

# Ordinary Council Meeting

## Notice of Meeting | 26<sup>th</sup> November 2020

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday 26<sup>th</sup> November 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

*Allen Cooper*

Allen Cooper  
ACTING CHIEF EXECUTIVE OFFICER

Date: 20<sup>th</sup> November 2020

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### 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.

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## SHIRE OF QUAIRADING

### ITEM 1 OPENING & ANNOUNCEMENTS

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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".

### ITEM 2 ATTENDANCE AND APOLOGIES

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#### Councillors

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

#### Council Officers

Mr N Gilfellow	Acting Chief Executive Officer
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

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

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## ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

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## ITEM 6 DECLARATIONS OF INTEREST

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

- Declarations of Financial Interest – Local Government Act 1995 Section 5.60a
- Declarations of Proximity Interest – Local Government Act 1995 Section 5.60b
- Declarations of Impartiality Interest – Administration Regulations 1996 Section 34c.

## ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 7.1 Confirmation of Minutes – 29<sup>th</sup> October 2020

#### Recommendation

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

That the Minutes of the Ordinary Meeting of Council held on the 29<sup>th</sup> October 2020 be confirmed as a true and accurate. (Attached).

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

### 7.2 Business Arising

## SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 29<sup>th</sup> October 2020 commencing at 2.02 pm.

### ITEM 1 OPENING & ANNOUNCEMENTS

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The Deputy Shire President opened the Meeting at 2.02 pm.

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

The Deputy Shire President Cr Jo Haythornthwaite warmly welcomed Councillors, Staff, Acting CEO Mr Allen Cooper and Mrs Liz Anderson, Ms Jill Hayes and Mrs Jo Hayes to the Meeting

Councillors were advised that Sergeant Lindsay Collett will be unable to attend afternoon tea.

### ITEM 2 ATTENDANCE AND APOLOGIES

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#### Councillors

Cr JN Haythornthwaite Deputy Shire President

Cr BR Cowcill

Cr JW Haythornthwaite

Cr JR Hippiisley

Cr PD Smith

Cr TJ Stacey

#### Council Officers

Mr A Cooper Acting 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

Mrs Liz Anderson

Ms Jill Hayes

Mrs Jo Hayes

#### Apologies

Nil.

#### Leave of Absence Previously Granted

Cr Wayne Davies for the 29<sup>th</sup> October 2020 Ordinary Council Meeting.

### ITEM 3 PUBLIC QUESTION TIME

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**The following questions submitted by Ms Jill Hayes, Mrs Deanna Hathaway and Mrs Liz Anderson prior to the Meeting.**

**The Acting CEO Mr Cooper read aloud the Question submitted.**

#### Question

We understand that Quairading is limited due to funding to 10 aged care beds, to be allocated upon need between High Care at Cuneata Wing and Low Care at Parker House. What is the Shire of Quairading and the Quairading Health Service doing to attract more funding so that Parker House can be used to its full potential so that more of our local community members can be cared for locally? And, what actions can concerned community members take to support additional funding?

Cr McGuinness verbally declared an Impartiality interest to the Public Question being raised.

#### Response

Cr Jo Haythornthwaite responded that Ms Diana Ellison, Health Service Manager/Director of Nursing, briefed Council at the September 2020 Ordinary Council Meeting regarding aged care services in Quairading. She advised that the Federal Government funds aged care allocations based on beds per population, and not necessarily by where the elderly population actually live. Ms Ellison further requested Council to lobby Federal Government to request additional allocations. The shire has yet to send any correspondence.

Cr Haythornthwaite further advised that the best course of action for community members was to lobby the Federal and State Health Ministers and the Federal Minister for Aged Care and Senior Australians.

#### Question

Mrs Anderson enquired how are people allocated to receive the care in Quairading?

#### Response

Cr Jo Haythornthwaite responded that she understood that Ms Ellison was the person who makes the final allocation decision.

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

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Nil.

### ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

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Nil.

## ITEM 6 DECLARATIONS OF INTEREST

---

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

- Cr Jo Haythornthwaite - Impartiality Interest with Item 10.1 SPC Minutes - 13<sup>th</sup> October 2020 - Rec. 4a, 4b and 4c - My daughter is an employee of Focus Networks, who are the author of the reports recommended for adoption.
- Cr John Haythornthwaite - Impartiality Interest Item 10.1 SPC Minutes - 13<sup>th</sup> October 2020 - Rec. 4a, 4b and 4c - My daughter is an employee of Focus Networks, who are the author of the reports recommended for adoption.
- Cr Stacey - Impartiality Interest with Item 9.4 Winter Season Waiving of Fees and Charges for Sports Clubs - I am a life member of the Quairading Football Club.

## ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 7.1 Confirmation of Minutes – 24<sup>th</sup> September 2020

**RESOLUTION: 60-20/21**

**MOVED Cr Cowcill SECONDED Cr Stacey**

That the Minutes of the Ordinary Meeting of Council held on the 24<sup>th</sup> September 2020 be confirmed as a true and accurate.

**CARRIED 7/0**

### 7.2 Business Arising

Nil.

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

### 8.1 Affixing of the Common Seal to the Draft Local Planning Scheme No. 3

<b>Meeting Date</b>	29 <sup>th</sup> October 2020
<b>Responsible Officer</b>	A/CEO Allen Cooper
<b>Reporting Officer/ Consultant</b>	Natasha Jurmann of Glenwarra Development Services, Town Planning Consultant
<b>Attachments</b>	Nil
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 61-20/21

#### MOVED Cr McGuinness SECONDED Cr Cowcill

That Council authorise the affixing of the Common Seal to, and endorse the signing of, the proposed Shire of Quairading Local Planning Scheme No.3 as adopted by Council Resolution 38-20/21 at its Ordinary Council Meeting held on 24<sup>th</sup> September 2020.

**CARRIED 7/0**

### IN BRIEF

- The current Shire of Quairading Town Planning Scheme No. 2 (TPS2) was gazetted in 1993.
- The new Planning and Development Regulations 2015 requires that Councils review their Town Planning Schemes once every 5 years
- Council adopted the proposed Shire of Quairading Local Planning Scheme No.3 at its September 2020 Ordinary Council Meeting.
- Authorise the affixing of the Common Seal to the draft Scheme.

### MATTER FOR CONSIDERATION

That Council authorises the affixing of the Common Seal to, and endorse the signing of, the Shire of Quairading Local Planning Scheme No.3 as adopted by Council Resolution 38-20/21 respectively at its Ordinary Council Meeting held on 24<sup>th</sup> September 2020.

### BACKGROUND

The Proposed Shire of Quairading Local Planning Scheme No.3 was presented to the 24<sup>th</sup> September 2020 Ordinary Council Meeting and that Council resolved as follows: -

#### RESOLUTION: 38-20/21

*That Council adopt the Proposed Shire of Quairading Local Planning Scheme No.3 incorporating the proposed Minor Changes detailed on the "Table of Changes Proposed".*



## STATUTORY ENVIRONMENT

### *Local Government Act 1995 –*

#### 9.49A. Execution of documents

- (1) A document is duly executed by a local government if –
  - (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or
  - (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.
- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
- (3) The common seal of the local government is to be affixed to a document in the presence of –
  - (a) the mayor or president; and
  - (b) the chief executive officer or a senior employee authorised by the chief executive officer,
 each of whom is to sign the document to attest that the common seal was so affixed.
- (4) A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.
- (5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.
- (6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.
- (7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

*[Section 9.49A inserted: No. 17 of 2009 s. 43.]*

## POLICY IMPLICATIONS

N/A.

## FINANCIAL IMPLICATIONS

Nil.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

ITEM	OUTCOMES AND STRATEGIES
B1	Responsive Land Use Planning
B1.1	Ensure land use planning services are responsive to community aspirations including increased availability of industrial, commercial and residential land.

## **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.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

## **COMMENT**

Nil.

## ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

### 9.1 Accounts for Payment –September 2020

<b>Meeting Date</b>	29 <sup>th</sup> October 2020
<b>Responsible Officer</b>	A/CEO Allen Cooper
<b>Reporting Officer</b>	EMCS Nathan Gilfellow
<b>Attachments</b>	(i) September 2020 Payment List (ii) Transport Takings (iii) Credit Card Statement
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 62-20/21

#### MOVED Cr McGuinness SECONDED Cr Stacey

That Council note the following:

1. That Schedule of Accounts for September covering Municipal Vouchers 23748 to 23752, EFT 8309 to EFT 8402 and Superannuation Direct Debit totalling \$129,963.52 be received and
2. That Police Licensing payments for the month of September 2020 totalling \$30,394.95 be received (Attachment ii); and
3. That fund transfers to Corporate Credit Card for September 2020 balance totalling \$1,036.92 be received (Attachment iii); and
4. That Net Payroll payments for the month September 2020 totalling \$115,136.87; and
5. That the Lease payment for the month of September 2020 on the CESM Vehicle totalling \$1,140.08.

**CARRIED 7/0**

### IN BRIEF

Payments are per attached schedules 9.1 1/2/3

### MATTER FOR CONSIDERATION

Note the accounts paid during September 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 – On Risk Matrix given Purchasing / Procedures followed, together with Management Separation of acceptance of duties and Processes in place.

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

## Comment

Nil.

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

<b>Meeting Date</b>	29 <sup>th</sup> October 2020
<b>Responsible Officer</b>	A/CEO Allen Cooper
<b>Reporting Officer</b>	EMCS Nathan Gilfellow
<b>Attachments</b>	(i) Financial Statements for September
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 63-20/21

#### MOVED Cr Stacey SECONDED Cr McGuinness

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

**CARRIED 7/0**

### IN BRIEF

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

### MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements

### BACKGROUND

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

### STATUTORY ENVIRONMENT

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

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

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

### POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

## COMMENT

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

The Model Template has been updated to include profit and loss statements for the 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 Purchase of Hospital Auxiliary Community Car

<b>Meeting Date</b>	29 <sup>th</sup> October 2020
<b>Responsible Officer</b>	EMCS Nathan Gilfellow
<b>Reporting Officer</b>	TSO Britt Hadlow
<b>Attachments</b>	(i) Confidential Attachment (Under separate cover)
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	N/A

#### OFFICER RECOMMENDATION

##### RESOLUTION: 64-20/21

##### MOVED Cr Stacey SECONDED Cr Cowcill

That Council: -

1. Accept the Quotation received from Avon Valley Toyota (Northam) for the Supply and Delivery of one (1) new 2020 Toyota Camry Ascent and the Trade of one (1) 2017 Toyota Camry Altise.
2. Approve a new Capital Budget of \$24,080.36 ex GST to be fully funded by the trade in of the current Community Car of \$16,363.63 ex GST and a Capital Contribution by the Hospital Auxiliary of \$7,716.73 ex GST.

**CARRIED BY ABSOLUTE MAJORITY 7/0**

#### IN BRIEF

- A meeting was held between the Hospital Auxiliary, CEO, EMCS and TSO, where the Hospital Auxiliary requested a new Community Car be purchased by Council.
- The Hospital Auxiliary will be reimbursing the full changeover cost of the vehicle.
- Three quotes were obtained from Midland Toyota, Avon Valley Toyota and Narrogin Toyota.
- Avon Valley Toyota is the recommended supplier with the best value in terms of price and availability, with a changeover price of \$7,716.73.

#### MATTER FOR CONSIDERATION

For Council to agree on an unbudgeted expenditure of \$7,716.73 ex GST to purchase a new 2020 Toyota Camry and Trade in a 2017 Toyota Camry Altise, for the Hospital Auxiliary Community Car.

#### BACKGROUND

The Hospital Auxiliary Committee requested a new Community Car, with the intention of Council initially purchasing vehicle to be eligible for Local Government discounts, and the Hospital Auxiliary reimbursing the full amount.

Research was carried out into what the best vehicle to purchase would be as the make and model of the current Community Car is no longer available. The Hospital Auxiliary Committee favoured a similar type of vehicle to what they already have. After consultation with the Treasurer and President of the Committee, who also went to view the vehicle in Northam, it was decided that a 2020 Toyota Camry Ascent was the best fit for their needs.

Three quotes were obtained from Midland Toyota, Avon Valley (Northam) Toyota and Narrogin Toyota. The best in terms of value and availability is Avon Valley (Northam) with a changeover price of \$7,716.73, and it will take two weeks for the car to be available for pick up.

The Hospital Auxiliary Treasurer submitted their recommendation in writing to the Shire stating that Avon Valley Toyota was their preferred supplier and provided the Shire with proof of Funds (provided under separate cover).

## STATUTORY ENVIRONMENT

### *Local Government Act 1995*

#### 6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.

*\* Absolute majority required.*

## POLICY IMPLICATIONS

The Shire of Quairading FIN.2 Purchasing Policy requires that for prices between \$10 000 and \$50 000 requires at least two (2) quotes.

## FINANCIAL IMPLICATIONS

There is currently no budget for a changeover of the Community Car.

The cost of the vehicle is \$24,080.36. It will be fully funded by the value of the trade in vehicle, and a contribution from the Hospital Auxiliary Committee.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

ITEM	OUTCOMES AND STRATEGIES
S2	Healthy community
S2.1	Advocate on behalf of the community for improved access to health

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

A meeting was originally held with the Hospital Auxiliary Committee who requested a new Community Car. Consultation continued throughout the process with the Hospital Auxiliary Committee.



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

Financial - Risk Matrix Rating is assessed as Low – This will be cost neutral to the Shire.

Health – Risk Matrix Rating is assessed as Low – The Community Car provides travel assistance to members of the public who require this service to attend important appointments. If this service was not able to continue, there is a risk that those who are dependent on the service will be unable to access medical services/care.

Reputation – Risk Matrix Rating is assessed as Low – This is an important Health Service to the Community that the Council supports through the provision of Administration Services for running a Vehicle. If the service is not able to run there may be reputational damage to the Council for not supporting local health initiatives.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

## 9.4 Winter Season Waiving of Fees and Charges for Sports Clubs

<b>Meeting Date</b>	29 <sup>th</sup> October 2020
<b>Responsible Officer</b>	A/CEO Allen Cooper
<b>Reporting Officer</b>	EMCS Nathan Gilfellon
<b>Attachments</b>	(i) Quairading Ladies Hockey Club email (ii) Quairading Football Club letter (iii) Quairading Belles – Netball Club letter
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Cr Stacey - Impartiality Interest – I am a life member of the Quairading Football Club.

### OFFICER RECOMMENDATION

#### RESOLUTION: 65-20/21

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

That Council waive the 2020 sporting facility hire fees with the credit to be used to offset the 2021 sporting facility hire fees as follows:

- Quairading Ladies Hockey Club \$550 inc GST
- Quairading Football Club \$4,250 inc GST
- Quairading Belles – Netball Club \$450 inc GST

**CARRIED 7/0**

### IN BRIEF

- Community club sports have been heavily impacted financially by the COVID-19 pandemic. The winter sport season has been reduced considerably and as a result, revenue is down from player fees, membership renewals and fundraising.
- A normal season would see the winter clubs commence training in March and run through to late September. Due to heavy restrictions on gathering numbers and social distancing, training was not able to run normally until 6 June 2020 (Phase 3).
- Under Phase 2 and Phase 3 restrictions, clubs were placed under unusual circumstances with their training regimes, across more fields and a longer period of time to ensure all safety protocols were followed.
- The clubs are invoiced for the Winter Season prior to the start of the season. It is recommended to waive the annual 2020 ground fees for the Quairading Football, Netball and Hockey Clubs in order to financially assist the clubs.
- These fees can be credited against the 2021 sporting facility hire fees with has been budgeted to remain unchanged.

### MATTER FOR CONSIDERATION

Council is requested to waive the sports grounds fees to be used for the 2020 season for the Quairading Football, Netball and Hockey Clubs.

## BACKGROUND

With the current declared state of emergency due to the COVID-19 pandemic and the present and ongoing financial and economic impact this has had, it will be recommended for Council to endorse the waiving of sporting facility hire fees normally payable by the clubs that utilises them.

The winter community sporting clubs impacted by this recommendation are:

Quairading Ladies Hockey Club

Quairading Football Club

Belles – Netball Club

Community sports clubs are not for profit organisations, mostly run by volunteers and rely heavily on full season fees, canteen profits, memberships and fundraising from players and participants to financially support themselves through the season. Due to COVID-19 restrictions, the revenue generated from these areas has reduced significantly, putting financial pressure on each club.

Community sport was closed and activities cancelled by the federal government from 23 March. At the time of cancellation, it was unknown how long community sport would be impacted for, or if it would return in the 2020 season.

On Friday 8 May the federal government announced a phased approach to lift restrictions that were in place due to the COVID-19 pandemic. On Sunday 10 May the WA state government announced that it would implement 'Phase two easing of restrictions' to assist the community and the economy to commence back to normal operation.

### Phase two easing of restrictions

On 14 May 2020, the state government issued the COVID Safety Guidelines – Sport and Recreation as part of the Phase two easing of restrictions which came into effect on 18 May. The strict guidelines detail specifications for community sports training to resume, as well as the safety requirements applicable prior to doing so, as directed by the Department of Health.

### Phase three easing of restrictions

As of Saturday 6 June, clubs were permitted to participate in contact training in larger groups. Social distancing and hygiene rules still apply, and participants urged to adopt a 'get in, train, get out' approach. Season fixtures released by the relevant state sporting associations recommence from 21 June however games remain staggered, with breaks between to allow for minimal cross over times.

### Phase four easing of restrictions

From Saturday 27 June the clubs were able to operate without restrictions other than the 2sqm per person rule. Club activities within the facilities, such as operating a canteen, can also recommence. In summary, all normal club operations can resume.

## STATUTORY ENVIRONMENT

### *Local Government Act 1995*

#### **6.12. Power to defer, grant discounts, waive or write off debts**

- (1) Subject to subsection (2) and any other written law, a local government may –
- (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
  - (b) waive or grant concessions in relation to any amount of money; or
  - (c) write off any amount of money,

which is owed to the local government.

*\* Absolute majority required.*

(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

(3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.

(4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

[Section 6.12 amended: No. 64 of 1998 s. 39.]

## **POLICY IMPLICATIONS**

N/A.

## **FINANCIAL IMPLICATIONS**

The total value by paid by for season rental by the three clubs is \$4,772.72. If Council was to waive the season fees to and credit the next season's fees, Council will forego \$4,772.72 in income.

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

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

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

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

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

## **COMMUNITY CONSULTATION**

Each of the three clubs enquired whether due to the impact to their season from COVID-19, if the annual fees paid could be refunded or carried forward to the next season. Each club put forward a request to Council, attachments (i), (ii), (iii), with all three clubs requesting a carry forward of funds.

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

Financial - Risk Matrix Rating is assessed as Low. The waiving of fees will result in the foregoing of \$4,772,72 of income.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Community sport helps to build stronger, healthier, happier, and safer communities. Sports clubs provide participants and members a sense of belonging, while promoting inclusion and community spirit. The Shire works closely with the community sports clubs to foster the growth of successful and sustainable sport and recreation options in the area to meet the community's physical activity needs. With reduced opportunity to raise funds through social events or canteen revenue, clubs have felt the financial pressure and club sustainability is a concerning social implication of the COVID-19 pandemic. There is a risk of reputational loss to Council if the fees are not waived.

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low

**COMMENT**

The Shire, in partnership with local sporting clubs is committed to developing community sport and recreation. By waiving the fees for the 2020 season, the Shire would assist clubs by lessening the financial impact of COVID-19 whilst continuing to provide club development support to facilitate participation in formal sport opportunities.

## ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

### 10.1 Strategic Planning Committee Minutes – 13<sup>th</sup> October 2020

<b>Meeting Date</b>	29 <sup>th</sup> October 2020
<b>Responsible Officer</b>	A/CEO Allen Cooper
<b>Reporting Officer</b>	A/CEO Allen Cooper
<b>Attachments</b>	Minutes of Meeting
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Cr Jo Haythornthwaite - Impartiality Interest - My daughter is an employee of Focus Networks, who are the author of the reports recommended for adoption. Cr John Haythornthwaite - Impartiality Interest - My daughter is an employee of Focus Networks, who are the author of the reports recommended for adoption.

#### OFFICER RECOMMENDATION

##### **RESOLUTION: 66-20/21**

##### **MOVED Cr McGuinness SECONDED Cr Stacey**

That Council receive the Minutes of the Strategic Planning Committee for its Meeting of 13<sup>th</sup> October 2020.

