

# Ordinary Council Meeting

## Notice of Meeting | 17<sup>th</sup> December 2020

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday 17<sup>th</sup> December 2020 commencing at 2.00 pm.

In accordance with the current State Emergency Declarations in regard to public gatherings, the Meeting venue is restricted to 25 Persons in total (including Councillors, Staff and Public).

Public are able to attend this meeting.

Public questions may be submitted electronically to this meeting. Please click on the link for further information <https://www.quairading.wa.gov.au/documents/1150/public-question-time-form>

Alternatively, Questions may be asked in Person.

MEETING AGENDA ATTACHED

*Graeme Fardon*

Graeme Fardon  
CHIEF EXECUTIVE OFFICER

Date: 11<sup>th</sup> December 2020

---

### Disclaimer

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

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

---

# CONTENTS

| Agenda Item | Page  |
|-------------|---|
| ITEM 1      | OPENING & ANNOUNCEMENTS.....3   |
| ITEM 2      | ATTENDANCE AND APOLOGIES .....3   |
| ITEM 3      | PUBLIC QUESTION TIME.....3  |
| ITEM 4      | DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS..... 4  |
| ITEM 5      | APPLICATIONS FOR LEAVE OF ABSENCE..... 4  |
| ITEM 6      | DECLARATIONS OF INTEREST.....4  |
| ITEM 7      | CONFIRMATION OF MINUTES AND BUSINESS ARISING ..... 4  |
| 7.1         | Confirmation of Minutes – 26 <sup>th</sup> November 2020..... 4   |
| 7.2         | Business Arising..... 4   |
| ITEM 8      | MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING .....5   |
| ITEM 9      | MATTERS FOR CONSIDERATION – FINANCE & AUDIT .....6  |
| 9.1         | Accounts for Payment –November 2020.....6   |
| 9.2         | Financial Information–Statements of Income and Expenditure for the Period Ending – 30 <sup>th</sup> November 2020.....8 |
| 9.3         | Auditor’s Report - Year Ended 30 <sup>th</sup> June 2020.....10   |
| 9.4         | Audit and Risk Committee Meeting Minutes – 8 <sup>th</sup> December 2020.....13   |
|             | <i>1) 2020/2021 Financial Audit – Office of the Auditor General (OAG)..... 13</i>                                       |
|             | <i>2) Grant Funding Status Report ..... 13</i>  |
|             | <i>3) Policy Manual Review 2020..... 13</i>   |
|             | <i>4) Report on Excess Annual Leave and Long Service Leave..... 14</i>  |
|             | <i>5) Review of Committee Terms of Reference and Performance..... 14</i>  |
| ITEM 10     | MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION .....17   |
| 10.1        | Proxy Council Delegate – Roe Tourism Association Committee.....17   |
| 10.2        | Geographical Names Advisory Committee Nominations.....20  |
| 10.3        | Annual Report for Year Ended 30 <sup>th</sup> June 2020 .....24   |
| 10.4        | Review of the Community Grants Process.....27   |
| ITEM 11     | MATTERS FOR CONSIDERATION – HEALTH AND BUILDING ..... 30  |
| ITEM 12     | MATTERS FOR CONSIDERATION – WORKS .....31   |
| 12.1        | RFT 03-20/21 Quairading Townsite Pavement Reconstruction & Ancillary Works.....31                                       |
| ITEM 13     | URGENT COUNCILLORS’ BUSINESS ..... 34   |
| ITEM 14     | CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2) ..... 34  |
| ITEM 15     | NEXT MEETING DATE..... 34   |
| ITEM 16     | CLOSURE .....34   |

# SHIRE OF QUAIRADING

## ITEM 1 OPENING & ANNOUNCEMENTS

---

The Shire President opened the Meeting at \_\_\_\_\_ pm.

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

Councillors are advised that an Invitation has been extended to Mr John Ryan, Mr Chris Farmer and Prof. Margaret Roper of Ausplow to join us for Afternoon Tea and make a Presentation on the Company's Activities prior to the commencement of Council's Information Session which commences at 4.00 pm.

## ITEM 2 ATTENDANCE AND APOLOGIES

---

### Councillors

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

### Council Officers

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

### Observers/Visitor

### Apologies

### Leave of Absence Previously Granted

## ITEM 3 PUBLIC QUESTION TIME

---



ITEM 8      MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

---

*No matters for consideration.*

## ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

### 9.1 Accounts for Payment – November 2020

**Meeting Date** 17<sup>th</sup> December 2020

**Responsible Officer** CEO Graeme Fardon

**Reporting Officer** EMCS Nathan Gilfellon

**Attachments**

(i) November 2020 Payment List

(ii) Transport Takings

(iii) Credit Card Statement

**Owner/Applicant** N/A

**Disclosure of Interest** Nil

### OFFICER RECOMMENDATION

**MOVED** \_\_\_\_\_ **SECONDED** \_\_\_\_\_

That Council note the following:

1. That Schedule of Accounts for November covering Municipal Vouchers 23765 to 23774, EFT 8555 to EFT 8686 \$419,289.12 be received and
2. That Police Licensing payments for the month of November 2020 totalling \$37,063.50 be received (Attachment ii); and
3. That fund transfers to Corporate Credit Card for November 2020 balance totalling \$1,036.92 be received (Attachment iii); and
4. That Net Payroll payments for the month November 2020 totalling \$125,731.86; and
5. That the Lease payment for the month of November 2020 on the CESM Vehicle totalling \$1,140.08.

