



MINUTES

SPECIAL COUNCIL MEETING

FRIDAY 10 AUGUST 2018
(Held at the Shire of Waroona Council Chambers)

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1. DECLARATION OF OPENING/ANNOUNCEMENTS

The Shire President declared the meeting open at 9.04 am and welcomed Councillors and Staff present.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

Cr Mike Walmsley	Shire President
Cr Larry Scott	Deputy Shire President
Cr John Mason	Councillor
Cr Noel Dew	Councillor
Cr Craig Wright	Councillor
Cr Laurie Snell	Councillor
Cr Naomi Purcell	Councillor
Mr Ian Curley	Chief Executive Officer
Mr Laurie Tilbrook	Deputy CEO/ Director Corporate Services
Mr Louis Fouche	Director Strategic Development
Mr Leonard Long	Executive Manager Development Services
Mr Murry Bracknell	Manager Works & Services

APOLOGIES

Cr John Salerian	Councillor
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There was one member of the public present at the commencement of the meeting.

LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4.1 PUBLIC QUESTION TIME

Nil

4.2 PUBLIC STATEMENTS

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. DISCLOSURES OF MEMBERS' & OFFICERS' INTERESTS

(Disclosure of interest MUST ALSO be made by the member or officer immediately prior to a matter, for which an interest is being disclosed, is dealt with.)

Cr Dew declared an interest affecting impartiality in Item 9.2.1 as a member of the Preston Beach Progress Association.

7. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil



8. CONFIRMATION OF MINUTES

8.1 ORDINARY COUNCIL MEETING – 24 JULY 2018

COUNCIL RESOLUTION

SCM18/08/072

MOVED: CR SNELL

SECONDED: CR PURCELL

That the Minutes of the Ordinary Council Meeting held 24 July 2018 be confirmed as being a true and correct record of proceedings.

CARRIED 7/0

9. REPORTS OF OFFICERS AND COMMITTEES

9.1 DEPUTY CEO/DIRECTOR CORPORATE SERVICES

9.1.1 CORPORATE BUSINESS PLAN – 4 YEAR FINANCIAL PLAN	
Reporting Officer / Officer's Interest:	Laurie Tilbrook, Deputy CEO/Director Corporate Services; No Interest
Responsible Officer / Officer's Interest	Laurie Tilbrook, Deputy CEO/Director Corporate Services; No Interest
Proponent:	Not Applicable
Landowner:	Not Applicable
Date of Report: 7 August 2018	File No.: 38/1
Previous Reference:	7.1.2 of 02 August 2016; 9.3.4 of 25 August 2015; 9.4.3 of 26 August 2014; 9.4.10 of 25 June '13; 8 9.1.2 of August 2017
Policy Implications:	None
Statutory Implications:	See detailed note
Strategic Implications:	See detailed note
Financial Implications:	See detailed note
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP): No. 6 "Active Civic Leadership, Good Governance, & Excellence in Management"	

PROPOSAL SUMMARY

The Council is requested to endorse the Corporate Business Plan for the period 1 July 2018/19 to 2022/23.

BACKGROUND/INITIAL COMMENTS

In accordance with Section 5.56 of the Local Government Act 1995 all local governments in Western Australia are required to effectively plan for the future as outlined in the Integrated Planning Framework. The intent of the framework is to ensure that priorities and services provided by local government are aligned with community needs and aspirations and, in doing so, facilitate a shift from a short-term resource focus to long-term sustainability.

The Corporate Business Plan (CBP) is responsible for activating the strategic direction of the Shire, articulated within the Strategic Community Plan, into specific priorities and actions at an operational level to inform the annual budget. The CBP also draws together actions contained within the Long Term Financial Plan, Asset Management Plans, and the Workforce Plan.

The Plan is reviewed annually, with a major review undertaken every four years to ensure that it remains consistent with the direction of the Strategic Community Plan and that it forms the basis for continuous improvement within the Shire. The next major review will occur in 2020/21

PLANNING – STRATEGIC IMPLICATIONS

There are no planning issues impacted by the proposals in the CBP.

REFERRALS

None Applicable



FINANCIAL ISSUES/IMPLICATIONS

All proposals give direction for what is expected/likely to occur for the next 4 year period. Importantly items included in year 1 are to be reflected in the subsequent budget.

It is proposed that staff will further develop the document during the ensuing 12 month period with the aim of the CBP being a live working document.

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

Section 5.56(1) and (2) of the Act requires that each local government is to plan for the future of the district, by developing plans in accordance with the regulations. These regulations specify what a 'plan for the future' should involve. In particular, local governments are required to develop and adopt a strategic community plan and a corporate business plan.

The new regulations also require each local government to include in its Annual Report any changes to either of the above plans.

LEGAL ISSUES/IMPLICATIONS

There are no legal issues or implications relating to this matter, merely compliance with the minimum statutory requirements.

COMMUNITY CONSULTATION

No direct community consultation is required when compiling this plan. The document is reflective of the community sentiment as outlined in the Community Strategic Plan adopted in 2016. Ongoing development of this plan requires significant community and stakeholder engagement. A desktop review of the Strategic Community Plan is to be carried out in 2018.

OFFICER'S FINAL COMMENTS/CONCLUSIONS

The Corporate Business Plan is used to progress development of the Annual Budget and provides a link to other supporting documents, in particular the Community Strategic Plan.

This is the "integrated" approach that should allow the Council to achieve its community aspirations within a specified timeframe.

It is by no means exhaustive and therefore requires an annual review generally to coincide with budget adoption.

As previously advised to the Council, additional software has been purchased and will be implemented during the current financial year with the object of providing a direct link between the annual budget and Corporate Business Plan.

Performance in relation to the plan must be reported within the Council's Annual Report (November).

Appendices Attached:	Yes	Appendices Numbers: 9.1.1
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VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOLUTION

SCM18/08/073

MOVED: CR SNELL

SECONDED: CR SCOTT

That the Shire of Waroona four year Corporate Business Plan for the period 2018/19 to 2022/23 be adopted.

CARRIED BY ABSOLUTE MAJORITY 7/0

9.1.2 LONG TERM FINANCIAL PLAN – 10 YEAR PLAN (BROAD PROJECTIONS)	
Reporting Officer / Officer's Interest:	Laurie Tilbrook, Deputy CEO/Director Corporate Services; No Interest
Responsible Officer / Officer's Interest	Laurie Tilbrook, Deputy CEO/Director Corporate Services; No Interest
Proponent:	N/A
Landowner:	N/A
Date of Report: 7 August 2018	File No.: 38/1
Previous Reference:	7.1.1 of 02 August 2016; 9.3.3 of 25 August 2015; 9.4.4 of 26 August 2014, 9.1.3 of 8 August 2017
Policy Implications:	Nil
Statutory Implications:	<i>See heading below</i>
Strategic Implications:	<i>See heading below</i>
Financial Implications:	<i>See heading below</i>
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP): <i>No 6 Good Government: Active & Responsible Civic Leadership, & Excellence in Management</i>	

BACKGROUND

The Council is requested to adopt the Long Term Financial Plan for the period 2018/19 – 2027/28.

BACKGROUND/INITIAL COMMENTS

The Long Term Financial Plan (LTFP) is a ten year rolling plan for the period 2018/19 to 2027/28 which aligns with the Corporate Business Plan to progress priorities identified in the Community Strategic Plan. The process essentially drives the annual budget.

The purpose of the LTFP is to guide the future direction of the Council in a financially sustainable manner. It is designed as a summary on the future planning of the Council's financial operations, particularly in relation to key components such as rate increases, service levels, asset renewal, reserve account movements and loan borrowings.

The plan is also designed to indicate long term financial viability and identification of issues that may have a long term impact on the Council's finances. Linkages with other key Council planning documents is also an essential component of the LTFP.

