HELMET, BOOTS & CLIP ON VISOR SUIT	460.43	PARTIAL
EFT7426	17/12/2019	RICHARD BLEAKLEY	REIMBURSEMENT: TAP TIMER & 2 X KEYS	90.20	
EFT7427	17/12/2019	R MUNNS ENGINEERING CONSULTING SERVICES	QUAIRADING-CUNDERDIN RD WSNF RECONSTRUCTION PILOT PROJECT, CONSULTING WORK & GEOTECHNICAL INVESTIGATION	3,288.46	
EFT7428	17/12/2019	MOORE STEPHENS	AUDIT SERVICES: YEAR ENDING 30/06/19 - AUDIT MEETING	550.00	
EFT7429	17/12/2019	HISCONFE	CROCKERY FOR CABINS	30.15	
EFT7430	17/12/2019	CQ WATER TRUCK HIRE	WATER CART HIRE: OLD BEVERLEY EAST ROAD	32,125.50	PARTIAL
EFT7431	17/12/2019	QUAIRADING BOOK POST (HOWLETT)	POSTAGE, LIBRARY CONTRACT, 2020 DIARIES	2,686.34	
EFT7432	17/12/2019	PROFORM CIVIL	DANGIN MEARS STAGE 4 SURVEY & DESIGN, SURVEY SET OUT	6,572.50	PARTIAL
EFT7433	17/12/2019	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT: OLD BEVERLEY EAST ROAD	15,665.10	PARTIAL
EFT7434	17/12/2019	ALLWEST PLANT HIRE	DRY HIRE OF ROLLER: 4 X DAYS CUBBINE RD & 9 X DAYS OLD BEVERLEY EAST ROAD	3,795.00	PARTIAL
EFT7435	17/12/2019	FLAVOURTOWN CATERING	CATERING: STAFF CHRISTMAS FUNCTION: 55 X ADULTS & 16 X CHILDREN	1,890.00	
EFT7436	17/12/2019	CASTLEDINE & CASTLEDINE DESIGNERS	DESIGN & PRODUCTION OF ARTWORK, PRINTING OF BUSINESS CARDS & LETTERHEADS	2,321.00	
EFT7437	17/12/2019	CWB ELECTRICAL & A/C	REPAIR OVAL RETICULATION PUMP HOUSE FAULT	1,452.50	
EFT7438	17/12/2019	LISA ANNE PEACOCK	3 X NIGHTS ACCOMODATION SUPPLIED FOR ERROR IN DOUBLE BOOKING OF CABIN	420.00	PARTIAL
EFT7439	17/12/2019	JANET COLBUNG	REIMBURSEMENT: COMMUNITY BUILDING BOND & KEY DEPOSIT	625.00	FULLY
EFT7440	17/12/2019	BOB WADE FLEET MAINTENANCE	Q272: SUPPLY & FIT NOX SENSOR	1,925.55	
EFT7441	17/12/2019	ALAN'S AUTO ELECTRICS & AIRCONDITIONING	REPAIR CESM EMERGENCY LIGHTS	216.50	PARTIAL
EFT7442	17/12/2019	MORRIS PEST & WEED CONTROL	TIMBER BRIDGES: INSPECT & TREAT FOR TERMITES	3,542.00	
EFT7443	17/12/2019	DEPARTMENT OF COMMUNITIES CPFS	REIMBURSEMENT: COMMUNITY BUILDING BOND	425.00	FULLY
EFT7444	17/12/2019	PLUMBERJ'S MOBILE PLUMBING	AKV: REPAIR KITCHEN TAPS, 28 REID ST: REPAIR LEAKING SHOWER TAPS	159.50	
23693	03/12/2019	TELSTRA	PHONE USAGE & CHARGES TO 15/11/19 - VARIOUS MOBILES	420.00	
23694	03/12/2019	SYNERGY	POWER USAGE AND CHARGES 10/10/2019 31/10/2019 & 01/11/2019 13/11/2019	3,539.26	
23695	17/12/2019	TELSTRA	PHONE USAGE & CHARGES: 20/11/19:12: OFFICE, P/ LICENSING, MEDICAL PRACTICE, LANDCARE, POOL, CHILDCARE CENTRE, DEPOT , OFFICE INTERNET & QCRC	1,937.07	
23696	17/12/2019	SYNERGY	POWER USAGE & CHARGES: 01/11/19 02/12/19 STREETLIGHTS	2,052.71	
				<b>397,353.93</b>	

<b>TRANSPORT TAKINGS FOR THE MONTH ENDING</b>		
<b>DECEMBER 2019</b>		<b>Attachment 9.1.2</b>
<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT \$</b>
2/12/2019	TRANSPORT TAKINGS	607.40
3/12/2019	TRANSPORT TAKINGS	748.45
4/12/2019	TRANSPORT TAKINGS	683.00
5/12/2019	TRANSPORT TAKINGS	1,014.00
6/12/2019	TRANSPORT TAKINGS	1,414.70
9/12/2019	TRANSPORT TAKINGS	3,054.55
10/12/2019	TRANSPORT TAKINGS	1,265.85
11/12/2019	TRANSPORT TAKINGS	194.20
12/12/2019	TRANSPORT TAKINGS	219.60
13/12/2019	TRANSPORT TAKINGS	1,683.95
16/12/2019	TRANSPORT TAKINGS	1,048.40
17/12/2019	TRANSPORT TAKINGS	1,791.05
18/12/2019	TRANSPORT TAKINGS	730.75
19/12/2019	TRANSPORT TAKINGS	939.05
20/12/2019	TRANSPORT TAKINGS	223.65
		<b>15,618.60</b>
	TRANSPORT TAKINGS	
	TRANSPORT TAKINGS	
<b>AMOUNTS YET TO BE DRAWN</b>		<b>-</b>

**Important notice regarding Autopay Direct Debit Arrangement- Direct Debit**

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

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

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

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

**BusinessChoice Everyday VISA Card**

Date of Transaction	Description	Debits/Credits	Cardholder Comments
30 OCT	<b>Purchases</b> LANDGATE MIDLAND AU	0112 52.40	Title search + Dep Plan 76 Avon St Citizenship Coins
15 NOV	GOVERNMENT SERVICES NOT ELSE THE PERTH MINT EAST PERTH AU	0372 25.85	
20 NOV	TOURIST ATTRACTIONS & EXHIBI SurveyMonkey Dublin IE	4572 359.56	
	INC FX FEE AUD \$10.47 COMPUTER PROGRAMMING, INTEGR		Annual Subscription - Community Engagement
	<b>Sub Total:</b>	<b>437.81</b>	
28 NOV	<b>Miscellaneous Transactions</b> TRANSFER CLOSING BALANCE TO BILLING ACCT	437.81 -	
	<b>Sub Total:</b>	<b>437.81 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	

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

Cardholder Signature

*[Handwritten Signature]*

Date

6/12/19

Transactions examined and approved.

Manager/Supervisor Signature

*[Handwritten Signature]*

Date

12/12/19

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

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

### OFFICER RECOMMENDATION

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

### VOTING REQUIREMENTS – Simple Majority

#### IN BRIEF

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

#### MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements.

#### BACKGROUND

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

#### STATUTORY ENVIRONMENT

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

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

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

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

### COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

### COMMENT

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

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

**SHIRE OF QUAIRADING**

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

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

**TABLE OF CONTENTS**

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

**THIS PAGE INTENTIONALLY LEFT BLANK**



**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 DECEMBER 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
<b>Capital Expenditure</b>					
<b>Land &amp; Buildings</b>					
Park Cottages	91.51%	205,151	205,151	187,733	(17,418)
Industrial Lots	0.00%	155,852	155,851	-	(155,851)
<b>Plant &amp; Equipment</b>					
Q3919 - Dynapac Steel Roller	0.00%	145,000	-	-	-
Q430 - Caterpillar Bobcat	0.00%	85,000	-	-	-
<b>Infrastructure - Roads</b>					
2019/20 Roads Program	29.87%	1,579,323	691,269	471,758	(219,511)
<b>Other Infrastructure</b>					
Oval Lighting	9.16%	175,090	175,090	16,045	(159,045)
Bowling Green Repairs	100.00%	181,603	181,603	181,603	-
Old School Site	0.00%	93,360	-	-	-
<b>Operational</b>					
Medical Practice Expense	61.62%	306,716	208,728	188,988	(19,740)
Roads Maintenance	50.79%	643,303	321,651	326,753	5,102

% Compares current ytd actuals to annual budget

Financial Position	* Note	Prior Year		Current Year	
		31 December 2018	31 December 2019	31 December 2018	31 December 2019
Adjusted Net Current Assets	283%	\$ 935,256	\$ 2,648,706	\$ 935,256	\$ 2,648,706
Cash and Equivalent - Unrestricted	270%	\$ 934,256	\$ 2,520,295	\$ 934,256	\$ 2,520,295
Cash and Equivalent - Restricted	133%	\$ 2,670,494	\$ 3,558,263	\$ 2,670,494	\$ 3,558,263
Receivables - Rates	112%	\$ 357,725	\$ 401,088	\$ 357,725	\$ 401,088
Receivables - Other	61%	\$ 133,247	\$ 80,886	\$ 133,247	\$ 80,886
Payables	66%	\$ 404,389	\$ 266,153	\$ 404,389	\$ 266,153

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

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

**INFORMATION**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 20th February 2020  
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.

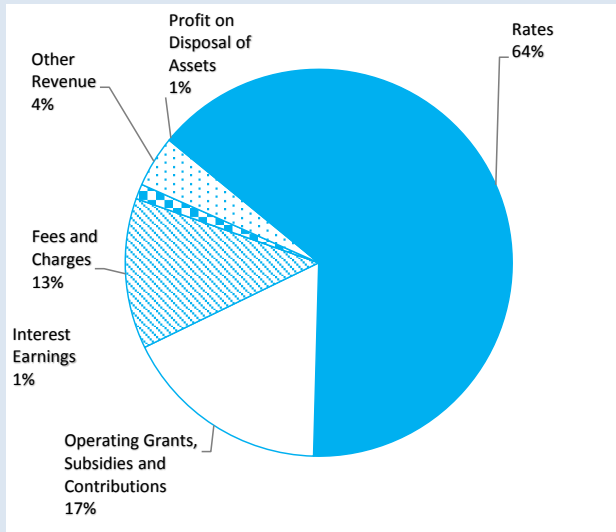
**ROUNDING OFF FIGURES**

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

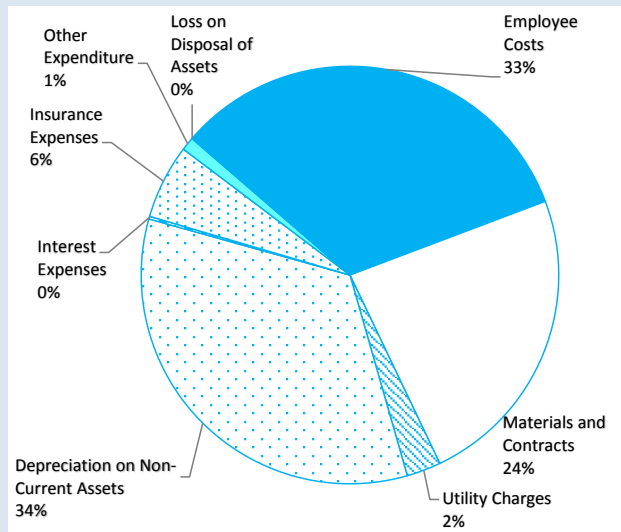
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 DECEMBER 2019**

**SUMMARY GRAPHS**

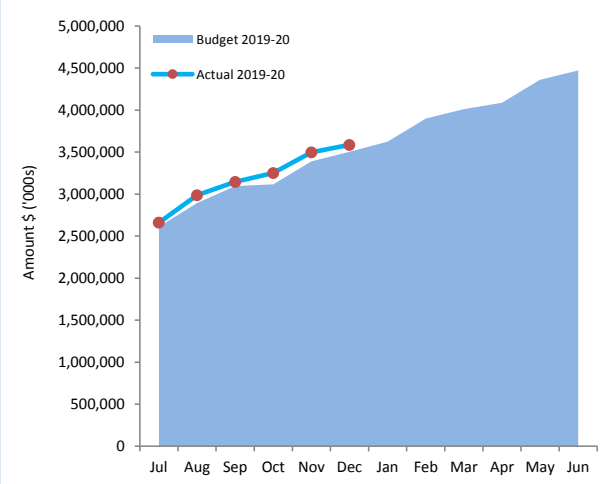
**OPERATING REVENUE**



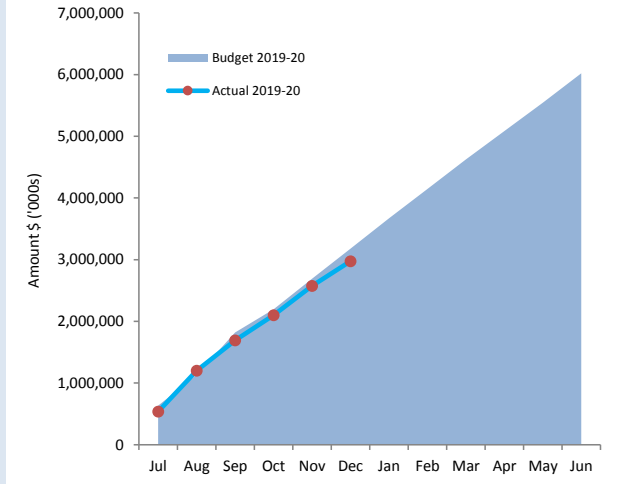
**OPERATING EXPENSES**



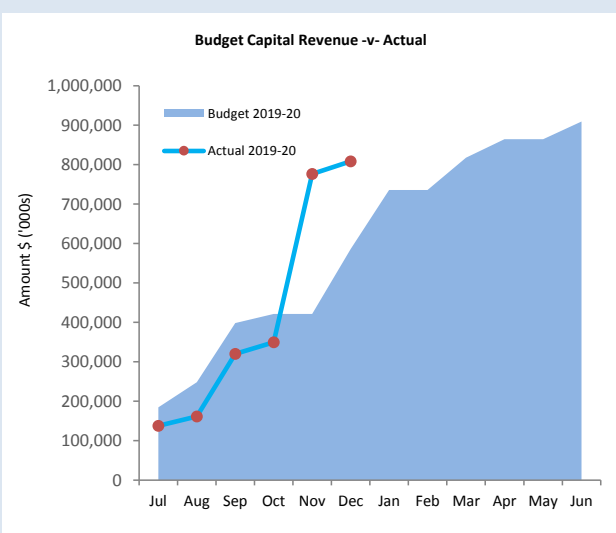
**Budget Operating Revenues -v- Actual**



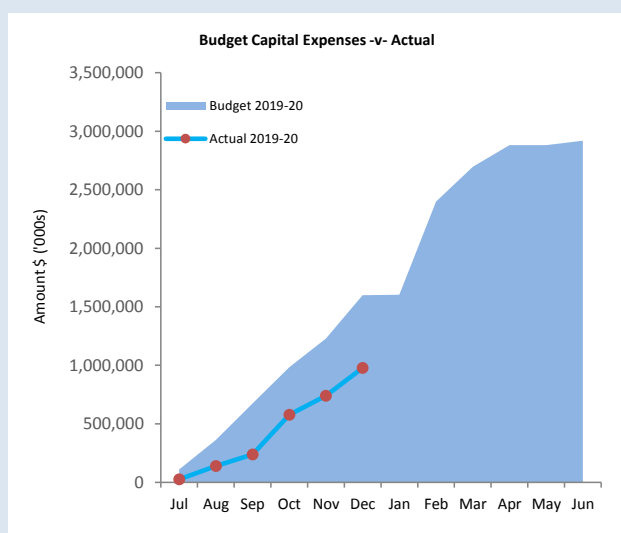
**Budget Operating Expenses -v-YTD Actual**



**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 DECEMBER 2019**

**STATUTORY REPORTING PROGRAMS**

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

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

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

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	1(b)	2,233,386	2,233,386	<b>2,376,208</b>	142,822	6%	
<b>Revenue from operating activities</b>							
Governance		5,824	5,574	<b>9,652</b>	4,078	73%	
General Purpose Funding - Rates	5	2,299,602	2,299,602	<b>2,284,421</b>	(15,181)	(1%)	
General Purpose Funding - Other		977,509	495,072	<b>507,455</b>	12,383	3%	
Law, Order and Public Safety		197,103	94,737	<b>50,873</b>	(43,864)	(46%)	▼
Health		114,629	97,315	<b>131,692</b>	34,377	35%	▲
Education and Welfare		190,279	103,380	<b>107,111</b>	3,731	4%	
Housing		109,576	54,790	<b>49,339</b>	(5,451)	(10%)	
Community Amenities		164,458	140,859	<b>129,488</b>	(11,371)	(8%)	
Recreation and Culture		30,944	14,520	<b>13,360</b>	(1,160)	(8%)	
Transport		175,613	150,003	<b>160,773</b>	10,770	7%	
Economic Services		134,185	60,595	<b>53,597</b>	(6,998)	(12%)	
Other Property and Services		100,246	67,423	<b>88,524</b>	21,101	31%	▲
		<b>4,499,968</b>	<b>3,583,870</b>	<b>3,586,285</b>	2,415	0%	
<b>Expenditure from operating activities</b>							
Governance		(649,699)	(371,100)	<b>(306,650)</b>	64,450	17%	▲
General Purpose Funding		(83,039)	(41,519)	<b>(31,534)</b>	9,985	24%	
Law, Order and Public Safety		(362,226)	(191,109)	<b>(181,600)</b>	9,509	5%	
Health		(409,057)	(261,654)	<b>(232,584)</b>	29,070	11%	▲
Education and Welfare		(356,815)	(187,250)	<b>(157,507)</b>	29,743	16%	▲
Housing		(183,945)	(98,158)	<b>(75,801)</b>	23,357	23%	▲
Community Amenities		(494,667)	(248,148)	<b>(175,873)</b>	72,275	29%	▲
Recreation and Culture		(933,928)	(487,476)	<b>(448,065)</b>	39,411	8%	
Transport		(2,054,888)	(1,032,356)	<b>(1,012,885)</b>	19,471	2%	
Economic Services		(584,673)	(298,701)	<b>(253,483)</b>	45,218	15%	▲
Other Property and Services		(72,730)	(78,879)	<b>(99,218)</b>	(20,339)	(26%)	▼
		<b>(6,185,667)</b>	<b>(3,296,350)</b>	<b>(2,975,200)</b>	321,150	10%	
<b>Operating activities excluded from budget</b>							
Add Back Depreciation		1,931,312	965,656	<b>1,004,525</b>	38,869	4%	
Adjust (Profit)/Loss on Asset Disposal	6	11,094	0	<b>(14,881)</b>	(14,881)		▼
Adjust Provisions and Accruals		3,478	0	<b>1,979</b>	1,979		
<b>Amount attributable to operating activities</b>		<b>260,185</b>	<b>1,253,176</b>	<b>1,602,708</b>	<b>349,532</b>	(28%)	
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions		975,773	652,075	<b>593,834</b>	(58,241)	(9%)	
Proceeds from Disposal of Assets	6	154,050	57,050	<b>64,686</b>	7,636	13%	
Capital Acquisitions	7	(3,032,069)	(1,620,754)	<b>(978,242)</b>	642,512	40%	▲
<b>Amount attributable to investing activities</b>		<b>(1,902,246)</b>	<b>(911,629)</b>	<b>(319,722)</b>	<b>591,907</b>	65%	▲
<b>Financing Activities</b>							
Proceeds from New Debentures		150,000	150,000	<b>150,000</b>	0	0%	
Self-Supporting Loan Principal		36,341	18,095	<b>18,095</b>	0	0%	
Transfer from Reserves	9	806,544	0	<b>0</b>	0		
Repayment of Debentures	8	(94,443)	(40,674)	<b>(40,674)</b>	0	0%	
Transfer to Reserves	9	(1,300,000)	(1,120,000)	<b>(1,137,909)</b>	(17,909)	(2%)	
<b>Amount attributable to financing activities</b>		<b>(401,558)</b>	<b>(992,579)</b>	<b>(1,010,488)</b>	<b>(17,909)</b>	(2%)	
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>189,767</b>	<b>1,582,354</b>	<b>2,648,706</b>	1,066,352	(67%)	

**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 DECEMBER 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 DECEMBER 2019**

**BY NATURE OR TYPE**

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	1(b)	2,233,386	2,233,386	<b>2,376,208</b>	142,822	6%	
<b>Revenue from operating activities</b>							
Rates	5	2,299,602	2,299,248	<b>2,296,577</b>	(2,671)	(0%)	
Operating Grants, Subsidies and Contributions		1,198,927	676,051	<b>623,148</b>	(52,903)	(8%)	
Fees and Charges		617,627	402,322	<b>451,308</b>	48,986	12%	▲
Interest Earnings		74,389	37,192	<b>44,665</b>	7,473	20%	
Other Revenue		294,463	169,057	<b>154,295</b>	(14,762)	(9%)	
Profit on Disposal of Assets	6	14,960	0	<b>16,292</b>	16,292		
		<b>4,499,968</b>	<b>3,583,870</b>	<b>3,586,285</b>	2,415	0%	
<b>Expenditure from operating activities</b>							
Employee Costs		(2,187,004)	(1,116,658)	<b>(977,931)</b>	138,727	12%	▲
Materials and Contracts		(1,525,723)	(866,384)	<b>(703,958)</b>	162,426	19%	▲
Utility Charges		(230,430)	(115,210)	<b>(78,862)</b>	36,348	32%	▲
Depreciation on Non-Current Assets		(1,931,312)	(965,656)	<b>(1,004,525)</b>	(38,869)	(4%)	
Interest Expenses		(24,077)	(12,039)	<b>(6,141)</b>	5,898	49%	
Insurance Expenses		(168,455)	(168,455)	<b>(171,498)</b>	(3,043)	(2%)	
Other Expenditure		(92,612)	(51,948)	<b>(30,874)</b>	21,074	41%	▲
Loss on Disposal of Assets	6	(26,054)	0	<b>(1,411)</b>	(1,411)		
		<b>(6,185,667)</b>	<b>(3,296,350)</b>	<b>(2,975,200)</b>	321,150	(10%)	
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,931,312	965,656	<b>1,004,525</b>	38,869	4%	
Adjust (Profit)/Loss on Asset Disposal	6	11,094	0	<b>(14,881)</b>	(14,881)		▼
Adjust Provisions and Accruals		3,478	0	<b>1,979</b>	1,979		
<b>Amount attributable to operating activities</b>		<b>260,185</b>	<b>1,253,176</b>	<b>1,602,708</b>	349,532	28%	
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions		975,773	652,075	<b>593,834</b>	(58,241)	(9%)	
Proceeds from Disposal of Assets	6	154,050	57,050	<b>64,686</b>	7,636	13%	
Land held for resale		0	0	<b>0</b>	0		
Capital acquisitions	7	(3,032,069)	(1,620,754)	<b>(978,242)</b>	642,512	40%	▲
<b>Amount attributable to investing activities</b>		<b>(1,902,246)</b>	<b>(911,629)</b>	<b>(319,722)</b>	591,907	(65%)	
<b>Financing Activities</b>							
Proceeds from New Debentures		150,000	150,000	<b>150,000</b>	0	0%	
Self-Supporting Loan Principal		36,341	18,095	<b>18,095</b>	0	0%	
Transfer from Reserves	9	806,544	0	<b>0</b>	0		
Repayment of Debentures	8	(94,443)	(40,674)	<b>(40,674)</b>	0	0%	
Transfer to Reserves	9	(1,300,000)	(1,120,000)	<b>(1,137,909)</b>	(17,909)	(2%)	
<b>Amount attributable to financing activities</b>		<b>(401,558)</b>	<b>(992,579)</b>	<b>(1,010,488)</b>	(17,909)	2%	
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>189,767</b>	<b>1,582,354</b>	<b>2,648,706</b>	1,066,352	67%	

**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 DECEMBER 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 DECEMBER 2019

OPERATING ACTIVITIES  
NOTE 1(b)  
ADJUSTED NET CURRENT ASSETS

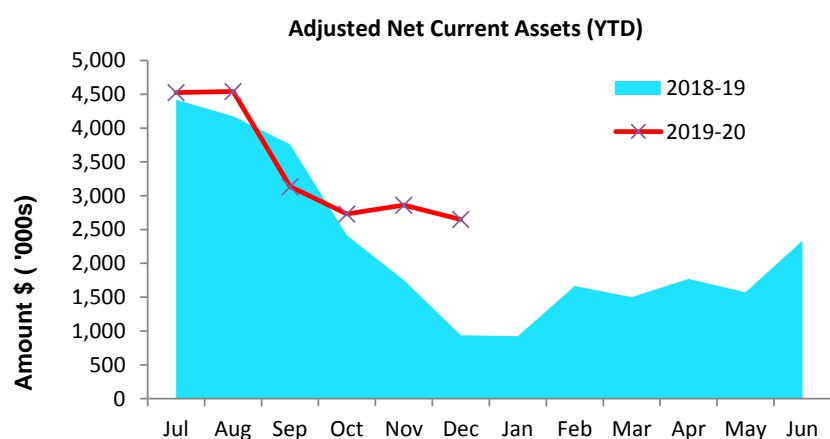
	Ref Note	Last Years Closing 30 June 2019	This Time Last Year 31 Dec 2018	Year to Date Actual 31 Dec 2019
		\$	\$	\$
<b>Adjusted Net Current Assets</b>				
<b>Current Assets</b>				
Cash Unrestricted	3	2,215,132	934,256	2,520,295
Cash Restricted	3	2,518,144	2,670,494	3,558,263
Receivables - Rates	4	237,459	357,725	401,088
Receivables - Other	4	192,221	133,247	80,886
Expected Credit Loss Allowance	4	(18,933)	0	(18,933)
Accrued Income		4,699	0	(1,277)
Prepaid Expenses		13,347	0	0
Interest / ATO Receivable	4	26,115	75,333	37,020
Inventories		4,870	(15,262)	7,469
		5,193,054	4,155,793	6,584,811
<b>Less: Current Liabilities</b>				
Payables		(341,006)	(404,389)	(266,153)
Provisions - employee		(81,311)	(393,660)	(315,963)
Long term borrowings		(315,964)	(30,417)	(40,637)
		(738,281)	(828,466)	(622,753)
<b>Unadjusted Net Current Assets</b>		<b>4,454,773</b>	<b>3,327,327</b>	<b>5,962,058</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Cash reserves	3	(2,326,360)	(2,670,494)	(3,558,263)
Less: Loans receivable		(35,811)	0	0
Add: Provisions - employee		202,295	248,006	204,274
Add: Long term borrowings		81,311	30,417	40,637
<b>Adjusted Net Current Assets</b>		<b>2,376,208</b>	<b>935,256</b>	<b>2,648,706</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



**This Year YTD**

**Surplus(Deficit)**

**\$2.65 M**

**Last Year YTD**

**Surplus(Deficit)**

**\$.94 M**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 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
	\$	%			
<b>Revenue from operating activities</b>					
Law, Order and Public Safety	(43,864)	(46%)	▼	Timing	Timing of CESM reimbursement
Health	34,377	35%	▲	Timing	Timing of the payment of Medical Practice Income
Other Property and Services	21,101	31%	▲	Permanent	Sale of surplus goods including electrical stock
<b>Expenditure from operating activities</b>					
Governance	64,450	17%	▲	Timing	Timing of Audit Fees, Risk Co-ordinator Program, Integrated Planning Costs in Administration ascontractor payments
Health	29,070	11%	▲	Timing	Timing of Medical Practice and Centre expenses
Education and Welfare	29,743	16%	▲	Timing	Timing of Independent Living Units Design and expenses at AKV
Housing	22,357	23%	▲	Timing	Timing of Maintenance expenses
Community Amenities	72,275	29%	▲	Timing	Timing of costs for Town Planning, Cemetery, Waste Facility and Services, NRM Community Survey and Badjaling Drain Survey
Economic Services	45,218	15%	▲	Timing	Timing of Caravan Park, CDO other and Community Resource Centre expenses
Other Property and Services	(20,339)	(26%)	▼	Timing	Under allocation of PWO and POC
<b>Investing Activities</b>					
Capital Acquisitions	642,512	40%	▲	Timing	Timing of Capital Projects

**KEY INFORMATION**

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

**OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS**

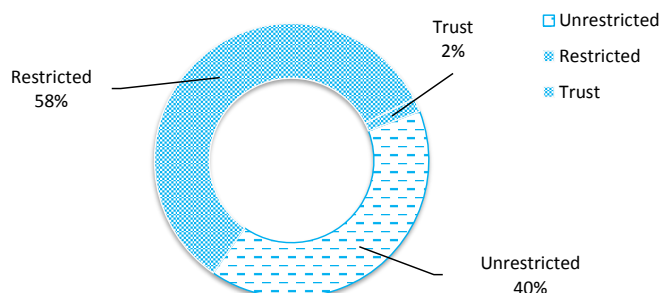
<b>Cash and Investments</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Trust</b>	<b>Total YTD Actual</b>	<b>Institution</b>	<b>Interest Rate</b>	<b>Maturity Date</b>
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	650			650			
<b>At Call Deposits</b>							
Municipal Fund	585,962			585,962	Westpac		
Medical Centre	2,480			2,480	Westpac		
Child Care Centre	8,264			8,264	Westpac		
Municipal On Call	920,000			920,000	Westpac	0.10%	
Reserve Fund On Call		52,154		52,154	Westpac	0.10%	
Trust Fund			95,452	95,452	Westpac		
<b>Term Deposits</b>							
Municipal Investment - Term Deposit	304,674			304,674	Westpac	1.54%	05-Jan-20
Municipal Investment - Term Deposit	300,000			300,000	Westpac	1.79%	03-Jan-20
Municipal Investment - Term Deposit	301,354			301,354	Westpac	1.49%	03-Mar-20
Reserve Investment - Term Deposit		481,771		481,771	Westpac	1.49%	03-Mar-20
Reserve Investment - Term Deposit		1,276,719		1,276,719	Westpac	1.55%	12-Jan-20
Reserve Investment - Term Deposit		464,421		464,421	Westpac	1.49%	22-Feb-20
Reserve Investment - Term Deposit		1,189,205		1,189,205	Westpac	1.52%	23-Mar-20
<b>Total</b>	<b>2,423,384</b>	<b>3,464,270</b>	<b>95,452</b>	<b>5,983,105</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



**Total Cash**

**\$5.98 M**

**Unrestricted**

**\$2.42 M**

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

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Rates Receivable	30 June 2019	31 Dec 19
	\$	\$
Opening Arrears Previous Years	183,897	237,459
Levied this year	2,394,734	2,489,560
Less Collections to date	(2,341,172)	(2,325,931)
Equals Current Outstanding	<b>237,459</b>	<b>401,088</b>
<b>Net Rates Collectable</b>	<b>237,459</b>	<b>401,088</b>
% Collected	97.76%	93.43%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	72,699	426	571	25,278	98,974
Percentage	73%	0%	1%	26%	
<b>Balance per Trial Balance</b>					
Sundry debtors					27,827
Loss Allowance					(18,933)
GST receivable					37,020
Pensioner Rebates					53,060
<b>Total Receivables General Outstanding</b>					<b>98,974</b>

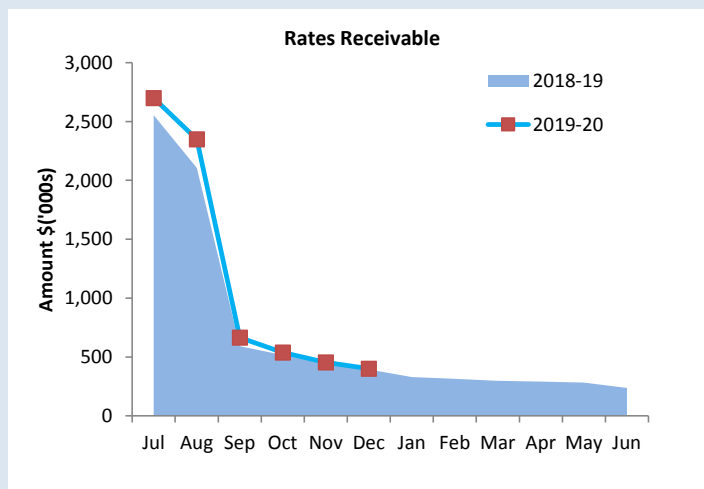
Amounts shown above include GST (where applicable)

**KEY INFORMATION**

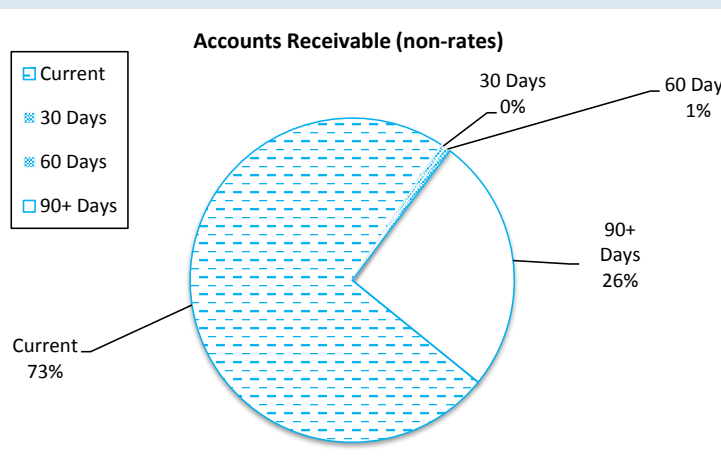
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

**SIGNIFICANT ACCOUNTING POLICIES**

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



Collected	Rates Due
<b>93%</b>	<b>\$401,088</b>



<b>Debtors Due</b>
<b>\$98,974</b>
<b>Over 30 Days</b>
<b>27%</b>
<b>Over 90 Days</b>
<b>26%</b>

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

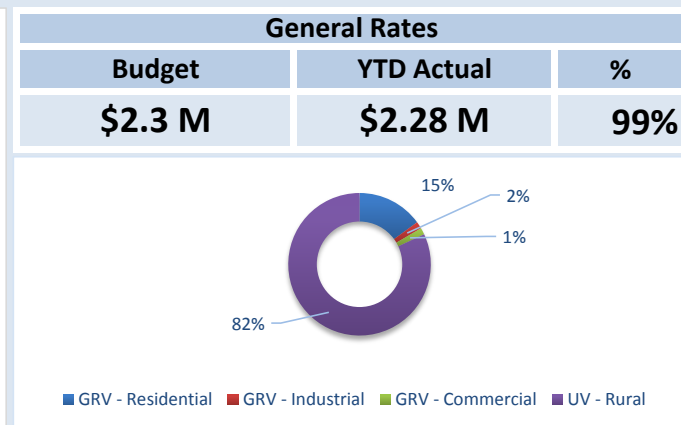
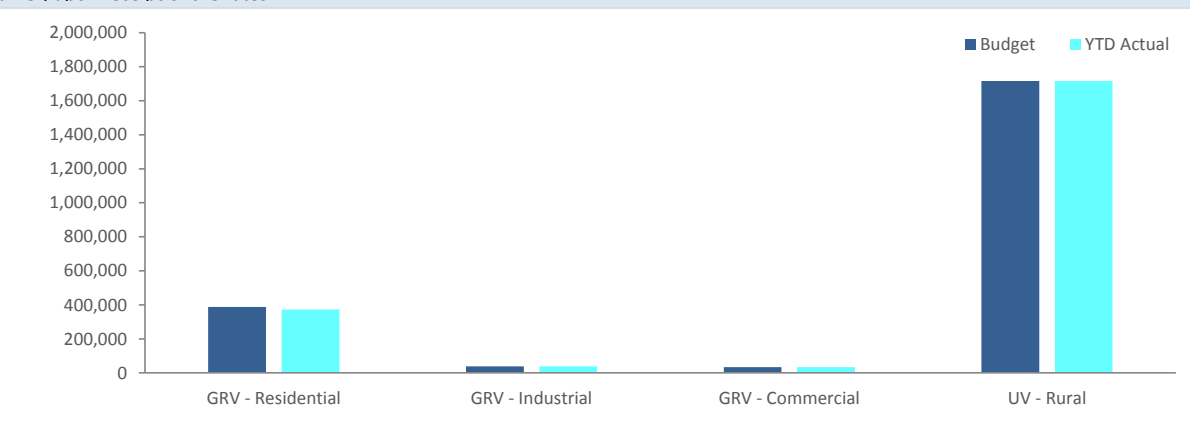
**OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE**

General Rate Revenue	Amended Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV - Residential	0.135679	315	2,563,032	347,750	0	0	347,750	332,746	0	0	332,746
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	(64)	0	1,820,170
	Minimum \$										
GRV - Residential	650	61	66,044	39,650	0	0	39,650	39,650	0	0	39,650
GRV - Industrial	650	5	6,315	3,250	0	0	3,250	3,250	0	0	3,250
GRV - Commercial	650	0		0	0	0	0	0	0	0	0
UV - Rural	650	30	854,736	19,500	0	0	19,500	19,500	0	0	19,500
<b>Sub-Totals</b>		<b>816</b>	<b>151,974,788</b>	<b>2,299,602</b>	<b>0</b>	<b>0</b>	<b>2,299,602</b>	<b>2,284,598</b>	<b>-64</b>	<b>0</b>	<b>2,284,534</b>
Write Offs							(700)				(113)
<b>Amount from General Rates</b>							<b>2,298,902</b>				<b>2,284,421</b>
Ex-Gratia Rates							12,642				12,156
<b>Total General Rates</b>							<b>2,311,544</b>				<b>2,296,577</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

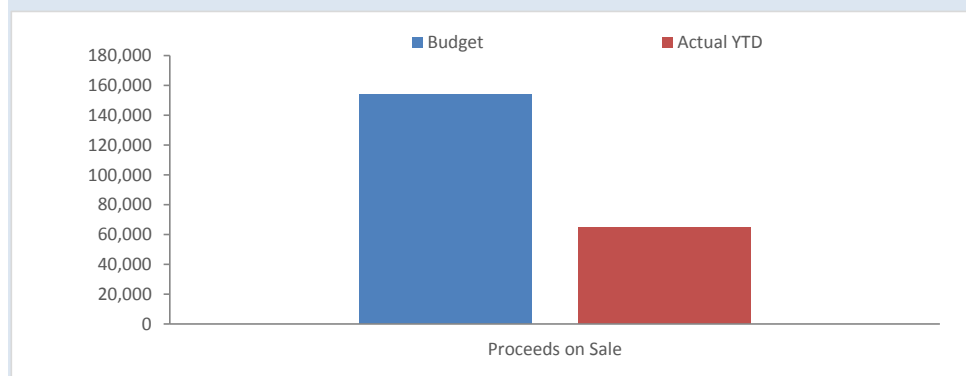


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2019

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		8,588	12,909	4,321	
P649	Mazda BT 50	14,325	14,000		(325)	15,205	19,091	3,886	
P430	Caterpillar Bobcat	14,375	12,000		(2,375)				
P582	Isuzu NPR 300 Tipper	19,438	27,000	7,562					
P3919	Dynapca Steel Roller	20,847	8,000		(12,847)				
Q530	Electrical Van	18,650	20,000	1,350		20,493	23,636	3,144	
	Land Held for Resale	35,000	35,000		0				
P148	Goods Sold at Auction - Fibreglass Tank	1,961	550			1,961	550		(1,411)
Q3277	Goods Sold at Auction - 1998 Ford Truck Table Top	3,559	8,500			3,559	8,500	4,941	
		<b>161,613</b>	<b>154,050</b>	<b>14,960</b>	<b>(26,054)</b>	<b>49,805</b>	<b>64,686</b>	<b>16,292</b>	<b>(1,411)</b>

## KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
<b>\$154,050</b>	<b>\$64,686</b>	<b>42%</b>

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

**INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS**

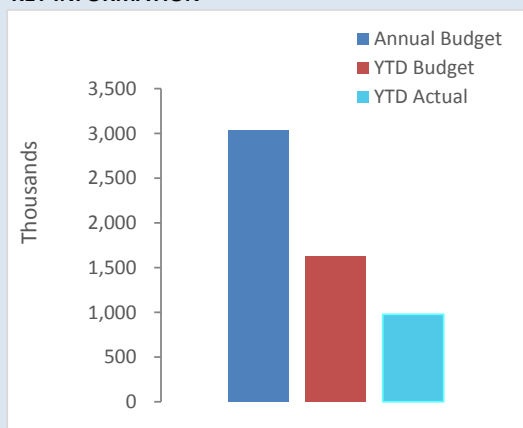
Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land	155,852	155,851	0	-155,851
Buildings	216,021	216,021	198,611	-17,410
Plant & Equipment	441,570	42,970	108,286	65,316
Furniture & Equipment	0	0	0	0
Infrastructure - Roads	1,579,323	691,269	471,758	-219,511
Infrastructure - Footpaths	50,000	50,000	0	0
Infrastructure - Other	589,303	464,643	199,587	-265,056
<b>Capital Expenditure Totals</b>	<b>3,032,069</b>	<b>1,620,754</b>	<b>978,242</b>	<b>(592,512)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	975,773	652,075	593,834	-58,241
Borrowings	150,000	150,000	150,000	0
Other (Disposals & C/Fwd)	154,050	57,050	64,686	7,636
Cash Backed Reserves				
Plant Reserve	308,600	0	0	0
Swimming Pool Reserve	0	0	0	0
Building Reserve	272,093	100,000	0	-100,000
Health Reserve	155,851	0	0	0
Road Infrastructure Reserve	0	0	0	0
Contribution - operations	1,015,702	661,629	169,722	(491,907)
<b>Capital Funding Total</b>	<b>3,032,069</b>	<b>1,620,754</b>	<b>978,242</b>	<b>(642,512)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

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































**KEY INFORMATION**



<b>Acquisitions</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Spent</b>
	<b>\$3.03 M</b>	<b>\$0.98 M</b>	<b>32%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$0.98 M</b>	<b>\$0.59 M</b>	<b>61%</b>

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

INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion		Amended				Variance (Under)/Over
		Account Number	Annual Budget	YTD Budget	YTD Actual	
	<b>Capital Expenditure</b>					
	<b>Land</b>					
0%	 Industrial Lots	2601	155,852	155,851	0	-155,851
0%	 <b>Total</b>		155,852	155,851	0	-155,851
	<b>Buildings</b>					
92%	 Park Cottages	9546	205,151	205,151	187,733	-17,418
100%	 Swimming Pool Shed	9550	10,870	10,870	10,878	8
92%	 <b>Total</b>		216,021	216,021	198,611	-17,410
	<b>Plant &amp; Equipment</b>					
0%	 OQ - Holden Captiva Active	9001	38,000	0	0	0
86%	 Q3446 - Mazda BT 50	9750	34,000	0	29,401	29,401
103%	 Q649 - Mazda BT 50	9751	36,600	0	37,819	37,819
0%	 Q430 - Caterpillar Bobcat	9752	85,000	0	0	0
0%	 Q582 - Isuzu NPR 300 Tipper	9753	60,000	0	0	0
0%	 Q3919 - Dynapac Steel Roller	9754	145,000	0	0	0
96%	 Portable Generator	9552	42,970	42,970	41,066	-1,904
25%	 <b>Total</b>		441,570	42,970	108,286	65,316
	<b>Furniture &amp; Equipment</b>					
0%	<b>Total</b>		0	0	0	0
	<b>Infrastructure - Roads</b>					
30%	 2019/20 Roads Program		1,579,323	691,269	471,758	-219,511
30%	 <b>Total</b>		1,579,323	691,269	471,758	-219,511
	<b>Infrastructure - Footpaths</b>					
0%	 McLennan Street/School		50,000	50,000	0	-50,000
0%	 <b>Total</b>		50,000	50,000	0	0
	<b>Infrastructure - Other</b>					
9%	 Oval Lighting	9837	175,090	175,090	16,045	-159,045
100%	 Bowling Green Repairs	9836	181,603	181,603	181,603	0
0%	 Pool Shade Sail System	9553	10,000	10,000	0	-10,000
0%	 Pool Waterwise	9554	10,000	10,000	0	-10,000
8%	 Community Park and Trail Design	9838	20,000	10,000	1,664	-8,336
0%	 Street Signage	9595	20,000	20,000	0	-20,000
0%	 Old School Site	9587	93,360	0	0	0
1%	 Tourist Layby	9582	27,950	27,950	275	-27,675
0%	 Shire Hall Audio Visual - Lighting upgrade	9531	20,000	20,000	0	-20,000
0%	 Hall Car Park Upgrade Design	9829	10,000	10,000	0	-10,000
0%	 Heal St Car Parking and Layby Design	C512	11,300	0	0	0
0%	 Parker House Generator Siteworks	9590	10,000	0	0	0
34%	 <b>Total</b>		589,303	464,643	199,587	-265,056



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Transport</b>									
Loan 118 - Depot Building	434,269			22,579	45,502	411,690	388,767	4,915	16,208
<b>Economic Services</b>									
Park Cottages	0	150,000	150,000	0	12,600	150,000	137,400	0	3,581
	434,269	150,000	150,000	22,579	58,102	561,690	526,167	4,915	19,789
<b>Self supporting loans</b>									
<b>Recreation and Culture</b>									
Loan 115 - Bowling Club	78,011			16,387	33,834	61,624	44,177	1,116	3,902
Loan 116 - Tennis Club	1,178			924	924	254	254	13	116
Loan 117 - Golf Club	6,482			784	1,583	5,698	4,899	97	270
	85,671	0	0	18,095	36,341	67,576	49,330	1,226	4,288
<b>Total</b>	519,940	150,000	150,000	40,674	94,443	629,266	575,497	6,141	24,077

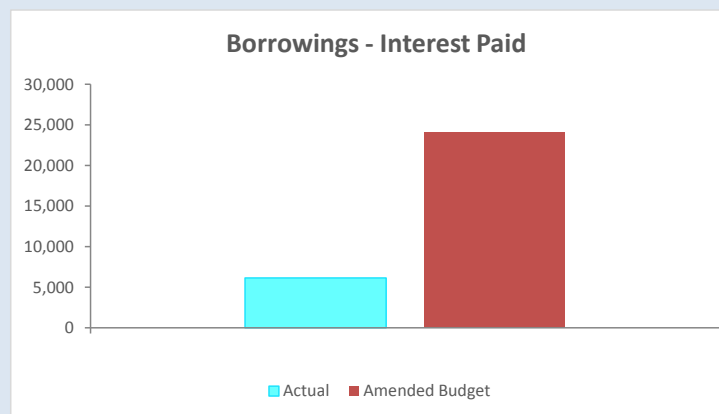
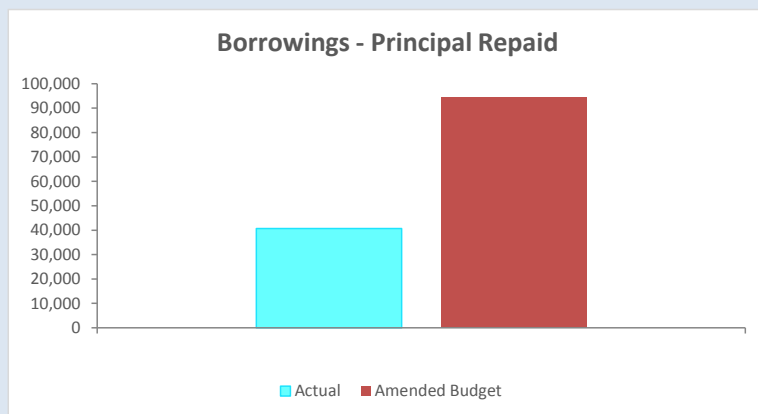
All debenture repayments were financed by general purpose revenue.