**CARRIED** \_\_\_/\_\_\_

**VOTING REQUIREMENTS** – Simple Majority

### IN BRIEF

Payments are per attached schedules 9.1 1/2/3

### MATTER FOR CONSIDERATION

Note the Accounts paid during November 2020.

### BACKGROUND

Accounts paid are required to be submitted each month.

### STATUTORY ENVIRONMENT

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

### POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Payment from Council's Municipal Fund. Expenditure as per delegated authority and included in the adopted 2020/2021 Budget.

Payments made for the 2020/21 Year in the Payments List have been included in Councils Budget in accordance with section 6.8 of the Local Government Act 1995.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

## 9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 30<sup>th</sup> November 2020

|                               |                                       |
|-------------------------------|---------------------------------------|
| <b>Meeting Date</b>           | 17 <sup>th</sup> December 2020        |
| <b>Responsible Officer</b>    | CEO Graeme Fardon                     |
| <b>Reporting Officer</b>      | EMCS Nathan Gilfellon                 |
| <b>Attachments</b>            | (i) Financial Statements for November |
| <b>Owner/Applicant</b>        | Shire of Quairading                   |
| <b>Disclosure of Interest</b> | Nil                                   |

### OFFICER RECOMMENDATION

**MOVED** \_\_\_\_\_ **SECONDED** \_\_\_\_\_

That Council receive the Monthly Financial Statements for the period ending 30<sup>th</sup> November 2020.

**CARRIED** \_\_\_\_ / \_\_\_\_

**VOTING REQUIREMENTS** – Simple Majority

### IN BRIEF

- Monthly Financial Statements for the period ending 30<sup>th</sup> November 2020 attached.
- Monthly Financial Statements have been updated based on the Moore Australia's Monthly Statements Model.
- The Monthly Financial Statements report include the Fund Balances Report and the Variance Report.

### MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements

### BACKGROUND

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

### STATUTORY ENVIRONMENT

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

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

The regulation requires the local government to prepare each month a statement of financial activity as per attachment. This statement is intended to report on the sources and application of funds highlighting variances to budget for the month in question.

### POLICY IMPLICATIONS

Nil



## FINANCIAL IMPLICATIONS

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

Nil

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

Financial - Risk Matrix Rating considered Low – Comprehensive Monthly Financial Reports in accordance with the Local Government’s Financial Regulation 34.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low. Risk Mitigated through compliance with legislation and sound financial management policies and processes in place.

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

Natural Environment – Risk Matrix Rating considered Low.

## COMMENT

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

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

### 9.3 Auditor's Report - Year Ended 30<sup>th</sup> June 2020

|                               |  |
|-------------------------------|--|
| <b>Meeting Date</b>           | 17 <sup>th</sup> December 2020   |
| <b>Responsible Officer</b>    | CEO Graeme Fardon  |
| <b>Reporting Officer</b>      | EMCS Nathan Gilfellon  |
| <b>Attachments</b>            | (i) Independent Auditor's Report<br>(ii) Management Report Letter - Confidential Item (under separate Cover)<br>(iii) Signed Annual Financial Statements to the 30 <sup>th</sup> June 2020 (Refer to Item 10.3 Annual Report Attachment) |
| <b>Owner/Applicant</b>        | Mr Greg Godwin, Auditor, Moore Stephens  |
| <b>Disclosure of Interest</b> | Nil  |

#### OFFICER RECOMMENDATION

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

**That Council: -**

1. Receive the Audit Report from Council's Auditor Mr Greg Godwin (Moore Australia) for the Year Ended 30<sup>th</sup> June 2020.
2. Note that the Annual Meeting with the Auditor, pursuant to Section 7.12A of the Local Government Act was held on the 8<sup>th</sup> December 2020.

**CARRIED** \_\_\_/\_\_\_

**VOTING REQUIREMENTS** - Simple Majority

#### IN BRIEF

- Council's Auditor Mr Godwin has completed and presented the Independent Audit Report for the Year ended 30<sup>th</sup> June 2020.
- The Auditor has presented an "Unmodified Opinion" for the 2019/2020 Financial Year.
- Audit Report to be Received and Noted by Council.
- The Auditor has prepared a separate Management Letter to the Shire President.
- Any Matters raised in the Management Letter are to be addressed by Management and report to the Audit & Risk Committee.
- There are no Matters raised by the Auditor in the Auditor's Report for Council and the Audit & Risk Committee to consider.

#### MATTER FOR CONSIDERATION

Receipt of the Auditor's Report for the Year Ended 30<sup>th</sup> June 2020.

#### BACKGROUND'

Moore Australia (formerly Moore Stephens WA) was appointed by Council to undertake the Shire of Quairading External Audit for a period of 3 years commencing July 2017.

This is the last Year of the Audit Contract before Council is transitioned to have the External Audit conducted by the Office of the Auditor General commencing in the 2020/2021 Year.

The Shire has prepared its Annual Financial Report for the year ending 30 June 2020, in accordance with the Australian Accounting Standards and the specific requirements of the Local Government Act 1995 and associated Regulations.

The Annual Audit of Council's Financial Statements for the Year ended 30<sup>th</sup> June 2020 was conducted with an Onsite Audit Visit on from the 26<sup>th</sup> to the 28<sup>th</sup> October 2020.

Mr Godwin conducted a Post Audit Exit Meeting Tele-meeting with the 8 Elected Members and Senior Staff on Tuesday 8<sup>th</sup> December 2020 prior to the commencement of the Audit & Risk Committee Meeting.

