

# Ordinary Council

# MINUTES

FOR THE MEETING TO BE HELD  
WEDNESDAY, 8 MAY 2019  
IN COUNCIL CHAMBERS,  
WALLCLIFFE ROAD, MARGARET RIVER  
COMMENCING AT 5:30PM

## Meeting Notice

Dear Councillor

I advise that an Ordinary Council Meeting of the Shire of Augusta Margaret River will be held in Council Chambers, Wallcliffe Road, Margaret River on Wednesday 8 May 2019, commencing at 5:30pm.

Yours faithfully



**DALE PUTLAND**  
**ACTING CHIEF EXECUTIVE OFFICER**

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Minutes of the Ordinary Council Meeting held on Wednesday 8 May 2019, in Council Chambers, 41 Wallcliffe Road, Margaret River, commencing at 5.30pm

# Ordinary Council Meeting

## 1. DECLARATION OF OPENING

*The Shire President thanked all in attendance and declared the meeting open at 5.30pm*

*The Shire President gave an Acknowledgement of Country:*

*'I acknowledge and respect the traditional custodians of this land and pay our respects to elders past and present and emerging, whose lands we share.'*

## 2. ATTENDANCE

Shire President : Cr Pam Townshend

Councillors : Cr Ian Earl  
Cr Naomi Godden  
Cr Peter Lane  
Cr Pauline McLeod  
Cr Julia Meldrum  
Cr Mike Smart

Acting Chief Executive Officer : Dr Dale Putland

Acting Director Sustainable  
Development : Mr Nick Logan

Director Infrastructure Services : Mr Markus Botte

Acting Director Corporate and  
Community Services : Mr Andrew Ross

Governance Officer /  
Council Support : Ms Claire Schiller

**MEMBERS OF THE PUBLIC** : 1

**MEMBERS OF THE PRESS** : Nil

### 2.1 Apologies

Acting Manager Planning and Development, Mr Matt Cuthbert

### 2.2. Approved Leave of Absence

Nil

**3. DISCLOSURES OF INTEREST**

**3.1 Item 11.2.1 Sustainable Economy Advisory Committee - Financial Interest - Cr Godden**

Cr Godden disclosed a financial interest in Item 11.2.1 Sustainable Economy Advisory Committee as her partner is a former employee of the Witchcliffe Eco Village.

**4. PUBLIC QUESTIONS**

**4.1. Response to Previous Public Questions Taken on Notice**

Nil

**4.2. Public Question Time**

Nil

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**6.1 Ordinary Council Meeting held 10 April 2019**

**MOTION / COUNCIL DECISION**

**CR EARL, CR MELDRUM OM2019/73**

That Council confirms the minutes of the Ordinary Council Meeting held on 10 April 2019 to be a true and correct record of the meeting.

**CARRIED 7/0**

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**6.2 Special Council Meeting held 5 April 2019**

**MOTION / COUNCIL DECISION**

**CR EARL, CR MELDRUM OM2019/74**

That Council confirms the minutes of the Special Council Meeting held on 5 April 2019 to be a true and correct record of the meeting.

**CARRIED 7/0**

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**7. DEPUTATIONS**

Nil

**8. PETITIONS**

Nil

**9. ANNOUNCEMENTS FROM THE PRESIDING MEMBER**

**9.1 Climate Action Summit – 28 May 2019**

The Shire President informed the meeting on the upcoming Climate Action Summit on 28 May 2019 which is being held in the Margaret River Pro Tent.

**10. QUESTIONS FROM MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**11. REPORTS OF COMMITTEES AND EMPLOYEE REPORTS**

# 11.1. Chief Executive Officer



**11.1.1 NOTES OF COUNCILLORS AGENDA BRIEFINGS, CONCEPT FORUMS AND WORKSHOP SESSIONS FROM 1 JANUARY 2019 - 31 MARCH 2019**

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<b>LOCATION/ADDRESS</b>	Shire of Augusta Margaret River
<b>APPLICANT/LANDOWNER</b>	Shire of Augusta Margaret River
<b>FILE REFERENCE</b>	COR/221
<b>REPORT AUTHOR</b>	Claire Schiller, Governance Officer / Council Support
<b>AUTHORISING OFFICER</b>	Dale Putland, Acting Chief Executive Officer

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**IN BRIEF**

- Council conducts bi-monthly as required Councillor Briefing Sessions which are run under strict guidelines in compliance with the Department of Local Government, Sport and Cultural Industries (DLGC) Guidelines.
- Council's policy for the conduct of the Councillor Information Briefing Sessions provides for the proceedings of the briefings to be brought to Council and for wider community awareness as a public record in the form of notes as an additional accountability mechanism.
- Notes of recent Councillor Briefing sessions are presented to be received by Council in accordance with Council's adopted policy.

**RECOMMENDATION**

That Council receives the Notes of Councillor Agenda Briefing Sessions from 1 January 2019 to 31 March 2019.

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**LOCATION PLAN**

Nil

**TABLED ITEMS**

Nil

**BACKGROUND**

The purpose of Councillor Agenda Briefings and Concept Forums is to:

1. Provide relevant information so that Councillors are better informed when participating in Council decision making processes.
2. Provide a forum for two-way communication between elected members and key staff members on important Council related matters.
3. Provide an inclusive opportunity for general community members and the press to receive the same information on Agenda Items being provided to elected members on a range of relevant topics

Agenda briefings and workshops sessions are centred on one or more of the following outcomes which can be classified under the DLGC Guidelines for Councillor Forums as either a Concept or an Agenda Forum:

Concept Forums / Workshops

- A statement of governance processes and effectiveness
- a statement of principles on key issues
- guidance to the CEO on further avenues of research
- compiling a list of critical issues resulting from the briefing
- the brainstorming of ideas
- policy development and direction (but not adoption)
- ongoing discussion of the Shire's strategic direction

#### Agenda Briefings

- breaking down of complex issues before Council
- clarification of items on the Council agenda
- requests for additional information on items on the Council agenda
- confidential discussion of items which are on the agenda and which will be discussed with members of the public excluded

Agenda Briefing Sessions are open to all elected members and generally to all members of the public and press. The Chief Executive Officer is to be in attendance and other relevant Directors and staff as required by the CEO for the provision of information to elected members.

Matters of a confidential nature to be included in a Council agenda will be discussed at closed briefing sessions (i.e. not open to the public). Otherwise normal briefing sessions will be open to the public at a suitable publicly accessible time.

As recommended by the DLGC, sessions considered by the CEO in consultation with the Shire President to be Concept Forums will be closed to the public to facilitate the open discussion of preliminary ideas and concepts by Councillors.

### **CONSULTATION AND ADVICE**

#### **External Consultation**

The Local Government Operational Guidelines Number 5 Council Forums have been considered and adapted for use in the Shire of Augusta Margaret River setting.

#### **Internal Consultation**

Nil

### **DISCUSSION / OFFICER COMMENTS**

The following are the informal notes of the Councillor Agenda Briefings and Concept Forum Sessions recently held as recommended by Council's adopted policy which is consistent with the DLG Guidelines.

#### **Notes of Councillor Agenda Briefings and Concept Forum Sessions from 10 October 2018 to 12 December 2018.**

#### **DATE: 23 JANUARY 2019**

Attendance:

Crs: Earl, Godden, Lane, McLeod, Meldrum, Smart, Townshend

Officers: Acting CEO, Dale Putland, Acting Director Corporate and Community Services, Andrew Ross, Acting Director Infrastructure Services, David Nicholson, Acting Director Sustainable Development, Nick Logan.

#### **Concept Forum: HEART**

Project Manager, Heather Auld, led a concept forum and site visits to the HEART Project.

*Also in attendance: Marketing Projects Officer, Tanya Jackson*

#### **Concept Forum: Closure of Vehicular Traffic – Wadandi Track, Augusta**

Acting Director Infrastructure Services, David Nicholson, led a concept forum discussing the proposal to gate the Wadandi Track Reserve in Augusta.

*Concept forums are closed to members of the public and press.*

#### **Concept Forum: Management of Civic Park Golf Club (Par 3) Augusta**

Manager Asset Services, David Nicholson led a concept forum on the Management of the Civic Park Golf Club (Par 3) Augusta.

*Concept forums are closed to members of the public and press.*

#### **Agenda Briefing: Main Street tender**

Project Manager, Helen Whitbread, briefed Council on the tender process and awarding of the tender report to go to the Special Meeting on 30 January 2019.

**DATE: 13 FEBRUARY 2019**

Attendance:

Crs: Earl, Godden, Lane, McLeod, Meldrum, Smart, Townshend

Officers: Acting CEO, Dale Putland, Acting Director Corporate and Community Services, Andrew Ross, Director Infrastructure Services, Markus Botte, and Acting Director Sustainable Development, Nick Logan.

**Concept Forum: HEART**

Project Manager, Heather Auld, gave an update on the Margaret River HEART negotiations.

*Also in attendance: Senior Legal Officer, Lauren Bidesi, Coordinator Legal Services, Ian McLeod, Marketing Projects Officer, Tanya Jackson*

*Concept forums are closed to members of the public and press.*

**Concept Forum: Winter Diversion Track**

Manager Asset Services, David Nicholson, and Coordinator Environment and Landcare, John McKinney, led a discussion on the Winter Diversion Track and provided an update on Indigenous representation.

*Also in attendance: Coordinator Legal Services, Ian McLeod, Acting Manager Planning and Development, Matt Cuthbert, Coordinator Community Development, Jason Cleary*

*Concept forums are closed to members of the public and press.*

**Concept Forum: Overview of Submission – LG Act Review**

Governance Officer, Emma Rogers, gave an overview of the Shire's submission on the Local Government Act Review.

*Also in attendance: Senior Legal Officer, Lauren Bidesi, Coordinator Legal Services, Ian McLeod, Community and Corporate Planner, Stacey Hutt*

*Concept forums are closed to members of the public and press.*

**DATE: 27 FEBRUARY 2019**

Attendance:

Crs: Earl, Godden, Lane, McLeod, Meldrum, Smart,

Officers: Acting Director Corporate and Community Services, Andrew Ross, Director Infrastructure Services, Markus Botte, and Acting Manager Planning and Development, Matt Cuthbert.

**Concept Forum: Turner Caravan Park**

Manager Human and Community Services, Nigel Anderson, presented updates on the TCP Masterplan including an EOI conducted for short and long stay residents.

*Concept forums are closed to members of the public and press.*

*Also in Attendance: Caravan Parks and Camping Ground Manager, Hettie Enderes, Caravan Parks and Camping Ground Assistant Manager, Gary Enderes.*

**Concept Forum: Pedestrian Bridges – Wadandi Track**

Manager Works, Peter Brown, presented on the condition of the bridges on the Wadandi Track.