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



<b>Principal Repaid</b>
<b>\$40,674</b>
<b>Interest Expense</b>
<b>\$6,141</b>
<b>Loans Outstanding</b>
<b>\$.63 M</b>

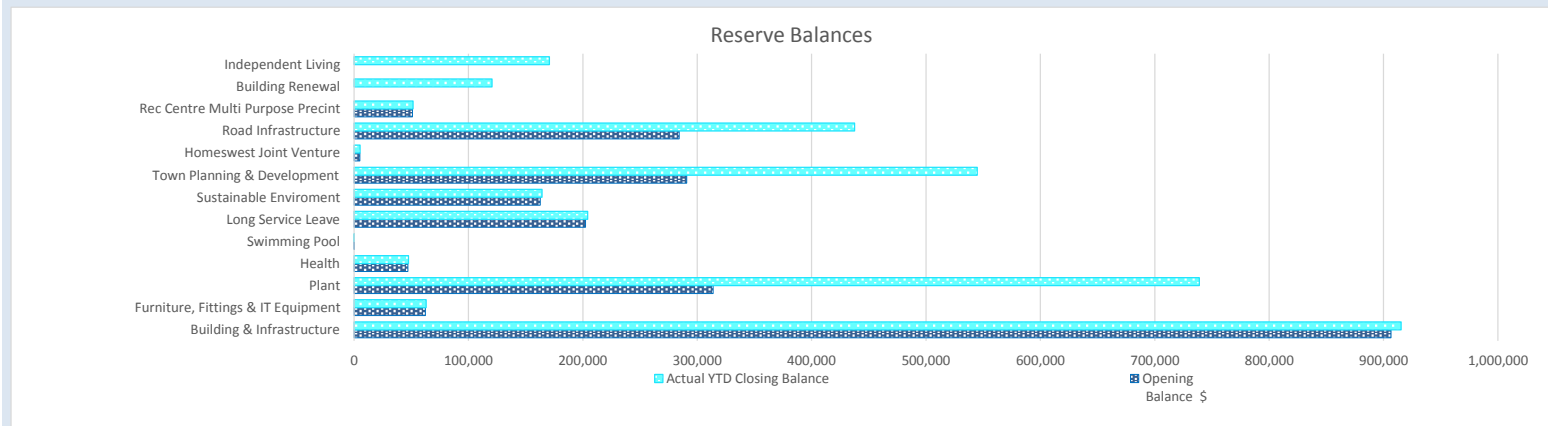
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2019**

**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	8,870	150,000		(272,093)		800,041	915,417
Furniture, Fittings & IT Equipment	62,392	1,073	610					63,465	63,002
Plant	313,858	5,396	5,019	420,000	420,000	(308,600)		430,654	738,877
Health	47,072	810	461					47,882	47,533
Swimming Pool	258	5	3					263	261
Long Service Leave	202,295	3,478	1,979					205,773	204,274
Sustainable Environment	162,755	2,798	1,592					165,553	164,347
Town Planning & Development	290,735	4,999	4,004	250,000	250,000	(155,851)		389,883	544,739
Homeswest Joint Venture	5,151	89	50					5,240	5,201
Road Infrastructure	284,180	4,886	3,476	150,000	150,000	(70,000)		369,066	437,656
Rec Centre Multi Purpose Precint	51,117	879	500					51,996	51,617
Building Renewal	0		557	120,000	120,000			120,000	120,557
Independent Living	0		788	170,000	170,000			170,000	170,788
	<b>2,326,360</b>	<b>40,000</b>	<b>27,909</b>	<b>1,260,000</b>	<b>1,110,000</b>	<b>(806,544)</b>	<b>0</b>	<b>2,819,816</b>	<b>3,464,269</b>

**KEY INFORMATION**



**Interest Earned**

**\$27,909**

**Reserves Bal**

**\$3.46 M**

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

NOTE 10  
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	Amended		YTD Actual	Variance (Under)/Over
	Annual Budget	YTD Budget		
<b>Operating grants, subsidies and contributions</b>				
Federal Assistance Grants	890,267	445,134	445,133	(1)
MRWA Direct Road Grant	135,679	135,679	135,679	0
NRM Grant	24,624	12,312	0	(12,312)
Childcare Grant	35,000	17,500	18,000	500
Fire Prevention Grants	34,884	11,628	12,132	504
Staff Contributions to Vehicle	15,600	7,800	6,676	(1,124)
Ex Gratia Contribution	12,642	12,642	0	(12,642)
Medical Practice Grants and Contributions	33,750	16,875	5,103	(11,772)
Youth Centre Grants	6,481	6,481	425	(6,056)
Independent Living Units Concept Grant	10,000	10,000	0	(10,000)
<b>Operating grants, subsidies and contributions Total</b>	<b>1,198,927</b>	<b>676,051</b>	<b>623,148</b>	<b>-52,903</b>
<b>Non-operating grants, subsidies and contributions</b>				
Roads to Recovery/ MRWA Regional Road Group	767,370	488,672	494,330	5,658
Old School Site Grant	45,000	0	0	0
Bowling Club Contribution for Replacement Green	70,135	70,135	70,135	0
Audio Visual Town Hall Project Grant	10,000	10,000	0	-10,000
Oval Lighting Grant	43,618	43,618	0	-43,618
Portable Generator Grant	20,560	20,560	10,280	-10,280
Access Ramps	19,090	19,090	19,089	-1
<b>Non-operating grants, subsidies and contributions Total</b>	<b>975,773</b>	<b>652,075</b>	<b>593,834</b>	<b>-58,241</b>
<b>Grand Total</b>	<b>2,174,700</b>	<b>1,328,126</b>	<b>1,216,982</b>	<b>(111,144)</b>

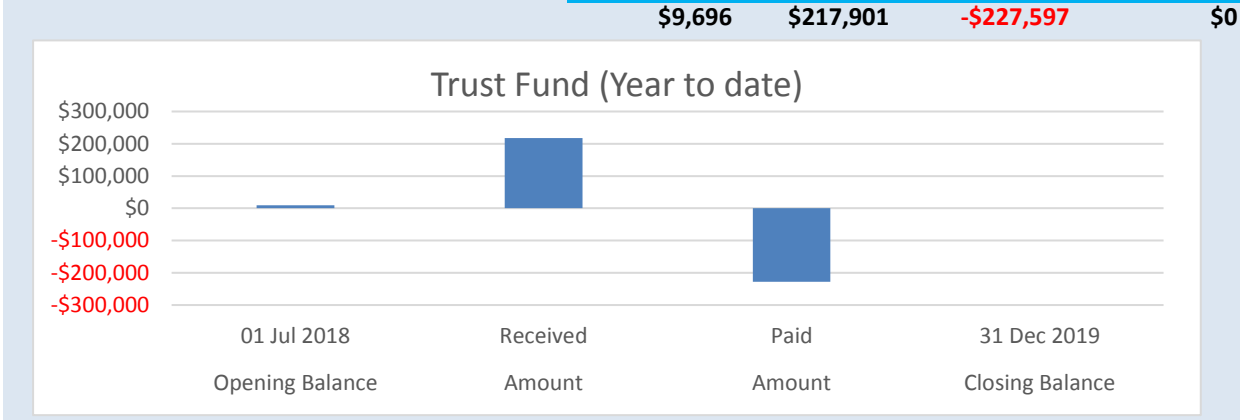
KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 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 Dec 2019
Department of Transport	\$9,696	\$217,901	-\$227,597	\$0
	<b>\$9,696</b>	<b>\$217,901</b>	<b>-\$227,597</b>	<b>\$0</b>



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

**NOTE 12  
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Opening Surplus				130,308
	<b>Permanent Changes</b>						
	Wheatbelt Secondary Freight Network Program	45-19/20	Capital Expenses			70,000	60,308
	Road Infrastructure Reserve	45-19/20			70,000		130,308
	Tourist Promotion - Roe Tourism	46-19/20	Operating Expenses			5,000	125,308
	Community Grants	65-19/20	Operating Expenses			646	124,662
	Sale of Miscellaneous Materials - Reduction of Rock and Material Sale	78-19/20	Operating Revenue			13,000	111,662
	Standpipes - Decreased Usage due to new Tariffs and no Major Road Projects	78-19/20	Operating Revenue			20,000	91,662
	Rental Income - 19 Gillett St - Reduced due to vacancies	78-19/20	Operating Revenue			10,500	81,162
	Federal Assistance Grants	78-19/20	Operating Revenue		59,745		140,907
	Income from Sale of Goods - Shire Auction	78-19/20	Operating Revenue		15,950		156,857
	WANDRRA - Income not Budgeted	78-19/20	Operating Revenue		2,324		159,181
	Bridge Maintenance	78-19/20	Operating Expenses			12,000	147,181
	Record Keeping - \$1200 for Record Keeping Plan plus disposal Training and materials	78-19/20	Operating Expenses			5,000	142,181
	New Pump for Dam	78-19/20	Operating Expenses			5,000	137,181
	Swimming Pool Contractor fees - Tender lower than budgeted	78-19/20	Operating Expenses		10,000		147,181
	New Generator - Fuel and Servicing	78-19/20	Operating Expenses			4,000	143,181
	Mobile Communications - New Mobile Phones for Staff	78-19/20	Operating Expenses			4,000	139,181
	Standpipes - Decreased Usage due to new Tariffs and no Major Road Projects	78-19/20	Operating Expenses		20,000		159,181
	Community Grants In-Kind for remainder of the year	78-19/20	Operating Expenses			2,000	157,181
	Bowling Club Contribution - Adjustment to Actual Contribution	78-19/20	Capital Revenue		47,286		204,467
	Hall Ramps - Income Budgeted in previous year received this year	78-19/20	Capital Revenue		19,090		223,557
	Income from Sale of Goods - Shire Auction	78-19/20	Capital Revenue		9,050		232,607
	Park Cottages - Awaiting finalisation of costs	78-19/20	Capital Expenses		45,000		277,607
	Swimming Pool Shed - Installation cost	78-19/20	Capital Expenses			1,020	276,587
	Portable Generator - Additional cost for installation and commissioning	78-19/20	Capital Expenses			1,100	275,487
	New Quairading Oval Lighting - Increase due to provide for current quotes	78-19/20	Capital Expenses			17,890	257,597
	Bowling Green Repairs - Adjustment to actual Project costs	78-19/20	Capital Expenses			46,530	211,067
	Heal St Parking and Layby Design - Additional costs for Layby Design	78-19/20	Capital Expenses			11,300	199,767
	Parker House Generator Site Works	78-19/20	Capital Expenses			10,000	189,767
				<b>0</b>	<b>298,445</b>	<b>238,986</b>	<b>189,767</b>

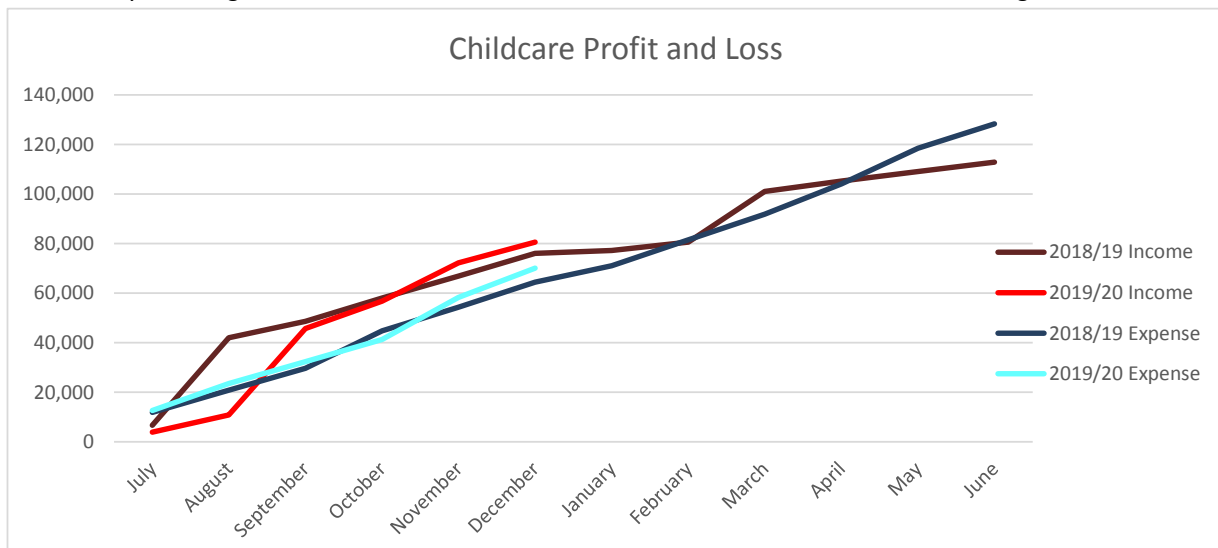
**KEY INFORMATION**

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

**NOTE 13  
CHILDCARE**

<b>Childcare Profit and Loss (Cash)</b>	<b>Month Actual</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>VAR %</b>
<b>INCOME</b>				
Fees	\$ 8,413	\$ 62,308	\$ 90,000	69%
Grant Funds		\$ 18,000	\$ 35,000	51%
Donations			\$ 1,000	0%
**Funds Reimbursements		\$ 270	\$ -	
<b>TOTAL INCOME</b>	<b>\$ 8,413</b>	<b>\$ 80,577</b>	<b>\$ 126,000</b>	<b>64%</b>
<b>EXPENDITURE</b>				
Insurance		\$ 2,514	\$ 2,513	100%
Dept Communities - Annual Service Fee		\$ -	\$ 1,500	0%
Operating Expenses	\$ 268	\$ 2,448	\$ 13,500	18%
Power		\$ -	\$ 1,500	
Phone	\$ 39	\$ 236	\$ 500	0%
Wages	\$ 10,319	\$ 59,199	\$ 109,269	54%
Superannuation	\$ 896	\$ 5,414	\$ 10,381	52%
**Funds to be reimbursed		\$ 270		
<b>TOTAL EXPENDITURE</b>	<b>\$ 11,522</b>	<b>\$ 70,081</b>	<b>\$ 139,163</b>	<b>50%</b>
<b>Income</b>	<b>\$ 80,577</b>			
<b>Expenses</b>	<b>\$ 70,081</b>			
<b>Surplus/ Defecit</b>	<b>\$ 10,497</b>			

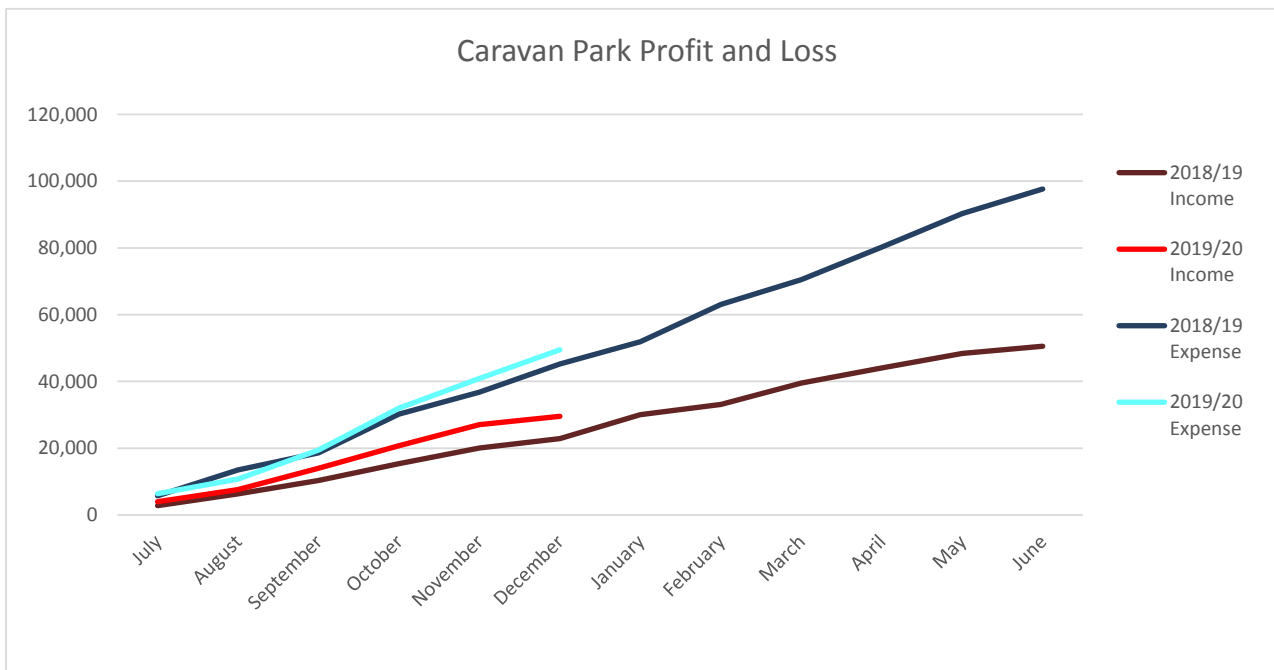
\*\* Funds for Reimbursement are purchased by the Shire on behalf of the fundraising committee and directly on charged to the committee, there is a neutral costs to Shire, therefore not budgeted



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

**NOTE 14  
CARAVAN PARK**

<b>Caravan Park Profit and Loss</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>VAR %</b>
<b>INCOME</b>			
Caravan Park Charges	\$17,246	\$37,500	46%
Cottage Charges	\$12,302	\$49,000	25%
<b>TOTAL INCOME</b>	<b>\$29,548</b>	<b>\$86,500</b>	<b>34%</b>
<b>EXPENDITURE</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>VAR %</b>
<b>Caravan Park</b>			
Wages inc O/H	\$22,368	\$61,963	36%
Materials	\$4,240	\$6,255	68%
Utilities	\$7,400	\$13,860	53%
Insurance	\$711	\$646	110%
<b>Caravan Park Total</b>	<b>\$34,720</b>	<b>\$82,724</b>	<b>42%</b>
<b>Cottages</b>			
Wages inc O/H	\$6,545	\$26,081	25%
Materials	\$6,842	\$30,500	22%
Utilities	\$784	\$16,000	5%
Insurance	\$589	\$535	110%
<b>Cottages Total</b>	<b>\$14,761</b>	<b>\$73,116</b>	<b>20%</b>
<b>TOTAL EXPENDITURE</b>	<b>\$ 49,480</b>	<b>\$ 155,840</b>	<b>32%</b>
<b>Income</b>	<b>\$ 29,548</b>		
<b>Expenses</b>	<b>\$ 49,480</b>		
<b>Surplus/ Defecit</b>	<b>-\$ 19,932</b>		



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

**NOTE 15  
RATIO'S**

	2020	This Time	2019	2018	2017	Target Range
	YTD	Last Year				
Current Ratio	17.10	2.38	6.00	0.93	1.29	≥1.00
Debt Service Cover Ratio	33.76	3.20	19.61	16.98	41.90	≥ 15.0
Operating Surplus Ratio	0.17	(0.26)	0.01	(0.24)	(0.43)	≥0.15
Own Source Revenue Coverage Ratio	1.13	0.58	0.77	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 Accounts for Payment – January 2020

<b>Meeting Date</b>	27 <sup>th</sup> February 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellow
<b>Attachments</b>	9.3.1 January 2020 Payment List 9.3.2 Transport Takings 9.3.3 Credit Card Statement
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

That Council note the following:

6. That Schedule of Accounts for January covering Municipal Vouchers 23697 to 23701 & EFT 7445 to EFT 7565 and Direct Credit DC01002 totalling \$437,211.44 be received and
7. That Police Licensing payments for the month of January 2020 totalling \$38,151.65 be received (Attachment 9.3.2); and
8. That fund transfers to Corporate Credit Card for January 2020 balance totalling \$1,426.78 be received (Attachment 9.3.3); and
9. That Net Payroll payments for the month January 2020 totalling \$123,981.98; and
10. That the Lease payment for the month of January 2020 on the CESM Vehicle totalling \$1,140.08.

**VOTING REQUIREMENTS** – Simple Majority

#### IN BRIEF

Payments are per attached.

#### MATTER FOR CONSIDERATION

Note the accounts paid during January 2020.

#### 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 JANUARY 2020

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT \$	FUNDED
EFT7445	03/01/2020	AUSTRALIAN TAXATION OFFICE	BAS FOR MONTH OF NOVEMBER	36,973.00	
EFT7446	03/01/2020	THE IT VISION USER GROUP (INC)	SUBSCRIPTION: IT VISION USER GROUP 2019/2020	748.00	
EFT7447	03/01/2020	LGISWA	2018/19 CONTRIBUTION TOWARDS INSURANCE	3,139.86	
EFT7448	03/01/2020	NOBLE MEDICAL INVESTMENT PTY LTD	DOCTOR: QUARTERLY MOTOR VEHICLE ALLOWANCE 01/01/20 - 31/03/20	4,125.00	
EFT7449	03/01/2020	PROFORM CIVIL	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7450	03/01/2020	M & A STEEL FABRICATION	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7451	03/01/2020	ADVANCE CENTURY TECHNOLOGIES PTY	AUSTRALIA DAY LOGO LAUNCH: CARRY BAGS	750.00	
EFT7452	07/01/2020	COLIN FAIRHEAD	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7453	07/01/2020	QUAIRADING SMASH REPAIRS	P551: REPLACE WINDSCREEN	440.00	
EFT7454	07/01/2020	QUAIRADING TYRE & BATTERY SUPPLIES	P551: SUPPLY & FIT 4 X TYRES, COMMUNITY BUILDING: 1 X 45KG GAS BOTTLE	1,326.00	
EFT7455	07/01/2020	AVON WASTE	DOM RUBBISH X 4 WKS, RECYCLING SERVICES 05/08/19 & 19/08/19, BULK RECYCLING BINS	8,334.94	PARTIAL
EFT7456	07/01/2020	TOLL TRANSPORT PTY LTD	FREIGHT OF GRADER TEETH	23.10	
EFT7457	07/01/2020	IT VISION	CANCELLED EFT	0.00	
EFT7458	07/01/2020	QUAIRADING AGRI SERVICES	CHAINSAW CHAINS, JOCKEY WHEEL & VARIOUS CLEANING & MAINTENANCE PRODUCTS FOR ADMIN, DEPOT, PARKS & GARDENS & MEDICAL PRACTICE	1,610.70	
EFT7459	07/01/2020	BURGESS RAWSON	WATER USAGE & CHARGES - 11/10/19 TO 09/12/19 - PTA LEASES	2,422.42	
EFT7460	07/01/2020	CDA AIR CONDITIONING & REFRIGERATION	MEDICAL PRACTICE: DIAGNOSE FAULT & MINOR REPAIRS TO AIR CONDITIONER	140.00	
EFT7461	07/01/2020	WATER CORP	CANCELLED EFT	0.00	
EFT7462	07/01/2020	MARNHAM'S MECHANICAL SERVICES	SERVICES: Q237: 250HR, Q450: 66500KM, Q240: 250HR & Q368: 1000HR , REPAIRS: Q582, Q3919 & Q272	8,235.55	
EFT7463	07/01/2020	CR & SJ WALKER	REIMBURSEMENT: CHAIR/TABLE HIRE & KEY BOND	300.00	FULLY
EFT7464	07/01/2020	BENT NAIL BUILDING & MAINTENANCE	TOWN HALL: REMOVE CHRISTMAS DECORATIONS	82.50	
EFT7465	07/01/2020	BJ & SM FAIRCLOUGH	GRAVEL PURCHASES	40,700.00	PARTIAL
EFT7466	07/01/2020	DIGGING DOCKER	FIRE HAZARD REDUCTION AT 2 DANGIN TERRACE	2,000.00	
EFT7467	07/01/2020	QUICK CORPORATE	STATIONERY: ADMIN, MEDICAL CENTRE, CHILDCARE & DEPOT	745.58	
EFT7468	07/01/2020	GREAT SOUTHERN FUEL SUPPLIES	5000L DIESEL	6,963.06	
EFT7469	07/01/2020	PUMPWEST ENGINEERING P/L	REPAIRS TO SUBMERSIBLE PONTOON PUMP	3,734.50	
EFT7470	07/01/2020	YORK LANDSCAPE SUPPLIES	SERVICE RETICULATION SYSTEM AT SWIMMING POOL	462.00	
EFT7471	07/01/2020	WA CONTRACT RANGER SERVICES PTY	RANGER SERVICES 2019: 11/10, 17/10, 15/11, 22/11, 29/11, 06/12, 10/12 & 20/12	1,846.62	
EFT7472	07/01/2020	C & D CUTRI	BRIDGE MAINTENANCE: BRIDGES 4149, 4145 & 5104	51,370.00	
EFT7473	07/01/2020	NORTHAM MAZDA	TRADE IN MAZDA BT50 FOR NEW MAZDA BT50	20,600.99	PARTIAL
EFT7474	07/01/2020	SHAUN SIMPSON	SUPPLY & INSTALL FENCING ON CUNDERDIN - WINMAR ROAD	3,476.00	
EFT7475	07/01/2020	PRIMARIES	2 X STRAINER POSTS, 4 X GATE HINGES, 41 X BOLTS & 50 WASHERS	270.45	
EFT7476	07/01/2020	QUAIRADING BOOK POST (HOWLETT)	LIBRARY CONTRACT, MEDICAL PRACTICE & ADMIN POST	2,518.48	
EFT7477	07/01/2020	SOUTHERN CROSS AUSTERO PTY LTD	AROUND THE TOWNS TRIPLE M	88.00	
EFT7478	07/01/2020	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT: OLD BEVERLEY EAST ROAD	7,018.28	FULLY
EFT7479	07/01/2020	BRITTANY HADLOW	PARKING: EXCEL TRAINING COURSE	25.97	
EFT7480	07/01/2020	CWB ELECTRICAL & A/C	AKV: REPLACE FAN CONTROLLER, COMM.BUILDING: INSTALL POWER SUPPLY TO CHILLER, EMERGENCY GENERATOR: INSTALL GPO & CONDUCT TRAINING EXERCISE	1,038.40	PARTIAL
EFT7481	07/01/2020	B MCGUINNESS & A HAYES	COMBATTING VEGETATION DECLINE PROJECT	3,200.00	FULLY
EFT7482	07/01/2020	ONEMUSIC AUSTRALIA	MUSIC LICENCE: COUNCIL FACILITIES, EVENTS & AUTHORISED THIRD PARTY EVENTS	350.00	
EFT7483	07/01/2020	NARROGIN MAZDA	TRADE MAZDA BT50 FOR NEW MAZDA BT50	18,141.15	PARTIAL
EFT7484	07/01/2020	KWIK CUT	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7485	10/01/2020	JOHN WILLIAM HAYTHORNTHWAITE	COUNCILLOR SITTING FEES OCT - DEC 2019	932.00	

EFT7486	10/01/2020	PETER DAVID SMITH	COUNCILLOR SITTING FEES OCT - DEC 2019	1,008.00	
EFT7487	10/01/2020	JONATHAN RICHARD HIPPISEY	COUNCILLOR SITTING FEES OCT - DEC 2019	932.00	
EFT7488	10/01/2020	WA TREASURY CORPORATION	CAPITAL & INTEREST REPAYMENTS ON LOAN 115	9,374.84	
EFT7489	10/01/2020	BRETT MCGUINNESS	COUNCILLOR SITTING FEES OCT - DEC 2019	1,084.00	
EFT7490	10/01/2020	TREVOR STACEY	COUNCILLOR SITTING FEES OCT - DEC 2019	1,008.00	
EFT7491	10/01/2020	WAYNE M DAVIES	COUNCILLOR SITTING FEES OCT - DEC 2019	1,912.00	
EFT7492	10/01/2020	JO HAYTHORNTHWAITE	COUNCILLOR SITTING FEES OCT - DEC 2019	1,084.00	
EFT7493	10/01/2020	AJ & BR COWCILL	COUNCILLOR SITTING FEES OCT - DEC 2019	932.00	
EFT7494	17/01/2020	AVON WASTE	DOM RUBBISH X 5 WKS, RECYCLING SERVICES: 09/12/19 & 23/12/19, BULK RECYCLING BINS	9,292.29	
EFT7495	17/01/2020	QUAIRADING FARMERS CO-OP	NEWSPAPERS & VARIOUS PURCHASES FOR YOUTH CENTRE, COUNCIL, DEPOT AND CHILDCARE	594.89	PARTIAL
EFT7496	17/01/2020	TOLL TRANSPORT PTY LTD	FREIGHT OF MEDICAL ITEMS, SWEEPER BROOM, PROTECTIVE CLOTHING & ADMIN ITEMS	325.97	
EFT7497	17/01/2020	WESFARMERS KLEENHEAT GAS PTY LTD	7 EDWARDS WAY: ANNUAL FACILITY FEE/CYLINDER SERVICE CHARGE ON 2 X 45KG GAS	68.38	
EFT7498	17/01/2020	EASTERN HILLS SAWS & MOWERS	STIHL: HEDGE TRIMMER X 1 & BRUSHCUTTER X 2	1,507.00	
EFT7499	17/01/2020	QUAIRADING AGRI SERVICES	YOUTH CENTRE: 50LT ESKY	110.00	
EFT7500	17/01/2020	CDA AIR CONDITIONING &	64 CORALING STREET: REPAIRS TO AIRCONDITIONER	162.50	
EFT7501	17/01/2020	PERFECT COMPUTER SOLUTIONS PTY LTD	MONTHLY FEE FOR DAILY MONITORING, MANAGEMENT AND RESOLUTION OF DISASTER RECOVERY	85.00	
EFT7502	17/01/2020	QUAIRADING TYRE & BATTERY SUPPLIES	UNLEADED FUEL FOR COMMUNITY CAR	123.00	FULLY
EFT7503	17/01/2020	GRAEME ASHLEY FARDON	REIMBURSEMENT: AUSTRALIA DAY CUPS, SERVIETTES & TRAYS	70.36	
EFT7504	17/01/2020	INDUSTRIAL PROTECTIVE PRODUCTS	ANSELL HYFLEX GLOVES X 10	29.15	
EFT7505	17/01/2020	MARNHAM'S MECHANICAL SERVICES	Q237: REPAIRS & MATERIALS TO EXHAUST MANIFOLD & CYLINDER HEAD	3,137.22	
EFT7506	17/01/2020	MICHAELA LIZETTE STONE	REIMBURSEMENT: PRE-EMPLOYMENT MEDICAL	72.60	
EFT7507	17/01/2020	WESTRAC PTY LTD	Q368: CHECK ENGINE NOISE & FAULT CODES	620.13	
EFT7508	17/01/2020	G J JONES PLUMBING	SUPPLY & FIT: 2 X SOLENOIDS AT OVAL	2,033.63	
EFT7509	17/01/2020	LESLEY MCHENRY	REIMBURSEMENT: COTTAGE BOND	200.00	FULLY
EFT7510	17/01/2020	CHATFIELDS	SEEDLINGS FOR REVEGETATION PROJECT	618.11	
EFT7511	17/01/2020	FIRE & SAFETY WA	FIRE BOOTS - CESM	191.40	FULLY
EFT7512	17/01/2020	RICHARD BLEAKLEY	REIMBURSEMENT: CHILDRENS WEEK ART MATERIALS	84.00	
EFT7513	17/01/2020	PUMPWEST ENGINEERING P/L	SUPPLY & INSTALL SUBMERSIBLE PUMP TO BORE FIELDS	2,469.50	
EFT7514	17/01/2020	LGIS RISK MANAGEMENT	REGIONAL RISK CO-ORDINATOR PROGRAM 2019-20 1ST INSTALMENT	5,336.10	
EFT7515	17/01/2020	AG IMPLEMENTS QUAIRADING	Q551 - AIR FILTER	50.66	
EFT7516	17/01/2020	MOORE STEPHENS	FINAL BILLING: AUDIT EXPENSES FOR YEAR ENDED 30TH JUNE 2019	12,986.07	
EFT7517	17/01/2020	DEPARTMENT OF MINES, INDUSTRY	BUILDING SERVICES LEVY FEES X 4	269.69	FULLY
EFT7518	17/01/2020	ALLSTRONG OUTDOOR GARAGE DOORS	AKV UNIT 3: SERVICE OF GARAGE DOOR	165.00	
EFT7519	17/01/2020	NORTH QUAIRADING CONTRACTORS PTY	GRAVEL/SAND CARTING: OLD BEVERLEY EAST ROAD	21,450.00	
EFT7520	17/01/2020	ANTHEA STRAUSS	UNIFORM REIMBURSEMENT	41.00	
EFT7521	17/01/2020	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT: OLD BEVERLEY EAST ROAD	3,528.53	FULLY
EFT7522	17/01/2020	LYNETTE BROCKMAN	REIMBURSEMENT: COTTAGE BOND	200.00	FULLY
EFT7523	17/01/2020	CWB ELECTRICAL & A/C	AKV: ASSIST GARDENER WITH SOLENOID FAULT IN RETICULATION SYSTEM	1,111.99	
EFT7524	17/01/2020	STEVEMACS	CALIBRATION OF FUEL BOWSERS	528.00	
EFT7525	17/01/2020	KWIK CUT	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7526	17/01/2020	AARON SMITH	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7527	17/01/2020	NATIONAL PEN	AUSTRALIA DAY LOGO LAUNCH: BRANDED PENS	653.07	
EFT7528	17/01/2020	RESULTS SALES PROMOTION PTY LTD	AUSTRALIA DAY LOGO LAUNCH: PRINTED SUNSCREENS	702.45	
EFT7529	17/01/2020	MAYDAY SERVICES	DRY HIRE 12T DRUM ROLLER	5,566.00	FULLY
EFT7530	17/01/2020	BOC LIMITED	CONTAINER RENTAL: MEDICAL CENTRE & DEPOT	49.28	
EFT7531	23/01/2020	TOLL TRANSPORT PTY LTD	FREIGHT OF FIRE & SAFETY EQUIP & PROTECTIVE CLOTHING	21.45	FULLY
EFT7532	23/01/2020	IT VISION	IMPLEMENTATION OF SYNERGY SOFTWARE, ANNUAL LICENCE FEES UPTO 30/06/20	5,653.08	

EFT7533	23/01/2020	BURGESS RAWSON	WATER RATES & USAGE 10/04/19 - 31/08/19 - PTA LEASE PROPERTIES	239.62	
EFT7534	23/01/2020	WATER CORP	CANCELLED EFT	0.00	
EFT7535	23/01/2020	A W DUNCAN CARPENTRY SERVICES	INSTALL PAPER TOWEL HOLDERS TO OVAL CHANGEROOMS	71.50	
EFT7536	23/01/2020	QUAIRADING TENNIS CLUB INC	2019/20 ROUND 2 COMMUNITY GRANTS QUAIRADING TENNIS CLUB WATER COOLER	1,483.00	
EFT7537	23/01/2020	DOODENANNING SPORTING CLUB	2019/20 ROUND 2 - COMMUNITY GRANT - DEFIBRILLATOR & FIRST AID EQUIPMENT	500.00	
EFT7538	23/01/2020	MARNHAM'S MECHANICAL SERVICES	Q5122: 200,000KM SERVICE LABOUR & PARTS	1,812.81	
EFT7539	23/01/2020	LANDMARK	BARM STAMINA 20LT X 4	1,166.00	
EFT7540	23/01/2020	G J JONES PLUMBING	EXCAVATOR HIRE: GRAVES X 2	220.00	
EFT7541	23/01/2020	ALLFILTERS PTY LTD	FILTERS FOR WATER CHILLER - ADMIN CENTRE	165.00	
EFT7542	23/01/2020	SUNNY INDUSTRIAL BRUSHWARE	4 X SIDE BRUSHES & 1 X CENTRE BRUSH FOR CORE REFILL	834.46	
EFT7543	23/01/2020	QUICK CORPORATE	STATIONERY: AMDIN & MEDICAL CENTRE	389.15	
EFT7544	23/01/2020	DAVID COLLARD	REIMBURSEMENT: COMMUNITY BUILDING & KEY BOND	625.00	FULLY
EFT7545	23/01/2020	DEPARTMENT OF MINES, INDUSTRY	BUILDING SERVICES LEVY FEE X 2	113.30	FULLY
EFT7546	23/01/2020	PRIMARIES	RISER, ELBOW & 4M STAINLESS STEEL CHAIN	189.85	
EFT7547	23/01/2020	PROFORM CIVIL	CUNDERDIN ROAD- FEATURE SURVEY (SLK 14.12 - 19.34)	8,606.40	PARTIAL 93%
EFT7548	23/01/2020	ALLWEST PLANT HIRE	DRY HIRE OF ROLLER: OLD BEVERLEY EAST ROAD	2,530.00	FULLY
EFT7549	23/01/2020	CANNON HYGIENE AUSTRALIA	12 MTHS SANITARY UNIT SERVICE: DEPOT & CRC	426.80	
EFT7550	31/01/2020	ST JOHN AMBULANCE AUSTRALIA -	REPLACEMENT OF DEFIBRILLATOR PADS AT SWIMMING POOL	105.00	
EFT7551	31/01/2020	AUSTRALIAN TAXATION OFFICE	BAS FOR MONTH OF DECEMBER	18,106.00	
EFT7552	31/01/2020	JR & A HERSEY PTY LTD	36 X RIGGER GLOVES & 24 X LATEX GLOVES	435.49	
EFT7553	31/01/2020	QUAIRADING COMMUNITY RESOURCE	WEBSITE/GYM MANAGEMENT & CLEANING, PHOTOCOPYING & LAMINATING SERVICES	1,205.30	
EFT7554	31/01/2020	SUNNY SIGN COMPANY PTY LTD	37 X GALV PIPE, 50 X POST CAPS, 200 X BOLT SETUPS & 100 X CUPHEADS WITH NUTS	2,287.45	
EFT7555	31/01/2020	PERFECT COMPUTER SOLUTIONS PTY	WORRY FREE ANTI VIRUS	924.00	
EFT7556	31/01/2020	A W DUNCAN CARPENTRY SERVICES	MEDICAL PRACTICE: REPAIRS TO DOOR LOCK, DOOR STOPPER & MOP HOOKS	325.88	
EFT7557	31/01/2020	SARAH CAPORN	PROJECT MANAGEMENT: INTERNAL FITOUT OF PARK COTTAGES	3,440.00	
EFT7558	31/01/2020	CONTRACT AQUATIC SERVICES	MONTHLY CONTRACT FEE FOR JANUARY & ADDITIONAL OPENING HRS	16,527.50	
EFT7559	31/01/2020	NORTHAM CARPET COURT	7 EDWARDS WAY: SUPPLY AND INSTALL X1 VENETIAN BLIND IN KITCHEN	720.80	
EFT7560	31/01/2020	QUICK CORPORATE	ADMIN: STATIONERY	42.57	
EFT7561	31/01/2020	YORK LANDSCAPE SUPPLIES	SWIMMING POOL: REPLACE DAMAGED RETICULATION CONTROLLER	573.00	
EFT7562	31/01/2020	WA CONTRACT RANGER SERVICES PTY	RANGER SERVICES: 07/01/20 & 15/01/20	561.00	
EFT7563	31/01/2020	TOODYAY TRENCHERS	LOCATE SERVICES FOR FENCING: WINMAR ROAD	750.00	
EFT7564	31/01/2020	CWB ELECTRICAL & A/C	7 EDWARDS WAY: REPAIRS TO A/C, HOT WATER & LIGHT FAULTS	105.40	
EFT7565	31/01/2020	PLUMBERJ'S MOBILE PLUMBING	PLUMBING PARTS & REPAIRS TO: CHILDCARE CENTRE, ADMIN, 64 CORALING STREET, 19 POWELL CRESCENT, COTTAGE & DEPOT	1,012.00	
23697	07/01/2020	TELSTRA	MOBILE PHONE USAGE & CHARGES TO 15/12/19	420.00	
23698	07/01/2020	SYNERGY	POWER USAGE & CHARGES 13/11/19 - 10/12/19	682.23	
23699	14/01/2020	TELSTRA	PHONE USAGE & CHARGES TO 28/12/19	2,427.95	
23700	23/01/2020	SYNERGY	POWER USAGE & CHARGES 31/10/19 - 02/01/20	18,176.40	
23701	23/01/2020	QUAIRADING RSL	2019/20 ROUND 2 COMMUNITY GRANT FOR NATIONAL SERVICEMAN'S MEMORIAL PLAQUE	1,500.00	
DC01002	15/01/2020	WA SUPER	SUPERANNUATION CONTRIBUTIONS	8,638.36	
DC01002	15/01/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	946.44	
DC01002	15/01/2020	AMP FLEXIBLE LIFETIME	SUPERANNUATION CONTRIBUTIONS	407.80	
DC01002	15/01/2020	MLC MASTERKEY SUPER GOLD STAR	SUPERANNUATION CONTRIBUTIONS	376.39	
DC01002	15/01/2020	MTAA SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	266.27	
DC01002	15/01/2020	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	606.69	
DC01002	15/01/2020	ASGARD INFINITY E WRAP SUPER	SUPERANNUATION CONTRIBUTIONS	503.97	
DC01002	15/01/2020	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	647.72	
DC01002	15/01/2020	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	239.15	

DC01002	15/01/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	1,045.06	
DC01002	15/01/2020	HESTA	SUPERANNUATION CONTRIBUTIONS	66.88	
DC01002	15/01/2020	COMMONWEALTH ESSENTIALSUPER	SUPERANNUATION CONTRIBUTIONS	223.10	
DC01002	15/01/2020	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	473.06	
DC01002	15/01/2020	FIVE OAKS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	294.80	
				<b>437,211.44</b>	

**TRANSPORT TAKINGS FOR THE MONTH ENDING**

**January 2019**

**Attachment 9.3.2**

<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT \$</b>
2/01/2020	TRANSPORT TAKINGS	1,898.25
3/01/2020	TRANSPORT TAKINGS	2,122.60
6/01/2020	TRANSPORT TAKINGS	1,977.45
7/01/2020	TRANSPORT TAKINGS	1,733.00
8/01/2020	TRANSPORT TAKINGS	4,244.10
9/01/2020	TRANSPORT TAKINGS	881.55
10/01/2020	TRANSPORT TAKINGS	172.95
13/01/2020	TRANSPORT TAKINGS	185.85
14/01/2020	TRANSPORT TAKINGS	283.85
15/01/2020	TRANSPORT TAKINGS	633.55
16/01/2020	TRANSPORT TAKINGS	708.05
17/01/2020	TRANSPORT TAKINGS	12,831.55
20/01/2020	TRANSPORT TAKINGS	1,642.50
21/01/2020	TRANSPORT TAKINGS	1,180.65
22/01/2020	TRANSPORT TAKINGS	934.95
23/01/2020	TRANSPORT TAKINGS	200.00
24/01/2020	TRANSPORT TAKINGS	2,122.50
28/01/2020	TRANSPORT TAKINGS	1,704.05
29/01/2020	TRANSPORT TAKINGS	2,694.25
		<b>38,151.65</b>
	TRANSPORT TAKINGS	
	TRANSPORT TAKINGS	
<b>AMOUNTS YET TO BE DRAWN</b>		<b>-</b>

**Important notice regarding Autopay Direct Debit Arrangement- Direct Debit**

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

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

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

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

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

**BusinessChoice Everyday VISA Card**

Date of Transaction	Description	Debits/Credits	Cardholder Comments
	<b>Purchases</b>		
04 DEC	WHITECARDONLINE BRISBANE AU	38.50	4972 Staff Training
10 DEC	SCHOOLS & EDUCATIONAL SERVIC AU	27.70	Q3446 Plate change
16 DEC	SHIRE OF QUAIRADING QUAIRADING AU	27.70	Q649 Plate change
17 DEC	SHIRE OF QUAIRADING QUAIRADING AU	284.20	Q649 Registration
18 DEC	SHIRE OF QUAIRADING QUAIRADING AU	283.10	Q3446 Registration
17 DEC	RENDEZVOUS STUDIO HO PERTH AU	227.15	4972 Staff Training
18 DEC	HOTELS, MOTELS, RESORTS - LO AU	306.00	Q372 Other Exp.
19 DEC	MISTER MAGNETSMISTER P TULLAMARINE AU	232.43	Q372 Other Exp.
	QUICK-COPY, REPRODUCTION & B AU		
	FAST PRINTING GROUP SURRY HILLS AU		
	MISCELLANEOUS PUBLISHING AND AU		
	<b>Sub Total:</b>	<b>1,426.78</b>	
	<b>Miscellaneous Transactions</b>		
29 DEC	TRANSFER CLOSING BALANCE TO BILLING ACCT	1,426.78 -	
	<b>Sub Total:</b>	<b>1,426.78 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	

5001898 / M000496 / 362 / CNT VPCP1





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

Cardholder Signature

Date

4/1/2020

Transactions examined and approved.

Manager/Supervisor Signature

Date

20/1/2020

Remember to always keep your pass code secret - don't tell anyone or let them see it. Never write your pass code on your card or on anything that could be lost or stolen. If you do need to record a reminder, you must make every effort to disguise it. You may be liable for losses if you don't protect your pass code.

To help you learn how you can protect your card against unauthorised transactions, you can find more information at [westpac.com.au/businessdispute](http://westpac.com.au/businessdispute)



## 9.4 Financial Information—Statements of Income and Expenditure for the Period Ending – 31<sup>st</sup> January 2020

<b>Meeting Date</b>	27 <sup>th</sup> February 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellon
<b>Attachments</b>	9.4.1 Financial Statements for January
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

That Council receive the Monthly Financial Statements for the period ending 31<sup>st</sup> January 2020.

**VOTING REQUIREMENTS** – Simple Majority

### IN BRIEF

- Monthly Financial Statements for the period ending 31<sup>st</sup> January 2020 attached.
- Monthly Financial Statements have been updated based on the Moore Stephens Monthly Statements Model.
- The Monthly Financial Statements report include the Fund Balances Report and the Variance Report previously reported separately.

### MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements

### BACKGROUND

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

### STATUTORY ENVIRONMENT

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

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

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

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

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

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

Governance Objective: Strong governance and community engagement

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

**COMMUNITY CONSULTATION**

Nil

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

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

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

**COMMENT**

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

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

**SHIRE OF QUAIRADING**

**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 January 2020**

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

**TABLE OF CONTENTS**

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

**THIS PAGE INTENTIONALLY LEFT BLANK**

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**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
<b>Capital Expenditure</b>					
<b>Land &amp; Buildings</b>					
Park Cottages	93.19%	205,151	205,151	191,173	(13,978)
Industrial Lots	0.00%	155,852	155,851	-	(155,851)
<b>Plant &amp; Equipment</b>					
Q3919 - Dynapac Steel Roller	0.00%	145,000	-	-	-
Q430 - Caterpillar Bobcat	0.00%	85,000	-	-	-
<b>Infrastructure - Roads</b>					
2019/20 Roads Program	49.07%	1,579,323	726,269	774,900	48,631
<b>Other Infrastructure</b>					
Oval Lighting	9.16%	175,090	175,090	16,045	(159,045)
Bowling Green Repairs	100.00%	181,603	181,603	181,603	(0)
Old School Site	0.00%	93,360	-	-	-
<b>Operational</b>					
Medical Practice Expense	68.42%	306,716	225,060	209,841	(15,219)
Roads Maintenance	54.14%	643,303	375,260	348,300	(26,960)

% Compares current ytd actuals to annual budget

Financial Position	* Note	Prior Year		Current Year	
		31 January 2019	31 January 2020	31 January 2019	31 January 2020
Adjusted Net Current Assets	239%	\$ 925,165	\$ 2,213,055		
Cash and Equivalent - Unrestricted	244%	\$ 928,571	\$ 2,268,823		
Cash and Equivalent - Restricted	121%	\$ 2,691,245	\$ 3,256,712		
Receivables - Rates	119%	\$ 292,036	\$ 346,911		
Receivables - Other	101%	\$ 122,514	\$ 123,845		
Payables	190%	\$ 242,129	\$ 460,088		

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

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**INFORMATION**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 20th February 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.

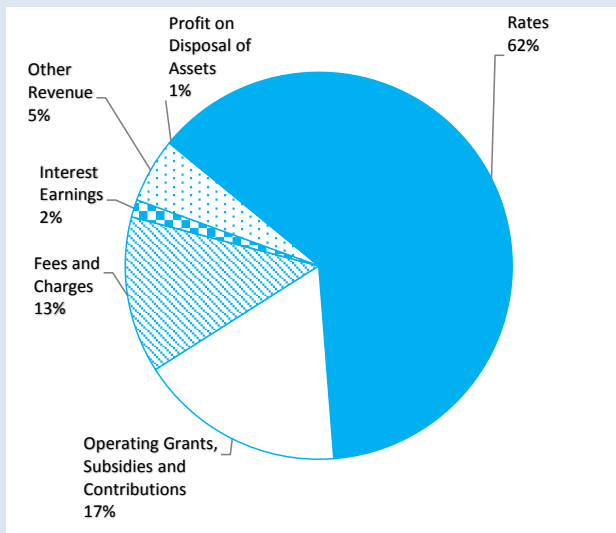
**ROUNDING OFF FIGURES**

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

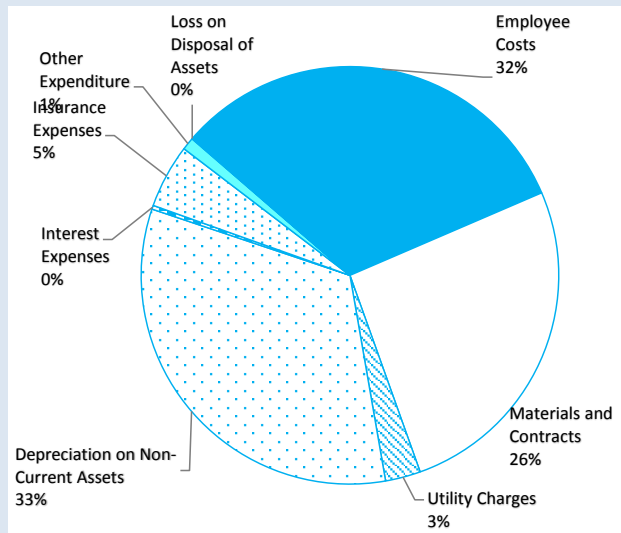
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**SUMMARY GRAPHS**

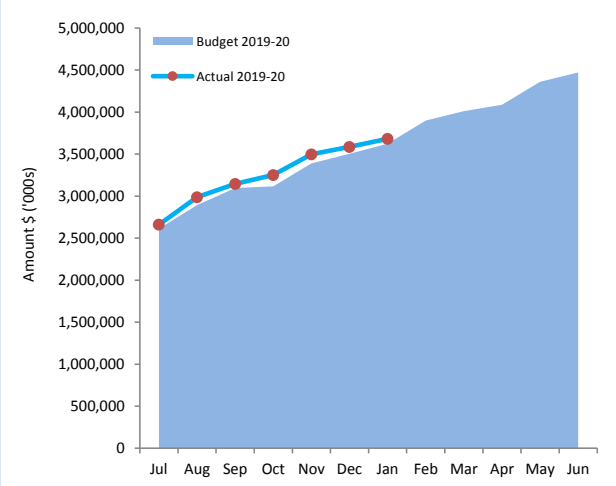
**OPERATING REVENUE**



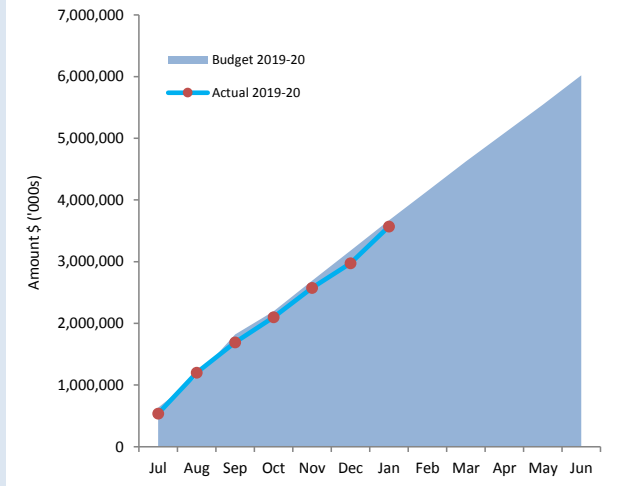
**OPERATING EXPENSES**



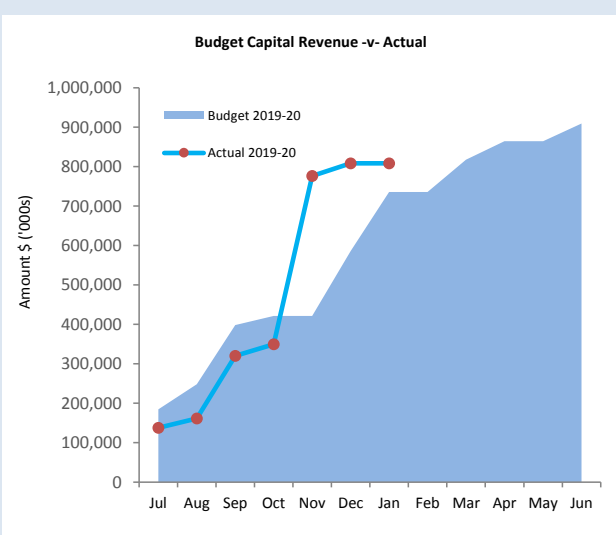
**Budget Operating Revenues -v- Actual**



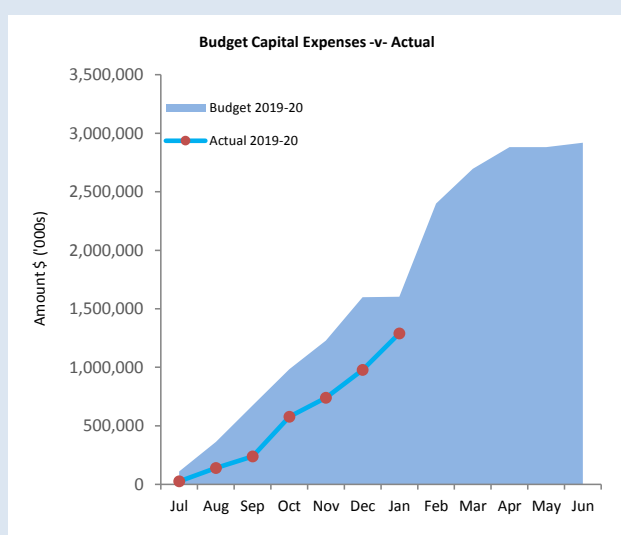
**Budget Operating Expenses -v-YTD Actual**



**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 JANUARY 2020**

**STATUTORY REPORTING PROGRAMS**

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

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	1(b)	2,233,386	2,233,386	<b>2,376,208</b>	142,822	6%	
<b>Revenue from operating activities</b>							
Governance		5,824	5,616	<b>9,652</b>	4,036	72%	
General Purpose Funding - Rates	5	2,299,602	2,287,033	<b>2,296,570</b>	9,537	0%	
General Purpose Funding - Other		977,509	513,857	<b>504,261</b>	(9,597)	(2%)	
Law, Order and Public Safety		197,103	106,715	<b>98,193</b>	(8,522)	(8%)	
Health		114,629	100,200	<b>131,836</b>	31,635	32%	▲
Education and Welfare		190,279	114,947	<b>116,483</b>	1,536	1%	
Housing		109,576	63,922	<b>57,247</b>	(6,675)	(10%)	
Community Amenities		164,458	144,792	<b>130,970</b>	(13,822)	(10%)	
Recreation and Culture		30,944	18,206	<b>20,494</b>	2,288	13%	
Transport		175,613	152,003	<b>162,437</b>	10,434	7%	
Economic Services		134,185	72,860	<b>57,505</b>	(15,355)	(21%)	▼
Other Property and Services		100,246	72,669	<b>96,501</b>	23,833	33%	▲
		<b>4,499,968</b>	<b>3,652,820</b>	<b>3,682,148</b>	29,328	1%	
<b>Expenditure from operating activities</b>							
Governance		(649,699)	(416,473)	<b>(339,968)</b>	76,506	18%	▲
General Purpose Funding		(83,039)	(48,439)	<b>(31,911)</b>	16,528	34%	▲
Law, Order and Public Safety		(362,226)	(219,587)	<b>(215,324)</b>	4,263	2%	
Health		(409,057)	(286,221)	<b>(255,913)</b>	30,309	11%	▲
Education and Welfare		(356,815)	(219,678)	<b>(179,515)</b>	40,163	18%	▲
Housing		(183,945)	(112,454)	<b>(90,103)</b>	22,351	20%	▲
Community Amenities		(494,667)	(289,234)	<b>(242,210)</b>	47,024	16%	▲
Recreation and Culture		(933,928)	(573,213)	<b>(518,624)</b>	54,589	10%	
Transport		(2,054,888)	(1,200,051)	<b>(1,188,678)</b>	11,373	1%	
Economic Services		(584,673)	(346,360)	<b>(274,517)</b>	71,843	21%	▲
Other Property and Services		(72,730)	(76,101)	<b>(233,487)</b>	(157,386)	(207%)	▼
		<b>(6,185,667)</b>	<b>(3,787,812)</b>	<b>(3,570,249)</b>	217,563	6%	
<b>Operating activities excluded from budget</b>							
Add Back Depreciation		1,931,312	1,126,599	<b>1,173,651</b>	47,052	4%	
Adjust (Profit)/Loss on Asset Disposal	6	11,094	0	<b>(14,882)</b>	(14,882)		▼
Adjust Provisions and Accruals		3,478	0	<b>1,036</b>	1,036		
<b>Amount attributable to operating activities</b>		<b>260,185</b>	<b>991,607</b>	<b>1,271,705</b>	<b>280,097</b>	(28%)	
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions		975,773	802,075	<b>593,834</b>	(208,241)	(26%)	▼
Proceeds from Disposal of Assets	6	154,050	9,050	<b>64,686</b>	55,636	615%	▲
Capital Acquisitions	7	(3,032,069)	(1,655,754)	<b>(1,290,448)</b>	365,307	22%	▲
<b>Amount attributable to investing activities</b>		<b>(1,902,246)</b>	<b>(844,629)</b>	<b>(631,928)</b>	<b>212,702</b>	25%	▲
<b>Financing Activities</b>							
Proceeds from New Debentures		150,000	150,000	<b>150,000</b>	0	0%	
Self-Supporting Loan Principal		36,341	26,485	<b>26,485</b>	0	0%	
Transfer from Reserves	9	806,544	0	<b>308,600</b>	308,600		▲
Repayment of Debentures	8	(94,443)	(49,064)	<b>(49,064)</b>	0	0%	
Transfer to Reserves	9	(1,300,000)	(1,120,000)	<b>(1,142,902)</b>	(22,902)	(2%)	
<b>Amount attributable to financing activities</b>		<b>(401,558)</b>	<b>(992,579)</b>	<b>(706,881)</b>	<b>285,698</b>	29%	
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>189,767</b>	<b>1,387,785</b>	<b>2,309,104</b>	921,320	(66%)	