PROPOSAL

The LTFP attempts to predict the Council's future expenditure requirements combining both operational and capital together with increasing service levels (if proposed).

Preparation of the plan also requires a number of key assumptions which ultimately provide guidance to subsequent reviews of the Corporate Business Plan (CBP) and annual report.

The following assumptions are therefore proposed in the subject plan:

- Employee expenses increasing between 1% and 4% per annum.
- CPI forecasts of between 1.25% and 2% per annum.
- Utility charge increases of between 2% to 4% per annum.



- Increase in fees and charges of between 2% to 3% per annum.
- No new loans are proposed however this option will require reassessment during subsequent reviews of the LTFP. The Council has a strong capacity for further loan borrowings.
- Increases in rates of between 3.25% and 4.5% during the life of the plan.
- The maintaining of community service levels using the time of adoption (August 2018) as a benchmark.

PLANNING – STRATEGIC IMPLICATIONS

Nil

REFERRALS

None Applicable

FINANCIAL IMPLICATIONS

The Department of Local Government (DLG) advocates longer term approaches, and moving away from the old 'single year' focus. They are suggesting that Councils consider budgeting for a minor surplus each year or by transfers to reserves, with those funds to then be carried forward to help fund one or more projects in future years.

It should be noted that the figures included in the "Operating Statement" of both the LTFP and the 4 year CBP discount various 'abnormals' (both Income and Expenses) and attempts to present the figures for a 'standard year'.

The main proposals of all LTFP are 'Capital' related, and give directions for what could occur for the next 10 years. Issues, including movements to and from Reserves as well as any possible Loan Borrowings and Debt Servicing issues, are also considerations.

STATUTORY IMPLICATIONS

Section 5.56(1) & (2) of the Local Government Act requires that each local government is to prepare a plan for the future of its district.

POLICY ISSUES/IMPLICATIONS

Nil

LEGAL ISSUES/IMPLICATIONS

Nil

COMMUNITY CONSULTATION

No direct community consultation is required when compiling this plan. The document is reflective of the community sentiment that the Council achieves objectives outline in the Community Strategic Plan.

OFFICER'S FINAL COMMENTS

Long term financial planning is the mechanism that enables local governments to determine their capability to deliver the infrastructure and services required by the community. It also allows priorities to be set based on resourcing and the timing of those resources eg grant funding.

The LTFP will be reviewed on an annual basis to accommodate any changes in economic forecasts, community input and organisational requirements.

It should be a live document that assists in predicting the future capacity of the organisation to respond to increases and expectations in service levels and infrastructure.

Appendices Attached:	Yes	Appendices Numbers: 9.1.2
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VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION

SCM18/08/074

MOVED: CR SCOTT

SECONDED: CR MASON

That the Shire of Waroona Long Term Financial Plan (LTFP) for the period 2018/19 to 2027/28 be adopted.

CARRIED 7/0

9.1.3 ADOPTION OF THE COUNCIL'S ANNUAL BUDGET FOR THE 2018/19 FINANCIAL YEAR	
Reporting Officer / Officer's Interest:	Laurie Tilbrook – Deputy Chief Executive Officer / Director Corporate Services / Nil
Responsible Officer / Officer's Interest	Laurie Tilbrook – Deputy Chief Executive Officer / Director Corporate Services/ Nil
Proponent:	Shire of Waroona
Landowner:	N/A
Date of Report: 30 July 2018	File No.: 1/7
Previous Reference:	N/A
Statutory/Policy Implications:	A resolution to adopt the Annual Budget and associated fees and charges requires an absolute majority decision of the Council. The budget is required to be adopted by August 31 each year.
Strategic Implications:	Details included below.
Financial Implications	The budget has been prepared in accordance with, and inclusive of all issues that relate directly or indirectly to Council Policy.
Asset Management & Long Term Financial Plan Implications:	The budget contains significant implications for asset management within the Council. As a result of budget adoption the Council's Asset Management and Long Term plans will be updated and considered as part of the long term planning framework.
Workforce Plan Implications:	All proposals contained within the Council's adopted workforce plan have been incorporated into the 2018/19 budget. This plan is supported by a detailed sub-budget for the purpose of costing all employee expenses.
<i>Linked To Strategic Objective Number (Strategic Community Plan-SCP): 6 Active Civic Leadership; Good Governance & Excellence In Management</i>	

PROPOSAL

The Council is requested to adopt the draft budget for 2018/19 as recommended by the Audit and Finance Committee meeting held 6th August 2018.

BACKGROUND

Attached is a comprehensive summary of the 2018/19 draft budget as presented.

The document contains statutory financial statements (yellow pages) together with supporting information (gold pages) and full rating information (pink pages).

An overall rate income increase of \$185,200 (3.95%) is supported by capital expenditure of \$4,081,116 and discretionary expenditure of \$312,650. A brought forward surplus of \$1,035,778 is inclusive of early FAG's payments of \$682,183. Full details of the surplus are provided at note 4 of the Financial Statements.

The proposed rate income increase of 3.95% is 2% less than that forecast in the Council's Long Term Financial Plan.

This has largely been achieved as a result of the following –



- Decrease in employee costs, largely associated with governance and administration.
- Decrease in operating expenses (deficit) at Recreation and Aquatic Centre, largely associated with employee and utility costs.
- A reduction in transfer to Reserve Accounts.

The Council Reserve Account balances have been forecast to remain neutral for the 2018/19 financial year with the exception of investment earnings (estimated \$57,550).

INTRODUCTION AND SPECIFIC DETAILS

The following chart highlights the budgeted levels of income/expenditure over the past 5 years.

	2014/15 \$	2015/16 \$	2016/17 \$	2017/18 \$	2018/19 \$
Operational Expenditure	8,876,289	10,249,749	9,599,439	10,888,022	10,984,360
Operational Income	7,037,902	7,106,404	7,233,941	7,461,457	7,688,470
Rate Revenue	3,793,246	4,092,580	4,390,922	4,667,182	4,897,244
Capital Expenditure (assets)	2,342,587	2,415,887	2,548,156	3,095,759	4,081,116
Loans raised	-	-	-	-	-
Transfers to Reserve	73,970	335,150	317,690	339,325	287,240
Transfers from Reserve	1,088,267	467,538	18,000	330,000	284,363
Non Operating grants subsidies & contributions	989,062	1,116,024	1,829,252	1,826,225	2,382,008
Comprehensive Income net result	(854,030)	(1,936,491)	(543,414)	(1,545,515)	(932,883)

The comprehensive income net result reflects a deficit of (\$932,883). This figure represents the Council's "Operating Surplus Ratio" as defined in financial reports.

Abnormal or one-off transactions can impact this figure which is the situation with the above result as follows:

- Early payment of Federal Government Financial Assistance Grants (FAG's) \$682,183.
- Increase in depreciation calculations \$310,325.

Untied income from Alcoa (effectively an ex-gratia payment) is represented as operating income in the financial statements. This amount (est. \$203,000) equates to 4.33% of rate income based on 2017/18 rating levels.

Capital Expenditure

Contained within the budget document "Supporting Information" is a summary of capital expenditure for 2018/19 totalling \$4,081,116. The details are presented in 2 formats which indicate "asset type" and "program" which indicates the area of expense to which the asset applies.