Council's Auditor, Mr Godwin, has now completed the Audit and has provided the "Independent Auditor's Report" dated the 10<sup>th</sup> December 2020.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government (Financial Management) Regulations*

*Local Government (Audit) Regulations*

*Australian Accounting Standards*

*International Financial Reporting Standards*

In particular, the pertinent sections of the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996*, are:

- Section 6.4 – a local government is to prepare an annual financial report in the manner and form prescribed and by 30 September submit to its Auditor the accounts balanced up to the last day of the preceding year and the annual financial report.
- Section 7.9 – the Auditor is required to examine the accounts and annual financial report and by 31 December, prepare a report thereon and forward a copy of that report to the Shire President, CEO and the Minister.
- Clause 10 (of the Regulations) – the auditor's report is to give the auditor's opinion on the financial position of the local government, the results of the operations of the local government, include any material matters that in the opinion of the auditor indicate significant adverse trends in the financial position, ratios or the financial management practices of the local government and include any matters indicating non-compliance.
- Clause 16 (of the Regulations) – Functions of the audit committee include to guide and assist the local government in carrying its functions and responsibilities in regard to audits and is to support the Auditor to conduct the audit.

## **POLICY IMPLICATIONS**

N/A.

## **FINANCIAL IMPLICATIONS**

Audit Fees are provided for in Council's Adopted Budget. No further financial implications are envisaged from the Audit Report.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

| ITEM | OUTCOMES AND STRATEGIES                                       |
|------|---|
| G1   | Robust Integrated Planning and Reporting (IPR)                |
| G1.1 | Continual improvement in IPR, transparency and accountability |
| G4   | Sound Organisation  |
| G4.1 | Maintain sustainability ratios at or above basic level        |

### CONSULTATION

Nil Public Consultation.

The Audit Report must be published on Council's Website as part of the Annual Report.

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

Financial - Risk Matrix Rating is assessed as Low. Independent Audit conducted by Council's Auditor in accordance with Legislation, Australian Accounting Standards and Moore Australia's Memorandum of Audit. The Audit comprised of an Interim Audit in June and a Final Audit in October 2020.

Audit Opinion is Unqualified and there are no Significant Matters to report to Council. Audit Report is forwarded by Mr Godwin to the Minister for Local Government, the Shire President and the Chief Executive Officer.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Unmodified (Unqualified) Audit Report is included in Council's Annual Report which is received by Council, published and also presented to the Annual Meeting of Electors.

Operation – Risk Matrix Rating is assessed as Low. Audit Visits and follow up work were undertaken as part of Council's normal Administration and Finance Operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

## 9.4 Audit and Risk Committee Meeting Minutes – 8<sup>th</sup> December 2020

|                               |  |
|-------------------------------|--|
| <b>Meeting Date</b>           | 17 <sup>th</sup> December 2020         |
| <b>Responsible Officer</b>    | CEO Graeme Fardon                      |
| <b>Reporting Officer</b>      | CEO Graeme Fardon                      |
| <b>Attachments</b>            | Audit & Risk Committee Meeting Minutes |
| <b>Owner/Applicant</b>        | Shire of Quairading                    |
| <b>Disclosure of Interest</b> | Nil.                                   |

### OFFICER'S RECOMMENDATION

**MOVED** \_\_\_\_\_ **SECONDED** \_\_\_\_\_

That Council receive the Minutes of the Audit & Risk Committee Meeting held on the 8<sup>th</sup> December 2020.

**CARRIED** \_\_\_/\_\_\_

**That Council consider each of the Committee's following recommendations individually: -**

#### 1) 2020/2021 Financial Audit – Office of the Auditor General (OAG)

**MOVED** \_\_\_\_\_ **SECONDED** \_\_\_\_\_

*RECOMMENDATION: AR7-20/21*

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

That Council Note the Correspondence from the Auditor General advising that the OAG will be undertaking Council's Audit commencing in the 2020/2021 Financial Year.

**CARRIED** \_\_\_/\_\_\_

#### 2) Grant Funding Status Report

**MOVED** \_\_\_\_\_ **SECONDED** \_\_\_\_\_

*RECOMMENDATION: AR8-20/21*

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

Council notes the Grants Status Reports dated December 2020.

**CARRIED** \_\_\_/\_\_\_

#### 3) Policy Manual Review 2020

**MOVED** \_\_\_\_\_ **SECONDED** \_\_\_\_\_

*RECOMMENDATION: AR9-20/21*

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

- The policy amendments outlined in Attachment (i) specifically in relation to the following policies:
  - CS.2 Communication Policy
  - ENV.1 Town Treescape Policy
  - ENV.2 Road Reserve Weed Control Policy

*Continues on next the page*

FIN.5 Rates Collection Policy  
GOV.7 Shire of Quairading Bush Fire Advisory Committee Terms of Reference  
INF.2 Private Entrances Pipe Crossing (Rural Policy)  
INF.3 Verge Improvement Policy  
INF4. Urban Crossover Policy  
INF.5 Rural Roadside Tree Planting Policy  
ORG.5 Related Party Disclosure Policy

2. The revocation of the following policy (Attachment (ii):  
FIN.3 Significant Accounting Policies
3. The following revised policy for inclusion in the Council Policy Manual:  
FIN.3.1 Significant Accounting Policies

CARRIED \_\_\_/\_\_\_

#### 4) Report on Excess Annual Leave and Long Service Leave

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

RECOMMENDATION: AR10-20/21

That the Audit and Risk Committee Recommend to Council that: -  
Council receive the report on the Shire's Leave Liabilities.