**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 JANUARY 2020

### 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 JANUARY 2020**

**BY NATURE OR TYPE**

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	1(b)	2,233,386	2,233,386	<b>2,376,208</b>	142,822	6%	
<b>Revenue from operating activities</b>							
Rates	5	2,299,602	2,287,033	<b>2,296,570</b>	9,537	0%	
Operating Grants, Subsidies and Contributions		1,198,927	708,324	<b>634,296</b>	(74,028)	(10%)	▼
Fees and Charges		617,627	437,221	<b>482,043</b>	44,822	10%	▲
Interest Earnings		74,389	43,391	<b>53,651</b>	10,260	24%	▲
Other Revenue		294,463	176,852	<b>199,296</b>	22,444	13%	▲
Profit on Disposal of Assets	6	14,960	0	<b>16,292</b>	16,292		
		<b>4,499,968</b>	<b>3,652,820</b>	<b>3,682,148</b>	29,328	1%	
<b>Expenditure from operating activities</b>							
Employee Costs		(2,187,004)	(1,295,009)	<b>(1,147,544)</b>	147,466	11%	▲
Materials and Contracts		(1,525,723)	(991,333)	<b>(928,590)</b>	62,743	6%	
Utility Charges		(230,430)	(134,396)	<b>(97,397)</b>	36,999	28%	▲
Depreciation on Non-Current Assets		(1,931,312)	(1,126,599)	<b>(1,173,651)</b>	(47,052)	(4%)	
Interest Expenses		(24,077)	(14,045)	<b>(10,602)</b>	3,443	25%	
Insurance Expenses		(168,455)	(168,455)	<b>(176,349)</b>	(7,895)	(5%)	
Other Expenditure		(92,612)	(57,975)	<b>(34,707)</b>	23,268	40%	▲
Loss on Disposal of Assets	6	(26,054)	0	<b>(1,411)</b>	(1,411)		
		<b>(6,185,667)</b>	<b>(3,787,812)</b>	<b>(3,570,249)</b>	217,563	(6%)	
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,931,312	1,126,599	<b>1,173,651</b>	47,052	4%	
Adjust (Profit)/Loss on Asset Disposal	6	11,094	0	<b>(14,882)</b>	(14,882)		▼
Adjust Provisions and Accruals		3,478	0	<b>1,036</b>	1,036		
<b>Amount attributable to operating activities</b>		<b>260,185</b>	<b>991,607</b>	<b>1,271,705</b>	280,097	28%	
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions		975,773	802,075	<b>593,834</b>	(208,241)	(26%)	▼
Proceeds from Disposal of Assets	6	154,050	9,050	<b>64,686</b>	55,636	615%	▲
Land held for resale		0	0	<b>0</b>	0		
Capital acquisitions	7	(3,032,069)	(1,655,754)	<b>(1,290,448)</b>	365,307	22%	▲
<b>Amount attributable to investing activities</b>		<b>(1,902,246)</b>	<b>(844,629)</b>	<b>(631,928)</b>	212,702	(25%)	
<b>Financing Activities</b>							
Proceeds from New Debentures		150,000	150,000	<b>150,000</b>	0	0%	
Self-Supporting Loan Principal		36,341	26,485	<b>26,485</b>	0	0%	
Transfer from Reserves	9	806,544	0	<b>308,600</b>	308,600		▲
Repayment of Debentures	8	(94,443)	(49,064)	<b>(49,064)</b>	0	0%	
Transfer to Reserves	9	(1,300,000)	(1,120,000)	<b>(1,142,902)</b>	(22,902)	(2%)	
<b>Amount attributable to financing activities</b>		<b>(401,558)</b>	<b>(992,579)</b>	<b>(706,881)</b>	285,698	(29%)	
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>189,767</b>	<b>1,387,785</b>	<b>2,309,104</b>	921,320	66%	

**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 JANUARY 2020**

**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 JANUARY 2020

OPERATING ACTIVITIES  
NOTE 1(b)  
ADJUSTED NET CURRENT ASSETS

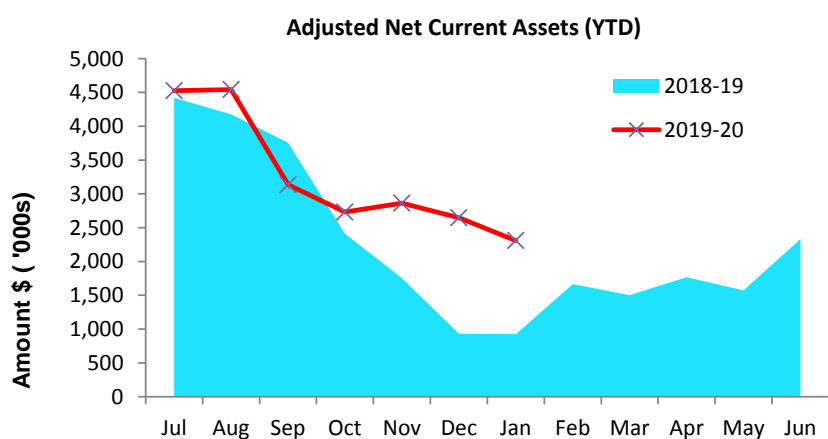
	Ref Note	Last Years Closing 30 June 2019	This Time Last Year 31 Jan 2019	Year to Date Actual 31 Jan 2020
<b>Adjusted Net Current Assets</b>		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	3	2,215,132	928,571	2,268,823
Cash Restricted	3	2,518,144	2,691,245	3,256,712
Receivables - Rates	4	237,459	292,036	346,911
Receivables - Other	4	192,221	122,514	123,845
Expected Credit Loss Allowance	4	(18,933)	0	(18,933)
Income Accrued		4,699	0	(1,277)
Prepaid Expenses		13,347	0	0
Interest / ATO Receivable		26,115	44,638	54,926
Inventories		4,870	(27,245)	10,202
		5,193,054	4,051,759	6,041,209
<b>Less: Current Liabilities</b>				
Payables		(341,006)	(242,129)	(460,088)
Provisions - employee		(81,311)	(393,660)	(315,963)
Long term borrowings		(315,964)	(30,417)	(32,247)
		(738,281)	(666,206)	(808,298)
<b>Unadjusted Net Current Assets</b>		<b>4,454,773</b>	<b>3,385,553</b>	<b>5,232,911</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Cash reserves	3	(2,326,360)	(2,691,245)	(3,256,712)
Less: Land held for resale		0	0	0
Less: Loans receivable		(35,811)	0	1,277
Add: Provisions - employee		202,295	200,440	203,331
Add: Long term borrowings		81,311	30,417	32,247
<b>Adjusted Net Current Assets</b>		<b>2,376,208</b>	<b>925,165</b>	<b>2,213,055</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



**This Year YTD**

**Surplus(Deficit)**

**\$2.21 M**

**Last Year YTD**

**Surplus(Deficit)**

**\$.93 M**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**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
	\$	%			
<b>Revenue from operating activities</b>					
Health	31,635	32%	▲	Timing	Timing of Medical Practice Income
Economic Services	(15,355)	(21%)	▼	Timing	Income from Cabins under budgeted income
Other Property and Services	23,833	33%	▲	Permanent	Sale of surplus electrical goods and Contributions for Long Service Leave
<b>Expenditure from operating activities</b>					
Governance	76,506	18%	▲	Timing	Timing of Accounting Fees, Risk Co-ordinator Program, Integrated Planning Costs in Administration
General Purpose Funding	16,528	34%	▲	Timing	Timing of Valuation Expenses and Administration Allocation
Health	30,309	11%	▲	Timing	Timing of Medical Practice and Centre expenses
Education and Welfare	40,163	18%	▲	Timing	Timing of Independent Living Units Design and expenses at AKV
Housing	22,351	20%	▲	Timing	Timing of Maintenance expenses
Community Amenities	47,024	16%	▲	Timing	Timing of costs for Town Planning, Cemetery and Badjalung Drain Survey
Economic Services	71,843	21%	▲	Timing	Timing of costs at Caravan Park, CDO other and Tourist Promotion expenses
Other Property and Services	(157,386)	(207%)	▼	Timing	Under allocation of PWO, POC costs higher than budgeted
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	(208,241)	(26%)	▼	Timing	Timing of Roads and Audio town Hall Visual Grants, Portable Generator and Oval Lighting
Proceeds from Disposal of Assets	55,636	615%	▲	Timing	Timing of Proceeds of Sale
Capital Acquisitions	365,307	22%	▲	Timing	Timing of Capital Projects

**KEY INFORMATION**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS**

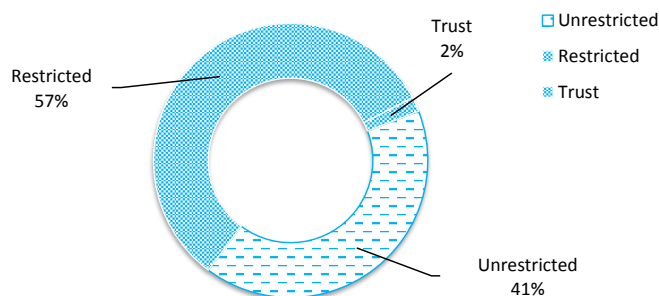
<b>Cash and Investments</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Trust</b>	<b>Total YTD Actual</b>	<b>Institution</b>	<b>Interest Rate</b>	<b>Maturity Date</b>
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	650			650			
<b>At Call Deposits</b>							
Municipal Fund	435,238			435,238	Westpac		
Medical Centre	97			97	Westpac		
Child Care Centre	4,432			4,432	Westpac		
Municipal On Call	920,000			920,000	Westpac	0.10%	
Reserve Fund On Call		52,159		52,159	Westpac	0.10%	
Trust Fund			95,452	95,452	Westpac		
<b>Term Deposits</b>							
Municipal Investment - Term Deposit	305,856			305,856	Westpac	0.78%	05-Feb-20
Municipal Investment - Term Deposit	301,795			301,795	Westpac	1.52%	03-Apr-20
Municipal Investment - Term Deposit	301,354			301,354	Westpac	1.49%	03-Mar-20
Reserve Investment - Term Deposit		481,771		481,771	Westpac	1.49%	03-Mar-20
Reserve Investment - Term Deposit		973,107		973,107	Westpac	1.55%	12-Apr-20
Reserve Investment - Term Deposit		464,421		464,421	Westpac	1.49%	22-Feb-20
Reserve Investment - Term Deposit		1,189,205		1,189,205	Westpac	1.52%	23-Mar-20
<b>Total</b>	<b>2,269,421</b>	<b>3,160,662</b>	<b>95,452</b>	<b>5,525,535</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



**Total Cash**

**\$5.53 M**

**Unrestricted**

**\$2.27 M**



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Rates Receivable	30 June 2019	31 Jan 20
	\$	\$
Opening Arrears Previous Years	183,897	237,459
Levied this year	2,394,734	2,489,560
Less Collections to date	(2,341,172)	(2,380,108)
<b>Equals Current Outstanding</b>	<b>237,459</b>	<b>346,911</b>
<b>Net Rates Collectable</b>	<b>237,459</b>	<b>346,911</b>
% Collected	97.76%	95.60%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	132,568	1,431	54	25,785	159,838
Percentage	83%	1%	0%	16%	
<b>Balance per Trial Balance</b>					
Sundry debtors					70,664
Loss Allowance					(18,933)
GST receivable					54,926
Pensioner Rebates					53,181
<b>Total Receivables General Outstanding</b>					<b>159,838</b>

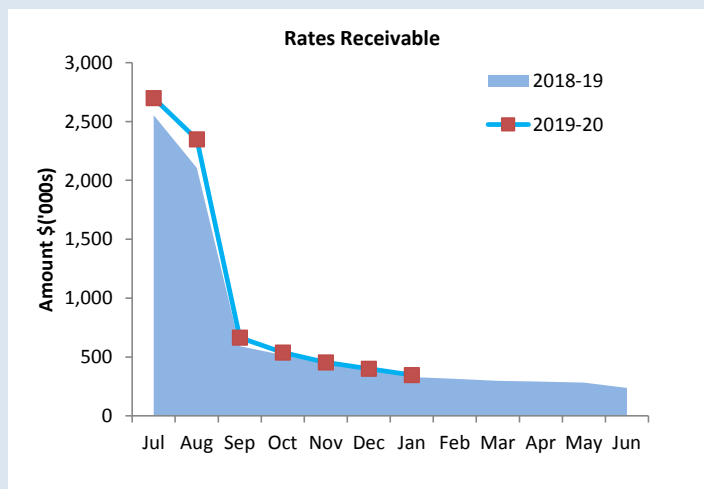
Amounts shown above include GST (where applicable)

**KEY INFORMATION**

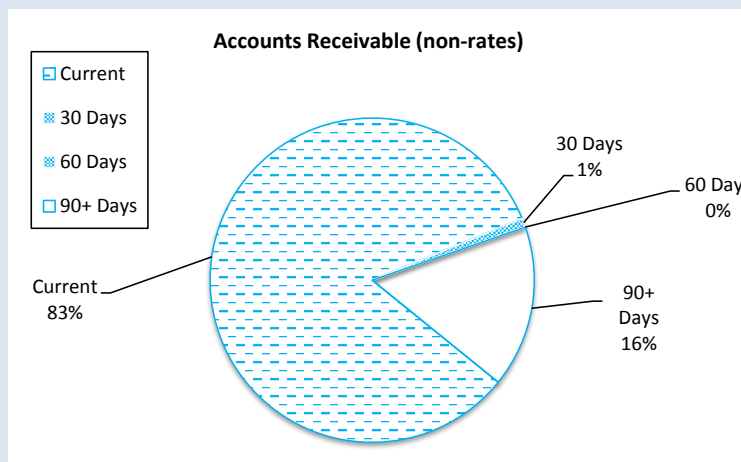
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

**SIGNIFICANT ACCOUNTING POLICIES**

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



Collected	Rates Due
<b>96%</b>	<b>\$346,911</b>



<b>Debtors Due</b>
<b>\$159,838</b>
<b>Over 30 Days</b>
<b>17%</b>
<b>Over 90 Days</b>
<b>16%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE**

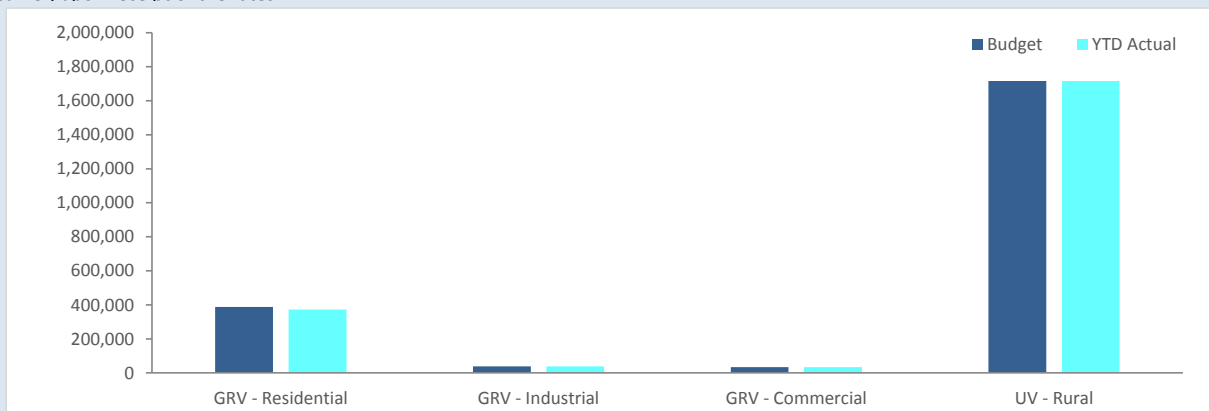
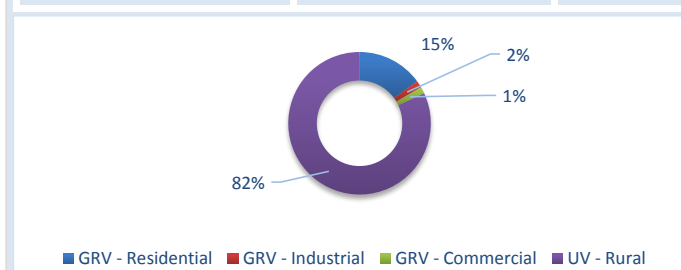
General Rate Revenue	Amended Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
<b>RATE TYPE</b>	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV - Residential	0.135679	315	2,563,032	347,750	0	0	347,750	332,746	0	0	332,746
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	(64)	0	1,820,170
	Minimum \$										
GRV - Residential	650	61	66,044	39,650	0	0	39,650	39,650	0	0	39,650
GRV - Industrial	650	5	6,315	3,250	0	0	3,250	3,250	0	0	3,250
GRV - Commercial	650	0		0	0	0	0	0	0	0	0
UV - Rural	650	30	854,736	19,500	0	0	19,500	19,500	0	0	19,500
<b>Sub-Totals</b>		<b>816</b>	<b>151,974,788</b>	<b>2,299,602</b>	<b>0</b>	<b>0</b>	<b>2,299,602</b>	<b>2,284,598</b>	<b>-64</b>	<b>0</b>	<b>2,284,534</b>
Write Offs							(700)				(120)
<b>Amount from General Rates</b>							<b>2,298,902</b>				<b>2,284,414</b>
Ex-Gratia Rates							12,642				12,156
<b>Total General Rates</b>							<b>2,311,544</b>				<b>2,296,570</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

General Rates		
Budget	YTD Actual	%
<b>\$2.3 M</b>	<b>\$2.28 M</b>	<b>99%</b>

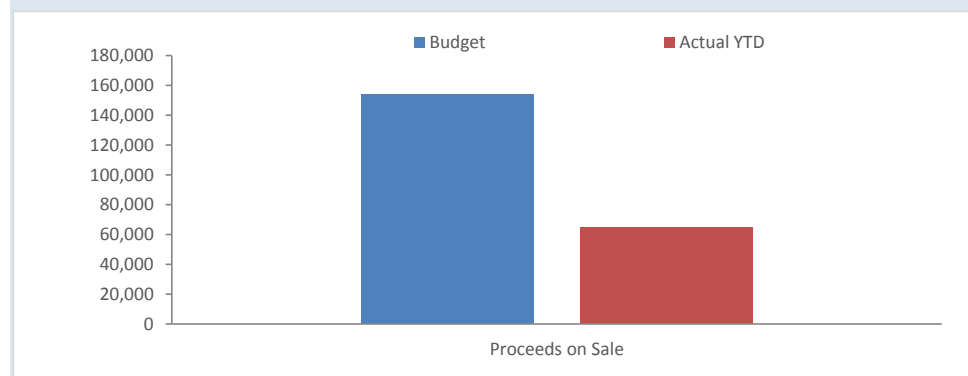


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020

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		8,588	12,909	4,321	
P649	Mazda BT 50	14,325	14,000		(325)	15,205	19,091	3,886	
P430	Caterpillar Bobcat	14,375	12,000		(2,375)				
P582	Isuzu NPR 300 Tipper	19,438	27,000	7,562					
P3919	Dynapca Steel Roller	20,847	8,000		(12,847)				
Q530	Electrical Van	18,650	20,000	1,350		20,493	23,636	3,144	
	Land Held for Resale	35,000	35,000		0				
P148	Goods Sold at Auction - Fibreglass Tank	1,961	550			1,961	550		(1,411)
Q3277	Goods Sold at Auction - 1998 Ford Truck Table Top	3,559	8,500			3,559	8,500	4,941	
		<b>161,613</b>	<b>154,050</b>	<b>14,960</b>	<b>(26,054)</b>	<b>49,805</b>	<b>64,686</b>	<b>16,292</b>	<b>(1,411)</b>

## KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
<b>\$154,050</b>	<b>\$64,686</b>	<b>42%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS**

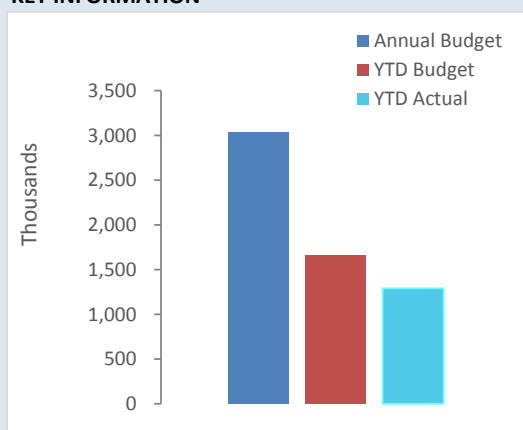
Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land	155,852	155,851	0	-155,851
Buildings	216,021	216,021	202,051	-13,970
Plant & Equipment	441,570	42,970	108,813	65,843
Furniture & Equipment	0	0	0	0
Infrastructure - Roads	1,579,323	726,269	774,900	48,631
Infrastructure - Footpaths	50,000	50,000	0	0
Infrastructure - Other	589,303	464,643	204,684	-259,960
<b>Capital Expenditure Totals</b>	<b>3,032,069</b>	<b>1,655,754</b>	<b>1,290,448</b>	<b>(315,307)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	975,773	802,075	593,834	-208,241
Borrowings	150,000	150,000	150,000	0
Other (Disposals & C/Fwd)	154,050	9,050	64,686	55,636
Cash Backed Reserves				
Plant Reserve	308,600	308,600	308,600	0
Swimming Pool Reserve	0	0	0	0
Building Reserve	272,093	100,000	0	-100,000
Health Reserve	155,851	0	0	0
Road Infrastructure Reserve	0	0	0	0
Contribution - operations	1,015,702	286,029	173,328	(112,702)
<b>Capital Funding Total</b>	<b>3,032,069</b>	<b>1,655,754</b>	<b>1,290,448</b>	<b>(365,307)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

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

**KEY INFORMATION**



<b>Acquisitions</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Spent</b>
	<b>\$3.03 M</b>	<b>\$1.29 M</b>	<b>43%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$.98 M</b>	<b>\$.59 M</b>	<b>61%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020

INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion		Amended				Variance (Under)/Over
		Account Number	Annual Budget	YTD Budget	YTD Actual	
	<b>Capital Expenditure</b>					
	<b>Land</b>					
0%	Industrial Lots	2601	155,852	155,851	0	-155,851
0%	<b>Total</b>		155,852	155,851	0	-155,851
	<b>Buildings</b>					
93%	Park Cottages	9546	205,151	205,151	191,173	-13,978
100%	Swimming Pool Shed	9550	10,870	10,870	10,878	8
94%	<b>Total</b>		216,021	216,021	202,051	-13,970
	<b>Plant &amp; Equipment</b>					
0%	OQ - Holden Captiva Active	9001	38,000	0	0	0
86%	Q3446 - Mazda BT 50	9750	34,000	0	29,401	29,401
103%	Q649 - Mazda BT 50	9751	36,600	0	37,819	37,819
0%	Q430 - Caterpillar Bobcat	9752	85,000	0	0	0
0%	Q582 - Isuzu NPR 300 Tipper	9753	60,000	0	0	0
0%	Q3919 - Dynapac Steel Roller	9754	145,000	0	0	0
97%	Portable Generator	9552	42,970	42,970	41,593	-1,377
25%	<b>Total</b>		441,570	42,970	108,813	65,843
	<b>Furniture &amp; Equipment</b>					
0%	<b>Total</b>		0	0	0	0
	<b>Infrastructure - Roads</b>					
49%	2019/20 Roads Program		1,579,323	726,269	774,900	48,631
49%	<b>Total</b>		1,579,323	726,269	774,900	48,631
	<b>Infrastructure - Footpaths</b>					
0%	McLennan Street/School		50,000	50,000	0	-50,000
0%	<b>Total</b>		50,000	50,000	0	0
	<b>Infrastructure - Other</b>					
9%	Oval Lighting	9837	175,090	175,090	16,045	-159,045
100%	Bowling Green Repairs	9836	181,603	181,603	181,603	-0
7%	Pool Shade Sail System	9553	10,000	10,000	660	-9,340
0%	Pool Waterwise	9554	10,000	10,000	0	-10,000
11%	Community Park and Trail Design	9838	20,000	10,000	2,164	-7,836
0%	Street Signage	9595	20,000	20,000	27	-19,973
0%	Old School Site	9587	93,360	0	0	0
15%	Tourist Layby	9582	27,950	27,950	4,185	-23,765
0%	Shire Hall Audio Visual - Lighting upgrade	9531	20,000	20,000	0	-20,000
0%	Hall Car Park Upgrade Design	9829	10,000	10,000	0	-10,000
0%	Heal St Car Parking and Layby Design	C512	11,300	0	0	0
0%	Parker House Generator Siteworks	9590	10,000	0	0	0
35%	<b>Total</b>		589,303	464,643	204,684	-259,960

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Transport</b>									
Loan 118 - Depot Building	434,269			22,579	45,502	411,690	388,767	6,763	16,208
<b>Economic Services</b>									
Park Cottages	0	150,000	150,000	0	12,600	150,000	137,400	337	3,581
	434,269	150,000	150,000	22,579	58,102	561,690	526,167	7,100	19,789
<b>Self supporting loans</b>									
<b>Recreation and Culture</b>									
Loan 115 - Bowling Club	78,011			24,777	33,834	53,234	44,177	3,347	3,902
Loan 116 - Tennis Club	1,178			924	924	254	254	18	116
Loan 117 - Golf Club	6,482			784	1,583	5,698	4,899	137	270
	85,671	0	0	26,485	36,341	59,186	49,330	3,502	4,288
<b>Total</b>	519,940	150,000	150,000	49,064	94,443	620,876	575,497	10,602	24,077

All debenture repayments were financed by general purpose revenue.

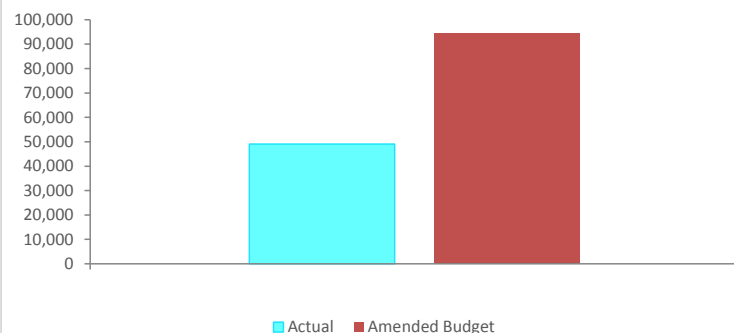
**SIGNIFICANT ACCOUNTING POLICIES**

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.

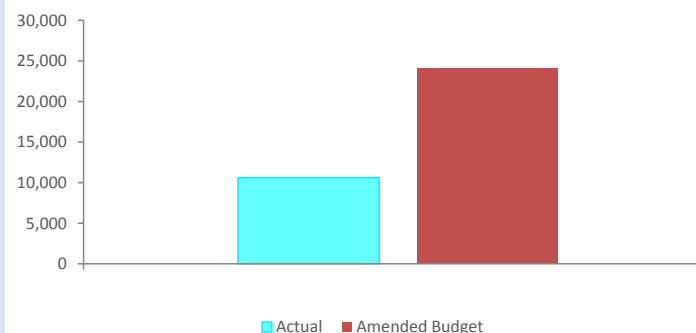
**KEY INFORMATION**

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.

**Borrowings - Principal Repaid**



**Borrowings - Interest Paid**



**Principal Repaid**

**\$49,064**

**Interest Expense**

**\$10,602**

**Loans Outstanding**

**\$.62 M**

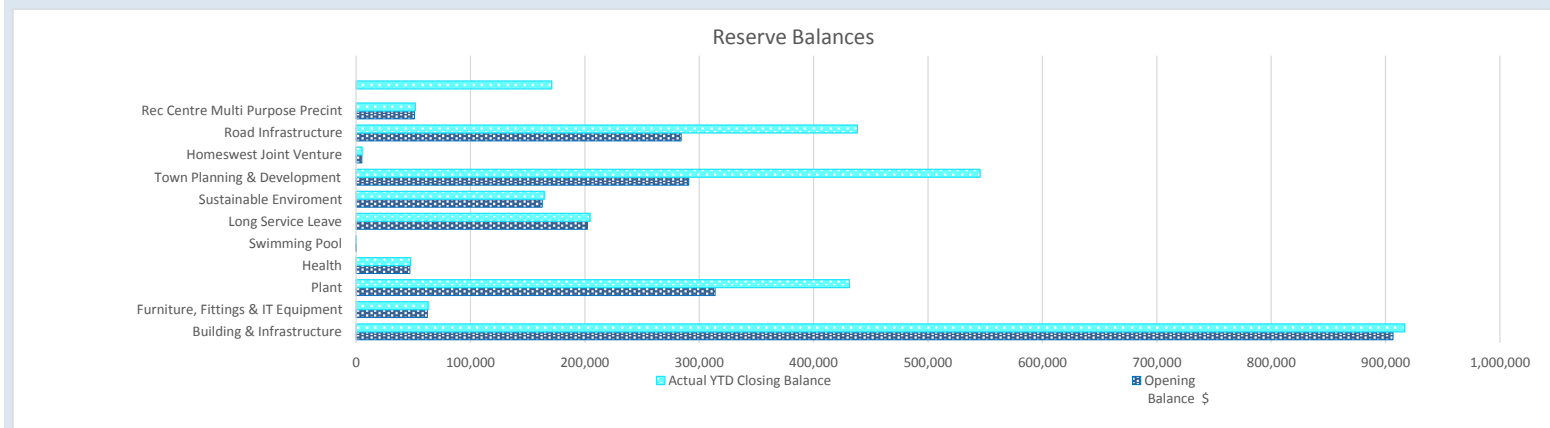
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**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	10,189	150,000		(272,093)		800,041	916,736
Furniture, Fittings & IT Equipment	62,392	1,073	701					63,465	63,093
Plant	313,858	5,396	6,083	420,000	420,000	(308,600)	(308,600)	430,654	431,341
Health	47,072	810	529					47,882	47,601
Swimming Pool	258	5	3					263	261
Long Service Leave	202,295	3,478	2,274					205,773	204,569
Sustainable Environment	162,755	2,798	1,829					165,553	164,584
Town Planning & Development	290,735	4,999	4,789	250,000	250,000	(155,851)		389,883	545,524
Homeswest Joint Venture	5,151	89	58					5,240	5,209
Road Infrastructure	284,180	4,886	4,107	150,000	150,000	(70,000)		369,066	438,287
Rec Centre Multi Purpose Precint	51,117	879	575					51,996	51,692
Building Renewal	0		730	120,000	120,000			120,000	120,730
Independent Living	0		1,035	170,000	170,000			170,000	171,035
	<b>2,326,360</b>	<b>40,000</b>	<b>32,902</b>	<b>1,260,000</b>	<b>1,110,000</b>	<b>(806,544)</b>	<b>(308,600)</b>	<b>2,819,816</b>	<b>3,160,662</b>

**KEY INFORMATION**



**Interest Earned**

**\$32,902**

**Reserves Bal**

**\$3.16 M**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020

NOTE 10  
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	Amended			Variance (Under)/Over
	Annual Budget	YTD Budget	YTD Actual	
<b>Operating grants, subsidies and contributions</b>				
Federal Assistance Grants	890,267	445,134	445,133	(1)
MRWA Direct Road Grant	135,679	135,679	135,679	0
NRM Grant	24,624	14,364	0	(14,364)
Childcare Grant	35,000	17,500	18,000	500
Fire Prevention Grants	34,884	23,256	22,057	(1,199)
Staff Contributions to Vehicle	15,600	9,100	7,898	(1,202)
Ex Gratia Contribution	12,642	12,642	0	(12,642)
Medical Practice Grants and Contributions	33,750	19,687	5,104	(14,583)
Youth Centre Grants	6,481	6,481	425	(6,056)
Independent Living Units Concept Grant	10,000	10,000	0	(10,000)
<b>Operating grants, subsidies and contributions Total</b>	<b>1,198,927</b>	<b>693,843</b>	<b>634,296</b>	<b>-59,547</b>
<b>Non-operating grants, subsidies and contributions</b>				
Roads to Recovery/ MRWA Regional Road Group	767,370	638,672	494,330	-144,342
Old School Site Grant	45,000	0	0	0
Bowling Club Contribution for Replacement Green	70,135	70,135	70,135	0
Audio Visual Town Hall Project Grant	10,000	10,000	0	-10,000
Oval Lighting Grant	43,618	43,618	0	-43,618
Portable Generator Grant	20,560	20,560	10,280	-10,280
Access Ramps	19,090	19,090	19,089	-1
<b>Non-operating grants, subsidies and contributions Total</b>	<b>975,773</b>	<b>802,075</b>	<b>593,834</b>	<b>-208,241</b>
<b>Grand Total</b>	<b>2,174,700</b>	<b>1,495,918</b>	<b>1,228,130</b>	<b>(267,788)</b>

KEY INFORMATION

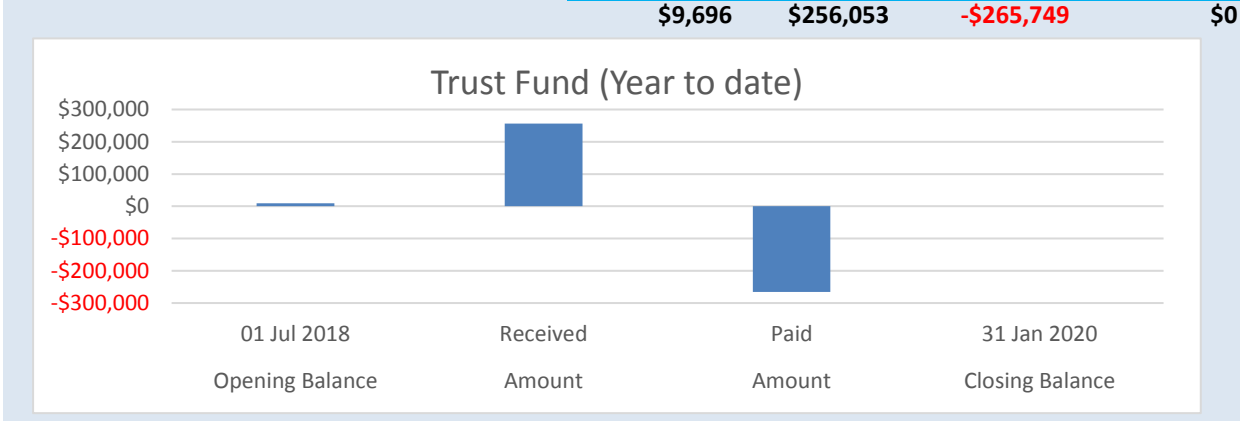


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**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 Jan 2020
Department of Transport	\$9,696	\$256,053	-\$265,749	\$0
	<b>\$9,696</b>	<b>\$256,053</b>	<b>-\$265,749</b>	<b>\$0</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**NOTE 12  
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Opening Surplus				130,308
	<b>Permanent Changes</b>						
	Wheatbelt Secondary Freight Network Program	45-19/20	Capital Expenses			70,000	60,308
	Road Infrastructure Reserve	45-19/20			70,000		130,308
	Tourist Promotion - Roe Tourism	46-19/20	Operating Expenses			5,000	125,308
	Community Grants	65-19/20	Operating Expenses			646	124,662
	Sale of Miscellaneous Materials - Reduction of Rock and Material Sale	78-19/20	Operating Revenue			13,000	111,662
	Standpipes - Decreased Usage due to new Tariffs and no Major Road Projects	78-19/20	Operating Revenue			20,000	91,662
	Rental Income - 19 Gillett St - Reduced due to vacancies	78-19/20	Operating Revenue			10,500	81,162
	Federal Assistance Grants	78-19/20	Operating Revenue		59,745		140,907
	Income from Sale of Goods - Shire Auction	78-19/20	Operating Revenue		15,950		156,857
	WANDRRA - Income not Budgeted	78-19/20	Operating Revenue		2,324		159,181
	Bridge Maintenance	78-19/20	Operating Expenses			12,000	147,181
	Record Keeping - \$1200 for Record Keeping Plan plus disposal Training and materials	78-19/20	Operating Expenses			5,000	142,181
	New Pump for Dam	78-19/20	Operating Expenses			5,000	137,181
	Swimming Pool Contractor fees - Tender lower than budgeted	78-19/20	Operating Expenses		10,000		147,181
	New Generator - Fuel and Servicing	78-19/20	Operating Expenses			4,000	143,181
	Mobile Communications - New Mobile Phones for Staff	78-19/20	Operating Expenses			4,000	139,181
	Standpipes - Decreased Usage due to new Tariffs and no Major Road Projects	78-19/20	Operating Expenses		20,000		159,181
	Community Grants In-Kind for remainder of the year	78-19/20	Operating Expenses			2,000	157,181
	Bowling Club Contribution - Adjustment to Actual Contribution	78-19/20	Capital Revenue		47,286		204,467
	Hall Ramps - Income Budgeted in previous year received this year	78-19/20	Capital Revenue		19,090		223,557
	Income from Sale of Goods - Shire Auction	78-19/20	Operating Revenue		9,050		232,607
	Park Cottages - Awaiting finalisation of costs	78-19/20	Capital Expenses		45,000		277,607
	Swimming Pool Shed - Installation cost	78-19/20	Capital Expenses			1,020	276,587
	Portable Generator - Additional cost for installation and commissioning	78-19/20	Capital Expenses			1,100	275,487
	New Quairading Oval Lighting - Increase due to provide for current quotes	78-19/20	Capital Expenses			17,890	257,597
	Bowling Green Repairs - Adjustment to actual Project costs	78-19/20	Capital Expenses			46,530	211,067
	Heal St Parking and Layby Design - Additional costs for Layby Design	78-19/20	Capital Expenses			11,300	199,767
	Parker House Generator Site Works	78-19/20	Capital Expenses			10,000	189,767
				<b>0</b>	<b>298,445</b>	<b>238,986</b>	<b>189,767</b>

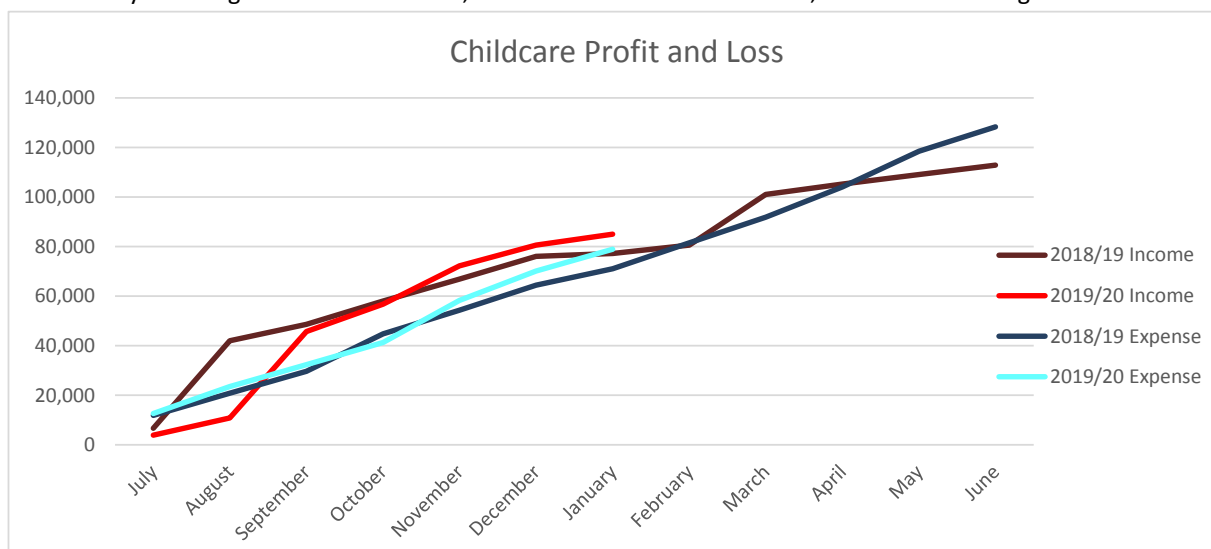
**KEY INFORMATION**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**NOTE 13  
CHILDCARE**

<b>Childcare Profit and Loss (Cash)</b>	<b>Month Actual</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>VAR %</b>
<b>INCOME</b>				
Fees	\$ 4,431	\$ 66,739	\$ 90,000	74%
Grant Funds		\$ 18,000	\$ 35,000	51%
Donations			\$ 1,000	0%
**Funds Reimbursements		\$ 270	\$ -	
<b>TOTAL INCOME</b>	<b>\$ 4,431</b>	<b>\$ 85,009</b>	<b>\$ 126,000</b>	<b>67%</b>
<b>EXPENDITURE</b>				
Insurance		\$ 2,514	\$ 2,513	100%
Dept Communities - Annual Service Fee		\$ -	\$ 1,500	0%
Operating Expenses	\$ 181	\$ 2,629	\$ 13,500	19%
Power	\$ 706	\$ 706	\$ 1,500	
Phone	\$ 76	\$ 313	\$ 500	0%
Wages	\$ 7,191	\$ 66,391	\$ 109,269	61%
Superannuation	\$ 683	\$ 6,097	\$ 10,381	59%
**Funds to be reimbursed		\$ 270		
<b>TOTAL EXPENDITURE</b>	<b>\$ 8,838</b>	<b>\$ 78,918</b>	<b>\$ 139,163</b>	<b>57%</b>
<b>Income</b>	<b>\$ 85,009</b>			
<b>Expenses</b>	<b>\$ 78,918</b>			
<b>Surplus/ Defecit</b>	<b>\$ 6,090</b>			

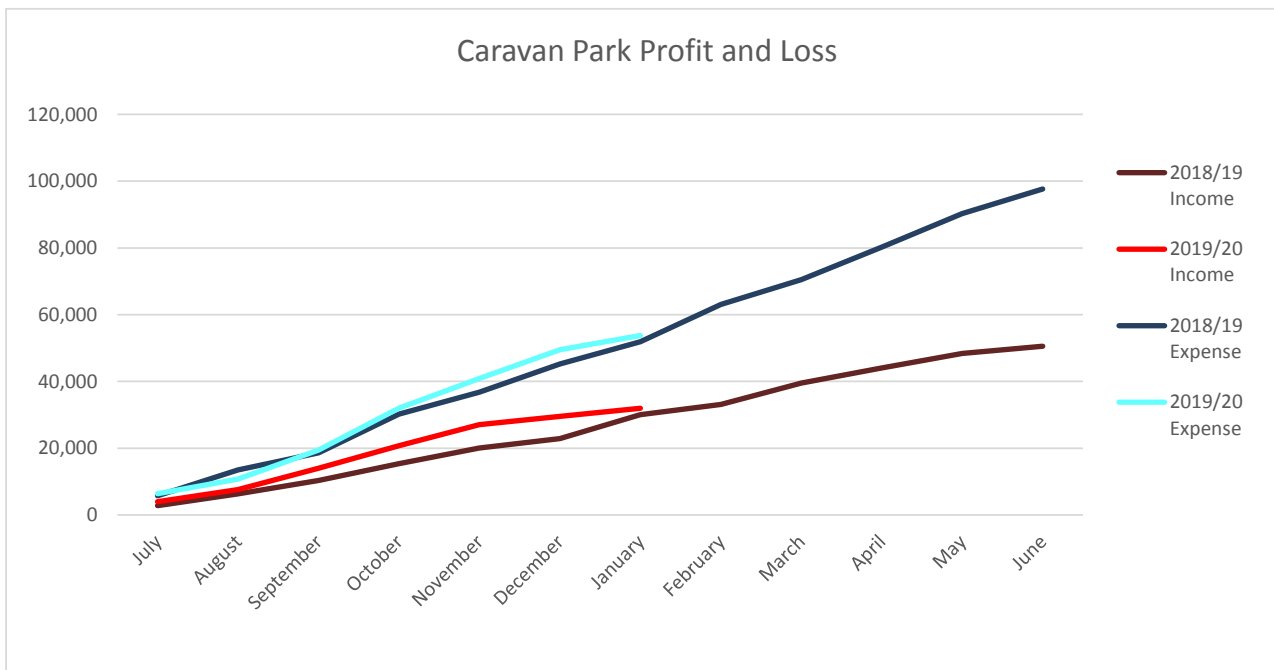
\*\* Funds for Reimbursement are purchased by the Shire on behalf of the fundraising committee and directly on charged to the committee, there is a neutral costs to Shire, therefore not budgeted



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**NOTE 14  
CARAVAN PARK**

<b>Caravan Park Profit and Loss</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>VAR %</b>
<b>INCOME</b>			
Caravan Park Charges	\$18,109	\$37,500	48%
Cottage Charges	\$13,852	\$49,000	28%
<b>TOTAL INCOME</b>	<b>\$31,961</b>	<b>\$86,500</b>	<b>37%</b>
<b>EXPENDITURE</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>VAR %</b>
<b>Caravan Park</b>			
Wages inc O/H	\$25,750	\$61,963	42%
Materials	\$4,425	\$6,255	71%
Utilities	\$6,079	\$13,860	44%
Insurance	\$711	\$646	110%
<b>Caravan Park Total</b>	<b>\$36,965</b>	<b>\$82,724</b>	<b>45%</b>
<b>Cottages</b>			
Wages inc O/H	\$8,424	\$26,081	32%
Materials	\$6,896	\$30,500	23%
Utilities	\$881	\$16,000	6%
Insurance	\$589	\$535	110%
<b>Cottages Total</b>	<b>\$16,790</b>	<b>\$73,116</b>	<b>23%</b>
<b>TOTAL EXPENDITURE</b>	<b>\$ 53,755</b>	<b>\$ 155,840</b>	<b>34%</b>
<b>Income</b>	<b>\$ 31,961</b>		
<b>Expenses</b>	<b>\$ 53,755</b>		
<b>Surplus/ Defecit</b>	<b>-\$ 21,794</b>		



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**NOTE 15  
RATIO'S**

	2020	This Time	2019	2018	2017	Target
	YTD	Last Year				Range
Current Ratio	7.52	2.88	6.00	0.93	1.29	≥1.00
Debt Service Cover Ratio	21.81	6.05	19.61	16.98	41.90	≥ 15.0
Operating Surplus Ratio	0.03	(0.25)	0.01	(0.24)	(0.43)	≥0.15
Own Source Revenue Coverage Ratio	0.98	0.54	0.77	0.69	0.46	≥0.90

The above ratios are calculated as follows:

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

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

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

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

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

## ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

### 10.1 Distribution Agreement – SEAVROC Funds

<b>Meeting Date</b>	27 <sup>th</sup> February 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	Agreement for distribution of SEAVROC funds
<b>Owner/Applicant</b>	Shire of York
<b>Disclosure of Interest</b>	Nil.

#### OFFICER RECOMMENDATION

##### That Council:

1. **Accepts the Agreement as an instrument for the disbursement of the remaining SEAVROC Funds.**
2. **Authorises the Shire President and the Chief Executive Officer to sign the agreement on behalf of the Shire of Quairading.**

**VOTING REQUIREMENTS** Simple Majority

#### IN BRIEF

- SEAVROC was formed in 2006.
- The Shires of Quairading, Cunderdin, Tammin and York later formed the SEARTG to prepare and consider an Amalgamation Business Plan.
- SEAVROC remained in place during the SEARTG period.
- Member Councils also financially contributed equally to a number of the Group's projects and activities.
- Council contributed \$41937.79 over 2 Financial Years to the Structural Reform / Business Plan Project.
- Significant Grant monies were attracted by the Voluntary Group to progress a number of projects associated with Regional Cooperation and Resource Sharing.
- These projects were undertaken and Grant funds were acquitted.
- Quairading, Tammin and Cunderdin withdrew from SEAVROC in 2014
- The Group disbanded shortly after the 3 Councils withdrew.
- The unspent SEAVROC Funds have remained in the Shire of York's Bank Account
- Proposal is to distribute the remaining SEAVROC Funds in accordance with the Agreement.

#### MATTER FOR CONSIDERATION

That Council approve the proposed agreement for disbursement of remaining funds held by the Shire of York on behalf of Member Councils of the South East Avon Voluntary Regional Organisation of Councils (SEAVROC).

#### BACKGROUND

Representatives from the Shires involved with SEAVROC met during Local Government Week 2019 and agreed in principle, to dispersing the funds equally between all local governments that were at some stage, members of the group.

This was conditioned upon:

1. An agreement being prepared which is presented to each of the local governments involved, for consideration and approval by each Council.
2. The Shire President and Chief Executive Officer of each local government signing the agreement (if approved to do so by their Council).
3. Each local government being provided with a copy of the agreement when signed by every representative.
4. A copy being sent to the DLGSC for information.

SEAVROC was initiated in 2006 by the Shires of Beverley, Brookton, Cunderdin, Quairading and York and was later joined by the Shire of Tammin. Significant funding was sought from various sources including the Department of Local Government to deliver collaborative projects across the region.

In 2014, the Shires of Cunderdin, Quairading and Tammin withdrew their membership from SEAVROC and the group known as SEAVROC was disbanded soon after.

The current balance of the unused SEAVROC funds is \$104,451.00, comprising –

(1) Awareness Training Grant	\$11,373.55
(2) You're Welcome Grant	\$11,602.69
(3) Connecting Local Governments	\$44,054.00
(4) Business Case Funds	\$13,117.00
(5) Workforce Plan	\$18,185.00
(6) Zero Waste Plan	\$6,118.76

The above funds had been held by the Shire of York for a number of years after SEAVROC was disbanded. With no group to initiate or implement new projects the funds were being held indefinitely by the Shire of York.

The Shire of York advises that "It should be noted, despite Shire staff attempts to address this issue with the Department on a number of occasions, we have not had a response from them, therefore I suggest a clause will be included within the agreement stating that each Council will be liable to repay their portion of the funds to DLGC if requested to do so.

The agreement outlines the obligations and responsibilities of each Council with regard to payment of the funds. Accordingly, the Shire of York will relinquish responsibility for these funds and ultimately, the associated liability.

An Agreement has been prepared for consideration by each of the SEAVROC Member Council in to the manner in which the Funds will be distributed.

The legal costs for the preparation of the Agreement will be funded from the SEAVROC monies prior to the Disbursement.

Subject to the legal fees incurred being deducted, each Member Council would receive an estimated \$16,000.

## **STATUTORY ENVIRONMENT**

N/A.

## **POLICY IMPLICATIONS**

N/A.

## FINANCIAL IMPLICATIONS

Council has not budgeted for any income from the disbanded SEAVROC Group.

## 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

## COMMUNITY AND OTHER CONSULTATION

Nil – Community Consultation

Department of Local Government, Sport & Cultural Industries (formerly Department of Local Government and Communities) – “DLGSC”

The CEO’s of the Shires of Tammin and Quairading recently made separate approaches to the DLGSC for clarification on the distribution of the Unspent Grant monies.

The Department’s Advice is as follows: -

“In response to enquiries from former South East Avon Voluntary Regional Organisation of Councils (SEAVROC) member local governments, related to the distribution of unused SEAVROC funds, the following response is provided.

As the ‘Distribution Agreement – SEAVROC Funds’ indicates, the listed unexpended funds relate to six different grant programs, provided by a number of different funding bodies, including the former Department of Local Government (DLG).

The former DLG has since been incorporated as the Department of Local Government and Communities (DLGC), and more recently in 2017, as the Department of Local Government, Sport and Cultural Industries (DLGSC). To my knowledge, none of the DLG and / or DLGC staff involved prior to 2017 in allocating and administering grant funds under those agencies remain employed by DLGSC, and DLGSC no longer has any of the listed grant programs.

The following information has been taken into account:

- as noted in the proposed distribution agreement, the various iterations of the Department of Local Government were not involved in all the grant programs listed;
- the time that has passed since the grant programs were available and closed off - some of the grant programs listed may go back to 2010 -2013;
- the proposed distribution agreement notes that unused grant funds related to specific DLGC programs were repaid to the newly formed DLGSC in May 2017, at the time that Machinery of Government (MOG) changes to Departments were commencing;
- either the Shire of York, as the administering local government on behalf of SEAVROC, or the individual SEAVROC member local government recipients of grant funds would have acquitted those funds as required by their grant agreements, at the required time, otherwise those local governments would have outstanding requests for acquittal from the relevant funding bodies;
- many of the former SEAVROC local governments’ CEO’s / staff involved are no longer employed by those local governments;

The Department acknowledges receipt of the ‘Distribution Agreement – SEAVROC Funds’ and notes clause 4(2) that ‘Each Party further acknowledges that it is responsible to make its own investigations and enquiries into the permitted use of the SEAVROC Funds.’



Given the above information and circumstances, it appears that the proposed distribution of unused SEAVROC funds is equitable, however acceptance of the proposed agreement is the responsibility of each local government shown as party to the agreement.”

A copy of the Department’s email response is attached to this Report.

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

Financial - Risk Matrix Rating is assessed as Low. It is expected that the costs for preparation of the Agreement will be shared equally among the 6 local governments and deducted from the remaining SEAVROC funds prior to distribution. The Financial Risk is mitigated given the Grant Funds have been previously acquitted and there are no outstanding requests for the return of unspent Grant Funds.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. SEAVROC disbanded in 2014, shortly after the Shires of Cunderdin, Tammin and Quairading withdrew from the larger Voluntary Grouping.

Operation – Risk Matrix Rating is assessed as Low. No impact on Council’s Operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

## Anthea Strauss

---

**From:** Graeme Fardon  
**Sent:** Monday, 3 February 2020 8:19 AM  
**To:** Andrew Borrett  
**Cc:** Anthea Strauss  
**Subject:** RE: SEAVROC funds distribution

**Categories:**

Thanks Andrew

Regards

Graeme Fardon

---

### Graeme Fardon

CHIEF EXECUTIVE OFFICER

T: 9645 2400 | F: 9645 1126 | E: [ceo@quairading.wa.gov.au](mailto:ceo@quairading.wa.gov.au)

---

### SHIRE OF QUAIRADING

PO Box 38, QUAIRADING WA 6383

[www.quairading.wa.gov.au](http://www.quairading.wa.gov.au)

---

**From:** Andrew Borrett [<mailto:andrew.borrett@dlgsc.wa.gov.au>]  
**Sent:** Monday, 3 February 2020 8:03 AM  
**To:** 'ceo@tammin.wa.gov.au' <[ceo@tammin.wa.gov.au](mailto:ceo@tammin.wa.gov.au)>; Graeme Fardon <[ceo@quairading.wa.gov.au](mailto:ceo@quairading.wa.gov.au)>; ceo@beverley.wa.gov.au; ceo@cunderdin.wa.gov.au; 'ceo@brookton.wa.gov.au' <[ceo@brookton.wa.gov.au](mailto:ceo@brookton.wa.gov.au)>; 'ceo@york.wa.gov.au' <[ceo@york.wa.gov.au](mailto:ceo@york.wa.gov.au)>; emcs@york.wa.gov.au  
**Cc:** Stuart Fraser <[stuart.fraser@dlgsc.wa.gov.au](mailto:stuart.fraser@dlgsc.wa.gov.au)>  
**Subject:** SEAVROC funds distribution

Hello CEO's

In response to enquiries from former South East Avon Voluntary Regional Organisation of Councils (SEAVROC) member local governments, related to the distribution of unused SEAVROC funds, the following response is provided.