**CARRIED 7/0**

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

#### 1) Project Management Status Report

##### **RESOLUTION: 67-20/21**

##### **MOVED Cr McGuinness SECONDED Cr Cowcill**

*RECOMMENDATION: SP5-20/21*

That the Strategic Planning Committee recommend to Council: -

That Council receive the Project Management Status Report for October 2020.

**CARRIED 7/0**

#### 2) Long-Term Financial Plan and Corporate Business Plan Progress Report

##### **RESOLUTION: 68-20/21**

##### **MOVED Cr McGuinness SECONDED Cr Stacey**

*RECOMMENDATION: SP6-20/21*

That the Strategic Planning Committee recommend to Council: -

That Council receive the update on the Long-Term Financial Plan and the Corporate Business Plan Progress Report for October 2020.

**CARRIED 7/0**

### 3) Strategic Community Plan Review Report

**RESOLUTION: 69-20/21**
**MOVED Cr Hippisley SECONDED Cr McGuinness**

*RECOMMENDATION: SP7-20/21*

That the Strategic Planning Committee recommend to Council: -

That Council receive the Strategic Community Plan Review Report for October 2020.

**CARRIED 6/1**

#### 4.a) ICT Disaster Recovery Plan

**RESOLUTION: 70-20/21**
**MOVED Cr McGuinness SECONDED Cr Cowcill**

*RECOMMENDATION: SP8-20/21*

That the Strategic Planning Committee recommend to Council that: -

Council adopt the ICT Disaster Recovery Plan.

**CARRIED 6/1**

#### 4.b) ICT Strategic Plan 2020 – 2023

**RESOLUTION: 71-20/21**
**MOVED Cr McGuinness SECONDED Cr Stacey**

*RECOMMENDATION: SP9-20/21*

That the Strategic Planning Committee recommend to Council that: -

Council adopt the ICT Strategic Plan 2020 – 2023 with the following amendments: -

Appendix E Summary of Estimates page 69 and 70 being replaced with the following tables:

APPENDIX E SUMMARY OF ESTIMATES									
QSC: ADMIN OFFICE/DEPOT/CRC									
	AS LISTED IN STRATEGY	PRIORITY NUMBER	2020-2021 COSTS	2021-2022 COSTS	2022-2023 COSTS	2023-2024 COSTS			TOTAL OVER
5.1	BACKUP AND DISASTER RECOVERY	1	\$8,800	\$6,064	\$6,246	\$6,433			\$27,543
5.2	DOMAIN	4	\$12,910	\$766	\$789	\$813			\$15,278
5.3	ANTI-VIRUS	11	\$3,788	\$2,901	\$2,988	\$3,078			\$12,755
5.4	CORPORATE APPLICATIONS	7	\$37,875	\$75,736	\$73,448	\$72,182			\$259,241
5.5	IT SUPPORT ARRANGEMENT	8	\$16,344	\$16,834	\$17,339	\$17,860			\$68,377
5.6	IT DISASTER RECOVERY PLAN	2	\$0	\$3,400	\$0	\$3,502			\$6,902
5.7	INTERNET GATEWAY	3	\$3,620	\$2,729	\$2,810	\$2,895			\$12,054
5.8	ISP LINKS	5	\$8,100	\$8,100	\$8,100	\$8,100			\$32,400
5.9	UNINTERRUPTED POWER SUPPLY	13	\$490	\$410	\$0	\$0			\$900
5.10	COMPUTER ROOM	16	\$1,790	\$0	\$0	\$0			\$1,790
5.11	LOCAL AREA NETWORK	12	\$0	\$7,326	\$5,238	\$0			\$12,564
5.12	DESKTOP/LAPTOPS	6	\$29,232	\$17,389	\$14,751	\$5,717			\$67,089
5.13	SERVERS	9	\$3,800	\$10,200	\$10,236	\$10,273			\$34,509
5.14	STORAGE	10	\$0	\$0	\$0	\$0			\$0
5.15	IP TELEPHONY	14	\$960	\$5,920	\$7,760	\$7,960			\$22,600
5.16	PRINTING	15	\$3,400	\$3,400	\$3,400	\$3,400			\$13,600
	COUNCIL CONNECT WEBSITE HOSTING		\$5,188	\$5,344	\$5,504	\$5,669			\$21,705
	MINOR IT EQUIPMENT		\$5,000	\$2,500	\$2,500	\$2,500			\$12,500
	<b>TOTAL</b>		<b>\$141,297</b>	<b>\$169,019</b>	<b>\$161,109</b>	<b>\$150,382</b>			<b>\$621,807</b>

*Continues on next page*

QMP MEDICAL CENTRE									
	AS LISTED IN STRATEGY	PRIORITY NUMBER	2020-2021 COSTS	2021-2022 COSTS	2022-2023 COSTS	2023-2024 COSTS	2024-2025 COSTS		TOTAL OVER
5.1	BACKUP AND DISASTER RECOVERY	3		\$3,420	\$2,523	\$2,598	\$2,676		\$11,217
5.2	DOMAIN	7		\$4,670	\$308	\$317	\$327		\$5,622
5.3	ANTI-VIRUS	10		\$1,606	\$654	\$674	\$694		\$3,628
5.4	CORPORATE APPLICATIONS	14		\$3,700	\$3,381	\$3,392	\$3,404		\$13,877
5.5	IT SUPPORT ARRANGEMENT	9		\$7,836	\$8,071	\$8,313	\$8,563		\$32,783
5.6	IT DISASTER RECOVERY PLAN	16		\$0	\$0	\$0	\$0		\$0
5.7	INTERNET GATEWAY	5		\$4,500	\$515	\$530	\$546		\$6,091
5.8	ISP LINKS	6		\$4,550	\$0	\$0	\$0		\$4,550
5.9	UNINTERRUPTED POWER SUPPLY	12		\$1,380	\$310	\$0	\$0		\$1,690
5.10	COMPUTER ROOM	4		\$1,050	\$0	\$0	\$0		\$1,050
5.11	LOCAL AREA NETWORK	11		\$0	\$0	\$2,619	\$0		\$2,619
5.12	DESKTOP/LAPTOPS	8	\$6,500		\$3,919	\$535	\$551		\$11,505
5.13	SERVERS	1		\$1,630	\$6,150	\$6,168	\$6,187		\$20,135
5.14	STORAGE	2		\$0	\$0	\$0	\$0		\$0
5.15	IP TELEPHONY	13		\$0	\$3,080	\$900	\$900		\$4,880
5.16	PRINTING	15		\$0	\$0	\$0	\$0		\$0
									\$0
	TOTAL		\$6,500	\$34,342	\$28,911	\$26,046	\$23,848		\$119,647

**CARRIED 4/3****4.c) ICT Budget Allocation \*****RESOLUTION: 72-20/21****MOVED Cr McGuinness SECONDED Cr Cowcill***RECOMMENDATION: SP10-20/21*

That the Strategic Planning Committee recommend to Council that: -

Council allocate a budget of \$47,297 to Computer Maintenance and \$30,500 to Computers Capital Works both from Budget Surplus.

**MOTION LOST 3/4****Reason for Variation from Officer's Recommendation**

Council considered that the any proposed Budget reallocation should be undertaken in the Budget Review process occurring in November 2020.

**5) Community Grants Program (2020/21) – Round 2****RESOLUTION: 73-20/21****MOVED Cr McGuinness SECONDED Cr Hippisley***RECOMMENDATION: SP11-20/21*

That the Strategic Planning Committee recommend to Council: -

1. That Council accepts the Officer's Report on Round 2 of the 2020/21 Community Grants and supports the Grant Assessment Document submitted by the Grants and Project Officer.
2. That Council allocates funds and resources in the 2020/21 Budget for Round 2 to the value of \$4900.00 to the three highest ranking clubs listed in the Grant Assessment Document – Quairading Bowling Club - \$2,000, Quairading Playgroup - \$400 and Quairading Rainmakers Inc - \$2,500.

**CARRIED 7/0**



## 6) Asset Management Plan Progress Report

### RESOLUTION: 74-20/21

#### MOVED Cr Hippisley SECONDED Cr McGuinness

RECOMMENDATION: SP12-20/21

That the Strategic Planning Committee recommend to Council: -

That Council receive the Asset Management Plan Progress Report for October 2020.

**CARRIED 7/0**

## 7) Risk Management Quarterly Report

### RESOLUTION: 75-20/21

#### MOVED Cr Hippisley SECONDED Cr Stacey

RECOMMENDATION: SP13-20/21

That the Strategic Planning Committee recommend to Council: -

That Council receive the Risk Management Quarterly Report for October 2020.

**CARRIED 7/0**

\*Absolute Majority will be needed for Council adoption.

## IN BRIEF

- Strategic Planning Committee Meeting held on the 13<sup>th</sup> October 2020
- Nine Recommendations for Council's Consideration.

## MATTER FOR CONSIDERATION

For Council to be informed of discussions and recommendations of the Strategic Planning Committee and to determine its position in regard to the Recommendations.

## BACKGROUND

The Strategic Planning Committee met on 13<sup>th</sup> October 2020 from which there are nine (9) recommendations for Council consideration, namely: -

- RESOLUTION: SP5-20/21
- RESOLUTION: SP6-20/21
- RESOLUTION: SP7-20/21
- RESOLUTION: SP8-20/21
- RESOLUTION: SP9-20/21
- RESOLUTION: SP10-20/21
- RESOLUTION: SP11-20/21
- RESOLUTION: SP12-20/21
- RESOLUTION: SP13-20/21

## STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

**POLICY IMPLICATIONS**

N/A.

**FINANCIAL IMPLICATIONS**

If approved will be covered from existing budget allocation Account no. 0742 and from the 20/21 predicted budget surplus.

**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**

Not required as an operational matter.

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

Financial – Risk Matrix Rating assessed in the individual Items in the Minutes.

Health – Risk Matrix Rating assessed in the individual Items in the Minutes.

Reputation – Risk Matrix Rating assessed in the individual Items in the Minutes.

Operation – Risk Matrix Rating assessed in the individual Items in the Minutes.

Natural Environment – Risk Matrix Rating assessed in the individual Items in the Minutes.

## 10.2 Offer to Purchase Lot 29 (#81) and Lot 80 (#83) Heal Street, Quairading

<b>Meeting Date</b>	29 <sup>th</sup> October 2020
<b>Responsible Officer</b>	A/CEO Allen Cooper
<b>Reporting Officer</b>	A/CEO Allen Cooper
<b>Attachments</b>	(i) Public Notice
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

### OFFICER RECOMMENDATION

#### RESOLUTION: 76-20/21

#### MOVED Cr Smith SECONDED Cr Hippisley

That Council:

- 1) Note that were no submissions received in regard to the Public Notice of Intention to Dispose of Local Government Property – Lot 29 (#81) and Lot 80 (#83) Heal St Quairading.
- 2) Accept the offer of \$130,000 (Exc GST) for Lot 29 (#81) Heal Street and \$110,000 (Exc GST) for Lot 80 (#83) Heal Street from "Farmarama Pty Ltd" as received on the 24<sup>th</sup> September 2020.
- 3) Authorise the Chief Executive Office to engage a conveyancer to prepare the sale documents.
- 4) Authorise the Chief Executive Officer to sign and seal the necessary sale documents as required.
- 5) Advise the purchaser that there is an existing lease on Lot 80 (#83) Heal St expiring on the 30<sup>th</sup> June 2021.
- 6) Allocate the net proceeds from the sale of the properties to be transferred to the Town Planning and Development Reserve.

**CARRIED BY ABSOLUTE MAJORITY 7/0**

### IN BRIEF

- Farmarama Pty Ltd expressed an interest to purchase the properties on the 24<sup>th</sup> September, 2020.
- Local Public Notice of the Intention to Dispose of Local Government Property was given in accordance with section 3.58 (3) of the Local Government Act 1995.
- No submissions were received in regard to the Local Public Notice.

### MATTER FOR CONSIDERATION

Council has considered the lease or sale of the properties previously.

### BACKGROUND

At its Ordinary Council Meeting held 27<sup>th</sup> August 2020 Council resolved as follows: -

#### RESOLUTION: 29 -20/21

1. Council receive the Valuation Reports on 81 and 83 Heal Street and Proposed Lots 1-5, 1 & 15 Winmar Road, Quairading

2. Council support the Sworn Valuations provided by Acumentis Pty Ltd
3. The Chief Executive Officer be authorised to disclose the Sworn Valuations to interested Commercial Parties who express interest in the subject Council properties for the purposes of progressing any Expressions of Interest.
4. That the CEO be authorised under Delegated Authority to negotiate +/- \$10k on the Sworn Valuations with Interested Parties.

The "Intention to Dispose of Local Government Property" was advertised State wide in the West Australian newspaper, Shire Website, Noticeboard, Shire Facebook page and Community Newsletter as required by s3.58 of the Local Government Act 1995, and called for submissions from the public. Submissions closed on Monday 19<sup>th</sup> October 2020 and Nil submission were received.

The Shire received an email expressing an interest to purchase the properties from Farmarama Pty Ltd on the 24<sup>th</sup> September 2020 for \$240,000 (inc GST) to purchase the Lot 29 (#81) and Lot 80 (#83) Heal Street, Quairading, subject to the terms listed in the Recommendation.

A written valuation from a licensed valuer assessed a commercial value of \$130,000 (inc GST) - 81 Heal Street and \$110,00 - 83 Heal Street for the properties. On this basis, it is recommended that Council accept this offer to purchase.

## STATUTORY ENVIRONMENT

### *Local Government Act 1995*

#### **3.58. Disposing of property**

- (1) In this section –

*dispose* includes to sell, lease, or otherwise dispose of, whether absolutely or not;

*property* includes the whole or any part of the interest of a local government in property, but does not include money.

- (2) Except as stated in this section, a local government can only dispose of property to –

- (a) the highest bidder at public auction; or
- (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property –

- (a) it gives local public notice of the proposed disposition –
  - (i) describing the property concerned; and
  - (ii) giving details of the proposed disposition; and
  - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

and

- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include –
- (a) the names of all other parties concerned; and
  - (b) the consideration to be received by the local government for the disposition; and
  - (c) the market value of the disposition –
    - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
    - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

(5) This section does not apply to –

- (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
- (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
- (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
- (d) any other disposition that is excluded by regulations from the application of this section.

[Section 3.58 amended: No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]

## POLICY IMPLICATIONS

N/A.

## FINANCIAL IMPLICATIONS

That the net proceeds from the sale to be transferred into the Town Planning and Development Reserve. The outgoing costs for a valuation, real estate agent fees and settlement fees will be paid from the proceeds of the sale.

The purchaser will be required to meet any transfer/legal costs associated with the purchase of the properties.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Economic Objective: Growing economy and employment opportunities

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

## **COMMUNITY CONSULTATION**

Details of the proposed "Intention to dispose of Local Government Property" was advertised State wide in the West Australian newspaper, Shire Website, Noticeboard, Shire Facebook page and Community Newsletter as required by s3.58 of the Local Government Act 1995.

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

Financial - Risk Matrix Rating is assessed as Low. Increase the Reserve balance for future use.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Create opportunities for community, business and industry to establish and thrive.

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low.

## **COMMENT**

The Proponent(s) who lodged the EOI has been advised that this matter is to be considered at the 29<sup>th</sup> October 2020 Ordinary Council Meeting.

The Shire has ensured that all statutory obligations have been met and are satisfied with the outcome of the sale of the Property.

## ITEM 11      MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

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*No matters for consideration.*

## ITEM 12      MATTERS FOR CONSIDERATION – WORKS

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*No matters for consideration.*



ITEM 13 URGENT COUNCILLORS' BUSINESS

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Nil.

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

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*No matters for consideration.*

ITEM 15 NEXT MEETING DATE

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The next Ordinary Meeting of Council is scheduled to take place on Thursday 26<sup>th</sup> November 2020, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 16 CLOSURE

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There being no further business, the Chairperson closed the Meeting at 2.49 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 29<sup>th</sup> October 2020 were confirmed on 26<sup>th</sup> November 2020 as recorded on Resolution No. \_\_\_\_\_

Confirmed..... 26/11/20

ITEM 8      MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

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*No matters for consideration.*

## ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

### 9.1 Accounts for Payment – October 2020

**Meeting Date** 26<sup>th</sup> November 2020

**Responsible Officer** EMCS Nathan Gilfellow

**Reporting Officer** EMCS Nathan Gilfellow

**Attachments**

(i) October 2020 Payment List

(ii) Transport Takings

(iii) Credit Card Statement

**Owner/Applicant**

Shire of Quairading

**Disclosure of Interest**

Nil

### OFFICER RECOMMENDATION

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

That Council note the following:

1. That Schedule of Accounts for October covering Municipal Vouchers 23753 to 23764, EFT 8403 to EFT 8554 \$565,642.49 be received and
2. That Police Licensing payments for the month of October 2020 totalling \$49,859.80 be received (Attachment ii); and
3. That fund transfers to Corporate Credit Card for September 2020 balance totalling \$1,053.04 be received (Attachment iii); and
4. That Net Payroll payments for the month October 2020 totalling \$186,106.73; and
5. That the Lease payment for the month of October 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 October 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 – On Risk Matrix given Purchasing / Procedures followed, together with Management Separation of acceptance of duties and Processes in place.

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

## Comment

As the August charges of the Credit Card were skipped in the last Month, they have been included into this month's accounts.

## List of Accounts - October 2020

Chq/EFT	Date	Name	Description	Amount	Funded
EFT8403	01/10/2020	AUSTRALIAN TAXATION OFFICE	SEPTEMBER 2020 BAS	45,842.00	
EFT8404	01/10/2020	SUNNY SIGN COMPANY PTY LTD	POST 3.2MTRX50MM N.B XTRA LITE GAL, PCAP-POST CAP ALUM 50NB, PVCPOST-WA-POST PVC GUIDE C/W P/S DELIN	5,680.25	
EFT8405	01/10/2020	WATER CORPORATION	WATER USAGE AND SERVICE CHARGE 22/07/2020- 17/09/2020	21.30	
EFT8406	01/10/2020	MARNHAM'S MECHANICAL SERVICES	250HR SERVICE AND REPAIR CAB RAISE HYDRAULIC.	729.64	
EFT8407	01/10/2020	MIA DAVIES	REIMBURSEMENT: ACCOMODATION CANCELLATION	125.00	FULLY
EFT8408	01/10/2020	JANINE ANDERSON	REIMBURSEMENT: CABIN BOND	275.00	FULLY
EFT8409	01/10/2020	BOC LIMITED	ARGOSHIELD UNIVERSAL G SIZE	95.06	
EFT8410	01/10/2020	SPECIALISED TREE SERVICE	TREE MAINTENANCE SERVICES	5,244.00	
EFT8411	02/10/2020	QUAIRADING SMASH REPAIRS	REPAIRS TO Q3446 AS PER QUOTE 2017 EXCESS. CLAIM NUMBER: 6046160	1,000.00	
EFT8412	02/10/2020	TOLL TRANSPORT PTY LTD	FREIGHT FOR CRC, MEDICAL & ROAD MAINTENANCE	591.58	
EFT8413	02/10/2020	SURGICAL HOUSE	CRYOPEN CARTRIDGE 8G N2O FOR CRYOPEN M & X X 1 BOX 24 & COAGUCHEK XS BLOOD TEST STRIPS BOX	449.78	
EFT8414	02/10/2020	SUNNY SIGN COMPANY PTY LTD	SIDE ROAD JUNCTION RIGHT CL1 750 X 750 2MM WA SPEC	264.00	
EFT8415	02/10/2020	WATER CORPORATION	WATER USAGE AND SERVICE CHARGES 23/07/2020- 18/09/2020	46.60	
EFT8416	02/10/2020	MARNHAM'S MECHANICAL SERVICES	REPAIRS AND MAINTENANCE Q272	14,560.91	
EFT8417	02/10/2020	BENT NAIL BUILDING & MAINTENANCE	MAINTENANCE WORKS FOR CARAVAN PARK/CABINS	15,286.70	
EFT8418	02/10/2020	GREAT SOUTHERN FUEL SUPPLIES	5000L DIESEL @ 0.94290 PER LTR	5,052.47	
EFT8419	02/10/2020	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES 25/08/2020- 14/09/2020	888.30	
EFT8420	02/10/2020	ISA PTY LTD	MMEX LICENSE RENEWALS - MMEX SECURE MESSAGING USER 1/9/2020-31/10/2021	316.80	
EFT8421	02/10/2020	QC ULTIMATE CLEAN	CRC AND ADMIN BUILDING CARPET AND TILE CLEANING	4,130.06	
EFT8422	02/10/2020	SHERRIN RENTALS PTY LTD	21 DAYS DRY HIRE OF MULTI TYRED ROLLER	4,070.00	
EFT8423	02/10/2020	NUTRIEN AG SOLUTIONS	RODENTICIDE BLOCK 8KG	330.00	
EFT8424	02/10/2020	IAN THOMPSON	REIMBURSEMENT: TOWN HALL BOND	200.00	FULLY
EFT8425	02/10/2020	EFT CANCELLED			
EFT8426	02/10/2020	BRETT & NINA HEATHLEY	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT8427	02/10/2020	MAI TUCKETT	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT8428	05/10/2020	RHODA WALKER	REIMBURSEMENT: COTTAGE BOND	200.00	FULLY
EFT8429	14/10/2020	JOHN WILLIAM HAYTHORNTHWAITE	COUNCIL SITTING FEES JUL TO SEPT 2020	1,070.00	
EFT8430	14/10/2020	PETER DAVID SMITH	COUNCIL SITTING FEES JUL TO SEPT 2020	1,070.00	
EFT8431	14/10/2020	JONATHAN RICHARD HIPPISEY	COUNCIL SITTING FEES JUL TO SEPT 2020	1,070.00	
EFT8432	14/10/2020	QUAIRADING TYRE & BATTERY SUPPLIES	1X MF77 SUPERCHARGE BATTERY FOR REG. 1GJI253	472.44	
EFT8433	14/10/2020	AVON WASTE	AVON WASTE SERVICES - SEPT 2020	8,500.90	
EFT8434	14/10/2020	QUAIRADING FARMERS CO-OP	SEPT 2020 PURCHASES	710.55	
EFT8435	14/10/2020	TOLL TRANSPORT PTY LTD	FREIGHT COSTS	71.94	
EFT8436	14/10/2020	ARROW BRONZE	NICHE WALL PLAQUE	344.57	FULLY
EFT8437	14/10/2020	WA TREASURY CORPORATION	GUARANTEE FEE LOAN 115	9,374.84	FULLY
EFT8438	14/10/2020	QUAIRADING AGRI SERVICES	REIMBURSEMENT: PORTABLE TOILET BOND	250.00	FULLY
EFT8439	14/10/2020	SUNNY SIGN COMPANY PTY LTD	DIRECTIONAL SIGN STATING TOAPIN RISE FARM - WHITE ON BLUE DOUBLE SIDED	71.50	