CARRIED \_\_\_/\_\_\_

#### 5) Review of Committee Terms of Reference and Performance

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

RECOMMENDATION: AR11-20/21

That the Audit and Risk Committee Recommend to Council that: -  
Council adopt the revised Audit and Risk Committee Terms of Reference.

CARRIED \_\_\_/\_\_\_

#### Voting Requirements – Simple Majority

##### IN BRIEF

Minutes of the 8<sup>th</sup> December 2020 Meeting of the Audit and Risk Committee include five (5) Recommendations to Council.

##### MATTER FOR CONSIDERATION

Committee Recommendations to Council.

##### BACKGROUND

The Audit and Risk Committee Meeting was held on the 8<sup>th</sup> December 2020 from which there are five (5) Recommendations for Council's consideration, namely: -

RECOMMENDATION: AR7-20/21

RECOMMENDATION: AR8-20/21

RECOMMENDATION: AR9-20/21

RECOMMENDATION: AR10-20/21

RECOMMENDATION: AR11-20/21

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government (Audit) Regulations 1996*

## **POLICY IMPLICATION**

Councils ORG.2 Leave Management Policy.

## **FINANCIAL IMPLICATIONS**

### **AR7-20/21**

Nil – For Current Year Budget, but the CEO highlights that many Councils have had significant increases in the cost of External Audits conducted by the Office of the Auditor General. The 2020/21 Budget was increased by \$8,000 in anticipation of the increased costs.

### **AR8-20/21**

Nil – Known Grants were included in the 2020/21 Annual Budget. Additional Grants will be incorporated as part of the Statutory Budget Review in February/March 2021.

### **AR9-20/21**

Nil

### **AR10-20/21**

The Annual and Long Service Leave Liability as at the 30<sup>th</sup> November 2020 is calculated at \$262,515.

The Reserve Fund is provided for the funding of Long Service Leave and the payment of any Prior Year accrued Leave.

The Annual Leave and Long Service Leave Reserve Fund Cash Balance as at the 30<sup>th</sup> November 2020 is \$206,349.

### **AR11-20/21**

Nil

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

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

| <b>ITEM</b> | <b>OUTCOMES AND STRATEGIES</b>                                |
|-------------|---|
| G1          | Robust Integrated Planning and Reporting (IPR)                |
| G1.1        | Continual improvement in IPR, transparency and accountability |

## **COMMUNITY CONSULTATION**

N/A

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

Financial – Risk Matrix Rating considered Low. AR10-20/21 - Risk relating to Staff Leave Liability mitigated through the application and compliance with Council's Leave Policy and Management Procedures.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating considered Low. AR7-20/21 - Risk Mitigated through the conduct of External Audits. Council will transition to having its Audits being conducted by the Office of the Auditor General who then reports the Findings of all local governments' Audits to State Parliament.

Operation – Risk Matrix Rating considered Low. All Audit and Risk Matters are undertaken as part of Council's operations and within Council's Structure and resources. Reviewed Policies assist with the smooth operation of Council and Management.

Natural Environment – Risk Matrix Rating considered Low.



## ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

### 10.1 Proxy Council Delegate – Roe Tourism Association Committee

|                               |  |
|-------------------------------|--|
| <b>Meeting Date</b>           | 17 <sup>th</sup> December 2020   |
| <b>Responsible Officer</b>    | CEO Graeme Fardon  |
| <b>Reporting Officer</b>      | CEO Graeme Fardon  |
| <b>Attachments</b>            | (i) Roe Tourism AGM Minutes - 16 November 2020<br>(ii) Roes Tourism Association Constitution |
| <b>Owner/Applicant</b>        | N/A  |
| <b>Disclosure of Interest</b> | Nil  |

#### OFFICER RECOMMENDATION

**MOVED** \_\_\_\_\_ **SECONDED** \_\_\_\_\_

That Council appoint Cr Becky Cowcill as a Proxy Delegate to the Roe Tourism Association Committee.

**CARRIED BY ABSOLUTE MAJORITY** \_\_\_\_/\_\_\_\_

**VOTING REQUIREMENTS** – Absolute Majority

#### IN BRIEF

- Council is represented by its Delegates locally and regionally.
- Appointments are generally for 2 Years until the next general election being October 2021. The remainder of the term being 10 months.

#### MATTER FOR CONSIDERATION

Council to appoint a further Proxy Council Delegate to the Roe Tourism Association (RTA) Committee.

#### BACKGROUND

As part of Council's governance and representation obligations, individual Councillors represent Council on a range of committees.

The Councillor's role as a delegate on these committees is to represent the position of Council, and involves reporting back to Council on the issues, or progress of the committees.

Following the Local Government Elections in October 2019 Council appointed Councillors and Staff Members as Delegates to the Roe Tourism Association Committee: -

Delegates - Cr Peter Smith, Proxy CEO Graeme Fardon and Community – Quairading CRC Representative, being Ms Jill Hayes or Mrs Jo Hayes

Council is entitled to 2 Voting Delegates on the RTA Committee.

At the 26<sup>th</sup> November 2020 Council Information Session Cr Smith advised that at the RTA AGM, he had proposed Cr Becky Cowcill to be his Councillor Proxy to the RTA Committee, in the event that he is unable to attend a meeting.

Cr Cowcill has accepted the foreshadowed Nomination to the Committee.

The CEO has been unable to attend RTA Meetings in other Towns since October 2019, due to his workload.

The Appointment of another Councillor as a Proxy is recommended so that Council's representation is maximised in the event that Cr Smith is unable to attend a Meeting.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

Section 5.10 (Appointment of committee members) provides that:

(1) A committee is to have as its members –

- (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
- (b) persons who are appointed to be members of the committee under subsection (4) or (5).