As the 'Distribution Agreement – SEAVROC Funds' indicates, the listed unexpended funds relate to six different grant programs, provided by a number of different funding bodies, including the former Department of Local Government (DLG).

The former DLG has since been incorporated as the Department of Local Government and Communities (DLGC), and more recently in 2017, as the Department of Local Government, Sport and Cultural Industries (DLGSC). To my knowledge, none of the DLG and / or DLGC staff involved prior to 2017 in allocating and administering grant funds under those agencies remain employed by DLGSC, and DLGSC no longer has any of the listed grant programs.

The following information has been taken into account:

- as noted in the proposed distribution agreement, the various iterations of the Department of Local Government were not involved in all the grant programs listed;
- the time that has passed since the grant programs were available and closed off - some of the grant programs listed may go back to 2010 -2013;

- the proposed distribution agreement notes that unused grant funds related to specific DLGC programs were repaid to the newly formed DLGSC in May 2017, at the time that Machinery Of Government (MOG) changes to Departments were commencing;
- either the Shire of York, as the administering local government on behalf of SEAVROC, or the individual SEAVROC member local government recipients of grant funds would have acquitted those funds as required by their grant agreements, at the required time, otherwise those local governments would have outstanding requests for acquittal from the relevant funding bodies;
- many of the former SEAVROC local governments' CEO's / staff involved are no longer employed by those local governments;

The Department acknowledges receipt of the 'Distribution Agreement – SEAVROC Funds' and notes clause 4.(2) that 'Each Party further acknowledges that it is responsible to make its own investigations and enquiries into the permitted use of the SEAVROC Funds.'

Given the above information and circumstances, it appears that the proposed distribution of unused SEAVROC funds is equitable, however acceptance of the proposed agreement is the responsibility of each local government shown as party to the agreement.

Regards,

**Andrew Borrett**

A/Principal Advisory Officer - Industry and Sector Regulation Branch

**Department of Local Government, Sport and Cultural Industries**

Local Government, Liquor and Gambling

140 William Street, Perth WA 6000

GPO Box R1250, Perth WA 6844

Telephone [+61 8 6552 1532](tel:+61865521532)

Email [andrew.borrett@dlgsc.wa.gov.au](mailto:andrew.borrett@dlgsc.wa.gov.au)

Web [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au)

*The Department acknowledges the Aboriginal peoples of Western Australia as the traditional custodians of this land, and we pay our respects to their Elders past and present.*



Customer Focused



Responsive



Respectful



Accountable



Innovative

# Distribution Agreement – SEAVROC Funds

---

Shire of York

Shire of Beverley

Shire of Brookton

Shire of Cunderdin

Shire of Quairading

Shire of Tammin



**McLEODS**

Barristers & Solicitors

Stirling Law Chambers | 220 Stirling Highway | CLAREMONT WA 6010

Tel: (08) 9383 3133 | Fax: (08) 9383 4935

Email: [mcleods@mcleods.com.au](mailto:mcleods@mcleods.com.au)

Ref: JL:YORK-45001

# Copyright notice

---

McLeods owns the copyright in this document and commercial use of the document without the permission of McLeods is prohibited.

# Table of Contents

---

<b>Copyright notice</b>	<b>i</b>
<b>Details</b>	<b>3</b>
<b>Agreed Terms</b>	<b>5</b>
<b>1. Definitions and Interpretation</b>	<b>5</b>
1.1 Defined Terms	5
1.2 Interpretation	5
1.3 Headings	6
<b>2. Distribution of SEAVROC Funds</b>	<b>6</b>
<b>3. Shire of York's obligations</b>	<b>6</b>
<b>4. Limitation of liability and indemnity</b>	<b>6</b>
<b>5. Costs of this Agreement</b>	<b>7</b>
<b>6. Authority</b>	<b>7</b>
<b>7. Dispute resolution</b>	<b>7</b>
<b>8. General provisions</b>	<b>7</b>
8.1 Further assurance	7
8.2 No fetter on discretion	7
8.3 Notices	7
8.4 Relationship between the Parties	9
8.5 Entire agreement	9
8.6 Severability	9
8.7 Amendment and waiver	9
8.8 Laws of Western Australia apply	10
<b>Signing page</b>	<b>11</b>

---

# Details

---

## Parties

### Shire of York

of PO Box 22, York, Western Australia  
(Shire of York)

### Shire of Beverley

of PO Box 20, Beverley, Western Australia  
(Shire of Beverley)

### Shire of Brookton

of PO Box 42, Brookton, Western Australia  
(Shire of Brookton)

### Shire of Cunderdin

of PO Box 100, Cunderdin, Western Australia  
(Shire of Cunderdin)

### Shire of Quairading

of PO Box 38, Quairading, Western Australia  
(Shire of Quairading)

### Shire of Tammin

of PO Box 53, Tammin, Western Australia  
(Shire of Tammin)

## Background

- A On 22 June 2007, the Shires of Beverley, Brookton, Cunderdin, Quairading and York entered into a memorandum of understanding (**MOU**) to establish the principles, objectives and rules of the South East Avon Voluntary Regional Organisation of Councils (**SEAVROC**), an organisation initiated by those Shires in July 2006.
- B The Shire of Tammin was joined as a party to SEAVROC on 18 November 2010.
- C Funding was sought from various sources including the former Department of Local Government (**DLG**) to deliver collaborative projects through SEAVROC.
- D On 4 September 2014, the Shires of Cunderdin, Quairading and Tammin withdrew as parties to SEAVROC and SEAVROC was subsequently disbanded.
- E At the time SEAVROC was disbanded, there were outstanding projects with unexpended funds.
- F The current balance of the unused SEAVROC funds is \$104,451.00, comprising –
- |                              |             |
|------------------------------|-------------|
| (1) Awareness Training Grant | \$11,373.55 |
|------------------------------|-------------|

(2)	You're Welcome Grant	\$11,602.69
(3)	Connecting Local Governments	\$44,054.00
(4)	Business Case Funds	\$13,117.00
(5)	Workforce Plan	\$18,185.00
(6)	Zero Waste Plan	\$6,118.76

**(Current SEAVROC Funds).**

- G The SEAVROC Funds are held on SEAVROC's behalf by the Shire of York in its Tied Funds Reserve 40.
- H The Shire of York contacted the DLG (now known as the Department of Local Government, Sport and Cultural Industries (**DLGSC**)) on 21 March 2017 and 21 March 2019, to obtain the Department's advice on how to deal with the SEAVROC Funds.
- I On 17 May 2017, the Shire of York repaid \$11,000.00 of the SEAVROC Funds (specifically related to amalgamation proceedings) to DLGSC, under DLGSC's instruction.
- J The DLGSC has not provided any other advice or guidance on how the Parties should deal with the SEAVROC Funds.
- K The Parties have now agreed in principle to distribute the SEAVROC Funds equally between the Parties, subject to –
- “(a) An agreement being prepared and presented to each of the local governments involved, for consideration and approval of Council.*
  - “(b) The Shire President and Chief Executive Officer of each local government signing the agreement (if approved to do so by their Council).*
  - “(c) Each local government being provided with a copy of the agreement when signed by every representative.*
  - “(d) A copy being sent to the DLGSC for information.”*
- L The Parties enter into this Agreement to record the terms and conditions of their agreement for the distribution of the SEAVROC Funds.



# Agreed Terms

---

## 1. Definitions and Interpretation

### 1.1 Defined Terms

In this Agreement -

**Agreement** means this document, as varied, novated or replaced from time to time;

**Commencement Date** means the date that the last of the Parties executes this Deed;

**Current SEAVROC Funds** is defined in **Recital G** of this Agreement;

**DLG** is defined in **Recital C** of this Agreement;

**DLGSC** is defined in **Recital I** of this Agreement;

**MOU** is defined in **Recital A** of this Agreement;

**Original Parties** means the Shires referred to in Recital A of this Agreement;

**Parties** means the parties to this Agreement;

**Remaining SEAVROC Funds** mean the amount of the SEAVROC Funds that remain after the deduction of legal fees under clause 5(1) of this Agreement;

**SEAVROC** is defined in **Recital A** of this Agreement; and

**SEAVROC Funds** means the funds held on SEAVROC's behalf by the Shire of York in its Tied Funds Reserve 40, as adjusted by interest and bank charges and fees.

### 1.2 Interpretation

In this Agreement, unless inconsistent with the context -

- (1) words denoting -
  - (a) the singular includes the plural and vice versa; and
  - (b) a gender or genders include each other gender;
- (2) if a word or phrase is assigned a particular meaning, other grammatical forms of that word or phrase have a corresponding meaning;
- (3) a reference to -
  - (a) a person includes a firm, an unincorporated association, an incorporated association, a corporation and a government or statutory body or authority;
  - (b) a person includes their legal personal representatives, successors and assigns;

- (c) a statute, regulation, local law or any other written law, code or policy includes subsidiary legislation or an instrument made under it, and consolidations, amendments, re-enactments or replacements of any of them;
- (d) a right includes a benefit, remedy, discretion, authority or power;
- (e) an obligation includes a warranty or representation, and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
- (f) provisions or terms of this Agreement, or another document, agreement, understanding or arrangement, include a reference to both express and implied provisions and terms;
- (g) time is to local time in Perth, Western Australia;
- (h) \$ or dollars is a reference to the lawful currency of Australia;
- (i) this Agreement or any other document includes this Agreement or other document as amended or replaced and despite any change in the identity of the parties;
- (j) writing includes any mode of representing or reproducing words in tangible and permanently visible form, and includes facsimile transmissions or other electronic mail or transmissions;
- (k) any thing (including any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;
- (l) a clause, paragraph, schedule or annexure is a reference to a clause, paragraph, schedule or annexure to this Agreement; and
- (m) the meaning of general words or phrases is not limited by specific examples introduced by 'including', 'for example' or similar expressions.

### **1.3 Headings**

Headings do not affect the interpretation of this Agreement.

## **2. Distribution of SEAVROC Funds**

The Parties agree that the Remaining SEAVROC Funds are to be distributed between the Parties in equal shares under clause 3 of this Agreement.

## **3. Shire of York's obligations**

As soon as reasonably practicable after the Commencement Date, the Shire of York must transfer and distribute the Remaining SEAVROC Funds to each of the Parties in equal shares.

## **4. Limitation of liability and indemnity**

- (1) Each Party acknowledges and agrees that it will receive and accept its share of the Remaining SEAVROC Funds at its own risk and without any reliance on any representation made by the Shire of York, or any employee of the Shire of York, and that it cannot make any claim against the Shire of York, or any employee of the Shire of York, in connection with any such reliance or representation.

- (2) Each Party further acknowledges and agrees that it is the responsibility of each local government to make its own investigations and enquiries into the permitted use of the SEAVROC Funds.
- (3) Each Party (other than the Shire of York) agrees to indemnify the Shire of York against any claim, demand or liability of any kind arising from the receipt, acceptance or use of the SEAVROC Funds.

## 5. Costs of this Agreement

- (1) The legal costs in relation to the preparation, negotiation and execution of this Agreement are to be deducted from the SEAVROC Funds prior to the distribution of those funds under clause 3.
- (2) Each Party is to bear its own legal costs (if any) in relation to the review of this Agreement.

## 6. Authority

Each Party enters into this Agreement under the authority of its Council.

## 7. Dispute resolution

- (1) If a dispute arises between any of the Parties in connection with this Agreement, the affected Party must give notice of the dispute to the other Party identifying the dispute and providing details of it.
- (2) The Parties to a dispute must endeavour to settle the dispute by mediation conducted by a independent mediator appointed by agreement of the Parties or, failing agreement, by a person appointed by the Chair of Resolution Institute or her or his nominee.
- (3) The Resolution Institute Mediation Rules are to apply to the mediation.
- (4) It is a condition precedent to the right of any Party to arbitrate or litigate the dispute that it has first complied with the mediation process in this **clause 7(1)**.

## 8. General provisions

### 8.1 Further assurance

Each Party must promptly execute all documents and do all things that any other Party from time to time reasonably requires of it to effect, perfect or complete under the provisions of this Agreement and any transaction contemplated by it.

### 8.2 No fetter on discretion

Nothing in this Agreement is to fetter or limit, or is to be construed as an attempt to fetter or limit, the discretion or the powers of the Shire of York under any written law.

### 8.3 Notices

- (1) Any notice, direction or other communication which must or may be given in connection with this Agreement -
  - (a) must be in writing in order to be valid;

- (b) is sufficient if executed by the Party giving the notice or on its behalf by any director, secretary, duly authorised officer or solicitor of that Party;
- (c) in order to be valid must be given to a Party by -
- (i) delivering or sending it by prepaid post to, or leaving it at, the ‘notice details’ address of that Party as set out in subclause (2);
  - (ii) sending it to the email address or facsimile number of that Party as set out in subclause (2);
  - (iii) delivering or sending it to another address, email address or facsimile number as is notified in writing by that Party to the other Party from time to time; and
- (d) if given in accordance with paragraph (c), will be deemed to take effect -
- (i) in the case of prepaid post, on the second business day after the date of posting;
  - (ii) in the case of facsimile, on receipt of a transmission report from the sending machine confirming successful transmission;
  - (iii) in the case of delivery by hand, on delivery; and
  - (iv) in the case of email at the time or receipt as defined in section 14 of the *Electronics Transactions Act 2011*.
- (2) The following notice details apply for the purposes of subclause (1) -

Shire of York

Postal address PO Box 22, York, Western Australia

Facsimile number (08) 9641 2202

Email address [records@york.wa.gov.au](mailto:records@york.wa.gov.au)

Shire of Beverley

Postal address PO Box 20, Beverley, Western Australia

Facsimile number (08) 9646 1409

Email address [admin@beverley.wa.gov.au](mailto:admin@beverley.wa.gov.au)

Shire of Brookton

Postal address PO Box 42, Brookton, Western Australia

Facsimile number N/A

Email address [mail@brookton.wa.gov.au](mailto:mail@brookton.wa.gov.au)

Shire of Cunderdin

Postal address PO Box 100, Cunderdin, Western Australia

Facsimile number (08) 9635 1464

Email address [admin@cunderdin.wa.gov.au](mailto:admin@cunderdin.wa.gov.au)

#### Shire of Quairading

Postal address PO Box 38, Quairading, Western Australia

Facsimile number (08) 9645 1126

Email address [shire@quairading.wa.gov.au](mailto:shire@quairading.wa.gov.au)

#### Shire of Tammin

Postal address PO Box 53 Tammin, Western Australia

Facsimile number N/A

Email address [shire@tammin.wa.gov.au](mailto:shire@tammin.wa.gov.au)

### **8.4 Relationship between the Parties**

The Parties acknowledge and agree that no relationship of partnership, agency or employment is expressly intended or to be implied into this Agreement.

### **8.5 Entire agreement**

- (1) The Parties acknowledge that they have entered into this Agreement in full reliance on their own enquiries, investigations, examinations and advice and not in reliance on or as a result of any statement, claim, representation or warranty (expressed or implied) made or given by the Shire of York or any employee, agent or other person on behalf of the Shire of York in respect of any matter whatsoever affecting this Agreement.
- (2) The Parties agree that this Agreement constitutes the whole and entire agreement between them with respect to the distribution of Remaining SEAVROC Funds and supersedes all previous negotiations and agreements written or oral.

### **8.6 Severability**

In the event of part of this Agreement being or becoming void or unenforceable then that part is to be severed from this Agreement with the intention that the balance of this Agreement is to remain in full force and effect, unaffected by the severance.

### **8.7 Amendment and waiver**

- (1) This Agreement may not be modified, amended or varied except by a document in writing signed by or on behalf of each of the Parties.
- (2) Any modification to a term or condition of this Agreement, or waiver or relinquishment of the performance of any term or condition of this Agreement, will be effective only if made in writing and executed by or on behalf on the Parties granting the waiver.
- (3) No waiver of any one breach of any term or condition of this Agreement is to operate as a waiver of any other breach of the same or other term or condition of this Agreement.

## **8.8 Laws of Western Australia apply**

This Agreement is to be construed and interpreted in accordance with the laws of the State of Western Australia and the Parties agree to submit to the jurisdiction of the courts of that State and of courts competent to hear appeals from them.

# Signing page

---

**EXECUTED** by the Parties as a Deed on

**2019.**

**THE COMMON SEAL** of **SHIRE OF YORK** was affixed by authority of a resolution of the Council in the presence of -

\_\_\_\_\_  
Shire President

\_\_\_\_\_  
(Print Full Name)

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
(Print Full Name)

**THE COMMON SEAL** of the **SHIRE OF BEVERLEY** was affixed by authority of a resolution of Council in the presence of -

\_\_\_\_\_  
Shire President

\_\_\_\_\_  
(Print Full Name)

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
(Print Full Name)

**THE COMMON SEAL** of the **SHIRE OF BROOKTON** was affixed in the presence of - )  
)  
)

\_\_\_\_\_  
Shire President

\_\_\_\_\_  
(Print Full Name)

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
(Print Full Name)

The **COMMON SEAL** of the **SHIRE OF CUNDERDIN** was affixed in the presence of - )  
)  
)

\_\_\_\_\_  
Shire President

\_\_\_\_\_  
(Print Full Name)

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
(Print Full Name)

**THE COMMON SEAL** of the **SHIRE OF QUAIRADING** was affixed by authority of a resolution of Council in the presence of -

\_\_\_\_\_  
Shire President

\_\_\_\_\_  
(Print Full Name)

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
(Print Full Name)

**THE COMMON SEAL** of the **SHIRE OF TAMMIN** was affixed by authority of a resolution of Council in the presence of -

\_\_\_\_\_  
Shire President

\_\_\_\_\_  
(Print Full Name)

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
(Print Full Name)



## 10.2 Greater Sports Ground Precinct – Concept Design

<b>Meeting Date</b>	27 <sup>th</sup> February 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Appendix 1 Report to Council 2017 (ii) Appendix 2 Sporting and Recreation Facility Study <b>Under Separate Cover:-</b> (iii) Appendix 3 Fee Proposal from ORA (Confidential) (iv) Appendix 4 Quote from MCG Architects Pty Ltd (Confidential)
<b>Owner/Applicant</b>	Quairading Sport Recreation Precinct Working Group
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

1. That Council engage MCG Architects Pty Ltd to undertake Architectural Services for the development and preparation of a Recreation Master Plan and Concept Plan at a total Cost of \$17,000 (excl. GST).
2. That Council utilise the remaining \$3,000 (excl. GST) Budget allocation for engaging a Quantity Surveyor to assess the Concept Plan when completed.

**VOTING REQUIREMENTS** – Simple Majority

### IN BRIEF

- Precinct Working Group are making Presentation to Council
- The Working Group Submission on the Research and Consultation undertaken to date is included to this Report
- The Working Group are requesting Council assistance to proceed to a Master Plan Concept based on the Findings and Research.
- If supported, the Master Plan work includes utilising the information gathered on the buildings and infrastructure currently at the Greater Sports Ground Precinct.
- Master Plan would then be utilised by Council and the Working Group in further Consultation and assessment of the feasibility of the Concept, including a Strategy for Grant Funding and Accumulation of Council Contribution over time in the Multi-Purpose Precinct Reserve Fund.

### MATTER FOR CONSIDERATION

Engagement of Recreation Architectural Consultancy to undertake work to prepare a Master Plan for the Precinct.

### BACKGROUND

At the March 2016 Ordinary Council Meeting, Council resolved as follows: -

*149-15/16 that Council adopt the Quairading and Districts Sport and Recreation Council Meeting Recommendation DRS2-15/16: -*

1. *That Council establish a Working Group to undertake Research and prepare a Concept Design for the future replacement of the Community Building and Change Rooms.*
2. *Working Group to be given a 2 Year Time Frame and to report Progress at each Sport & Recreation Council Meeting.*

3. *Working Group to compromise of the Chair of the Sport and & Recreation Council and a Nominated Representative from the 10 (ten) identified Clubs and Organisations.*
4. *Scope of the Working Group to include:*
  - (a) *Utilise adopted Recreation Facility Reports*
  - (b) *Previous Plans and Reports*
  - (c) *Site Inspections of Facilities in other Districts*
  - (d) *Funding Options*
  - (e) *Develop Concept Designs*
  - (f) *Management Plan for a future Facility*

At the November 2017 Ordinary Council Meeting, Council resolved as follows: -

**RESOLUTION: 92-17/18 - That the Council extends: -**

1. *the Mandate of the Working Group for an additional two years ending on 31<sup>st</sup> March 2020 to define the final project concept; and*
2. *that the Council gives consideration in the 2018/19 Budget deliberations to*
  - (a) *the establishment of a Reserve Fund for the future financing of the Upgrade to Sport, Recreation and Leisure Facilities; and*
  - (b) *additional resources for the future contracting of consultants to draw up the final design prior to submission for external grant funding*

## **STATUTORY ENVIRONMENT**

N/a

## **POLICY IMPLICATIONS**

Council's Procurement Policy has been adhered to in obtaining 2 written Quotation Proposals for the Consultancy work.

## **FINANCIAL IMPLICATIONS**

Council has budgeted an Amount of \$20,000 in the 2019/2020 Budget for the Recreation Plan Consultancy, which includes a Sports & Recreation Masterplan and Technical assistance to the Precinct Working Group.

No funds have been expended for the Year to date.

The proposal from the recommended Recreation Architectural Consultancy, MCG Architects Pty Ltd is valued at \$17,000 with a further provision of \$3,000 for Quantity Surveyor Estimates and Report.

The Second Quotation received is from the Office of Regional Architecture and is valued at: -

Master Plan      \$17,920 (excl. GST) plus Mileage, Travel Time & Printing Costs and,  
Options Study    \$27,870 (excl. GST) plus Mileage, Travel Time and Printing Costs

ORA's Proposal includes preparation of "As Constructed" Plans and "Floorplans for Repurposed Buildings" in the Option Study. ORA does not include additional Consultants Costs, such as Quantity Surveyor.

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

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

ITEM	OUTCOMES AND STRATEGIES
S1	Active community

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

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

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

**COMMUNITY CONSULTATION**

The Working Group have conducted extensive Community and Sporting Club Consultation over a lengthy period as part of the Group's research.

Detailed in the Group's Submission.

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

Financial - Risk Matrix Rating is assessed as Low. Budget Allowance of \$20,000 for Recreation Consultancy Services is provided for in the 2019/2020 Budget. No further funding commitment nor requirement at this time.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Council has encouraged the Precinct Working Group to undertake research on possible Options for the existing Recreation Facilities and to consult with all relevant Sporting Clubs and Community Groups. Reputational Risk will escalate if Council do not support the Group to the Concept Stage.

Operation – Risk Matrix Rating is assessed as Low. Use of External Consultants will provide required technical expertise and recreation facility experience to proceed to a Concept Stage.

Natural Environment – Risk Matrix Rating is assessed as Low.

# Report to Council

Prepared by the Quairading Sport & Rec. Precinct Working  
Group

**FEBRUARY 2020**

# Report to Council

---

Prepared by the Quairading Sport & Rec. Precinct Working Group

**The Sport & Recreation Precinct Working Group is comprised of:**

- Lyall Brown
- Kelli Brown
- Jo Hayes
- Jill Hayes
- Tamara Spark
- Lisa Powell

Our Working Group is supported by Shire staff member, Richard Bleakley (Shire of Quairading's IPR and Strategic Projects Officer) and includes two Council representatives, Cr Brett McGuinness and Cr Trevor Stacey.

Our Working Group has been informed by a wider Steering Group, comprising of a representative contact from each sporting or recreational club which over the last four years has included:

- Vincent Hadlow (Bowling Club)
- John Hards (QARRAS)
- Shaun Simpson (Cricket Club)
- Barbara Amiss (PCYC Air Rifles)
- Deanna Hathaway (Quairading Ladies Hockey Club)
- Grant Mills (Quairading Tennis Club)
- Janice Clemens (Quilters of Quairading)
- Glen Jones (Quairading Club Inc)

As of February 2020, our working group is a core group of keen and committed community representatives that won't change annually nor be affected by changeover in individual club committee role changes. Our working group members are current active members of at least six sport and recreation groups and are in regular liaison with active members of other groups / clubs.

Through a highly targeted and thorough surveying exercise of all sport and recreational clubs in Quairading we've found strong demand and support for the working group. The responses of the documented surveys are contained within the Report to Council presented in November 2017.



Various delays have occurred in our timeline over the past four years, both within and outside of our control, however we remain a keen and committed working group with a clear vision of the work that needs to be undertaken from here, in order to deliver a realistic and attainable plan for how our community's sport and recreation facilities can be maintained and improved over the next 10 years and beyond.

An upside of delays to date is that we've had another couple of sporting seasons to monitor how facilities in surrounding towns are functioning and we've gleaned further beneficial advice on what to do, and more importantly, what not to do in our own project.

## TIMELINE

### MARCH 2016

Council moved that it would establish a working group.

#### **Item 13.4 Quairading & Districts Sport & Recreation Council Meeting held on 21<sup>st</sup> March 2016**

**149-15/16** Moved Cr Brown seconded Cr McRae that Council adopt the Quairading and Districts Sport and Recreation Council Meeting Recommendation DRS2-15/16:-

- (1)** that Council establish a Working Group to undertake Research and prepare a Concept Design for the future replacement of the Community Building and Changerooms.
- (2)** Working Group to be given a 2 Year Time Frame and to report Progress at each Sport and Recreation Council Meeting
- (3)** Working Group to comprise of the Chair of the Sport and Recreation Council and a Nominated Representative from the 10 (ten) identified Clubs and Organisations.
- (4)** Scope of the Working Group to include:
  - a. Utilise adopted Recreation Facilities Report
  - b. Previous Plan and Reports
  - c. Site Inspections of Facilities in other Districts
  - d. Funding Options
  - e. Develop Concept Designs
  - f. Management Plan for a future Facility

### JULY 2016

Tuesday 19<sup>th</sup> July, Sport & Rec Council meeting held calling for interested community members to register their interest to join a Recreation Precinct Working Group.

### AUGUST 2016

Background information and work undertaken by previous working groups distributed to new working group members by email, from Shire.

**SEPTEMBER 2016**

Trip to Dowerin to view newly upgraded sporting facilities, followed by meeting

**OCTOBER 2016**

Trip to Pingelly to view newly upgraded sporting facilities, followed by meeting

**NOVEMBER 2016**

Surveys designed by Working Group and distributed to all clubs.

**FEBRUARY 2017**

Final deadline for returning surveys from clubs

**MARCH 2017**

Meeting held. This meeting established the need for the group to clearly define its purpose before even discussing renovation or relocation of any current buildings, club houses or playing surfaces / fields.

We developed the following Vision Statement and Mission Statement:

VISION STATEMENT

That we have well maintained sport, recreation and leisure facilities that are sustainable within the means of the local Shire and local not-for-profit clubs and group.

MISSION STATEMENT

To research and plan for the sport, recreation and leisure needs of our community today and in the future, in consultation with the community.

**APRIL 2017**

Meeting held. Richard shared current annual operating costs for each facility in the Shire, as well as life expectancy and costs to replace on each facility.

**JUNE 2017**

Meeting held

**JULY 2017**

Working Group met with Jennifer Collins from DSR (Department of Sport & Rec)



## AUGUST 2017 – OCTOBER 2017

Working Group completed a Population Trend Analysis, organised a Condition Report of all current sport, recreation and leisure buildings/facilities, by Shire of Quairading Manager of Health and Building Services Tim Jurrman.

## NOVEMBER 2017

Report due to Council updating on our work to date. This report included four possible pathway options and a request to spend the next two years (to March 2020) further exploring which was going to be most suitable to our community.

It also included a request for Council to start a Reserve Fund for Sport, Recreation and Leisure facility upgrade and replacements as we planned to be ready to engage professional consultants within the later part of that two year period.

As of November 2017, the four possible pathway options were:

### Option A

One big new Recreation Precinct completed in three stages amalgamating as many clubs as possible, including:

- Bowling greens
- Tennis courts
- Football oval
- Cricket field
- Netball courts (2)
- Hockey field
- Badminton courts
- Basketball courts
- Air rifles range
- Youth Centre
- Gym
- Space for QARRAS and Quilters of Quairading
- Undercover multi-purpose court area

### Option B

- Leave Bowling Club as is.
- Community Building and Changerooms demolished and replaced with addition of tennis courts, under cover multi-purpose court, replacement of netball courts, youth centre and gym.

### Option C

New combined clubhouse for tennis and bowling club, incorporating

- Gym
- Netball courts
- Basketball courts (cover one)
- Youth Centre
- Air Rifles

Community building and change rooms upgraded for football, cricket & hockey.



Option D

Upgrade and maintenance of all existing facilities. No new building or amalgamation needed.

**JANUARY 2018**

Letter received from Shire including motion from November 2017 Ordinary Council Meeting:

*“Resolution 92-17/18 That the Council extends: -*

- 1. The Mandate of the Working Group for an additional two years ending on 31 March 2020 to define the final project concept; and*
- 2. That the Council gives consideration in the 2018/19 Budget deliberations to:
 
  - a) The establishment of a Reserve Fund for the future financing of the Upgrade to Sport, Recreation and Leisure Facilities; and*
  - b) Additional resources for the future contracting of consultants to draw up the final design prior to submission for external grant funding”**

**FEBRUARY 2018**

Meeting held 27<sup>th</sup> February, meeting determined need for an in-depth look at the seven facilities Tim Jurmann reported on in September 2017 in his Shire Recreation Buildings Current Condition Report.

**MARCH 2018**

Letter prepared and sent to CEO detailing plan for more in-depth investigation to include a builder, perhaps Works Supervisor and at least two members of each group using each facility to identify all current and possible future repairs, maintenance and upgrades and costings associated.

The letter noted that there may be some Council budget allowance to undertake this activity (\$5K allocated in the 2017/18 Budget (GL3200)).

As a matter of urgency, the letter requested that a builder plus appropriate Council staff be made available in the next two months (April – May). It added that the Working Group would be happy to coordinate days and times with representatives for each facility and provide a scribe.

Further to this, the letter requested that up to \$5 000 be made available to be used to engage the services of a Quantity Surveyor within the following 12 months if so required.



This would be for the purpose of putting together 'ball park' figures for the three potential options we hope to present to the community.

### **JUNE 2018**

Letter from the Working Group sent in March 2018 to CEO remained unanswered.

Follow up letter was sent notifying CEO that our group had not met since February as we were still awaiting go ahead from the requests in the March 2018 letter.

### **NOVEMBER 2018**

Verbal notification that Adam May had been organised by the Shire to carry out building inspections. No times or dates of inspections were provided to the Working Group and so the relevant community group representatives were not able to be present at these inspections to provide grass roots user insight.

### **JULY 2019**

Meeting held 8<sup>th</sup> July with the *2018/19 Sports and Recreation Facilities Study* – prepared by Shire of Quairading IPR & Strategic Projects project officer Richard Bleakley ([Appendix 1](#)), with costings input from local building contractor Adam May – presented to the Working Group.

Working Group determined that next step is to engage a professional architect to assist with bringing a concept to life.

### **NOVEMBER 2019**

Working Group reps met with Office of Regional Architecture, talked through the project, work completed to date and toured currently sport and recreation facilities.

### **DECEMBER 2019**

Working Group reps met with MCG Architects Pty Ltd, talked through the project, work completed to date and toured currently sport and recreation facilities.

Service and fee proposals from both companies were received by late December 2019 ([Appendix 2](#) and [Appendix 3](#)).



## FEBRUARY 2020

At the February Ordinary Council meeting we hope that Council will move to officially engage MCG Architects to work with the Working Group to develop a concept design, cost estimate and master plan for the site.

Per the 4 "options" presented to Council in the November 2017 report, we will be focusing on "Option B". However we have not yet determined the most suitable option between demolishing vs refurbishing the community building. This will be decided through the upcoming concept development and will be based on cost and capacity of the current building.

At this point, the Working Group has come to the following recommendations:

- The town oval will not be shifted or altered
- The bowling club and bowling greens will not be moved or added to
- The improved Recreation Precinct will not include the Quairading Club Inc
- The current number of Netball courts is surplus to current and future need
- The tennis club and courts can be moved, providing the opportunity for the current facility to be repurposed
- The gym will be included in any new building, allowing the Art Space at the CRC to return to its original use
- The existing change rooms will need to be demolished and replaced, including female change rooms (also allowing current female ablutions to be repurposed)

Items yet to be determined:

- Appropriate orientation of netball courts that allow suitable spectator viewing
- Whether or not to enclose a netball court
- Where to locate tennis courts and therefore where to incorporate tennis office/storage and viewing
- Whether Community Building will be refurbished or demolished

As we narrow down on a final concept, our priorities include:

- Maintaining optimal spectator viewing for all sporting facilities included as well as a decent outlook from a gym space
- Enough space to include the gym, storage for all clubs and comfortable home change rooms
- Functional shared spaces for clubs to access such as bar, kitchen, storage and cool room
- Keeping the project as realistic and manageable as possible, both in the delivery and the ongoing maintenance. The success will lie in delivering a facility that

local clubs feel ownership of and sense of place with and therefore contribute to its care and maintenance.

## FROM HERE

Pending Council's decision to move forward by engaging MCG Architects Pty Ltd, the concept plan development stage is estimated to take three months.

This process will include active engagement and workshopping with representatives from all relevant sport and recreation groups and clubs.

Once a concept design and master plan for the site has been finalised, it will be presented to the entire community for comment and endorsement. Our final step in this process will be handing over a plan to the Shire of Quairading that the community supports.

**Appendix 1:** Report to Council from Quairading Sport & Rec Working Group, November 2017

**Appendix 1:** 2018/19 Sports and Recreation Facilities Study, prepared by Shire of Quairading IPR & Strategic Projects project officer Richard Bleakley. July 2019.

**Appendix 2:** Fee Proposal from Office of Regional Architecture

**Appendix 3:** Request for Quote Concept Design for Quairading Sport Precinct prepared by MCG Architects Pty Ltd



# Report to Council

Prepared by the Quairading Sport & Rec. Working Group

NOVEMBER 2017

# Report to Council

---

Prepared by the Quairading Sport & Rec. Working Group

**This report has been developed by the Sport & Rec. Working Group, comprised of:**

- Lyall Brown, as Chairman of the Sport & Recreation Council
- Kelli Brown, representing Quairading Football Club
- Jill Hayes, representing Quairading Agricultural Society
- Jo Hayes, representing Quairading Tennis Club
- Kyle Caporn, representing Quairading Football Club
- Deanna Hathaway, representing Quairading Ladies Hockey Club
- Shaun Simpson, representing Quairading Cricket Club
- Janice Clemens, representing the Quilters of Quairading
- John Hards, representing Quairading Aged Retired Residents and Seniors (QARRAS)
- Richard Bleakey, as the Shire of Quairading's Economic Development Project Officer

**The Scope of Works provided by the Shire of Quairading was as follows:**

*Item 13.4 Quairading and Districts Sport and Recreation Council Meeting held on 21st March 2016*

*149-15/16 MOVED Cr Brown seconded Cr McRae that Council adopt the Quairading and Districts Sport and Recreation Council Meeting Recommendation DRS2-15/16:-*

*(1) That Council establish a Working Group to undertake Research and prepare a Concept Design for the future replacement of the Community Building and Change Rooms.*

*(2) Working Group to be given a 2 Year Time Frame and to report Progress at each Sport & Recreation Council Meeting.*

*(3) Working Group to compromise of the Chair of the Sport and & Recreation Council and a Nominated Representative from the 10 (ten) identified Clubs and Organisations.*

*(4) Scope of the Working Group to include:*

- a. Utilise adopted Recreation Facility Reports*
- b. Previous Plans and Reports*
- c. Site Inspections of Facilities in other Districts*
- d. Funding Options*
- e. Develop Concept Designs*
- f. Management Plan for a future Facility*

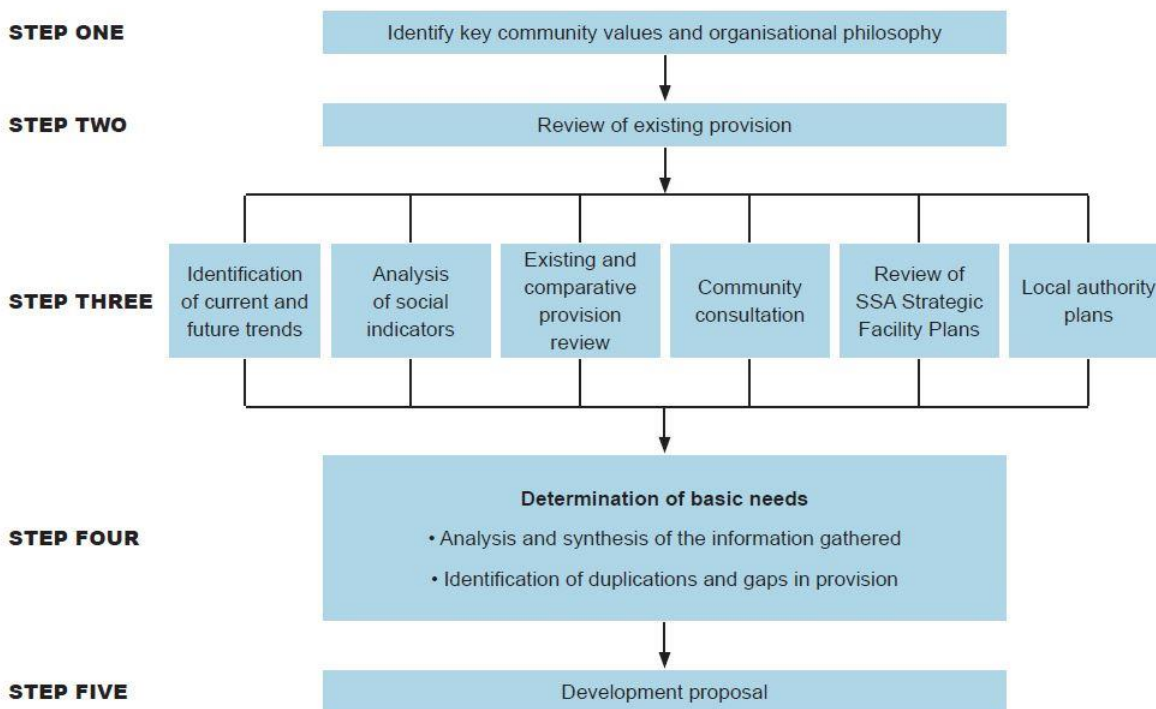
The newly established *Sport & Rec. Working Group* was very aware that similar groups have come and gone in the past and wanted to be sure to take in all the years of research, planning and consultation into consideration. As such, advice, documents and plans were sourced from previous committee members and consultants including;

- Noel Stone, Greg Richards and Kristy Barr
- Kyle Stacey (Creative Co-op Design)
- R Munns Engineering Consulting Services (Appendix 1, Page 11-16)
- Stirling Sport and Recreation Solutions
- Jenifer Collins (Department of Sport and Recreation)
- Shire of Quairading Master Plan

Image 1 below, taken from Department of Sport & Recreation's 2007 'Needs Assessment Guide' illustrates the steps in the needs assessment process. While hours of work have already been put into this broad project, we are still only within steps one, two and three.

Image 1: The five step needs assessment process

### THE FIVE STEP NEEDS ASSESSMENT PROCESS



We established the need for the group to clearly define its purpose, before even discussing renovation or relocation of any current buildings, club houses or playing surfaces / fields.

We began by drafting the following Vision Statement and Mission Statement, for the group:

### **Vision Statement**

That we have well maintained sport, recreation and leisure facilities that are sustainable within the means of the local Shire and local not-for-profit clubs and group.

### **Mission Statement**

To research and plan for the sport, recreation and leisure needs of our community today and in the future, in consultation with the community.

We recognised that every single sport, recreation or leisure club, group, service or facility should be taken into consideration and we shouldn't focus solely on upgrading one main building at the town oval, just because that's what many other Wheatbelt towns have done. We decided to look at the sport, recreation and leisure activities of our whole town and develop a holistic plan for our community for the next 10 to 20 years, and beyond.

Our work over the past two years has included the following activities:

- Completing a Population Trend Analysis.
- Surveying and analysing membership levels of all local sport, recreation and leisure clubs.
- Organising a condition report of all current sport, recreation and leisure buildings/facilities.
- Seeking advice from the Department of Sport and Recreation in regards to the current funding environment, procedures and processes and where we should be at this early stage of future planning.
- Visiting various sport, recreation and leisure facilities in other Wheatbelt towns.
- Compiling anecdotal evidence from those involved in new sport, recreation and leisure facilities in other towns, both positive and negative.



## 1. POPULATION TREND ANALYSIS

According to statistics from the ABS included in the 2017 Shire of Quairading Strategic Community Plan (Table A) the 2016 Census recorded the Shire's usually resident population at 1,019. There has been little change over the past 10 years.

Table A: Total Population 2006 - 2016

2006	2011	2016
1020	1044	1019

Source: [Australian Bureau of Statistics](#), Census of Population and Housing 2006, 2011, 2016. Retrieved 18 July 2017.

While there has been an increase in the median age in the Shire of Quairading, percentages of people in younger age brackets (as per Table B) are most being maintained or increased which is likely to help local clubs maintain membership levels for years to come.

Table B: Age Distribution

Age Group	2011		2016	
	No.	%	No.	%
0-4	67	6.4%	57	5.6%
5-9	69	6.6%	69	6.8%
10-14	67	6.4%	42	4.1%
15-19	22	2.1%	36	3.5%
20-29	69	6.6%	82	8.0%
30-39	102	9.8%	88	8.6%
40-49	159	15.2%	109	10.7%
50-59	202	19.3%	178	17.5%
60-69	128	12.3%	169	16.6%
70-79	106	10.2%	122	12.0%
80-89	41	3.9%	54	5.3%
90+	12	1.1%	12	1.2%
Total	1,044	100%	1,019	100%

Source: [Australian Bureau of Statistics](#), Census of Population and Housing 2011, 2016. Retrieved 18 July 2017.

WA Planning Commission forecasts that our overall population will decrease slightly over the next decade however we still foresee a strong enough population base to warrant the need for maintaining sport, recreation and leisure facilities in the Shire of Quairading.

## 2. SURVEYING CLUBS

The *Sport & Rec. Working Group* invited the following groups and clubs to complete a SWOT (strengths, weaknesses, opportunities and threats) analysis. We emailed a survey (Appendix 2, page 17 - 18) to each group and followed up with phone calls, meetings and discussions to ensure we got as much quality information as possible. We put extra effort into explaining to all clubs that the purpose of the survey and working group weren't explicitly focused on an "amalgamated building" but rather taking a holistic look at the current delivery of all sport, recreation and leisure facilities and services.

Name	Survey	Current Facility Location
Ag Society	Yes	Exhibition Hall, Ram Shed & Open Shed
Air Rifles	Yes	Exhibition Hall
Archery		Wamenusking
Badminton	Yes	Town Hall
Basketball		Greater Sports Ground
Bowls	Yes	Bowling Club
Creative Arts		QCRC Arts Space
Cricket	Yes	Greater Sports Ground & Changerooms
Curtain Raisers		
Dance		Town Hall
Doodenanning	Requested	Doodenaning
Equestrian	Requested	
Football	Yes	GSG & Changerooms & Comm Building
Golf	Yes	Golf Club & Doody
Gym	Yes	QCRC Arts Space
Hockey	Yes	Greater Sports Ground
Netball	Yes	Greater Sports Ground & Changerooms
Playground	Plans provided	PTA Railway Land - proposed
QARRAS	Yes	Community Building, Town Hall
Quilters	Yes	Community Building, QCRC, Town Hall
Skatepark		RSL Hall
Ski Lake		Kevill's Lake
Speedway		Corrigin Road
Stay on your Feet	Yes	Town Hall
Swimming		Swimming Pool
Tennis	Yes (Qdg)	Tennis Club/S Caroling/Wammo/Doodenanning
Vintage Club		Vintage Club
Youth Centre	Yes	RSL Hall

The survey responses are summarised and attached as Appendix 3, page 19 - 24.

### 3. CONDITION REPORT

Tim Jurmann, the Shire of Quairading's Environmental Health Officer and Building Surveyor compiled a report on the current condition of the:

- Agricultural Hall
- Community Building
- Football Changerooms
- Bowling Club
- Tennis Club
- Golf Club
- Youth Centre

The results of Mr Jurmann's inspections are included as Appendix 4, page 25 - 28. We note that there are many further upgrades and maintenance works deemed necessary by the clubs (via the survey) who utilise these building more frequently, than are included in the 'Current Condition Report'. As per current Works Request processes, we are leaving each of these requests for clubs to make individually to Council should they deem it necessary.

### 4. ADVICE FROM DEPARTMENT OF SPORT AND RECREATION

We hosted Jenifer Collins, Manager Wheatbelt Department Sport & Recreation to our Sport & Rec Working Group meeting on Tuesday 25<sup>th</sup> July 2017.

Mrs Collins provided the working group a great insight into the current funding environment, provided information on how DSR can assist us through our planning stages, listed a number of activities we should plan on carrying out and directed us to many useful documents.

Information and advice provided included:

- Complete a Building Audit.
- Jenifer confirmed CSRFF (Community Sporting and Recreation Facilities Fund) funding is very tight and won't get any better. For this reason, co-location of facilities is still preferable, purely to decrease the number of facilities that need funding. Co-location doesn't mean combining **every** single club in town, it's just simplifying and condensing **some**.
- Identified that the Golf Club is unlikely be included in any colocation because it is so far away from other facilities and well located, still to keep them in mind though as they're still part of the recreation of the town.
- Geographically, tennis and bowls look like the best to combine. You could ease in and do things in stages. For example, resurface in the next few years on the premise that the next resurface will be a colocation.

- Confirmed the group has a very realistic timeline and that this is a 5 - 10 year plan and is likely to be a 2 or 3 phase project.
- Stressed the point that the community need to feel part of the decision making to create as much community ownership and positive perspectives as possible. You're never going to get it exactly how the community want it, purely because they don't have the expertise.
- Jenifer recommended chatting to the Pingelly Working Group as they were in a very similar position, and are now at building stage.
- Jenifer recommended presenting three options to the community. You could make one the big scale, grand one, and then two more realistic and reasonable options in order to rule out excessive and expensive options.
- Jenifer mentioned we could apply through DSR for a small grant for planning. However, South Caroling Social Club (tennis court resurface) and Quairading Golf Club (tees and shed) are also likely to be applying. Group noted that we should keep all of our local clubs in the loop and one group apply each year, but lock in when we might.
- Also include Management Plans for each of the plans we put out to the community. Anticipate community questions and answer them in the document. Can also include prospective fees to clubs, hire rates, cleaning management plan, bookings management plans, access to light, access to building (swipe card, keys).
- Include plan for future upkeep and maintenance, is it all Council's responsibility? Or clubs?
- Investigate liquor license options
- Feasibility Study and Needs Assessment will no doubt be needed at some stage.
- Once set on one plan, get it all planned out well, bring it to DSR and work out what can be funded through big grant and small grants. Leverage the big grants to get smaller grants for things such as e.g. lights, playgrounds, cool rooms, shade sails, plants, furniture.

Mrs Collins suggested the following documents will also be useful:

- <http://www.dsr.wa.gov.au/docs/default-source/file-support-and-advice/file-facility-management/needs-assessment.pdf>
- <http://www.dsr.wa.gov.au/support-and-advice/facility-management/developing-facilities/feasibility-study>
- <http://www.dsr.wa.gov.au/support-and-advice/facility-management/developing-facilities/synthetic-turf-decision-guide/decision>
- <http://www.dsr.wa.gov.au/support-and-advice/developing-public-open-space-strategy/step-6-strategies-opportunities-and-priorities>
- <http://www.dsr.wa.gov.au/support-and-advice/organisational-development/marketing-and-promotion/marketing-plan>
- <http://www.dsr.wa.gov.au/support-and-advice/facility-management/managing-facilities/life-cycle-cost-guidelines>
- <http://www.dsr.wa.gov.au/support-and-advice/facility-management/developing-facilities/key-principles-of-facility-provision>

## 5. VISITING OTHER TOWNS

Some members of the Sport & Rec Working Group visited new facilities at Dowerin, Goomalling and Brookton. Kellerberrin, Beverley, Cunderdin, York and Northam have also been visited regularly.

## 6. ANECDOTAL OBSERVATIONS OF SURROUNDING TOWNS WITH NEW AMALGAMATED FACILITIES

### Negative

- Clubs have greatly reduced fundraising revenue – nil or no canteen or bar
- High building hire fees are inhibiting usage
- Most have less than ideal viewing areas
- Some are yet to break even
- Relocated ovals have had serious issues
- Lack of atmosphere
- Lack of perceived ownership = less volunteer input towards care factor

### Positives

- Better sense of community
- Ability to attract regional events

## OPTIONS

To this point, the *Sport & Rec. Working Group* have identified four potential paths to take.

### Option A

One big new Recreation Precinct completed in three stages amalgamating as many clubs as possible, including:

- Bowling greens
- Tennis courts
- Football oval
- Cricket field
- Netball courts (2)
- Hockey field
- Badminton courts
- Basketball courts
- Air rifles range
- Youth Centre
- Gym
- Space for QARRAS and Quilters of Quairading
- Undercover multi-purpose court area

### Option B

- Leave Bowling Club as is.
- Community Building and Changerooms demolished and replaced with addition of tennis courts, under cover multi-purpose court, replacement of netball courts, youth centre and gym.

### Option C

New combined clubhouse for tennis and bowling club, incorporating

- Gym
- Netball courts
- Basketball courts (cover one)
- Youth Centre
- Air Rifles

Community building and change rooms upgraded for football, cricket & hockey.

### Option D

Upgrade and maintenance of all existing facilities. No new building or amalgamation needed.

**PROPOSAL**

We would like to spend the next two years further exploring which is most suitable for our community. This will entail further study and analysis of what's happening both within our local sport, recreation and leisure clubs and facilities as well as that in surrounding towns. It will include extensive, hands-on community consultation to ensure that the one idea we come down to has far reaching community input and ownership.

The first step we would take in determining which option is best, would be to complete an analysis on the annual operating costs of each club, from both Council costs and internal club costs – and compare that with the annual costs of new facilities in surrounding towns.

We would like to request Council start a Reserve Fund for Sport, Recreation and Leisure facility upgrade and replacements. In the second half of the coming two year period, we hope to be ready to apply for external seed funding to engage professional consultants; this is likely to need a cash contribution from Council to leverage.

Appendix 1: Structural Report on Sports Pavilion Building at Quairading Sports Complex, prepared by RMECS (R Munns Engineering Consulting Services) February 2015.



R Munns Engineering Consulting Services



**Report on :** Structural Report on the Sports Pavilion Building at the Quairading Sporting Complex

**Location :** Quairading Sports Complex, WA  
**Prepared for :** The Shire of Quairading and Dan Turner Structural Engineer  
**Project No. :** QU – 001  
**Date :** February 2015

**Document status and review**

Revision	Prepared By	Reviewed By	Date Issued
1	Rod Munns	Dan Turner	8 <sup>th</sup> February 2015
2	Rod Munns	Dan Turner	1 <sup>st</sup> April 2015
3	Rod Munns	Dan Turner	24 <sup>th</sup> May 2015

The undersigned, on behalf of R Munns Engineering Consulting Services, confirms that this document and all attached drawings and photographs have been checked and reviewed for errors, omissions and inaccuracies.

	Name	Signature	Date
Author	Rod Munns		24 <sup>th</sup> May 2015

R Munns Engineering Consulting Services  
 Email : [mecs@westnet.com.au](mailto:mecs@westnet.com.au)  
 Ph / Fax : (08) 9686 1181

ABN 54 749 834 094  
 Address : PO Box 19 BEACON WA 6472  
 Mobile Phone : 0407 604 164






---

Report on the Structural Integrity of the Sports Pavillion at the Quairading Sporting Complex,  
Quairading, WA

---

### 1. Introduction

This report presents the results of an assessment of the structure of the Sports Pavillion Building located at the Quairading Sporting Complex. This structural assessment has been requested by Richard Bleakley, EDPO at the Shire of Quairading on behalf of a Working Committee investigating the planning and subsequent costing of a proposed new Quairading Community Sports & Recreation Facility which incorporates part of the existing Sports Pavillion Building. The Working Committee has requested the following be assessed and provided:

- 1) the condition of the existing Sports Pavillion building structure,
- 2) whether it is feasible to incorporate part of the existing Sports Pavillion building structure into the proposed new Quairading Community Sports & Recreation Facility building, and if so what are the foreseeable issues
- 3) whether the existing structure, if incorporated into the proposed new facility building satisfies the current relevant Australian Standards and current BCA requirements, and if not, what structural upgrades would be required to bring it into line with these standards.

In relation to point 2) above, Richard Bleakley has also advised that the proposed new Quairading Community Sports & Recreation Facility floor plan attached to this report is an initial draft plan ONLY and the floor plan may alter. Consequently, the Working Committee is wondering which option is more feasible:

- a) to utilize some of the existing Sports Pavillion Building structure as part of this proposed new Facility building structure to possibly save some construction costs, or
- b) remove this entire building and start afresh from footings up.