EFT8440	14/10/2020	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER MAINTENANCE AND SERVICES SEPT 2020	382.50	
EFT8441	14/10/2020	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	FUEL FOR COMMUNITY CAR	173.00	FULLY
EFT8442	14/10/2020	WATER CORPORATION	WATER USAGE & CHARGES 1/06/2020 TO 21/08/2020	74.53	
EFT8443	14/10/2020	MARNHAM'S MECHANICAL SERVICES	REPAIR HYDRAULIC HOSE SUPPLY FITTINGS AND LABOUR COSTS REG. Q240	973.22	
EFT8444	14/10/2020	QUAIRADING BELLES NETBALL CLUB	REIMBURSEMENT: LESSER HALL BOND	625.00	FULLY
EFT8445	14/10/2020	BRETT MCGUINNESS	COUNCIL SITING FEES JUL TO SEPT 2020	932.00	
EFT8446	14/10/2020	QUAIRADING BADMINTON CLUB	REIMBURSEMENT: MEMORIAL HALL BOND	675.00	FULLY
EFT8447	14/10/2020	TREVOR STACEY	COUNCIL SITTING FEES JUL TO SEPT 2020	1,070.00	
EFT8448	14/10/2020	WAYNE M DAVIES	COUNCIL SITTING FEES JUL TO SEPT 2020	2,200.00	
EFT8449	14/10/2020	QUICK CORPORATE	STATIONARY ORDER	798.17	
EFT8450	14/10/2020	RICHARD BLEAKLEY	SPARE KEYS FOR POOL STORAGE SHED	9.30	
EFT8451	14/10/2020	JO HAYTHORNTHWAITE	COUNCIL SITTING FEES JUL TO SEPT 2020	1,146.00	
EFT8452	14/10/2020	JODIE YARDLEY	WATER JARS FOR COUNCIL, CHOPPING MATS AND CUTTING KNIFE FOR COTTAGE	18.00	
EFT8453	14/10/2020	CQ WATER TRUCK HIRE	WET HIRE OF 8 WHEELED WATER TRUCK 15/09, 17/09, 18/09, 21/09/20	8,494.20	
EFT8454	14/10/2020	AJ & BR COWCILL	COUNCIL SITTING FEES JUL TO SEPT 2020	1,070.00	
EFT8455	14/10/2020	FOCUS NETWORKS	SHIRE OF QUAIRADING STRATEGIC ICT PLAN	2,805.00	
EFT8456	14/10/2020	DORMAKABA AUSTRALIA PTY LTD	REPLACE SENSOR ON AUTOMATIC DOOR AND CALL OUT FEE	833.88	
EFT8457	14/10/2020	TOODYAY TRENCHERS	TO TRAVEL TO QUAIRADING TO LOCATE 5KM TELSTRA CABLE ALONG QUAIRADING CUNDERDIN RD	780.00	
EFT8458	14/10/2020	EFT CANCELLED			
EFT8459	14/10/2020	OFFICEWORKS	CESM & DEPOT SATATIONARY ORDER	3,545.30	PARTIALLY
EFT8460	14/10/2020	SHERRIN RENTALS PTY LTD	21 DAYS DRY HIRE OF MULTI TYRED ROLLER	2,530.00	
EFT8461	14/10/2020	RURAL DANCE SCHOOLS WA	REIMBURSEMENT: MEMORIAL HALL BOND	875.00	FULLY
EFT8462	14/10/2020	QUAIRADING BOOK POST (2020)	OCTOBER 2020 LIBRARY CONTRACT	2,289.00	
EFT8463	14/10/2020	PHILLIP CRIBB	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT8464	14/10/2020	BILL GABRIEL	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT8465	14/10/2020	BRIAN KIMBER	RE-PROCESS OF WAGES TO CORRECT ACCOUNT	2,211.62	
EFT8466	14/10/2020	LES JONES	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT8467	14/10/2020	JO-ANN NEEDHAM	REIMBURSEMENT: CABIN BOOKING CANCELLED	235.00	FULLY
EFT8468	14/10/2020	CLAIRE BLACKHOUSE	REIMBURSEMENT: COTTAGE BOND	200.00	FULLY
EFT8469	14/10/2020	ALLEN COOPER	FUEL COSTS REG. Q0	88.01	
EFT8470	14/10/2020	BOC LIMITED	CONTAINER RENTAL: OXYGEN/ARGOSHIELD SIZE G	48.45	
EFT8471	14/10/2020	PLUMBERJ'S MOBILE PLUMBING	REPAIR LEAK NEAR WATER METER, FIX 6 TAPS AND LEAKING TOILET.	429.00	
EFT8472	15/10/2020	EFT CANCELLED			
EFT8473-8478	15/10/2020	PAYCLEAR SERVICES	SUPERANNUATION CONTRIBUTIONS	32,409.70	
EFT8479	16/10/2020	NOBLE MEDICAL INVESTMENT PTY LTD	QUARTERLY MOTOR VEHICLE ALLOWANCE FOR THE PERIOD 01/10 TO 31/12/2020	4,125.00	
EFT8480-8494	19/10/2020	PAYCLEAR SERVICES	SUPERANNUATION CONTRIBUTIONS	9,919.13	
EFT8495	27/10/2020	AUSTRALIAN TAXATION OFFICE	OCTOBER 2020 BAS	94,698.00	
EFT8496	27/10/2020	SPECIALISED TREE SERVICE	TREE PRUNING OF TREES AS PER WESTERN POWER 90 DAY NOTICE LIST	9,135.20	
EFT8497	30/10/2020	CHRISTINE KATHRYN NOONAN	REIMBURSEMENT: PORTABLE TOILET BOND	250.00	FULLY
EFT8498	30/10/2020	O'HARE NOMINEES PTY LTD	PURCHASE OF 6,500 CUBIC METERS OF GRAVEL	11,869.00	
EFT8499	30/10/2020	QUAIRADING TYRE & BATTERY SUPPLIES	SUPPLY AND FIT NEW BATTERY, STRIP ANND FIT, PUNCTURE REPAIR	609.79	

EFT8500	30/10/2020	TOLL TRANSPORT PTY LTD	SEPTEMBER FREIGHT	22.28	
EFT8501	30/10/2020	QUAIRADING EARTHMOVING CO.	PUSH AND STOCKPILE 6,500M3 GRAVEL AT O'HARES PIT	12,391.50	
EFT8502	30/10/2020	COUNTRY COPIERS NORTHAM	PHOTOCOPIER SERVICE: 36,874 COPIES	750.37	
EFT8503	30/10/2020	EASTERN HILLS SAWS & MOWERS	1 X STH4228 011 2935 HS 45-Z HEDGE TRIMMER- 450MM/18	240.00	
EFT8504	30/10/2020	BURGESS RAWSON	WATER USAGE & CHARGES 10/08 TO 14/10/2020	786.21	
EFT8505	30/10/2020	QUAIRADING COMMUNITY RESOURCE CENTRE	CLEANING & SERVICES SEPT 2020	1,603.38	
EFT8506	30/10/2020	SURGICAL HOUSE	THERMOMETER PROBE COVER AND LANCET ACCU-CHECK	144.89	
EFT8507	30/10/2020	SUNNY SIGN COMPANY PTY LTD	BOUNDARY SIGNAGE, POSTS, CAPS AND BRACKETS	6,481.64	
EFT8508	30/10/2020	QUAIRADING MEDICAL PRACTICE	PRE-EMPLOYMENT MEDICAL	139.70	
EFT8509	30/10/2020	PERFECT COMPUTER SOLUTIONS PTY LTD	CRC CABLING NETWORK	1,916.00	
EFT8510	30/10/2020	GRAEME ASHLEY FARDON	ANNUAL STATE CONFERENCE 2020 5/11 TO 6/11	975.00	
EFT8511	30/10/2020	ST JOHN AMBULANCE AUSTRALIA - BELMONT	FIRST AID KIT FOR CEO VEHICLE	74.90	
EFT8512	30/10/2020	NEU-TECH AUTO ELECTRICS	2X LED ROTATING BEACONS AND REPAIR BRAKE LIGHTS	440.00	
EFT8513	30/10/2020	EFT CANCELLED			
EFT8514	30/10/2020	LO-GO APPOINTMENTS	ORDINARY RATE - CONTRACTING SERIVES NORMAN PARKER WK ENDING 17/10/20	5,427.85	
EFT8515	30/10/2020	ROE TOURISM ASSOCIATION	2020-21 ROE TOURISM MEMBERSHIP AND CONTRIBUTION	6,000.00	
EFT8516	30/10/2020	BENT NAIL BUILDING & MAINTENANCE	SUPPLY/INSTALL REPLACEMENT TAPWARE IN BATHROOM, GROUT SHOWER, REMOVE BLIND IN LAUNDRY, SUPPLY AND INSTALL 6 DAMAGED TILES IN KITCHEN AT 19 POWELL CRE AND REPLACE WASHING LINE AT 8 DALL ST	1,927.99	
EFT8517	30/10/2020	TOTAL EDEN PTY LTD	12X SPRINKLER GEARDRIVE AND 12X COIL SOLENOID	1,938.42	
EFT8518	30/10/2020	ESTELLE VIVIAN GOM	REIMBURSEMENT: CAT TRAP BOND	20.00	FULLY
EFT8519	30/10/2020	EXECUTIVE MEDIA PTY LTD	CARAVANNING AUSTRALIA EDITION 2 - 2020	1,500.00	
EFT8520	30/10/2020	G J JONES PLUMBING	PURCHASE AND INSTALLATION OF SUB-METERS AT THE SWIMMING POOL - WATERWISE PROG.	2,860.00	
EFT8521	30/10/2020	LGISWA	PROPERTY INSURANCE INSTALLMENT 2 - 2020/2021	94,204.81	
EFT8522	30/10/2020	DIGGING DOCKER	REMOVE AND REPLACE 6 SHIRE BOUNDRY SIGNS	3,550.00	
EFT8523	30/10/2020	MURRAY YARRAN	REIMBUSEMENT: LESSER HALL AND KEY BOND	625.00	FULLY
EFT8524	30/10/2020	PRIME MEDIA GROUP LTD	TOURIST PROMOTION: 838 X 15 SECONDD COMMERCIALS (GWN7) FROM JUL - OCT 2020	3,300.00	
EFT8525	30/10/2020	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2020/21 ESL COUNCIL PROPERTIES	4,418.53	
EFT8526	30/10/2020	GREAT SOUTHERN FUEL SUPPLIES	5000L DIESEL @ 0.94290 PER LTR	5,185.95	
EFT8527	30/10/2020	SOLARGAIN PV PTY LTD	PURCHASE AND INSTALLATION OF SOLAR VOLTAIC SYSTEM FOR POOL	3,195.00	FULLY
EFT8528	30/10/2020	COMBINED PEST CONTROL	PEST CONTROL SERVICES OCT 2020	610.50	
EFT8529	30/10/2020	LIMITLESS PROMOTIONS	100 X RED 2023 STRAP ANIMAL REGISTRATION TAGS PLUS DELIVERY	135.00	
EFT8530	30/10/2020	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES 22/09, 02/10 AND 06/10/2020	1,122.00	
EFT8531	30/10/2020	JODIE YARDLEY	UNIFORMS	288.00	
EFT8532	30/10/2020	R MUNNS ENGINEERING CONSULTING SERVICES	ONSITE & OFFSITE SENIOR ENGINEER (ROD MUNNS) TO MEET AT QUAIRADING TO DISCUSS 20/21 YR ROADWORKS PROGRAM AND PROVIDE A GANT CHART SCHEDULE FOR ALL 20/21 YR ROAD PROJECTS	5,218.00	
EFT8533	30/10/2020	MARKETFORCE	WEST AUSTRALIAN ADVERT FOR TENDER NO. 1-20/2 AND TENDER NO. 2-20/21 - CLOSING DATE 11/09/2020	631.14	
EFT8534	30/10/2020	MOORE AUSTRALIA AUDIT (WA)	2020 NUTS AND BOLTS WORKSHOP - THE GEARS 20/11 & 27/11/2020	1,419.00	
EFT8535	30/10/2020	BRENDON AND SHONDELLE STONE	REIMBURSEMENT: OF IMMUNISATIONS	369.60	
EFT8536	30/10/2020	ADVANCED TRAFFIC MANAGEMENT	11 DAYS @ 10HR PER DAY. 3 X TRAFFIC CONTROLLERS AND 2 X UTES	5,924.88	
EFT8537	30/10/2020	PH & KE GOW	FEATURE SURVEY OF COMMUNITY PARK SITE	2,200.00	
EFT8538	30/10/2020	AJ & BR COWCILL	MINOR PRE SEASON SERVICE OF QDG FIRE TRUCKS	2,288.40	

EFT8539	30/10/2020	CWB ELECTRICAL & A/C	REPLACE 3 PHASE CIRCUIT BRAKER - DEPOT, REPLACE FAULTY LIGHT SWITCHES - MEDICLA CENTRE & RE-INSTALL RANGE HOOD - BOWLING CLUB	796.69	
EFT8540	30/10/2020	EFT CANCELLED			
EFT8541	30/10/2020	OFFICEWORKS	CASH BOX AND DOCKET BOOKS FOR RECYCLING CENTRE	70.77	
EFT8542	30/10/2020	FUTURE POWER WA PTY LTD	TENDER 02-19/20 SUPPLY AND INSTALLATION OF SPORTS LIGHTING ON THE AFL OVAL AT QDG SPORTS GROUND	4,629.79	
EFT8543	30/10/2020	EXURBAN RURAL & REGIONAL PLANNING	TOWN PLANNING SERVICES FOR FINANCIAL YEAR 2020-2021	1,073.55	
EFT8544	30/10/2020	QUAIRADING BOOK POST (2020)	ADMIN: POSTAGE AND STATIONERY: 01/07/20 - 31/12/20	315.90	
EFT8545	30/10/2020	PARKLAND MAZDA	PURCHASE OF 2020 MAZDA CX9 TOURING	9,380.00	
EFT8546	30/10/2020	BRIAN KIMBER	FUEL, LITHIUM JUMP START & PHONE USAGE CHARGES	187.65	
EFT8547	30/10/2020	SHANNON LOUISE WRUCK	EXPENSES WHILE TRAINING IN PERTH	200.04	
EFT8548	30/10/2020	WESTTEXTURE WALL COATINGS	RENDERING OF TOWN HALL, INT/EXT FOR DROUGHT COMMUNITIES PROGRAMME	23,738.00	
EFT8549	30/10/2020	ALLEN COOPER	PETROL REG. Q0 44.54LTR & \$1.145 PER LTR	93.50	
EFT8550	30/10/2020	EFT CANCELLED			
EFT8551	30/10/2020	JEFF & WENDY EVANS	REIMBUSEMENT: CARAVAN PARK CANCELLATION	57.00	FULLY
EFT8552	30/10/2020	STAN & LEONIE KIRBY	REIMBUSEMENT: CARAVAN PARK CANCELLATION	30.00	FULLY
EFT8553	30/10/2020	MAX LEGGETT	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT8554	30/10/2020	PLUMBERJ'S MOBILE PLUMBING	REPAIRS TO LEAKING CISTERN AT THE OLD DRIVE IN	431.20	
23753	01/10/2020	SYNERGY	SUPPLY FROM 04/07/2020 TO 31/08/2020 - LOT 103 CUBBINE RD	198.81	
23754	01/10/2020	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER DEPOSIT SCHEME	500.00	FULLY
23755	16/10/2020	TELSTRA	MOBILE CHARGES TO 15/09/2020	3,194.62	
23756	16/10/2020	SYNERGY	POWER USAGE AND CHARGES 25/08 TO 24/09/2020	8,569.11	
23757	16/10/2020	THE UNIVERSITY OF WESTERN AUSTRALIA	REIMBURSEMENT: CABIN BOND	200.00	FULLY
23758	16/10/2020	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER DEPOSIT SCHEME	300.00	FULLY
23759	22/10/2020	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER DEPOSIT SCHEME	500.00	FULLY
23760	28/10/2020	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER DEPOSIT SCHEME	500.00	FULLY
23761	30/10/2020	TELSTRA	PHONE AND USAGE CHARGES TO 28/09/2020	35.10	
23762	30/10/2020	PERTH SCIENTIFIC EQUIPMENT	SERVICE FOR CENTRIFUGE MACHINE	165.00	
23763	30/10/2020	SYNERGY	POWER SUPPLY 10/09 TO 08/10/2020	1,726.63	
23764	30/10/2020	SHIRE OF TOODYAY	RENEWAL OF BASIC TRAFFIC MANAGEMENT INCL CATERING	290.00	
				<b>565,642.49</b>	



<b>TRANSPORT TAKINGS FOR THE MONTH ENDING</b>		
<b>OCTOBER 2020</b>		<b>Attachment 9.1.2</b>
<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT \$</b>
29/09/2020	TRANSPORT TAKINGS	211.90
30/09/2020	TRANSPORT TAKINGS	628.35
1/10/2020	TRANSPORT TAKINGS	1,043.55
2/10/2020	TRANSPORT TAKINGS	3,031.20
5/10/2020	TRANSPORT TAKINGS	1,917.05
6/10/2020	TRANSPORT TAKINGS	1,415.80
7/10/2020	TRANSPORT TAKINGS	9,134.50
8/10/2020	TRANSPORT TAKINGS	843.05
9/10/2020	TRANSPORT TAKINGS	3,035.45
12/10/2020	TRANSPORT TAKINGS	1,211.20
13/10/2020	TRANSPORT TAKINGS	789.25
14/10/2020	TRANSPORT TAKINGS	791.55
15/10/2020	TRANSPORT TAKINGS	650.95
16/10/2020	TRANSPORT TAKINGS	900.35
19/10/2020	TRANSPORT TAKINGS	1,875.25
20/10/2020	TRANSPORT TAKINGS	2,522.00
21/10/2020	TRANSPORT TAKINGS	1,293.05
22/10/2020	TRANSPORT TAKINGS	860.75
23/10/2020	TRANSPORT TAKINGS	14,675.60
26/10/2020	TRANSPORT TAKINGS	870.60
27/10/2020	TRANSPORT TAKINGS	1,229.75
28/10/2020	TRANSPORT TAKINGS	928.65
		<b>49,859.80</b>
29/10/2020	TRANSPORT TAKINGS	1,098.35
30/10/2020	TRANSPORT TAKINGS	1,924.90
	<b>AMOUNTS YET TO BE DRAWN</b>	<b>3,023.25</b>
		<b>52,883.05</b>

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

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

1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
2. Impose a fee or charge (No change- We currently charge a \$15 missed payment fee when payment is not received by statement due date)
3. Charge interest on any unpaid purchases outstanding (No change)

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

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

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

**BusinessChoice Everyday VISA Card**

Date of Transaction	Description	Debits/Credits	Cardholder Comments
06 AUG	<b>Purchases</b> ZOOM.AUD 8887999666 US INC FX FEE AUD \$0.69 DIRECT MARKETING CONTINUITY	23.78	
25 AUG	BIGW ONLINE AU GROCERY STORES, SUPERMARKETS	B441 240.90 B442 + B443	Line n
26 AUG	AU* SEEK 34918835 MELBOURNE AU ADVERTISING SERVICES	5052 544.50	Advertising job
26 AUG	BIGW ONLINE AU GROCERY STORES, SUPERMARKETS	B44 60.00 -	Refund- No towels
26 AUG	TERRY TRUCK RENTALS WELSHPOOL AU AUTOMOBILE RENTAL & LEASING	3162 303.86	Bond- Ute Hire
	<b>Sub Total:</b>	<b>1,053.04</b>	
30 AUG	<b>Miscellaneous Transactions</b> TRANSFER CLOSING BALANCE TO BILLING ACCT	1,053.04 -	
	<b>Sub Total:</b>	<b>1,053.04 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	

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

Cardholder Signature



Date

24/9/2020

Transactions examined and approved.