*Concept forums are closed to members of the public and press.*

*Also in Attendance: Manager Asset Services, David Nicholson*

**Concept Forum: Potential Development of Social Housing**

Acting Manager Planning and Development, Matt Cuthbert, presented on the investigation into the potential development of social housing in Augusta Margaret River as per Council decision made at the 12 December 2018 Ordinary Council Meeting.

*Concept forums are closed to members of the public and press.*

**Concept Forum: Farmers Market Parking**

Acting Director Sustainable Development, Nick Logan, presented on parking arrangements at the Farmers Market.

*Concept forums are closed to members of the public and press.*

**DATE: 13 MARCH 2019**

Attendance:

Crs: Earl, Godden, Lane, McLeod, Meldrum, Smart, Townshend

Officers: Acting CEO, Dale Putland, Acting Director Corporate and Community Services, Andrew Ross, Director Infrastructure Services, Markus Botte, and Acting Director Sustainable Development, Nick Logan

**Agenda Briefing: Site Visit to Augusta Boat Harbour**

Manager Planning and Development conducted a site visit to the Augusta Boat Harbour in relation to the proposed telecommunications infrastructure.

**Agenda briefing: Local Municipal Heritage Listing**

Acting Director Sustainable Development, Nick Logan, and Acting Manager Planning and Development, Matt Cuthbert, presented on the process of including Caves Road on the Municipal Heritage Listing, as per Council Decision OM2019/37.

*Cr Lane disclosed a proximity interest as he resides on Caves Road. Cr Lane left Chambers for this briefing.*

**Concept Forum: Community Infrastructure Plan**

Coordinator Community Planning and Development, Jason Cleary, presented the final draft Community Infrastructure Plan and implementation schedule.

*Concept forums are closed to members of the public and press.*

**Concept Forum: Terms of Reference for Public Health Plan**

Coordinator Environmental Health, Chris McAtee, presented on the Terms of Reference for the City of Busselton and AMR Shire Public Health Planning Partnership.

*Concept forums are closed to members of the public and press.*

**Concept Forum - Community Resilience Plan**

Community and Corporate Planner, Stacey Hutt, presented the project plan for this work and develop consensus with Council on the theoretical framework for the plan.

*Concept forums are closed to members of the public and press.*

**Concept Forum - LPS Review**

Acting Manager Planning and Development, Matt Cuthbert, gave an update on progress and agreement on a way forward.

*Concept forums are closed to members of the public and press.*

**DATE: 27 MARCH 2019**

Attendance:

Crs: Earl, Godden, Lane, Meldrum, Smart, Townshend

Officers: Acting CEO, Dale Putland and Acting Director Corporate and Community Services, Andrew Ross, Director Infrastructure Services, Markus Botte, and Acting Director Sustainable Development, Nick Logan

**Concept Forum: HEART Negotiations**

Project Manager, Heather Auld, gave an update on progress on the HEART negotiations.

*Concept forums are closed to members of the public and press.*

*The Acting Director Sustainable Development was not in attendance.*

**Concept Forum: Turner Caravan Park**

Manager Human and Community Services, Nigel Anderson, gave an update on progress on the long and short term priorities for the masterplan.

*Concept forums are closed to members of the public and press.*

*The Acting Director Sustainable Development and Director Infrastructure Services were not in attendance.*

**Closed Agenda Briefing: Waste Collection Contract**

Manager Waste, Health and Ranger Services, Ruth Levett, briefed Council on the Waste Collection Contract.

*This briefing was closed as it contain commercial information.*

*The Acting Director Sustainable Development and Director Infrastructure Services were not in attendance.*

**Workshop: Presentation of Youth Service Mapping**

Coordinator Community Development, Jason Cleary, gave a presentation of Youth Service Mapping by LAMP and Shire Youth Report for 2018.

*Workshops are closed to members of the public and press.*

*The Acting Director Sustainable Development and Director Infrastructure Services were not in attendance.*

**Agenda Briefing: Surf Pro**

Surfing WA briefed Council regarding their application.

*Also in attendance: AMR Times*

**Presentation to Council: Lower Blackwood Land Conservation District Committee**

The Lower Blackwood Land Conservation District Committee gave an annual update to Council.

*The Acting Director Corporate and Community Service was not in attendance.*

**Presentation to Council: Nature Conservation**

Nature Conservation gave an annual update to Council.

*The Acting Director Corporate and Community Service was not in attendance.*

**Presentation to Council: Margaret River Hockey Club**

The Margaret River Hockey Club presented to Council.

**STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS**

*Local Government Act 1995*

**STRATEGIC PLAN / POLICY IMPLICATIONS**

***Community Strategic Plan 2036 (CSP)***

***Corporate Business Plan 2018-2022***

Key Result Area 5: Effective leadership and governance

Community Outcome 5.1: Effective governance and corporate leadership

Strategic Response 5.1.1: Attract and develop high quality Councillors that are able to lead and articulate the community's aspirations

Service level strategy/plan 5.1.1.5: Conduct Councillor briefing sessions prior to Ordinary Council Meetings and bring a record of briefings to Council meetings on a quarterly basis

**PLANNING FRAMEWORK**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**SUSTAINABILITY IMPLICATIONS**

**Environmental**

Nil

**Social**

Nil

**Economic**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**RECOMMENDATION**

That Council receives the Notes of Councillor Agenda Briefing Sessions from 1 January 2019 to 31 March 2019.

**ADVICE TO APPLICANT / PROPONENT**

Nil

**ATTACHMENTS**

Nil

*The Acting CEO informed that meeting that an administrative correction was made to 13 February 2019 sessions, Cr Godden was added to the list of attendees.*

**RECOMMENDATION / COUNCIL DECISION**

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**CR GODDEN, CR MCLEOD OM2019/75**

**That Council receives the Notes of Councillor Agenda Briefing Sessions from 1 January 2019 to 31 March 2019.**

**CARRIED 7/0**

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# 11.2. Sustainable Development

### 11.2.1 SUSTAINABLE ECONOMY ADVISORY COMMITTEE - 8 APRIL 2019

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<b>LOCATION/ADDRESS</b>	Shire Wide
<b>APPLICANT/LANDOWNER</b>	Shire of Augusta Margaret River
<b>FILE REFERENCE</b>	ECD/109
<b>REPORT AUTHOR</b>	Saul Cresswell, Sustainable Economy Officer
<b>AUTHORISING OFFICER</b>	Nick Logan, Acting Director Sustainable Development

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*Cr Godden disclosed a financial interest at Item 3.1 and left Chambers at 5.34pm*

#### **IN BRIEF**

- This report provides a summary of the Sustainable Economy Advisory Committee (SEAC) minutes from 8 April. **(Attachment 1)**
- The SEAC recommends that Council consider amending the Membership of the Instrument of Appointment and Delegation to include additional members.

#### **RECOMMENDATION**

That Council

1. Receives the unconfirmed minutes of the Sustainable Economy Advisory Committee held on 8 April 2019;
2. Appoints Debbie Noonan as nominated representative for Registered Accommodation Providers Margaret River Region; and
3. Amends the Membership of the Instrument of Appointment and Delegation for the Sustainable Economy Advisory Committee to include addition of the following members:
  - a) Augusta Margaret River Clean Community Energy;
  - b) Lower Blackwood Land Conservation District Committee;
  - c) Witchcliffe Eco Village; and
  - d) Barbara Maidment.

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#### **LOCATION PLAN**

Nil

#### **TABLED ITEMS**

Nil

#### **BACKGROUND**

The Sustainable Economy Advisory Committee (SEAC) held its first meeting on 8 April 2019.

#### **CONSULTATION AND ADVICE**

##### **External Consultation**

Nil

##### **Internal Consultation**

Nil

#### **DISCUSSION / OFFICER COMMENTS**

The SEAC minutes reflect that SEAC appointed a Chair and Deputy Chair, before then receiving and discussing an update on the following:

- Sustainable Economy Overview – a presentation was delivered outlining concepts surrounding sustainability, sustainable economics, and how this could inform discussion around local economic sustainability.



- Sustainable Economy Strategy – it was briefly mentioned that a strategy was in the beginning stages of development and that one of the first tasks for the committee in future meetings would be to guide and input into this strategy.

Members of the committee raised the potential for additional members to be added to the SEAC on the basis that either they had requested to be members and had relevant expertise (in the case of Barbara Maidment and the Augusta Margaret River Clean Community Energy), or that they were a relevant party that should be part of the discussion. Given that the group size is already very large, with 18 committee members and three Shire staff, there is concern it could become unwieldy with additional members. The Sustainable Economy Advisory Committee is already by far the largest of the Shire's committees, and well above the conventionally accepted optimal size for group dynamics. An alternative to increasing the committee size might be to explore alternative ways to engage with these groups/individual outside of committee meetings. For example, circulating an issues paper on a particular item specifically relevant to the aforementioned parties could allow participation in the dialogue without increasing the committee size out any further.

### **Appointment to Committee**

In 12 September 2018 Council adopted the Instrument of Appointment and Delegation for the SEAC which listed the groups to be represented as follows:

- a) One Councillor appointed by the Council plus the Shire President or two Councillors should the Shire President decline to participate;
- b) One representative of the South West Development Commission (SWDC);
- c) One representative of the Margaret River Chamber of Commerce and Industry (MRCCI);
- d) One representative of the Augusta Chamber of Commerce and Industry (Augusta CCI);
- e) One representative of the Margaret River Wine Industry Association (MRWIA);
- f) One representative of the Margaret River Busselton Tourism Association (MRBTA);
- g) One representative of the Cowaramup Retailers Association (CRA);
- h) One representative of the Scott River Growers Group;
- i) One representative of the Margaret River Regional Producers Association (MRRPA);
- j) One representative of Nature Conservation Margaret River Region (NCRM);
- k) One representative of Creative Corner Inc;
- l) One local representative representing the digital economy;
- m) One representative of Margaret River Regional Environment Centre;
- n) One representative each from two local social justice groups;
- o) One representative of Transition Margaret River; and
- p) That Registered Accommodation Providers Margaret River Region be offered one position on SEAC once they are properly constituted.

During the 8 April 2019 SEAC meeting, the committee identified three additional groups and one individual person for inclusion in the membership of the committee.

### ***MOTION / SEAC DECISION SEAC2019/3***

***MOVER: LYN MOORFOOT      SECONDER: KAT LOMBARDO***

***That the SEAC recommend to Council that the following groups and individual be appointed as members to the SEAC:***

- a) *Augusta Margaret River Clean Community Energy;*
- b) *Lower Blackwood Land Conservation District Committee;*
- c) *Witchcliffe Eco Village; and*
- d) *Barbara Maidment.*

***CARRIED 15/1  
CR TOWNSHEND VOTED AGAINST***

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It is also to be noted that Registered Accommodation Providers Margaret River Region have been properly constituted and have nominated Debbie Noonan as a Delegate. This has been reflected in the recommendation to Council.