\*Absolute majority required.

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

(3) Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.

(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.

(5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish –

- (a) to be a member of the committee; or
- (b) that a representative of the CEO be a member of the committee,

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

## **POLICY IMPLICATIONS**

N/A.

## **FINANCIAL IMPLICATIONS**

Nil.

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

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

| <b>ITEM</b> | <b>OUTCOMES AND STRATEGIES</b>  |
|-------------|---|
| G2          | Strengthened Advocacy and Partnerships  |
| G2.3        | Regional and sub-regional partnerships to achieve better outcomes for the community |

## Economic Objective: Growing economy and employment opportunities

| ITEM  | OUTCOMES AND STRATEGIES   |
|-------|---|
| ED2   | Tourism facilities and services   |
| ED2.1 | Contribute to readily accessible visitor information and services, including good quality, affordable visitor accommodation |

### COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. The appointment of another Councillor as a proxy Committee Member will assist in Quairading being fully represented at the Regional Tourism Organisation.

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low.

### COMMENT

Extract from the Roe Tourism Association Constitution: -

#### 6. MEMBERSHIP

- a) *FULL MEMBERS - Include the Shires of Bruce Rock, Corrigin, Kondinin, Kulin, Lake Grace Narembeen and Quairading. Two representatives are to be appointed by the Full Members to represent them in the Association At least one representative must be a Shire Councillor or Shire employee and the other representative is any person or organisation with an interest or involvement in tourism and normally reside within the member Shire. One representative will be appointed for two years, the second representative will be appointed for one year. Full members will have two votes.*
- b) *ASSOCIATE MEMBER - Any person or organisation with an interest or involvement in tourism, within the Roe Region and beyond it, may apply for Associate Membership. These applications will be approved or rejected by the Executive.*
- c) *Full Members and Associate Members may appoint a proxy to act on their behalf at General Meetings as well as the Annual General Meeting.*

## 10.2 Geographical Names Advisory Committee Nominations

|                               |                                |
|-------------------------------|--------------------------------|
| <b>Meeting Date</b>           | 17 <sup>th</sup> December 2020 |
| <b>Responsible Officer</b>    | CEO Graeme Fardon              |
| <b>Reporting Officer</b>      | CEO Graeme Fardon              |
| <b>Attachments</b>            | Nil                            |
| <b>Owner/Applicant</b>        | N/A                            |
| <b>Disclosure of Interest</b> | CEO - Nil                      |

### OFFICER RECOMMENDATION

**MOVED** \_\_\_\_\_ **SECONDED** \_\_\_\_\_

That Council appoint the following five (5) nominated persons to the Geographical Names Advisory Committee: -

1. Council Delegates \_\_\_\_\_ and \_\_\_\_\_ ; and
2. Community Members \_\_\_\_\_ , \_\_\_\_\_ and \_\_\_\_\_ .

**CARRIED BY ABSOLUTE MAJORITY** \_\_\_/\_\_\_

**VOTING REQUIREMENTS** - Absolute Majority

### IN BRIEF

- The Geographical Names Advisory Committee was established in November 2020 and is to consist of two (2) Councillors and three (3) Community Members.
- Expressions of Interest have been called inviting members of the Community to register their interest in being considered by Council to be a member of the Advisory Committee.
- At the close of the EOI Period, the following Community Members have registered their Interest (In order of receipt) :-  
Mr. Russell Stacey  
Mr. Brian Caporn  
Mr. Murray Yarran  
Ms. Jill Hayes
- The Geographical Names Advisory Committee is to hold its inaugural meeting mid to late January 2021.

### MATTER FOR CONSIDERATION

The Community EOI Nominations have been referred to Council for its determination of 3 Community Members. Council to include the nomination of two (2) Councillor delegates to the Committee.

### BACKGROUND

At the November 2020 Ordinary Council Meeting, Council resolved as follows: -

*RESOLUTION: 84-20/21 - That Council: -*

1. Approve the establishment of a Geographical Names Advisory Committee to consist of two (2) Councillors and three (3) Community Members;
2. Authorise the Chief Executive Officer to advertise for Expressions of Interest (EOI) from interested persons to be considered for inclusion on the Geographical Names Advisory Committee.
3. Consider the Terms of Reference (TOR) for the Committee to be the following: -
  - a. The Committee to consist of Five (5) members with a quorum of three (3);
  - b. To create a list of suitable names for the naming of roads and geographical features for use and consideration by Council as required; and
  - c. The Committee shall cease at the 30<sup>th</sup> June 2021 or prior upon acceptance of the list of suitable names by Council.
4. Consider a name for the new Light Industrial Subdivision road name as a priority for the Committee.

**RESOLUTION: 87-20/21 - That Council:**

1. Support the renaming of the Quairading Community Nature Reserve (Reserve No. 16405) to the Rowlie Mellor Nature Reserve; and
2. Support the dual naming of the Quairading Community Nature Reserve (Reserve No. 16405) to the Rowlie Mellor Nature Reserve and a local Aboriginal name and a report be presented to Council on possible Aboriginal (Noongar) names by the March 2021 Ordinary Council meeting.

Councillors have the opportunity at this Council Meeting to nominate for the Advisory Committee of Council.

The CEO recommends that the Advisory Committee Chairperson be a Councillor and this election would occur at the inaugural meeting of the Committee.

An advisory committee has no decision-making powers but is able to make Recommendations to Council.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

### 5.8. Establishment of committees

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

*\* Absolute majority required.*

Section 5.9 of the Local Government Act 1995 states:

(1) In this section –

other person means a person who is not a council member or an employee.