Manager/Supervisor Signature



Date

18/09/2020

5001052 / M000277 / 242 / CN1VPCP1

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

<b>Meeting Date</b>	26 <sup>th</sup> November 2020
<b>Responsible Officer</b>	EMCS Nathan Gilfellon
<b>Reporting Officer</b>	EMCS Nathan Gilfellon
<b>Attachments</b>	(i) Financial Statements for October
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

<p><b>MOVED</b> _____ <b>SECONDED</b> _____</p> <p>That Council receive the Monthly Financial Statements for the period ending 31<sup>st</sup> October 2020.</p> <p style="text-align: right;"><b>CARRIED</b> ____ / ____</p>
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### VOTING REQUIREMENTS – Simple Majority

#### IN BRIEF

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

#### MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements

#### BACKGROUND

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

#### STATUTORY ENVIRONMENT

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

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

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

#### POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

## COMMENT

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

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

**SHIRE OF QUAIRADING**

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

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

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

**KEY INFORMATION**

**Items of Significance**

The material variance adopted by the Shire of Quairading for the 2020/21 year is \$10,000 and 10%. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

	% Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance (Under)/Over
<b>Capital Expenditure</b>					
<b>Land &amp; Buildings</b>					
Caretaker Cottage	0.00%	227,560	-	-	-
Town Hall Building Upgrades	14.01%	177,770	23,000	24,905	1,905
Industrial Lots Phase 1	6.44%	200,000	6,000	12,890	6,890
<b>Plant &amp; Equipment</b>					
Grader	0.00%	380,000	-	-	-
<b>Infrastructure - Roads</b>					
Heal Street Parking	0.00%	170,000	2,000	-	(2,000)
AKV Road Upgrade	0.00%	139,500	2,000	-	(2,000)
Goldfields Road Reconstruction	5.91%	444,870	25,650	26,313	663
Old Beverley East Road	0.15%	373,742	10,000	555	(9,445)
Quairading-Cunderdin WSFN	6.62%	1,325,852	631,250	87,809	(543,441)
Badjaling Nth Road Resheeting	0.25%	204,120	-	510	510
Pannell Road Resheeting	0.00%	131,150	-	-	-
<b>Other Infrastructure</b>					
Oval Floodlights	91.32%	123,150	123,150	112,466	(10,684)
Community Park	0.24%	620,000	-	1,500	1,500
<b>Operational</b>					
Medical Practice Expense	35.56%	206,737	68,912	73,507	4,595
Roads Maintenance	45.90%	615,908	205,302	282,711	77,409

% Compares current ytd actuals to annual budget

Financial Position	* Note	Prior Year 1 November 2019	Current Year 31 October 2020
Adjusted Net Current Assets	165%	\$ 2,689,636	\$ 4,432,719
Cash and Equivalent - Unrestricted	181%	\$ 2,387,212	\$ 4,313,301
Cash and Equivalent - Restricted	87%	\$ 3,549,076	\$ 3,100,080
Receivables - Rates	104%	\$ 538,354	\$ 560,146
Receivables - Other	154%	\$ 103,752	\$ 160,249
Payables	186%	\$ 269,580	\$ 502,705

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

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

**INFORMATION**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 18th October 2020  
Prepared by: Executive Manager of Corporate Services  
Reviewed by: Chief Executive Officer

**BASIS OF PREPARATION**

**REPORT PURPOSE**

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34. Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

**BASIS OF ACCOUNTING**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

**SIGNIFICANT ACCOUNTING POLICES**

**GOODS AND SERVICES TAX**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**ROUNDING OFF FIGURES**

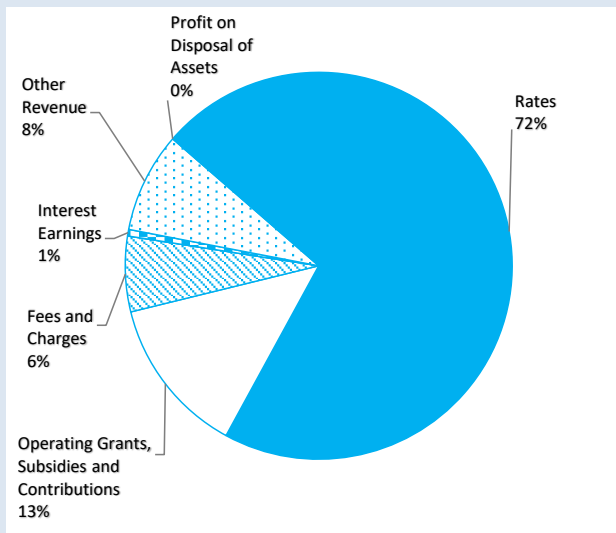
All figures shown in this statement are rounded to the nearest dollar.



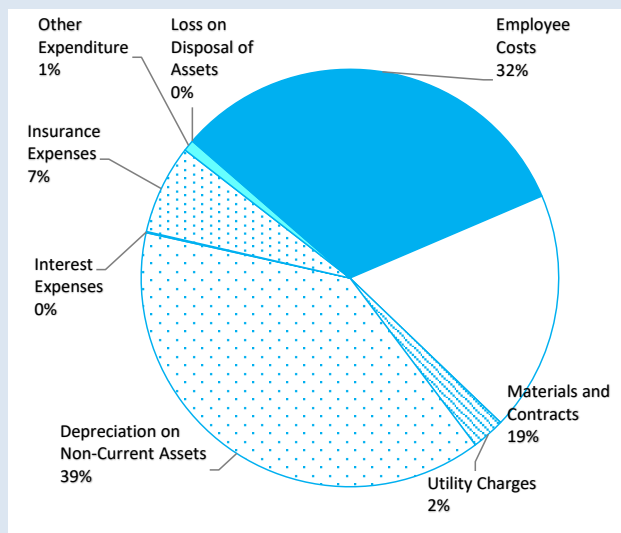
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 OCTOBER 2020**

**SUMMARY GRAPHS**

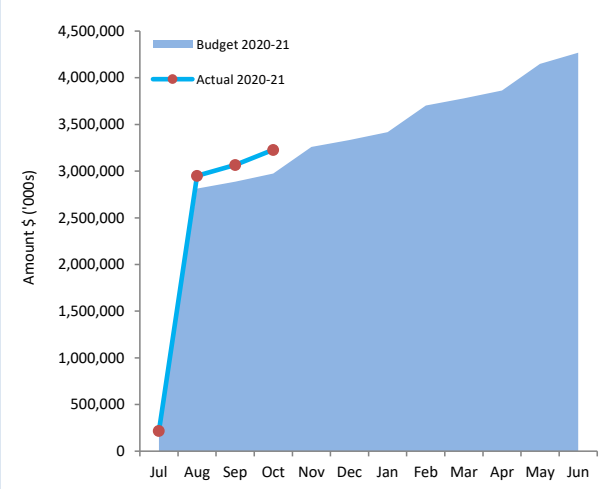
**OPERATING REVENUE**



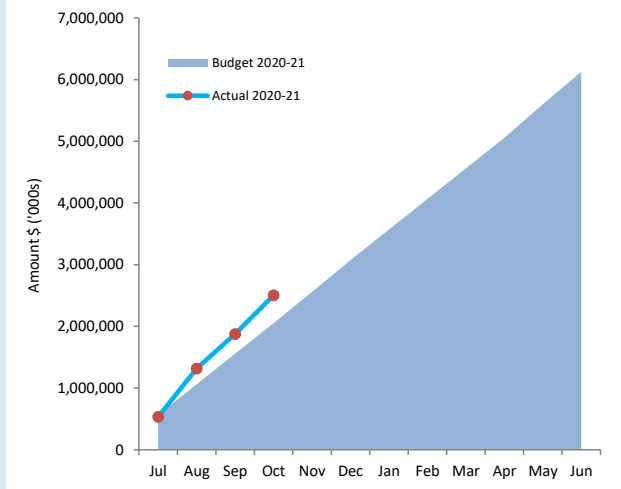
**OPERATING EXPENSES**



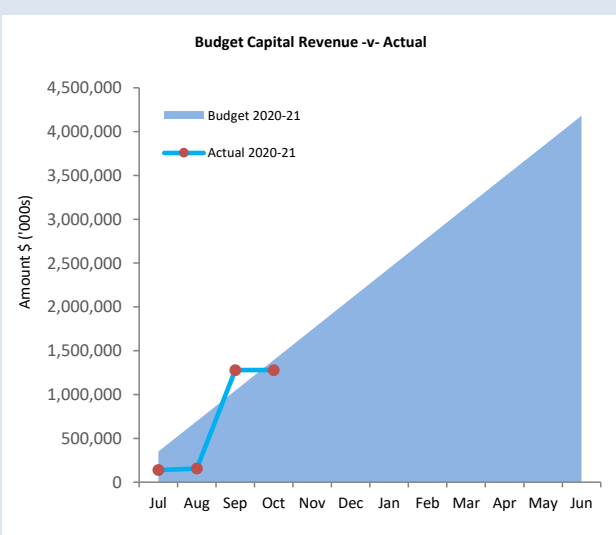
**Budget Operating Revenues -v- Actual**



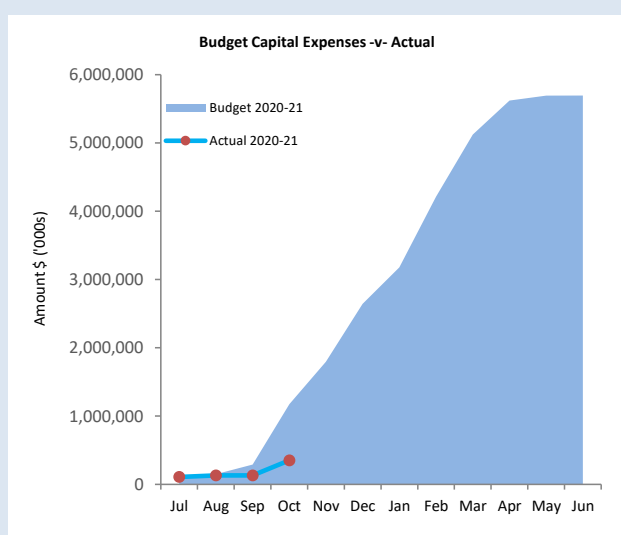
**Budget Operating Expenses -v- YTD Actual**



**CAPITAL REVENUE**



**CAPITAL EXPENSES**



This information is to be read in conjunction with the accompanying Financial Statements and Notes. Capital Revenue include Capital Grants and Contributions, Proceeds of Sale and Borrowings.

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 OCTOBER 2020**

**STATUTORY REPORTING PROGRAMS**

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

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

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

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	1(b)	1,836,054	1,836,054	1,836,054	0	0%	
<b>Revenue from operating activities</b>							
Governance		3,300	1,100	18,029	16,929	1539%	▲
General Purpose Funding - Rates	5	2,311,004	2,303,367	2,310,510	7,143	0%	
General Purpose Funding - Other		897,614	232,170	234,991	2,821	1%	
Law, Order and Public Safety		218,797	80,845	101,261	20,416	25%	▲
Health		10,879	3,626	5,443	1,817	50%	
Education and Welfare		61,708	20,568	46,066	25,498	124%	▲
Housing		106,108	35,369	34,816	(553)	(2%)	
Community Amenities		174,554	58,186	58,934	748	1%	
Recreation and Culture		28,346	9,447	5,389	(4,058)	(43%)	
Transport		202,471	144,207	144,232	25	0%	
Economic Services		207,170	69,055	224,322	155,267	225%	▲
Other Property and Services		46,272	15,420	44,660	29,240	190%	▲
		<b>4,268,223</b>	<b>2,973,360</b>	<b>3,228,653</b>	255,293	9%	
<b>Expenditure from operating activities</b>							
Governance		(753,037)	(241,477)	(239,663)	1,814	1%	
General Purpose Funding		(82,738)	(21,813)	(26,594)	(4,781)	(22%)	
Law, Order and Public Safety		(382,689)	(127,563)	(118,168)	9,395	7%	
Health		(315,980)	(105,327)	(109,336)	(4,009)	(4%)	
Education and Welfare		(222,620)	(75,541)	(75,918)	(377)	(0%)	
Housing		(162,773)	(54,259)	(46,787)	7,472	14%	
Community Amenities		(522,815)	(174,272)	(159,470)	14,802	8%	
Recreation and Culture		(920,540)	(321,315)	(307,561)	13,754	4%	
Transport		(2,034,818)	(671,622)	(1,046,610)	(374,988)	(56%)	▼
Economic Services		(693,177)	(231,389)	(208,761)	22,628	10%	
Other Property and Services		(34,117)	(28,999)	(164,519)	(135,520)	(467%)	▼
		<b>(6,125,304)</b>	<b>(2,053,577)</b>	<b>(2,503,387)</b>	(449,810)	(22%)	▼
<b>Operating activities excluded from budget</b>							
Add Back Depreciation		1,982,450	165,204	<b>969,772</b>	804,568	487%	▲
Adjust (Profit)/Loss on Asset Disposal	6	(19,889)	(1,657)	<b>0</b>	1,657	(100%)	
Adjust Provisions and Accruals		(65,901)	(5,492)	<b>440</b>	5,932	(108%)	
<b>Amount attributable to operating activities</b>		<b>39,579</b>	<b>1,077,838</b>	<b>1,695,478</b>	<b>617,640</b>	(57%)	
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions		3,940,129	1,313,376	<b>1,278,973</b>	(34,404)	(3%)	
Proceeds from Disposal of Assets	6	265,500	88,500	<b>0</b>	(88,500)	(100%)	▼
Capital Acquisitions	7	(5,729,620)	(974,320)	<b>(351,583)</b>	622,737	64%	▲
<b>Amount attributable to investing activities</b>		<b>(1,523,991)</b>	<b>427,556</b>	<b>927,389</b>	<b>499,833</b>	(117%)	
<b>Financing Activities</b>							
Proceeds from New Debentures		0	0	<b>0</b>	0		
Principal lease payments		(5,069)	(1,690)	<b>(2,016)</b>			
Self-Supporting Loan Principal		37,393	12,464	<b>8,661</b>	(3,803)	(31%)	
Transfer from Reserves	9	711,777	237,259	<b>0</b>	(237,259)	(100%)	▼
Repayment of Debentures	8	(98,717)	(32,906)	<b>(24,498)</b>	8,408	26%	
Transfer to Reserves	9	(875,000)	(291,667)	<b>(8,349)</b>	283,318	97%	▲
<b>Amount attributable to financing activities</b>		<b>(229,616)</b>	<b>(76,539)</b>	<b>(26,202)</b>	<b>50,663</b>	66%	
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>122,026</b>	<b>3,264,910</b>	<b>4,432,719</b>	1,168,136	(36%)	

**KEY INFORMATION**

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020/21 year is \$10,000 and 10%.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 OCTOBER 2020

### REVENUE

#### RATES

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

#### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

#### PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

#### FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

#### SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

## NATURE OR TYPE DESCRIPTIONS

### EXPENSES

#### EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

#### MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

#### INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

#### LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

#### OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

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

**BY NATURE OR TYPE**

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	1(b)	1,836,054	1,836,054	<b>1,836,054</b>	0	0%	
<b>Revenue from operating activities</b>							
Rates	5	2,311,004	2,303,367	2,310,510	7,143	0%	
Operating Grants, Subsidies and Contributions		1,094,526	392,863	426,631	33,768	9%	
Fees and Charges		441,089	149,580	203,436	53,856	36%	▲
Interest Earnings		49,400	19,327	17,691	(1,636)	(8%)	
Other Revenue		327,273	108,223	270,385	162,162	150%	▲
Profit on Disposal of Assets	6	44,931	0	0	0		
		<b>4,268,223</b>	<b>2,973,360</b>	<b>3,228,653</b>	255,294	9%	
<b>Expenditure from operating activities</b>							
Employee Costs		(2,249,742)	(749,912)	(805,709)	(55,797)	(7%)	
Materials and Contracts		(1,365,423)	(462,650)	(465,493)	(2,843)	(1%)	
Utility Charges		(229,080)	(76,360)	(64,603)	11,757	15%	▲
Depreciation on Non-Current Assets		(1,982,450)	(658,806)	(969,772)	(310,966)	(47%)	▼
Interest Expenses		(20,191)	(1,772)	(2,348)	(576)	(33%)	
Insurance Expenses		(178,523)	(59,508)	(173,502)	(113,994)	(192%)	▼
Other Expenditure		(74,853)	(39,569)	(21,960)	17,609	45%	▲
Loss on Disposal of Assets	6	(25,042)	(5,000)	0	5,000	100%	
		<b>(6,125,304)</b>	<b>(2,053,577)</b>	<b>(2,503,387)</b>	(449,811)	22%	
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,982,450	165,204	<b>969,772</b>	804,568	487%	▲
Adjust (Profit)/Loss on Asset Disposal	6	(19,889)	(1,657)	<b>0</b>	1,657	(100%)	
Adjust Provisions and Accruals		(65,901)	(5,492)	<b>440</b>	5,932	(108%)	
<b>Amount attributable to operating activities</b>		<b>39,579</b>	<b>1,077,838</b>	<b>1,695,478</b>	617,640	57%	
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions		3,940,129	1,313,376	<b>1,278,973</b>	(34,404)	(3%)	
Proceeds from Disposal of Assets	6	265,500	88,500	<b>0</b>	(88,500)	(100%)	▼
Capital acquisitions	7	(5,729,620)	(974,320)	<b>(351,583)</b>	622,737	64%	▲
<b>Amount attributable to investing activities</b>		<b>(1,523,991)</b>	<b>427,556</b>	<b>927,389</b>	499,833	117%	
<b>Financing Activities</b>							
Proceeds from New Debentures		0	0	<b>0</b>	0		
Principal lease payments		(5,069)	(1,690)	<b>(2,016)</b>			
Self-Supporting Loan Principal		37,393	12,464	<b>8,661</b>	(3,803)	(31%)	
Transfer from Reserves	9	711,777	237,259	<b>0</b>	(237,259)	(100%)	▼
Repayment of Debentures	8	(98,717)	(32,906)	<b>(24,498)</b>	8,408	26%	
Transfer to Reserves	9	(875,000)	(291,667)	<b>(8,349)</b>	283,318	97%	▲
<b>Amount attributable to financing activities</b>		<b>(229,616)</b>	<b>(76,539)</b>	<b>(26,202)</b>	50,663	(66%)	
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>122,026</b>	<b>3,264,910</b>	<b>4,432,719</b>	1,168,136	36%	