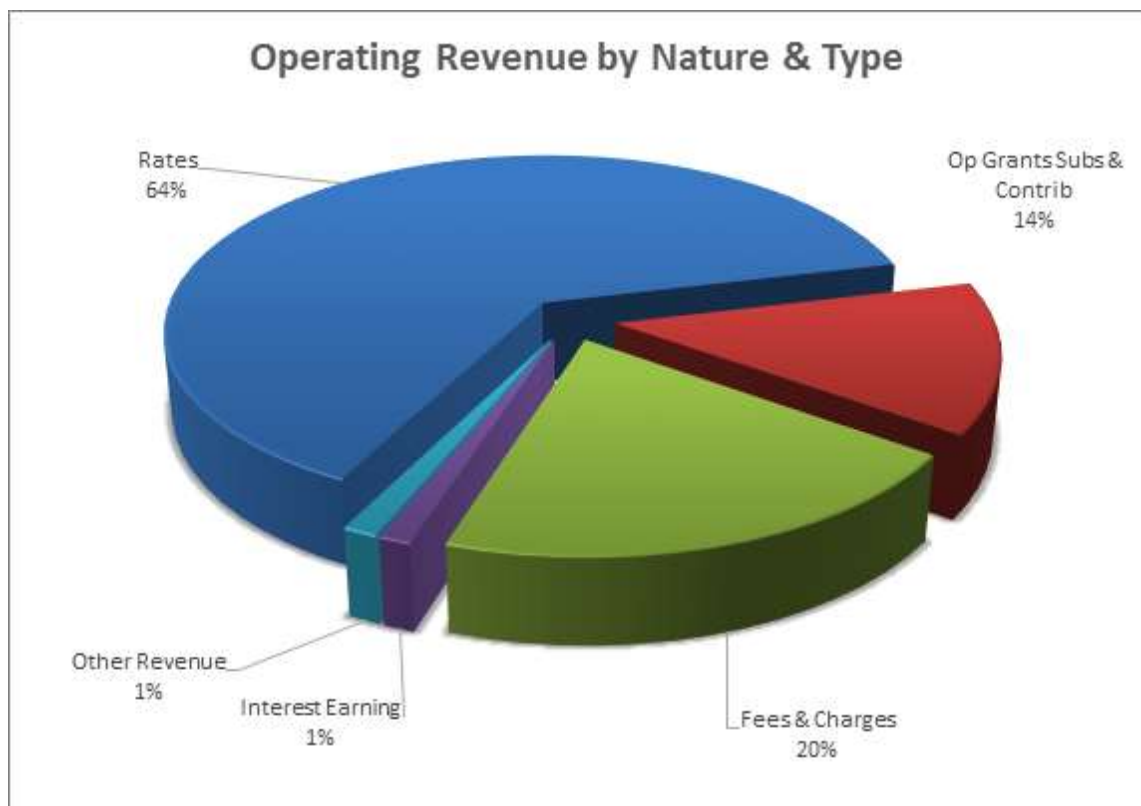
In addition, a further document is provided which details significant projects (including non-capital) together with proposed funding sources. This document provides a summary of grants, contributions etc with the balance representing general revenue.

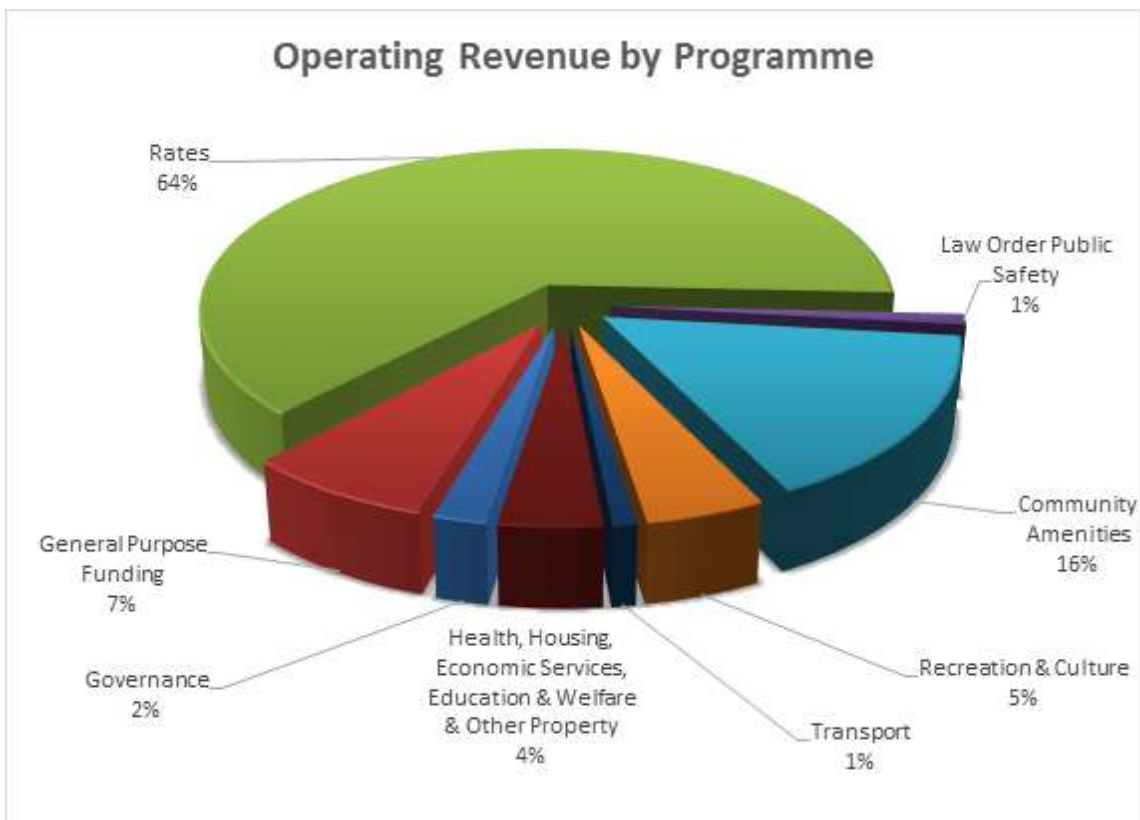
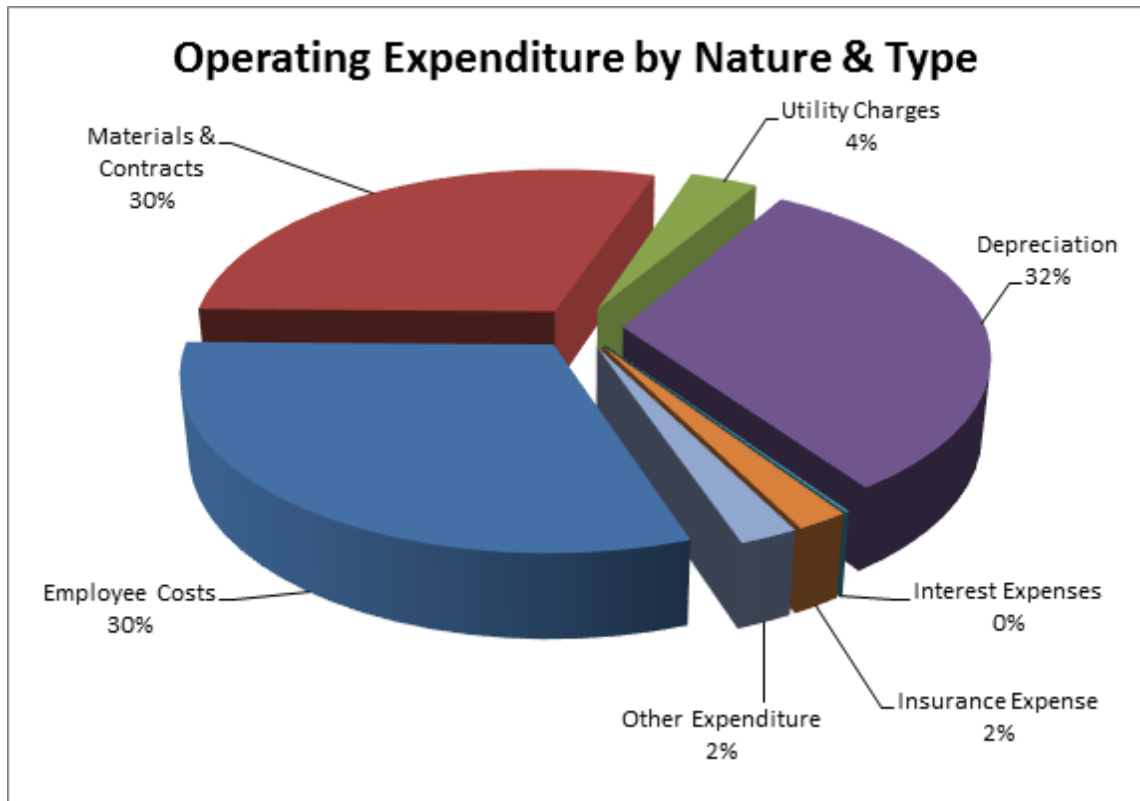
Discretionary Expenditure