### **STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS**

Nil

**STRATEGIC PLAN / POLICY IMPLICATIONS**

***Community Strategic Plan 2036 (CSP)***

***Corporate Business Plan 2018-2022***

Key Result Area 4: Vibrant and diverse economy

Key Result Area 5: Effective leadership and governance

Economy Outcome 4.4.4.1: **Priority project:** Establishment of the Sustainable Economy Advisory Committee

Governance Strategy 5.4.4: Encourage and support community – Shire projects and partnerships

Governance Outcome 5.7: Leadership in climate change mitigation and adaptation

**PLANNING FRAMEWORK**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**SUSTAINABILITY IMPLICATIONS**

**Environmental**

Nil

**Social**

Nil

**Economic**

Nil

**VOTING REQUIREMENTS**

Absolute Majority

**RECOMMENDATION**

That Council

1. Receives the unconfirmed minutes of the Sustainable Economy Advisory Committee held on 8 April 2019;
2. Appoints Debbie Noonan as nominated representative for Registered Accommodation Providers Margaret River Region; and
3. Amends the Membership of the Instrument of Appointment and Delegation for the Sustainable Economy Advisory Committee to include addition of the following members:
  - a) Augusta Margaret River Clean Community Energy;
  - b) Lower Blackwood Land Conservation District Committee;
  - c) Witchcliffe Eco Village; and
  - d) Barbara Maidment.

**ADVICE TO APPLICANT / PROPONENT**

Nil

**ATTACHMENTS**

1. Unconfirmed Minutes of the Sustainable Economy Advisory Committee held 8 April 2019
2. Sustainable Economy Advisory Committee Instrument of Appointment and Delegation

**RECOMMENDATION**

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CR, CR

That Council

1. Receives the unconfirmed minutes of the Sustainable Economy Advisory Committee held on 8 April 2019;
2. Appoints Debbie Noonan as nominated representative for Registered Accommodation Providers Margaret River Region; and
3. Amends the Membership of the Instrument of Appointment and Delegation for the Sustainable Economy Advisory Committee to include addition of the following members:
  - a) Augusta Margaret River Clean Community Energy;
  - b) Lower Blackwood Land Conservation District Committee;
  - c) Witchcliffe Eco Village; and
  - d) Barbara Maidment.

0/0

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*Cr Townshend moved the following motion:*

**PROCEDURAL MOTION / COUNCIL DECISION**

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CR TOWNSHEND, CR MELDRUM OM2019/76

That the motion be voted on in two separate parts.

CARRIED 6/0

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*The recommendation was then broken into two parts.*

*Cr Meldrum then moved part 1:*

**RECOMMENDATION – PART 1 / COUNCIL DECISION**

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CR MELDRUM, CR MCLEOD OM2019/77

That Council

1. Receives the unconfirmed minutes of the Sustainable Economy Advisory Committee held on 8 April 2019;
2. Appoints Debbie Noonan as nominated representative for Registered Accommodation Providers Margaret River Region;

CARRIED 6/0

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*Cr Townshend then moved Part 2:*

**RECOMMENDATION / COUNCIL DECISION**

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CR TOWNSHEND, CR MCLEOD OM2019/78

That Council:

3. Amends the Membership of the Instrument of Appointment and Delegation for the Sustainable Economy Advisory Committee to include addition of the following members:
  - a) Augusta Margaret River Clean Community Energy;
  - b) Lower Blackwood Land Conservation District Committee;
  - c) Witchcliffe Eco Village; and
  - d) Barbara Maidment.

LOST 4/2

CRS TOWNSHEND, MCLEOD, LANE AND MELDRUM VOTED AGAINST

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*Cr Godden re-entered Chambers at 5.49pm*

*The Acting CEO informed the meeting that Cr Godden did not need to declare a financial interest in this item. He advised that the financial interest ceased when Cr Godden's partner ceased employment with the Witchcliffe Eco Village.*

*Cr Earl moved the following supplementary motion:*

**SUPPLEMENTARY MOTION / COUNCIL DECISION**

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**CR EARL, CR TOWNSHEND OM2019/79**

**That Council request the SEAC to consider rationalising the numbers on the committee because the numbers appear unwieldy.**

**CARRIED 7/0**

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# 11.3. Infrastructure Services

**11.3. INFRASTRUCTURE SERVICES**

Nil

# 11.4. Corporate and Community Services

**11.4.1 SPORTS AND RECREATION ADVISORY COMMITTEE MEETING MINUTES - 3 APRIL 2019**

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<b>LOCATION/ADDRESS</b>	Shire of Augusta Margaret River
<b>APPLICANT/LANDOWNER</b>	Shire of Augusta Margaret River
<b>FILE REFERENCE</b>	REC/36
<b>REPORT AUTHOR</b>	Hannah Waters, Executive Assistant Corporate and Community Services
<b>AUTHORISING OFFICER</b>	Andrew Ross, Acting Director Corporate and Community Services

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**IN BRIEF**

- On the 3 April 2019, the Sports and Recreation Advisory Committee (SRAC) held its bi-monthly meeting.
- A representative from the Margaret River Off Road Cycling Association (MRORCA) spoke to the committee about a proposal for a pump track in Margaret River.
- The committee were made aware that a series of Climate Action workshops will be held in Margaret River and be followed up with a Climate Action Summit.
- Delegates provided updates on their clubs.

**RECOMMENDATION**

That Council receives the unconfirmed minutes of the Sport and Recreation Advisory Committee meeting held 3 April 2019.

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**LOCATION PLAN**

Nil

**TABLED ITEMS**

Nil

**BACKGROUND**

Sports and Recreation Advisory Committee meetings are held bi-monthly on the first Wednesday of the month.

**CONSULTATION AND ADVICE**

**External Consultation**

SRAC delegates

**Internal Consultation**

Nil

**DISCUSSION / OFFICER COMMENTS**

**Proposed Mountain Bike Pump Track**

The MROCA have been searching for a home for the past nine years and are also looking for a location to construct a pump track. With the upgrades to the Cowaramup BMX track and a possible amalgamation of the local BMX clubs, the club have flagged the Margaret River BMX site as a possible location. The presentation was intended as a way to make contact with the existing clubs and users of Gloucester Park and initiate future discussion.

**Climate Action Workshops and Summit**

The committee were advised of the upcoming climate action forums and workshops which result in the development of a climate action plan for the community. The forums and workshops will be held 14 and 15 April 2019. These will be followed by a Climate Action Summit on Tuesday, 28 May 2019.



**Updates from the Clubs**

The delegates provided updates on their clubs/associations.

**STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS**

Nil

**STRATEGIC PLAN / POLICY IMPLICATIONS**

***Community Strategic Plan 2036 (CSP)***

***Corporate Business Plan 2018-2022***

Key Result Area 5: Effective leadership and governance

Community Outcome 5.1: Effective governance and corporate leadership

Strategic Response 5.1.5: Develop effective partnerships and strategic alliances to maximise community benefits

Service level strategy/plan 5.1.5.2: Hold regular meetings with the Sport and Recreation Advisory Committee

**PLANNING FRAMEWORK**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**SUSTAINABILITY IMPLICATIONS**

**Environmental**

Nil

**Social**

Sporting groups provide members of the community the opportunity for physical fitness and socialisation.

**Economic**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**RECOMMENDATION**

That Council receives the unconfirmed minutes of the Sport and Recreation Advisory Committee meeting held 3 April 2019.

**ADVICE TO APPLICANT / PROPONENT**

Nil

**ATTACHMENTS**

1. Unconfirmed Sports and Recreation Advisory Committee meeting minutes and attachments – 3 April 2019.

**RECOMMENDATION / COUNCIL DECISION**

**CR MELDRUM, CR EARL OM2019/80**

That Council receives the unconfirmed minutes of the Sport and Recreation Advisory Committee meeting held 3 April 2019.

**CARRIED 7/0**

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**11.4.2 BUSH FIRE ADVISORY COMMITTEE MEETING MINUTES - 20 MARCH 2019**

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<b>LOCATION/ADDRESS</b>	Shire of Augusta Margaret River
<b>APPLICANT/LANDOWNER</b>	Shire of Augusta Margaret River
<b>FILE REFERENCE</b>	EMS/4
<b>REPORT AUTHOR</b>	Greg West, A/Community Emergency Services Manager
<b>AUTHORISING OFFICER</b>	Andrew Ross, A/Director Corporate and Community Services

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**IN BRIEF**

- On 20 March 2019, the Bush Fire Advisory Committee (BFAC) held its first quarterly meeting of the year.
- Chris Lloyd (AMR CESM) informed the meeting that he had formally tendered his resignation. David Holland on behalf of the committee thanked Chris for his efforts over the last two and a half years at the Shire, noting his professional attitude, passion and desire to better Emergency Services within the Shire of Augusta Margaret River.
- Ed Hatherley from the Department of Biodiversity, Conservation and Attractions gave a presentation on their upcoming autumn burn program and presented information about the Lewana fire, including a timeline and area of impact through a series of aerial images from the Line Scanner and spotter aircraft.
- The Draft Autumn Burn Program was endorsed by the Committee.
- Concerns regarding fire protection and mitigation requirements in the Prevelly/Gnarabup area were discussed.
- Further discussions on various brigade operational matters were held.

**RECOMMENDATION**

That Council:

1. Receives the unconfirmed minutes of the Augusta Margaret River Bush Fire Advisory Committee meeting held 20 March 2019; and
  2. Endorses the Recommendation at Item 8.2 of the Bush Fire Advisory Committee meeting minutes of 20 March 2019, requesting that the Bush Fire Risk Management Committee investigate suitable and appropriate options to mitigate against bush fire, for all land tenures in the Prevelly/Gnarabup area.
- 

**LOCATION PLAN**

Nil

**TABLED ITEMS**

Nil

**BACKGROUND**

The Bush Fire Advisory Committee meetings are held quarterly on the third Wednesday of the month. This meeting was originally scheduled for Wednesday, 20 February but due to committee member commitments at the Lewana fire near Nannup, was postponed and rescheduled to Wednesday, 20 March 2019.

**CONSULTATION AND ADVICE**

**External Consultation**

BFAC delegates

**Internal Consultation**

Nil

## **DISCUSSION / OFFICER COMMENTS**

### **Department of Biodiversity Conservation and Attractions – Planned Burning Activities**

Ed Hatherley gave a PowerPoint presentation on the upcoming autumn burn program for DBCA. Ed also presented information about the recent Lewana fire including a fire timeline and imagery depicting the rapid development of the fire and the challenging terrain in which the fire was situated.

### **Draft Autumn Burn Program**

Information documenting the Shire of Augusta Margaret River's Draft Autumn Burn program had been distributed to stakeholders prior to the meeting. A motion was carried unanimously stating 'That the Bush Fire Advisory Committee, in principal, accepts and endorses the Draft Autumn 2019 Hazard Reduction Burn Program'.