(2) A committee is to comprise –

- (a) council members only; or
- (b) council members and employees; or
- (c) council members, employees and other persons; or
- (d) council members and other persons; or

- (e) employees and other persons; or
- (f) other persons only.

Section 5.10 of the Local Government Act 1995 states:

(1) A committee is to have as its members –

- (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
- (b) persons who are appointed to be members of the committee under subsection (4) or (5).

\* Absolute majority required.

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

(3) Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.

(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.

(5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish –

- (a) to be a member of the committee; or
- (b) that a representative of the CEO be a member of the committee, the local government is to appoint the CEO or the CEO’s representative, as the case may be, to be a member of the committee.

**POLICY IMPLICATIONS**

N/A.

**FINANCIAL IMPLICATIONS**

No initial Financial Implications envisaged with the establishment and conduct of the Advisory Committee.

**Propose suggested Road Name for the new Light Industrial Subdivision**

Costs for the naming of the road will be accommodated within Council’s budget allocation for the development the Light Industrial Subdivision.

**Dual Naming of the Quairading Community Nature Reserve**

There are no financial or budget implications for the Shire of Quairading in scoping the project. However, project outcomes may have financial implications that will require further consideration.

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

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

| ITEM | OUTCOMES AND STRATEGIES |
|------|-------------------------|
| G3   | Community Engagement    |

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

## CONSULTATION

Community stakeholders were invited to submit their EOI to be considered for inclusion on the Geographical Names Advisory Committee.

The EOI has been advertised on the Shire Website, Facebook, Passion Sheet and Public Noticeboards.

Deadline for the submission of EOI's was COB on Thursday 10<sup>th</sup> December 2020.

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

Financial - Risk Matrix Rating is assessed as Low. There are no financial implications to the appointment of Councillor delegates to Advisory Committees of Council. No Meeting Fees to be paid to Advisory Committee Members.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Councillors and Advisory Committees form a vital role in helping inform Council of the community's expectations on specific subject matters.

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low.

## COMMENT

All decisions, made by Council or by Officers under delegation, will be informed by an analysis of community views. The establishment of the Geographical Names Advisory Committee is integral to Council's Good Governance principles. Through Advisory Committees, Council recognises and encourages community leadership, and seeks to maximise community feedback in its decision-making process.

The following Community Members have submitted their Expressions of Interest (EOI) to be considered for inclusion on the Geographical Names Advisory Committee: -

Russell Stacey

Brian Caporn

Murray Yarran

Jill Hayes



### 10.3 Annual Report for Year Ended 30<sup>th</sup> June 2020

|                               |                                |
|-------------------------------|--------------------------------|
| <b>Meeting Date</b>           | 17 <sup>th</sup> December 2020 |
| <b>Responsible Officer</b>    | CEO Graeme Fardon              |
| <b>Reporting Officer</b>      | CEO Graeme Fardon              |
| <b>Attachments</b>            | (i) Annual Report 2019/2020    |
| <b>Owner/Applicant</b>        | Shire of Quairading            |
| <b>Disclosure of Interest</b> | Nil.                           |

#### OFFICER RECOMMENDATION

**MOVED** \_\_\_\_\_ **SECONDED** \_\_\_\_\_

1. Council accept the Annual Report for the Year Ended 30<sup>th</sup> June 2020.
2. That the Annual Electors Meeting be convened for Tuesday 2<sup>nd</sup> February 2021 in the Lesser Hall commencing at 7.00pm.

**CARRIED BY ABSOLUTE MAJORITY** \_\_\_/\_\_\_

**VOTING REQUIREMENTS** – Absolute Majority

#### IN BRIEF

- Council's Audit Report is now to hand and included within the Annual Report.
- Council's Annual Report has been prepared for Council's Acceptance.
- Statutory Requirement for Council to accept Council's Annual Report for the Prior Financial Year by the 31<sup>st</sup> December 2020.
- Council to set the date of the Annual Electors Meeting being no more than 56 Days after Council has accepted the Annual Report.
- The last Date to hold the Annual Electors Meeting is Thursday 11<sup>th</sup> February 2021.
- Recommend convening the Annual Electors Meeting for the week before Council commences Committee and Council Meetings for 2021.

#### MATTER FOR CONSIDERATION

Acceptance of Annual Report for the Year ended 30<sup>th</sup> June 2020.

#### BACKGROUND

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

#### STATUTORY ENVIRONMENT

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

##### 5.53. Annual reports

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain –
  - (a) a report from the mayor or president; and
  - (b) a report from the CEO; and



[(c), (d) deleted]

- (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and
- (f) the financial report for the financial year; and
- (g) such information as may be prescribed in relation to the payments made to employees; and
- (h) the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and
- (ha) a matter on which a report must be made under section 29(2) of the *Disability Services Act 1993*; and
- (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including –
  - (i) the number of complaints recorded in the register of complaints; and
  - (ii) how the recorded complaints were dealt with; and
  - (iii) any other details that the regulations may require;and
  - (i) such other information as may be prescribed.

#### 5.54. Acceptance of annual reports

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.

\* *Absolute majority required.*

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

#### 5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

#### 5.55A. Publication of annual reports

The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.

### **POLICY IMPLICATIONS**

Nil.

### **FINANCIAL IMPLICATIONS**

Nil.