**KEY INFORMATION**

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

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

**NOTE 1(a)  
NET CURRENT ASSETS**

**SIGNIFICANT ACCOUNTING POLICIES**

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

**EMPLOYEE BENEFITS**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave  
*(Short-term Benefits)*

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) *Annual Leave and Long Service Leave (Long-term Benefits)*

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

**PROVISIONS**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

**INVENTORIES**

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

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

OPERATING ACTIVITIES  
NOTE 1(b)  
ADJUSTED NET CURRENT ASSETS

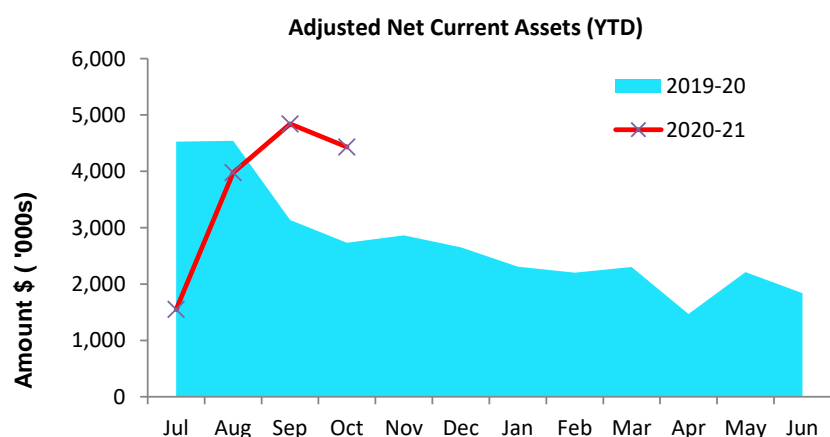
	Ref Note	Last Years Closing 30 June 2020	This Time Last Year 01 Nov 2019	Year to Date Actual 31 Oct 2020
<b>Adjusted Net Current Assets</b>		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	3	1,991,081	2,387,212	4,313,301
Cash Restricted	3	3,116,427	3,549,076	3,100,080
Receivables - Rates	4	231,667	538,354	560,146
Receivables - Other	4	36,657	103,752	160,249
Expected Credit Loss Allowance	4	(18,933)		(12,262)
Financial Assets		37,393	35,809	
Prepaid Expenses				3,226
Interest / ATO Receivable		29,678	34,746	35,905
Inventories		4,275	7,783	4,886
		5,428,245	6,656,733	8,165,531
<b>Less: Current Liabilities</b>				
Payables		(355,211)	(269,580)	(502,705)
Provisions - employee		(315,964)	(315,963)	(336,198)
Long term borrowings		(98,717)	(63,678)	(82,455)
		(769,892)	(649,221)	(921,358)
<b>Unadjusted Net Current Assets</b>		<b>4,658,353</b>	<b>6,007,512</b>	<b>7,244,173</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Cash reserves	3	(3,089,381)	(3,549,076)	(3,100,080)
Less: Loans receivable		(37,393)	(35,809)	0
Add: Lease Liabilities		27		
Add: Provisions - employee		205,731	203,331	206,171
Add: Long term borrowings		98,717	63,678	82,455
<b>Adjusted Net Current Assets</b>		<b>1,836,054</b>	<b>2,689,636</b>	<b>4,432,719</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



**This Year YTD**

**Surplus(Deficit)**

**\$4.43 M**

**Last Year YTD**

**Surplus(Deficit)**

**\$2.69 M**

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

**NOTE 2  
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2020/21 year is \$10,000 and 10%.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
Governance	16,929	1539%	▲	Timing	SEAVROC Reimbursement - Expected to be moved into previous financial year
Law, Order and Public Safety	20,416	25%	▲	Timing	Timing of DFES Grants
Education and Welfare	25,498	124%	▲	Timing	Childcare Grants Received - Will need to be mostly refunded to REED
Economic Services	155,267	225%	▲	Timing	Skeleton Weed Reimbursement Timing including double up of billing
Other Property and Services	29,240	190%	▲	Permanent	Miscellaneous Materials, Private Works and Parental Leave reimbursement
<b>Expenditure from operating activities</b>					
Transport	(374,988)	(56%)	▼	Permanent	Depreciation and Timing of Road Maintenance
Other Property and Services	(135,520)	(467%)	▼	Timing	Payout of Leave, Plants Costs, PWO Allocation lower than budgeted
<b>Investing Activities</b>					
Proceeds from Disposal of Assets	(88,500)	(100%)	▼	Timing	Timing of Disposal of Assets
Capital Acquisitions	622,737	64%	▲	Timing	Timing of Capital Works

**KEY INFORMATION**



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

**OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS**

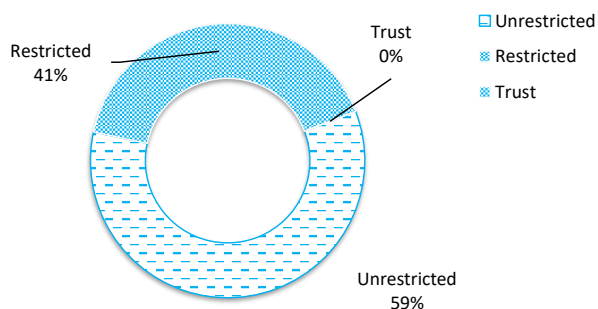
<b>Cash and Investments</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Trust</b>	<b>Total YTD Actual</b>	<b>Institution</b>	<b>Interest Rate</b>	<b>Maturity Date</b>
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	650			650			
<b>At Call Deposits</b>							
Municipal Fund	3,142,667			3,142,667	Westpac		
Medical Centre	85			85	Westpac		
Child Care Centre	20,353			20,353	Westpac		
Municipal On Call	720,000			720,000	Westpac	0.05%	
Reserve Fund On Call		54,532		54,532	Westpac	0.05%	
Trust Fund			0	0	Westpac		
<b>Term Deposits</b>							
Municipal Investment - Term Deposit	307,176			307,176	Westpac	0.54%	05-Dec-20
Municipal Investment - Term Deposit	303,714			303,714	Westpac	0.55%	03-Dec-20
Reserve Investment - Term Deposit		486,184		486,184	Westpac	0.85%	03-Dec-20
Reserve Investment - Term Deposit		981,007		981,007	Westpac	0.53%	12-Jan-21
Reserve Investment - Term Deposit		619,121		619,121	Westpac	0.60%	22-Nov-20
Reserve Investment - Term Deposit		959,237		959,237	Westpac	0.54%	23-Dec-20
<b>Total</b>	<b>4,494,646</b>	<b>3,100,080</b>	<b>0</b>	<b>7,594,726</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



**Total Cash**

**\$7.59 M**

**Unrestricted**

**\$4.49 M**

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

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Rates Receivable	30 June 2019	31 Oct 20
	\$	\$
Opening Arrears Previou Year	237,459	231,667
Levied this year	2,489,560	2,488,499
<u>Less</u> Collections to date	(2,495,352)	(2,160,020)
Equals Current Outstanding	<b>231,667</b>	<b>560,146</b>
<b>Net Rates Collectable</b>	<b>231,667</b>	<b>560,146</b>
% Collected	100.23%	86.80%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	82,302	6,369	92,265	2,956	183,892
Percentage	45%	3%	50%	2%	
<b>Balance per Trial Balance</b>					
Sundry debtors					106,519
Loss Allowance					(12,262)
GST receivable					35,905
Pensioner Rebates					53,730
<b>Total Receivables General Outstanding</b>					<b>183,892</b>

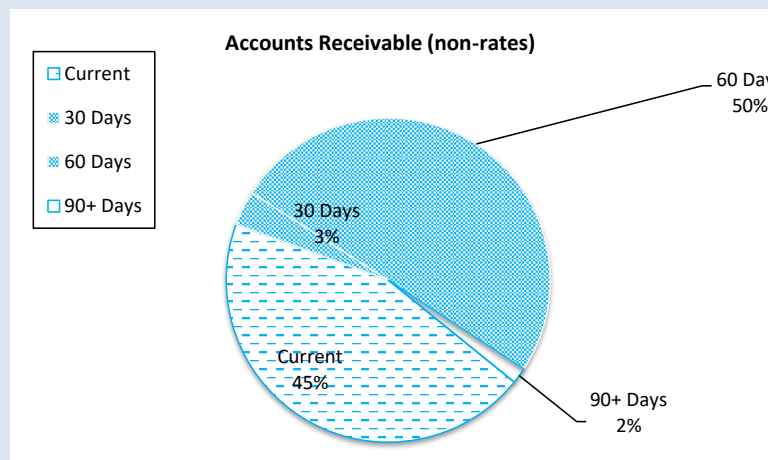
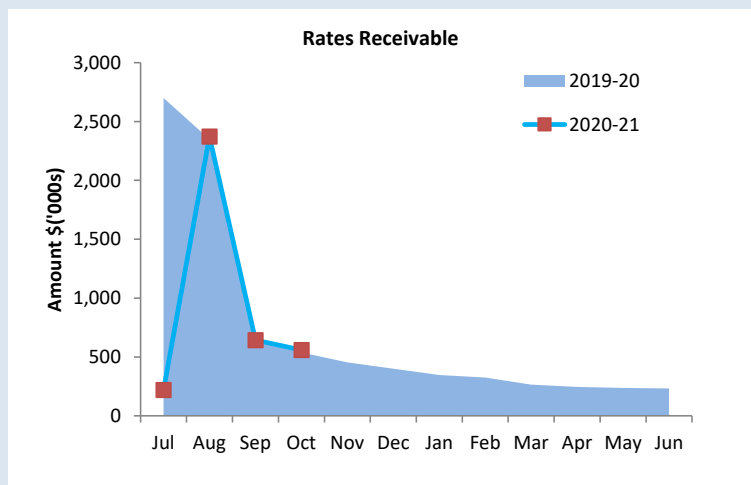
Amounts shown above include GST (where applicable)

**KEY INFORMATION**

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

**SIGNIFICANT ACCOUNTING POLICIES**

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



<b>Debtors Due</b>
<b>\$183,892</b>
<b>Over 30 Days</b>
<b>55%</b>
<b>Over 90 Days</b>
<b>2%</b>

<b>Collected</b>	<b>Rates Due</b>
<b>87%</b>	<b>\$560,146</b>

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

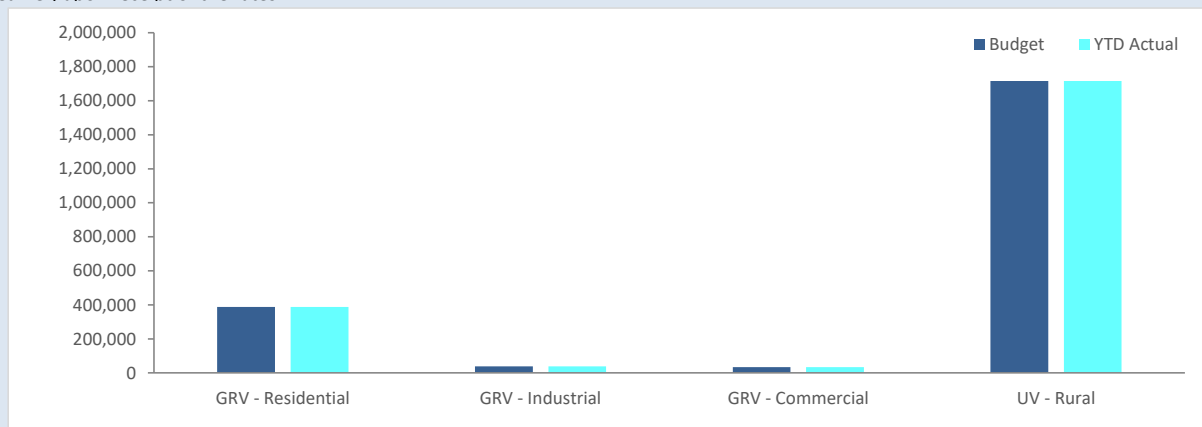
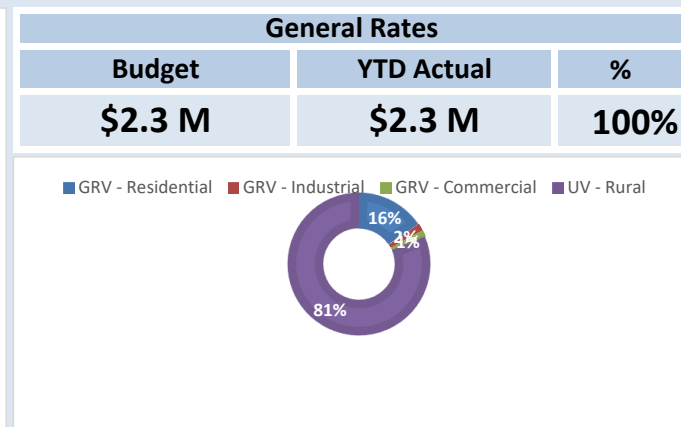
**OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE**

General Rate Revenue	Amended Budget						YTD Actual				
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV - Residential	0.135696	315	2,563,032	347,793			347,793	347,793			347,793
GRV - Industrial	0.135696	20	261,785	35,523			35,523	35,523			35,523
GRV - Commercial	0.135696	11	248,376	33,704			33,704	33,704			33,704
UV - Rural	0.011765	361	154,596,500	1,818,828			1,818,828	1,818,829	(529)		1,818,300
GRV - Residential	650	61	66,044	39,650			39,650	39,650			39,650
GRV - Industrial	650	5	6,315	3,250			3,250	3,250			3,250
GRV - Commercial	650	0	0	0			0	0			0
UV - Rural	650	32	1,041,736	20,800			20,800	20,800			20,800
<b>Sub-Totals</b>		<b>805</b>	<b>158,783,788</b>	<b>2,299,548</b>	<b>0</b>	<b>0</b>	<b>2,299,548</b>	<b>2,299,549</b>	<b>(529)</b>	<b>0</b>	<b>2,299,020</b>
Write Offs							(700)				(666)
<b>Amount from General Rates</b>							<b>2,298,848</b>	<b>2,299,549</b>			<b>2,298,354</b>
Ex-Gratia Rates							12,156	12,156			12,156
<b>Total General Rates</b>							<b>2,311,004</b>	<b>2,311,705</b>			<b>2,310,510</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

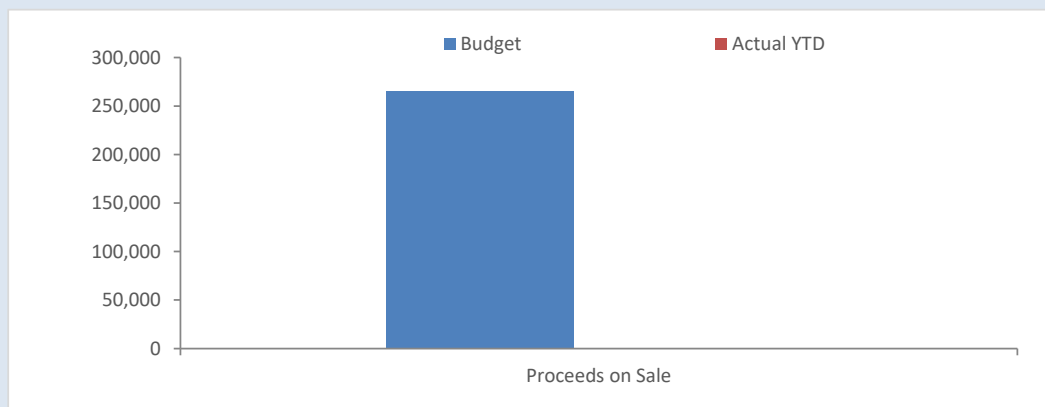


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2020**

**OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS**

Asset Description	Amended Budget				YTD Actual			
	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
	\$	\$	\$	\$	\$	\$	\$	\$
2018 Holden Acadia LTZ	35,664	32,000		(3,664)				
2018 Holden Colorado P/Up 4x4	32,328	28,500		(3,828)				
Caterpillar 12M	117,191	160,000	42,809					
Case 580SK Backhoe	22,550	5,000		(17,550)				
Cherry Picker	2,878	5,000	2,122					
Land held for resale	35,000	35,000						
	<b>245,611</b>	<b>265,500</b>	<b>44,931</b>	<b>(25,042)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**KEY INFORMATION**



Proceeds on Sale		
Budget	YTD Actual	%
<b>\$265,500</b>	<b>\$0</b>	<b>0%</b>

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

**INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS**

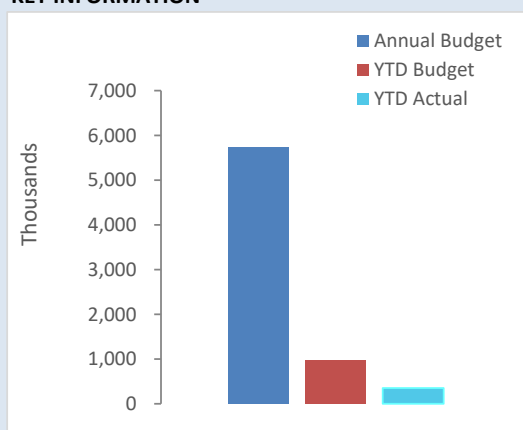
Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land	200,000	6,000	12,890	6,890
Buildings	693,319	41,270	43,037	1,767
Plant & Equipment	605,080	95,000	44,891	(50,109)
Furniture & Equipment	27,310	0	0	0
Infrastructure - Roads	3,071,701	670,900	115,542	(555,358)
Infrastructure - Footpaths	90,000	0	0	0
Infrastructure - Other	1,042,210	161,150	135,223	(25,927)
<b>Capital Expenditure Totals</b>	<b>5,729,620</b>	<b>974,320</b>	<b>351,583</b>	<b>(622,737)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	3,940,129	1,313,376	1,278,973	(34,404)
Borrowings	0	150,000	0	(150,000)
Other (Disposals & C/Fwd)	265,500	88,500	0	(88,500)
Cash Backed Reserves				
Plant Reserve	0	0	0	0
Swimming Pool Reserve	0	0	0	0
Building Reserve	350,500	100,000	0	(100,000)
Health Reserve	200,000	0	0	0
Road Infrastructure Reserve	0	0	0	0
Contribution - operations	973,491	(677,556)	(927,389)	(249,833)
<b>Capital Funding Total</b>	<b>5,729,620</b>	<b>974,320</b>	<b>351,583</b>	<b>(622,737)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

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



















































**KEY INFORMATION**



<b>Acquisitions</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Spent</b>
	<b>\$5.73 M</b>	<b>\$0.35 M</b>	<b>6%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$3.94 M</b>	<b>\$1.28 M</b>	<b>32%</b>