As part of this process, this report will be assessed by Dan Turner Structural Engineer to provide comment on the structural queries mentioned above.

### 2. Site Description

The existing Sports Pavillion Building is 29.15 m long by 13.79m wide at the widest point, with an overall building floor area of 357 m<sup>2</sup>, additional verandah area of 58 m<sup>2</sup> giving an overall building area of 415 m<sup>2</sup>. The part of the existing building structure currently proposed to be utilized in the new Quairading Community Sports & Recreation Facility building is the south western end utilizing approximate two thirds of the area. The building is aligned in a north east – south west direction and located along the north western side of the Sports Oval. The floor plan of this existing Sports Pavillion building is shown in Appendix B3 attached. The proposed new Quairading Community Sports & Recreation Facility building is shown in Appendices B1 and B2 attached.

### 3. Building Inspection Methods

The building inspection was carried out on the 10<sup>th</sup> December 2014 by Rod Munns from R Munns Engineering Consulting Services. The inspection comprised:

- a general inspection of the existing Sports Pavillion building, internally and externally and exterior wall and column centres measurement to check against floor plan dimensions.
- measurement and recording of internal structural members spacings, dimensions and arrangement on provided floor plan.
- Checking column to roof beam structural member connections and recording the details of connection arrangements (where possible).
- Photographic record of the above.



#### 4. Building Inspection Observations

Generally, the Sports Pavillion Building is constructed of double brick exterior walls, single brick internal walls, with steel I-beam frames incorporated into the double brick exterior walls and supporting a zincalume Clip-Lock sheeting roof. The roof sheeting and ceiling panels are supported by rolled steel sheeting I-beam Purlins 180 high x 80 wide x 2.4 thick, fixed between each steel I-beam frame at 1200 centres. The ceiling panels are 1200 long x 600 wide x 50 thick wood shavings with bottom lined tin sheeting that also provides some structural benefit. There are also acoustic ceiling slats located below these ceiling panels in the main Function Room, Kitchen and Bar areas. There are two brick piers that have been incorporated into the western rear side wall of the building to provide stability, and the eastern front of the building has glass framing sitting on a low double brick wall along the Function Room part of the building. The building was completed and opened in 1986.

The following structural components of this building were assessed as stated in section 3 above. Please note that no structural plans of this building were provided by the Shire of Quairading, so when assessing this building I have marked up in red on the floor plan provided in appendix B3, the structural elements information and details that could be observed. I also checked the building dimensions, and architectural elements such as window and door locations, given on the floor plan. The building has been constructed as per the floor plan.

##### Footings & Floor Slab

None of the strip footings were exposed via excavations to the bottom of the footings alongside the external wall, due to time constraints and to save money. I briefly inspected this building prior to the structural assessment date and noted that there was no cracking of the external brick walls evident. Consequently I provided my quotation to provide this structural report based on not excavating a few sections of the strip footings, because the lack of cracking of the brick walls indicates that the strip footings are structurally sound.

The pad footings supporting the steel frame columns underneath the building floor were not observed, because it was impossible to excavate beside these footings without causing considerable damage to the building floor. There is no evidence of shifting or settling of the concrete floor around these columns, so it is assumed that these pad footings are structurally sound.

The floor coverings inside the building were either carpet or tiling. I did not observe any unevenness of the carpet or any cracking of the floor tiles from shifting or cracked floor slab. Therefore I believe the concrete floor slab is structurally sound.

##### Brick Walls

An inspection of the double and single brick walls internally and externally showed no evident cracking. Therefore I believe that the brick walls are structurally sound.

##### Columns

Generally the column members of the steel frames supporting the roof and providing lateral support for the double brick walls, are painted steel Universal Columns of size 150 high x 150 wide x 8.5 thick web and flanges. From the exposed flange observed on the inside of the double brick external walls, these columns look in good condition with no evidence of rusting or pitting.

##### Beams

Generally the beam members of the steel frames supporting the roof are painted steel I-Beams of size 180 high x 150 wide x 8.1 thick webs and 8.9 thick flanges. From the exposed bottom flange and webs observed beneath the 50 thick wood shavings ceiling panels (after removal of the acoustic ceiling slats), the beams are in good condition with no evidence of rusting or pitting.

##### Column to Beam Connections

Due to the potential damage of removing the interfering acoustic ceiling slats to observe the column to beam connections at ceiling height, I was unable to determine if they were welded or bolted connections, and what condition they were in. Since this structure has stood for nearly thirty years, these connections must be structurally sound. It is assumed that if this building is incorporated into the proposed new



R Munns Engineering Consulting Services

Facility building, the architectural elements such as the ceiling and roof cladding will be replaced, and the Structural Engineer would then have an opportunity to inspect these connections.

#### Bracing

I was unable to observe the bracing under the Clip Lock roof cladding (or verify if it is existent), without removing several sheets of the roof cladding. These elements will need to be assessed during the demolition.

#### Ceiling Support Structure

I was able to pull back an end of a roof sheet to observe the ceiling support structure, and the ceiling support structure above the "Yard" area. The purlins supporting both the roof sheeting and ceiling panels are constructed of rolled steel sheeting I-beams that are 180 high x 80 wide x 2.4 thick, and span between the steel frames at 1200 centres. However, it is likely that the roof sheeting and ceiling and support structure for these elements will be removed and replaced if this building structure, or part of, is incorporated into the new Facility building.

### 5. Feasibility of Incorporating Part of the Existing Building into the New Construction

If the current proposed new Quairading Community Sports & Recreation Facility Building floor plan is adopted as shown attached in appendices B2 and B3) and utilizes the south western end two thirds of the existing Pavillion building, then it will be feasible to utilize the existing structural elements as part of the new Facility building structure. The existing structural elements that would be retained, being the steel framing, double brick walls and strip and pad footings and concrete slab, are all in excellent condition. Collectively, I estimate that the cost to replace these structural elements within the south western two thirds of this building would be in the order of \$ 80,000 – 100,000.

However, the limiting height, and flat gabled shape and long rectangular position of the steel frames may well restrict the Working Committee from significantly altering the shape of the floor plan of the proposed Facility building in this area if the existing structure is retained. The existing height of the slatted acoustic ceiling immediately under the steel framing above the Finished Floor Level (FFL) is 2780 at the walls and 2900 at the pitch apex. This may not be sufficiently high enough to enable the minimum 2700 high ceiling height required for Commercial Buildings in the current BCA. Many commercial buildings these days are designed with a 3000 high ceiling height above FFL. The flat gabled shape and long rectangular positioning of the steel frames will restrict the Working Committee fitting the proposed new Facility building floor plan in this area within the existing shape (ie this width). For instance, to make a wider building than present in this area will require an extension westwards or eastwards, and this may mean an internal gutter would need to be designed, or an expensive onsite adaptation made to the existing steel frame. This may compromise the existing pad footing support.

If the Working Committee decides that it needs to physically alter the building shape in this area to fit a more functional floor plan for the proposed new Facility building, then it should consider removing the entire existing Sports Pavillion building.

If the Working Committee agrees that the final proposed Facility building floor plan can fit into this existing rectangular shape (ie the existing building width), there should be no problems with rearranging the internal walls and plumbing to fit into the existing structure. Obviously, thin sections of the existing concrete floor slab and strip footings would need to be cut out to accommodate installing the new plumbing pre-lay and reinstated. The Structural Engineer may require some reinforcing starter bars be drilled into the existing slab and reinforcing added to the slots to provide continuation of reinforcing support. If the proposed new internal walls are to be load bearing masonry walls, then sections of the underlying concrete floor will have to be cut out to allow for support concrete floor thickenings.

If the existing window framing along the front wall of the Function Room was to be removed and bricked up to ceiling height (since the spaces inside are currently proposed to be altered to change rooms and toilet/showers rooms), the strip footings constructed under this existing low double brick dado wall with window framing above, will support this additional loading since they have been constructed to the same standards as the remaining full height double brick walls in this building.

### 6. Summary of Findings

Report on the Structural Integrity of the Sports Pavillion at the Quairading Sporting Complex,  
Quairading, WA

Page 5



R Munns Engineering Consulting Services

- 1) The existing Sports Pavillion building has been well constructed and is in good structural condition.
- 2) If the current proposed new Quairading Community Sports & Recreation Facility Building floor plan is adopted and utilizes the south western end two thirds of the existing Pavillion building, it will be feasible to utilize the existing structural elements as part of the new Facility building structure. Consideration will need to be given to:
  - a) The required ceiling height of the new building and whether this will fit under the existing structure height .
  - b) Utilizing part of the existing Sports Pavillion building structure, will limit the Working Committee to fitting the final floor plan to the existing building width. To make the building wider than existing in this area will result in the need for expensive onsite structural extensions to the existing framing which may compromise the existing pad footings or an internal gutter that can become an ongoing maintenance issue, and it may also limit architectural outcomes for the roof shape.
- 3) The existing structural elements of the Sports Pavillion building to be retained (the steel framing, the external double brick wall and strip and pad footings and concrete floor slab) will or can be made to satisfy the current relevant Australian Standards and BCA, if incorporated into the proposed new Facility building structure.
- 4) If part of the existing Sports Pavillion building structure is to be retained as part of the new Facility building structure, structural requirements in rearranging the internal walls and plumbing can only be provided for when the final design has been completed.

#### 7. Limitations

R Munns Engineering Consulting Services (RMECS) has prepared this report for Dan Turner Structural Engineer to utilize to comment on the structural implications in utilizing a large part of the structural components of the existing Quairading Sports Pavillion Building as part of a proposed new Quairading Community Sports & Recreation Facility development. This report is provided for the exclusive use of Dan Turner Structural Engineer and only for the purpose(s) described in this report. It should not be used for other purposes or by a third party.

The observations and findings provided in the report are indicative of the structural members and connections observed. The accuracy of the advice provided by RMECS in this report is limited by access to particular structural member areas, and by budget constraints imposed by others and by site accessibility.

This report must be read in conjunction with all the attached appendices and should be kept in its entirety without separation of individual pages or sections. RMECS cannot be held responsible for interpretations or conclusions made by others unless they are supported by an expressed statement, interpretation, outcome or conclusion given in this report.



**PROPOSED QUAIRADING MULTI-PURPOSE CENTRE**

SCALE 1:100

RESERVE NUMBER 15546 LOT NUMBER 360

VERSION 4

**NEW COMPLEX AREA (INCLUDING EXISTING)** 1169.8m<sup>2</sup>  
**EXISTING PAVILION AREA** 227.9m<sup>2</sup>



THIS DOCUMENT IS THE PROPERTY OF CREATIVE CO-OP DESIGN AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF CREATIVE CO-OP DESIGN.

KYLE@CREATIVECOOPDESIGN.COM.AU

Appendix 2: Sample Survey sent to all local clubs

**Quairading Recreation and Community Facilities Survey**

Name of Club/Group \_\_\_\_\_

Statistical Membership of Clubs / Groups over the last 5 years    2011 \_\_\_\_\_    2012 \_\_\_\_\_    2013 \_\_\_\_\_  
 2014 \_\_\_\_\_    2015 \_\_\_\_\_

Given your club's statistics, where do you see it heading into the future and do you think that it is financially viable for the club/group to remain in the same building as it is currently using? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What amenities or changes to your existing complex do you think would bring it up to standard and have a positive effect on membership in your club \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you like the location of your club? YES/NO

**Existing Facility:**

Facility	Rating (1 to 5)					Retain (☑)	Remove (☒)
	1	2	3	4	5		
Ablutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Display / trophy room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Function room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refrigeration /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- i. Rate features / facilities/ services you use in existing Centre: 1-( Very poor) to 5 (Excellent)
- ii. What facilities / services would you like to retain in the new centre if built
- iii. What facility / services could be withdrawn from the concept of the new centre

Does your club currently offer any form of junior development/coaching?    YES    NO

Does your club host tournaments/events that attract people from out of town?    YES    NO

Event	Number of people	How this impacts your club and its infrastructure

In the past 3-5 years what works/upgrades have occurred at your facilities? Give an approximate cost and list where the funding for these upgrades came from.

List and why

Work/upgrades	Approx. cost	Club funded	Shire funded	Grant funded

Would your club be willing to relocate to be part of an amalgamated sporting precinct?

Yes	No	Why

Identify what you see as the positive or negative features of an amalgamation

Design
+ ive
- ive

If it were decided that it was too costly to amalgamate all sporting clubs, would your club be willing to share facilities with another club/clubs? ie bowls, tennis, gym, sharing one building

Yes	No	Why

What would you like to be included in an amalgamated sporting precinct?

List and why

Item	Why

**Landscaping**

What features to include (priorities)

Feature	Priority (High, Medium, Low)
BBQ	
Grass / lawn areas	
Parking	
Playground / creche	
Shade	
Sitting area	
Viewing	
Other	

**General**

Are there any further comments or suggestions in regards to the amalgamation or upgrading of facilities?

## Appendix 3: Survey Results

### Statistical Membership

Ag Society – 400-450, Football Club – 100+, Golf Club – 88-60, Tennis – 61-31 (plus juniors & social), Quilters – 60+, PCYC Air Rifles – 25-18, Stay on your Feet-Stay Active – 60 (20-25 each session), Youth Centre – 45-60, Cricket Club – 20, Gym – 70+, Badminton - 20 Hockey – 16, Jnr Football – 60+, QARRAS – 35, Jnr Cricket – 30, Netball – 10-12, Junior Netball - 45

### Given your clubs statistics where do you see it heading into the future and do you think that it is financially viable for the club/group to remain in the same building as it is currently using?

YES – Bowling Club, Ag Society, Golf Club, Football Club, Tennis Club, Quilters, PCYC Air Rifles, Stay on your Feet – Stay Active, Cricket Club, Gym, Hockey, Jnr Football, QARRAS, Jnr Cricket, Netball, Junior Netball

NO

UNSURE – Youth Centre, Badminton – with increases in shire fees – club fees may become unrealistic (depending on member numbers)

### What amenities or changes to your existing complex do you think would bring it up to standard and have a positive effect on membership in your club?

Painting – Bowling Club

New toilets & landscaping – Ag Society

Remove fixed yards in ram shed – Ag Society

Gym – Football Club

Electronic Scoreboard – Football Club

Insulation to ceiling in change rooms – Football Club

Kitchen upgrade to Community Building – Football Club, Quilters, QARRAS

Upgrade to lighting on the oval – Football Club

Cool room attached to Community Building – Football Club

Asbestos roof needs assessment – Golf Club

Bar needs refresh – Golf Club

Equipment Shed needs replacement – Golf Club

Upgraded bathrooms – Tennis Club

Improved storage – Tennis Club

Resurfaced Courts as required – Tennis Club

Re-roofing including new gutters – Tennis Club

More power points in Community Building – Quilters

Ceiling/Insulation of Exhibition Hall – PCYC Air Rifles

Ongoing maintenance & regular cleaning to Town Hall – Stay on your Feet-Stay Active

Art/Craft area, better equipped kitchen, nature play outdoor space – Youth Centre



Relocate cricket nets – Cricket Club  
 Some permanent seating under lean to – Cricket Club  
 Aircon in change rooms for scoring on hot days – Cricket Club  
 Higher ceilings – Badminton Club  
 Less fixtures on the walls – Badminton Club  
 Closer to amenities – Hockey Club  
 Storage – Junior Football  
 Better change rooms particularly for clubs coming from other towns – Junior Football  
 Designated First Aid area that can be accessed easily by football & netball with privacy – Junior Football  
 A free standing gym would attract more members. Currently we share with Art Society so don't open Thursday and have to close for functions at times – Gym  
 Floor space is excellent but we need more weight machines to attract members (esp. men). Not possible at the moment as equipment needs to be moveable for functions – Gym  
 Court surface requires replacement – Netball  
 Undercover court – Netball  
 Viewing structures – Netball  
 Better lighting – Netball

#### **Do you like the location of your club?**

YES – Bowling Club, Ag Society (would like central hub), Football Club, Golf Club, Tennis Club, Quilters, Air Rifles, Stay on your Feet-Stay Active, Youth Centre, Cricket Club, Gym, Badminton Club, Hockey Club, Junior Football, QARRAS, Jnr Cricket  
 NO – Hockey Club, Gym

#### **Existing Facility – rating, retain, remove**

This table was mis-understood by most survey respondents therefore any responses have been deemed of little value.

#### **Does your club currently offer any form of junior development/coaching?**

YES – Bowling Club, Ag Society, Football Club, Golf Club, Tennis Club, Quilters, Air Rifles, Cricket Club – assist juniors when possible, Badminton, Hockey Club, Junior Football – plus coaching/umpiring clinics for adults, QARRAS – some activities with school kids, Jnr Cricket  
 NO – Football Club, Stay on your Feet-Stay Active, Youth Centre, Gym,

#### **Does your club host tournaments/events that attract people from out of town?**

YES – Bowling Club – Ladies & Men's Open, Men's Primaries, Mecca 3's, Men's & Ladies Pennants  
 Ag Society – Annual Ag Show

Football Club – Home games, Mutton Cup, Patron's Tea, Jumper Presentation

Golf Club – Dolin Cup, Shattock Cup, Sponsored Days, Charity Day

Tennis Club – Ladies & Men's Open Day, Pennants, Junior Open Day, Junior

#### Coaching

Quilters – Avon Valley Friendship Day, Patchwork Workshops

Air Rifles – Invitation Shoot

Stay on your Feet- Stay Active – twice have had visitors from other towns

Cricket Club – Home games, Finals

Badminton Club – Open Day

Hockey Club – Home games, Finals, Lightning Carnival

Junior Football – Inter town games including Ferguson Shield annually

QARRAS – Quiz Day, Retirees group from York, Melville seniors (Seniors Christmas

#### Lunch)

Junior Cricket – home games

NO Youth Centre, Gym

#### **Event and how this impacts your club and its infrastructure**

Air Rifles – Invitational Shoot – 100+ - by hosting an event we get invited to shoot at other clubs, last held comp here in 2011, people have declined to return as our range is not as pretty as theirs, bit is the safest range in the PCYC community according to auditor last year.

Bowling Club – Various – 50-100

Ag Society - Annual Show – 1000+

Football Club – Various – 70-350

Tennis – Various – 20-60 – promotes our club & town, increases revenue, causes wear & tear on courts, stretches clubhouse capacity

Golf – Various – Total 300+ - lots of volunteer time for course preparation and catering, office too small for larger events, carpet is hardwearing, past members sometimes help and attend for the social time

Quilters – AV Friendship Day 80+ & Patchwork Workshops 30 – regional event with like-minded people coming together. Past Quairading residents and city friends participate in workshops

Badminton – Open Day – 35 – provides fundraising opportunity

Junior Football – Ferguson Shield – up to 64 players plus their families

QARRAS – 16-55 – great format for meeting other seniors

#### **In the past 3-5 years what works/upgrades have occurred at your facilities. Give an approx cost a funding source.**

Bowling Club – Air-conditioning - \$25 000 – Shire, Carpet – Insurance, Kitchen fridge - \$1600 – Club, Stoves - \$3500 – Club, Doors replaced and locks – Shire,

Ag Society – Interior of hall painted - \$500 – Shire, new shed - \$10 000 – Club

Football Club – Home Change room showers - \$26 000 – Shire, Playground - \$85 000 – Shire & Grants, refurbishment of change rooms - \$9000 – Club  
 Golf Club – Club house painting - \$1000 – Shire/insurance, Garden upgrade - \$2500 – club, Kitchen - \$15 000 – shire, front door - \$3000 – shire, two new buggies - \$5000 – club  
 Tennis Club – Upgraded court lighting - \$8000 – club & grant, New kitchen - \$12 000 – Shire & Club, Re-surface courts - \$30 000 – club, shire & loan, Court repairs - \$6650 – club, Storage shed - \$965 - club  
 Youth Centre – 2<sup>nd</sup> hand air conditioner – installation paid for by Shire  
 Gym – Bi-annual service – Shire - \$200  
 Badminton – courts remarked – Shire  
 Hockey – new lighting - Shire  
 Cricket Club, Junior Football – nothing  
 QARRAS – maybe sound system

**Would you club be willing to relocate to be part of an amalgamated sporting precinct**

YES

Ag Society – to have newer, better facilities and a better layout for the show  
 Football Club – to be as one whole community precinct  
 Tennis Club – if it was beneficial to our whole community  
 Youth Centre – dependant on terms of use and facilities available  
 Cricket Club – if it's for the better of the community we would be up for it depending on cost  
 Badminton – depending on hire cost  
 Hockey – to allow awards to be held at complex and crossover sports days  
 Gym – could potentially increase membership

NO

Bowling Club – happy with present setup because of cost to move  
 Golf Club – on crown land, expensive to relocate and have best location now  
 Tennis Club – may be detrimental to our club spirit therefore our community  
 Air Rifles – we shoot rifles over a 10m range, when training new shooters pellets may not always end up on target and this is a safety issue if other people are using the building at the same time. We also use a lot of heavy stands and shooting benches which from previous years of experience take several hours to remove and set up as I usually have minimal parent support when it comes to the hard work  
 QARRAS – would prefer to stay at the Community Building – venue always quiet with easy access and parking.  
 Outlook over the oval is relaxing.

## Identify what you see as the positive or negative features of an amalgamation

### POSITIVES

Nice new buildings, looks nice, better chance of upgrades to our town's facilities if they're amalgamated, opportunity to have a new and state of the art building, chance for all clubs to be together and to socialise, amalgamation with golf & bowls feasible at golf club location – all round use of a clubhouse, less buildings for shire to maintain, possible increased membership due to being exposed to other clubs, better facilities for other clubs, community camaraderie, children can go from one activity to the other at the same venue, bring more sporting clubs and other clubs into the same environment – it may build a more social atmosphere and clubs may benefit financially from it on Saturday or a Sunday. One building means less maintenance and up keep maybe. Access to facilities we don't have now, possible reduction of sporting club committees, access for all, no duplication, continue to be a part of our community with upgraded facilities similar or better that what is currently provided.

### NEGATIVES

Cost – Rates, Loss of identity, Possible conflict between clubs, clubs could lose sense of ownership and take less care of facilities, less bar fundraising for clubs, conflicts of interest in sharing? the profits, loss of atmosphere, loss of income, loss of members, loss of 'ownership', we shoot live rounds so don't think we would be permitted to shoot in a new building, we would have to un/pack up every night, we couldn't do extra training as we do when leading up to a competition, clashing with other clubs timetable, maybe issues with some clubs having more financial needs that others and some will have more profitable balances that they will want retained by the club. Concerned gym area would be designed too small. Increased cost to groups – Shire currently provided the venue at no cost to the QARRAS. Rates could get too high, new spaces need to be affordable to hire

### **If it were decided that it was too costly to amalgamate all sporting clubs, would you club be willing to share facilities with another club/clubs? (le bowls, tennis, gym, sharing one building) and why.**

YES – Bowling Club – explore our options, Ag Society – only use facilities for one week per year, Football Club – already share with senior & junior cricket, junior football and netball & hockey, Golf Club – and Quairading Club – perfect location for a club, Tennis Club – if it was beneficial to our whole community, Quilters – our group is able to co-exist with other groups – vey flexible with using any facility, Cricket Club – already share, Badminton, Hockey – to have access to facilities we don't have now. Gym – makes economic sense

NO – Tennis Club – there is a perception that the bowlers don't like children in their precinct and could be hassles with shared use of bar and kitchen with seasons being same time of the year, Air Rifles – not too many clubs would fit into a shooting club,

Youth Centre - I don't think it is healthy to have a youth centre around clubs that involve alcohol

**What would you like to be included in an amalgamated sporting precinct?**

Large undercover/weather proof/shaded area, Bar, Cool Room, Gym, equivalent space that already exists for home change room and trainers room, television, CCTV, separate bar spaces, indoor basket/netball court & indoor play area – I believe we will get a higher number of participants/spectators if we are indoors. Parents won't hesitate on coming if we provide a safe enclosed play area. They are more likely to play sport if we have an area kids can play in and parents can still visually see child and know they are safe and not at risk of running behind a car. Good sized change rooms, nice viewing area and bar facilities, if we're going to make the change do it properly to the best of our ability, appropriately air conditioned. Gym – so that it's accessible to all sporting clubs and individuals, ample storage for each individual club, covered multi-purpose court

**Further comments**

Football Club - Any amalgamation the football club is involved in we must have our own bar facilities.

Youth Centre - I think we can attract more spectators and participants if we had better facilities. We could be better equipped to host inter town competitions.

Hockey Club – An amalgamated precinct would make crossover sport days more enjoyable bringing the community together. It would probably bring more spectators resulting in more interest in all sports.

Gym – the gym needs to be as good or better in regard to space as we have now. Also with a view ideally looking out over a children's playground or pool so parents can access while children are entertained.

An amalgamated concept should not include the club, two netballs courts probably enough and try to create something that has economic benefits

## Appendix 4: Shire Recreation Buildings Current Conditions Report

### SHIRE RECREATION BUILDINGS CURRENT CONDITION REPORT

Nominated Shire Recreational Buildings were inspected in September, 2017 to determine current maintenance requirements, estimated lifespan and non-compliance issues.

It should be noted that older buildings are not generally required to be brought up to current building requirements, however disabled persons access is noted on some buildings as a potential area for improvement.

The following buildings inspected were as follows.

- The Agricultural Hall
- The Community Sports Building
- The Football Rooms
- The Bowling Club
- The Tennis Club
- The Golf Club
- The Youth centre

The results of the inspections are outlined below.

#### THE AGRICULTURAL HALL

1. The eaves/gutters/window frames are weathered and require painting within 3 years.
2. The doors are weathered and require repairs within 5 years.
3. The brickwork requires minor repairs/pointing up.
4. Drainage from the roof needs to be diverted discharged 4 metres away from the base of the building.
5. The floor boards are weathered and cupped, requiring resurfacing/sanding, 5+ years.
6. Exit signs are not provided to exit doors.
7. Fire Extinguishers require maintenance.
8. Additional Fire Extinguishers required, next to each nominated Exit.
9. Fire blankets are required in canteen areas.

It is recommended that the building be made accessible for disabled persons in the future.

The building has an expected life span of 30+ years

### **THE COMMUNITY SPORTS BUILDING**

1. The kitchen requires refurbishment, 3+ Years current lifespan.
2. Fire Extinguishers are required to be installed.
3. A Fire Blanket is required to be installed in the kitchen.
4. The dead latch on the North Western door needs to be replaced with a snib latch or strap bolt that can be opened at any time from within the building without a key.

Disabled persons access is provided, however is not to current standards, this could be looked at for a future upgrade.

The building has an expected useable life of 30+ years.

### **THE FOOTBALL ROOMS**

1. Fire Extinguishers are required to be installed.
2. Exit Door latches are required to be inspected for compliance.
3. The fascia and window frames are weathered and require painting.
4. There is a crack in the brickwork to the North Eastern Corner that requires pointing up and monitoring to determine if an expansion joint or other rectification is required.
5. Canteen counters require maintenance.

Disabled persons access and facilities could be reviewed in the future.

The building has a useable lifespan of 25+ years.

### **THE BOWLING CLUB**

1. Synthetic turf condition requires monitoring of any deterioration, ongoing.
2. Eaves and fascia require repainting, 2 years.
3. Fire Extinguishers require maintenance and tag update, immediately.
4. Dead lock on Southern Exit requires removal, immediately.
5. Kitchen laminex requires monitoring and eventual replacement with stainless steel, 3 – 7 years.
6. Exit Sign to Northern Exit requires maintenance as it is not illuminated, immediately.
7. External light fitting requires painting or replacement at the Northern wall, 2 years.
8. Grille to southern wall adjacent bar requires painting, 2 years.

Disabled persons access and toilet facilities should be reviewed and updated.

The building has an expected useable life of 30+ years.

### THE TENNIS CLUB

1. Men's toilet walls have rising damp at base of walls that have damaged paintwork and may require water proofing, 2+ Years.
2. Men's toilet paper towel dispenser is severely rusted and requires replacing, 2+ Years.
3. Office hot water system and discharge valve is over telecommunications wiring, as soon as possible.
4. Office concrete floor is cracked, however not structural at this point, 7+ Years.
5. Window sill to the south side requires brick replacement, 3+ years.
6. Eastern tennis court requires repainting and line marking, 2+ years.
7. Meter box penetration requires flashing/sealing/repair., 1 Year.
8. Sharp edges on northern window awnings are a cut hazard, as soon as possible.
9. Sewer vent pipe adjacent male toilets on northern side requires repair and sealing, 1 year.
10. Northern wall missing brick adjacent male toilets, 2 years.
11. Guttering to the western façade requires replacement 1+ years.

Expected Building life 30+ years.

### THE GOLF CLUB

1. Eave fascia requires painting.
2. Eaves on Western side leak causing warping and damage to eaves lining and paint.
3. Doors require painting.
4. Redundant gas heater to be removed as does not comply with floor height requirements.
5. Electric bar heater to be a minimum of 600mm from the ceiling and 2.1m from the floor.
6. Fire Extinguisher to be provided at Exit door.
7. Brick stair dimensions do not comply with BCA and are a trip hazard due to irregular dimensions. A ramp should be considered at 1:14 gradient.
8. Tiles in bar require replacing.
9. The lights in the kitchen should be sealed food grade units or flush fitted with the ceiling.
10. Down pipe requires replacement and discharge diversion to the Eastern side.
11. Exit sign requires replacement battery ad maintenance check.
12. Extinguishers and Fire blanket require maintenance check.
13. Paper towel dispenser required to kitchen hand wash basin.
14. Disabled persons access and toilet facility should be considered for future long term upgrade.



**THE YOUTH CENTRE**

1. Fire Blanket required in kitchen.
2. Fire Extinguisher to be mounted in kitchen and services.
3. Fire Extinguisher to be mounted at Exit door.
4. Downpipes required to discharge away from building.
5. Loose wall panel on southern façade adjacent chimney.
6. Damaged timber cladding on Western façade.
7. Tiles on kitchen floor require replacing.
8. Exterior of building requires painting.
9. There is no guttering for part of the Northern façade roof.
10. Western stairs do not comply with current BCA for landing and dimensions; consider long term replacement as comply with original requirements when built.
11. Kitchen should be prepared for upgrade in long term future.
12. Disabled persons access and toilet facility should be considered for long term future.

2018/19

# SPORTS AND RECREATION FACILITIES STUDY



Recreation Precinct Working Group

Shire of Quairading

2018/19

## BACKGROUND

Recreation Precinct Working Group was formed in August 2016 to progress the evolution of a concept for the future development of the Sporting and Recreational Facilities in Quairading.

Early deliberations resulted in the presenting to Council of four (4) potential pathways forward

---

### *Option A*

*One big new Recreation Precinct completed in three stages amalgamating as many clubs as possible, including:*

- *Bowling greens*
- *Tennis courts*
- *Football oval*
- *Cricket field*
- *Netball courts (2)*
- *Hockey field*
- *Badminton courts*
- *Basketball courts*
- *Air rifles range*
- *Youth Centre*
- *Gym*
- *Space for QARRAS and Quilters of Quairading*
- *Undercover multi-purpose court area*

### *Option B*

- *Leave Bowling Club as is.*
- *Community Building and Changerooms demolished and replaced with addition of tennis courts, under cover multi-purpose court, replacement of netball courts, youth centre and gym.*

### *Option C*

- *New combined clubhouse for tennis and bowling club, incorporating*
- *Gym*
- *Netball courts*
- *Basketball courts (cover one)*
- *Youth Centre*
- *Air Rifles*
- *Community building and change rooms upgraded for football, cricket & hockey.*

### *Option D*

- *Upgrade and maintenance of all existing facilities. No new building or amalgamation needed.*
-

Working Group sought additional information on the existing facilities to use Option D as a benchmark to assess Options A,B & C.

The Working Group has conducted two studies.

- 1 Condition Report by the Shire’s Health and Building Officer – to determine current maintenance requirements, estimated lifespan and identify non-compliance issues.
- 2 The engagement of Adam May, Licenced Builder, to assess the existing structures, to determine structural requirements to extend life of assets an additional 25 – 30 years, and to provide a cost estimate for renewal of each asset.

The engagement of Bent Nail is seen as part of the preliminary planning exercise with the output being a report and cost estimate for the renewal / upgrade of existing facilities.

---

*Scope of Work:*

*1. Site inspections with Club Members and Licenced Builder of the following facilities:*

- *The Agricultural Hall*
- *The Community Sports Building*
- *The Football Rooms*
- *The Bowling Club*
- *The Tennis Club*
- *The Golf Club*
- *The Youth Centre*

*2. Report on proposed actions for Facility Upgrades*

- *Sub-heading – Facility*
    - *Task / actions required*
    - *Cost estimate for Task / Action*
  - *Summary table for Cost of Renewal / Upgrades*
- 

Inspection of facilities was conducted over a six month period.

All inspections addressed issues highlighted in the “Condition Report” by the Building and Health Officer

Club members were present at some but not all inspections.

## FACILITY REPORTS

### SUMMARY OF COST ESTIMATES.

The following table is a summary of estimated costings of renewal to extend the asset life a further 25 to 30 years

Facility	Amount
Agriculture Hall	\$90,000
Community Club	\$306,000
Footy Changerooms	\$260,000
Bowling Club	\$170,500
Tennis Club	\$120,000
Golf Club	\$119,500
Youth Centre	\$75,000
<b>Total</b>	<b>\$1,141,000</b>

### AGRICULTURE HALL

Areas identified for renewal / upgrade:

- Replacing the tile roof with colourbond
- Repairing, sanding and sealing the timber floor
- Repainting window frames, doors, eaves and internal steel framework

### COST BREAKDOWN

Item	Cost
Roof	\$60,000
Reconditioned timber floor	\$20,000
Repainting window frames, doors, eaves and internal steel framework	\$10,000
<b>Total</b>	<b>\$90,000</b>

## COMMUNITY CENTRE

Areas identified for renewal / upgrade:

- The kitchen/bar area is dated and requires a refit to meet modern specifications
- The main area requires recarpeting and tiling
- The male and female toilets require a full refit
- The roof requires replacing to rectify leaks
- The roof would benefit from a change of pitch to improve appearance
- External rendering to match football changerooms

### COST BREAKDOWN

Item	Cost
Kitchen / Bar Refit	\$80,000
Main area - carpeting	\$20,000
Ablutions refits M & F	\$50,000
Roof replacement	\$120,000
External rendering	\$36,000
<b>Total</b>	<b>\$306,000</b>

## FOOTBALL CHANGEROOMS

Areas identified for renewal / upgrade:

- The male and female public toilets require a refit
- The away changerooms require retiling to rectify safety hazards
- All windows need replacing
- All cupboards/cabinetry requires replacing
- New carpet is required throughout
- Ceilings need to be installed throughout
- The existing patio needs to be replaced
- The roof requires repitching to improve appearance
- The external brickwork would benefit from rendering to improve appearance

### COST BREAKDOWN

Item	Cost
External ablutions (M & F)	\$20,000
Away change rooms retile	\$15,000
Windows replacement	\$15,000
Cupboards / carpentry	\$10,000
Carpeting	\$20,000
Ceilings	\$30,000
Patio replacement	\$30,000
Roof replacement	\$90,000
External rendering of brickwork	\$30,000
<b>Total</b>	<b>\$260,000</b>

## BOWLING CLUB

Areas identified for renewal / upgrade:

- The outside wall would benefit from being rendered and painted
- The south side external asbestos wall linings should be removed and replaced with colourbond cladding
- The roof would benefit from repitching to enhance the appearance of the building
- The male bathroom requires renovation to update
- The female bathroom requires modification to allow for wheel chair access and renovation to modernise
- The main area requires a lighting upgrade
- The external wheel chair ramps do not comply with BCA requirements and therefore need upgrading
- The kitchen requires a complete upgrade
- Additional ball storage is required

### COST BREAKDOWN

Item	Cost
External brickwork rendered	\$15,000
Removal of asbestos (South side)	\$2,000
Repitching of roof	\$60,000
The male bathroom	\$20,000
The female bathroom (compliance)	\$35,000
Lighting upgrade	\$1,500
Wheel chair ramp compliance	\$10,000
Kitchen upgrade	\$25,000
Additional storage	\$2,000
<b>Total</b>	<b>\$170,500</b>



## TENNIS CLUB

Areas identified for renewal / upgrade:

- The male and female toilets require a full refit
- The office would benefit from a refit, including flooring
- The asbestos cladding on the outside should be removed and replaced with colourbond sheeting (or similar)
- The entire exterior brickwork would benefit from rendering to achieve a modern appearance
- The tin roof and gutters needs replacing to eliminate leaks

### COST BREAKDOWN

Item	Amount
Ablutions	\$40,000
Office	\$10,000
Asbestos removal	\$5,000
Exterior brickwork rendered	\$35,000
Roof	\$30,000
<b>Total</b>	<b>\$120,000</b>

## GOLF CLUB

Areas identified for renewal / upgrade:

- Replacing the asbestos roof with colourbond roof sheeting
- Removing asbestos linings from male bathroom and renovating
- Removing asbestos linings from female bathroom and renovating
- Replacing concertina doors
- Modify rear stairs to provide wheel chair access as required by BCA
- Removing and replacing asbestos eaves and wall sheeting
- Replacing kitchen lights with sealed food grade units
- Replacing the carpet

### COST BREAKDOWN

Item	Cost
Roof	\$35,000
Male ablutions	\$25,000
Female ablutions	\$30,000
Replacing concertina doors	\$5,000
Wheel chair access as required by BCA	\$5,000
Removal and replacement of external asbestos	\$4,000
Kitchen lighting	\$500
Carpets	\$15,000
<b>Total</b>	<b>\$119,500</b>

## YOUTH CENTRE

Areas identified for renewal / upgrade:

- Repainting exterior walls and replacing/repairing weatherboards and fascia
- Removing external asbestos wall linings and replacing with hardiflex
- Renovating the complete kitchen
- Restumping kitchen floor
- Renovating the male and female toilets
- Sanding and sealing the main floor
- Repairing/replacing external doors and frames
- Painting interior
- Replacing lighting
- Replacing western side stairs to meet BCA requirements

### COST BREAKDOWN

Item	Cost
Exterior cladding	\$7,000
Removal of asbestos	\$8,000
Kitchen renovation	\$10,000
Restumping kitchen floor	\$5,000
Renovating the male and female toilets	\$20,000
Sanding and sealing the main floor	\$10,000
Repairing/replacing external doors and frames	\$5,000
Painting interior	\$5,000
Replacing lighting	\$3,000
Replacing western side stairs to meet BCA requirements	\$2,000
<b>Total</b>	<b>\$75,000</b>

### 10.3 Elected Member, Chief Executive Officer and Employee Attendance at Events Policy

<b>Meeting Date</b>	27 <sup>th</sup> February 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Local Government Operational Guideline – Attendance at events policy (December 2019) (ii) Draft Attendance at Events Policy.
<b>Owner/Applicant</b>	n/a
<b>Disclosure of Interest</b>	The Author declares an Impartiality, Interest that requires disclosure as the author of the report to whom the policy may benefit, noting that the law requires preparation of such a policy.

#### OFFICER RECOMMENDATION

That Council, pursuant to section 5.90A of the Local Government Act 1995, adopt the Attendance and Events Policy.

**VOTING REQUIREMENTS** – Absolute Majority

#### IN BRIEF

- The State Government has released Local Government Operational Guidelines - Attendance at Events policy, and accompanying sample policy, in December 2019 (Attachment i).
- It is a legislative requirement for Council to prepare and adopt an Attendance at Events Policy
- The Administration recommends adopting the proposed draft policy (Attachment ii).

#### MATTER FOR CONSIDERATION

That Council consider the adoption of the prescribed Attendance and Events Policy.

#### BACKGROUND

The Local Government Act 1995 Section 5.90A was recently amended (October 2019) which requires local governments to have an attendance at events policy. The purpose of the policy is for the Council to actively consider the purpose of and benefits to the community from council members and the CEO attending events.

The policy provides a framework for the acceptance of invitations to various events, clarifies who will pay for tickets or the equivalent value of the invitation.

#### STATUTORY ENVIRONMENT

5.90A. Policy for attendance at events

(1) In this section —

**event** includes the following —

- a concert;
- a conference;
- a function;
- a sporting event;
- an occasion of a kind prescribed for the purposes of this definition.

- (2) A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —
- (a) the provision of tickets to events; and
  - (b) payments in respect of attendance; and
  - (c) approval of attendance by the local government and criteria for approval; and
  - (d) any prescribed matter.

\* *Absolute majority required.*

- (3) A local government may amend\* the policy.

\* *Absolute majority required.*

- (4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

- (5) The CEO must publish an up-to-date version of the policy on the local government's official website.

[Section 5.90A inserted: No. 16 of 2019 s. 44.]

## POLICY IMPLICATIONS

The proposal recommends establishment of a new policy, consistent with the intent of the legalisation and the DLGSC Guidelines and has been adapted to include reference to all Shire of Quairading employees (not just the Chief Executive Officer as recommended by the Guidelines).

## FINANCIAL IMPLICATIONS

Nil – Council provides a Budget Provision for the attendance of Elected Members and Senior Staff at relevant Conferences and Seminars.

## 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

Policy when adopted will be displayed on Council's Website in the Policy Manual.

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

Financial - Risk Matrix Rating is assessed as Low. Council budgets for the attendance of Elected Members and CEO/Senior Staff to relevant Local Government Conferences and Seminars.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Policy is required by State legislation. Risk of attendance at unauthorised Events mitigated by having the Policy in place. Reputational Risk increased if there is not a Policy in place and administered correctly.

Operation – Risk Matrix Rating is assessed as Low. Administration of Policy to be incorporated into Council's normal Operations and Governance Procedures.

Natural Environment – Risk Matrix Rating is assessed as Low.

## **COMMENT**

In developing and recommending the proposed policy, the Chief Executive Officer has considered custom and practice of events over the last 26 years at Quairading and also in his experience in the industry over 40 years.

The majority of events that the Elected Members and Chief Executive Officer or employees get invited to are largely free non ticketed events to present at School Awards or free Community events etc.

It is extremely rare that the Shire President, Councillors and the CEO in their respective roles with Council, receive invitations to non-local Government or Government hosted events.



Department of  
Local Government, Sport  
and Cultural Industries

# Local Government Operational Guidelines

---

December 2019

## Attendance at events policy



This document contains information, opinions, data, and images (“the material”) prepared by the Department of Local Government, Sport and Cultural Industries (DLGSC). The material is subject to copyright under the *Copyright Act 1968* (Cth), and it is owned by the State of Western Australia through the DLGSC.

#### Disclaimer

While the information contained in this document has been formulated with all due care, the DLGSC does not accept any liability to any person for the information (or the use of such information) which is provided in this document or incorporated into it by reference.

The information contained herein is provided on the basis that all persons accessing the document undertake responsibility for assessing the relevance and accuracy of its content.

## **Department of Local Government, Sport and Cultural Industries**

### **Leederville office**

246 Vincent Street  
Leederville WA 6007

Postal address: PO BOX 8349,  
Perth Business Centre WA 6849

Email: [info@dlgsc.wa.gov.au](mailto:info@dlgsc.wa.gov.au)

Website: [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au)

#### About DLGSC

The DLGSC works with partners across government and within its diverse sectors to enliven the Western Australian community and economy through support for and provision of sporting, recreational, cultural and artistic policy, programs and activities for locals and visitors to the State.

The department provides regulation and support to local governments and the racing, gaming and liquor industries to maintain quality and compliance with relevant legislation, for the benefit of all Western Australians. This publication is current at December 2019.

© State of Western Australia. All rights reserved.



# 1. Introduction

Council members are expected to make decisions in the best interests of their community. To do this, they must consider each issue on its merits.

Decision-making could be influenced – or perceived to be influenced – in a number of ways, including through financial relationships, personal relationships and the receipt of gifts. The *Local Government Act 1995* sets out requirements on council members, Chief Executive Officers (CEOs) and other employees to ensure transparency and accountability in decision-making.

Certain gifts received by council members and CEOs are specifically excluded from the conflict of interest provisions (section 5.62(1B)), including a gift that is received in accordance with an Attendance at Events policy. This guideline gives an overview of matters which could be included in the Attendance at Events policy.

Note: this guideline does not apply to the gift provisions in the code of conduct that relates to employees (other than the CEO).

Other related operational guidelines:

- Operational Guideline: Disclosure of gifts and disclosure of interests relating to gifts
- Operational Guideline: Disclosure of interests affecting impartiality
- Operational Guideline: Primary and annual returns

## 2. Gifts

A gift is defined under section 5.57 of the Act as a conferral of a financial benefit (including a disposition of property) made by one person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral. It includes any contributions to travel.

For the purposes of both disclosure of receipt and disclosing an interest when a matter comes before council, a gift is any gift valued at over \$300 or a cumulative value of \$300 where the gifts are received from the same donor in a 12-month period.

### 2.1. Interests in matters before council

The interest provisions are aimed at ensuring that decision-making is free from influence and so decisions can be made in the best interests of the community.

An interest created from receipt of a gift recognises that a relationship is formed between the donor and a recipient of a gift which could be perceived to affect decision-making. This applies to any gift received, not just a gift that must to be disclosed under sections 5.87A and 5.87B.

The basic principle is, that unless the gift is an excluded gift (section 5.62(1B) and Administration Reg. 20B), the council member who has received the gift is not to participate in any part of the meeting dealing with the matter. They must be absent from any deliberations (unless approval is granted by the council or the Minister).

If the council member has such an interest they must disclose this interest before the meeting to the CEO or to the presiding member before the matter is discussed.

If it is the CEO who has the interest due to receipt of a gift, they are not to provide advice to council or prepare reports for council, either directly or indirectly. They must disclose their interest to the mayor or president.

## 2.2. Gifts excluded from the interest provisions

Any gift received over \$300 is specifically excluded from the conflict of interest provisions if:

- the gift relates to attendance at an event where attendance has been approved by the council in accordance with the council endorsed Attendance at Events policy, or
- the gifts is from specified entities.

Regulation 20B of the *Local Government (Administration) Regulations 1996* prescribes the specified entities as WALGA (but not LGIS), ALGA, LG Professionals, a State public service department, a Commonwealth, State or Territory government department or another local government or regional local government.

Excluded gifts are still a gift that must be disclosed and published on the gifts register if over the value of \$300 and received in the capacity of council member or CEO.

# 3. Attendance at events policy

Section 5.90A of the Local Government Act requires that local governments have an attendance at events policy. The purpose of the policy is for the council to actively consider the purpose of and benefits to the community from council members and CEOs attending events.

The policy provides a framework for the acceptance of invitations to various events and clarifies who will pay for tickets or the equivalent value of the invitation.

The tickets should be provided to the local government and not individual council members. A ticket or invitation provided by a donor to an individual in their capacity as a council member or CEO is to be treated as a gift to that person, unless the tickets or invitation is referred to the local government to be considered in accordance with the policy.

## 3.1. The legislation [section 5.90A]

### 5.90A. Policy for attendance at events

- (1) In this section —

**event** includes the following —

- (a) a concert;
  - (b) a conference;
  - (c) a function;
  - (d) a sporting event;
  - (e) an occasion of a kind prescribed for the purposes of this definition.
- (2) A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —
- (a) the provision of tickets to events; and
  - (b) payments in respect of attendance; and
  - (c) approval of attendance by the local government and criteria for approval; and
  - (d) any prescribed matter.
- \* Absolute majority required.
- (3) A local government may amend\* the policy.
- \* Absolute majority required.
- (4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (5) The CEO must publish an up-to-date version of the policy on the local government's official website.

## 4. Matters for consideration in developing the policy

In developing the policy, there are a number of matters which need to be considered. Principally, the council needs to consider what is the benefit to the community or local government in having members of council or the CEO attend the event.

The Attendance at Events policy is to enable council members to attend events as a representative of council without restricting their ability to participate in council meetings. It is not intended to be used as a mechanism to avoid conflict of interest provisions where significant matters are likely to come before council from the provider of the invitation.

While attending events is generally considered an important function for council members and the CEO to represent the local government, if there are costs involved, especially significant costs, it can lead to criticism from the community for spending ratepayer's money if the tangible benefits are not identified. Similarly, if the council is accepting tickets, including those as a result of sponsorship, there can be a perception of bias when matters affecting that organisation come before council.

The policy should also consider the role that the person attending will have at the event - for example, speaking, giving an award or being a member of the audience – especially if there are significant costs associated with attendance. The community perception will be different for a person attending to undertake a specific role or function versus being a member of the audience.

Note that examples are provided in the legislation of what constitutes an event: concerts, conferences, functions and sporting events. This is not an exhaustive list and councils should consider the full range of events that may be relevant to their local government, such as agricultural shows, field days, school awards nights and cultural events.

Ultimately, it is the decision of the council as to what is contained within the policy and this will vary between local governments.

Matters that could be included are:

- To whom invitations are to be directed,
- Who authorises attendance at an event, including how the decision is made for a council member or CEO to attend an event,
- How many people are authorised to attend an event,
- Who is responsible for the cost of attending (if any), including whether there is a requirement for the council member or CEO to contribute to the cost, particularly if the person's partner is also attending;
- Whether there are any events that are authorised in advance by council (preauthorised events),
- Whether the location of the event is within the district,
- Attendance at sponsored events, and
- Attendance at events that are outside the policy.

The council, with accountability to the local community, is in the best position to determine the design and content of the policy. Some local governments have requested guidance from the Department. To this end a sample policy is included on the following pages.

The policy may provide authorisation for the CEO to be the decision maker where decisions align with the policy intent. In that case, the policy must set out clear criteria by which the CEO may make such determinations.

## 5. Concluding remarks

In developing the Attendance at Events policy, councils need to actively consider the purpose of and benefits to the community from council members and CEOs attending events. The policy should not be used to intentionally circumvent conflict of interests which may arise from attending events hosted by a provider who will have a significant matter before council.

Local governments are encouraged to use this template as a guide and to adapt it to reflect the needs and expectations of their communities. The policy can also be adapted to include attendance at events by employees other than the CEO.

The community's trust in local government is crucial to its success.

# Attendance at Events – template policy

## Introduction

Section 5.90A of the *Local Government Act 1995* provides that a local government must prepare and adopt an Attendance at Events policy.

This policy is made in accordance with those provisions.

## Purpose

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of council members and the chief executive officer (CEO).

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

## Legislation

### 5.90A. Policy for attendance at events

- (1) In this section —
  - event** includes the following —
    - (a) a concert;
    - (b) a conference;
    - (c) a function;
    - (d) a sporting event;
    - (e) an occasion of a kind prescribed for the purposes of this definition.
- (2) A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —
  - (a) the provision of tickets to events; and
  - (b) payments in respect of attendance; and
  - (c) approval of attendance by the local government and criteria for approval; and
  - (d) any prescribed matter.

\* Absolute majority required.

- (3) A local government may amend\* the policy.  
\* Absolute majority required.
- (4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (5) The CEO must publish an up-to-date version of the policy on the local government's official website.

## Provision of tickets to events

### 1. Invitations

- 1.1 All invitations or offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the [Click or tap here to enter text.]
- 1.2 Any invitation or offer of tickets not addressed to the [Click or tap here to enter text.] is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
- 1.3 A list of events and attendees authorised by the local government in advance of the event is at Attachment A.

### 2 Approval of attendance

- 2.1 In making a decision on attendance at an event, the council will consider:
  - a) who is providing the invitation or ticket to the event,
  - b) the location of the event in relation to the local government (within the district or out of the district),
  - c) the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
  - d) whether the event is sponsored by the local government,
  - e) the benefit of local government representation at the event,
  - f) the number of invitations / tickets received, and
  - g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.
- 2.2 Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

Guidance Note: If the local government is proposing to provide authorisation to the CEO to determine matters in accordance with this policy, then it will be necessary for the policy statement to include specific principles / criteria by which the CEO may make such determinations.

### 3 Payments in respect of attendance

- 3.1 Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determine attendance to be of public value.
- 3.2 For any events where a member of the public is required to pay, unless previously approved and listed in Attachment A, the council will determine whether it is in the best interests of the local government for a council member or the CEO or another officer to attend on behalf of the council.
- 3.3 If the council determines that a council member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- 3.4 Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the council.

### Attachment A – events authorised in advance

Event	Date of event	Approved Attendee/s	Approved local government contribution to cost	Date of council resolution or CEO authorisation
Example: Greater Westralia Regional Agricultural Ball	20 December 2019	<ul style="list-style-type: none"> <li>• President Cr Brown and partner</li> <li>• Deputy President Cr Green and partner</li> <li>• CEO and partner</li> </ul>	6 tickets @ \$190 each  Total cost \$1,140	Ordinary Council Meeting 4 November 2019



## ATTENDANCE AT EVENTS POLICY

<b>Document Status</b>	Draft
<b>Statutory Environment</b>	Local Government Act 1995 S5.90A

Record of Policy Review					
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date
01	Graeme Fardon			New Policy – Legislative Requirement	



## PURPOSE

The Shire of Quairading is required under the Local Government Act 1995 to approve and report on attendance at events for Elected Members and the Chief Executive Officer.

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of Elected Members, the Chief Executive Officer (CEO) and all Employees of the Shire of Quairading.

## OBJECTIVE

The policy provides guidance to Elected Members and Employees when an invitation to an event or function, or other hospitality occasion, ticketed or otherwise, is offered free of charge.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before Council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

## POLICY

This policy applies to Elected Members, the Chief Executive Officer and all Employees of the Shire of Quairading (the Shire) in their capacity as an Elected Member or Employee of the Shire.

Elected Members, the Chief Executive Officer and Executive Managers and Managers occasionally receive tickets or invitations to attend events to represent the Shire to fulfil their leadership roles in the community. The event may be a paid event or a ticket/invitation may be gifted in kind, or indeed it may be to a free / open invitation event for the community in general.