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

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

| ITEM | OUTCOMES AND STRATEGIES                                       |
|------|---|
| G1.1 | Continual improvement in IPR, transparency and accountability |
| G4   | Sound Organisation  |
| G4.3 | Ensure optimum organisational capacity and efficiency         |

### COMMUNITY CONSULTATION

No Community Consultation required in the preparation of this Report

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

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

Health – Risk Matrix Rating is considered as Low.

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

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

Natural Environment – Risk Matrix Rating is considered as Low.

### COMMENT

Council’s Annual Report will be published on the Quairading Website within 14 days of Acceptance of the Annual Report by Council and will also be available in Hard Copy (upon Request) from the Administration Centre.

Statutory Advertising and Community Information on the availability of the Annual Report and the Notice of the Annual Electors Meeting will be widely circulated in the Community.

## 10.4 Review of the Community Grants Process

|                               |                                       |
|-------------------------------|---------------------------------------|
| <b>Responsible Officer</b>    | CEO Graeme Fardon                     |
| <b>Reporting Officer</b>      | GPO Jen Green                         |
| <b>Attachments</b>            | (i) CS.3 COMMUNITY GRANTS POLICY_2021 |
| <b>Owner/Applicant</b>        | N/A                                   |
| <b>Disclosure of Interest</b> | Nil                                   |

### OFFICER RECOMMENDATION

|  |
|--|
| <b>MOVED</b> _____ <b>SECONDED</b> _____   |
| 1. Council adopt the revised Community Grants Policy and supporting documentation;   |
| 2. That the revised Funding Program be publicised to all Community Groups and Clubs with an application deadline of 31st March 2021 for Round 1. |
| <b>CARRIED</b> ___/___   |

**VOTING REQUIREMENTS: Simple Majority**

### IN BRIEF

- Four rounds of the Community Grant Process have been delivered with a total of 52 grant applications being funded since 2018/19.
- This is the third review of the process and includes revisions to the Community Grant Policy.
- The Current review adds greater clarity and further streamlines the process.
- The emerging issue of a Grant Scheme for Businesses and Individuals will be the subject of further research and a separate Report prepared for Council consideration early in 2021.

### MATTER FOR CONSIDERATION

Adoption of revised Community Grants Policy.

### BACKGROUND

In 2018/19 the Shire introduced a Community Grants Process. This entailed the drafting and adoption of a Community Grant Policy and Strategy, Assessment Criteria, and Grant Application Forms.

First round was held in 2<sup>nd</sup> Quarter of 2018 with nine applications being received.

A review of Community Grant Documents and Application Forms was conducted in November 2018 with the revisions being adopted by Council in December 2019.

In 2019, a second iteration of the process was conducted with two rounds (March 2019 and September 2019). 15 applications were received in Round 1, a further 5 applications (Grant 2 – Small Grants) in the second round. A total of 7 applications have been received for Grant 1 – in-Kind grants.

In 2020, a third iteration of the process was conducted with two rounds (March 2020 and September 2020). Seven applications were received in Round 1, a further five applications (Grant 2 – Small Grants) in the second round. A total of three applications have been received for Grant 1 – in-Kind grants.

In November 2020, the Grants Team conducted a further review of the Community Grant Process and is presenting a revised Policy document to Council for deliberation.

## STATUTORY ENVIRONMENT

Local Government Act 1995

## POLICY IMPLICATIONS

Revisions to existing Community Grants Policy and supporting documentation

## FINANCIAL IMPLICATIONS

2020/2021 Budget – Subject to Applications received and supported.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 – 2027

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

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

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

A short survey on Survey Monkey has been conducted with applicants from the 2019/20 Program. This has provided additional feedback on the process.

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

Financial – Low Risk

- Further refinements to the Community Grant process will reduce risk to Council and the Clubs / Organisations through better planning and delivery of Projects supported by the Shire

Health – Low Risk

Reputation – Low Risk

- Further refinements to the Community Grant Process will increase transparency and accountability of both the Shire, the clubs and organisations.
- It will also streamline the process.

Operation – Low Risk

Natural Environment – Low Risk.

## COMMENT

- Staff have recognised an opportunity to streamline the grants process if a Club requests a variation to their Project Grant application (Grants 2 & 3). It is recommended that Council grant the Chief Executive Officer delegated authority to approve these changes, rather than have to go back to an Ordinary Council Meeting. This will save time on behalf of applicants and staff when processing a request.

- Shire needs to ensure that adequate resources are allocated for the second round of applicants (3<sup>rd</sup> Quarter).
- Due to the different nature of Grant 4 to other Grant options:
  - Grant 4 (Recurrent funding –subsidizing of O&M) vrs Grants 1-3 (Events, projects and activities)

The Grants team is recommending that there is a separation of the allocation of funding within the Council Budget and that a General Ledger is created for Grant 4 (Recurrent) by the Administration.

- A number of requests have been received from non-sporting/recreation bodies for funding under the Community Grants Program. Within the current policy there is no provision to assist these applicants. The Grants Team with assistance from Small Business Development Corporation is investigating a number of different models being used by LGAs in WA with the objective being to present to Council in February 2021 a preferred option for consideration.
- A free workshop will be provided to all non-for-profit Quairading groups and clubs on the 4<sup>th</sup> of February 2021, run by Tara Whitney of Whitney Consulting. This workshop will complement the Grants Program by building capacity among clubs to apply for external grant funding in the future.