### **Resignation of Chris Lloyd - Augusta Margaret River CESM**

The meeting was informed that Chris Lloyd had formally tendered his resignation as AMR CESM as of 26 April 2019. David Holland on behalf of the Committee thanked Chris for his efforts over the past two and a half years at the Shire, noting his professional attitude, passion and desire to better the Emergency Services within the Shire of Augusta Margaret River. The Committee unanimously passed a motion noting Chris' outstanding efforts during his time as CESM.

### **Chief Bush Fire Control Officer nominated to Bushfire Operations Committee**

David Holland advised the meeting that he had been nominated to represent the LSW region on a new committee called the Bushfire Operations Committee (BOC). The purpose of the committee is to be a pathway to report directly to DFES on any issues relating to bush fire and its formation is a sign of the commitment shown by DFES to consult with bush fire personnel across the state.

### **Prevelly Mitigation and Fire Protection**

Wallcliffe BFB Captain Robert Barnett voiced his concerns regarding fire protection in the Prevelly/Gnarabup area. Robert informed the meeting that he had written to the Acting CEO requesting that mitigation processes for those areas be reviewed as soon as possible. Discussion took place regarding the increased emphasis on compliance with mitigation requirements on private land and the pressure this places on volunteers. A motion was carried unanimously by the Committee stating 'That the Bush Fire Advisory Committee recommend that the Council ask the Bush Fire Risk Management Committee to investigate suitable and appropriate options to mitigate against bush fire, for all land tenures in the Prevelly/Gnarabup area'.

### **Draft Letter to the Margaret River Wine Association**

The committee went into a closed session to discuss the contents of a letter proposed to be sent to the Wine Association encouraging vineyards and their contractors to have suitable firefighting resources available when using machinery in vineyards during the Prohibited Burning Period. A motion stating 'That the Bush Fire Advisory Committee endorsed the contents of the Draft Letter to the Margaret River Wine Association for review and distribution by the Shire CEO' was passed unanimously.

## **STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS**

Section 38(1) *Bush Fire Act 1954*

*Local Government Act 1995*

## **STRATEGIC PLAN / POLICY IMPLICATIONS**

***Community Strategic Plan 2036 (CSP)***

***Corporate Business Plan 2018-2022***

Goal 2: Welcoming and inclusive communities

Community Outcome 3: Strong community groups and networks

Strategic Response: Support and value community organisations and volunteers across the region.

## **PLANNING FRAMEWORK**

Nil

## **FINANCIAL IMPLICATIONS**

Nil

## **SUSTAINABILITY IMPLICATIONS**

### **Environmental**

An effective BFAC and well trained brigade members will reduce the likelihood and consequence of a bushfire impacting on the environment.

### **Social**

An effective BFAC and well trained brigade members will reduce the likelihood and consequence of a bushfire impacting on community wellbeing.

### **Economic**

An effective BFAC and well trained brigade members will reduce the likelihood and consequence of a bushfire impacting on the economic wellbeing of the local community.

## **VOTING REQUIREMENTS**

Simple Majority

## **RECOMMENDATION**

That Council:

1. Receives the unconfirmed minutes of the Augusta Margaret River Bush Fire Advisory Committee meeting held 20 March 2019; and
2. Endorses the Recommendation at Item 8.2 of the Bush Fire Advisory Committee meeting minutes of 20 March 2019, requesting that the Bush Fire Risk Management Committee investigate suitable and appropriate options to mitigate against bush fire, for all land tenures in the Prevelly/Gnarabup area.

## **ADVICE TO APPLICANT / PROPONENT**

Nil

## **ATTACHMENTS**

1. Unconfirmed Bush Fire Advisory Committee meeting minutes and attachments – 20 March 2019
2. Confidential BFAC Attachment 9.1.1

*Cr Earl requested that the following be recorded in the minutes:*

'A special thanks to Chris Lloyd for his committed and professional service to the Shire and the community and wishes him well in his future endeavours.'

## **RECOMMENDATION / COUNCIL DECISION**

### **CR MELDRUM, CR LANE OM2019/81**

That Council:

1. Receives the unconfirmed minutes of the Augusta Margaret River Bush Fire Advisory Committee meeting held 20 March 2019; and
2. Endorses the Recommendation at Item 8.2 of the Bush Fire Advisory Committee meeting minutes of 20 March 2019, requesting that the Bush Fire Risk Management Committee investigate suitable and appropriate options to mitigate against bush fire, for all land tenures in the Prevelly/Gnarabup area.

**CARRIED 7/0**

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#### 11.4.3 LIST OF PAYMENTS FOR MARCH 2019

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<b>LOCATION/ADDRESS</b>	Shire of Augusta Margaret River
<b>APPLICANT/LANDOWNER</b>	Shire of Augusta Margaret River
<b>FILE REFERENCE</b>	FIN/42
<b>REPORT AUTHOR</b>	Belinda Browning, Accounts Payable Officer
<b>AUTHORISING OFFICER</b>	Andrew Ross, Acting Director Corporate Community Services

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#### IN BRIEF

It is a requirement of the *Local Government (Financial Management) Regulations 1996* that payments made under delegated authority by the CEO are reported to Council on a monthly basis showing details of each account paid since the last such list was prepared.

#### RECOMMENDATION

That Council notes the March 2019 List of Payments for \$3,518,611.36 as certified correct by the Chief Executive Officer.

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#### LOCATION PLAN

Nil

#### TABLED ITEMS

Nil

#### BACKGROUND

Where Council has delegated authority to the CEO to make payments from the Shire's bank accounts then under *Local Government (Financial Management) Regulations 1996*, Regulation 13 (1) a list of such payments is to be prepared each month for noting by Council.

#### CONSULTATION AND ADVICE

##### External Consultation

Nil

##### Internal Consultation

Nil

#### DISCUSSION / OFFICER COMMENTS

Table 1 below provides a summary of the payments made and Table 2 makes comparison between payments for the 2017-18 and 2018-19 financial years.

The List of Payments attachment provides further details as required under Regulation 13 (1). These details are as follows.

- (a) The payee's name;
- (b) The amount of the payment;
- (c) The date of the payment; and
- (d) Sufficient information to identify the transaction.

In order to improve operational efficiency and reduce costs, the Shire's Finance team continually liaise with creditors paid by cheque to encourage them to switch to EFT.

SHIRE OF AUGUSTA MARGARET RIVER  
ORDINARY COUNCIL MEETING 8 MAY 2019

**TABLE 1 – SUMMARY OF PAYMENTS MADE IN THE MONTH MARCH 2019**

MODE OF PAYMENT	CHEQUE / EFT NUMBERS	SUB-TOTAL	AMOUNT
Cheques (includes reimbursement of credit cards)	42401-42405	\$ 23,851.36	\$ 23,851.36
EFT	69519-69950	\$2,482,898.30	
Direct Debits		\$1,011,861.70	\$3,494,760.00
<b>TOTAL</b>			<b>\$3,518,611.36</b>

**TABLE 2 – COMPARISON WITH PRIOR YEAR OF PAYMENTS**

MONTH	CHEQUES	EFT/DD	TOTAL PMTS	CUMULATIVE PAYMENTS	CHEQUES	EFT/DD	TOTAL PMTS	CUMULATIVE PAYMENTS
	2017-18	2017-18	2017-18		2018-19	2018-19	2018-19	
JULY	11,911.90	4,058,767.09	4,070,678.99	3,693,703.78	26,103.88	5,421,569.55	5,447,673.43	5,447,673.43
AUGUST	12,189.23	3,345,515.25	3,357,704.48	7,417,044.16	24,324.24	3,479,792.07	3,504,116.31	8,951,789.74
SEPTEMBER	22,462.49	9,460,770.44	9,483,232.93	15,746,398.37	12,292.40	3,829,327.80	3,841,620.20	12,793,409.94
OCTOBER	14,248.57	6,213,632.69	6,227,881.26	20,776,246.78	16,100.80	12,583,756.59	12,599,857.39	25,393,267.33
NOVEMBER	16,796.25	3,002,051.85	3,018,848.10	23,314,937.30	18,922.59	4,513,582.09	4,532,504.68	29,925,772.01
DECEMBER	16,784.55	3,486,311.03	3,503,095.58	26,037,639.47	26,683.06	4,637,340.93	4,664,023.99	34,589,796.00
MARCH	23,253.79	3,016,860.48	3,040,114.27	28,570,044.69	39,638.36	3,969,206.46	4,008,844.82	38,598,640.82
MARCH	8,323.20	3,158,631.14	3,166,954.34	31,081,914.60	24,695.30	3,222,690.77	3,247,386.07	41,846,026.89
MARCH	13,755.44	3,754,347.57	3,768,103.01	33,900,567.24	23,851.36	3,494,760.00	3,518,611.36	45,364,638.25
APRIL	21,948.61	3,759,184.07	3,781,132.68	38,890,752.20				
MAY	12,777.70	4,065,100.21	4,077,877.91	41,953,695.96				
JULY	63,421.26	7,100,844.90	7,164,266.16	46,063,662.23				
	237,872.99	54,422,016.72	54,659,889.71	54,659,889.71				

**STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS**

*Local Government Act 1995, s 6.10, and  
Local Government (Financial Management) Regulations 1996, r 13*

**STRATEGIC PLAN / POLICY IMPLICATIONS**

**Community Strategic Plan 2036 (CSP)**

**Corporate Business Plan 2018-2022**

Key Result Area 5: Effective leadership and governance

Community Outcome 2: Effective and integrated strategy, planning,  
financial and asset management

Strategic Response: Ensure the Shire's financial performance is well managed and leads to a strong  
financial position

Service level strategy/plan: Continue to monitor and analyse monthly, year to date and annual financial  
performance.

**PLANNING FRAMEWORK**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**SUSTAINABILITY IMPLICATIONS**

**Environmental**

Nil

**Social**

Nil

**Economic**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**RECOMMENDATION**

That Council notes the March 2019 List of Payments for \$3,518,611.36 as certified correct by the Chief  
Executive Officer.

**ADVICE TO APPLICANT / PROPONENT**

Nil

**ATTACHMENTS**

1. List of Payments for March 2019

**RECOMMENDATION / COUNCIL DECISION**

**CR EARL, CR MELDRUM OM2019/82**

That Council notes the March 2019 List of Payments for \$3,518,611.36 as certified correct by the  
Chief Executive Officer.

**CARRIED 7/0**

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#### 11.4.4 FINANCIAL ACTIVITY STATEMENT REPORT - MARCH 2019

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<b>LOCATION/ADDRESS</b>	N/A
<b>APPLICANT/LANDOWNER</b>	Shire of Augusta Margaret River
<b>FILE REFERENCE</b>	FIN/14
<b>REPORT AUTHOR</b>	Andrew Ross, Acting Director Corporate and Community Services
<b>AUTHORISING OFFICER</b>	Dale Putland, Acting Chief Executive Officer

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#### IN BRIEF

- The monthly financial activity statement report is a standard financial reporting item prepared in accordance with the provisions of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1996.
- Council is to consider the financial results for the period ending 31 March 2019.