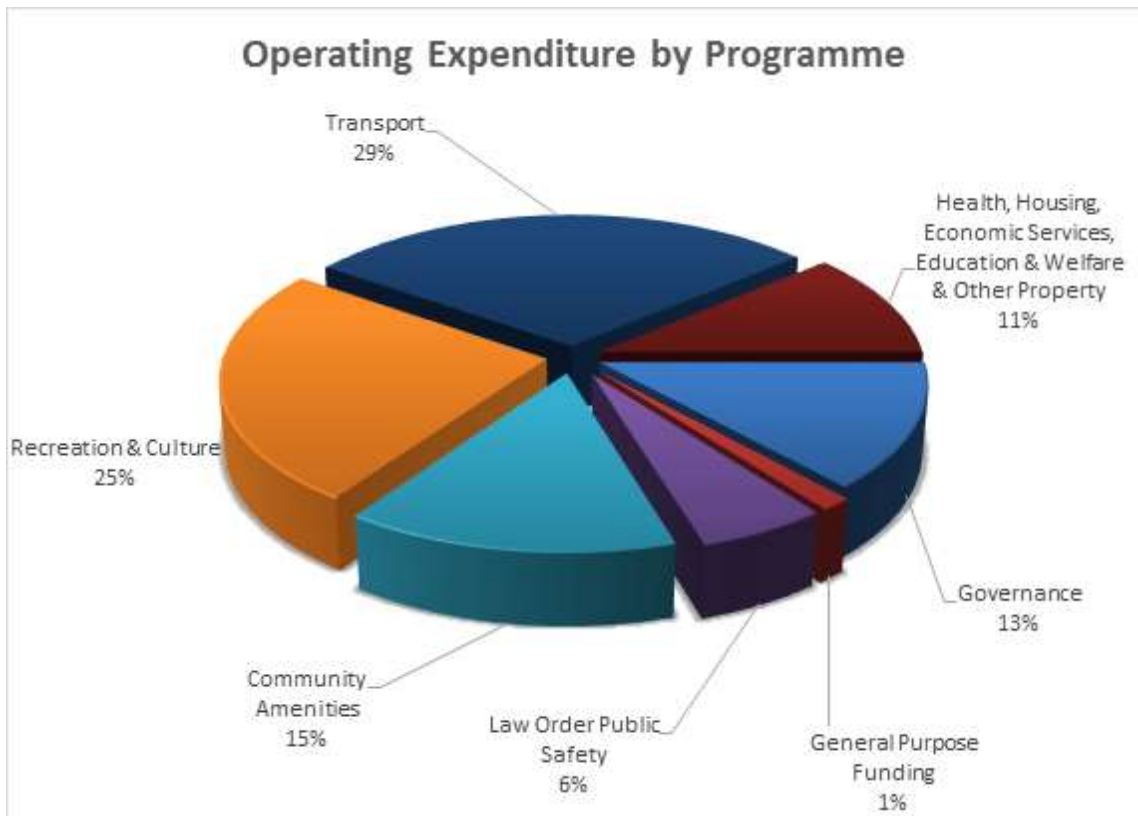
Details of discretionary expenditure totalling \$312,650 have been provided. This statement contains items that can be considered “discretionary” in nature and therefore are not operational (non-discretionary) or capital.

The list is by no means exhaustive and also includes items that are below the asset threshold of \$5000. Within the Councils accounts these transactions are treated as “inventory” purchases.

The following graphs are provided to assist understanding of the budget operational income and expenditure.







Rating

The 2018/19 draft budget is proposed on an overall rate income increase of 3.95% providing an additional \$185,200 in general purpose income. The proposed increase is 2% less than that predicted in the Council's Long Term Financial Plan.

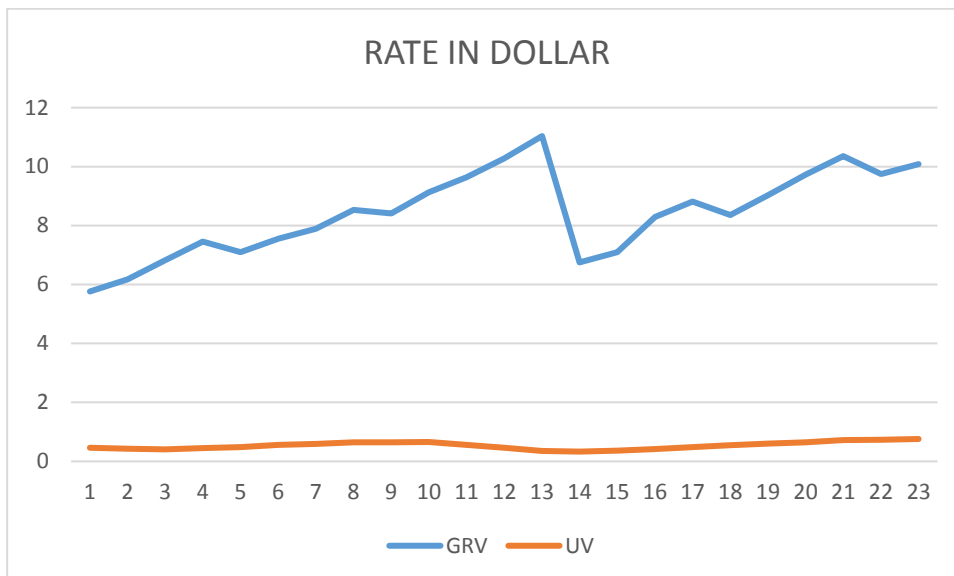
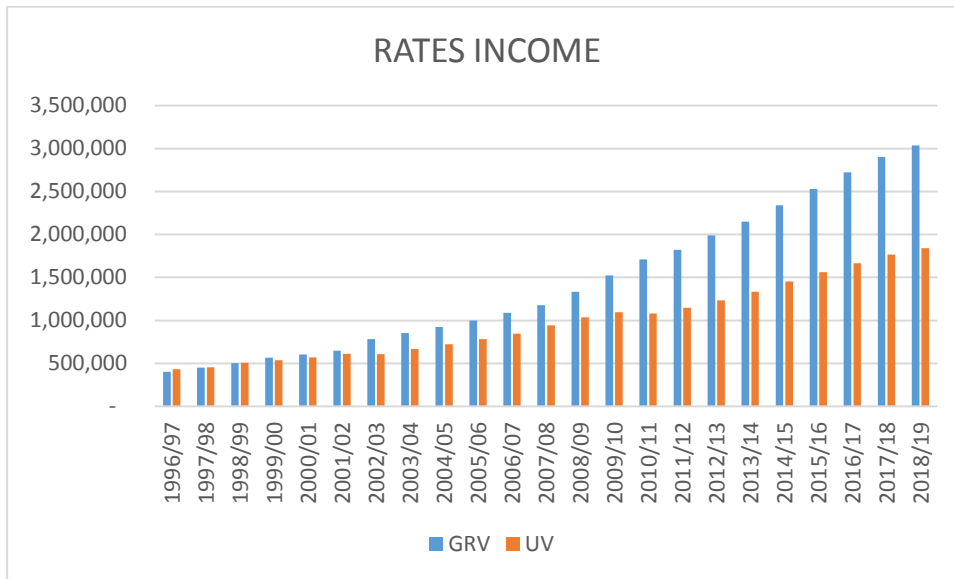
Due to a very minimal increase the Council's rating database, no provision has been made for the interim rates.