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

INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion		Amended				Variance (Under)/Over
		Account Number	Annual Budget	YTD Budget	YTD Actual	
	<b>Capital Expenditure</b>					
	<b>Land</b>					
6%	 Industrial Lots Phase 1	2601	200,000	6,000	12,890	6,890
6%	 <b>Total</b>		200,000	6,000	12,890	6,890
	<b>Buildings</b>					
0%	 Caravan Park Units	9596	106,300	-	-	-
0%	 Caretaker Cottage	9597	227,560	-	-	-
0%	 Youth Centre Upgrades	9576	78,780	-	-	-
14%	 Town Hall Building Upgrades	9531	177,770	23,000	24,905	1,905
1%	 Arthur Kelly Roofing	9537	78,520	-	472	472
97%	 Caravan Park Cabins Safety Works	9546	18,270	18,270	17,660	(610)
0%	 Caravan Park Cabins Cabins Rentention Payment		6,119	-	-	-
6%	 <b>Total</b>		693,319	41,270	43,037	1,767
	<b>Plant &amp; Equipment</b>					
90%	 CEO Vehicle	9000	50,000	50,000	44,891	(5,109)
0%	 EMWS Vehicle	9702	45,000	45,000	-	(45,000)
0%	 Grader	9007	380,000	-	-	-
0%	 Second Hand Loader	9703	35,000	-	-	-
0%	 Cherry Picker	9755	60,000	-	-	-
0%	 Slasher	9756	11,000	-	-	-
0%	 Hospital Auxillary Vehicle	9738	24,080	-	-	-
7%	 <b>Total</b>		605,080	95,000	44,891	(50,109)
	<b>Furniture &amp; Equipment</b>					
0%	 Fire Brigade IT and other Equipment	9760	27,310	-	-	-
0%	 <b>Total</b>		27,310	-	-	-
	<b>Infrastructure - Roads</b>					
0%	 Heal Street Parking	C196	170,000	2,000	-	(2,000)
0%	 The Groves Access	C190	38,406	-	-	-
0%	 AKV Road Upgrade	C195	139,500	2,000	-	(2,000)
0%	 Balkuling North Road Resealing	C194	83,711	-	-	-
6%	 Goldfields Road Reconstruction	C167	444,870	25,650	26,313	663
0%	 Goldfields Road Reseal	1C167	78,750	-	355	355
0%	 Mount Stirling Road Reseal	T012	27,900	-	-	-
0%	 Old Beverley East Road	C006	373,742	10,000	555	(9,445)
0%	 Quairading-Cunderdin WSN Stg 2 Design	WSFN3	25,000	-	-	-
7%	 Quairading-Cunderdin WSN	WSFN2	1,325,852	631,250	87,809	(543,441)
0%	 Stacey Bus Road Resheeting	C191	28,700	-	-	-
0%	 Badjaling Nth Road Resheeting	C192	204,120	-	510	510
0%	 Pannell Road Resheeting	C193	131,150	-	-	-
4%	 <b>Total</b>		3,071,701	670,900	115,542	(555,358)
	<b>Infrastructure - Footpaths</b>					
0%	 McLennan Street	F002	90,000	-	-	-
0%	 <b>Total</b>		90,000	-	-	-
	<b>Infrastructure - Other</b>					
0%	 Hockey Oval Lighting	9839	77,520	-	-	-
0%	 Swimming Pool Solar System	9840	42,520	-	-	-
91%	 Oval Floodlights	9837	123,150	123,150	112,466	(10,684)
0%	 Community Park	9838	620,000	-	1,500	1,500
0%	 Shire Hall - Lighting Upgrade	9531	23,000	-	-	-
0%	 Boundary Signage	9598	10,500	-	-	-
0%	 Generator - Parker House	9590	10,000	10,000	-	(10,000)
104%	 Shade Sail Pool	9553	18,000	18,000	18,757	757
25%	 Sub Meters	9554	10,000	10,000	2,500	(7,500)
0%	 Hall Car Park Design	9829	10,000	-	-	-
0%	 Pool Blankets	9841	12,500	-	-	-
0%	 Airstrip	9820	85,020	-	-	-
13%	 <b>Total</b>		1,042,210	161,150	135,223	(25,927)
6%	 <b>Total</b>		5,729,620	974,320	351,583	(622,737)

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

**FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS**

Information on Borrowings Particulars	2019/20	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Transport</b>									
Loan 118 - Depot Building	388,767				46,896	388,767	341,871		15,292
<b>Economic Services</b>									
Loan 119 - Park Cottages	143,014			7,038	14,128	135,976	128,886	1,058	2,178
	531,781	0	0	7,038	61,024	524,743	470,757	1,058	17,470
<b>Self supporting loans</b>									
<b>Recreation and Culture</b>									
Loan 115 - Bowling Club	44,177			17,460	36,046	26,717	8,131	1,290	2,324
Loan 117 - Golf Club	4,899				1,647	4,899	3,252		257
	49,076	0	0	17,460	37,693	31,616	11,383	1,290	2,581
<b>Total</b>	<b>580,857</b>	<b>0</b>	<b>0</b>	<b>24,498</b>	<b>98,717</b>	<b>556,359</b>	<b>482,140</b>	<b>2,348</b>	<b>20,051</b>

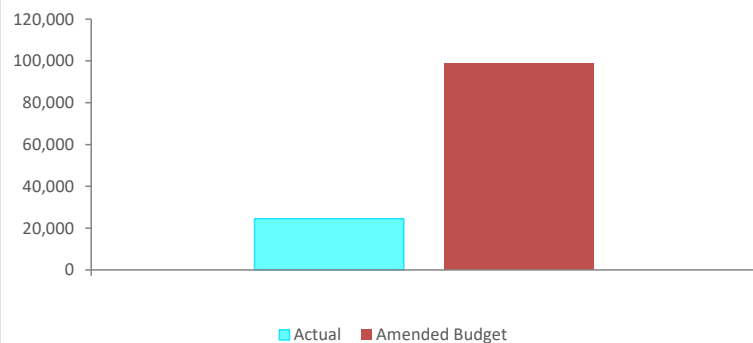
**SIGNIFICANT ACCOUNTING POLICIES**

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

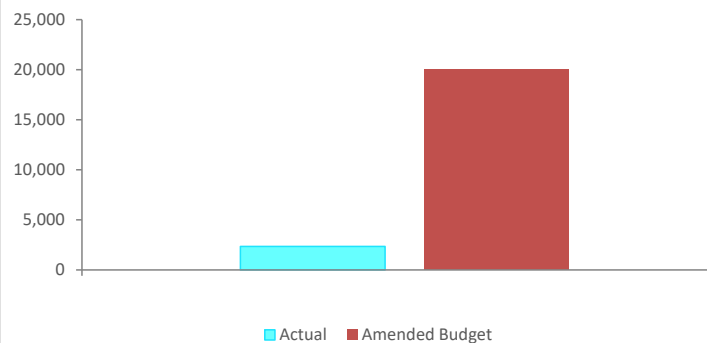
**KEY INFORMATION**

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

**Borrowings - Principal Repaid**



**Borrowings - Interest Paid**



**Principal Repaid**

**\$24,498**

**Interest Expense**

**\$2,348**

**Loans Outstanding**

**\$.56 M**

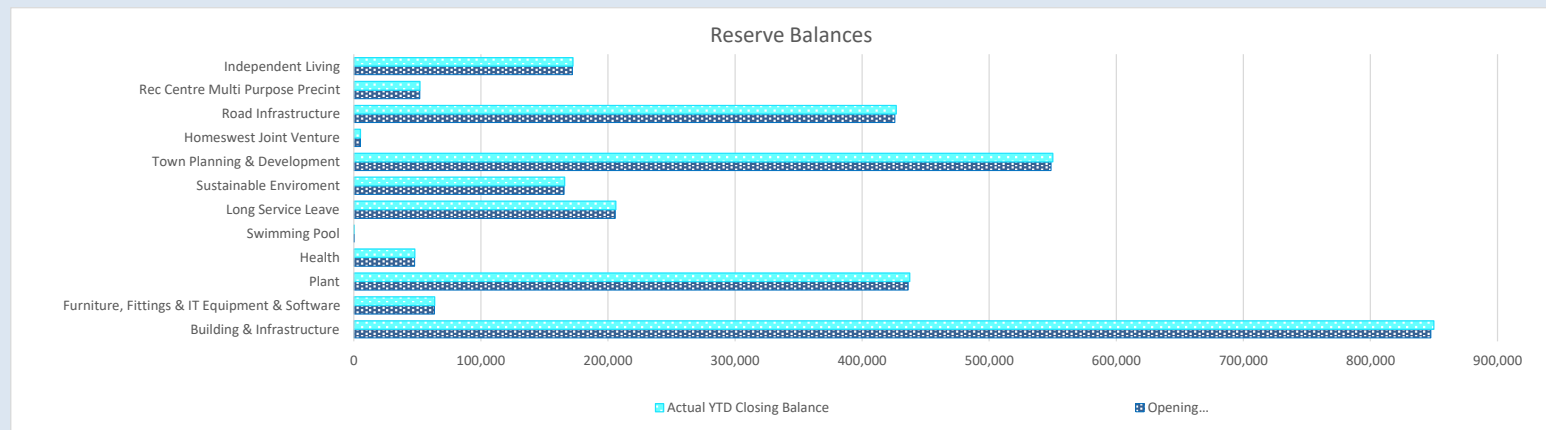
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2020**

**OPERATING ACTIVITIES  
NOTE 9  
RESERVES**

**Cash Backed Reserve**

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Building & Infrastructure	847,541	6,894	2,292	100,000		(350,500)		603,935	849,833
Furniture, Fittings & IT Equipment & Software	63,451	516	171	50,000				113,967	63,622
Plant	436,314	3,501	1,178	350,000				789,815	437,492
Health	47,871	389	129					48,260	48,000
Swimming Pool	262	2	1					264	263
Long Service Leave	205,731	1,672	555			(40,527)		166,876	206,286
Sustainable Environment	165,520	1,345	447					166,865	165,967
Town Planning & Development	548,624	4,406	1,481			(200,000)		353,030	550,105
Homeswest Joint Venture	5,238	43	14					5,281	5,252
Road Infrastructure	425,771	3,448	1,149			(120,750)		308,469	426,920
Rec Centre Multi Purpose Precint	51,986	423	140					52,409	52,126
Building Renewal	121,416	977	328	175,000				297,393	121,744
Independent Living	172,006	1,384	464	175,000				348,390	172,470
	<b>3,091,731</b>	<b>25,000</b>	<b>8,349</b>	<b>850,000</b>	<b>0</b>	<b>(711,777)</b>	<b>0</b>	<b>3,254,954</b>	<b>3,100,080</b>

**KEY INFORMATION**



**Interest Earned**  
**\$8,349**

**Reserves Bal**  
**\$3.1 M**



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

NOTE 10  
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	Amended			Variance (Under)/Over
	Annual Budget	YTD Budget	YTD Actual	
<b>Operating grants, subsidies and contributions</b>				
Federal Assistance Grants	842,014	210,504	213,687	3,183
MRWA Direct Road Grant	137,540	137,540	137,540	0
NRM Grant	17,020	4,255	0	(4,255)
Adverse Event Plan (Community Drought)	15,000	5,000	0	(5,000)
Fire Prevention Grants	47,480	23,740	56,033	32,293
Staff Contributions to Vehicle	17,472	5,824	4,480	(1,344)
Medical Practice Grants and Contributions	10,000	3,333	5,443	2,110
Youth Centre Grants	8,000	2,667	8,348	5,681
Australia Day Grant	0	0	1,100	1,100
				0
<b>Operating grants, subsidies and contributions Total</b>	<b>1,094,526</b>	<b>392,863</b>	<b>426,631</b>	<b>33,768</b>
<b>Non-operating grants, subsidies and contributions</b>				
Roads to Recovery/ MRWA Regional Road Group	700,336	233,445	137,524	-95,921
WA Freight Network	1,241,949	413,983	489,253	75,270
Community Roads and Infrastructure	393,970	131,323	180,158	48,835
Community Drought Funding	981,500	327,167	454,545	127,378
DFES Capital Grant	27,310	9,103		-9,103
Community Park Grants and Contributions	525,000	175,000		-175,000
Shire Lighting Upgrade Contribution	7,500	2,500		-2,500
Regional Airports Development Scheme	38,484	12,828	17,493	4,665
Hospital Auxillary Vehicle	24,080	8,027		-8,027
<b>Non-operating grants, subsidies and contributions Total</b>	<b>3,940,129</b>	<b>1,313,376</b>	<b>1,278,973</b>	<b>-34,404</b>
<b>Grand Total</b>	<b>5,034,655</b>	<b>1,706,239</b>	<b>1,705,603</b>	<b>(636)</b>

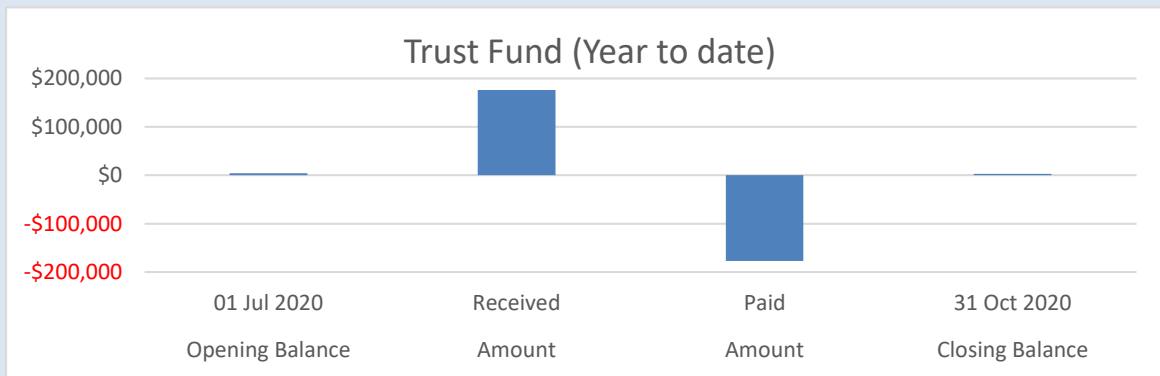
KEY INFORMATION

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

**NOTE 11  
TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2020	Amount Received	Amount Paid	Closing Balance 31 Oct 2020
Department of Transport	\$3,899	\$176,228	-\$177,104	\$3,023
	<b>\$3,899</b>	<b>\$176,228</b>	<b>-\$177,104</b>	<b>\$3,023</b>



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

**NOTE 12  
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Opening Surplus				128,145
	Caravan Park Cabins Retention	19-20/21	Capital Expenses			6,119	122,026
	Purchase of Hospital Auxillary Vehicle	64-20/21	Capital Expenses			24,080	97,946
	Reimbursement and Trade in for Hospital Auxillary Vehicle	64-20/21	Capital Income		24,080		122,026
	<b>Permanent Changes</b>			<b>0</b>	<b>24,080</b>	<b>30,199</b>	<b>122,026</b>

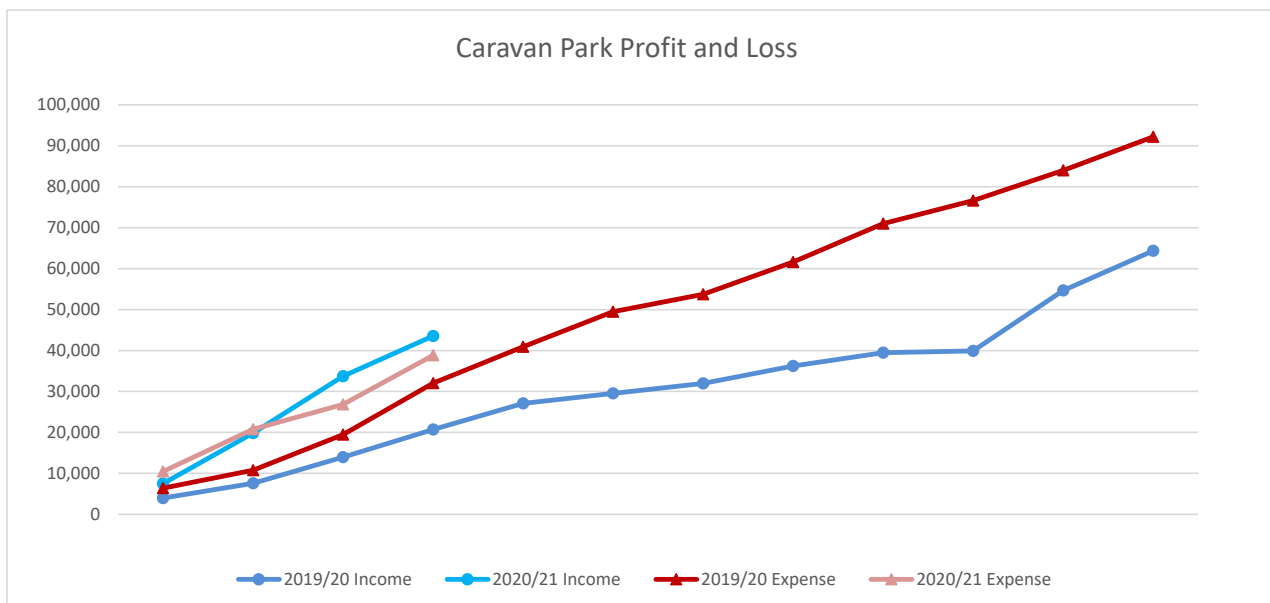
**KEY INFORMATION**

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

**NOTE 13  
CARAVAN PARK**

Caravan Park Profit and Loss	YTD Bookings/ Stays	YTD Actual	Current Budget	VAR %
<b>INCOME</b>				
Caravan Park Charges	348	\$21,013	\$36,000	58%
Cottage Charges	17	\$3,277	\$3,000	109%
Cabins Charges	73	\$19,255	\$42,000	46%
<b>TOTAL INCOME</b>	<b>438</b>	<b>\$43,545</b>	<b>\$81,000</b>	<b>54%</b>
<b>EXPENDITURE</b>		<b>YTD Actual</b>	<b>Current Budget</b>	<b>VAR %</b>
<b>Caravan Park</b>				
Wages inc O/H		\$15,329	\$63,668	24%
Materials & Insurance		\$4,837	\$7,691	63%
Utilities		\$3,680	\$13,000	28%
<b>Caravan Park Total</b>		<b>\$23,846</b>	<b>\$84,359</b>	<b>28%</b>
<b>Cottage</b>				
Wages inc O/H		\$3,024	\$2,964	102%
Materials & Insurance		\$1,231	\$2,507	49%
Utilities		\$231	\$1,500	15%
<b>Cottage Total</b>		<b>\$4,486</b>	<b>\$6,971</b>	<b>64%</b>
<b>Cabins</b>				
Wages inc O/H		\$7,956	\$45,314	18%
Materials & Insurance		\$1,840	\$9,000	20%
Utilities		\$694	\$7,032	10%
<b>Cabins Total</b>		<b>\$10,490</b>	<b>\$61,346</b>	<b>17%</b>
<b>TOTAL EXPENDITURE</b>		<b>\$ 38,822</b>	<b>\$ 152,676</b>	<b>25%</b>
<b>Income</b>		<b>\$ 43,545</b>	<b>\$ 81,000</b>	<b>54%</b>
<b>Expenses</b>		<b>\$ 38,822</b>	<b>\$ 152,676</b>	<b>25%</b>
		<b>\$ 4,723</b>	<b>-\$ 71,676</b>	<b>-7%</b>



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

**NOTE 14  
RATIO'S**

	2021	This Time	2019	2018	2017	Target Range
	YTD	Last Year				
Current Ratio	7.08	9.03	6.00	0.93	1.29	≥1.00
Debt Service Cover Ratio	14.29	120.04	19.61	16.98	41.90	≥ 15.0
Operating Surplus Ratio	0.26	0.51	0.01	(0.24)	(0.43)	≥0.15
Own Source Revenue Coverage Ratio	1.12	1.61	0.77	0.69	0.46	≥0.90

The above ratios are calculated as follows:

Current Ratio equals	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$
Debt Service Cover Ratio	$\frac{\text{Annual Operating Surplus before Interest and Depreciation}}{\text{Principal and Interest}}$
Operating Surplus Ratio	$\frac{\text{Operating Revenue minus Operating Expenses}}{\text{Own Source Operating Revenue}}$
Own Source Revenue Coverage Ratio	$\frac{\text{Own Source Operating Revenue}}{\text{Operating Expenses}}$

### 9.3 November Budget Review

<b>Meeting Date</b>	26 <sup>th</sup> November 2020
<b>Responsible Officer</b>	EMCS Nathan Gilfellow
<b>Reporting Officer</b>	EMCS Nathan Gilfellow/ EDPO Richard Bleakley
<b>Attachments</b>	Nil
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

<b>MOVED</b> _____	<b>SECONDED</b> _____
That Council approve the adjustments to the 2019/2020 Shire Adopted Budget as detailed below to be funded by the current budget surplus of \$122,026	
1. Altus Bank Reconciliation Setup and Annual Fee	\$9,500
2. New Computers	\$11,300
3. Offsite Backups/ Internet Service and Firewall	\$7,500
4. Review of Sports and Recreation Masterplan	\$25,000
<b>CARRIED BY ABSOLUTE MAJORITY</b> ___/___	

**VOTING REQUIREMENTS** - Absolute Majority

#### IN BRIEF

- Officers undertook a review of the Current Budget.
- Following the Officers review only a few items were identified that required an adjustment.
- Due to current workload and only a few budget adjustments being identified, the decision was made to change the structure from a Budget Review Workshop to a Council Agenda Item.
- Proposed budget adjustments have been outlined in this document.
- A full statutory Budget Review will still occur in February or March 2021.

#### MATTER FOR CONSIDERATION

Adoption of Budget adjustments.

#### BACKGROUND

Council conducts two Budget Reviews during the Financial Year. Firstly, in November 2019 and a further Review scheduled for February / March 2020. The Second Review is required to be formally reported to the Department of Local Government (DLGSC).