#### RECOMMENDATION

That Council:

1. Receives the Monthly Financial Report – March 2019 in accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1996; and
  2. Approves a budget amendment of \$60,000 to job WAS35, Active Cell Preparation and Progressive Rehabilitation, for the purchase of fill material, and this expenditure be funded from the Waste Management reserve.
- 

#### LOCATION PLAN

Nil

#### TABLED ITEMS

Nil

#### BACKGROUND

In accordance with Financial Management Regulation 34, the Shire is to prepare each month a Statement of Financial Activity reporting on the sources and applications of funds, as set out in the annual budget under Financial Management Regulation 22(1), for that month with the following details:

- (a) annual budget estimates;
- (b) budget estimates to the end of the month to which the statement relates;
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- (d) material variances between the comparable amounts referred to in (b) and (c); and
- (e) net current assets at the end of the month to which the statement relates.

Also under Financial Management Regulation 34(5) Council are to adopt each year a material variance threshold. At the Ordinary Meeting of Council on 25 July 2018 (**OM2018/186**) Council adopted a monthly variance for reporting of material variances, where financial activity is greater than 10% and \$10,000.

#### CONSULTATION AND ADVICE

##### External Consultation

Nil

##### Internal Consultation

Business unit managers were provided the draft monthly financial reports for their business units and have provided their comments on variances greater than 10% and \$10,000.



## DISCUSSION / OFFICER COMMENTS

The commentary contained in the body of this report is in line with Financial Management Regulation (2)(b) that requires commentary on material variances to the Statement of Financial Activity at the nature/type, program or business unit level.

The Statement of Financial Activity shows a year to date actual closing position at 31 March of \$10.617 million (\$2.310 million lower than last month's result of \$12.927 million). This result was higher than the expected year to date budgeted position of \$2.100 million. The following details the main reasons for this favourable variation to Budget. However, the main cause is under budget capital expenditure which contributes \$7.518 million of the year to date variance and is attributable to delays with major capital projects.

Operating revenue is \$0.156 million or 0.5% above the amended budget (last month \$0.034 million or 0.1% above budget). The main contributors to this favourable result are:

- rates are \$0.057 million over the amended budget (last month they were \$0.027 million under budget);
- operating grants and contributions are \$0.074 million over the amended budget (last month \$0.020 million over budget);
- interest received on investments are \$0.067 million over the amended budget (last month \$0.059 million); and
- fees and charges are \$0.031 million under the amended budget (last month \$0.028 million over budget) with the main area of concern being caravan parks which are \$0.107 million under budget. This is partly offset by revenue for the Waste Services area being over budget.

Operating expenditure on a year to date basis is \$1.562 million or 5.5% below the amended budget (last month \$1.377 million or 5.4% below budget). The main contributing factors are:

- employee expenses being \$0.086 million or 0.8% below the amended budget (last month \$0.042 million or 0.4% below budget);
- materials and contracts are \$1.556 million or 19.7% below the amended budget (last month \$1.382 million or 19.2% below budget);
- utilities are \$0.057 million or 7.9% below the amended budget (last month \$0.084 million or 12.8% below budget);
- other expenses are \$0.084 million or 12.6% below the amended budget (last month \$0.055 million or 8.9% below budget); and
- depreciation is \$0.223 million or 3.3% over budget (last month \$0.190 million or 3.1% over budget).

Staff vacancies, staff acting in other positions, training not being used, leave taken and seasonal labour have contributed to employee expenses being under budget for a number of areas including CEO, Community Buildings, Customer Relations, the three Directorates, Libraries, Caravan Parks and Parks and Gardens.

The timing of operating projects has contributed to materials and contracts being under budget. Areas with under budget variations greater than \$0.050 million include Asset Services, Augusta Recreation Centre, CEO, Community Buildings, Outside School Hours Care, Fire Prevention, Indoor Recreation Centre, Information Technology, Road Maintenance, Parks and Gardens, Rangers, Planning, Waste Services, Landcare, Caravan Parks and Community Planning and Development. Over budget materials and contracts expenditure for the Public Works Overheads area partly offset the above.

Variation in the budget profile compared to the actual disbursement of donations, grants and subsidies is the reason other expenses is under budget for the Corporate and Community Services, Members of Council and Landcare areas.

Grants for capital works are \$0.809 million or 15.2% under budget (last month \$0.429 million or 9.1% under budget). Higher than budgeted developer contributions have offset the impact of grants not yet received from Regional Road Group for various roadwork projects and for the HEART project.

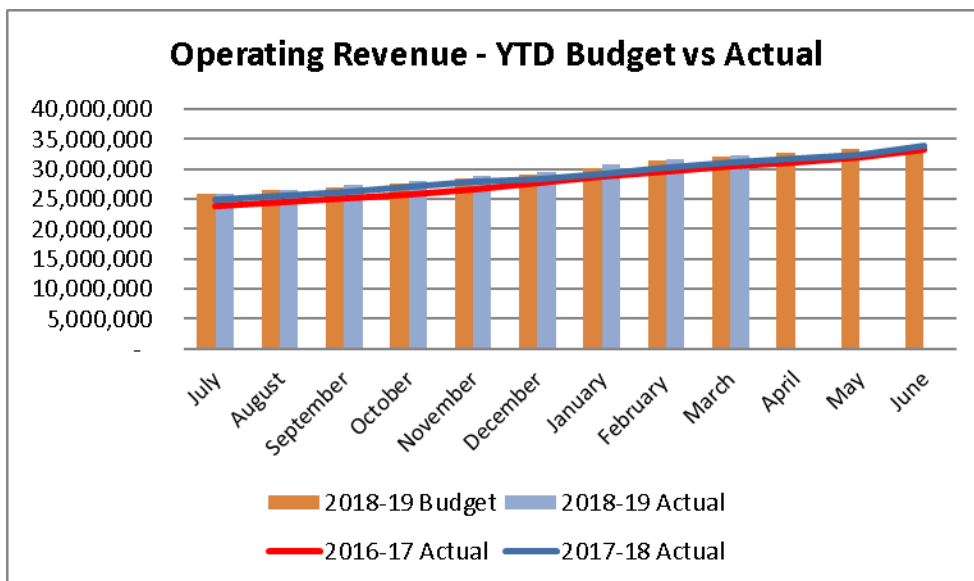
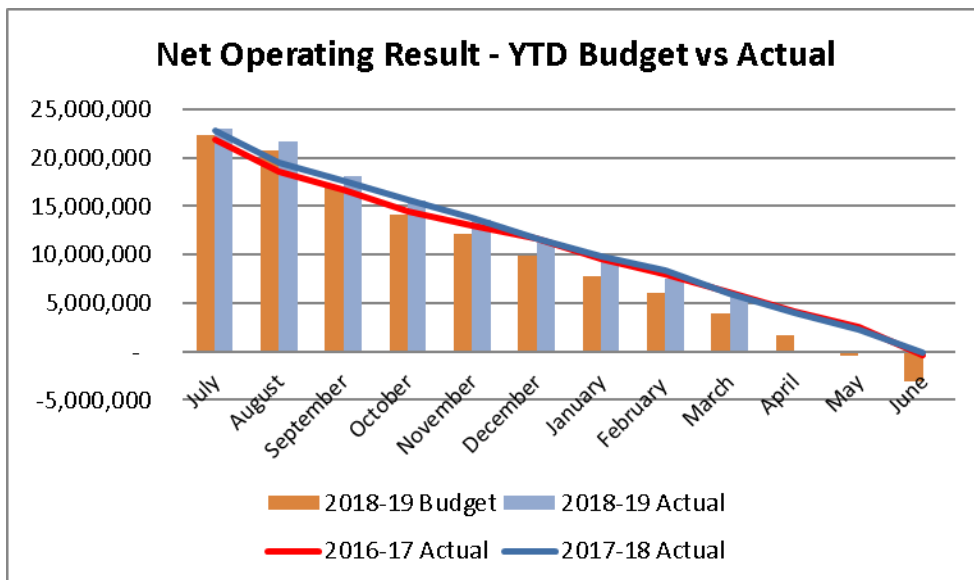
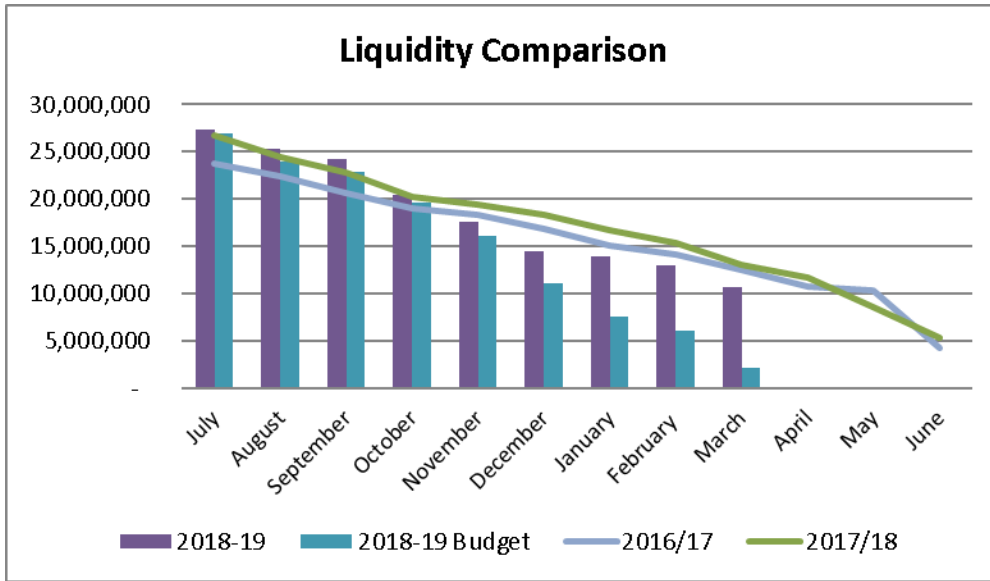
Capital expenditure of \$1.338 million during the month compared to the budget for the month of \$3.171 million. On a year to date basis capital expenditure is \$7.518 million or 38.9% under budget (last month \$5.698 million or 35.3% under budget). The major causes of this variation are:

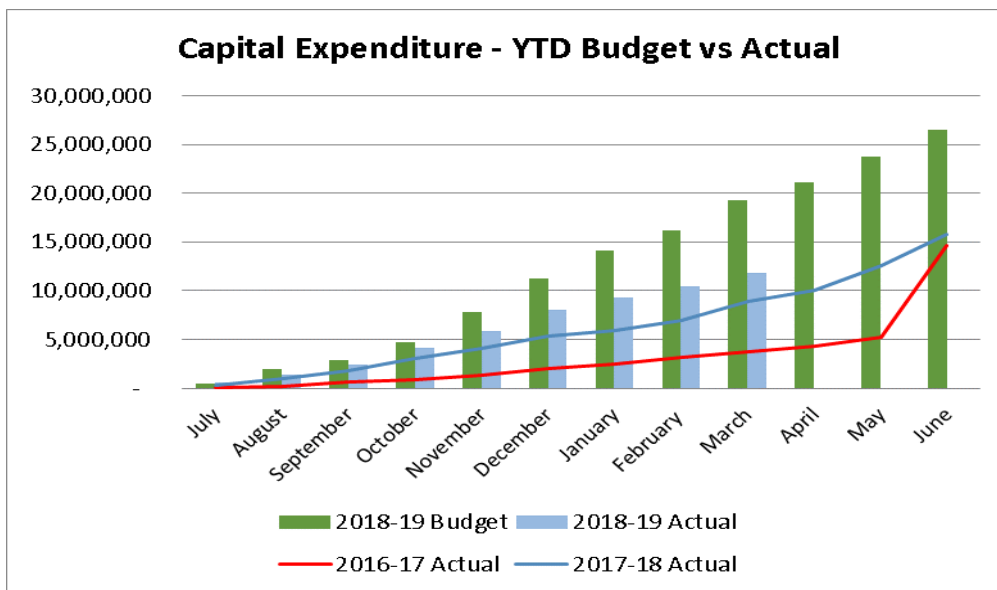
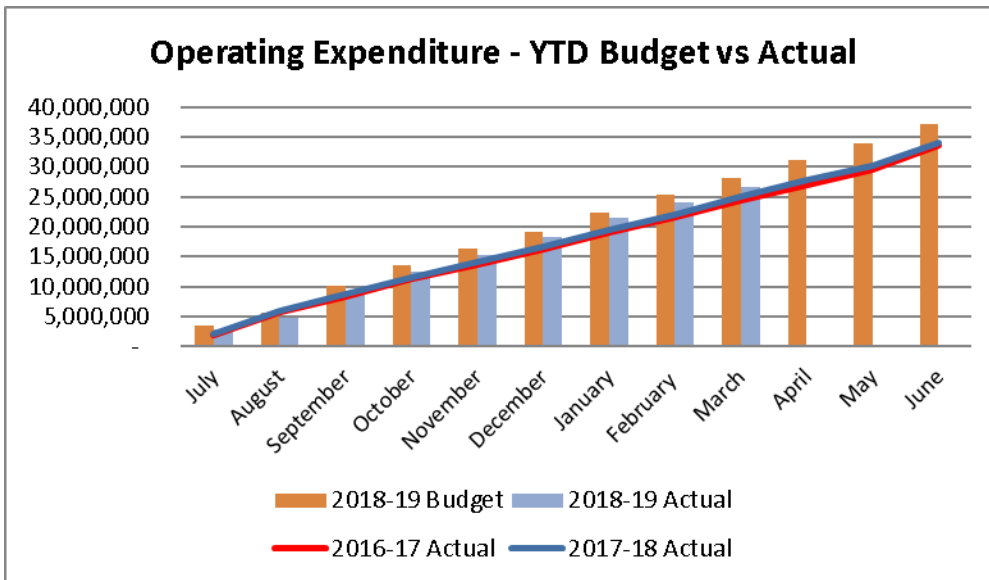
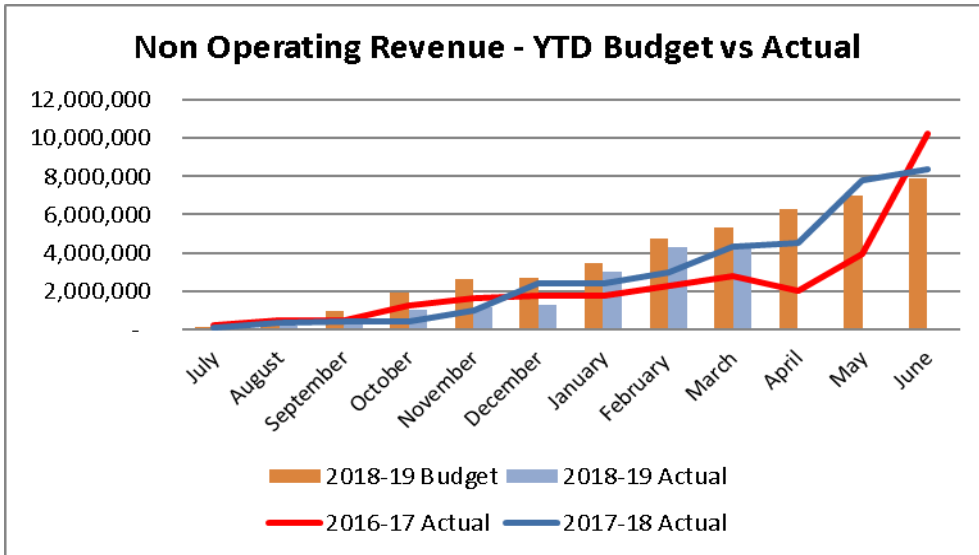
- quotations for works for buildings at the Margaret River Youth Precinct close in April;
- the extension for the Wallcliffe Bushfire Brigade shed is not expected to be completed until May;
- various projects for the Rangers have been delayed;
- delivery of shelves for the Augusta Library is expected in April or May;
- a number of projects for waste services have been delayed as a result of a number of issues including licence approval and the transfer station feasibility study recommendations;
- community buildings expenditure is \$3.129 million under budget projections with the main reasons being the works for the Cowaramup Hall (\$0.096 million under budget) and the HEART project (\$2.771 million);
- some projects for the Margaret River Recreation Centre, Augusta recreation facilities and Gloucester Park have been delayed;
- purchases of kitchen equipment for the HEART building are expected to occur in May or June;
- parks and gardens expenditure is \$0.418 million under budget with the main variations being a result of the timing of actual expenditure compared to budget for the Lower Western Oval project and the John Archibald Drive landscaping project;
- expenditure for Asset Services is \$0.237 million under budget with the main causes being the land purchase process for the Margaret River trail, shelters for the Augusta interpretation plan, delays with the Gnarabup coastal erosion project and quotations are being obtained for shelters in Augusta as part of the implementation of the interpretation plan for the town;
- road and related projects are \$2.265 million under budget with the main variations occurring for drainage expansion, path expansion and road rehabilitation projects as well as the delay to the Margaret River main street upgrade project;
- plant and equipment purchases are \$0.810 million under budget with procurement of a number of plant items in progress; and
- an outstanding invoice for the power upgrade at Turner Caravan Park is a contributing reason for caravan parks expenditure being \$0.206 million under budget, however this invoice was received in April.

Capital expenditure for the month included the following.

- \$0.753 million for community building projects including \$0.650 million for the HEART project;
- \$0.119 million on various Parks and Gardens projects including playground equipment, public open space renewal, the Rapids Landing POS development and lighting for the Lower Western Oval;
- \$0.424 million on road related projects of which \$0.117 million was spent on infrastructure upgrade projects and \$0.307 million was spent on infrastructure renewal projects. Path projects, the Margaret River main street upgrade project, various road reconstruction projects and gravel re-shouldering were the main areas of expenditure.

Financial performance against budget are shown in the following charts.





Following is the Statement of Financial Activity for the year ending 31 March 2019.