### Provision of tickets to events

#### 1. INVITATIONS

- 1.1 All invitations or offers of tickets for an Elected Member, CEO or employee to attend an event should be in writing and addressed to the CEO.
- 1.2 Any invitation or offer of tickets not addressed to the CEO is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
- 1.3 A list of events and attendees authorised by the local government in advance of the event is at Annexure A – Pre-Approved Events and Annexure B – Example Register.

#### 2. APPROVAL OF ATTENDANCE

- 2.1 In making a decision on attendance at a non-pre-approved event, the council will consider:
  - a) who is providing the invitation or ticket to the event,
  - b) the location of the event in relation to the local government (within the district or out of the district),
  - c) the role of the Elected Member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
  - d) whether the event is sponsored by the local government,
  - e) the benefit of local government representation at the event,
  - f) the number of invitations / tickets received, and
  - g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

2.2 Decisions to attend non pre-approved events in accordance with this policy will be made by simple majority of Council.

### 3. PAYMENTS IN RESPECT OF ATTENDANCE

3.1 Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determines attendance to be of public value.

3.2 For any events where a member of the public is required to pay, unless previously approved and listed in Annexure A, the Council will determine whether it is in the best interests of the local government for an Elected Member, CEO or another Officer to attend on behalf of the Council.

3.3 If the Council determines that an Elected Member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

3.4 Where partners of an authorised local government representative attend an approved event, any tickets for that person will be paid by Council.

## GUIDELINES

Local Government Act 1995 S50.9A

### Definitions

Elected Members includes the Shire President and all Councillors.

In accordance with Section 5.90A of the Local Government Act 1995 an event is defined as a:

- Concert
- Conference
- Function
- Sporting event
- Occasions prescribed by the Local Government (Administration) Regulations 1996.

[Annexure A](#) – Pre-Approved Events

[Annexure B](#) – Example of Register of Events Approved by Council (by Simple Majority decision)

### **Annexure A – Pre-Approved Events**

The Shire approves attendance at the following events by Elected Members, the Chief Executive Officer and employees of the Shire: -

- (a) Advocacy lobbying or Ministerial briefings (Elected Members, the Chief Executive Officer and Executive Management only);
- (b) Meetings of clubs or organisations within the Shire of Quairading;
- (c) Any free event held within the Shire of Quairading;
- (d) Australian or West Australian Local Government events;
- (e) Events hosted by Clubs or Not for Profit Organisations within the Shire of Quairading to which the Shire President, Elected Member, Chief Executive Officer or employee has been officially invited;
- (f) Shire hosted ceremonies and functions;
- (g) Shire hosted events with employees;
- (h) Shire run tournaments or events;
- (i) Shire sponsored functions or events;
- (j) Community art exhibitions;
- (k) Cultural events/festivals;
- (l) Events run by a Local, State or Federal Government;
- (m) Events run by the Quairading District High School;
- (n) Major professional bodies associated with local government at a local, state and federal level;
- (o) Opening or launch of an event or facility within the Shire of Quairading;
- (p) Recognition of Service events
- (q) RSL events; and
- (r) Where Shire President, Elected Member or Chief Executive Officer representation has been formally requested.

**Annexure B – Register of Events Approved by Council (by Simple Majority decision)**

Event	Date of Event	Approved Attendee/s	Approved local government contribution to cost	Date of Council resolution

## 10.4 Annual Electors Meeting Minutes – 4<sup>th</sup> February 2020

<b>Meeting Date</b>	27 <sup>th</sup> February 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	Annual Electors Meeting Minutes
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	n/a

### OFFICER RECOMMENDATION

That Council receive the Minutes of the Annual Electors Meeting held on the 4<sup>th</sup> February 2020.

### VOTING REQUIREMENTS – Simple Majority

#### IN BRIEF

- Annual Electors Meeting held on 4<sup>th</sup> February 2020
- No Decisions made at the Electors Meeting
- Various Issues were raised by Electors and recorded in the Minutes.

#### MATTER FOR CONSIDERATION

Minutes of the 4<sup>th</sup> February 2020 Meeting of the Annual Electors Meeting be received by Council.

#### BACKGROUND

The Annual Meeting of Electors was held on the 4<sup>th</sup> February 2020 in accordance with Section 5.27 of the Local Government Act.

#### STATUTORY ENVIRONMENT

Local Government Act 1995

##### 5.27. Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

##### 5.29. Convening electors' meetings

- (1) The CEO is to convene an electors' meeting by giving —
  - (a) at least 14 days' local public notice; and
  - (b) each council member at least 14 days' notice,
 of the date, time, place and purpose of the meeting.
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

### 5.30. Who presides at electors' meetings

- (1) The mayor or president is to preside at electors' meetings.
- (2) If the circumstances mentioned in section 5.34(a) or (b) apply the deputy mayor or deputy president may preside at an electors' meeting in accordance with that section.
- (3) If the circumstances mentioned in section 5.34(a) or (b) apply and —
  - (a) the office of deputy mayor or deputy president is vacant; or
  - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,

then the electors present are to choose one of the councillors present to preside at the meeting but if there is no councillor present, able and willing to preside, then the electors present are to choose one of themselves to preside.

### 5.31. Procedure for electors' meetings

The procedure to be followed at, and in respect of, electors' meetings and the methods of voting at electors' meetings are to be in accordance with regulations.

### 5.32. Minutes of electors' meetings

The CEO is to —

- (a) cause minutes of the proceedings at an electors' meeting to be kept and preserved; and
- (b) ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors' meeting are first considered.

### 5.33. Decisions made at electors' meetings

- (1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —
  - (a) at the first ordinary council meeting after that meeting; or
  - (b) at a special meeting called for that purpose,
 whichever happens first.

(2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting

Local Government (Administration) Regulations 1996.

#### **POLICY IMPLICATIONS**

N/A.

#### **FINANCIAL IMPLICATIONS**

Nil.

#### **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
G3	Community Engagement

## **COMMUNITY CONSULTATION**

The Annual Electors Meeting was publicised in the Community through various Media outlets. In addition, Statutory Advertising the Notice of Meeting was published in the "Avon Advocate" Newspaper.

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

Financial - Risk Matrix Rating is assessed as Low. Council's Annual Financial Statements were submitted for External Audit and received an Unqualified Audit Report.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Annual Report provides Community with an overview of the Year's Operations, Projects and Statutory Reporting obligations. Council has completed its Statutory Requirements. Annual Report is on Council's Website as per legislative requirements.

Operation – Risk Matrix Rating is assessed as Low. Annual Report and conduct of the Electors Meeting undertaken as part of Council's Operations and within Adopted Budget.

Natural Environment – Risk Matrix Rating is assessed as Low.

### **COMMENT**

The Local Government Act requires that all Decisions made at an Electors' Meeting are to be considered at the next Ordinary Council Meeting.

Council is informed that whilst various issues were raised by Electors there were no formal Decisions made at the Meeting.

## SHIRE OF QUAIRADING

The Minutes of the Annual Electors Meeting held in the Quairading Lesser Hall on Tuesday 4<sup>th</sup> February 2020 commencing at 7.04 pm.

### ITEM 1 OPENING & ANNOUNCEMENTS

---

The Shire President opened the Meeting at 7.04 pm.

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

Cr Davies welcomed the Electors, Councillors and Staff to the Meeting.

### ITEM 2 ATTENDANCE AND APOLOGIES

---

#### Councillors

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

#### Council Officers/Contractor

Mr GA Fardon	Chief Executive Officer
Mr A Rourke	Executive Manager of Works & Services
Mr N Gilfellow	Executive Manager of Corporate Services
Mr RM Bleakley	IPR/Strategic Projects Officer
Mrs S Caporn	Project Consultant

#### Name of Electors in attendance

Mr Brian Caporn  
 Mrs Dorothy Hayes  
 Mrs Liz Smith  
 Mrs Annie Hayes  
 Mr Arthur West  
 Mr Russell Stacey  
 Mrs Shirley Stacey

#### Apologies

Mr DC Richards  
 Mrs J McRae



## ITEM 3 CONFIRMATION OF MINUTES AND BUSINESS ARISING

---

### 3.1 Confirmation of Minutes – 5<sup>th</sup> February 2019

#### **MOVED Mr Caporn SECONDED Cr Stacey**

That the Minutes of the Annual Electors Meeting held on the 5<sup>th</sup> February 2019 be confirmed as a true and accurate record subject to the amendment that Mr John Haythornthwaite be added as an Attendee.

**CARRIED**

### 3.2 Business Arising

Mr Caporn enquired on the outcome of the Culvert Cleaner proposal.

The Executive Manager of Works & Services provided an overview that the trial demonstration of a Culvert Cleaner had been unsuccessful and larger capacity machines were cost prohibitive. Council has programmed and budgeted to utilise a Contractor for Culvert Cleaning. Mr Rourke further commented that the Contractor's machine had been observed operating effectively during the WANDRRA Project.

Mr Caporn enquired on the timing of further Improvement roadworks on the York-Merredin Road.

The Chief Executive Officer advised that Main Roads have confirmed that there is no further approved funding for widening and improvement works on the York-Merredin Road (either side of Town) at this time.

## ITEM 4 ANNUAL REPORT

---

### 4.1 2018/2019 Annual Report

The 2018/2019 Annual Report includes the following: -

#### Governance

Elected Representatives

Council Meeting Attendance

Executive Team

Statistics Snapshot 2018/2019

Presidents Annual Report

CEO's Report

#### Compliance

National Competition Policy

Public Interest Disclosure

Register of Complaints

State Records Act 2000

Disability Access and Inclusion Plan

Freedom of Information

#### Strategic Reporting

Strategic Community Plan

## Finance Statements

Annual Financial Report (Includes Auditor's Report).

The Meeting noted that 2018/2019 Annual Report was formally received by Council at its Ordinary Meeting on Thursday 19<sup>th</sup> December 2019.

Mr Caporn queried the significant increase in the Closing Cash Position and whether this was due to the WANDRRA monies being received in.

The CEO advised that the increase in the Closing Cash Position from 2017/18 to 2018/19 can be largely attributed to the Financial Assistance Grant being prepaid by the Federal Government and also the WANDRRA funds which were previously reported as an Outstanding Sundry Debt had been received and reported in the Unrestricted Cash Position.

Council's Executive Manager of Corporate Services provided an overview of recent Accounting changes which resulted in variations to the presentation of the Annual Financial Statements from previous years.

Mr Gilfellow also provided an overview on each of the Financial Ratios and highlighting the improving trend of many of the Ratios and in particular, the positive result for the Current Ratio. Mr Gilfellow provided a comparison with like Councils in the Region.

Mr Caporn queried whether Council's good Building Maintenance history had impacted to give a better Asset Consumption Ratio when compared to like Councils. The EMCS confirmed that maintaining the Building Maintenance effort did assist when it comes time to revalue the Building Assets.

### **MOVED Mr Caporn SECONDED Cr Cowcill**

That the Annual Report for the Financial Year ended 30th June 2019, be received.

**CARRIED**

## **4.2 Questions on Annual Report**

### **Mr Brian Caporn**

Page 27 CEO's Report – Mr Caporn queried the issue of the Banksia Dieback Area to the North East of the Townsite and commented that the area is prone to Water logging and that River Gums should be planted to dry out the water table.

The Chief Executive Officer outlined the Department of Biodiversity, Conservation and Attractions' monitoring of the Area and the identification of a species of Dieback in the Banksias and the need for Vehicle and Pedestrian Hygiene warnings. The Chief Executive Officer will continue to liaise with Department officers and raise the River Gum suggestion.

## **ITEM 5 CONSIDERATION OF OTHER GENERAL BUSINESS**

### **Mrs Liz Smith**

Mrs Smith sought details on the Drought Assistance Funding recently announced with Quairading being an eligible Council and whether Council would be applying for monies.

Mr Fardon provided preliminary details on the Drought Communities Programme which enables Council to apply for up to \$1.0M in Grant Funds for new or existing Community Amenities and Facilities. Mr Fardon advised that the criteria for a successful application is local and regional employment, improvement in economic activity and enable retention of businesses, services and facilities.

The Shire President and CEO confirmed that Council will be applying for Grant Funds under the Drought Communities Program for yet to be determined but planned Projects.

**Mr Brian Caporn**

Mr Caporn raised the ongoing issue of Council Grader Operators not cutting enough Mitre drains off the roads. Examples included Wishart Road and Pantapin South Road.

The EMWS, Mr Rourke advised that here had not been a change in Management direction and that mitre drains play an important role in the management of storm water runoff on Council's road network. Mr Rourke undertook to reinforce this with the Operators.

**Cr John Haythornthwaite**

Cr John Haythornthwaite commented that it was not lawful for Council to cut mitre drains that intentionally direct water into paddocks.

The EMWS, Mr Rourke commented on the method in which mitre drains should be constructed to slow down the water and it is not intended that water be directed onto private land. This matter would be reinforced with the Staff.

**ITEM 6 CLOSURE**

---

There being no further business, the Chairman closed the Meeting at 7.35 pm.

Confirmed.....

## 10.5 Review of the Shire of Quairading Delegations

<b>Meeting Date</b>	27 <sup>th</sup> February 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Delegation Register for Review (ii) Delegations – Schedule of Authority – under separate cover.
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	CEO – Council delegates authority to the CEO

### OFFICER RECOMMENDATION

That Council: -

- 1. Approves the delegations made to the Shire President, Chief Bush Fire Control Officer, Chief Executive Officer, Audit & Risk Committee and the Manager of Health and Building as contained in the amended Register of Delegations;**
- 2. Notes the sub-delegations from the Chief Executive Officer in the amended Register of Delegations; and**
- 3. Notes the Delegations from other Agencies and Instruments of Delegation or other Acts to the Chief Executive Officer.**

**VOTING REQUIREMENTS** – Absolute Majority

### IN BRIEF

Legislative Requirement and Good Governance Practice to Review the Delegation of Authority to the Chief Executive Officer and to Committees (if any) on an Annual basis.

### MATTER FOR CONSIDERATION

To present the annual review of the Shire's Delegated Authority register for Council's approval.

### BACKGROUND

Delegations by Council are an effective way to reduce red tape and improve customer satisfaction through prompt decision-making processes. Using the power of delegation appropriately assists local governments to efficiently deal with a wide range of operational matters that are minor, administrative in nature and potentially time consuming.

Certain safeguards are incorporated into delegations such as limiting the use of when a delegation can be exercised as well as granting appeal rights to the Council when an impacted individual is aggrieved with an officer's decision, as set out in Part 9 – Division 1 of the Act.

It is important to note that officers are not obliged to use a delegation; where a matter is determined to be of a contentious nature, the matter can be referred to Council.

As is required by section 5.46 of the Local Government Act 1995, a review of the current delegations has been undertaken by the CEO and the Executive Officer with recommendations on proposed amendments to the Delegations from Council. This review has been based upon a best practice approach to delegations in local government, referencing the WALGA Delegations template and Guidelines issued by the Department.

The following new Delegations have been added: -

Delegation A.15 – Powers of Entry

Delegation B.10 – Referrals and Issuing Certificates

Delegation H.4 – Appoint Authorised Officer or Approved Officer (Asbestos Regs)  
 Delegation R.7 – Recovery of Rates Debts - Actions to Take Possession of the Land

Delegations from other Agencies and Instruments of Delegation or other Acts: -

Delegation 52 – Noise Control – Environmental Protection Notices [Reg.65(1)]

Delegation 112 – Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events

Delegation 119 – Noise Management Plans – Construction Sites

Delegation 1738/2002v8; 858/2001 v9 – Instrument of Authorisation - Sign Development Applications for Crown Land as Owner.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Building Act 2011*

*Bush Fires Act 1954*

*Cat Act 2011*

*Caravan Parks and Camping Grounds Act 1995*

*Control of Vehicles (Off-road Areas) Act 1978*

*Dog Act 1976*

*Environmental Protection Act 1986*

*Food Act 2008*

*Health (Miscellaneous Provisions) Act 1911*

*Litter Act 1979*

*Public Health Act 2016*

*Planning and Development Act 2005*

Schedule 2 clause 82(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*

*State Administrative Tribunal Act 2004*

## **POLICY IMPLICATIONS**

Yes – Review of the current Delegations in place

## **FINANCIAL IMPLICATIONS**

Nil.

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

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

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

## **COMMUNITY CONSULTATION**

N/A

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

Financial – Risk Matrix Rating assessed as Low. Financial risk mitigated through annual review of all Delegations granted by Council.

Health – Risk Matrix Rating assessed as Low.

Reputation – Risk Matrix Rating assessed as Low. Reputational Risk mitigated through the annual review of the approved Delegations from Council.

Operation – Risk Matrix Rating assessed as Low. Delegations provide for orderly conduct of Council's Operations and streamlines decision making processes

Natural Environment – Risk Matrix Rating assessed as Low.

# Delegation Register

Shire of Quairading



Description of Review	Council Resolution Number
Delegation 32 – Certain Planning Functions Relating to the Town Planning Scheme	85-15/16: 25 <sup>th</sup> November 2015
Annual Delegation Review	63-16/17: 20 <sup>th</sup> October 2016
Annual Delegation Review	134-17/18: 22 <sup>nd</sup> February 2018
Annual Delegation Review	132-18/19: 28 <sup>th</sup> February 2019
Delegation A.14 – In-Kind Community Requests	195-18/19 30 <sup>th</sup> May 2019



# Contents

Contents .....	2
Administration .....	5
Delegation A.1 – Administration of Local Laws .....	6
Delegation A.2 - Executing and Affixing of Common Seal to Documents.....	7
Delegation A.3 – Long Service Leave Applications .....	8
Delegation A.4 – Making a Cash Advance to a Person .....	9
Delegation A.5 – Tenders: Minor Variation to Contracts .....	10
Delegation A.6 – Payments from Municipal Fund and Trust Fund .....	11
Delegation A.7 – Performing Functions Outside Own District.....	12
Delegation A.8 – Public Inspection of Certain Documents Relating to Council or Committee Meetings.....	13
Delegation A.9 – Use of Shire Vehicles by Employees.....	14
Delegation A.10 – Bank Authorities .....	15
Delegation A.11 – Liquor Permits.....	16
Delegation A.12 – Disposing of Property (Public Auction or Public Tender).....	17
Delegation A.13 – Disposing of Property (Private Treaty).....	18
Delegation A.14 – In-Kind Community Requests .....	19
Delegation A.15 – Powers of Entry.....	20
Building .....	21
Delegation B.1 – Extension of Period of Duration of Occupancy Permit or Building Approval Certificate.....	22
Delegation B.2 – Grant of Occupancy Permit or Building Approval Certificate .....	23
Delegation B.3 – Applications for the Use of Battery Powered Smoke Alarms in Dwellings.....	24
Delegation B.4 – Issue of Demolition Permits .....	25
Delegation B.5 – Building Act 2011: Appointment of Authorised Persons .....	26
Delegation B.6 – <i>Building Act 2011</i> : Commencement of Legal Proceedings.....	27
Delegation B.7 – Issue and Revocation of Building Orders .....	28
Delegation B.8 – Issue Licence to Deposit Material on Street and Excavate on Land Abutting a Street.....	29
Delegation B.9 – Private Swimming Pools: Alternative Barrier Approval .....	30
Delegation B.10 – Referrals and Issuing Certificates.....	31
Bushfire.....	32
Delegation FIR.1 – <i>Bushfires Act 1954</i> : Authorised Officers, Bushfire Control Officers, Prescribed Officers and Officers to Carry Out Enforcement Proceedings.....	33
Delegation FIR.2 – <i>Bushfires Act 1954</i> : Powers and Duties .....	34
Delegation FIR.3 – Prohibited and Restricted Burning Times Variation .....	35
Finance .....	36
Delegation F.1 – Audit Committee: Meeting with Auditor and Audit Functions.....	37

Delegation F.2 – Expression of Interest for Goods and Services.....	38
Delegation F.3 – Tendering for Goods and Services.....	39
Delegation F.4 – Investment of Surplus Funds .....	40
Delegation F.5 – Reimbursement of Expenses Incurred by an Employee.....	41
Delegation F.6 – Reimbursement of Expenses Incurred by Councillors.....	42
Delegation F.7 – Waiving and Granting of Concessions and Write-Off of Debts .....	43
Health.....	44
Delegation H.1 – <i>Caravan Parks and Camping Grounds Act 1995</i> : Authorised Persons.....	45
Delegation H.2 – <i>Food Act 2008</i> : Administration .....	46
Delegation H.3 – <i>Health (Miscellaneous Provisions) Act 1911</i> and Relevant Regulations: Administration and Notices of Breach.....	47
Delegation H.4 – Appoint Authorised Officer or Approved Officer (Asbestos Regs).....	49
Planning .....	50
Delegation P.1 – Certain Planning Functions Relating to the Town Planning Scheme.....	51
Delegation P.2 – Response to Applications for Land Subdivisions and Amalgamations.....	<del>53</del> 54
Delegation P.3 – State Administrative Tribunal: Response to Applications for Review .....	<del>54</del> 55
Delegation P.4 – Taking of Land under the <i>Land Administration Act 1997</i> and the <i>Native Title Act 1993</i> .....	<del>55</del> 56
Delegation P.5 – Town Planning Scheme: Responding to Appeals and Requests for Reconsideration.....	<del>56</del> 57
Rangers .....	<del>57</del> 58
Delegation RNG.1 – Control of Vehicles (Off-road Areas) Act: Authorised Officer .....	<del>58</del> 59
Delegation RNG.2 – <i>Dog Act 1976</i> : Authorised Persons, Registration Officer and Officers to Carry Out Enforcement Proceedings.....	<del>59</del> 60
Delegation RNG.3 – <i>Cat Act 2011</i> : Authorised Persons, Registration Officer and Officers to Carry Out Enforcement Proceedings.....	<del>60</del> 61
Delegation RNG.4 – Hawkers, Stall Holders and Street Traders Licences.....	<del>61</del> 62
Delegation RNG.5 – <i>Litter Act 1979</i> : Authorised Officers and Withdrawal of Infringement Notices.....	<del>62</del> 63
Delegation RNG.6 – <i>Local Government Act 1995</i> : Appointment of Authorised Persons.....	<del>63</del> 64
Delegation RNG.7 – Removal and Impounding of Goods, Vehicles and Animals .....	<del>64</del> 65
Delegation RNG.8 – Notices Requiring Certain Things to be done by Owner or Occupier of Land.....	<del>65</del> 66
Rates.....	<del>66</del> 67
Delegation R.1 – Agreement as to Payment of Rates and Service Charges.....	<del>67</del> 68
Delegation R.2 – Amending the Rate Record .....	<del>68</del> 69
Delegation R.3 – Due Date for Payment of Rates and Service Charges.....	<del>69</del> 70
Delegation R.4 – Objection to Rate Record and Request for Extension of Time.....	<del>70</del> 71
Delegation R.5 – Recovery of Rates Accruing Where Land Is Sold or Disposed of and Notice Is Not Given ....	<del>71</del> 72
Delegation R.6 – Recovery of Unpaid Rate or Service Charge.....	<del>72</del> 73
Delegation R.7 – Recovery of Rates Debts - Actions to Take Possession of the Land .....	<del>73</del> 74
Works.....	<del>74</del> 75
Delegation W.1 – Altering Thoroughfare Alignments.....	<del>75</del> 76

Delegation W.2 – Crossing from Public Thoroughfare to Private Land or Private Thoroughfare .....	<del>7677</del>
Delegation W.3 – Entry to Any Land in an Emergency .....	<del>7778</del>
Delegation W.4 – Excavation on Public Thoroughfares .....	<del>7879</del>
Delegation W.5 – Gates and Other Devices Across Thoroughfares .....	<del>7980</del>
Delegation W.6 – Permits for Heavy Haulage Vehicles .....	<del>8081</del>
Delegation W.7 – Private Works On, Over or Under Public Places .....	<del>8182</del>
Delegation W.8 – Regulatory Sign Applications (Stop, Give-Way, Speed, etc.) .....	<del>8283</del>
Delegation W.9 – Temporary Road Closures.....	<del>8384</del>
Delegation W.10 – Revocation of Temporary Road Closure to Vehicles.....	<del>8485</del>
Statutory Authorisations and Delegations to Local Government from State Government Entities .....	<del>8586</del>
Delegation 52 – Noise Control – Environmental Protection Notices [Reg.65(1)].....	<del>8687</del>
Delegation 112 – Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events.....	<del>8788</del>
Delegation 119 – Noise Management Plans – Construction Sites .....	<del>8889</del>
Delegation 1738/2002v8; 858/2001 v9 – Instrument of Authorisation - Sign Development Applications for Crown Land as Owner .....	<del>8990</del>

# Administration

## Delegation A.1 – Administration of Local Laws

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995, Section 5.42</i></li> <li>2. <i>Local Government Act 1995, Section 3.18(1)</i></li> </ol>	<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995, Sections 9.1 and 9.4</i></li> </ol>
---	---

Council delegates its authority and power to the Chief Executive Officer, to administer its Local Laws, and initiate legal action if considered necessary, subject to:

- 1.0 Compliance with Sections 9.1(1) and 9.4 of the *Local Government Act 1995*.

## Delegation A.2 - Executing and Affixing of Common Seal to Documents

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	President and CEO Jointly where required
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

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

<b>Legal (Subsidiary):</b>
1. <i>Local Government Act 1995, Section 9.49A(4)</i>

- 1.0 Council delegate its authority and power to the President and the Chief Executive Officer to execute documents and affix the Common Seal thereto, where such documents result from the following transactions:
- 1.1 Where land is disposed of pursuant to Section 3.58 of the *Local Government Act 1995 (As Amended)*.
- 1.2 Where land is acquired pursuant to Section 3.55 and 3.59 of the *Local Government Act 1995 (As Amended)*.
- 1.3 In respect of leases of land and licence to occupy municipal property where approved by the Council.
- 1.4 In respect of leases for the purchase of plant and equipment approved by the Council.
- 1.5 In respect of borrowings approved by the Council.
- 1.6 In respect of easements and legal agreements over land for the purpose of drainage or conditions arising from subdivision of land and planning approvals.
- 1.7 In respect of withdrawal of caveats and surrender of easements where the Chief Executive Officer considers that the Council's interests have been satisfied.
- 1.8 In respect of contracts of employment approved by the Council.
- 1.9 In respect of agreements required for funding of Council works and services considered with the resolution of the Council or requiring renewal of the agreement for funding currently provided.
- 1.10 In respect of the final adoption of local laws by the Council, subject to:
- (a) Meeting the requirements detailed in Councils Policy on Use of the Shire Common Seal; and
  - (b) Council being notified via a report to be submitted to each Council Meeting in relation to the execution of documents and affixing of the Common Seal.

### Delegation A.3 – Long Service Leave Applications

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b>	<b>Legal (Subsidiary):</b>
<ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995, Section 5.42</i></li> <li>2. <i>Local Government Act 1995, Section 5.48</i></li> </ol>	<ol style="list-style-type: none"> <li>1. Local Government (Long Service Leave) Regulations</li> </ol>

Council delegates its authority and power to the Chief Executive Officer to consider and decide on applications received from employees under the Local Government (Long Service Leave) Regulations, subject to:

1.0 The Chief Executive Officer to ensure operations of the Council will not be unduly hindered by the absence of the applicant on long service leave.

2.0 The Chief Executive Officer's Long Service leave to be considered and decided by Council.

### Delegation A.4 – Making a Cash Advance to a Person

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

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

<b>Legal (Subsidiary):</b>
1. <i>Local Government Act 1995, Section 5.102</i>

Council delegates its authority and power to the Chief Executive Officer to make a cash advance to a person in respect of an expense for which the person can be reimbursed, subject to:

- 1.0 Compliance with Division 8 of Part 5 of the *Local Government Act 1995*.



## Delegation A.5 – Tenders: Minor Variation to Contracts

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

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

<p><b>Legal (Subsidiary):</b></p> <p>1. Local Government (Functions and General) Regulations, Regulation 20</p>
---

Council delegates its authority and power to the Chief Executive Officer to –

- 1.0 Make a minor variation to a contract for goods or services before the Shire enters the contract with the successful tenderer, subject to:
  - (a) the tenderer agreeing to the minor variations; and
  - (b) The variation is minor having regard to the total goods or services that tenderers were invited to supply (deliverables and price).
  
- 2.0 Select the next most advantageous tender if the successful tenderer does not want to accept the contract with the variation, or the local government and the tenderer cannot reach agreement, subject to Regulation 20(2) of the Local Government (Functions and General) Regulations 1996.

## Delegation A.6 – Payments from Municipal Fund and Trust Fund

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	Yes 1.0: EMCS, EMW&S, EO, TOWN GARDENER, <del>ELECTRICIAN (Limited Amounts), IPR&amp;SPO</del> 2.0: CEO, EMCS and/or EO
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p><a href="#">s.5.43 Limitations on delegations to the CEO</a></p>	<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995, Section 6.7(2)</i></li> <li>2. <i>Local Government Act 1995, Section 6.8</i></li> <li>3. <i>Local Government Act 1995, Section 6.10</i></li> <li>4. <i>Local Government Act 1995, Section 3.1</i></li> <li>5. <i>Local Government (Financial Management) Regulations 1996, Regulations 5, 11, 12 and 13</i></li> </ol>
--	--

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

- 1.0 Sign and issue purchase orders to incur liabilities from the Municipal Fund or the Trust Fund on behalf of the Shire, subject to:
  - (a) Compliance with Council Purchasing Policy; and
  - (b) Purchase orders only being issued for items of expenditure detailed within the adopted annual budget, or for payments that have been authorised by a resolution of Council in advance, or authorised in advance by the president in an emergency.
- 2.0 Authorise and make payments by cheque or electronic funds transfer (EFT) from the Municipal Fund or the Trust Fund, subject to:
  - (a) The payment(s) only being for items of expenditure detailed within the adopted annual budget, or for payments that have been authorised by a resolution of Council in advance, or authorised in advance by the President in an emergency; and
  - (b) The Chief Executive Officer, ~~Deputy Chief Executive Officer~~ [Executive Manager Corporate Services](#) or ~~Chief Executive Officer's Secretary~~ (2 Signatories for EFT or over \$5,000 Cheque Payments) jointly signing payments made by cheque, or jointly authorising payments made by EFT; and
  - (c) Compliance with the requirements of Regulation 13 of the Local Government (Financial Management) Regulations 1996.

## Delegation A.7 – Performing Functions Outside Own District

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p><a href="#">s.5.43 Limitations on delegations to the CEO</a></p>	<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.3.20(1) Performing functions outside district</p>
---	---

Council delegates its authority and power to the Chief Executive Officer to determine whether things done by the Shire in performing its executive function will be done outside its own district, subject to:

- 1.0 Compliance with the requirements of Section 3.20 of the *Local Government Act 1995*;
- 2.0 Details of the actions taken are to be recorded on the appropriate file and a report on the actions taken is to be presented to Council at its next ordinary meeting.

## Delegation A.8 – Public Inspection of Certain Documents Relating to Council or Committee Meetings

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995, Section 5.42</i></li> <li>2. <i>Local Government Act 1995, Section 5.25(1)(i)</i></li> </ol>	<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. <i>Local Government (Administration) Regulations, Regulation 14(1)</i></li> <li>2. <i>Local Government Act 1995, Section 5.95</i></li> <li>3. <i>Local Government (Administration) Regulations, Regulations 29A and 29B</i></li> </ol>
--	--

Council delegates its authority and power to the Chief Executive Officer to make available for inspection by the public notice papers and agendas relating to any Council or Committee Meeting that is open to the public, subject to:

- 1.0 The limits on right to inspect local government information detailed in Section 5.95 of the Act.
- 2.0 Compliance with Regulations 29A and 29B of the Local Government (Administration) Regulations 1996.

## Delegation A.9 – Use of Shire Vehicles by Employees

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p>	<p><b>Legal (Subsidiary):</b></p>
---	-----------------------------------

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

- 1.0 Supply employees with means of transportation in order that they may provide effective and efficient services; and
- 2.0 Make all appropriate private use arrangements with all employees having use of a Council vehicle, whilst having regard for legislative implications, such Fringe Benefit Tax and the like.

## Delegation A.10 – Bank Authorities

<b>Date Adopted:</b>	22/02/2018	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	Yes CEO,EMCS and/or EO
<b>Policy Reference:</b>	<del>204-06/07</del>	<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO	<b>Legal (Subsidiary):</b>
--	----------------------------

Council delegate its authority and power to the Chief Executive Officer to ensure compliance with Councils Banking Authority that:

- 1.0 All instructions and authorities to the Shire of Quairading's Bankers are to be signed jointly by either, the Chief Executive Officer, ~~Deputy Chief Executive Officer~~Executive Manager Corporate Services and/or ~~Chief Executive Officers Secretary~~Executive Officer.

## Delegation A.11 – Liquor Permits

<b>Date Adopted:</b>	22/02/2018	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>	<del>204-06/07</del>	<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> 1. <i>Local Government Act 1995, Section 5.42</i> 2. <i>Liquor Control Act 1988</i>	<b>Legal (Subsidiary):</b> Local Government Property Local Law 2016
--	--

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

- 1.0 Approve or reject applications to consume liquor in Council buildings or on Council controlled reserves without reference to Council. All applications to consume liquor are to be in writing and addressed to the Chief Executive Officer

## Delegation A.12 – Disposing of Property (Public Auction or Public Tender)

<b>Date Adopted:</b>	28/02/2019	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p><a href="#">s.5.43 Limitations on delegations to the CEO</a></p>	<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.3.58(2) Disposing of Property</p>
---	---

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

- 1.0 Dispose of property in accordance with Section 3.58(2) of the *Local Government Act 1995* to the highest bidder at public auction or the most acceptable public tender.

Conditions and Exceptions:

- 2.0 Subject to the disposal being identified in the Shire's Annual Budget and the value of the property is less than \$50,000.



### Delegation A.13 – Disposing of Property (Private Treaty)

<b>Date Adopted:</b>	28/02/2019	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>	<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.3.58(3) Disposing of Property</p>
---	---

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

1.0 Dispose of property in accordance with Section 3.58(3) of the *Local Government Act 1995*.

Conditions and Exceptions:

1.0 Subject to the disposal being identified in the Shire's Annual Budget.

Delegation applies to:

- a) All transactions to a maximum value of \$50,000 where no public submissions are received in response to public advertising as required by Section 3.58(3)(a).
- b) Any other transactions to a maximum value of \$50,000.

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

<b>Date Adopted:</b>	30/05/2019	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	30/05/2019	<b>Sub-Delegated:</b>	EMCS
<b>Policy Reference:</b>	CS.3 Community Grants Policy	<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p>	<p><b>Legal (Subsidiary):</b></p>
---	-----------------------------------

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

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

Conditions and Exceptions:

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

## Delegation A.15 – Powers of Entry

<b>Date Adopted:</b>	<u>New</u>	<b>Delegate:</b>	<u>CEO</u>
<b>Date Last Reviewed:</b>		<b>Sub-Delegated:</b>	<u>No</u>
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><u>Local Government Act 1995:</u></p> <p><u>s.5.42 Delegation of some powers or duties to the CEO</u></p> <p><u>s.5.43 Limitations on delegations to the CEO</u></p>	<p><b>Legal (Subsidiary):</b></p> <p><u>Local Government Act 1995:</u></p> <p><u>s.3.28 When this Subdivision applies</u></p> <p><u>s.3.32 Notice of entry</u></p> <p><u>s.3.33 Entry under warrant</u></p> <p><u>s.3.34 Entry in an emergency</u></p> <p><u>s.3.36 Opening fences</u></p>
---	--

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

- 1.0 Authority to exercise powers of enter to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28].
- 1.2 Authority to give notice of entry [s.3.32].
- 1.3 Authority to seek and execute an entry under warrant [s.3.33].
- 1.4 Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)].
- 1.5 Authority to give notice and effect entry by opening a fence [s.3.36].

Conditions and Exceptions:

- 2.0 Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.

# Building

## Delegation B.1 – Extension of Period of Duration of Occupancy Permit or Building Approval Certificate

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	MH&B
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b>  1. <i>Building Act 2011</i> , Section 127	<b>Legal (Subsidiary):</b>  1. <i>Building Act 2011</i> , Section 65
---	--

Council delegates its authority and power to the Manager of Health & Building to approve or refuse to approve applications submitted under Section 65 of the *Building Act 2011*.

### Delegation B.2 – Grant of Occupancy Permit or Building Approval Certificate

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	MH&B
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> 1. <i>Building Act 2011</i> , Section 127	<b>Legal (Subsidiary):</b> 1. <i>Building Act 2011</i> , Section 58 2. <i>Building Act 2011</i> , Section 62
---	--

Council delegates its authority and power to the Manager of Health & Building to approve, modify or refuse to approve applications submitted under Section 58 of the Act, and may impose conditions in accordance with Section 62 of the *Building Act 2011*.

### Delegation B.3 – Applications for the Use of Battery Powered Smoke Alarms in Dwellings

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	MH&B
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> <i>Building Act 2011, Section 127</i>	<b>Legal (Subsidiary):</b> Building Regulations 2012, Regulation 61
---	--

Council delegates its authority and power to the Manager of Health & Building to approve or refuse to approve an application for the use of battery powered smoke alarms within a dwelling, or a part of a dwelling, subject to:

- 1.0 The Manager of Health & Building being satisfied that, at the time of giving the approval, installing a smoke alarm connected to the mains power supply would involve:
- (a) a sufficient problem of a structural nature; or
  - (b) A sufficient problem of any other nature, the cause of which is not within the control of the owner.

### Delegation B.4 – Issue of Demolition Permits

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	MH&B
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <ol style="list-style-type: none"> <li>1. <i>Building Act 2011, Section 127</i></li> </ol>	<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. <i>Building Act 2011, Section 21</i></li> <li>2. <i>Building Act 2011, Section 22</i></li> <li>3. <i>Building Act 2011, Section 119</i></li> <li>4. <i>Building Regulations 2012</i></li> </ol>
--	---

Council delegates its authority and power to the Manager of Health & Building to approve or refuse plans, specifications and an application for a demolition permit submitted under the *Building Act 2011*, subject to:

- 1.0 Compliance with Sections 21 and 22 of the *Building Act 2011*.
- 2.0 Notice being given to the applicant informing of their review rights under Section 119 of the *Building Act 2011*.



## Delegation B.5 – Building Act 2011: Appointment of Authorised Persons

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <ol style="list-style-type: none"> <li>1. <del>Local Government Act 1995, Section 5.42</del></li> <li>2. Building Act 2011, Section 127</li> <li>3. Building Act 2011, Section 96</li> </ol>	<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. Building Regulations 2012</li> </ol>
--	--

Council delegates its authority and power to the Chief Executive Officer to appoint authorised persons for the purposes of the *Building Act 2011* and the Building Regulations 2012, subject to:

- 1.0 Any appointment being in writing to the employee so appointed;
- 3.0 A Schedule of Authorisations being submitted to Council from time to time;
- 3.0 The employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

### Delegation B.6 – Building Act 2011: Commencement of Legal Proceedings

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b>  <del>1. Local Government Act 1995, Section 5.42</del> <u>2.1</u> Building Act 2011, Section 133	<b>Legal (Subsidiary):</b>  1. Building Act 2011, Section 96 2. Building Regulations 2012
--	--

Council delegates its authority and power to the Chief Executive Officer to commence proceedings for an alleged offence under the *Building Act 2011* and Building Regulations 2012.

## Delegation B.7 – Issue and Revocation of Building Orders

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	MH&B
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <ol style="list-style-type: none"> <li>1. <i>Building Act 2011, Section 127</i></li> </ol>	<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. <i>Building Act 2011, Section 110</i></li> <li>2. <i>Building Act 2011, Section 117</i></li> <li>3. <i>Building Regulations 2012</i></li> </ol>
--	---

Council delegates its authority and power to the Manager of Health & Building to:

- 1.0 Make a building order in respect of one or more of the following:
  - (a) Particular building work;
  - (b) Particular demolition work; or
  - (c) A particular building or incidental structure.
  
- 2.0 Revoke a building order, subject to compliance with Section 117(1) of the *Building Act 2011* by serving written notice to each person to whom the order is directed.

## Delegation B.8 – Issue Licence to Deposit Material on Street and Excavate on Land Abutting a Street

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	MH&B
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b>	<b>Legal (Subsidiary):</b>
<ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995, Section 5.42</i></li> <li>2. <i>Building Act 2011, Section 127.</i></li> </ol>	<ol style="list-style-type: none"> <li>1. <i>Building Act 2011, Section 166(3)(g)</i></li> <li>2. <i>Building Regulations 2012, Regulation 64.</i></li> </ol>

Council delegates its authority and power to the Chief Executive Officer to issue licenses for:

- 1.0 The deposit of materials on a street, way or other public place; or
- 2.0 The excavation on land abutting or adjoining a street, way or other public place, subject to:
  - (a) The requirements of Regulation 64 of the *Building Regulations 2012*; and
  - (b) The payment of the relevant licence fee set by Council annually in its Schedule of Fees and Charges.

## Delegation B.9 – Private Swimming Pools: Alternative Barrier Approval

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	MH&B
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><del>Local Government Act 1995:</del></p> <p><del>s.5.42 Delegation of some powers or duties to the CEO</del></p> <p><del>Building Act 2011:</del></p> <p><del>s.127(1) &amp; (3) Delegation: special permit authorities and local government Building Act 2011, Section 127</del></p>	<p><b>Legal (Subsidiary):</b></p> <p>Building Act 2011:</p> <p><u>s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)</u></p> <p><u>s.65 Extension of period of duration</u></p> <p><u>Building Regulations 2012:</u></p> <p><u>r.51 Approvals by permit authority</u></p>
---	---

Council delegates its authority and power to the Chief Executive Officer to ~~approve or refuse to approve applications for alternative enclosures for private swimming pools, subject to:~~

- ~~1.0 Approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)]~~
- ~~2.0 Approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)]~~
- ~~3.0 Approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].~~
- ~~1.0 The alternative requirements restricting access by young children to the private swimming pool as effectively as if there were compliance with AS 1926.1.~~

## Delegation B.10 – Referrals and Issuing Certificates

<b>Date Adopted:</b>	<u>New</u>	<b>Delegate:</b>	<u>CEO</u>
<b>Date Last Reviewed:</b>		<b>Sub-Delegated:</b>	<u>MH&amp;B</u>
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><u>Building Act 2011:</u>  <u>s.127(1) &amp; (3) Delegation: special permit authorities and local government</u></p>	<p><b>Legal (Subsidiary):</b></p> <p><u>Building Act 2011:</u>  <u>s.145A Local Government functions</u>  <u>s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)</u></p>
---	---

Council delegates its authority and power to the Chief Executive Officer to: -

- 1.0 Refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)].
- 2.0 Issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire's District [s.145A(2)].

# Bushfire

**Delegation FIR.1 – Bushfires Act 1954: Authorised Officers, Bushfire Control Officers, Prescribed Officers and Officers to Carry Out Enforcement Proceedings**

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	Yes CESM, Bushfire Control Officers
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> <del>Local Government Act 1995, Section 5.42</del> Bushfires Act 1954: Sections 38, 48, 59(3), 59(5), 59A	<b>Legal (Subsidiary):</b> <u>Bush Fires Act 1954:</u> <u>s.38 Local Government may appoint bush fire control officer</u> Bushfires (Infringements) Regulations 1978: r4 Prescribed officers
---	--

Council delegates its authority and power to the Sub-delegates named in the “Schedule of Authorisations” to perform the specified duties under the Bushfires Act, subject to:

- 1.0 A Schedule of Authorisations being submitted to Council from time to time; and
- 2.0 The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.



## Delegation FIR.2 – Bushfires Act 1954: Powers and Duties

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><del>Local Government Act 1995, Section 5.42</del></p> <p>Bush Fires Act 1954:</p> <p>s.48 Delegation by local government</p>	<p><b>Legal (Subsidiary):</b></p>
--	-----------------------------------

Council delegates its authority and power to the Chief Executive Officer to perform all the functions and duties of the local government under the *Bushfires Act 1954*, subject to:

- 1.0 This power and authority cannot be sub-delegated by virtue of Section 48(3) of the Bushfires Act.
- 2.0 The exclusion of powers and duties prescribed in the Act including those that require a resolution by the local government.
- 3.0 Where the exercise of authority relates to the determination of firebreaks in alternative positions, or alternative action to abate fire hazards, the Chief Executive Officer shall liaise with the Chief Bushfire Control Officer on each specific variation request.

### Delegation FIR.3 – Prohibited and Restricted Burning Times Variation

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	Shire President and Chief Bushfire Control Officer
<b>Date Last Reviewed:</b>	28/02/2019	<b>On-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

#### Legal (Parent):

##### Bush Fires Act 1954:

##### s.48 Delegation by local government

s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))

s.18(5C) Restricted burning times may be declared by FES Commissioner (The provisions of section 17(8), (9), (10) and (11), with the necessary adaptations and modifications, apply to and in relation to the variation of restricted burning times or prescribed conditions by a local government, as if those provisions were expressly incorporated in this section.)

#### Legal (Subsidiary):

1. *Bushfires Act 1954*, Section 17(7) and (8)
2. *Bushfires Act 1954*, Section 18(5)

##### Bush Fire Regulations 1954:

r.15 Permit to burn (Act s.18), form of and apply for after refusal etc.

r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times

Council delegates its authority and power to the Shire President and Chief Bushfire Control Officer jointly to:

- 1.0 Vary the prohibited burning times within the district of the Shire of Quairading, subject to:
  - (a) The appropriate notice being given as required by Section 17(8) of the *Bushfires Act 1954*.
- 2.0 Vary the restricted burning times within the district of the Shire of Quairading, subject to:
  - (a) The appropriate notice being given as required by Section 18(5C) of the *Bushfires Act 1954*.

Note: Where agreement cannot be reached, then the matter shall be presented to Council for determination.

# Finance

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

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	Audit & Risk Committee
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.16 Delegation of some powers and duties to certain committees</p> <p><del><i>Local Government Act 1995, Section 5.42</i></del></p> <p><u><a href="#">s.7.1B Delegation of some powers and duties to audit committees</a></u></p>	<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.7.12A(2), (3) &amp; (4) Duties of Local Government with respect to audits</p> <p>Local Government (Administration) Regulation 18G</p>
--	---

1.0 Council delegates its authority and power to the Risk & Audit Committee to meet with the local governments' Auditor at least once per year.

2.0 Authority to:

- i. examine the report of the Auditor and determine matters that require action to be taken by the Shire; and
- ii. ensure that appropriate action is taken in respect of those matters [s.7.12A(3)].

2.1 Authority to review and endorse the Shire's report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].

## Delegation F.2 – Expression of Interest for Goods and Services

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p><a href="#">s.5.43 Limitations on delegations to the CEO</a></p>	<p><b>Legal (Subsidiary):</b></p> <p><a href="#">Local Government Act 1995:</a></p> <p><a href="#">s.3.57 Tenders for providing goods or services</a></p> <p><a href="#">Local Government (Functions and General) Regulations 1996:</a></p> <p><a href="#">r.21 Limiting who can tender, procedure for</a></p> <p><a href="#">r.23 Rejecting and accepting expressions of interest to be acceptable tenderer</a></p> <p>1. <a href="#">Local Government (Financial Management) Regulations 1996, as amended</a></p>
---	---

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

- 1.0 Seek expressions of interest with respect to the supply of the goods or services before entering the tender process, because the CEO believes that there is good reason to make a preliminary selection from amongst prospective tenderers due to –
  - (a) the nature of the goods or services; or
  - (b) the cost of preparing plans, specifications or other information for the purpose of adequately describing the goods or services required,

and the CEO believes it would be advantageous to the local government if tenders were invited only from persons it considers to be capable of satisfactorily supplying the goods or services.
- 2.0 Determine in writing the criteria for the preliminary selection of prospective tenderers, subject to:
  - (a) Compliance with Regulation 21(1) of the Local Government (Functions and General) Regulations 1996;
  - (b) The goods or services being listed in the Shires Adopted Annual Budget;
  - (c) The criteria, once determined, are to be incorporated in the expression of interest documentation.
- 3.0 Consider any submissions of expression of interest that have not been rejected and decide which ones could satisfactorily supply the goods or services, subject to:
  - (a) Compliance with Regulation 23(3) of the Local Government (Functions and General) Regulations 1996; and
  - (b) Compliance with Regulations 14(2), 15(2), 17(2)(c) and 18(3) of the Local Government (Functions and General) Regulations 1996.

## Delegation F.3 – Tendering for Goods and Services

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p><u>s.5.43 Limitations on delegations to the CEO</u></p>	<p><b>Legal (Subsidiary):</b></p> <p><del>r.</del> <u><i>Local Government Act 1995:</i></u></p> <p><u>s.3.57 Tenders for providing goods or services</u></p> <p><u><i>Local Government (Functions and General) Regulations 1996:</i></u></p> <p><u>r.11 When tenders have to be publicly invited</u></p> <p><u>r.13 Requirements when local government invites tenders though not required to do so</u></p> <p><u>r.14 Publicly inviting tenders, requirements for</u></p> <p><u>r.18 Rejecting and accepting tenders</u></p> <p><u>r.20 Variation of requirements before entry into contract</u></p> <p><u>r.21A Varying a contract for the supply of goods or services</u></p> <p><u><i>Local Government (Financial Management) Regulations 1996, as amended</i></u></p>
--	--

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

- 1.0 Call tenders for works or services prior to entering in to contract with others in respect to supply of goods or services exceeding \$150,000;
- 2.0 Call tenders for the provision of works or services not exceeding a value of \$150,000 and to accept what is to be deemed the most advantageous tender;
- 3.0 Determine that the Shire has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier and not publicly invite tenders before the Shire enters into a contract for the supply of goods or services even though the consideration under the contract is, or is expected to be, worth more than \$150,000;
- 4.0 Determine in writing the criteria for deciding which tender should be accepted, subject to Regulation 14(2a) of the Local Government (Functions and General) Regulations 1996;

Subject to:

- (a) Tenders called subject to (1) and (2) above, are to comply with Council's Purchasing Policy.
- (b) The goods or services being listed in the Shire's Adopted Annual Budget;
- (c) The criteria, once determined in (4) above, it is to be incorporated in the tender documentation.

## Delegation F.4 – Investment of Surplus Funds

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	Yes – Council Bank Signatories CEO, EMCS and/or EO
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

**Legal (Parent):**

*Local Government Act 1995:*

s.5.42 Delegation of some powers or duties to the CEO

s.5.43 Limitations on delegations to the CEO

**Legal (Subsidiary):**

*Local Government Act 1995:*

s.6.14 Power to invest

*Local Government (Financial Management) Regulations 1996:*

r.19 Investments, control procedures for

~~1. Local Government Act 1995, Sections 6.14 and 6.15~~

~~2. Local Government (Financial Management Regulations) 1996, Regulation 19~~

~~3. Trustees Act 1962, Part III~~

Council delegates its authority and power to the Chief Executive Officer to invest money held in the municipal or trust funds that is not required for the time being for any purpose in accordance with Part III of the *Trustees Act 1962*, subject to:

- 1.0 Compliance with the established and documented internal control procedures to ensure control over the investments; and
- 2.0 Compliance with Regulations 19c, 28 and 49 of the Local Government (Financial Management) Regulations 1996; and
- 3.0 Compliance with Council Policy – Investments.

## Delegation F.5 – Reimbursement of Expenses Incurred by an Employee

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO
--

<b>Legal (Subsidiary):</b> 1. <i>Local Government Act 1995, Section 5.101(2)</i>
---

Council delegates its authority and power to the Chief Executive Officer to reimburse an employee for an expense incurred in relation to a matter affecting the local government, subject to:

- 1.0 The expenditure being authorised by a Manager or Supervisor before the expense is incurred.



## Delegation F.6 – Reimbursement of Expenses Incurred by Councillors

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO</p>
--

<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995, Section 5.98(2)(b)</i></li> <li>2. <i>Local Government Act 1995, Section 5.98(4)</i></li> </ol>
---

Council delegates its authority and power to the Chief Executive Officer to approve the reimbursement of expenses to Councillors, subject to:

- 1.0 The expenses to be approved for reimbursement are those prescribed by the Act and the Regulations.

## Delegation F.7 – Waiving and Granting of Concessions and Write-Off of Debts

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p><a href="#">s.5.43 Limitations on delegations to the CEO</a></p>	<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.6.12 Power to defer, grant discounts, waive or write off debts</p>
---	--

Council delegates its authority and power to the Chief Executive Officer to approve or refuse applications or requests for –

- 1.0 A waiver of a debt other than rates or a service charge.
- 2.0 The granting of a concession in relation to a debt other than rates or service charge.
- 3.0 The write-off of a debt to a maximum of \$5.00.

Subject to:

- (a) The amount of the request or application not exceeding \$100.00.