The Council's Long Term Financial Plan has also been amended to reflect the trend of only a marginal variances in the rates database over the life of the plan.

Although a revaluation of UV rates has occurred there has been very little overall change therefore it is anticipated that the proposed increase for 2018/19 will be even across all rate payers.

Methodology in rate setting is provided in extensive detail within the budget as an attachment (pink pages).

The Council's rating formulae over the past 20 years is demonstrated in the following graphs.



Loan Liability

Total loan liability as a 30 June 2019 is forecast at \$365,433 compared with an actual balance of \$424,465 at 30 June 2018.

No new loans are proposed in 2018/19. Overall debt levels continue to be well within manageable levels which will allow the Council to be well placed to assist funding of future large infrastructure projects (eg Long Term Financial Plan).

The principal of borrowings to part fund large infrastructure projects is to ensure that current ratepayers are not funding the acquisition of assets that will also be of benefit to future ratepayers. This is known as an “intergenerational equity” and can be managed by the adoption of a “Debt Management Strategy”.

It is proposed to consider the adoption of such a policy during subsequent reviews of the Councils Policy and Procedure Manual.



Total loan repayments (ie, principal and interest) as a percentage of rate income is provided as follows:

2004/05	Actual	9.40%
2005/06	Actual	7.20%
2006/07	Actual	5.20%
2007/08	Actual	3.79%
2008/09	Actual	3.57%
2009/10	Actual	3.14%
2010/11	Actual	2.52%
2011/12	Actual	2.42%
2012/13	Actual	2.00%
2013/14	Actual	2.04%
2014/15	Actual	2.00%
2015/16	Actual	1.73%
2016/17	Actual	1.46%
2017/18	Actual	1.14%
2018/19	Forecast	1.54%

Further details of the Councils loan liability by individual loan are contained with note 7(a)(b) of the Financial Statements (yellow pages).

Road Construction

Details of the 2018/19 Road Construction program are contained within the “Supporting Information” (gold pages). Road grants equate to 74% of total construction program compared to 75% in 2017/18 and 80% in 2016/17.

Recreation & Aquatic Centre

The operational deficit for the Recreation & Aquatic Centre is forecast at \$508,000 which is consistent with the previous year’s budget, however is approximately \$50,000 less than the previous year’s actual.

Change to operations at the centre (staffing costs and opening hours) has enabled a forecast reduction in the Centre operating deficit of \$50,000 for 2018/19. Note that this deficit increases to \$792,000 when depreciation estimates are considered.

Asset preservation for the facility will be a significant issue for the Council during the next 5 year period and this will be reflected during preparation of long term planning documents together with any potential sources of funding for capital upgrades.

Essential maintenance works include (not in order of priority):

- Repairing water leaks
- Sealing brickwork in kitchen
- Removal of BBQ
- OSH requirements toddler pool
- Wet area ablution refurbishment
- Pool roof repair
- Ceiling replacement
- Boiler replacement

- Dry area ablution replacement
- Office refurbishment
- Foyer refurbishment
- Roller door replacement
- Court floor resurfacing
- Kiosk redevelopment
- Pool liner replacement
- Pool concrete resurfacing
- Water filter replacement

Contributions & Donations

The 2018/19 budget contains funding for contributions, donations and subsidies which can be considered discretionary. These are now separately costed within the budget and total \$70,346.

Employee Costs

		Budget	Actual
		\$	\$
Total Employee Costs	2015/16	2,913,911	3,196,000
Total Employee Costs	2016/17	2,983,655	3,303,361
Total Employee Costs	2017/18	3,464,597	3,652,542
Total Employee Costs	2018/19	3,344,509	

*Employee costs include salaries, wages, superannuation, allowances and movement in provisions

Statement of Comprehensive Income

This statement is presented in two formats:

- By nature and type
- By program

The statement represents the “operating surplus” which is the availability of funds from operations which can be used for asset renewal (capital works) and is a key component of financial performance.

The forecast results at 30th June 2019 of (\$932,883) is an improvement on the previous year’s result of (\$982,724). This balance can also be distorted by abnormal items such as the early receipt of FAG’s which has occurred within the current budget estimates.

The Council’s Long Term Financial Plan reflects an improvement in this balance over the next several years but is not able to achieve set benchmarks for the foreseeable future.

General Purpose Grants

The Council has not received confirmation of its 2018/19 FAGs. The figures provided within the budget are based on the previous year actuals.

Final figures are not expected to increase significantly when official notification is received.



	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
	\$	\$	\$	\$	\$	\$
General Purpose	910,057	912,397	917,740	915,127	883,032	887,794
General Purpose Roads	382,583	381,913	411,012	375,954	392,732	387,689

Refuse Site Management

The annual Refuse/Recycling domestic charge is proposed to increase from \$282 to \$290. The increase is in accordance with practices by Technical Services staff to include internal costs and commence plans to install a transfer point for refuse.

Reserve allocations are based on the internal costings to ensure that the Council has sufficient funds to meet its long term obligations at the site.

Current waste reserve balance at 30 June 2018 = \$783,000.

Reserve Accounts

The following are reserve account balances as at 30 June 2018.

Sporting Reserve	\$51,232
*Building Asset Maintenance Reserve	\$52,775
Rec Centre Building Maintenance Reserve	\$110,956
Preston Beach Volunteer Rangers Reserve	\$46,570
Emergency Assistance Reserve	\$101,130
Works Depot Redevelopment Reserve	\$76,605
*Council Building Construction Reserve	\$177,084
Information Technology Reserve	\$32,537
Footpath Construction Reserve	\$30,406
Plant Replacement Reserve	\$593,437
Staff Leave Reserve	\$179,105
*Asset Management Renewal Reserve	\$117,645
Strategic Planning Reserve	\$19,056
Waste Management Reserve	\$682,894
History Book Reprint Reserve	\$6,796
*Hamel Hall Amenities Reserve	\$30,357
Risk and Insurance Reserve	\$8,795
TOTAL	<u>\$2,317,380</u>

Forecast movements within the reserve accounts do not substantially increase the predicted end of year balance. This neutral movement is a key component to balancing the 2018/19 budget, however, the accounts are predicted to earn \$57,550 in investment interest.

* The above Reserve Accounts are proposed for change. Please see under “Officers Comments” for details and recommendations.

Surplus Brought Forward

The surplus carried forward to 2018/19 consists of:

Cash on hand	\$1,606,199
Receivables	203,093



Inventories	<u>10,146</u>
	\$1,819,438
Less payables & provisions	- 528,015
Less unspent grants	<u>-255,645</u>
	\$1,035,778

Note: Final end of year position is subject to adjustment, audit requirements etc, and may result in a budget amendment at a later date.

COMMUNITY CONSULTATION

Community consultation is an ongoing process which culminates in adoption of the annual budget.

All strategies are contained within the Community Strategic Plan and supporting documents including the Long Term Financial Plan and Corporate Business Plan (5 Years). The budget is essentially a representation of the first year of the Corporate Business Plan.