Budget Adjustments are currently made throughout the year on an as needed basis through reports to Council.

#### STATUTORY ENVIRONMENT

##### Local Government Act 1995

##### Section 6.2 (1)

The Council is required to prepare and adopt, by Absolute Majority, an annual budget for its municipal fund by 31<sup>st</sup> August each year.

### Section 6.8 (1) and (2)

The Council cannot incur expenditure from its municipal fund for a purpose for which no expenditure estimate is included in the annual budget (known as an 'additional purpose') except where the expenditure

- (a) is incurred in a financial year before the adoption of the annual budget by the local government;
- (b) is authorised in advance by resolution by Absolute Majority; or
- (c) is authorised in advance by the mayor or president in an emergency.

Where expenditure has been incurred;

- (a) under S 6.8 (1) (a) it is required to be included in the annual budget for that financial year; and
- (b) under S 6.8 (1) (c), it is to be reported to the next ordinary meeting of the council

### Local Government (Financial Management) Regulations 1996

#### Regulation 33A

A formal review of the annual budget is to be presented and adopted by Council, by Absolute Majority, between 1<sup>st</sup> January and 31<sup>st</sup> March each year

#### POLICY IMPLICATIONS

N/A.

#### FINANCIAL IMPLICATIONS

Nil.

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

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

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability
G4	Sound Organisation
G4.1	Maintain sustainability ratios at or above basic level
G4.2	Increase non-rates revenue generation
G4.3	Ensure optimum organisational capacity and efficiency

#### 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

#### 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 to Moderate – A large loss of Information and Data from an ineffective backup could result in loss into the hundreds of Thousands of Dollars with the cost to reinstate operations.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low to High – A large loss of Information and Data from an ineffective backup can cause public embarrassment and widespread loss of community trust, if multiple Council projects and services were impacted for a long period of time.

Operation – Risk Matrix Rating is assessed as Low to High - A large loss of Information and Data from an ineffective backup could cause impacts to projects and services for over a month.

Natural Environment – Risk Matrix Rating is assessed as Low.

### **COMMENT**

This review is in a different format as previous reviews. This was due to considerations of reducing the workload of a review for Council and Staff. As this is not a statutory review there is no requirement for the format of this review. A full statutory review will still be conducted in February or March that will be conducted using the normal process.

Details and explanations of the proposed changes have been listed below.

	Budget Adjustment	Balance Surplus/ (deficit)
Current Surplus		<b>\$122,026</b>
Review of Masterplan, and Multipurpose precinct concept	\$25,000	<b>\$97,026</b>
- IT Strategy		
Altus Bank Reconciliation Setup	\$8,000	<b>\$89,026</b>
Altus Bank Reconciliation Annual Fee	\$1,500	<b>\$87,526</b>
Offsite Backups	\$2,500	<b>\$85,026</b>
New Internet Service NBN Satellite	\$3,500	<b>\$81,526</b>
Internet Firewall	\$1,500	<b>\$80,026</b>
New Computers	\$11,300	<b>\$68,726</b>
Closing Surplus	\$53,300	<b>\$68,726</b>

The proposed IT improvement have been listed in the Shire's IT Strategy however due to a decreased length of the financial year have been reduced in scope.

### **Altus Bank Reconciliation Setup and Annual Fee**

The current Bank Reconciliation is a manual process using Excel. Manual processes can cause large problems as they are often time consuming and inaccurate. Inaccuracy in a bank reconciliation can cause problems, as errors in a bank reconciliation are one of the key signs of fraud in an organisation. Due to the current system, management's capacity in monitoring the risk of fraud is largely impacted.



The time consumed in a manual process for undertaking the bank reconciliation and reviewing the process is far lengthier than automated processes. Currently the year to date cost is nearly \$5,000 in only overtime wages that have been paid conducting the bank reconciliation process largely attributed to the manual way of processing. This does not consider the additional time it takes to undertake the process in ordinary staff hours.

It is expected that the costs of running a manual process will continue to be significant and as Local Government accounting becomes more complex and time consuming, without investing into improving current processes more resources and staff will be needed to undertake the possible workload.

### **New Computers**

This cost is for the purchase of 5 new Laptops across the Administration Office and Medical Centre. Many of the current computers used by Shire staff are becoming older than the recommended age (3 years) of changeover. As computers become older than 3 years their performance starts to fall quickly. This impacts the staff using the computer lengthy startup times and processing times limits the productivity of the staff member. This will limit what staff are able to produce and could lead to additional resources needed to overcome the productivity limit. There is currently multiple reports of start-up times close to 10-15 minutes. This can add up to a substantial loss of productivity over a year.

### **Offsite Backups/ Internet Service and Firewall**

The current process for backing up the Shires Data and Information is by the use of hard drives. This process has been deemed as a below a standard expected of a Local Government. The two largest areas of concern are that the technology used is not of a business standard and that the backup process is solely responsible on one officer.

The new process will add a second copy of our data offsite, creating a second copy in the case the first is corrupted or unusable and a second option in case the officer is unavailable.

The risk if the backup does not work is variable depending on the circumstances, however the impact to operations can be large with a worse case basis impacting the Shire and Community across its projects and services for potentially several months. It could also create large costs to restore capacity in the hundreds of Thousands of Dollars

The Internet upgrades are recommended to be able to implement the offsite backup system with current services currently to slow or do not provide the amount and consistency of data required.

A firewall upgrade is also recommended at the same time as create a new internet service. A move to Software as a Service arrangement will allow for continuous upgrades to the Firewall keeping the Shire utilising the best system for our size and decreasing the risks of viruses and other threats.

Each of the above adjustments are High Priorities in the Shire of Quairading IT Strategy.

### **Review of Sports and Recreation Masterplan**

The Shire first initiated a Sports and Recreational Masterplan in 2011. The process was facilitated by Stirling Sports and Recreation Solutions and KTA Partnerships at a cost of \$16,200 ex GST.

The Masterplan came up with 23 recommendations of which thirteen (13) were achieved, six (6) are ongoing (primarily asset management recommendations) and four (4) are on hold or dismissed.

The Sports and Recreation Masterplan provided direction for the Strategic Community Plan (2017-27)

The Sports and Recreation Masterplan has leveraged over this period the following:

<b>Project</b>	<b>Funding</b>	<b>Source</b>
<b>Caravan Park</b>	\$364,739	RfR CLGFF
<b>Swimming Pool</b>	\$990,000	RfR CLGFF, CSRFF, & DSR – Regional Pool Fund
<b>Gym</b>	\$30,000	LotteryWest
<b>AG Hall / Youth Centre</b>	\$21,000	JobAccess

Following conversations with the Manager Wheatbelt, Department of Local Government, Sport and Cultural Industries, the Department noted that the Shire's existing Masterplan was due for renewal / update. The Department highlighted the significance of the Masterplan in providing direction within the Strategic Community Plan and its role in leveraging funding through external sources.

Provision in the Annual Budget for 2020/21 is **\$25,000** (GL3200)

Current budget allocation is sufficient to finance the Multi-Purpose Precinct Concept Plan Consultancy.

The ISP&SP Officer is seeking an increase in budget allocation of an additional \$25,000 to deliver the Sports and Recreation Masterplan 2021 – 2030 based on Quotations received from potential consultants.

#### **Quairading Clinicare Pharmacy Building Upgrade Request**

A request for funding was received from Quairading Clinicare to revitalise the shop front.

The request does not meet the criteria of the existing Community Grant Program Policy, Guidelines or criteria.

The current Community Grant Program is an opportunity for non-for-profit organisations and clubs to seek grant assistance from the Shire for community projects and events.

It makes no provision for "business" and "individuals" to apply.

With the conclusion of Round 2 of the Community Grant Program, the Grants Team will be reviewing the existing Community Grant documents, and developing an addition Grant Funding window for "businesses" and "individuals" to be presented to Council at the December OCM.

## ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

### 10.1 Six monthly Community Engagement Report

<b>Meeting Date</b>	26 <sup>th</sup> November 2020
<b>Responsible Officer</b>	EMCS Nathan Gilfellon
<b>Reporting Officer</b>	EMCS Nathan Gilfellon
<b>Attachments</b>	(i) Community Action Engagement Plan
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

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

That Council receive the Six Monthly Community Engagement Report.

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

**VOTING REQUIREMENTS** – Simple Majority

### IN BRIEF

- In accordance with Council’s Community Engagement Policy, an Annual Assessment of the level of engagement achieved was reported to the June Audit & Risk Committee.
- In December 2019, Council adopted the Community Action Engagement Plan for a 12 months’ period.
  - The Action Plan describes how the Shire of Quairading will endeavour to increase its level of engagement with the community and acknowledges the desire of Council to share information in keeping with our vision to position Quairading as the best place to live, work and visit.
  - The Action Plan provides direction to Councillors and Staff on identified activities with the objective of maximising meaningful and appropriate Community engagement across all areas of the Organisation.
  - The Action Plan will be assessed and reviewed each June to ensure that community engagement remains focussed and relevant to the Shire of Quairading community and stakeholders.

### MATTER FOR CONSIDERATION

For Council to receive the Six Monthly Community Engagement Report.

### BACKGROUND

Community engagement is a fundamental aspect of Council’s role and is an essential element in the planning and delivery of community-focused services.

The Shire of Quairading is committed to inclusive engagement with its community in recognition of its obligations under the *Local Government Act 1995* as they pertain to participation, consultation and engagement.

Community engagement includes informing, consulting with, involving and collaborating with the community as supported by Council’s CS.4 Community Engagement Policy. (Available to download from the Shire Website <https://www.quairading.wa.gov.au/documents/910/cs4-community-engagement-policy>)

There are a broad range of methods Council can use when engaging with the community and other stakeholders. While not an exhaustive list, the following are some of the methods that can be used:

- Workshops, community meetings and local events.
- Stakeholder meetings and forums.
- Shire website and social media channels.
- Community and stakeholder reference groups.
- Advisory Committees and Steering Committees.
- The Quairading Wheatbelt Youth Council
- Business forums.
- Surveys - on-line and paper-based.
- Mail-outs and signage.
- Customer service counters.
- Community Liaison Groups.
- Stakeholder interviews.
- Media releases and newspaper advertisements.
- Radio Interviews
- Council Meetings.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995 – s.5.56 Planning for the future*

Local Government (Administration) Regulations 1996 – Reg 19(c)(9)

*(9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan*

## **POLICY IMPLICATIONS**

Strategic Community Plan 2017-2027

CS.4 Community Engagement Policy

Strategic Document – Community Engagement Action Plan 2019 - 2020

## **FINANCIAL IMPLICATIONS**

Nil - Community Engagement has been undertaken within Council's Operating Budgets.

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

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

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

## Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability
G3	Community Engagement
G3.2	Collaborate with the community to achieve desired outcomes

### COMMUNITY CONSULTATION

Community consultation is a key component of the Integrated Planning and Reporting requirements of the Local Government (Administration) Regulations 1996.

The Shire's Strategic Community Plan 2017 - 2027 has identified "Strong governance and community engagement" as one of its five (5) key objectives and lists Strategy G3 - Community Engagement as an issue to be addressed.

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

Financial - Risk Matrix Rating is assessed as Low. Community Engagement was undertaken within Council's adopted Budget.

Health - Risk Matrix Rating is assessed as Low.

Reputation - Risk Matrix Rating is assessed as Low. Risk Mitigated through a high level of Community engagement.

Operation - Risk Matrix Rating is assessed as Low. Higher level of Community Engagement achieved with existing Staff resources however at times other projects and competing priorities were needing to be compromised. In particular, there was significant resources allocated to the production and publishing of the Covid 19 Community information.

Natural Environment - Risk Matrix Rating is assessed as Low.

### COMMENT

The Community Engagement Policy and Action Plan are aimed to ensure: -

- Increased community awareness about Council's services, planning and program delivery;
- Increased awareness of community views and issues that should be considered as part of the decision-making process;
- Increased awareness of the needs and diversity of the local community;
- Development of solutions and outcomes that are broadly supported by the community;
- Increased satisfaction with council and strengthening of trust between Council and community;
- Increased understanding, community ownership and acceptance of decisions;
- Enhanced relationships with Council and the community working together to address local issues;
- Improved decision making and community outcomes;
- Potential for time, resource and cost savings;
- Increased transparency and accountability with regard to council decision making.

## Communications and engagement approach

A range of communication and engagement activities were undertaken to inform, consult and involve participants from across the community.

	METHOD	HOW WE ENGAGED
Online	Advertisements (Newspapers, Notice board, Banksia Bulletin, Passion Sheet and Shire Newsletters)	Public Notices, Tenders, Land Sales, Compliance Notices, Vacancies
	Bulk Text Messaging	Telstra Messaging – Emergency SMS system reports regularly to subscribers on Emergency/Bushfire/ Harvest Ban information. 450 Subscribers in 2019/2020 compared to 388 in 2018/2019.
	Regional Radio	Regular Radio Interviews regarding Community & Shire Activities - Triple M - Monthly 101.3fm Voice of the Avon - Quarterly
	Hotline/Phone-in	Harvest Ban Hotline
	Email	Business and Tourism – Caravan Club notification; assisting our community groups, clubs and businesses find the latest funding opportunities through targeted Grants emails and Mailchimp Weekly Covid-19 Community Update (March to June 2020) Shire Newsletter published in September 2020
	Social Media	Shire Facebook Page - 716 people follow the page
	Website	Council, Council facilities, Community Activities/Groups, Latest News
	Survey	Community Grants Program Survey
Indirect	Mail outs	Community Update COVID-19 X 9
	Town Clock Noticeboard, Banner, Poster, Signage	Electronic Notice Board, Newly branded Town Signage and Banners
	Suggestion Box	Council Community Suggestion Box at the Ag Show
	Client Request System	Client requests are generated through various medians including reports by phone, email, website or over the front counter at the Administration Centre and Works Depot.
In Person	Engagement Sessions	Community Park Project, Rebranding Project, Tourism Steering Committee, Aged Accommodation Project, Sporting Precinct Working Group, Quarterly Reconciliation Action Plan Committee Meetings, Wheatbelt Youth Council Meetings (Youth, Shire, School and the Police).
	Council Community Connect Calls	COVID-19 Council Community Contact one-on-one calls by Councillors to identified "At Risk" Community Members
	Council Meetings	Open to Public (excluding March and April Council Meetings due to Covid-19 Restrictions)
	Annual Electors Meeting	Open to Public
	Citizenship Ceremonies	Ongoing as required
	Site Tour	As required

METHOD	HOW WE ENGAGED
NAIDOC	NAIDOC Day Cultural Stand and Walk in Unity – CEO and Community Friday 13 November 2020
Australia Day	To be held on the 26 <sup>th</sup> January 2021 Citizen of the Year nominations have been called, closing 23 <sup>rd</sup> December 2020
Tourism	Tourism meet on a regular basis. Caravan Park and Cabins booked out on a regular basis since the lifting of COVID-19 restrictions in WA.
Farmers Information Session	Held by Council biennially – 12 <sup>th</sup> October 2020 (25 Attendees opposed to 43 in 2018)
In Person	Shire Administration Centre – Front Counter – DoT, Health & Building, Rates, Facility Bookings, Planning, Cemetery, Ranger Services Works Depot Reception – Works Reports and Enquiries, Contractor and Supplier Enquiries Shire Officers @ CRC – Community Group Engagement, Meetings, Bulletins.



# Community Engagement Action Plan



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# Introduction

The Shire of Quairading is committed to effective community engagement and open and accountable governance. Council is passionate about the future of the District, bringing together the needs of the community, our stakeholders and the requirements from government is key to achieving balanced decision-making.

Council makes decisions and takes actions that impact upon the community in different ways. Through effective and inclusive community engagement practices, Council looks to capture the knowledge, experience and aspirations of our community.

This Action Plan describes how the Shire of Quairading will increase its level of engagement with the community and acknowledges the desire of Council to share information in keeping with our vision to position Quairading as the best place to live, work and visit.

Council's Strategic Community Plan 2017 – 2027 comprises five (5) priorities for our community, and is underpinned by actions taken to ensure an effective and sustainable Council.

## Economic Objective: Growing economy and employment opportunities



Economic diversity and resilience



Tourism facilities and services

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



Active community



Healthy community



Safe community



Inclusive community

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



Responsive Land Use Planning



Enhanced and Sustainably Managed Assets and Infrastructure

## Natural Environment Objective: To preserve and sustain our natural environment



Demonstrated Sustainable Practices



Protected and valued natural areas

## Governance Objective: Strong governance and community engagement



Robust Integrated Planning and Reporting (IPR)



Strengthened Advocacy and Partnerships



Community Engagement



Sound Organisation

# Community Engagement Framework

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There are two key Shire of Quairading documents that guide community engagement.

## Community Strategic Plan

This document sets out where we are now and the key activities to achieve our community engagement objectives.

## Community Engagement Policy

This is an overarching document that sets the standards of community engagement.

## Engage Our Community

---

Council and its Staff seek to ensure that Shire of Quairading community engagement results in an engaged and connected community contributing to our Vision:-

“Our Shire is a place of welcome for all, where we work together, with thriving industry creating jobs, a bright future for our young people, and a bustling town in a beautiful and productive rural setting.”

The Action Plan will be assessed and reviewed each June to ensure that community engagement remains focussed and relevant to the Shire of Quairading community and stakeholders.

The Action Plan provides direction to Councillors and Staff on identified activities with the objective of maximising meaningful and appropriate Community engagement across all areas of the Organisation.

# Levels of Engagement

\*Extract from CS.4 Community Engagement Policy

## Annexure A: Principles for Community Engagement

	Inform	Consult	Involve	Report/Evaluation
Public Participation Goal	To provide the public with timely, balanced and objective information to assist them in understanding the problem alternatives, opportunities and/or solutions	To capture community feedback on analysis, alternatives and or decisions impacting on strategic plans, directions, issues, priorities and projects	To work on an ongoing basis with the community to ensure that community ideas, concerns and aspirations are listened to and understood and that community knowledge is harnessed for the benefit of all.	Council to provide feedback on Shire decisions
Promise to the public	Council is to work with you on an ongoing basis to ensure your ideas, concerns and aspirations are considered.  Council is to keep you informed.	Council is to listen to you, consider your ideas and keep you informed and acknowledge concerns and aspirations,	Work directly with the public on an ongoing basis to ensure that your ideas, concerns and aspirations are considered	Council to provide feedback on how public input influenced Council decisions
Example techniques	<ul style="list-style-type: none"> <li>• Newspapers</li> <li>• Newsletters</li> <li>• Radio</li> <li>• Posters</li> <li>• SMS/email</li> <li>• Website</li> <li>• Facebook</li> <li>• MailChimp</li> <li>• Banksia Bulletin</li> </ul>	<ul style="list-style-type: none"> <li>• Public comment</li> <li>• Focus groups</li> <li>• Surveys biennial (March)</li> <li>• Consultative workshops</li> <li>• Individuals and or Business.</li> <li>• Stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Council Committees/ Forums</li> <li>• Working groups</li> <li>• User groups</li> <li>• Volunteer groups</li> </ul>	<ul style="list-style-type: none"> <li>• Direct response</li> <li>• Newsletters</li> <li>• SMS/email</li> <li>• Website</li> <li>• Customer Service Survey</li> <li>• Facebook</li> <li>• MailChimp</li> </ul>

When planning community engagement activities, Council will determine the most appropriate level of participation required, depending on the nature and complexity of the activity being delivered. These levels may vary for different stages of the activity.

Council will plan community engagement activities in a timely and effective manner, assessing their target audience and developing the most suitable tools and methods of communication to encourage a high level of participation.