# Health

### Delegation H.1 – Caravan Parks and Camping Grounds Act 1995: Authorised Persons

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	<u>No</u>
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> <ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995, Section 5.42</i></li> <li>2. <i>Caravan Parks and Camping Grounds Act 1995, Section 17(1)</i></li> </ol>	<b>Legal (Subsidiary):</b> <ol style="list-style-type: none"> <li>1. <i>Caravan Parks and Camping Grounds Regulations 1997</i></li> </ol>
---	---

Council delegates its authority and power to the Chief Executive Officer to appoint authorised person/s named in the “Schedule of Authorisations” to perform the duties of an authorised person under the *Caravan Parks and Camping Grounds Act 1995* and the *Caravan Parks and Camping Grounds Regulations 1997*, subject to:

- 1.0 A Schedule of Authorisations being submitted to Council from time to time; and
- 2.0 The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

## Delegation H.2 – Food Act 2008: Administration

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO & MH&B
<b>Date Last Reviewed:</b>	31/07/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><del>Local Government Act 1995, Section 5.42</del></p> <p>Food Act 2008:</p> <p>s.118 Functions of enforcement agencies and delegation</p>	<p><b>Legal (Subsidiary):</b></p> <p>1. <u>Food Act 2008:</u></p> <p style="padding-left: 20px;"><del>s.122(1)(2) Appointment of authorised officers</del></p> <p>2. Food Regulations 2009</p> <p>3. Shire of Quairading Activities in Thoroughfares and Trading in Thoroughfares And Public Places Local Law</p>
---	---

Council delegates its authority and power to the Chief Executive Officer and Manager of Health & Building, to:

- 1.0 Administer the functions of the Shire of Quairading as an 'enforcement agency' under the *Food Act 2008* and the *Food Regulations 2009*, subject to:
  - (a) this authority does not include the appointment of, or the authority to act as, 'authorised officers' or 'designated officers', pursuant to Sections 122, 123 and 126(3), (6), (7) and (13) of the *Food Act 2008*.
- 2.0 Approve food stalls where the proponent is a community or charitable organisation and if food is either cooked and presented for immediate consumption or low risk. Authority to inspect premises and take action under the *Food Act 2008*.

**Delegation H.3 – ~~Health (Miscellaneous Provisions) Act 1911 Health Act 1911~~ and Relevant Regulations: Administration and Notices of Breach**

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO & MH&B
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995</i>, Sections 5.42 and 5.46(3)</li> <li>2. <i>Health (Miscellaneous Provisions) Act 1911</i>, Part IV, V, VI and VII</li> <li>3. <i>Public Health (Administrative Provisions) Act 2016 (Upon Implementation by Proclamation)</i></li> </ol>	<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government (Administration) Regulations 1996:</i> Delegates to keep certain records (Act s. 5.46(3))</p> <p><u><i>Public Health Act 2016:</i></u> <u><i>s.24(1) and (3) Designation of authorised officers</i></u></p>
--	--

Council delegates its authority, powers and functions under:

1.0 The *Health (Miscellaneous Provisions) Act 1911 (as amended)* to the Chief Executive Officer and Manager of Health & Building (“Environmental Health Officer”) relating to:

- (i) Part IV – Division 2, Division 4 and Division 7;
- (ii) Part V – Divisions 1, 2 and 3;
- (iii) Part VI; and
- (iv) Part VII – Division 1,

Subject to the conditions of –

- (a) With respect to Part IV – Divisions 2, 4 and 7, authority is limited to the approval of applications under Section 107; the forming of opinions; the issuing of notices, requisitions, directions and orders, subject to prior consultation with and agreement of the Environmental Health Officer; the carrying out or causing to be carried out, works in default of duly served notices, but does not include the undertaking or contracting of works, the provision of sanitary conveniences or receptacles, the making of charges for works or the supply of pans or receptacles for refuse.
- (b) With respect to Part V – Division 1 and 2, authority is limited to the forming of opinions and issuing of notices and directions subject to prior consultation with and agreement of the Environmental Health Officer, but does not include the carrying out of works in default of duly served notices.
- (c) With respect to Part VII Division 1, authority extends to the issuing of requisitions and, in the case of default, the causing of requisite work to be done, subject to prior discussion with and agreement of the Environmental Health Officer.

(v) The Health (Miscellaneous Provisions) Act 1911 and the Regulations, Local-Laws and orders made thereunder relating to issue such notices as are deemed necessary for breaches of the Act, subject to the conditions of:

(a) Any non-compliance with any notice will be referred to the Council before proceeding with legal action.

- 2.0 Section 107 of the Health (Miscellaneous Provisions) Act 1911 ~~(as amended)~~ to the Environmental Health Officer relating to the approval of applications for effluent disposal systems.
- 3.0 The Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 to the Chief Executive Officer and the Environmental Health Officer.
- 4.0 The Health (Miscellaneous Provisions) -Act 1911 ~~(as amended)~~ to the Chief Executive Officer relating to section 27 for the appointment of environmental health officers.
- 5.0 The Officers exercising Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty. All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.

#### Delegation H.4 – Appoint Authorised Officer or Approved Officer (Asbestos Regs)

<b>Date Adopted:</b>	<u>New</u>	<b>Delegate:</b>	<u>CEO</u>
<b>Date Last Reviewed:</b>		<b>Sub-Delegated:</b>	<u>No</u>
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> <u>Public Health Act 2016</u> <u>Health (Asbestos) Regulations 1992:</u> <u>r.15D(7) Infringement Notices</u>	<b>Legal (Subsidiary):</b> <u>Health (Asbestos) Regulations 1992:</u> <u>r.15D(5) Infringement Notices</u>
---	--

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

1.0 To appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the Criminal Procedure Act 2004 Part 2 [r.15D(5)].



# Planning

## Delegation P.1 – Certain Planning Functions Relating to the Town Planning Scheme

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <ol style="list-style-type: none"> <li>1. <i>Planning and Development Act 2005</i></li> <li>2. <i>Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Clauses 82 &amp; 83</i></li> </ol>	<p><b>Legal (Subsidiary):</b></p> <p><i>Quairading Town Planning Scheme No. 2</i></p>
--	---

Council delegates its authority and power to the Chief Executive Officer in accordance with Clauses 82 and 83 of the Planning and Development (Local Planning Schemes) Regulations 2015 as follows:

- 1.0 Advertising and Determining Applications for Development Approval
  - 1.1 Notification and Advertising of Applications for Development Approval in accordance with Clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015 determine that a particular application will be advertised and carry out the means and extent of such advertising.
- 2.0 Consideration of Applications for Planning Approval
  - 2.1 Determine applications with a use permissibility classification of 'P', 'D' and 'A' in Table 1 for Development Approval in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, Shire of Quairading Town Planning Scheme No. 2 and/or Western Australian Planning Commission State Planning Policy No. 3.1 – Residential Design Codes where no objections have been received (if advertised) and impose conditions as required.
  - 2.2 Refusal of all development applications where the proposed use is not permitted by the Scheme or where the development does not comply with the non-discretionary provisions of the Residential Design Codes or any mandatory statutory requirement or adopted Council policy.
  - 2.3 Grant an extension of development approval for up to two (2) years.
- 3.0 Use Not Listed
  - 3.1 To determine if a use that is not specifically listed in the Zoning Table (Table 1) of the Quairading Town Planning Scheme No. 2 is consistent, maybe consistent or is not consistent with the objectives of the zone.

Subject to:

- (a) An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.
- (b) With the exception of delegated power 2.0 above, all applications will be submitted to a meeting of Council for determination in the following circumstances:

- (c) Where the delegated decision would be contrary to the intent of a previous decision made at a Council meeting, or any law or regulation;
- (d) Where written objection is received to the proposal from any statutory agency;
- (e) Where the proposal is inconsistent with the intent of the Local Planning Scheme, relevant Policies, Residential Design Codes, or any Outline Development Plan adopted by Council;
- (f) Where notification has been given to adjoining and nearby owners or the general public for comment in accordance with the Local Planning Scheme or any Policy and written objections have been received within the time specified.

#### 4.0 Advertising Extension for Town Planning Scheme Amendments

- 4.1 To extend the advertising period for planning scheme amendments where it is considered necessary to provide for adequate consultation and/or accommodate specific community consultation exercises (e.g. special electors' meetings, workshops etc.).

Subject to:

- (a) An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

#### 5.0 Directions regarding unauthorised development

- 5.1 To give directions in relation to unauthorised development and to authorise any action available to the responsible authority under the *Planning and Development Act 2005* incidental to such written direction, including but not limited to issuing a notice to correct or amend the development or to commence legal action in accordance with the Council's endorsed procedure for compliance and enforcement.

Subject to:

- (a) An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

#### 6.0 Structure Plans, Activity Centre Plans and Local Development Plans

- 6.1 Acceptance of Structure Plans and amendments to Structure Plans, Activity Centre Plans and Local Development Plans for the purposes of advertising in accordance with the provisions of Regulation 18 of the Planning and Development (Local Planning Schemes) Regulations 2015.

#### 7.0 Responsible Authority Reports to the Development Assessment Panel

- 7.1 To submit Responsible Authority Reports to the Development Assessment Panel pursuant to Regulation 12 of the Planning and Development (Development Assessment Panels) Regulations 2011 in relation to applications for planning approval under Shire of Quairading Town Planning Scheme No. 2.

Subject to:

- (a) The Chief Executive Officer is to advise Council of the lodgement and subsequent decision of a Development Assessment Panel (DAP) application at the next available Council meeting.

#### **NOTES:**

- (a) These Delegations do not preclude the Delegate or Sub-Delegate referring the categories of development or legal proceedings outlined above, to Council for determination, after having regard to the circumstances of a particular case.
- (b) All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.

## Delegation P.2 – Response to Applications for Land Subdivisions and Amalgamations

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <ol style="list-style-type: none"> <li>1. <i>Planning and Development Act 2005</i></li> <li>2. <i>Quairading Local Planning Scheme No. 2</i></li> </ol>
---

<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. <i>State Planning Policy 3.1 – Residential Design Codes</i></li> </ol>
--

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

- 1.0 Exercise discretion and make recommendations to the Western Australian Planning Commission on applications to subdivide, re-subdivide or amalgamate land as follows:
  - 1.1 No objection to the granting of approval of an application to amalgamate two (2) or more lots (including lots forming part of any strata-title scheme) into a single allotment.
  - 1.2 No objection to the granting of approval of an application to rationalise or reconfigure existing allotments where there is no nett increase in lots created, and the new lot sizes will conform with the relevant requirements of prevailing town planning schemes and their policies, and policies adopted pursuant to section 5AA of the *Planning and Development Act 2005*.

Subject to:

- (a) the imposition of relevant conditions on any approval proposed to be granted by the WAPC, that are considered necessary to secure the objectives of any prevailing regional or Shire town planning scheme/s, and any land use plan or strategy adopted by Council.
- 1.3 No objection to the granting of approval of an application of to up to five (5) lots where the application accords with an endorsed local area plan, structure plan and/or the Residential Design Codes of WA.

Subject to:

- (a) the imposition of relevant conditions on any approval proposed to be granted by the WAPC, that are considered necessary to secure the objectives of any prevailing regional or Shire town planning scheme/s, and any land use plan or strategy adopted by Council.
- 2.0 Certify to the WAPC that conditions imposed on an approval granted to subdivide, re-subdivide or amalgamate land contained within the municipality, that pertain to the Shire's jurisdiction, role and function, have been completed and fulfilled to the satisfaction of the Shire.

### Delegation P.3 – State Administrative Tribunal: Response to Applications for Review

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>On-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> 1. <i>State Administrative Tribunal Act 2004</i> 2. <i>Planning and Development Act 2005</i>	<b>Legal (Subsidiary):</b> 1. <i>Quairading Local Planning Scheme No. 2</i>
---	--

- 1.0 Council delegates its authority and power to the Chief Executive Officer, to respond to applications for review lodged with the State Administrative Tribunal, including preparation of statements by respondent, liaison with the State Administrative Tribunal and representation of the Council at review hearings, where a decision made by the Council, or a condition or conditions associated with that decision, is substantively in accordance with the Responsible Officer's recommendation, subject to :
- (a) The outcome of the SAT determination to be reported to Council.
  - (b) The exercise of these powers on the discharge of these duties, is subject to the Officers and/or Employees exercising the Delegation: keeping a written record of, and recording within an appropriate Database, details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty
- 2.0 Council delegates its authority and power to the Chief Executive Officer, to engage independent professional advice, including legal advice, where a decision made by the Council, or a condition or conditions associated with that decision, is substantially different from the Responsible Officer's recommendation.

**Delegation P.4 – Taking of Land under the *Land Administration Act 1997* and the *Native Title Act 1993***

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p>	<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. <i>Land Administration Act 1997</i></li> <li>2. <i>Native Title Act 1993</i></li> </ol>
---	---

Council delegates its authority and power to the Chief Executive Officer to advise the Department of Land Services that the Shire has no interest in a proposed taking of land under the *Land Administration Act 1997* or the *Native Title Act 1993*, subject to:

- 1.0 The Shire having no registered interest in the land identified in the taking proposal.

## Delegation P.5 – Town Planning Scheme: Responding to Appeals and Requests for Reconsideration

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b>
1. <i>Planning and Development Act 2005</i>

<b>Legal (Subsidiary):</b>
1. Quairading Local Planning Scheme No. 2

Council delegates its authority and power to the Chief Executive Officer to respond to any appeal against a discretionary decision of the Council under the Shire's Local Planning Scheme, subject to:

- 1.0 The response being in accordance with Council's decision on the matter.

# Rangers



### Delegation RNG.1 – Control of Vehicles (Off-road Areas) Act: Authorised Officer

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995</i> – Section 5.42</li> <li>2. <i>Control of Vehicles (Off-road Areas) Act 1978</i>, Section 38(3)</li> </ol>	<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. <i>Control of Vehicles (Off-road Areas) Regulations 1979</i>.</li> </ol>
--	--

Council delegates its authority and power to the Chief Executive Officer to appoint authorised officers under the *Control of Vehicles (Off-road Areas) Act 1978*, for the whole of the district of the Shire of Quairading, subject to:

- 1.0 A Schedule of Authorisations being submitted to Council from time to time; and
- 2.0 The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

**Delegation RNG.2 – Dog Act 1976: Authorised Persons, Registration Officer and Officers to Carry Out Enforcement Proceedings**

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	<del>Contract Rangers</del> No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><del>Local Government Act 1995 – Section 5.42</del></p> <p>Dog Act 1976:</p> <p>s.10AA Delegation of local government powers and duties</p>	<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>Dog Act 1976, Sections 11, 12, 29(1), <u>33</u>-and 44(2)</li> <li>Dog Regulations 2013</li> </ol>
--	---

Council delegates its authority and power to the Chief Executive Officer to appoint persons as Registration Officers and Authorised Officers under the *Dog Act 1976*, subject to:

- 1.0 A Schedule of Authorisations being submitted to Council from time to time; and
- 2.0 The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

**Delegation RNG.3 – Cat Act 2011: Authorised Persons, Registration Officer and Officers to Carry Out Enforcement Proceedings**

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (No Parent):</b></p> <p><del>Local Government Act 1995 – Section 5.42</del></p> <p>Cat Act 2011:</p> <p><a href="#">s.44 Delegation by local government</a></p>	<p><b>Legal (Subsidiary):</b></p> <p><a href="#">Cat Act 2011:</a></p> <p><a href="#">s. 48 Authorised persons</a></p> <p>Cat (Uniform Local Provisions) Regulations 2013</p> <p>Cat Regulations 2012</p>
---	---

Council delegates its authority and power to the Chief Executive Officer to appoint persons as Registration Officers and Authorised Officers under the *Cat Act 2011*, subject to:

- 1.0 A Schedule of Authorisations being submitted to Council from time to time; and
- 2.0 The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

## Delegation RNG.4 – Hawkers, Stall Holders and Street Traders Licences

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO</p>	<p><b>Legal (Subsidiary):</b></p> <p>1. Shire of Quairading Activities in Thoroughfares and Trading in Thoroughfares And Public Places Local Law</p>
--	--

Council delegates its authority and power to the Chief Executive Officer to determine new applications for licence and renew existing licences for Stallholders, Street Traders, and Hawkers under the Shire of Quairading Thoroughfares Local Laws, subject to:

- 1.0 Compliance with the Shire of Quairading Thoroughfares Local Laws; and
- 2.0 The Applicant providing evidence of a minimum of \$10 million Personal Liability Insurance Cover.

### Delegation RNG.5 – Litter Act 1979: Authorised Officers and Withdrawal of Infringement Notices

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><del>Local Government Act 1995:</del></p> <p><del>s.5.42 Delegation of some powers or duties to the CEO-Litter Act 1979:</del></p> <p><u>s.26 Authorised officers, appointment and jurisdiction of etc.</u></p> <p>Litter Act 1979, Section 30(4a).</p>	<p><b>Legal (Subsidiary):</b></p> <p>Litter Regulations 1981.</p>
--	---

Council delegates its authority and power to the Chief Executive Officer to appoint authorised person/s to administer and enforce the Litter Act and to withdraw infringement notices under the Litter Act, subject to:

- 1.0 A Schedule of Authorisations being submitted to Council from time to time; and
- 2.0 The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

## Delegation RNG.6 – Local Government Act 1995: Appointment of Authorised Persons

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995</i> <del>(As Amended)</del>, Sections 3.24, 9.10 and 9.23</li> <li>2. <i>Local Government Act 1995</i> <del>(As Amended)</del>, Section 5.42</li> </ol>	<p>Legal (Subsidiary):</p> <ol style="list-style-type: none"> <li>1. Shire of Quairading Local Laws</li> </ol>
--	--

- 1.0 Council delegate its authority and power to the Chief Executive Officer to appoint authorised persons to exercise the:
- 1.1 Powers and duties set out in the *Local Government Act 1995* in respect of:
- Section 3.25(1) – Notices requiring certain things to be done by owner or occupier of land.
  - Section 3.27 – Things local government can do on land that is not local government property.
  - Section 3.31 – Entering property.
  - Section 3.39 – Power to remove and impound.
  - Section 3.40A (1) – Abandoned vehicle wreck may be taken.
  - Section 9.11 – Person found commit breach of Act to give name on demand.
  - Section 9.13 – Onus of proof in vehicle offences may be shifted.
  - Section 9.16 – Giving a Notice.
  - Section 9.17 – Content of Notice.
  - Section 9.19 – Extension of Time.
  - Section 9.20 – Withdrawal of Notice.
  - Section 9.24(1) and (2) – Enforcement and legal proceedings; Commencing prosecutions; and Offence against the Act or Shire’s Local Laws.
  - Section 9.29(2) – Enforcement and legal proceedings and representing local government in court.
- 1.2 Duties and functions set out the Shire’s local laws, subject to:
- (a) The nominated officers being authorised only as detailed in a report to Council from time to time and listed in the Schedule of Authorisations.

## Delegation RNG.7 – Removal and Impounding of Goods, Vehicles and Animals

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>On-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p><a href="#"><u>s.5.43 Limitations on delegations to the CEO</u></a></p>	<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.3.39 Power to remove and impound</p> <p>s.3.40A(4) Abandoned vehicle wreck may be taken</p> <p>s.3.46 Goods May be withheld until costs paid</p> <p>s.3.47 Confiscated or uncollected goods, disposal of</p> <p>s.3.47A Sick or injured animals, disposal of</p> <p>s.3.48 Impounding expenses, recovery of</p> <p><i>Local Government (Functions and General) Regulations 1996:</i></p> <p>Regulations 29 and 29A</p>
--	--

Council delegates its authority and power to the Chief Executive Officer to undertake the functions and duties required under Subdivision 4 of Division 3 of Part 3 of the *Local Government Act 1995*, in respect to:

- 1.0 Section 3.40 – Removal of Vehicle and Impounding of Goods.
- 2.0 Section 3.40A – Removal of Abandoned Vehicles.
- 3.0 Section 3.46 – Withholding of goods pending payment of costs.
- 4.0 Section 3.47 – The disposal of confiscated goods.
- 5.0 Section 3.47A – Disposal of sick or injured animals.
- 6.0 Section 3.48 – Recovery of costs incurred in the impounding exercise

Subject to:

- (a) Compliance with the requirements of Regulations 29 and 29A of the *Local Government (Functions and General) Regulations 1996*.

### Delegation RNG.8 – Notices Requiring Certain Things to be done by Owner or Occupier of Land

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995, Section 5.42</i></li> <li>2. <i>Local Government Act 1995, Section 3.25</i></li> <li>3. <i>Local Government Act 1995, Section 3.26</i></li> </ol>	<p><b>Legal (Subsidiary):</b></p>
---	-----------------------------------

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

- 1.0 Issue a notice in writing to the owner or occupier of land requiring them to do anything specified in Division 1 of Schedule 3.1 of the *Local Government Act 1995*.
- 2.0 Do anything that is considered necessary to achieve, so far as practicable, the purpose for which the notice was given, including recovering the cost of anything done as a debt due from the person who failed to comply with the notice.



# Rates

## Delegation R.1 – Agreement as to Payment of Rates and Service Charges

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p><a href="#">s.5.43 Limitations on delegations to the CEO</a></p>	<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.6.49 Agreement as to payment of rates and service charges</p>
---	---

Council delegates its authority and power to the Chief Executive Officer to make an agreement with a person for the payment of rates and service charges, subject to:

- 1.0 The requirements of Councils “Recovery of Rates” procedures; and
- 2.0 The arrangements agreed to being on the basis that the total debt outstanding will be extinguished by 30<sup>th</sup> June next following.

## Delegation R.2 – Amending the Rate Record

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	<del>Administration Rates</del> Officer
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p><a href="#">s.5.43 Limitations on delegations to the CEO</a></p>	<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.6.39(2)(b) Rate record</p>
---	--

Council delegates its authority and power to the Chief Executive Officer to determine whether to amend the rate record for the preceding five years, subject to:

- 1.0 Compliance with the requirements of Section 6.39 of the *Local Government Act 1995*.

### Delegation R.3 – Due Date for Payment of Rates and Service Charges

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

#### Legal (Parent):

Local Government Act 1995:  
s.5.42 Delegation of some powers or duties to the CEO  
[s.5.43 Limitations on delegations to the CEO](#)

#### Legal (Subsidiary):

[Local Government Act 1995:](#)  
[s.6.50 Rates or service charges due and payable](#)  
1. ~~Local Government Act 1995, Section 6.50(1) and (2)~~

Council delegates its authority and power to the Chief Executive Officer to determine the date a rate or service charge becomes due and payable, subject to:

- 1.0 The date to be determined is not to be earlier than thirty-five (35) days after the date of issue on the rate notice.

## Delegation R.4 – Objection to Rate Record and Request for Extension of Time

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

**Legal (Parent):**

Local Government Act 1995:  
s.5.42 Delegation of some powers or duties to the CEO  
[s.5.43 Limitations on delegations to the CEO](#)

**Legal (Subsidiary):**

[Local Government Act 1995:](#)  
[s.6.76 Grounds of objection](#)  
1. ~~Local Government Act 1995, Section 6.76(4) and (5)~~

Council delegates its authority and power to the Chief Executive Officer to-

- 1.0 Determine applications by a person for an extension of time to make an objection to the rate record, subject to:
  - (a) Any extension granted being no longer than 30 days.
- 2.0 Consider any objection to the rate record and either disallow it or allow it, wholly or in part, subject to:
  - (a) Giving written notice of the decision made under (2) above in accordance with Section 6.76(6) of the *Local Government Act 1995*.

**Delegation R.5 – Recovery of Rates Accruing Where Land Is Sold or Disposed of and Notice Is Not Given**

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p>
---

<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government Act 1995, Section 9.68(5)</i></p>
--

Council delegates its authority and power to the CEO to recover rates accruing on land, from a person, whether principal or agent, until such time the required notice of the sale or disposal of the land is given.

## Delegation R.6 – Recovery of Unpaid Rate or Service Charge

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

**Legal (Parent):**

*Local Government Act 1995:*

s.5.42 Delegation of some powers or duties to the CEO

[s.5.43 Limitations on delegations to the CEO](#)

**Legal (Subsidiary):**

[Local Government Act 1995:](#)

[s.6.56 Rates or service charges recoverable in court](#)

[s.6.64\(3\) Actions to be taken](#)

~~1. Local Government Act 1995, Section 6.56(1)~~

~~2. Local Government Act 1995, Section 6.60(2)~~

Council delegates its authority and power to the Chief Executive Officer to determine if –

- 1.0 Court action should be taken to recover an unpaid rate or service charge that is due and payable, subject to:
  - (a) Recovery action having been taken in accordance with Council's Rate Recovery Policy.
- 2.0 Notice should be given to the lessee of the land requiring the lessee to pay to the local government any rent as it falls due, in satisfaction of the rate or service charge.
- [3.0 Authority to lodge \(and withdraw\) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears \[s.6.64\(3\)\].](#)

## Delegation R.7 – Recovery of Rates Debts - Actions to Take Possession of the Land

<b>Date Adopted:</b>	<u>New</u>	<b>Delegate:</b>	<u>CEO</u>
<b>Date Last Reviewed:</b>		<b>Sub-Delegated:</b>	<u>No</u>
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><u>Local Government Act 1995:</u></p> <p><u>s.5.42 Delegation of some powers or duties to the CEO</u></p> <p><u>s.5.43 Limitations on delegations to the CEO</u></p>	<p><b>Legal (Subsidiary):</b></p> <p><u>Local Government Act 1995:</u></p> <p><u>s.6.64(1) Actions to be taken</u></p> <p><u>s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings</u></p> <p><u>s.6.71 Power to transfer land to Crown or local government</u></p> <p><u>s.6.74 Power to have land revested in Crown if rates in arrears 3 years</u></p>
---	---

Council delegates its authority and power to the Chief Executive Officer: -

- 1.0 To take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including:
- i. lease the land, or
  - ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months:
    - I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or
    - II. cause the land to be transferred to the Shire [s.6.71].
- 2.0 To agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].



# Works

## Delegation W.1 – Altering Thoroughfare Alignments

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p>	<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government Act 1995, Section 3.51(3)</i></p>
---	--

Council delegates its authority and power to the Chief Executive Officer to give notice of any proposal to:

- 1.0 Fix or alter the level of, or the alignment of, a public thoroughfare; or
- 2.0 Drain water from a public thoroughfare or other public place onto adjoining land;

Subject to:

- (a) The notice being in accordance with Section 3.51(4) of the *Local Government Act 1995*.

## Delegation W.2 – Crossing from Public Thoroughfare to Private Land or Private Thoroughfare

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p><a href="#"><u>s.5.43 Limitations on delegations to the CEO</u></a></p>	<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. Local Government (Uniform Provisions) Regulations, Regulations 12, 13 and 14</li> <li>2. <i>Local Government Act 1995</i>, Section 3.25(1)(b), Section 3.26(2) and (3)</li> <li>3. <i>Local Government Act 1995</i>, Schedule 9.1(7)</li> </ol>
--	---

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

- 1.0 Approve or refuse an application from an owner of land, to construct a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land, and impose conditions in respect to the approval, subject to:
  - (a) The requirements of Regulation 14(2) of the Local Government (Uniform Provisions) Regulations 1996.
  
- 2.0 Issue a notice under Section 3.25(1)(b) to a person who has not complied with a condition imposed on a permission given under (1) above.
  
- 3.0 Do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given under (2) above.
  
- 4.0 Recover the cost of anything done under (3) above as a debt due from the person who failed to comply with the notice issued, subject to:
  - (a) Notification being given to Council prior to legal action commencing.
  
- 5.0 Issue a notice under Regulation 13(1) of the Local Government (Uniform Provisions) Regulations 1996 to the owner or occupier of private land to construct or repair a crossing from a public thoroughfare to the land, or a private thoroughfare serving the land, subject to:
  - (a) The requirements of Regulation 14(2) of the Local Government (Uniform Provisions) Regulations 1996.

### Delegation W.3 – Entry to Any Land in an Emergency

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b>  1. <i>Local Government Act 1995, Section 5.42</i> 2. <i>Local Government Act 1995, Section 3.34</i>	<b>Legal (Subsidiary):</b>
--	----------------------------

Council delegates its authority and power to the Chief Executive Officer to enter any land in an emergency and perform any of the local governments functions considered appropriate to deal with the emergency subject to the following conditions:

- 1.0 The Chief Executive Officer is to give notice of intended entry of land where it is practicable to do so, as required by Section 3.34(5).

## Delegation W.4 – Excavation on Public Thoroughfares

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>On-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p><a href="#">s.5.43 Limitations on delegations to the CEO</a></p>	<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995</i>, Section 3.25(1)(b), Section 3.26(2) and (3)</li> <li>2. <i>Local Government Act 1995</i>, Schedule 9.1(6)</li> <li>3. <i>Local Government (Uniform Provisions) Regulations</i>, Regulation 11</li> </ol>
---	--

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

- 1.0 Grant permission to a person to make or make and leave, an excavation of specified dimensions and in a specified way in a specified part of a public thoroughfare or on a specified part of land adjoining a public thoroughfare, and impose conditions in respect to the permission, subject to-
  - (a) The requirements of Regulation 11 of the *Local Government (Uniform Provisions) Regulations 1996*.
- 2.0 Issue a notice under Section 3.25(1)(b) to a person who has not complied with a condition imposed on a permission given under (1) above.
- 3.0 Do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given under (2) above.
- 4.0 Recover the cost of anything done under (3) above as a debt due from the person who failed to comply with the notice issued subject to notification being given to Council prior to legal action commencing.

## Delegation W.5 – Gates and Other Devices Across Thoroughfares

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p>Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO <a href="#">s.5.43 Limitations on delegations to the CEO</a></p>	<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995</i>, Section 3.25(1)(b), Section 3.26(2) and (3)</li> <li>2. <i>Local Government Act 1995</i>, Schedule 9.1(5)</li> <li>3. <i>Local Government Act 1995</i>, Schedule 3.1</li> <li>4. <i>Local Government (Uniform Provisions) Regulations</i>, Regulation 9</li> </ol>
--	--

Council delegates its authority and power to the Chief Executive Officer to –

- 1.0 Grant permission to a person to have a gate or other device across a public thoroughfare under the care, control and management of the Shire, and impose conditions in respect to the permission, subject to:
  - (a) The requirements of Regulation 9 of the *Local Government (Uniform Provisions) Regulations 1996*; and
  - (b) A register of gates and other devices being kept in accordance with Clause 9(8) of the *Local Government (Uniform Provisions) Regulations 1996*.
- 2.0 Issue a notice under Section 3.25(1)(b) to a person who has not complied with a condition imposed on a permission given under (1) above.
- 3.0 Do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given under (2) above.
- 4.0 Recover the cost of anything done under (3) above as a debt due from the person who failed to comply with the notice issued subject to notification being given to Council prior to legal action commencing.

## Delegation W.6 – Permits for Heavy Haulage Vehicles

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p>	<p><b>Legal (Subsidiary):</b></p>
---	-----------------------------------

Council delegate its authority and power to the Chief Executive Officer to recommend to Main Roads WA approval or refusal of any heavy haulage application, ~~subject to:~~

~~1.0 — Compliance with the Shire of Quairading's Restricted Access Vehicle Policy.~~

## Delegation W.7 – Private Works On, Over or Under Public Places

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p>	<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995, Section 3.25(1)(b), Section 3.26(2) and (3)</i></li> <li>2. <i>Local Government Act 1995, Schedule 9.1(8)</i></li> <li>3. <i>Local Government (Uniform Provisions) Regulations, Regulation 17</i></li> <li>4. <i>Shire of Quairading Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law</i></li> </ol>
---	--

Council delegates its authority and power to the Chief Executive Officer to –

- 1.0 Grant permission to a person to construct anything on, over, or under a public thoroughfare or other public place that is Local Government property, and impose conditions in respect to the permission, subject to:
  - (a) The requirements of Regulation 17 of the Local Government (Uniform Provisions) Regulations 1996; and
  - (b) Having regard for the requirements contained in the Shire of Quairading Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law.
- 2.0 Issue a notice under Section 3.25(1)(b) to a person who has not complied with a condition imposed on a permission given under (1) above.
- 3.0 Do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given under (2) above.
- 4.0 Recover the cost of anything done under (3) above as a debt due from the person who failed to comply with the notice issued subject to notification being given to Council prior to legal action commencing.



### Delegation W.8 – Regulatory Sign Applications (Stop, Give-Way, Speed, etc.)

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	Yes EMW&S
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO	<b>Legal (Subsidiary):</b>
--	----------------------------

Council delegate its authority and power to the Chief Executive Officer to make applications to the Main Roads WA for the installation of regulatory signs and markings at such places as the Chief Executive Officer considers warranted.

## Delegation W.9 – Temporary Road Closures

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>On-Delegated:</b>	Yes EMW&S
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p><a href="#"><u>s.5.43 Limitations on delegations to the CEO</u></a></p>	<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.3.50 Closing certain thoroughfares to vehicles</p> <p>s.3.50A Partial closure of thoroughfare for repairs or maintenance</p> <p>s.3.51 Affected owners to be notified of certain proposals</p> <p><i>Local Government Functions and General Regulations 1996, Regulations 4, 5 and 6</i></p> <p><i>Road Traffic (Events on Roads) Regulations 1991</i></p>
--	--

Council delegate its authority and power to the Chief Executive Officer to determine applications for the temporary closure of a thoroughfare, and to undertake the necessary action for the closure of thoroughfares to vehicles –

- 1.0 In cases of emergency; or
- 2.0 Where in the opinion of the CEO that due to heavy rain a thoroughfare is likely to be damaged by the passage of traffic of a particular class, or by the passage of traffic generally; or
- 3.0 For the conduct of an Event in accordance with the Road Traffic (Events on Roads) Regulations 1991;
- 4.0 Where the Council is undertaking repair and maintenance works to a thoroughfare;

Subject to:

- (a) Having regard for the requirements of Sections 3.50 and 3.50A of the *Local Government Act 1995*, and Clauses 4, 5 and 6 of the *Local Government (Functions and General) Regulations 1996*.

## Delegation W.10 – Revocation of Temporary Road Closure to Vehicles

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	28/02/2019	<b>Sub-Delegated:</b>	Yes EMW&S
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO	<b>Legal (Subsidiary):</b> <i>Local Government Act 1995, Sections 3.50(6)</i>
--	--

Council delegate its authority and power to the Chief Executive Officer to revoke an order to close a thoroughfare subject to the provisions of Section 3.50(6) of the *Local Government Act 1995*.

# Statutory Authorisations and Delegations to Local Government from State Government Entities

## Delegations from other Agencies and Instruments of Delegation or other Acts

Where legislation provides for the direct delegation to authorise a person or a member of a class of persons by other agencies or decision makers, no delegation is required from the local government.

The authorisation is dealt with in the relevant legislation and, where required, the Instrument of Delegation or Notice of the Appointment is advertised in the Government Gazette.

**Delegation 52 – Noise Control – Environmental Protection Notices [Reg.65(1)]**

<b>Date Adopted:</b>	<a href="#">New</a>	<b>Delegate:</b>	<a href="#">CEO</a>
<b>Date Last Reviewed:</b>		<b>Sub-Delegated:</b>	<a href="#">No</a>
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><a href="#">Local Government Act 1995:</a></p> <p><a href="#">s.5.42 Delegation of some powers or duties to the CEO</a></p> <p><a href="#">Environmental Protection Act 1986</a></p>	<p><b>Legal (Subsidiary):</b></p>
---	-----------------------------------

Published by:  
Environment

**GOVERNMENT GAZETTE**  
Western Australia  
[Previous](#) [Close](#) [Next](#)

No. 47. 19-Mar-2004  
Page: 919 [Pdf](#) - 476kb

**EV401**

**ENVIRONMENTAL PROTECTION ACT 1986**

**Section 20**

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9<sup>th</sup> day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

**Delegation 112 – Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events**

<b>Date Adopted:</b>	<a href="#">New</a>	<b>Delegate:</b>	<a href="#">CEO</a>
<b>Date Last Reviewed:</b>		<b>Sub-Delegated:</b>	<a href="#">No</a>
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> <a href="#">Environmental Protection Act 1986</a>	<b>Legal (Subsidiary):</b>
---	----------------------------

Published by:  
Environment

**GOVERNMENT GAZETTE**  
Western Australia  
[Previous](#) [Close](#) [Next](#)

No. 232. 20-Dec-2013  
Page: 6282 [Pdf](#) - 3Mb

**EV402**

**ENVIRONMENTAL PROTECTION ACT 1986**

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to--

- (a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B;
- (b) bellringing or amplified calls to worship--the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) community activities--noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) sporting, cultural and entertainment events--approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation--
  - (i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

JOHN DAY, Acting Minister for Environment; Heritage.

**Delegation [119](#) – [Noise Management Plans – Construction Sites](#)**

<b>Date Adopted:</b>	<a href="#">New</a>	<b>Delegate:</b>	<a href="#">CEO</a>
<b>Date Last Reviewed:</b>		<b>Sub-Delegated:</b>	<a href="#">No</a>
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> <a href="#">Local Government Act 1995</a> <a href="#">Environmental Protection Act 1986</a>	<b>Legal (Subsidiary):</b> <a href="#">Environmental Protection (Noise) Regulations 1997</a> <a href="#">r.13 Construction sites</a>
--	--

Published by:  
Environment

**GOVERNMENT GAZETTE**  
Western Australia  
[Previous](#) [Close](#) [Next](#)

No. 71. 16-May-2014  
Page: 1548 [Pdf](#) - [2Mb](#)

**EV405**

**ENVIRONMENTAL PROTECTION ACT 1986**

Delegation No. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of--

- (a) Chief Executive Officer under the *Local Government Act 1995*; and
- (b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

**Delegation 1738/2002v8; 858/2001 v9 – Instrument of Authorisation - Sign Development Applications for Crown Land as Owner**

<b>Date Adopted:</b>	<u>New</u>	<b>Delegate:</b>	<u>CEO</u>
<b>Date Last Reviewed:</b>		<b>Sub-Delegated:</b>	<u>No</u>
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> <u>Planning and Development Act 2005</u> <u>Land Administration Act 1997, section 7(1)</u> <u>Local Government Act 1995, section 267(A)</u>	<b>Legal (Subsidiary):</b>
---	----------------------------

DoL FILE 1738/2002v8; 858/2001v9

**PLANNING AND DEVELOPMENT ACT 2005**

**INSTRUMENT OF AUTHORISATION**

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the 2<sup>nd</sup> day of June 2016



**HON DONALD TERRENCE REDMAN MLA  
MINISTER FOR LANDS**



## SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005*

Column 1	Column 2	Column 3
<p>The power to sign as owner in respect of Crown land that is:</p> <ul style="list-style-type: none"> <li>a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or</li> <li>the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the Building Regulations 2012 (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road,</li> </ul> <p>in respect of development applications being made under or referred to in:</p> <p>(i) section 99(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act);</p> <p>(ii) section 103(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a local interim development order (as that term is defined in that Act);</p> <p>(iii) section 115 of the <i>Planning and Development Act 2005</i> in respect of development within a planning control area (as that term is defined in that Act);</p> <p>(iv) section 122A of the <i>Planning and Development Act 2005</i> in respect of which approval is required under an improvement scheme (as that term is defined in that Act);</p> <p>(v) section 162 of the <i>Planning and Development Act 2005</i> in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);</p>	<p>City of Albany City of Armadale Shire of Ashburton Shire of Augusta-Margaret River Town of Bassendean City of Bayswater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brookton Shire of Broome Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Canning Shire of Capel Shire of Carnamah Shire of Carnarvon Shire of Chapman Valley Shire of Chittering Shire of Christmas Island Town of Claremont City of Cockburn Shire of Cocos (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Coorow Shire of Corrigin Town of Cottesloe Shire of Cranbrook Shire of Cuballing Shire of Cue Shire of Cunderdin Shire of Dalwallinu Shire of Dandaragan Shire of Dardanup Shire of Denmark Shire of Derby/West Kimberley Shire of Donnybrook-Balingup Shire of Downin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Exmouth City of Fremantle City of Greater Geraldton</p> <p>Shire of Nannup Shire of Naremben Shire of Narrogin Town of Narrogin City of Nedlands Shire of Ngaanyatjaraku Shire of Northam Shire of Northampton Shire of Nungarin Shire of Peppermint Grove Shire of Perenjori City of Perth Shire of Pingelly Shire of Plantagenet Town of Port Hedland Shire of Qualradung Shire of Ravensthorpe City of Rockingham Shire of Roebourne Shire of Sandstone Shire of Serpentine Jarrahdale Shire of Shark Bay City of South Perth City of Stirling City of Subiaco City of Swan</p> <p>Shire of Nannup Shire of Naremben Shire of Narrogin Town of Narrogin City of Nedlands Shire of Ngaanyatjaraku Shire of Northam Shire of Northampton Shire of Nungarin Shire of Peppermint Grove Shire of Perenjori City of Perth Shire of Pingelly Shire of Plantagenet Town of Port Hedland Shire of Qualradung Shire of Ravensthorpe City of Rockingham Shire of Roebourne Shire of Sandstone Shire of Serpentine Jarrahdale Shire of Shark Bay City of South Perth City of Stirling City of Subiaco City of Swan</p>	<p>In accordance with and subject to approved Government Land policies.</p> <p>Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the <i>Planning and Development Act 2005</i> (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</p>

Shire of Tammin  
Shire of Three Springs  
Shire of Toodyay  
Shire of Trayning  
Shire of Upper Gascoyne  
Town of Victoria Park  
Shire of Victoria Plains  
Town of Vincent  
Shire of Wagin  
Shire of Wandering  
City of Wanneroo  
Shire of Waroona  
Shire of West Arthur  
Shire of Westonia  
Shire of Wickepin  
Shire of Williams  
Shire of Wiluna  
Shire of Wongan-Ballidu  
Shire of Woodanilling  
Shire of Wyalkatchem  
Shire of Wyndham-East Kimberley  
Shire of Yalgoo  
Shire of Yilgarn  
Shire of York



**HON DONALD TERRENCE REDMAN MLA  
MINISTER FOR LANDS**

*2<sup>nd</sup>* ..... day of *June* ..... 2016

## 10.6 Strategic Planning Committee Minutes – 11<sup>th</sup> February 2020

Meeting Date	27 <sup>th</sup> February 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Minutes of Meeting
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

### OFFICER RECOMMENDATION

1. That Council receive the Minutes of the Strategic Planning Committee for its Meeting of 11<sup>th</sup> February 2020; and

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

#### 1) Traffic Management Feasibility Study

**RECOMMENDATION: SP12-19/20**

That the Strategic Planning Committee Recommend to Council that: -

Council receive the Officer's Feasibility Report of an in house Traffic Management Team Option to replace contracting Traffic Management Services for Annual Road Construction and Maintenance Programme.

#### 2) Cottage Structural and Architectural Report

**RECOMMENDATION: SP13-19/20**

That the Strategic Planning Committee Recommend to Council that: -

1. Council receives and notes the Cottage Condition Report and proposed Ground Floor Plan for the Conversion of the Cottage into a Caretakers Cottage.
2. The Chief Executive Officer investigate opportunities within the Federal Grant - Drought Communities Assistance Programme for the Caretaker accommodation and four (4) low-cost units at the Caravan Park.

#### 3) Advertising on GWN

**RECOMMENDATION: SP14-19/20**

That the Strategic Planning Committee recommends to Council that: -

The Chief Executive Officer is to investigate the opportunity to advertise the Quairading District through GWN7.

**VOTING REQUIREMENTS – Simple Majority**

### IN BRIEF

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

### MATTER FOR CONSIDERATION

Minutes of the Strategic Planning Committee.

### BACKGROUND

The Strategic Planning Committee met on 11<sup>th</sup> February 2020 from which there are three (3) recommendations for Council consideration, namely: -

- RESOLUTION: SP12-19/20

- RESOLUTION: SP13-19/20
- RESOLUTION: SP14-19/20.

### STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

### POLICY IMPLICATIONS

N/A.

### FINANCIAL IMPLICATIONS

**SP12-19/20** – Officer’s Feasibility Report presented. No impact on current Budget as Contractor Traffic Management is provided for in the 2019/2020 Budget.

**SP13-19/20** – Structural and Architectural Report submitted. No impact on current Budget. Awaiting Drought Assistance Funding Guidelines for assessment.

**SP14-19/20** – Research to be undertaken by the CEO on advertising with GWN7. Subject to Cost and a decision by Council to proceed, expense may be accommodated from the District Promotion Budget Allocation.

### 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

**SP12-19/20** – n/a

**SP13-19/20** – n/a

**SP14-19/20** – Nil, at this time.

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

Financial – Risk Matrix Rating assessed in the individual Items in the Minutes.

Health – Risk Matrix Rating assessed in the individual Items in the Minutes.

Reputation – Risk Matrix Rating assessed in the individual Items in the Minutes.

Operation – Risk Matrix Rating assessed in the individual Items in the Minutes.

Natural Environment – Risk Matrix Rating assessed in the individual Items in the Minutes.

### COMMENT

Minutes of the 11<sup>th</sup> February 2020 Meeting of the Strategic Planning Committee include three (3) recommendations to Council for which the background of each recommendation is contained in the Minutes.

## SHIRE OF QUAIRADING

The Minutes of the Strategic Planning Committee Meeting held on Tuesday 11<sup>th</sup> February 2020 commencing at 5.26 pm.

### ITEM 1 OPENING & ANNOUNCEMENTS

---

The Chairperson opened the Meeting at 5.26 pm.

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

Cr McGuinness welcomed Councillors and Staff to the first Strategic Planning Committee for 2020.

### ITEM 2 ATTENDANCE AND APOLOGIES

---

#### Councillors

Cr B McGuinness	Chairperson
Cr WMF Davies	Shire President
Cr JN Haythornthwaite	Deputy Shire President
Cr JW Haythornthwaite	
Cr JR Hippisley	
Cr PD Smith	
Cr TJ Stacey	

#### Council Officers

Mr N Gilfellon	Acting CEO / Executive Manager of Corporate Services
Mr A Rourke	Executive Manager of Works & Services
Mr RM Bleakley	IPR/Strategic Projects Officer
Mrs A Strauss	Executive Officer

#### Apologies

Cr BR Cowcill	
Mr GA Fardon	Chief Executive Officer

#### Leave of Absence Previously Granted

Nil

### ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

---

Nil.

### ITEM 4 DECLARATIONS OF INTEREST

---

Nil, at this time.

## ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

### 5.1 Confirmation of Minutes – 15<sup>th</sup> October 2019

**RECOMMENDATION: SP10-19/20**

**MOVED Cr Davies SECONDED Cr Stacey**

That the Minutes of the Strategic Planning Committee Meeting held on the 15<sup>th</sup> October 2019 be confirmed as a true and accurate record.

**CARRIED 7/0**

### 5.2 Business Arising

**Cr John Haythornthwaite**

***Page 16 of the Agenda – A new Property Register***

The Acting Chief Executive Officer advised that the property register has been developed for the purpose of managing Council property condition reports, maintenance, and forward Asset Management planning.

***Page 22 of the Agenda – Councillor's Future Proposals***

Cr McGuinness advised that he stepped down from his role as Chair to move the recommendation.

**Cr Jo Haythornthwaite**

***Page 16 of the Agenda - The Property Register historical data***

The Acting Chief Executive Officer advised that the historical data has been included in to the Property Register.

***Recommendation SP09-19/20 Application for Regional Airports Program***

The IPR & Strategic Project Officer advised that no timeframe has been given for the outcome of the Application.

***Page 22 of the Agenda – Aged Housing Working Group Meeting outcomes***

The IPR & Strategic Project Officer advised that the outcomes of previous meetings, including the survey of the allocated land Lot 501 will be presented to the recommended Architect to consolidate into a preliminary concept design. A meeting has been scheduled for February.

### 5.3 Confirmation of Minutes – 31<sup>st</sup> October 2019

**RECOMMENDATION: SP11-19/20**

**MOVED Cr Davies SECONDED Cr Jo Haythornthwaite**

That the Minutes of the Special Strategic Planning Committee Meeting held on the 31<sup>st</sup> October 2019 be confirmed as a true and accurate record.

**CARRIED 7/0**

### 5.4 Business Arising

Nil.

## ITEM 6 REFERRED STRATEGIC PROPOSALS

### 6.1 Referred Strategic Proposals/Matters Report February 2020

#	MATTER	SCP	CBP	LTFP	19/20 BUDGET
1	Building Strategy	G1, B2.1, B2.2	Y	Y	Y – In house Development In Progress
2	Solar Power for Caravan Park/ Swimming Pool / Oval	ED2.1, S1.1, NE1.1	N	N	N – Further Research to be undertaken Electricity Tariff Change has seen significant reduction in Power Charges.
3	Progressing the potential bituminising of the airstrip	B2.2	Y	N	N (\$30,000 listed for 20/21 for Apron only) Grant application has been submitted for Asphalt of Apron with an increased Area
4	Community Park / Trail	S1.1, S1.2, NE2.2, S2.2, S4.5, B2.2, G3.2	Y	Y	Y - \$20K Concept and Design in 2019/20 Progression is subject to Applications for Grant Funding. \$73,227 in Trust Fund \$75,000 retained in Building & Infrastructure Reserve Fund. Concept adopted by Council December 2019 OCM. Further research on Project Costings and Whole of Life Costs.
5	Business Attraction Strategy	ED1.1, ED2.1	Y	Y	N – In House Development of Strategy Draft Strategy presented at the November 2019 Information Session Final Strategy to be presented for Adoption at February 2020 OCM.
6	Energy Efficient Street Lighting	NE1.1	Y	Y	N
7	Tourist Layby, Opposite the Shopping Precinct Carpark in Heal Street	B2.1, B2.2, S4.5	Y	Y	Y- Concept Design funded in 2019/20 Budget – Engineering Consultancy Y – Detailed Design Nov 2019 Budget Review Approved. N- Construction
8	Configuration of Entry Western End Heal Street	B2.1, B2.2, S4.5	N	N	Y- Concept Design funded in 2019/20 Budget – Engineering Consultancy Y- Detailed Design Nov 2019 Budget Review Approved N- Construction
9	Pink Lake Layby Concept (Western side of the Lake)	NE2, NE2.2	N	N	N – Construction Concept submitted back to Main Roads Previous Cost Estimates provided to Council
10	Tourism Strategy	ED1.1, ED2.1,	Y	Y	Y – Provision of \$10K in 2019/20 Budget for Strategy Actions

#	MATTER	SCP	CBP	LTFP	19/20 BUDGET
					Y - Street Signage Upgrade \$20K in 2019/20 Budget (of which \$10K from Grant) Y – Area Tourist Promotion \$5K in the 19/20 Budget - Commenced Tourism Development Strategy presented to Feb 2020 SPC for Recommendation to Council
11	Alternative Power (Tyres)	NE1.1, NE1.2	N	N	N
12	Fuelled Waste Power Generation	NE1.1, NE1.2	N	N	N
13	Waste Strategy Plan	NE1.1, NE1.2	Y	Y	N
14	Traffic Control – Review Paper on In House versus Contractor Model	B2, G1.1, G4	N	N	Contractor Model in 19/20 Adopted Budget. EMWS Report to Feb 2020 SPC
15	Asset Management Plans	B2, G1.1, G4	Y	Y	Y – In House development with external specialist expertise where required. KPI – April 2020
16	Review of Strategic Community Plan, Long Term Financial Plan and Corporate Business Plan	G4, G4.3	Y	Y	Y – In House development with external specialist expertise where required. Review of SCP completed Dec 2019 OCM LTFP and CBP to be reviewed for April 2020 prior to Annual Budget Cycle

## Council Discussion

### Cr Smith

#### **7. Tourist Layby, Opposite the Shopping Precinct Carpark in Heal Street**

The Executive Manager of Works & Services advised that he is awaiting the design quotation for the Precinct Carpark which are expected to be received by March 2020.

#### **9. Pink Lake Layby Concept – “Concept submitted back to Main Roads”**

Taken on Notice.

#### **10. Main Entry Signage**

Cr Smith provided an update from the Tourism Steering Committee with regard to the Main Entry Signage. Cr Smith asked that the Chief Executive Officer consider photographs on the Sign so that passers-by can see what the Shire of Quairading has to offer, to demonstrate “Take a closer look”, and halt the production of the Logo with just a blue background.

### Cr Davies

#### **11. Alternative Power (Tyres)**

Cr Davies informed the Committee than he has been unable to get a response for the Alternative Power (Types) initiative and that it is unlikely to proceed. The Committee agreed to continue the Strategic Proposal of alternative power.



## ITEM 7 ECONOMIC: GROWING ECONOMY & EMPLOYMENT OPPORTUNITIES

---

### 7.1 Tourism Development Strategic Plan

*The Tourism Development Strategic Plan Item was withdrawn as it had been dealt with at the Special Council Meeting prior to the Strategic Planning Committee meeting.*

## 7.2 Traffic Management Feasibility Study

<b>Meeting Date</b>	11 <sup>th</sup> February 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMWS Allan Rourke
<b>Attachments</b>	Nil
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RECOMMENDATION: SP12-19/20

#### **MOVED Cr Jo Haythornthwaite SECONDED Cr John Haythornthwaite**

That the Strategic Planning Committee Recommend to Council that: -

Council receive the Officers Feasibility Report of an in house Traffic Management Team Option to replace contracting Traffic Management Services for Annual Road Construction and Maintenance Programme.

**CARRIED 6/1**

### IN BRIEF

- Contractor Traffic Management Services are engaged annually for the Road Construction and Maintenance programme.
- The cost for this service in the 2019/20 year is estimated at \$179,745
- Council requested a feasibility study to be undertaken to analyse if the service could be done in house.

### MATTER FOR CONSIDERATION

To provide Council with information for the feasibility of providing an “in-house” Traffic Management Team option rather than hiring Traffic Management Contractors.

### BACKGROUND

Traffic management is currently contracted annually from suitable contract companies to supply traffic management services to assist Council’s Capital and Maintenance projects to be carried out.

The 2019/20 financial year, \$179,745.00 is allocated for traffic management services in the Budget for Major Capital and Maintenance works.

In the September 2019 Ordinary Council Meeting, Council requested a Feasibility Study of an in house traffic management team be undertaken and presented to the February 2020 Strategic Planning Committee.

### STATUTORY ENVIRONMENT

Australian Standards 1742 part 3 2009.

Main Roads WA code of practice for traffic management works on roads.

### POLICY IMPLICATIONS

N/A.