OFFICER'S COMMENTS

Councillors should note the “Statement of Comprehensive Income” as detailed in the statutory financial statements (yellow pages) which provide details on the reconciliation of the operating costs to achieve a net result (\$932,883).

This result combined with grant funding represents the available funds for capital expenditure.

Results of previous budgets are as follows:

2017/18	(\$982,724)
2016/17	(\$1,545,515)
2015/16	(\$543,414)
2014/15	(\$854,030)

This amount also represents the “Operating Surplus Ratio” as defined in the Council’s Long Term Financial Plan and is a KPI for benchmarking purposes.

This benchmark (together with other performance ratios) is updated in conjunction with both the Long Term Financial Plan & Corporate Business Plan and updated by the Council to coincide with budget adoption.

Following adoption for 18/19 the Council’s long term plans will be reconstructed using upgraded software when it is proposed that future budgets will be based on Year 1 of the Corporate Business Plan, therefore providing an interactive document with greater detail in long term planning. A focus will be provided on Building Asset renewal/replacement as this expenditure is least likely to be subject to grant funds and therefore is crucial in rate setting (general purpose income).

Reserve Account Structure

The following proposal to combine reserve accounts is for Council’s consideration.

1. Building Asset Maintenance Reserve – balance \$52,775



Hamel Hall Amenities Reserve – balance \$30,357

It is proposed to combine the Hamel Hall Amenities Reserve into the Building Maintenance Reserve. These funds were surplus to works associated with the development of the Hamel Wetlands trail several years ago. The funds were not utilised on the Hamel Hall but did include construction of BBQ facilities adjacent to the Hall. No transactions have occurred since 2006.

Recommendation 1

That the Council rename its “Building Asset Maintenance Reserve Account” as the “Council Building Maintenance Reserve Account”

Purpose – To be used to fund or partially funds works associated with significant maintenance to assist asset preservation on Council owned buildings and/or works associated with emergency repairs.

Recommendation 2

That the “Hamel Hall Amenities Reserve” be cancelled and funds held with the account be transferred to the Council Building Maintenance Reserve.

2. Council Building Construction Reserve – balance \$177,084
Asset Management Renewal Reserve – balance \$117,645

It is proposed to combine the Asset Management Renewal Reserve into the Council Building Construction Reserve.

The Reserves have a similar purpose which creates confusion within financial plans.

Recommendation 3

That the “Asset Management Renewal Reserve” be cancelled and funds held within the account be transferred to the “Council Building Construction Reserve”.

Purpose of the Council Building Construction Reserve - to be used to fund or partially fund capital works in accordance with projects contained within the Council’s Long Term Financial Plan and/or works associated with emergency repairs.

Appendices Attached:	Yes	Appendices Numbers: 9.1.3
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VOTING REQUIREMENTS

Absolute Majority



COUNCIL RESOLUTION**SCM 18/08/075****MOVED: CR DEW****SECONDED: CR SNELL****1. Adoption of 2018/19 Municipal Fund Budget**

That the 2018/19 Municipal Fund Budget as presented be adopted and the following Rates & Charges be imposed:

General Rate: 10.0863 cents in the dollar on Gross Rental Values

0.7580 cents in the dollar on Unimproved Values

Minimum Rate \$1,115 – Gross Rental Values

\$1,115 – Unimproved Values

Payment Instalment Interest 5.5%

Payment Instalment Charge \$10 per instalment

Interest on overdue rates 11%

Instalments to be offered in two (2) options:

i. Payment by two (2) instalments

ii. Payment by four (4) instalments

2. Adoption of Trust Fund Budget

That the Trust Fund Budget for 2018/19 financial year as presented, be adopted.

3. Adoption of Refuse Removal Charges

i. Refuse removal charge - \$290 per annum per 240L mobile bin and recycling service; and

ii. Refuse removal – Bulk Commercial Bins/per annum:

Bulk Bin 1.5m Once/Week	\$2201
Bulk Bin 1.5m Twice/Week	\$4402
Bulk Bin 3.0m Once/Week	\$2500
Bulk Bin 3.0m Twice/Week	\$5000
Bulk Bin 4.5m Once/Week	\$2805
Bulk Bin 4.5m Twice/Week	\$5610
Bulk Bin 3m Recycle Skip/Fortnightly	\$2539
Bulk Bin 4.5m3 Recycle Skip/Fortnightly	\$3336
Bulk Bin 1.5m Recycle Skip/Fortnightly	\$1745
Commercial – 1.5m3 Weekly + 1.5m3 Recycle F/N	\$4130
Commercial – 3m3 Weekly + 3m3 Recycle F/N	\$5223
Commercial – 4.5m3 Weekly + 4.5m3 Recycle F/N	\$6325

4. Adoption of Fees & Charges

That the Schedule of Fees & Charges for the 2018/19 Financial year as presented be adopted.

5. Early payment incentive

That a \$800 cash prize be offered as an incentive for early payment of rates in accordance with Council Policy 3.11.

6. Material Variance Policy

That for the purpose of preparing monthly financial statements and when dealing with the Council's Balance Sheet, Operating Statement & Statement of Cash flows, the materiality factor for highlighting variances (budget to actual) shall be:

➤ 10% with a minimum of \$25,000. It is acknowledged that the use of this policy is a guide only and that materiality is a matter of professional judgement influenced by characteristics of the Council and the perceptions of use of the financial reports.

7. Reserve Accounts**Recommendation 1**

That the Council rename its "Building Asset Maintenance Reserve Account" as the "Council Building Maintenance Reserve Account".

Purpose of the Councils Building Maintenance Reserve Account – To be used to fund or partially funds works associated with significant maintenance to assist asset preservation on Council owned buildings and/or works associated with emergency repairs.

Recommendation 2

That the "Hamel Hall Amenities Reserve" be cancelled and funds held with the account be transferred to the Council Building Maintenance Reserve Account.

Recommendation 3

That the "Asset Management Renewal Reserve" be cancelled and funds held within the account be transferred to the "Council Building Construction Reserve".

Purpose of the Council Building Construction Reserve - to be used to fund or partially fund capital works in accordance with projects contained within the Council's Long Term Financial Plan and/or works associated with emergency repairs.

AMENDMENT MOTION *(see clause 7 recommendation 2)***MOVED: CR PURCELL****SECONDED: CR SNELL****1. Adoption of 2018/19 Municipal Fund Budget**

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0.7580 cents in the dollar on Unimproved Values

Minimum Rate \$1,115 – Gross Rental Values

\$1,115 – Unimproved Values

Payment Instalment Interest 5.5%

Payment Instalment Charge \$10 per instalment

Interest on overdue rates 11%

Instalments to be offered in two (2) options:

- i. **Payment by two (2) instalments**
- ii. **Payment by four (4) instalments**

2. Adoption of Trust Fund Budget

That the Trust Fund Budget for 2018/19 financial year as presented, be adopted.

3. Adoption of Refuse Removal Charges

- i. **Refuse removal charge - \$290 per annum per 240L mobile bin and recycling service; and**
- ii. **Refuse removal – Bulk Commercial Bins/per annum:**

Bulk Bin 1.5m Once/Week	\$2201
Bulk Bin 1.5m Twice/Week	\$4402
Bulk Bin 3.0m Once/Week	\$2500
Bulk Bin 3.0m Twice/Week	\$5000
Bulk Bin 4.5m Once/Week	\$2805
Bulk Bin 4.5m Twice/Week	\$5610
Bulk Bin 3m Recycle Skip/Fortnightly	\$2539
Bulk Bin 4.5m3 Recycle Skip/Fortnightly	\$3336
Bulk Bin 1.5m Recycle Skip/Fortnightly	\$1745
Commercial – 1.5m3 Weekly + 1.5m3 Recycle F/N	\$4130
Commercial – 3m3 Weekly + 3m3 Recycle F/N	\$5223
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4. Adoption of Fees & Charges

That the Schedule of Fees & Charges for the 2018/19 Financial year as presented be adopted.