SHIRE OF AUGUSTA MARGARET RIVER  
ORDINARY COUNCIL MEETING 8 MAY 2019

<b>SHIRE OF AUGUSTA MARGARET RIVER STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 March 2019</b>							
<b>BUSINESS UNITS</b>	<b>2018-19 Approved Budget</b>	<b>2018-19 Amended Budget</b>	<b>2018-19 Month of Mar</b>	<b>2018-19 YTD Budget</b>	<b>2018-19 YTD Actual</b>	<b>YTD Variance &gt;10% &amp; &gt;\$10,000</b>	<b>Comments</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>		
<b>Net Current Assets at 1 July surplus/(deficit)</b>	<b>5,103,678</b>	<b>5,254,476</b>		<b>5,254,476</b>	<b>5,254,476</b>		Includes advance payment of FAGs for 2018-19
<b>Revenue from Operating Activities</b>							
Rates	21,769,660	21,777,160	116,590	21,700,410	21,791,513	0	
General Financing	1,492,719	1,636,158	79,822	1,223,634	1,288,804	0	
Members of Council	500	500	49	375	81	0	
Chief Executive Officer	0	0	0	0	3,000	0	
Director Corporate & Community	27,500	27,500	0	25,600	2,610	(22,990)	Timing/Perm: contributions for Scott River project
Director Sustainable Development	0	0	0	0	2,882	0	
Director Infrastructure	0	0	0	0	0	0	
Finance	15,941	15,941	7,114	6,200	16,413	10,213	Perm: various insurance claim payouts
Records	0	0	0	0	340	0	
Corporate Services	1,500	1,500	0	1,500	724	0	
Customer Relations	193,800	183,800	7,889	138,350	134,414	0	
Information Comm. Technology	0	0	0	0	914	0	
Human Resources	20,000	20,000	0	20,000	0	(20,000)	Perm: scheme dividend not expected to be received
Community Planning & Development	43,917	63,188	7,587	49,896	38,681	(11,215)	Timing: grants to be received
Emergency and Fire Services	305,449	665,942	0	392,726	405,053	0	
Rangers	211,700	211,700	10,643	163,650	141,456	(22,194)	Timing/Perm: Infringements lower than expected
Libraries	38,700	45,700	2,194	36,400	37,787	0	
Environmental Health	123,915	129,915	5,682	115,461	122,498	0	
Outside School Hours Care	463,300	518,300	52,146	402,875	455,141	52,266	Perm: Grant income and participation fees
Waste Services	4,927,040	4,858,040	77,772	4,684,535	4,782,713	0	
Town Planning	318,360	318,360	27,692	238,770	219,427	0	
Community Buildings	0	0	395	0	6,264	0	
MR Recreation Centre	829,900	813,900	65,352	615,350	623,997	0	
Cultural Centre	1,300	1,300	0	400	3,500	0	
Augusta Recreation Centre	41,500	41,500	1,203	31,500	21,144	(10,356)	Perm: Lower memberships & pool usage
Gloucester Park	74,500	74,500	2,404	64,250	53,683	(10,567)	Timing: Fees & charges, reimbursements
Beach Lifeguards	0	0	0	0	0	0	
Parks and Gardens	4,400	4,400	0	4,400	4,338	0	
Asset Services	105,600	105,600	3,324	72,300	57,940	(14,360)	Timing: Fees & charges for subdivisions, etc
Landcare	25,000	17,807	0	17,807	22,348	0	
Construction	0	10,000	0	10,000	10,000	0	
Maintenance	0	0	0	0	139	0	
Plant Program	2,000	50,000	0	50,000	51,174	0	
Caravan Parks	2,176,194	2,176,194	218,468	1,811,270	1,703,794	0	
Building Control	248,200	248,200	18,961	185,825	166,872	(18,953)	Timing: pool inspection fees
Works Overheads	0	0	0	0	0	0	
Plant Operation Costs	0	0	0	0	2,637	0	
Other Property and Services	20,000	108,000	44,670	104,000	150,903	46,903	Perm: Workers Compensation & Gravel Income
	<b>33,482,595</b>	<b>34,125,105</b>	<b>749,958</b>	<b>32,167,484</b>	<b>32,323,185</b>	<b>155,701</b>	
<b>Expenditure from Operating Activities</b>							
Revenue	(319,444)	(309,444)	(29,507)	(227,025)	(232,994)	0	
General Financing	(604,642)	(619,642)	(19,889)	(353,462)	(354,740)	0	
Members of Council	(393,224)	(388,224)	(38,590)	(286,168)	(227,265)	58,903	Timing: donations and projects
Chief Executive Officer	(1,356,786)	(1,143,286)	(65,696)	(871,527)	(729,683)	141,844	Perm/Timing: employee costs, projects
Director Corporate & Community	(498,770)	(498,770)	(24,302)	(421,134)	(343,535)	77,599	Timing: projects (Scott River) & contributions (MRREC)
Director Sustainable Development	(686,350)	(656,350)	(40,774)	(494,109)	(441,397)	52,712	Timing/Perm: Labour, legal costs
Director Infrastructure	(385,540)	(385,540)	(39,081)	(298,910)	(234,819)	64,091	Perm/Timing: employee costs
Finance	(966,222)	(986,222)	(43,627)	(872,509)	(853,126)	0	
Records	(194,632)	(194,632)	(15,633)	(149,741)	(139,685)	0	
Corporate Services	(272,840)	(368,340)	(26,581)	(245,165)	(195,748)	49,417	Timing: stationery, utilities, pool vehicle costs
Customer Relations	(547,932)	(517,932)	(36,498)	(392,792)	(372,242)	0	
Information Comm. Technology	(1,158,039)	(1,158,039)	(82,170)	(978,471)	(830,553)	147,918	Timing: software licences, special projects
Human Resources	(665,960)	(665,960)	(41,599)	(512,014)	(464,390)	47,625	Timing: OSH initiatives, organisational development
Community Planning & Development	(727,906)	(727,177)	(37,048)	(529,937)	(421,335)	108,602	Timing: various projects
Emergency and Fire Services	(1,112,859)	(1,445,659)	(112,164)	(1,057,824)	(961,376)	96,448	Timing: contract services
Rangers	(702,644)	(702,644)	(50,303)	(559,382)	(487,914)	71,468	Timing: contract services
Beach Lifeguards	(126,220)	(126,220)	(26,524)	(103,912)	(76,333)	27,579	Timing: employee costs
Libraries	(987,441)	(994,441)	(69,609)	(754,908)	(682,529)	72,379	Timing: employee costs, contract services
Environmental Health	(570,020)	(560,020)	(37,609)	(429,804)	(396,620)	0	
Outside School Hours Care	(438,968)	(494,968)	(28,601)	(401,324)	(341,367)	59,957	Timing: special projects
Waste Services	(2,811,796)	(2,591,796)	(182,582)	(1,972,275)	(1,759,501)	212,774	Timing: projects, waste collection & disposal
Town Planning	(1,087,572)	(1,082,572)	(72,439)	(793,416)	(734,727)	0	
Landcare	(668,198)	(655,005)	(19,430)	(432,597)	(284,571)	148,026	Timing: contributions & projects
Community Buildings	(1,954,385)	(1,954,385)	(158,243)	(1,489,484)	(1,403,214)	0	
MR Recreation Centre	(2,265,198)	(2,249,198)	(147,400)	(1,709,977)	(1,631,148)	0	
Margaret River Heart	(478,307)	(519,807)	(24,440)	(439,067)	(436,685)	0	
Augusta Recreation Centre	(167,514)	(167,514)	(8,826)	(135,467)	(75,532)	59,935	Timing: maintenance works to occur later in the year
Gloucester Park	(234,304)	(239,804)	(19,779)	(176,103)	(136,089)	40,014	Timing: projects
Parks and Gardens	(2,554,964)	(2,594,964)	(217,494)	(1,931,703)	(1,970,350)	0	
Asset Services	(1,136,808)	(1,123,808)	(65,301)	(903,985)	(704,082)	199,903	Timing: projects
Construction	0	0	0	0	0	0	
Maintenance	(8,508,587)	(8,908,587)	(700,565)	(6,815,505)	(6,880,689)	0	
Plant Program	(169,042)	(89,042)	(590)	(44,042)	(52,290)	0	
Caravan Parks	(1,386,056)	(1,463,056)	(116,271)	(1,101,650)	(888,703)	212,947	Timing: employee costs, maintenance
Building Control	(175,620)	(175,620)	(11,568)	(136,774)	(134,865)	0	
Works Overheads	(75,018)	(75,018)	(26,581)	(42,451)	(558,937)	(516,486)	Timing: under recovery -costs to be allocated to jobs
Plant Operation Costs	209,208	209,208	38,272	163,415	104,210	(59,205)	Timing: balanced recovery, actual costs lower
Other Property and Services	(51,000)	(606,000)	(3,466)	(330,636)	(335,227)	0	
	<b>(36,231,600)</b>	<b>(37,230,478)</b>	<b>(2,602,507)</b>	<b>(28,231,835)</b>	<b>(26,670,052)</b>	<b>1,561,782</b>	

SHIRE OF AUGUSTA MARGARET RIVER  
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<b>SHIRE OF AUGUSTA - MARGARET RIVER STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 March 2019</b>						
BUSINESS UNITS	2018-19	2018-19	2018-19	2018-19	2018-19	YTD
	Approved	Amended	Month of	YTD	YTD	Variance
	Budget	Budget	Mar	Budget	Actual	>10% &
	\$	\$	\$	\$	\$	>\$10,000
<b>Operating activities excluded from Budget</b>						
Depreciation on assets	9,146,640	9,096,640	790,231	6,808,980	7,031,902	0
(Profit)/Loss Asset Disposal	147,042	29,042	0	(20,958)	(32,770)	(11,812)
	9,293,682	9,125,682	790,231	6,788,022	6,999,133	211,111
<b>Amount attributable to operating activities</b>	<b>11,648,355</b>	<b>11,274,785</b>	<b>(1,062,318)</b>	<b>15,978,147</b>	<b>17,906,741</b>	
<b>INVESTING ACTIVITIES</b>						
<b>Non Operating Grants &amp; Contributions</b>						
Emergency and Fire Services	818,078	828,078	0	72,478	57,275	(15,203)
Waste Services	0	0	0	0	0	0
Town Planning	200,000	200,000	1,249	150,000	229,759	79,759
Community Buildings	4,155,268	4,267,268	0	2,970,000	2,480,000	(490,000)
Gloucester Park	0	0	0	0	0	0
Parks and Gardens	332,207	340,407	0	340,407	257,356	(83,051)
Asset Services	45,000	45,000	9,000	45,000	9,000	(36,000)
Construction	2,114,039	2,202,539	178,424	1,729,826	1,465,454	(264,372)
Other Property & Services	0	0	0	0	0	0
	7,664,592	7,883,292	188,673	5,307,711	4,498,844	(808,867)
<b>Capital Investment</b>						
Purchase Land Held for Resale	0	0	0	0	0	0
Purchase Land and Buildings	(11,279,595)	(11,480,895)	(765,144)	(8,728,270)	(5,319,362)	3,408,908
Purchase Infrastructure Assets - Other	(4,528,639)	(3,847,649)	(144,608)	(3,085,147)	(2,164,735)	920,412
Purchase Infrastructure Assets - Roads	(8,273,574)	(8,248,574)	(424,309)	(5,340,534)	(3,075,436)	2,265,098
Purchase Plant and Equipment	(2,204,690)	(2,614,010)	0	(1,868,410)	(1,058,122)	810,288
Purchase Furniture and Equipment	(341,500)	(357,000)	(4,082)	(284,000)	(170,425)	113,575
Proceeds from Disposal of Assets	1,457,182	1,392,182	0	1,032,182	1,036,529	0
Proceeds from Sale of Land Held for Resale	0	525,000	0	393,636	263,636	(130,000)
	(25,170,816)	(24,630,946)	(1,338,143)	(17,880,543)	(10,487,915)	7,388,281
<b>Amount attributable to investing activities</b>	<b>(17,506,224)</b>	<b>(16,747,654)</b>	<b>(1,149,470)</b>	<b>(12,572,832)</b>	<b>(5,989,071)</b>	
<b>FINANCING ACTIVITIES</b>						
Repayment of Debentures	(853,730)	(853,730)	(54,100)	(633,253)	(633,370)	0
Advances to Community Groups	0	0	0	0	0	0
Proceeds from Self-Supporting & IF Loans	11,317	11,317	4,160	11,317	16,815	0
Proceeds from New Loan	500,000	500,000	0	500,000	500,000	0
Unspent Loan		(172,000)				
Transfers to Cash Reserves	(3,044,815)	(3,749,815)	(47,342)	(1,183,638)	(1,183,638)	0
Transfers from Cash Reserves	9,245,097	9,727,097	0	0	0	0
<b>Amount attributable to financing activities</b>	<b>5,857,869</b>	<b>5,462,869</b>	<b>(97,283)</b>	<b>(1,305,574)</b>	<b>(1,300,193)</b>	<b>0</b>
<b>Net Current Assets Surplus (Deficit)</b>	<b>0</b>	<b>(10,000)</b>	<b>(2,309,070)</b>	<b>2,099,741</b>	<b>10,617,477</b>	

**Investments**

At 31 March 2019 the Shire's cash on hand, deposits and investments totalled \$38,149,227 (a decrease of \$1,3062,042 to last month's total of \$36,787,185) and total investment interest earned for the year was \$571,293 and exceeded the budget of \$535,600.

**Term Deposits – Cash Management**

At the end of March the Shire had the following short-term facilities (term deposits).