ITEM 11      MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

---

*No matters for consideration.*

## ITEM 12 MATTERS FOR CONSIDERATION – WORKS

### 12.1 RFT 03-20/21 Quairading Townsite Pavement Reconstruction & Ancillary Works

|                               |   |
|-------------------------------|---|
| <b>Meeting Date</b>           | 17 <sup>th</sup> December 2020                                    |
| <b>Responsible Officer</b>    | CEO Graeme Fardon   |
| <b>Reporting Officer</b>      | EMWS Allan Rourke   |
| <b>Attachments</b>            | i) Evaluation Report – Under separate cover (Confidential Report) |
| <b>Owner/Applicant</b>        | N/A   |
| <b>Disclosure of Interest</b> | Nil   |

#### OFFICER RECOMMENDATION

**MOVED** \_\_\_\_\_ **SECONDED** \_\_\_\_\_

That Council award the Request for Tender (RFT) for the Quairading Townsite Pavement Reconstruction and Ancillary Works – Two (2) Projects to WCP Civil P/L for the Tendered price of \$ 283,433.40 excluding GST.

**CARRIED** \_\_\_/\_\_\_

**VOTING REQUIREMENTS** – Simple Majority

#### IN BRIEF

- Tenders have been sought through a RFT process for the Quairading Townsite Pavement Reconstruction and Ancillary Works – Two Projects.
- Tender Submissions received have been assessed by an Evaluation Committee comprising the Shire of Quairading's EMWS and Rod Munns from R Munns Engineering Consulting Services, based on the Criteria outlined in the RFT.

#### MATTER FOR CONSIDERATION

To consider the Tender Evaluation Report and to determine the Preferred Tenderer for the Quairading Townsite Pavement Reconstruction and Ancillary Works – Two (2) Projects.

#### BACKGROUND

Council's 2020-21 budget includes an allocation for the procurement of a contractor to complete the Quairading Townsite Pavement Reconstruction and Ancillary Works – Two (2) Projects. As the anticipated cost of services will exceed \$250,000, a Request for Tender (RFT) was undertaken.

A Specification was prepared and the RFT was advertised in the West Australian on Saturday the 21<sup>st</sup> November 2020, the Shire of Quairading Website, Shire Facebook, Noticeboard and Passion Sheet.

The closing date of the RFT was Tuesday 8<sup>th</sup> December 2020 at 4.00pm.

The Tender opening was conducted at 10.00 am on Wednesday 9<sup>th</sup> December 2020 and three (3) Tender submissions (all conforming and no alternative Tender submissions) were received from three companies, which are listed below:

- 1) Road Contractor Pty Ltd (1 Tender)
- 2) Proform Civil Engineering Group (1 Tender)
- 3) WCP Civil (1 Tender)

All three (3) Tender submissions were processed through to the Qualitative/Price evaluation phase on the basis that all compliance criteria had been met for each of the three (3) Tender submissions.

The Scope of Works contained in the specification called for the submission of prices for the construction of the Quairading Townsite Pavement Reconstruction and Ancillary Works – Two (2) Projects, with Tender submissions being evaluated subject to the following qualitative criteria and weightings:

- |  |     |
|--|-----|
| (a) Relevant Experience                        | 25% |
| (b) Key Personnel skills and experience        | 25% |
| (c) Tenderer’s Resources                       | 25% |
| (d) Local Economic Benefit                     | 15% |
| (e) Attendance at Tender Site Briefing Meeting | 10% |

The Shire has adopted a best value for money approach to the evaluation of this tender. This means that, although price is considered, the Tender submission containing the lowest price will not necessarily be accepted, nor will the Tender submission ranked the highest on the qualitative criteria. The extent to which a submission demonstrates greater satisfaction of each of these will result in a greater score. All three (3) suppliers with compliant Tender submissions have addressed the qualitative criteria and are suitably qualified to perform the stated scope of works. The Evaluation Report attached provides all of the details of the advertising of tender, to the evaluation process, and eventual recommendation of the preferred tenderer.

All of the three (3) compliant Tender submissions have a Tender price below Council’s Budget allocation for the construction of the Quairading Townsite Pavement Reconstruction and Ancillary Works – Two (2) Projects.

Council has not utilised WCP Civil in the past to complete any similar civil works, but WCP Civil have completed many similar civil works type projects for Rural Local Governments within the south west of Western Australia with good outcomes.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government (Functions & General) 1996 Reg. 11*

**POLICY IMPLICATIONS**

The Shire of Quairading Purchasing Policy requires that for Projects / Services of a value over \$250,000 Council is to procure services via public tender.

**FINANCIAL IMPLICATIONS**

The procurement of a Contractor to complete the construction of the Quairading Townsite Pavement Reconstruction and Ancillary Works – Two (2) Projects, has been allocated in the 2020/2021 Budget. The Shire’s budget provision for the completion of these two (2) Projects this financial year is \$309,500 ex GST and the recommended Tender submission is \$283,433.40 ex GST.

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

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

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



## **COMMUNITY CONSULTATION**

Statutory and Local Advertising of the Request for Tender was undertaken.

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

Financial – Risk Rating assessed as Low – Recommended RFT Submission within the Adopted Works Construction Capital Budget for 2020/2021.

Health – Risk Rating is assessed as Low.

Reputation – Risk Rating assessed as Low – Procurement follows Local Government Act and Council's Policy. Referee Checks have been undertaken on the Preferred Tenderer.

Operation – Risk rating assessed as Low – Allows for Capital Works to be undertaken as programmed.

Natural Environment – Risk Rating is assessed as Low. No Risks identified

ITEM 13 URGENT COUNCILLORS' BUSINESS

---

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

---

*No matters for consideration.*

ITEM 15 NEXT MEETING DATE

---

The next Ordinary Meeting of Council is scheduled to take place on Thursday 25<sup>th</sup> February 2021, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 16 CLOSURE

---

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