5. Early payment incentive

That a \$800 cash prize be offered as an incentive for early payment of rates in accordance with Council Policy 3.11.

6. Material Variance Policy

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7. Reserve Accounts**Recommendation 1**

That the Council rename its "Building Asset Maintenance Reserve Account" as the "Council Building Maintenance Reserve Account".

Purpose of the Councils Building Maintenance Reserve Account – To be used to fund or partially funds works associated with significant maintenance to assist asset preservation on Council owned buildings and/or works associated with emergency repairs.

Recommendation 2

That the "Hamel Hall Amenities Reserve" be renamed the "Hamel Townsite Amenities Reserve".

Recommendation 3

That the "Asset Management Renewal Reserve" be cancelled and funds held within the account be transferred to the "Council Building Construction Reserve".

Purpose of the Council Building Construction Reserve - to be used to fund or partially fund capital works in accordance with projects contained within the Council's Long Term Financial Plan and/or works associated with emergency repairs.

AMENDMENT MOTION LOST 3/4
 For the Motion: Cr Purcell, Snell and Mason
 Against the Motion: Walmsley, Wright, Scott, Dew

COUNCIL RESOLUTION

SCM 18/08/075

MOVED: CR DEW

SECONDED: CR SNELL

1. Adoption of 2018/19 Municipal Fund Budget

That the 2018/19 Municipal Fund Budget as presented be adopted and the following Rates & Charges be imposed:

General Rate: 10.0863 cents in the dollar on Gross Rental Values
 0.7580 cents in the dollar on Unimproved Values

Minimum Rate \$1,115 – Gross Rental Values
 \$1,115 – Unimproved Values

Payment Instalment Interest 5.5%
 Payment Instalment Charge \$10 per instalment
 Interest on overdue rates 11%

Instalments to be offered in two (2) options:

- i. Payment by two (2) instalments
- ii. Payment by four (4) instalments

2. Adoption of Trust Fund Budget

That the Trust Fund Budget for 2018/19 financial year as presented, be adopted.

3. Adoption of Refuse Removal Charges

- i. Refuse removal charge - \$290 per annum per 240L mobile bin and recycling service; and
- ii. Refuse removal – Bulk Commercial Bins/per annum:

Bulk Bin 1.5m Once/Week	\$2201
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Bulk Bin 3.0m Twice/Week	\$5000
Bulk Bin 4.5m Once/Week	\$2805
Bulk Bin 4.5m Twice/Week	\$5610
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Bulk Bin 4.5m3 Recycle Skip/Fortnightly	\$3336
Bulk Bin 1.5m Recycle Skip/Fortnightly	\$1745
Commercial – 1.5m3 Weekly + 1.5m3 Recycle F/N	\$4130
Commercial – 3m3 Weekly + 3m3 Recycle F/N	\$5223
Commercial – 4.5m3 Weekly + 4.5m3 Recycle F/N	\$6325

4. Adoption of Fees & Charges

That the Schedule of Fees & Charges for the 2018/19 Financial year as presented be adopted.

5. Early payment incentive

That a \$800 cash prize be offered as an incentive for early payment of rates in accordance with Council Policy 3.11.

6. Material Variance Policy

That for the purpose of preparing monthly financial statements and when dealing with the Council's Balance Sheet, Operating Statement & Statement of Cash flows, the materiality factor for highlighting variances (budget to actual) shall be:

➤ 10% with a minimum of \$25,000. It is acknowledged that the use of this policy is a guide only and that materiality is a matter of professional judgement influenced by characteristics of the Council and the perceptions of use of the financial reports.

7. Reserve Accounts**Recommendation 1**

That the Council rename its "Building Asset Maintenance Reserve Account" as the "Council Building Maintenance Reserve Account".

Purpose of the Councils Building Maintenance Reserve Account – To be used to fund or partially funds works associated with significant maintenance to assist asset preservation on Council owned buildings and/or works associated with emergency repairs.

Recommendation 2

That the "Hamel Hall Amenities Reserve" be cancelled and funds held with the account be transferred to the Council Building Maintenance Reserve Account.

Recommendation 3

That the "Asset Management Renewal Reserve" be cancelled and funds held within the account be transferred to the "Council Building Construction Reserve".

Purpose of the Council Building Construction Reserve - to be used to fund or partially fund capital works in accordance with projects contained within the Council's Long Term Financial Plan and/or works associated with emergency repairs.

CARRIED BY ABSOLUTE MAJORITY 6/1

For the Motion: Cr's Walmsley, Dew, Snell, Mason, Scott, Wright

Against the Motion: Cr Purcell

9.2 EXECUTIVE MANAGER PLANNING & BUILDING SERVICES

Cr Dew declared an interest affecting impartiality in Item 9.2.1 as a member of the Preston Beach Progress Association.

9.2.1 TENDER – RFT 2018/01 – CONSTRUCTION OF THE PRESTON BEACH COMMUNITY CENTRE.	
Reporting Officer / Officer's Interest:	Leonard Long, Executive Manager Planning & Building Services; Nil
Responsible Officer / Officer's Interest	Leonard Long, Executive Manager Planning & Building Services; Nil
Proponent:	Shire of Waroona
Landowner:	Shire of Waroona
Date of Report:	File No.: 44/11
Previous Reference:	n/a
Policy Implications:	<i>See heading below</i>
Statutory Implications:	<i>See heading below</i>
Strategic Implications:	<i>See heading below</i>
Financial Implications:	<i>See heading below</i>
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP): <i>No.5 Asset Management and Financial Sustainability: Provision of functional Assets to support services, involving built/acquired assets, & Infrastructure; Financial Proficiency & Sustainability</i>	

PROPOSAL SUMMARY

Council is requested to consider the awarding of tender 2018/01 – Construction of the Preston Beach Community Centre.

BACKGROUND / INITIAL COMMENTS

In October 2017, following a 'Request for Quotation' (RFQ) process the Shire appointed MCG Architects Pty Ltd to undertake the building design and project management of the Redevelopment of the Preston Beach Community Centre.

The required specifications and drawings were prepared and the tender was advertised in the West Australian on 27 June 2018, the tender scope and specifications outlined what was to be included in the tender as part of the overall submission. The deadline for tender submissions was 25 July 2018.

The existing Community Centre will be demolished by the Shire prior to the date of possession and certain trees and vegetation will be removed as recommended by the BAL assessment. The existing shed as well as the timber and steel gazebo will remain.

The new building will consist of approximately 186m² of enclosed area with approximately 104m² covered by a verandah and entrance porch. The new building is generally single stud framed with a trussed and colorbond covered roof.

Paving, Parking Bitumen Seal, landscaping and reticulation works do not form part of the construction contract and shall be carried out by other possible contractors before the date for 'Practical Completion'.



The tender specified the following selection criteria and weighting against which all tenders submitted would be assessed:

- Tender price 50%
- Relevant experience 20%
- Key personnel skills and resources 20%
- Demonstrated understanding 10%

The evaluation panel adopted a best value for money approach to the tender evaluation. This means that, although price is considered, the tender containing the lowest price will not necessarily be accepted, nor will the tender ranked the highest on the qualitative criteria. The extent to which a tenderer demonstrates greater satisfaction of each of above criteria will result in a greater score.

PLANNING – STRATEGIC IMPLICATIONS

Nil

REFERRALS

Nil

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

No.5 Asset Management and Financial Sustainability: Provision of functional Assets to support services, involving built/acquired assets, & Infrastructure; Financial Proficiency & Sustainability.