Term Days	Maturity	Institution (ADI)	Principal \$	Interest Rate	Interest \$
182	2/4/19	Bendigo Bank	1,000,000	2.55%	12,715
60	20/5/19	Bankwest	2,500,000	2.50%	10,445
270	10/12/19	Bankwest	1,500,000	2.50%	27,740
365	11/4/19	National Australia Bank	2,500,000	2.62%	65,500
365	18/7/19	NAB	1,500,000	2.74%	41,100
365	16/8/19	Bankwest	4,000,000	2.76%	110,400
365	6/9/19	Bankwest	2,000,000	2.70%	54,000
265	13/9/19	National Australia Bank	5,000,000	2.70%	135,500

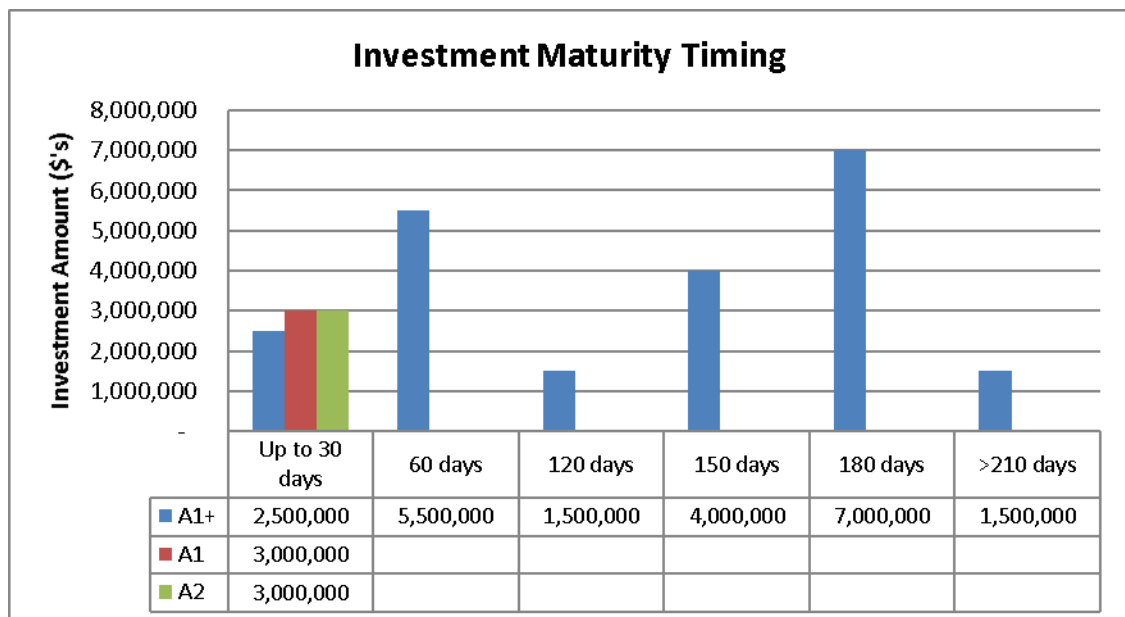
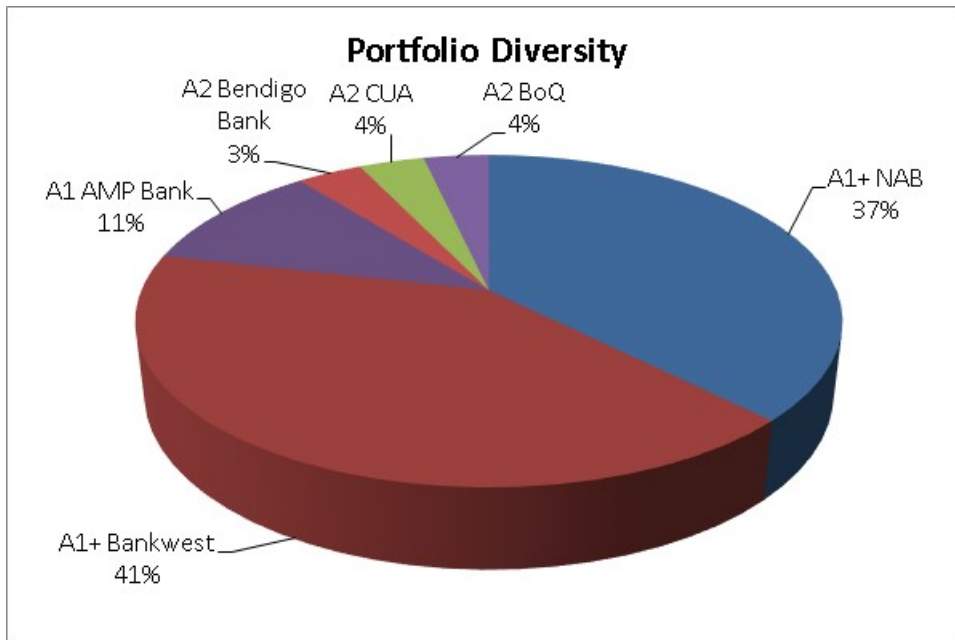
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182	2/4/19	Credit Union Australia	1,000,000	2.65%	13,214
183	9/4/19	Bank of Queensland	1,000,000	2.65%	13,286
183	9/4/19	AMP Bank	3,000,000	2.75%	41,363
90	9/5/19	National Australia Bank	1,500,000	2.68%	9,912
90	6/5/19	Bankwest	1,500,000	2.65%	9,801
			28,000,000		544,976

During the month the following changes occurred to term deposits:

- Bankwest investment of \$1.500 million matured on 15/3/19 and was rolled over for 9 months at 2.50%;
- Bankwest investment of \$2.500 million, which represents the Royalties for Regions' grant instalment received for the HEART project, matured on 20/3/19 and was rolled over for 2 months at 2.50%

The average rate of interest to be paid on all of the term deposits is 2.65%.



The Shire also has an Overnight Cash Deposit Facility (OCDF) with WA Treasury Corporation (WATC) which is used to hold the Royalties for Regions funds allocated for the main street redevelopment project. The South West Development Commission are a joint signatory for this facility. During the month interest of \$6,114 was earned and the current balance of the investment, including this interest, is \$5.502 million. The current rate of interest earned on this facility is 1.45% and is set at 5 basis points lower than the Reserve Bank's cash reference rate.

#### **In-Kind Support**

At 31 March 2019 fee waivers, donations and financial assistance sponsorships totalled \$13,028 and included \$4,500 of sporting sponsorships, \$8,078 of fee waivers and a \$450 donation.

#### **Reserves**

Movement to reserves represent interest earned on reserve funds. During the month no reserve transfers were processed.

#### **Budget Amendment**

The Shire has an opportunity to acquire approximately 20,000 cubic metres of high quality clay fill material for use in a new landfill cell for the Davis Road landfill site. The material is available from the adjoining site on Davis Road. The major benefit of the proposal is that the material is free of charge on the basis the Shire pays the transport cost and the material is moved as soon as possible. The amendments to the licence to extend the life of the Davis Road landfill site requires the floor be raised by one metre which requires a substantial quantity of good quality fill. It is becoming increasingly difficult to source the material required and this opportunity will allow the Shire to obtain the material at a reduced cost. The material can be stockpiled on site until required.

An amendment to the budget for WAS35 is required to allow for this expenditure. The estimated expenditure of \$60,000 will be funded from the Waste Management reserve.

#### **STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS**

Financial Management Regulation 34 requires a local government to prepare each month a Statement of Financial Activity reporting on the sources and applications of funds, as set out in the annual budget under Financial Management Regulation 22(1).

#### **STRATEGIC PLAN / POLICY IMPLICATIONS**

##### ***Community Strategic Plan 2036 (CSP)***

##### ***Corporate Business Plan 2018-2022***

Key Result Area 5: Effective leadership and governance

Outcome 6: Measure and report on success and sustainability

Strategy 1: effectively measure our success and progress to a sustainable future

Service level strategy/plan: Continue to monitor monthly, year to date and annual financial performance including preparation of the annual financial report.

#### **PLANNING FRAMEWORK**

Nil

#### **FINANCIAL IMPLICATIONS**

The overall financial performance of the Shire is as summarised in this report.

#### **SUSTAINABILITY IMPLICATIONS**

##### **Environmental**

Nil

##### **Social**

Nil

##### **Economic**

As stated in the report.

#### **VOTING REQUIREMENTS**

Simple Majority



**RECOMMENDATION**

That Council:

1. Receives the Monthly Financial Report – March 2019 in accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1996; and
2. Approves a budget amendment of \$60,000 to job WAS35, Active Cell Preparation and Progressive Rehabilitation, for the purchase of fill material, and this expenditure be funded from the Waste Management reserve.

**ADVICE TO APPLICANT / PROPONENT**

Nil

**ATTACHMENTS**

1. Monthly Financial Report consisting of:
  - a. Notes to and forming part of the Statement of Financial Activity
  - b. Financial Reports by Business Units

**RECOMMENDATION / COUNCIL DECISION**

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**CR MELDRUM, CR MCLEOD OM2019/83**

That Council:

1. **Receives the Monthly Financial Report – March 2019 in accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1996; and**
2. **Approves a budget amendment of \$60,000 to job WAS35, Active Cell Preparation and Progressive Rehabilitation, for the purchase of fill material, and this expenditure be funded from the Waste Management reserve.**

**CARRIED 7/0**

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**12. MOTIONS FROM MEMBERS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**13. MOTIONS FOR CONSIDERATION AT NEXT MEETING**

**13.1 International Campaign to Abolish Nuclear Weapons – Cr Townshend**

*Cr Townshend gave notice of the following motion for consideration at the 22 May 2019 Ordinary Meeting of Council:*

**MOTION**

That Council:

1. Endorses the International Campaign to Abolish Nuclear Weapons (ICAN) Cities Appeal as stated: “Our Shire is deeply concerned about the grave threat that nuclear weapons pose to communities throughout the world. We firmly believe that our residents have the right to live in a world free from this threat. Any use of nuclear weapons, whether deliberate or accidental, would have catastrophic, far-reaching and long-lasting consequences for people and the environment. Therefore, the Shire Council warmly welcomes the adoption of the Treaty on the Prohibition of Nuclear Weapons by the United Nations in 2017, and we call on our national government to sign and ratify it without delay.”
2. The Shire President writes to the Prime Minister, The Minister for Foreign Affairs and ICAN Australia advising of this endorsement;
3. Congratulates ICAN for its advocacy and leadership in the passage of the United Nations (UN) Treaty on the Prohibition of Nuclear Weapons and on being awarded the 2017 Nobel Peace Prize;
4. Notes that the Shire of Augusta Margaret River is an Australian member of Mayors for Peace, an organisation with the mission to raise international public awareness regarding the need to abolish nuclear weapons and contribute to world peace; and
5. Notes that the UN Treaty on the Prohibition of Nuclear Weapons:
  - (a) is the first ever treaty to explicitly prohibit all aspects of the development, production, possession, transfer, use or threat of use of nuclear weapons, or assistance or encouragement to engage in any of these prohibited activities;
  - (b) was passed by a majority of countries at the UN on 7 July 2017 and will come into effect when 50 countries have signed and ratified it;
  - (c) has been signed by 70 countries and ratified by 23 including New Zealand; and
  - (d) has not been signed or ratified by the Australian Government.

**14. NEW BUSINESS OF AN URGENT NATURE**

**14.1. Members**

Nil

*Cr Earl congratulated Arts Margaret River on the success of the Readers & Writers Festival.*

**14.2. CEO**

Nil

**15. CONFIDENTIAL BUSINESS**

Nil

**16. CLOSURE OF MEETING**

*The Shire President thanked all in attendance and declared the meeting closed at 5.59pm*