## FINANCIAL IMPLICATIONS

Table 2 outlines the costs of each option provided. The Casual option provides the lowest cost and is \$28,080 cheaper than the Contractor option. The full time option is \$87,010 more expensive than the Contactor Option. The additional expenditure or savings will be allocated over the operational and capital budgets with the majority of the casual option being capital expenditure and the full time option being split 50-50.

There is no expected need to purchase additional equipment as existing vehicles can be utilised. Therefore, there will be no additional start-up costs for the Full Time or Casual Option.

Any additional expenditure will need an increase in funding from Grants, Rates or savings from other operational or capital areas.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

## COMMUNITY CONSULTATION

N/A

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

Financial - Risk Matrix Rating is assessed as high. The additional costs in the full time option will require increases in grants or rates to fund the option. If the funding is not adequately obtained it will create financial pressure on other key functions.

Reputation – Risk Matrix Rating is assessed as Low. The Risk is assessed as medium with the Casual option due to the operational risks it creates for projects.

Health - Risk Matrix Rating is assessed as Low.

Operation – Risk Matrix Rating is assessed as Low. The casual option creates risks of delays and overspends due to the difficulty and nature of accessing qualified Casual staff when required on rigid timeframes.

Natural Environment – Risk Matrix Rating is assessed as Low.

## COMMENT

The staffing requirements to provide the adequate traffic management “in house” for major Capital and Maintenance works is 3 extra staff, this allows Council to comply with the relevant legislation and Codes of Practice when carrying out these works.

Options to engage the necessary staff to provide traffic management would be on a full time basis or a casual basis. Part Time Staff would not be practical with the timeframes and seasonal nature of the work required.

The below table shows the costs of employing staff to undertake the Traffic Management Programme.

**Table 1**

		Full Time (\$)	Casual (\$)
	<b>One Employee</b>		
	Wages	55,328	32,200
	Super	5,256	3,059
	Workers Comp	1,162	676
	Leave Loading	807	Nil
	Training	1,000	1,000
	Long Service Leave	1,382	470
	Clothing	750	750
	<b>Sub Total</b>	<b>65,685</b>	<b>38,155</b>
<b>A</b>	<b>Staff x 3<sup>1</sup></b>	<b>197,055</b>	<b>114,465</b>
	Plant Operational	16,100	16,100
<b>B</b>	<b>Plant x 2<sup>2</sup></b>	<b>32,200</b>	<b>32,200</b>
	<b>Additional Costs</b>		
	Traffic Management Plans <sup>3</sup>	5,000	5,000
	Materials <sup>4</sup>	15,000	
	Plant Operational <sup>5</sup>	17,500	
<b>C</b>	<b>Sub Total</b>	<b>37,500</b>	<b>5,000</b>
<b>A+B+C</b>		<b>266,755</b>	<b>151,665</b>

1. Staff costs needed (Full Time), Casual 920hrs (Traffic Management only).
2. Plant operation costs (Full Time, Traffic Management only), Casual (Traffic Management). Only two vehicles will be required to provide this function.
3. Traffic Management Plans for projects (contractor).
4. Material additional cost (full time) for works to be performed outside of Traffic Management. This is to be for Road Maintenance
5. Plant operational additional costs (full time) for works to be performed outside of Traffic Management. This is to be for Road Maintenance

**Table 2**

Traffic Management Comparison Summary	Amount (\$)
<b>Full Time</b>	266,755
<b>Casual</b>	151,665
<b>Contractor</b>	179,745

Council employing casual staff will provide a saving of \$28,080 based on this year's cost to engage contractors.

There are risks associated with casual employment and these are: -

- Availability of multi-skilled / trained persons in the area to have a pool of casuals to call on. It is expected a pool of 5 casuals will be required.
- Reliability of casual staff to be available when required.
- Reputational, not being able to start or complete works as programmed.
- Financial being costs to Council by external contractors from additional down time if no traffic management is in place due to casual staff not being available.

Benefits employing casual staff are: -

- Reduced costs.
- Employment for the local community.

Council employing full time staff will have an increase in operational costs of \$87,010 based on this year's cost to engage contractors.

There are risks associated with full time employment and these are: -

- Increase in rates to the community if additional funding can't be attained.
- Increased level of service due the additional works being performed when Traffic Management is not required. This is estimated to be approximately an additional 1,500 hours of labour, with the majority to be utilized for Road Maintenance.

Benefits employing full time staff are: -

- Employment for the local community.
- Attraction to relocate to the area.
- Reliability having readily available staff when needed.
- Increased maintenance over the road network.
- Ability to cover other staff when on leave or illness.

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

---

*No matters for consideration.*

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

### 9.1 Cottage Structural and Architectural Report

<b>Meeting Date</b>	11 <sup>th</sup> February 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) ORA Condition Report (ii) Current and proposed Ground Floor Plan
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	n/a

#### OFFICER RECOMMENDATION

That the Strategic Planning Committee Recommend to Council that: -

1. That Council receives and notes the Cottage Condition Report and proposed Ground Floor Plan for the Conversion of the Cottage into a Caretakers Cottage.
2. That the Matter be further considered by the Strategic Planning Committee when a Builder's Estimate is obtained.

**VOTING REQUIREMENTS** – Simple Majority

#### RECOMMENDATION: SP13-19/20

**MOVED Cr Smith SECONDED Cr Davies**

That the Strategic Planning Committee Recommend to Council that: -

1. Council receives and notes the Cottage Condition Report and proposed Ground Floor Plan for the Conversion of the Cottage into a Caretakers Cottage.
2. The Chief Executive Officer investigate opportunities within the Federal Grant - Drought Communities Assistance Programme for the Caretaker accommodation and four (4) low-cost units at the Caravan Park.

**CARRIED 7/0**

#### Reason for variation

The building estimate was received as a late attachment and therefore a future meeting to consider the estimate was not necessary. In addition, the Committee requested that the Chief Executive Officer investigate opportunities within the Federal Grant - Drought Communities Assistance Programme for the Caretaker accommodation and four (4) low-cost units at the Caravan Park.

#### IN BRIEF

- Following an Inspection of the Cottage by Councillors and Senior Staff, the CEO engaged an Architect and a Structural Engineer to inspect and assess the Cottage Building.
- The Architect has also provided a Concept Floor Plan for converting the Building from the Ex Infant Health Clinic and Short Stay Accommodation to a fit for purpose Caretakers Residence.
- Committee is requested to consider the Initial Structural Report and the Architect's Condition Report.

- The Reports have been forwarded to Registered Builder Adam May for his assessment and to provide a Cost estimate.
- Further consideration will be needed to assess the viability and feasibility of renovating and conversion of the Cottage to a Caretaker's Residence compared to a new Building in its stead.

### **MATTER FOR CONSIDERATION**

Building Condition Report, Engineering Structural Report and Proposed Layout for a Caretaker's Residence.

### **BACKGROUND**

Committee attention is also drawn to the increasing frequency of "drive in" Visitors not being able to book into the Cabins and pay the Hire Fee and applicable Bonds for the Cabins with the current Part time / Offsite Caretaker.

Currently the Acting Caretaker attends the Park twice a day to attend to the Patrons and to maintain the Facility.

It is expected that with further Area Promotion and greater awareness of the Caravan Park and Cabins that the Occupancy Rate for the Park and Cabins will steadily increase.

Council's Business Plan for the 3 Park Cabins was based on a 50% Occupancy rate, when regional comparatives of actual Occupancy Rates were in the 70-80% range.

The regional experience has been that Contractors and Business were the primary occupiers of the Park Cabin accommodation in the other Towns.

Please refer to Occupancy data for the Cottage and Cabins listed in the Comments section.

### **STATUTORY ENVIRONMENT**

N/A

### **POLICY IMPLICATIONS**

N/A.

### **FINANCIAL IMPLICATIONS**

Inspections and Reports have been undertaken and funded under Operating Expenditure.

There is no Current Budget Provision for either Renovation and Conversion of the Cottage nor its Replacement.

Committee may wish to review the guidelines for the Drought Communities Assistance Program (provided in this Agenda) as to whether this project would be considered eligible.

### **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

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

ITEM	OUTCOMES AND STRATEGIES
ED2	Tourism facilities and services

### **COMMUNITY CONSULTATION**

No consultation was required or undertaken in relation to this report.



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

Financial - Risk Matrix Rating is assessed as Low. Inspections and Reports undertaken have been funded from the existing Operating Budget. Future work on the building or alternatively its replacement, will need to be funded by Council or from Grant Funds (if eligible) in future Budgets.

Health – Risk Matrix Rating is assessed as Low. The Building Report has identified a number of issues in regard to the building.

Reputation – Risk Matrix Rating is assessed as Low. Heightened Risk has been identified if the Community have a strong attraction / affiliation to the current building and Council proposes to replace the Building. It is believed that this risk could be mitigated if the estimated cost of renovation and its funding is well publicised.

Operation – Risk Matrix Rating is assessed as Low. Building Assessments have been conducted by external Specialist Consultants and Council Senior Staff within Council's normal operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

### **COMMENT**

Council Staff have provided the following Occupancy date for the Cottage since July 2019 and for the Cabins since the Cabins were commissioned in October 2019.

<b>Occupancy (nights)</b>	<b>Type</b>				
	<b>Date</b>	<b>Cabin</b>	<b>Cabin %</b>	<b>Cottage</b>	<b>Cottage %</b>
<b>2019</b>					
<b>Jul</b>	0		10	33%	
<b>Aug</b>	0		3	10%	
<b>Sep</b>	0		11	37%	
<b>Oct</b>	13	14%	8	27%	
<b>Nov</b>	38	42%	4	13%	
<b>Dec</b>	16	18%	1	3%	
<b>2020</b>					
<b>Jan</b>	11	12%	4	13%	
<b>Grand Total</b>	78	22%	41	20%	

Further data is being prepared on the current year's Occupancy Rate at the Caravan Park and comparisons with the period since its re-development.

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

---

*No matters for consideration.*

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

---

*No matters for consideration.*

## ITEM 12 COUNCILLOR'S FUTURE PROPOSALS

### 12.1 District Bus Tour

#### Cr Davies

*Timing and Arrangements for a District Road Inspection and Bus Tour.*

The Committee asked that the Chief Executive Officer provide two (2) dates and tour itinerary.

### 12.2 Drought Communities Assistance Programme

Information listed at the request of Shire President Cr Davies.

On 28 January 2020, the Australian Government announced that it would provide funding under the Drought Communities Programme (DCP) - Extension to a further 52 councils experiencing hardship due to the drought. These eligible councils will be provided up to \$1 million\* to complete local infrastructure and other drought relief projects, and brings the total commitment under the DCP Extension to \$300 million since 2018-19.

*\* Councils of less than 1,000 people will receive up to \$500,000 and councils with a larger population will receive up to \$1 million.*

The following councils are eligible based on need and the economic impact of drought in the region and we assessed using the following:

- rainfall deficiency data from the Bureau of Meteorology
- population and industry data – particularly reliance on agriculture

The Government monitors drought conditions across the country and may add more councils depending on conditions.

The Shire of Quairading is one of the eligible Councils announced on the 28<sup>th</sup> January 2020.

The Federal Department advises that the Final Guidelines for the recently announced Councils will be signed off within the fortnight and circulated to the eligible Councils.

The date of Closure for Applications is unknown at this stage, but as an indication the Councils announced in November 2019 have an Application Deadline of the 1<sup>st</sup> December 2020.

Council's CEO and Grants Team have met to assess the Preliminary Guidelines and to discuss planned Projects that may be eligible.

#### **Federal Government Media Release 28<sup>th</sup> January 2020**

Funding for farmers, small businesses, families and schools in drought-affected communities across Australia will now start rolling out as part of a \$57 million support package.

Prime Minister Scott Morrison said it was important that those people and businesses suffering from the drought continued to get the support they need.

"While we know the nation has been gripped in recent months by the bushfire crisis I want all Australians impacted by drought to know that you have remained firmly in our Government's focus," the Prime Minister said.

"You remain at the centre of relief, response and recovery plans for the future and making Australia more resilient to these challenges in the future.

"This funding will support local tourism initiatives, new infrastructure and amenities, and funding to help non-government schools facing financial hardship as a result of drought."

Minister for Drought David Littleproud said an additional 52 councils would now receive up to \$1 million under the extended Drought Communities Programme, determined by rainfall data and both agricultural and broader employment information.

“We will distribute \$47 million to drought effected areas based on population, providing councils of less than 1,000 people with \$500,000 and those with a larger population with \$1 million to ensure we continue to provide appropriate, tailored support,” Minister Littleproud said.

“Drought doesn't just hurt farmers, it goes out the farm gate. It hurts small businesses and the wider community as well, but this extra funding keeps money flowing through affected areas.

“Funding will support events that create jobs, boost tourism and improve community wellbeing, and enable construction of infrastructure that encourages people to stop in these small towns.

“So far, the DCP extension has funded over 300 projects, such as the construction of amenities blocks, potable water supply, local tourism assets, community resilience events and employing local drought support officers.”

Minister for Education Dan Tehan said the Government was committing an additional \$10 million to ensure families affected by drought are supported to continue accessing education.

“We have doubled our drought relief support for non-government schools to \$20 million to help more schools across New South Wales, Queensland, Victoria and South Australia keep their doors open,” Minister Tehan said.

“Many of these schools have been taking money out of their own pockets to waive fees and subsidise fees to ensure that families can continue to send their children to school.

“This additional funding will ensure students don't have their education interrupted as a result of financial hardship caused by drought.”

Since the election the Government has rolled out more than \$1 billion in extra grants and payments to support drought-affected communities.

Today in Orange the advisory board of the National Drought and North Queensland Flood Response and Recovery Agency will meet for the first time, working with the National Farmers Federation to improve access to support programs for affected farms and communities across all levels of government.

<https://www.pm.gov.au/media/more-support-communities-affected-drought>

## 12.3 Other Councillor's Future Proposals

### Cr Smith

Advertising on GWN7 – Cr Smith advised that GWN7 has an offer for Community Partnership discounted 3-week advertising Program for 15 second commercials with access to 204 spots for regional advertising.

#### **RECOMMENDATION: SP14-19/20**

#### **MOVED Cr Davies SECONDED Cr Smith**

That the Strategic Planning Committee recommends to Council that: -

The Chief Executive Officer is to investigate the opportunity to advertise the Quairading District through GWN7.

**CARRIED 7/0**

### Cr Stacey

Waste & Recycling Facility – Cr Stacey raised his concern with the use of the “Rubble Area” of the facility. This has been taken on notice.

**Cr Smith**

Federal Grant - Drought Communities Assistance Programme – Cr Smith enquired if the proposed projects, based on the guidelines for the Federal Grant, will be presented to Council.

Cr Davies advised that all proposed projects will first be presented to Council for consideration before being submitted.

**ITEM 13      NEXT MEETING DATE**

---

The next Strategic Planning Committee Meeting is scheduled to take place on Wednesday 15<sup>th</sup> April 2020, commencing at 5.00 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

Cr Hippisley submitted his apologies for the next meeting.

**ITEM 14      CLOSURE**

---

There being no further business, the Chairman closed the Meeting at 7.08 pm.

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

Confirmed.....15/04/2020

## 10.7 Records Management Policy Review

<b>Meeting Date</b>	27 <sup>th</sup> February 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	GOV.3 Records Management Policy
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

### OFFICER RECOMMENDATION

That Council adopted the revised GOV.3 Records Management Policy.

### VOTING REQUIREMENTS – Simple Majority

#### IN BRIEF

- To ensure that the Shire meets the statutory requirements of the State Records Act 2000 and associated legislation.
- To provide recordkeeping principles and processes that identify, capture and protect the Shire's corporate records of continuing value for legal, financial, administrative, accountability and historical purposes.

#### MATTER FOR CONSIDERATION

That Council consider the revised Records Management Policy for adoption.

#### BACKGROUND

Records are recognised as an important information resource for the Shire of Quairading, and it is accepted that sound record management practices will contribute to the overall efficiency and effectiveness of the Shire.

The Shire's Corporate records are managed in accordance with the Shire's Record Keeping Plan. All Elected Members, Officers and Contractors are responsible for maintaining complete, accurate and reliable records as evidence of the actions, decisions and transactions they make or undertake whilst performing their duties on behalf of the Shire.

Following the recommendation received from Council's Recordkeeping Consultant, IRIS Consulting Group, Council is advised that an amendment is necessary to the Records Management Policy requiring the surrender of records by Councillors.

#### STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 5.41(h)

State Records Act 2000

Freedom of Information Act 1992.

#### POLICY IMPLICATIONS

N/A.

#### FINANCIAL IMPLICATIONS

Nil.

## 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
G4	Sound Organisation
G4.3	Ensure optimum organisational capacity and efficiency

### COMMUNITY CONSULTATION

No consultation was required or undertaken in relation to this report.

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

Financial - Risk Matrix Rating is assessed as Low. Records Management is funded within Council's existing Budget. Ongoing Budget provisions will need to be made in future years, with Council allocating appropriate resources to maintain and manage Council's Records.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Failure to have up to date Policies will increase the risk of Council's reputation being damaged within the Community and failure to comply with legislative requirements would increase Reputational Risk.

Operation – Risk Matrix Rating is assessed as Low. Records management is contained within Council's current operations, with additional external specialist advice sourced when required.

Natural Environment – Risk Matrix Rating is assessed as Low.

### COMMENT

Under the Local Government Act, Council is able to make, amend and revoke Policies to assist Council with performing its Executive functions and Statutory obligations.





## RECORDS MANAGEMENT POLICY

<b>Document Status</b>	Under review
<b>Statutory Environment</b>	Local Government Act 1995 – Section 5.41(h) State Records Act 2000

<b>Record of Policy Review</b>					
<i>Version</i>	<i>Author</i>	<i>Council Adoption</i>	<i>Resolution</i>	<i>Reason for Review</i>	<i>Review Date</i>
01	Graeme Fardon	29 May 2008	299-07/08		
02	Graeme Fardon / Consultant Kim Boulton	20 December 2018	115-18/19	<i>Policy Review Project – 20/09/2018</i>	
03	Graeme Fardon			Policy to be amended as per Consultant IRIS recommendation.	17/02/2020

## PURPOSE

The Purpose of this Recordkeeping Policy is to define the Shire of Quairading's recordkeeping function and the roles and responsibilities of those individuals who manage or perform recordkeeping processes on behalf of the Shire.

## OBJECTIVE

1. To ensure that the Shire meets the statutory requirements of the *State Records Act 2000* and associated legislation.
2. To provide record keeping principles and processes that identify, capture and protect the Shire's corporate records of continuing value for legal, financial, administrative, accountability and historical purposes.

## POLICY

This Policy applies to all government records created or received by a Shire employee, contractor or an organisation performing outsourced services on behalf of the Shire of Quairading, regardless of their physical format, storage location or date of creation.

### Roles and Responsibilities

**Elected Members:** All elected members are to create, collect and retain records relating to their role as an Elected Member for the Shire of Quairading in a manner consistent with legislation and the Shire's procedures for record keeping. Party Political and personal records are exempt.

**Elected Member's will deliver the records they have received or created in the conduct of their role as soon as practicable to the Chief Executive Officer electronically (via email, dropbox, flashdrive) or in person.**

**Chief Executive Officer:** The Chief Executive Officer is to ensure that an organisational system for the capture and management of records is maintained that is compliant with legislative requirements.

**Managers:** All Managers are to ensure record keeping policy and procedures are known and adhered to in their area of responsibility.

**All Staff:** All staff (including Contactors) are to create, collect and retain records relating to Shire of Quairading business activities they perform. They are to identify significant and ephemeral records, ensure significant records are captured into the record keeping system in place, and that all records are handled in a manner consistent with legislation and the Shire's policies and procedures for record keeping.

### Custodianship of Records

The Shire recognises its records as a government owned asset and will ensure they are managed as such. Ownership and proprietary interest of records, created or collected during the course of business (including those from outsourced bodies or contractors) is vested in the Shire of Quairading.

### Creation of Records

All Elected members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire of Quairading's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

### Capture & Control of Records

All records created and received in the course of the Shire of Quairading's business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate record keeping and business systems that are managed in accordance with sound record keeping principles.

**Security & Protection of Records**

All Records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

**Access to Records**

Access to the Shire of Quairading's records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire of Quairading's records by the general public will be in accordance with the *Freedom of Information Act 1992* and *Local Government Act 1995*. All such requests to be administered by the Chief Executive Officer or person designated to act in this position. Access to the Shire of Quairading's records by elected members will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.

**Appraisal, Retention & Disposal of Records**

All records kept by the Shire of Quairading will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

**GUIDELINES**

State Records Act 2000;

Freedom of Information Act 1992; and

Local Government Act 1995 – Section 5.41(h)

## 10.8 Local Government House Trust - Deed of Variation

<b>Meeting Date</b>	27 <sup>th</sup> February 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Local Government House Trust Update January 2020 (ii) Deed of Variation (iii) Clause 12 of Trust Deed 1994
<b>Owner/Applicant</b>	WALGA
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

That Council supports the Deed of Variation to the Local Government House Trust Deed as proposed by “The Local Government House Trust”.

### VOTING REQUIREMENTS – Simple Majority

#### IN BRIEF

- Council is a unit holder and beneficiary to the Local Government House Trust (The Trust), holding 4 Units as advised in WALGA’s recent Local Government House Trust Update January 2020 - Attachment (i).
- The Trust is the Governance Body for Local Government House, being the WALGA’s Headquarters located at 170 Railway Parade, West Leederville.
- The Trust’s Board of Management is seeking to vary the Trust Deed in order to assist the Trust’s income tax exempt status. As stipulated by the Deed, the Trust requires consent of at least 75 per cent of all beneficiaries in order to execute this variation.
- As a beneficiary, the Shire of Quairading is requested to consent to the enclosed Deed of Variation supported by a resolution of Council; and to communicate this consent to us in writing. Please note, we are requesting consent for the Trustee to formally execute the attached Deed of Variation – your Local Government is not required to sign the enclosed document.

#### MATTER FOR CONSIDERATION

Council’s consent by formal resolution to a variation to the Trust Deed for the Local Government House Trust (The Trust).

#### BACKGROUND

The Local Government House Trust (“The Trust”) exists primarily to provide building accommodation for the Western Australian Local Government Association. Since January 2014, the Trust has provided WALGA with accommodation at 170 Railway Parade West Leederville.

The current trust deed commenced in 1993 and was amended in 2002 to reflect the merger of the metropolitan and country associations into WALGA. The current Trust Deed pronounces WALGA as Trustee and unit holders as Beneficiaries, with the Trustee holding property and associated monies “upon Trust” and in proportion to the units provided.

Commencement date of the current deed is 17 February 1993, with a vesting date 79 years from commencement - which means that the Trust ends in 2072.

The Trust is exempt from income tax on the basis of being a State / Territory Body (STB) pursuant to *Division 1AB of the Income Tax Assessment Act 1936*.

## Trust Deed Variation

Trust Deed amendments set out in the Deed of Variation are based on legal advice and are intended to assist the Trust's income tax exempt status by strengthening the position that the Trust is a State / Territory Body (STB).

Legal advice identified that the Trustee's ability to retire and appoint a new Trustee might affect the Trust's classification as a State or Territory Body (STB). This view, while based upon highly technical grounds, is a risk nonetheless.

Subsequently the Deed of Variation aims to strengthen the position that the Trust is a STB through the following amendments:

1. removing the existing Trustee's power to retire and appoint a new Trustee (Clause 2.1 and 2.2 (22.3) of the Deed of Variation)
2. enabling the beneficiaries to appoint and remove a Trustee (Clause 2.2 (22.4) of the Deed of Variation), and
3. ensuring that the Board of Management is the 'governing body' of the Trust (Clause 2.3 of the Deed of Variation)

The three proposed amendments when applied to the relevant clauses inserted by the Deed of Variation dated 5 June 2002 will subsequently read as follows (proposed amendments shown in red text):

1. Variation 2.1 amends clause 22.1 to point to additional clause:

22.1 Any Trustee of the Trust may retire as Trustee of the Trust- Subject to clause 22.3, the right to appoint any new or additional trustee or trustees of the Trust is hereby vested in the retiring or continuing trustee. A corporation or incorporated association may be appointed as Trustee of the Trust.

2. Variation 2.2 inserts two new clauses:

22.3 The retiring or continuing trustee shall only be entitled to appoint any new or additional trustee of the Trust with the consent of not less than 75% of the Beneficiaries.

22.4 The Beneficiaries may at any time by Special Resolution:

- (a) remove a Trustee from the office as Trustee of the Trust; and
- (b) appoint such new or additional Trustee.

3. Variation 2.3 insert a new clause 13A

13A Delegation to the Board of Management

Unless the Beneficiaries otherwise direct (such direction to be given by not less than 75% of the Beneficiaries), the Trustees shall delegate all of the powers authorities and discretions contained in subclauses (a) to (x) of clause 12 to the Board of Management. The Trustees shall, at the direction of the Board of Management, do such things as may be necessary to give effect to the exercise of a power, authority or discretion by the Board of Management.

## STATUTORY ENVIRONMENT

N/a

## POLICY IMPLICATIONS

N/a

## FINANCIAL IMPLICATIONS

Nil

## 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
G2	Strengthened Advocacy and Partnerships
G2.1	Partnerships with and advocacy to Federal and State Government to strengthen service provision within the Shire

### COMMUNITY CONSULTATION

No consultation was required or undertaken in relation to this report.

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

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

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Council is a Unit Holder and a Beneficiary of the Local Government House Trust.

Operation – Risk Matrix Rating is assessed as Low. Variation proposed will have no impact on Council's Operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

### COMMENT

The first two amendments outlined above remove powers granted to the Trustee in the 2002 Deed Variation resulting from the merger to a single Association representing WA Local Governments. These amendments which previously facilitated the transfer of trusteeship to the then new Western Australian Local Government Association are removed, but with the clarification that any appointment must be with the consent of the beneficiaries.

The final amendment intends to confirm that power rests with the Board of Management. As the Board of Management comprises Local Governments, this satisfies the requirements of a STB for tax purposes. This amendment reflects the actual operation of the Trustee in implementing the decisions of the Board of Management whilst retaining sufficient operational discretion to place and renew investments and pay suppliers.

These amendments provide greater power to beneficiaries through the Board of Management, and as such it is anticipated they will be considered acceptable.

# Local Government House Trust Update

## JANUARY 2020

### BACKGROUND

The Local Government House Trust (“the Trust”) is a unit trust, created back in 1980 for the purpose of providing building accommodation to the Western Australian Local Government Association (WALGA).

Under the current Trust Deed, 132 Local Governments contributed to create a Trust comprising of 620 units. Units are of equal value and are revalued annually once the audited Financial Report is adopted by the Board of Management at its November meeting.

Since January 2014, the Trust has provided WALGA with accommodation at the ONE70 building, located at 170 Railway Parade West Leederville.

The building fulfils an essential requirement to provide suitable accommodation for the Association and its staff, while representing a long-term investment opportunity through rental income and long term capital growth. The building includes meeting rooms which are used extensively for training courses provided to Elected Members and Local Government Officers, meetings of State Council, its committees and numerous policy groups and committees. Meeting rooms are also available for use by Members.

The building consists of four levels of quality office space. WALGA leases level one, enabling WALGA employees to be housed on a single floor. Three levels are available to third party tenants with additional rental space on the ground floor occupied by an all-day childcare and café. Underground building car parking ensures sufficient parking for visitors. The energy efficient building utilises solar power generation from PVC Units and carries a 5 Star Green Star rating. It has also achieved an indicative five star NABERS rating for energy and water.

The Trust has 60% ownership of the ONE70 building, through its investment in a joint venture with Qube Property.

The Joint Venture agreement ends in 2024, with the Trust having the option of purchasing the building outright.

Cash growth outlined in the chart to the right allows for repayment of building loan debt. The projected cash reserves assumes the expected renewal of the fourth floor tenants beyond August 2020. The next major lease breakpoint is for levels two and three, when Marsh/LGIS has a lease breakpoint in 2024.

### HIGHLIGHTS FROM 2018/19

- Building remained fully tenanted, which is a good result in the local commercial property market.
- Building is fully occupied with a weighted average lease expiry (WALE) of 5.3 years at 30 June 2019.
- Trust’s own cash reserves grew to \$2.0 million at 30 June 2019.
- Building loan debt held by the Joint Venture reduced to \$26.2 million at 30 June 2019 (Trust’s 60% share of the loan being \$15.7 million).
- Borrowing interest rates remained low.

### BUILDING VALUATION

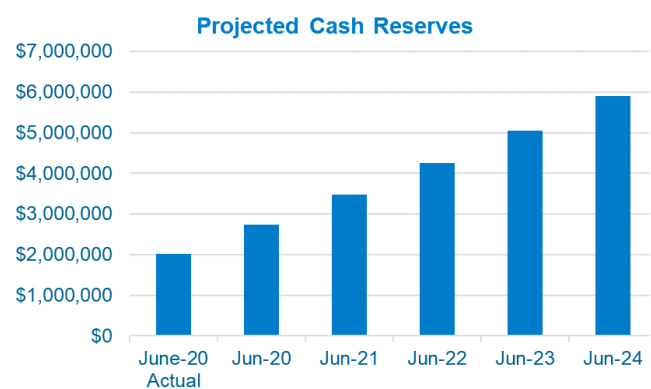
The most recent independent valuation at 30 June 2019 valued the property at \$49.5 million which reflects contracted future lease income. This compares favourably against the cost of land and buildings of \$43.4 million and current net book value of \$36.5 million.

### FUTURE OUTLOOK

The positive impact of record low interest rates on loan borrowings is anticipated to drive a good result in 2019/20. However, interest rate savings will be absorbed by a reduction in lease income from 2020/21, as a 2020 lease expiry is expected to be extended in a market less favourable than five years ago. With full tenancy and low rates on loan borrowings, the outlook for the Local Government House Trust remains positive.

The Trust’s own cash reserves are projected to continue growing. Strategically this will place the Trust in a position to consider the outright purchase of 170 Railway Parade in 2024. Profits however tend to be relatively modest due to the impact of building depreciation which is an accounting entry and does not necessarily reflect the diminution in building value.

Projections for the Trust’s own cash reserves are shown below.



# Local Government House Trust Update

## JANUARY 2020 (CONTINUED)

### HOUSE TRUST UNIT VALUE

The unit value as at 30 June 2019 is \$17,805 based upon Net Assets of \$11,039,266 / 620 units.

Unit values follow the movement of the Trust’s Net Assets. Included within the Trust’s Net Assets are the Trust’s 60% share of assets and liabilities held in the Joint Venture established to own and manage the building.

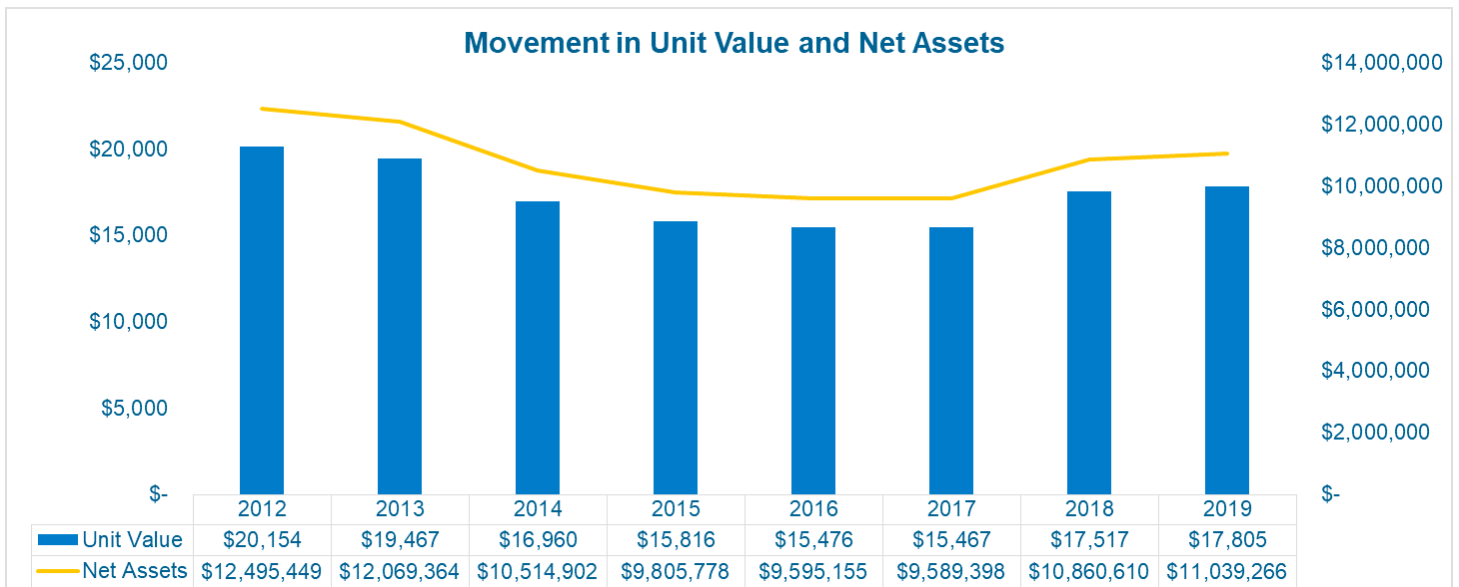
Unit values will fluctuate over time depending on the movement in net assets.

The downward fluctuation between 2013 and 2015 relates to the

transition from the previous building to the current ONE70 building.

Full occupancy of the new building since 2015 has seen the movement in net assets stabilise. The uplift in 2018 is due to the restatement of net assets by \$765,074 following the change in accounting for lease income. Lease income is now accounted for on the straight line basis, instead of the previous “as invoiced basis”.

The graph below shows the fluctuation in the net assets and unit price of the Trust since 2012 (2011/12).



### TRUST DEED VARIATION

A Deed of Variation to the Trust Deed will soon be circulated to Local Governments holdings units for approval. The amendment is intended to strengthen the House Trust’s position as a State/ Territory Body for tax purposes. The Amendment seeks to achieve this by:

1. Transferring the power over the appointment of Trustee to the beneficiaries, where consent of 75% of the beneficiaries (unit holders) will be required, and

2. Confirmation that the power exists with the Board of Management, while allowing the Trustee sufficient operational discretion to place and renew investments and pay suppliers.

Approval of this Deed of Variation to the Trust deed requires consent of 75% of the 132 unit holders.

Any questions can be directed by email to [lght@walga.asn.au](mailto:lght@walga.asn.au).



**DEED OF VARIATION**

**LOCAL GOVERNMENT HOUSE TRUST**



LAW

PERTH

11 Mounts Bay Road, Perth WA 6000

Telephone (08) 9429 2222 Facsimile: (08) 9429 2434

[eylawperth@au.ey.com](mailto:eylawperth@au.ey.com) [www.ey.com](http://www.ey.com)

Our Ref: 4WAL / 2004 7043

---

**THIS DEED** dated the \_\_\_\_\_ day of \_\_\_\_\_ 2019

**BY**

**WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION** of Level 1, 170 Railway Parade, West Leederville in the State of Western Australia (the 'Trustee')

**RECITALS**

- A. By Deed of Trust undated but stamped 12 February 1980 ('Original Trust Deed') made between CHARLES WILSON TUCKEY, LYAL GORDON RICHARDSON, GORDON LAWRENCE KILPATRICK, HARRY STICKLAND and MAXWELL RAY FINLAYSON (the 'Original Trustees') and THE LOCAL GOVERNMENT ASSOCIATION OF WESTERN AUSTRALIA and the COUNTRY SHIRE COUNCILS ASSOCIATION (the 'Retired Trustees') the Original Trustees declared that they would hold the property therein referred to as the Headquarters and the monies therein referred to as the Trust Fund upon trust for the beneficiaries specified in the second schedule to the Original Deed upon the terms and conditions therein contained (the 'Original Trust').
- B. By Deed dated 2 October 1981 made between the Original Trustees and the Retired Trustees the Original Trustees retired and appointed the Retired Trustees as the trustees of the Original Trust in their place.
- C. By Deed dated 4 May 1994 (the 'New Deed') the Retired Trustees (in the New Deed referred to as THE LOCAL GOVERNMENT ASSOCIATION OF WESTERN AUSTRALIA (INC) and THE COUNTRY SHIRE COUNCILS' ASSOCIATION OF WESTERN AUSTRALIA (INC)) agreed that the proceeds from the sale of the Headquarters and the Trust Fund and the income thereof should be from 17 February 1993 held upon the terms and conditions set out in the New Deed (the 'Trust').
- D. By Deed of Variation dated 5 June 2002 the Retired Trustees varied the New Deed (collectively, the 'Trust Deed') to provide for a new Clause 22 which provides that any trustee of the Trust may retire as trustee of the Trust and appoint a new trustee to act as trustee of the Trust and that notwithstanding that the original number of trustees of the Trust was five where a corporation or incorporated association is appointed as trustee of the Trust then it shall not be obligatory to appoint more than one new trustee.
- E. By Deed dated 6 June 2002 made between the Retired Trustees and the Trustee, the Retired Trustees retired and appointed the Trustee as the trustee of the Trust.
- F. Clause 21.1 of the Trust Deed provides that the Trustees may at any time and from time to time (with the consent of not less than 75% of the Beneficiaries) by deed revoke add to or vary the trusts of the Trust Deed or declare (inter alia) any new or other powers, authorities or discretions concerning the management, control or investment of the Trust Fund upon the terms contained therein.
- G. The Trustee wishes to add to and vary the Trust Deed and declare (inter alia) new or other powers, authorities and discretions concerning the management, control or investment of the Trust Fund in accordance with the terms of this Deed.
- H. More than 75% of the Beneficiaries have consented in writing to the variations to the New Deed and the records relating to this consent will be placed with the original of this Deed.

---

**NOW THIS DEED WITNESSES****1. DEFINITIONS AND INTERPRETATION**

In this Deed, unless the context otherwise requires:

- 1.1 a word importing the singular includes the plural and vice versa, and a word of any gender includes other genders;
- 1.2 another grammatical form of a defined word or expression has a corresponding meaning;
- 1.3 a reference to a clause, paragraph, recital, schedule or annexure is to a clause, paragraph or recital of, or schedule or annexure to, this Deed, and a reference to this Deed includes any schedule or annexure;
- 1.4 a reference to a document or instrument includes the document or instrument as varied, novated, altered, supplemented or replaced from time to time;
- 1.5 a reference to a person includes a natural person, the estate of an individual, a partnership, body corporate, the trustee of a trust (in the trustee's capacity as trustee of the trust), association, governmental or local authority or agency or other entity;
- 1.6 a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
- 1.7 the meaning of general words is not limited by specific examples introduced by 'including, for example' or similar expressions;
- 1.8 Recitals A to H inclusive form part of and are included in this Deed;
- 1.9 headings are for ease of reference and do not affect interpretation;
- 1.10 'Deed' means this deed;
- 1.11 unless specified otherwise, terms which are defined in the Trust Deed and used in this Deed bear the same meanings in this Deed which are ascribed to them in the Trust Deed; and
- 1.12 in the event of any inconsistency between the provisions of the Trust Deed and the provisions of this Deed, the provisions of this Deed will prevail.

**2. OPERATIVE PART**

The Trustee in exercise of the power given to the Trustee by clause 21.1 of the Trust Deed and with the consent of more than 75% of the Beneficiaries hereby adds to and varies the Trust Deed and declares (inter alia) the following new or other powers authorities and discretions concerning the management, control or investment of the Trust Fund as follows:

- 2.1 delete the word "The" appearing after the words "Any trustee of the Trust may retire as trustee of the Trust." in the existing clause 22.1 and replace it with the words "Subject to clause 22.3, the";

2.2 insert after clause 22.2 the following:

“22.3 The retiring or continuing trustee shall only be entitled to appoint any new or additional trustee of the Trust with the consent of not less than 75% of the Beneficiaries.

22.4 The Beneficiaries may at any time by Special Resolution:

- (a) remove a Trustee from the office as trustee of the Trust; and
- (b) appoint such new or additional Trustee.

For the purposes of this clause 22.4, “Special Resolution” means a resolution passed or decision made by not less than 75% of the Beneficiaries.”

2.3 insert a new clause 13A as follows:

“13A **DELEGATION TO THE BOARD OF MANAGEMENT**

Unless the Beneficiaries otherwise direct (such direction to be given by not less than 75% of the Beneficiaries), the Trustees shall delegate all of the powers authorities and discretions contained in subclauses (a) to (x) of clause 12 to the Board of Management. The Trustees shall, at the direction of the Board of Management, do such things as may be necessary to give effect to the exercise of a power, authority or discretion by the Board of Management.”

3. **SEVERABILITY**

3.1 If any provision of this Deed is found by a competent authority (including without limitation a Court) to be void or unenforceable, then such finding shall not affect the other provisions of this Deed.

3.2 If making a subsequent amendment to this Deed avoids any invalidity or unenforceability of any provision of this Deed, the parties may elect to make that amendment, which shall be deemed for all purposes to be effective immediately prior to the occurrence of that invalidity or unenforceability.

4. **FURTHER ASSURANCES**

All parties shall make, execute and do all acts, deeds, documents and things and sign all documents which may reasonably be required to give full effect to this Deed, and the Trustee shall bear the costs of observing, performing and complying with this clause.

5. **COSTS**

The Trustee shall bear and pay the costs of and incidental to the preparation, execution and stamping of this Deed.

6. **RATIFICATION AND CONFIRMATION**

In all other respects the terms of the Trust Deed are hereby ratified and confirmed.

7. **PROPER LAW**

This Deed shall be governed by the laws of the State of Western Australia and the parties submit to the jurisdiction of the Courts of the State of Western Australia.

**EXECUTED** as a Deed

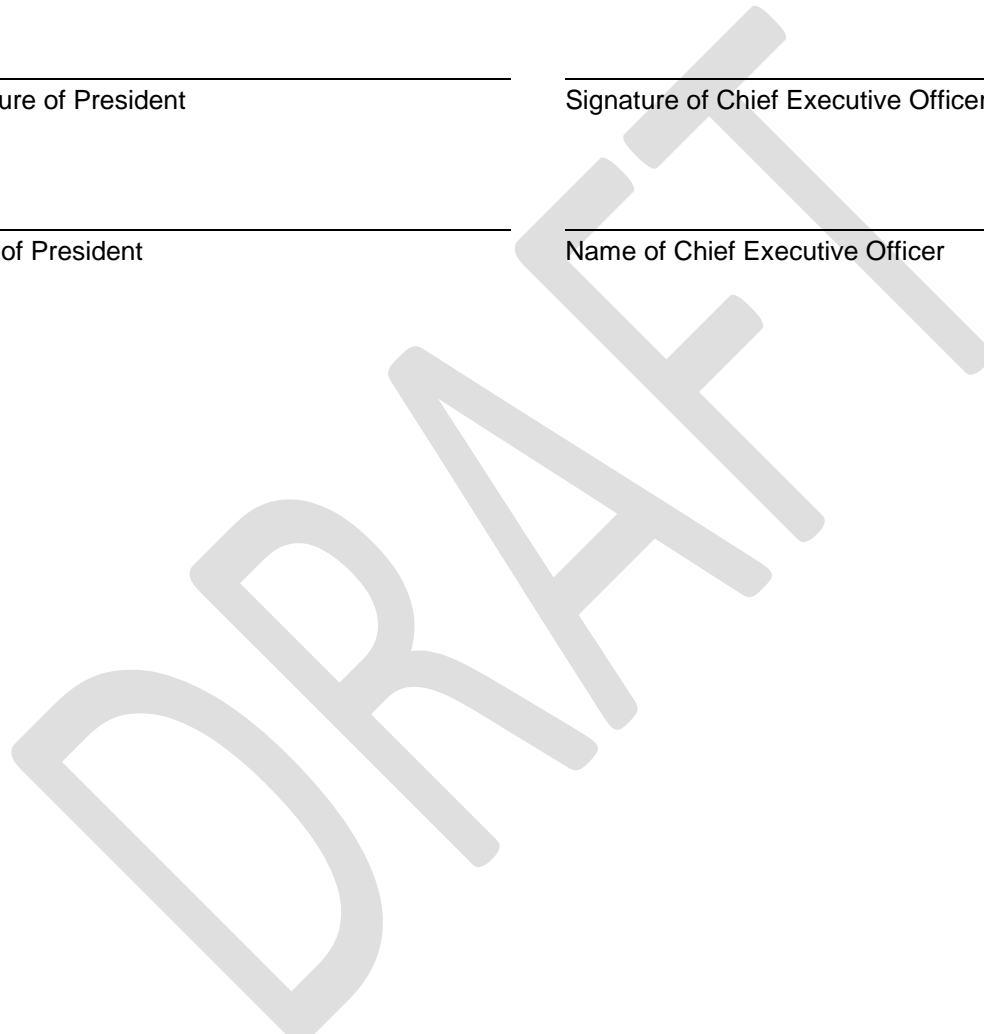
**THE COMMON SEAL** of **WESTERN** )  
**AUSTRALIAN LOCAL GOVERNMENT** )  
**ASSOCIATION** is hereunto affixed in the )  
presence of: )

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Name of President

\_\_\_\_\_  
Name of Chief Executive Officer



demands outgoings debts and liabilities incurred in respect of the Trust Fund.

10.2 The Trustees may subject to any law in force at the time in relation to this Deed so permitting accumulate all or any part of the income arisen or arising during an accounting period and such accumulation shall be dealt with as an accretion to the Trust Fund but so that the Trustees may at any time or times resort to all such accumulations and pay or apply the whole or any part or parts thereof as if they were income of the Trust Fund for the then current accounting period.

10.3 Subject to Clause 10.2 the Trustees may at any time at their discretion pay the whole or part of the income of the Trust Fund for any accounting period to the beneficiaries in proportion to the number of units of which they are respectively registered as holders at the last day of such accounting period.

#### 11.0 **ADVANCEMENT OF CAPITAL**

The Trustees may at any time and from time to time set aside from the capital of the Trust Fund or raise therefrom any sum or sums of money and pay the same to the beneficiaries in proportion to the number of units in respect of which they are respectively registered at the date of each such payment for their own use and benefit. The payment of any such sum or sums of capital may be made in the same manner and subject to the same provisions as contained in Clause 10.3 in relation to the payment application or setting aside of any income of the Trust Fund.

#### 12.0 **POWERS OF INVESTMENT AND MANAGEMENT**

The Trustees shall apply and invest the Trust Fund in any of the investments from time to time authorised by law for the investment of trust funds by trustees and in addition to and without limiting the powers authorities and discretions vested in the Trustees by law and notwithstanding the trusts hereinbefore declared shall have the following powers authorities and discretions which may be exercised by the Trustees at any time and from time to time in the

absolute and uncontrolled discretion of the Trustees in carrying out the trusts hereof:

- (a) to invest the Trust Fund and deal with manage transpose and realise the Trust Fund or any part thereof whether real or personal property with such powers in all respects as if the Trustees were the absolute owner thereof;
- (b) to purchase or otherwise acquire any investments for cash or otherwise and upon any terms and conditions and to make any such purchase or acquisition for a sum greater than the amount of the Trust Fund for the time being and to agree to pay for any such investments wholly or in part from any future moneys which may come into the Trustees' hands including dividends profits interest or other income payable in respect of any such investments;
- (c) to sell or otherwise dispose of any real or personal property or interest therein for the time being forming the whole or part of the Trust Fund by public auction tender or private treaty at such price or prices and whether for cash or on terms and generally upon any terms and conditions and to grant options for such sale or disposition as aforesaid;
- (d) (i) to borrow and raise moneys from; or  
(ii) to secure by mortgage or otherwise howsoever the payment of or obligation to pay money to,  
  
any person (including a beneficiary) upon any terms with or without security or interest;
- (e) to vary or transpose any investments and to vary the terms of or property comprised in any security;
- (f) to hold use purchase construct demolish maintain repair renovate reconstruct develop improve sell transfer convey surrender let lease exchange take and grant options or rights in alienate mortgage charge pledge reconvey release or discharge or otherwise deal with any real or personal

property PROVIDED THAT in the improvement or development of any part of the Trust Fund the Trustees shall not be bound by the limitation contained in Section 30(1)(c) of the Trustees Act and the Trustees shall not be bound to apply to any Court to exceed such limitation;

- (g) to pay out of the Trust Fund or the income thereof all costs charges and expenses of and incidental to the management of the Trust Fund or to the exercise of any power authority or discretion hereby or by law conferred on the Trustees or in carrying out or performing the trusts hereof which the Trustees may at any time incur including all taxes of whatever kind payable in respect of the Trust Fund and costs in any way connected with the preparation and execution of these presents;
- (h) to act as manager or to employ any persons (including a Trustee hereof or a unit holder) contractors managers solicitors accountants clerks workmen employees servants or agents to transact all or any business of whatever nature including the receipt and payment of money and to decide the remuneration to be allowed and paid and to pay all charges and expenses so incurred and to create or arrange any scheme or superannuation retirement benefit or pension for the benefit of any person so employed;
- (i) to partition or agree to the partition of or to subdivide or agree to the subdivision or strata title or agree to the strata-titling of any land or other property which or any interest in which may for the time being be subject to the trusts hereof and to pay any moneys by way of equality of partition;
- (j) to determine whether any real or personal property or any increase or decrease in amount number or value of any property or holdings of property or any profit loss receipt or payments from for or in connection with any real or personal property shall be treated as and credited or debited to capital or to income and generally to determine all matters as to which any doubt difficulty or question



may arise under or in relation to the execution of the trusts and powers of this Deed and every determination of the Trustees in relation to any of the matters aforesaid whether made upon a question formally or actually raised or implied in any of the acts or proceedings of the Trustees in relation to the Trust Fund shall bind all parties interested therein and shall not be objected to or questioned on any ground whatsoever;

- (k) to open accounts with any bank or building society and to operate by and in all usual ways any such accounts;
- (l) to give effectual receipts and discharges for any moneys received by or on behalf of the Trustees or otherwise relating to any of the acts matters and things provided for in these presents;
- (m) to provide and set aside out of the Trust Fund or the income thereof such sum of money as the Trustees shall consider is available or necessary for and to pay or apply the same in or towards the discharge or reduction of any encumbrance debt or other liability for the time being affecting the Trust Fund or any part thereof;
- (n) to let sub-let lease or sub-lease for any period (and including to any beneficiary) and at any rental any real or personal property comprised in the Trust Fund upon any terms conditions or covenants;
- (o) to purchase take on lease sub-lease assignment hire or otherwise acquire any estate or interest in any real or personal property for any price premium rental charge payment fee or other consideration and subject to any terms conditions and covenants;
- (p) to take such action as the Trustees shall think fit for the adequate protection of any part of the Trust Fund and to do all such other things as may be incidental to the exercise of any of the powers authorities and discretions hereby or by law conferred on the Trustees;

- (q) to take and act upon the opinion (given in writing) of a solicitor an attorney at law or counsel practising in any country where the Trust Fund or any part thereof may for the time being be or be proposed to be invested in relation to the interpretation or effect of these presents or any other document or statute or as to the administration of the trusts hereof without being liable to any of the beneficiaries in respect of any act done by the Trustees in accordance with such opinion PROVIDED THAT nothing in this provision shall prohibit or impede the Trustees from applying to any Court if it shall think fit or prohibit any unit holder from so doing;
- (r) to allow any beneficiary to occupy have custody of or use any part of the Trust Fund on any terms or conditions as to inventories repair replacement insurance outgoings or otherwise but the Trustees shall not be liable for any loss or damage which may occur to any such part of the Trust Fund during or by reason of any such occupation custody or use except insofar as such loss or damage shall be occasioned by the conscious and wilful default or neglect of the Trustees;
- (s) to permit any part of the Trust Fund to be held or registered in the name of any nominee of the Trustees and to deposit securities deeds and other documents belonging or related to the Trust Fund with any bank or solicitor;
- (t) in the event of any gift stamp or other duties fees or taxes becoming payable in any part of the world in respect of these presents or the Trust Fund or any part thereof in any circumstances to pay all or any part of such duties fees and taxes out of the Trust Fund notwithstanding that such duties fees or taxes or some part thereof are not or may not be recoverable from the Trust Fund by legal process;
- (u) to receive and accept any real or personal property by gift inter vivos or by Will or under the provisions of any other trust or otherwise from any other person as additions to the Trust Fund and to hold the same upon the trusts herein

set forth and to administer such additions under the provisions hereof;

- (v) at any time and from time to time to ascertain and fix the value of the Trust Fund in accordance with the provisions herein contained and for that purpose to engage such competent valuers or experts as the Trustees may select and the Trustees may cause the value so ascertained and fixed to be entered from time to time in a book kept for that purpose;
- (w) to appoint any date earlier than the Vesting Date to be the Vesting Date;
- (x) during an accounting period to nominate any date not more than 18 months after the date of commencement of the then current accounting period as the last day of that accounting period and thereafter the accounting period shall mean each succeeding 12 month period commencing on the day following such nominated date until the anniversary of such nominated date immediately preceding the Vesting Date and the period thereafter until the Vesting Date.

### 13.0 DELEGATION OF TRUSTEE POWERS

The Trustees if at any time they are more than one shall act jointly and may delegate the exercise of all or any of the powers authorities or discretions hereby or by law conferred on the Trustees:-

- (a) to the Board of Management constituted by clause 14.0 of this Deed, or
- (b) to any other person or persons,

and execute any power of attorney or other instrument necessary to effectuate such purpose.

ITEM 11      MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

---

*No matters for consideration.*

## ITEM 12    MATTERS FOR CONSIDERATION – WORKS

---

*No matters for consideration.*

**ITEM 13 URGENT COUNCILLORS' BUSINESS**

---

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

---

*No matters for consideration.*

**ITEM 15 NEXT MEETING DATE**

---

The next Ordinary Meeting of Council is scheduled to take place on Thursday 26<sup>th</sup> March 2020, 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.