FINANCIAL ISSUES/IMPLICATIONS

The total cost of the project is estimated to be \$747,453. The funding source for this project is as follows:

- \$95,000 Building Better Regions Grant
- \$234,565 Lotteries Commission
- \$125,000 Royalties for Regions
- \$50,000 Alcoa Sustainability Fund
- \$38,363 Council Reserves (included in the 2018/19 budget)
- \$160,872 Council funds (included in the 2018/19 budget as restricted cash)

The expenditure to date on the project equates to \$46,610 in the 2017/18 financial year.

POLICY ISSUES/IMPLICATIONS

Nil

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

The tender process has been undertaken in accordance with the following:

- Local Government Act 1995;
- Local Government Act (Functions and General) Regulations 1996;
- Local Government (Financial Management) Regulations 11A; and
- Council Policy 3.3 Purchasing and Procurement Policy.



LEGAL ISSUES/IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Throughout the process of preparing the relevant specifications for the Preston Beach Community Centre the Preston Beach Progress Association was consulted.

OFFICER'S FINAL COMMENTS/CONCLUSIONS

In total seven (7) tender submissions were received. The evaluation panel consisting of Director Strategic Development, Director Technical Services and the Executive Manager Planning and Building Services evaluated each tender. The individual combined scores (in % out of 100%) for each tenderer is as follows:

- Smith Construction	71.06%
- GO 2 Group	65.22%
- Shelford Construction	64.66%
- Geared Construction	59.93%
- Devlyn Construction	59.89%
- White Building Pty	59.25%
- Buildon Construction	57.79%

Based on the outcome of the scoring it is recommended that Smith Construction be awarded the tender for the construction of the Preston Beach Community Centre.

Appendices Attached:	No	Appendices Numbers:	N/a
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VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOLUTION

SCM18/08/076

MOVED: CR SNELL

SECONDED: CR WRIGHT

That Council:

- 1. Awards tender 2018/01 - Preston Beach Community Centre to Smith Construction of 32 Halifax Drive Bunbury WA (ABN 35 614 740 966) for the tender price of \$478,750 ex GST.**
- 2. Delegates authority to the Chief Executive Officer to enter into a contract with Smith Construction for the construction of the Preston Beach Community Centre.**

CARRIED BY ABSOLUTE MAJORITY 7/0



9.2.2 COMMITMENT OF RESERVE FUNDS FOR THE REDEVELOPMENT OF THE RECREATION CENTRE (WET AREA) ABLUTIONS	
Reporting Officer / Officer's Interest:	Leonard Long, Executive Manager Planning & Building Services; Nil
Responsible Officer / Officer's Interest	Leonard Long, Executive Manager Planning & Building Services; Nil
Proponent:	Shire of Waroona
Landowner:	Shire of Waroona
Date of Report: 6 August 2018	File No.: 44/4
Previous Reference:	n/a
Policy Implications:	<i>See heading below</i>
Statutory Implications:	<i>See heading below</i>
Strategic Implications:	<i>See heading below</i>
Financial Implications:	<i>See heading below</i>
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP): <i>No.5 Asset Management and Financial Sustainability: Provision of functional Assets to support services, involving built/acquired assets, & Infrastructure; Financial Proficiency & Sustainability</i>	

PROPOSAL SUMMARY

Council is requested to, subject to receiving a one third grant through the Community Sporting and Recreation Facilities Fund (CSRFF), approve the amendment of the 2018/19 adopted budget to fund the redevelopment of the Waroona Recreation & Aquatic Centre (wet area) ablutions.

BACKGROUND / INITIAL COMMENTS

The ablutions in the Waroona Recreation and Aquatic Centre are over 20 years old and in need of redevelopment. An audit of the ablutions has revealed that they do not meet community expectations, photos attached as **Appendix 9.2.2A**.

To bring the ablutions up to a higher standard it will be required to install an ambulant ablution in both the male and female ablutions, increase the size of the existing disabled ablution in the wet area and a new disabled ablution in the dry area, doors to be installed in the male ablutions and the existing cubicles replaced in the female ablutions. A floor plan showing the required internal changes is attached as **Appendix 9.2.2B**.

A budget estimate of \$212,450 has been received for the redevelopment. However, considering the cost it is not feasible to undertake the complete redevelopment in one year. It is recommended to split the redevelopment of the ablutions into two phases. Phase one (1) would be the redevelopment of the wet area ablutions at a cost of approximately \$98,000 to be done in the 2018/19 financial year, with phase two (2) being the dry area estimated at \$95,400 potentially in the 2019/20 financial year.

PLANNING – STRATEGIC IMPLICATIONS

Nil

REFERRALS

Nil

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

No.5 Asset Management and Financial Sustainability: Provision of functional Assets to support services, involving built/acquired assets, & Infrastructure; Financial Proficiency & Sustainability.

FINANCIAL ISSUES/IMPLICATIONS

The redevelopment of the wet area ablutions is estimated to cost approximately \$98,000, and is proposed to be funded as follows:

- CSRFF grant:	\$32,666
- 2018/19 budgeted funds:	\$22,000
- Recreation Centre Building Maintenance Reserve funds:	\$43,334

It must be noted that should the grant application to the CSRFF not be successful, the reserve fund will not be used and the redevelopment of the ablutions will be undertaken over several years.

POLICY ISSUES/IMPLICATIONS

Nil

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

The tender process has been undertaken in accordance with the following:

- Local Government Act 1995;
- Local Government Act (Functions and General) Regulations 1996;
- Local Government (Financial Management) Regulations 11A; and

Budget Amendments are required to be authorised by an absolute majority.

LEGAL ISSUES/IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Whilst no consultation has been undertaken, the Shire has received complaints from the community regarding the lack of privacy, the state of the ablutions and the functionality of the wet area disabled ablution.

OFFICER'S FINAL COMMENTS/CONCLUSIONS

Currently there is a potential opportunity for the Council to access grant funding through the Community Sporting and Recreation Facility Fund, which, if approved, would be valued at approximately \$32,666. It is not known how much longer this grant will be available and should be taken advantage of.

The redevelopment of the ablutions would result in all the wet area ablutions being redeveloped into modern compliant ablutions.

Appendices Attached:	Yes	Appendices Numbers:	9.2.2A&B
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VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOLUTION

SCM18/08/077

MOVED: CR MASON

SECONDED: CR SCOTT

That Council, subject to the approval of the Community Sporting and recreation Facilities Grant:

- 1. Approves the following amendments to the 2018/19 adopted budget:**
 - (a) Account 7104 Building Capital A/R be increased by \$76,000;**
 - (b) Account 7093 Grant Income be increased by \$32,666;**
 - (c) Reserve Account 456300 Rec Centre Building Maintenance Reserve be reduced by \$43,334; and**
 - (d) Account 7135 Transfer from Reserve Income Account be increased by \$43,334.**

CARRIED BY ABSOLUTE MAJORITY 7/0

9.5 CHIEF EXECUTIVE OFFICER

Nil

10. CONFIDENTIAL REPORTS

Nil.

11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN, OR FOR CONSIDERATION AT NEXT MEETING

Nil.

12. NEW BUSINESS OF AN URGENT NATURE/REPORTS & INFORMATION

12.1 ELECTED MEMBERS

Nil.

12.2 OFFICERS

Nil.

13. CLOSURE OF MEETING

There being no further business the Chairperson closed the meeting the time being 9.35 am.

I CERTIFY THAT THESE MINUTES WERE CONFIRMED AT THE ORDINARY COUNCIL MEETING HELD 28 AUGUST 2018 AS BEING A TRUE AND CORRECT RECORD OF PROCEEDINGS.

.....
PRESIDING MEMBER
.....
DATE