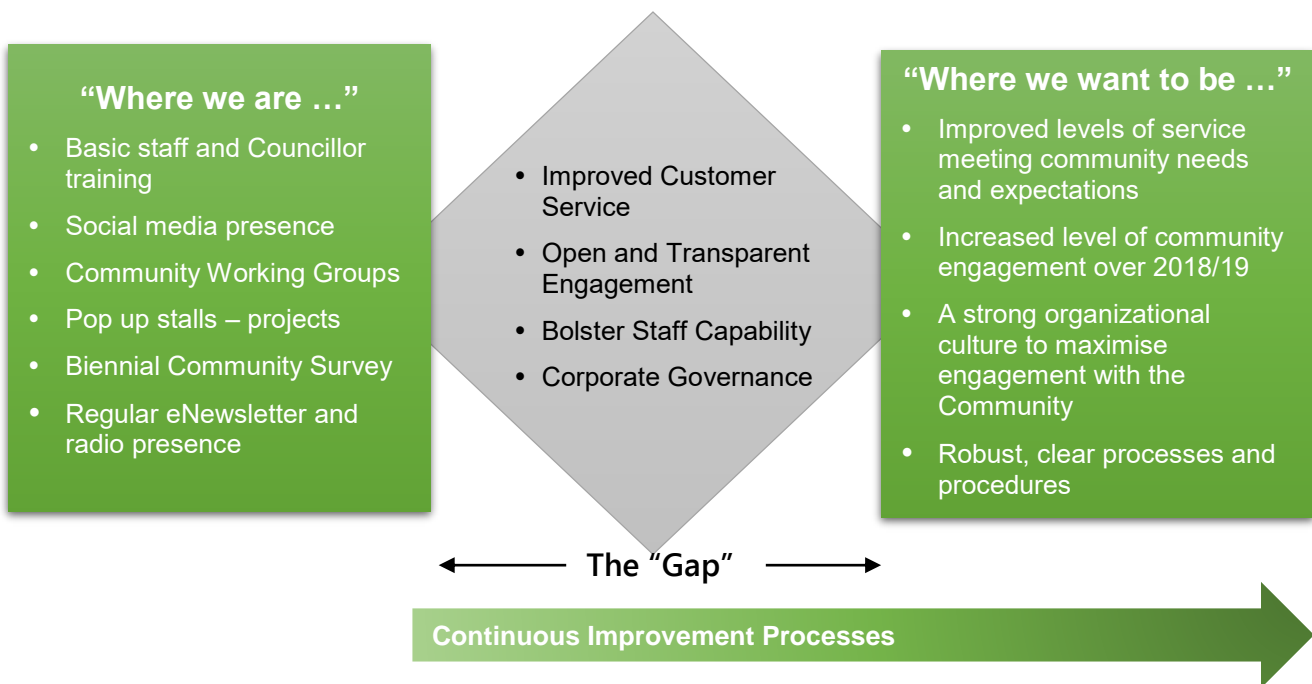
It is important to note that there are some areas where community engagement activities may not occur. These include, but are not limited to health, safety and wellbeing of the community in which Council may need to respond quickly, such as an emergency.

Council also must conform to statutory requirements that may define how Council must engage on certain matters.

# Our Plan for Success

This Plan outlines Council's desire to ensure that community engagement opportunities are both created and embedded into daily Council interactions.

The diagram below outlines our path to successful community engagement.



## How will we achieve this?

To achieve our community engagement objectives, we will focus on the following four key areas:



### Customer Service

- We will ensure our customer service is responsive & easy to deal with.
- Staff adhere to Council's Customer Service Charter, Engagement Policy and Communications Policy
- Our community will see us as a trusted service provider who is listening to their needs, available and willing to take feedback.



### Open and Transparent Engagement

- We will provide access to information so that the community has the process.
- We value community feedback and will ensure that information is timely and relevant to facilitate sharing ideas and understanding community and stakeholder needs.
- We will show the community how their input has been considered in the outcomes.



### Bolster Staff Capability

- We will have the right training, processes and resources in place to greatly enhance Council's ability to engage effectively.
- We will develop a coordinated approach to internal communication and promote a culture that is proactive.



### Corporate Governance

- We will use a combination of representative and participatory democracy, particularly during the development and review of key strategic plans and development of major projects.

## How We Measure Success

To the Shire of Quairading, successful community engagement results in an engaged, collaborative and informed community.

We acknowledge that every member of the community will have a different view of what successful community engagement looks like.

Council will measure our community engagement success on an annual basis as indicated below:

Biennial Community Survey

↑ 64%

satisfaction with overall  
community consultation about  
key decision

Participation Rate

↑ 30%

feedback submissions

Social Media Engagement

↑ 300 +

unique engagement reach on  
Council's Facebook posts



# 1. Customer Service

- We will ensure our customer service is responsive and easy to deal with.
- Staff adhere to Council's Customer Service Charter, Engagement Policy and Communications Policy.
- Our community will see us as a trusted service provider who is listening to their needs, available and willing to take feedback.

Action	Detail	2017	2018	2019	2020
<b>Develop and implement Customer Service Charter and Standards</b>	A Customer Service Charter and Standards will outline Council's commitment to our community in customer service.	✓			
<b>Implement a Customer Service System</b>	The Customer Service System is designed to record and track Customer Requests coming from outside as well as within your organisation, and digitize workflow for improved Customer feedback and reporting.		✓		
<b>Develop a new Community Brand</b>	A new brand will provide a consistent look and feel across all promotional and communication material that invites our community to participate in Council's engagement activities. <ul style="list-style-type: none"> <li>• Review Corporate Style Guide</li> <li>• Implement Style Guide to ensure Brand and Content consistency.</li> </ul>			✓	✓
<b>Create Email Contact Groups</b>	Staff have established email groups (i.e. lists of people interested in a particular issue) e.g. Caravan Clubs, Business houses, Sporting Clubs, LEMC, Fire Control Officers.			✓	✓



## 2. Open and Transparent Engagement

- We will provide access to information so that the community has the opportunity to contribute to and/or understand the decision-making process.
- We value community feedback and will ensure that information is timely and relevant to facilitate sharing ideas and understanding community and stakeholder needs.
- We will show the community how their input has been considered in the outcomes.

Action	Detail	2017	2018	2019	2020
<b>Improve Council's website</b>	Review and upgrade Council's website to incorporate interactive functionality and improve flexibility.  Increase capability for Website Visitors to provide feedback to Council.				✓
<b>Improve Council's social media activity</b>	Train staff to contribute to real time social media activity to provide our community with 'on the spot' Council updates in the field. This is limited by Staff resources and competing priorities.		✓	✓	✓
<b>Utilise Regional Media Outlets</b>	Regular Radio broadcasts regarding Community & Shire Activities  Triple M and York FM on a monthly basis.  A way to provide information on specific issue or initiative to a broad audience. Through community service announcements, advertising or interviews.			✓	✓
<b>Include community engagement plans in Council reports</b>	Summarise community engagement plans in Council reports.	✓	✓	✓	✓
<b>Utilise the opportunity of the Annual Report to provide meaningful reporting to our community</b>	Use the Annual Report opportunity to demonstrate strong accountability and public value for our community with trend data and robust reporting.  Improve the layout and content of the Annual Report.	✓	✓	✓	✓
<b>Distribute a monthly Grants Bulletin</b>	Helping our community groups, clubs and businesses find the latest funding opportunities through targeted Grants emails and Mailchimp.		✓	✓	✓
<b>Publish a Shire eNewsletter</b>	Council provides a bimonthly eNewsletter that is made available on the Shire Website, and emailed via Mailchimp to registered Community Members.  Encourage greater subscription and readership rate for the eNewsletter  This provides an invaluable opportunity to inform the community about a project, service or consultation.	✓	✓	✓	✓



Action	Detail	2017	2018	2019	2020
	Ensure eNewsletter content is informative and in an easy to read format Consider proposal to publish the eNewsletter on a quarterly basis in 2020 to ensure a higher quality of Content and Format				
<b>Access to Council Minutes &amp; Agendas</b>	Council Minutes & Agendas available on Shire Website for Community information and use. Council to consider the publishing of unconfirmed minutes on the Website to improve transparency.			✓	✓
<b>Increased Community Feedback</b>	Council purchased in house version of Monkey Survey to enable a more flexible approach to short community surveys as and when required				✓

### 3. Bolster Staff Capability



- We will have the right training, processes and resources in place to greatly enhance Council's ability to engage effectively.
- We will develop a coordinated approach to internal communication and promote a culture that is proactive.

Action	Detail	2017	2018	2019	2020
<b>Provide Ongoing training and support for staff</b>	Ongoing training provided to staff to increase knowledge of our engagement process and to build internal capacity to deliver robust engagement activities across Council. Executive Management Team to ensure that Community Engagement principles are utilised in all areas of the Organisation.		✓	✓	✓
<b>Develop Engagement Champions</b>	Guide and mentor staff responsible for projects and activities to improve the quality and level of Engagement.		✓	✓	✓
<b>Communication and Community Engagement Policies</b>	Review of Policies – Ongoing as part of the Governance Calendar.	✓	✓	✓	✓



## 4. Corporate Governance

- We will use a combination of representative and participatory democracy in the development and review of key strategic plans and development of major projects.

Action	Detail	2017	2018	2019	2020
<b>Utilise Community Groups to guide the development of key strategic plans and major projects</b>	<p>The development of key strategic plans will be supported by the establishment of Community Reference Groups to ensure the inclusion of community perspective.</p> <p>*Encourage people who are passionate about an issue to come on board and work on the single issue. Make it clear this is only for the duration of the project not for the duration of the community plan.</p> <p>Identify opportunities for focus groups to provide valuable community input.</p> <p>Develop a formal Engagement process for the Major Review of the Strategic Community Plan in 20/21.</p>			✓	✓
<b>Open invitation Community Workshops</b>	Open invitation workshop designed to gather people from a community together to discuss a specific project or process.	✓		✓	✓
<b>Farmers Forum</b>	Plan to hold another Farmers Forum (Breakfast Format) prior to the 2020 Harvest		✓		✓
<b>Promote integrated planning of Engagement and Communications</b>	Develop an internal engagement calendar to assist in planning engagement activities to avoid duplication of engagement activities and identify areas where combining community engagements can be carried out to reduce community consultation fatigue.				✓
<b>Frequent and consistent communication</b>	<p>Communication to all staff about their objectives and responsibilities must be ongoing (through regular Staff Meetings), consistent and part of all senior management communication to staff including in everyday situations.</p> <p>Structure of Staff Meeting to be changed to focus on areas such as Customer Service levels, Communications and Engagement opportunities.</p>	✓	✓	✓	✓
<b>An ethical and values-based culture</b>	<p>Excellent leadership must be supported by a strong organisational culture. Clear and ongoing communication about the Shire's governance requirements needs to be coupled with strategies that encourage cultural change within the organisation where required.</p> <p>Engagement Principles to be embedded in the Executive Management Team discussions.</p>		✓	✓	✓

Action	Detail	2017	2018	2019	2020
<b>Business Houses</b>	<p>Arrange an Afterhours Event for the Business Houses in 2020.</p> <p>To be arranged in conjunction with the Quairading CRC and Wheatbelt Business Network.</p> <p>May be a follow on from the successful "Walk Down the Main Street" and coincide with engagement / launch of the Tourism Development Strategy.</p>			✓	✓

## 10.2 Council Meeting Dates for Year 2021

<b>Meeting Date</b>	26 <sup>th</sup> November 2020
<b>Responsible Officer</b>	EMCS Nathan Gilfellon
<b>Reporting Officer</b>	EMCS Nathan Gilfellon
<b>Attachments</b>	Nil
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

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

- That Council formally adopt the following Council Meeting Dates for the 2021 Calendar year with Ordinary Council Meetings to commence at 2.00pm in the Council Chambers in Quairading unless otherwise stated.

<b>January</b>	Council in Recess
<b>February</b>	Thursday, 25 <sup>th</sup>
<b>March</b>	Thursday, 25 <sup>th</sup>
<b>April</b>	Thursday, 29 <sup>th</sup> (5 <sup>th</sup> Thursday)
<b>May</b>	Thursday, 27 <sup>th</sup>
<b>June</b>	Thursday, 24 <sup>th</sup>
<b>July</b>	Thursday, 29 <sup>th</sup> (5 <sup>th</sup> Thursday)
<b>August</b>	Thursday, 26 <sup>th</sup>
<b>September</b>	Thursday, 30 <sup>th</sup> (5 <sup>th</sup> Thursday)
<b>October</b>	Thursday, 28 <sup>th</sup>
<b>November</b>	Thursday, 25 <sup>th</sup>
<b>December</b>	Thursday, 16 <sup>th</sup>

- That the Ordinary Council Meeting Dates be published in accordance with the requirements of the Local Government Act 1995.
- That Council adopt the following Committee Meeting Dates for 2021 Calendar year to commence at 5 pm in the Council Chambers unless otherwise stated: -

<b>February</b>	Tuesday 9 <sup>th</sup>	Strategic Planning Committee
<b>March</b>	Tuesday 9 <sup>th</sup>	Audit & Risk Committee
<b>April</b>	Tuesday 13 <sup>th</sup>	Strategic Planning Committee
<b>June</b>	Tuesday 8 <sup>th</sup>	Audit & Risk Committee
<b>August</b>	Tuesday 10 <sup>th</sup>	Strategic Planning Committee
<b>September</b>	Tuesday 14 <sup>th</sup>	Audit & Risk Committee
<b>October</b>	Tuesday 12 <sup>th</sup>	Strategic Planning Committee
<b>December</b>	Tuesday 7 <sup>th</sup>	Audit & Risk Committee

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

**VOTING REQUIREMENTS** – Simple Majority

## IN BRIEF

- The above Meeting Dates are offered for Council's consideration for Council Meetings to commence at 2.00pm in the Council Chambers, unless otherwise stated.
- Council is required to provide Statutory Public Notice of the Dates for the Ordinary Council Meetings for 2021.
- Advertising to be in a newspaper circulating in the District.

## MATTER FOR CONSIDERATION

Draft schedule of Meeting Dates for Ordinary Council Meetings for the 2021 Calendar Year.

Draft Schedule of Meeting Dates for the Audit and Risk Committee and the Strategic Planning Committee.

## BACKGROUND

Council is required to set its Ordinary Meeting dates for the next Calendar year.

Council resolved in 2007 that it would not hold an Ordinary Meeting in January each year to enable a Holiday Recess. Should it be required, a Special Council Meeting can be convened with Notice of Meeting in accordance with the Local Government Act.

## STATUTORY ENVIRONMENT

### Local Government Act, 1995

Section 5.25(1)(g) relates to Regulation 12 of the Local Government (Administration) Regulations 1996

#### Reg 12. Meetings, public notice of (Act s. 5.25(1)(g))

(1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which –

(a) the ordinary council meetings; and

(b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.

Definition of Local Public Notice – Published in a Newspaper circulating in the District and placed on Council's Official Noticeboard.

It is highlighted that only the dates of the Ordinary Council meetings need to be advertised.

Committee Meeting dates need only be advertised if the Committee has Delegated Authority from Council to make a decision on any matter. Neither Standing Committee have any Delegated Authorities from Council.

## POLICY IMPLICATIONS

No Policy on Council Meeting Dates – Dates must be determined by Council each Year.

## FINANCIAL IMPLICATIONS

Minimal cost of advertising in the Avon Advocate Newspaper.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G4	Sound Organisation

ITEM	OUTCOMES AND STRATEGIES
G4.3	Ensure optimum organisational capacity and efficiency

### COMMUNITY CONSULTATION

Council Meeting Dates are published in a Newspaper circulating in the District (Avon Advocate, Banksia Bulletin) and also on Council's Website and Official Noticeboards.

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

Financial - Risk Matrix Rating considered as Low. Minimal Cost for Statutory Advertising included in Council's Advertising Budget

Health – Risk Matrix Rating considered as Low.

Reputation – Risk Matrix Rating is considered as Low. Setting and Advertising of Council's Ordinary Meetings is a Statutory Requirement. Extensive Advertising/Publicity informing the Community of the Council Meeting Dates.

Operation – Risk Management Rating considered as Low. Council's Operations are unaffected by the Setting of the Council Meeting dates. Council Executive Staff and Administration adjust Task and Reporting Scheduling to fit with the adopted Meeting Calendar.

Natural Environment – Risk Matrix Rating considered as Low.

### 10.3 Delegation F.3 – Tendering for Goods and Services Amendment

<b>Meeting Date</b>	26 <sup>th</sup> November 2020
<b>Responsible Officer</b>	EMCS Nathan Gilfellow
<b>Reporting Officer</b>	EMCS Nathan Gilfellow
<b>Attachments</b>	(i) Delegation F.3 - Tendering for Goods and Services (ii) FIN.2 Purchasing Policy
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

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

That Council approve an amendment to Delegation F.3 – Tendering for Goods and Services, increasing the CEO's upper limit for accepting tenders and executing the resulting contracts to \$250,000.

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

**VOTING REQUIREMENTS** – Absolute Majority

#### IN BRIEF

- FIN.2 Purchasing Policy has been updated (Attachment 1) to reflect recent amendments to the Local Government (Functions and General) Regulations 1996, which have increased the tender threshold to \$250,000, aligning it with State Government tendering thresholds.
- It is recommended that the tender limit for approval by the CEO be increased to \$250,000 in order to streamline the process by ensuring only more significant tenders are considered by Council.

#### MATTER FOR CONSIDERATION

That Council consider amending Delegation F.3 – Tendering for Goods and Services.

#### BACKGROUND

As part of a raft of legislative amendments in response to the COVID-19 outbreak, a permanent amendment to regulation 11 of *the Local Government (Functions and General) Regulations 1996* was gazetted on 9 April 2020, coming into effect on 10 April 2020.

On 8 May 2020 further regulations were gazetted to update the provisions for local government purchasing policies in the *Local Government (Functions and General) Regulations 1996*: local governments must prepare, adopt and implement a purchasing policy in relation to contracts for other persons to supply goods or services under \$250,000.

Council resolved at the May 2020 Ordinary Council Meeting as follows: -

**RESOLUTION: 162-19/20**

*That Council adopt the revised FIN.2 Purchasing Policy to comply with the recent and foreshadowed amendments to the Local Government (Functions and General) Regulations 1996.*

## STATUTORY ENVIRONMENT

### *Local Government Act 1995*

#### 5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under –
  - (a) this Act other than those referred to in section 5.43; or
  - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

\* *Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

*[Section 5.42 amended: No. 1 of 1998 s. 13; No. 28 of 2010 s. 70.]*

#### 5.43. Limits on delegations to CEO<sup>28</sup>

A local government cannot delegate to a CEO any of the following powers or duties –

- (a) any power or duty that requires a decision of an absolute majority of the council;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

*[Section 5.43 amended: No. 49 of 2004 s. 16(3) and 47; No. 17 of 2009 s. 23; No. 16 of 2019 s. 23.]*

### *Local Government (Functions and General) Regulations 1996*

#### **Part 4 – Provision of goods and services, Division 1 – Purchasing policies**

##### 11A. Purchasing policies for local governments

- (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.
- (2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).
- (3) A purchasing policy must make provision in respect of –



- (a) the form of quotations acceptable; and
- (ba) the minimum number of oral quotations and written quotations that must be obtained; and
- (b) the recording and retention of written information, or documents, in respect of –
  - (i) all quotations received; and
  - (ii) all purchases made.

## **Division 2 – Tenders for providing goods or services (s. 3.57)**

### 11. When tenders have to be publicly invited

#### (1A) In this regulation –

***state of emergency declaration*** has the meaning given in the *Emergency Management Act 2005* section 3.

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if –
  - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
  - (aa) the supply of the goods or services is associated with a state of emergency; or
  - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or

*[(ba) deleted]*

## **POLICY IMPLICATIONS**

FIN.2 Purchasing Policy is based on the *Local Government (Functions and General) Regulations 1996*.

## **FINANCIAL IMPLICATIONS**

Use of Delegation is for budgeted expenditure only

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

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

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability
G4	Sound Organisation
G4.3	Ensure optimum organisational capacity and efficiency

## **COMMUNITY CONSULTATION**

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

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

Financial - Risk Matrix Rating is assessed as Low

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low.

**COMMENT**

Regulation 11(1) of the Local Government (Functions and General) Regulations 1996 has been amended to increase the tender threshold from \$150,000 to \$250,000.

The CEO's upper limit for accepting tenders and executing the resulting contracts, which is currently \$150,000 also requires review, as this limit is now less than the new tender threshold. It is proposed that the limit is increased from \$150,000 to \$250,000. This will require Council to approve a minor amendment to Delegation F.3 – Tendering for Goods and Services.

***Relevant document***

[Local Government Operational Guidelines Number 17 - Delegations](#)

# Delegation Register

Shire of Quairading



Description of Review	Council Resolution Number
Delegation 32 – Certain Planning Functions Relating to the Town Planning Scheme	85-15/16: 25 <sup>th</sup> November 2015
Annual Delegation Review	63-16/17: 20 <sup>th</sup> October 2016
Annual Delegation Review	134-17/18: 22 <sup>nd</sup> February 2018
Annual Delegation Review	132-18/19: 28 <sup>th</sup> February 2019
Delegation A.14 – In-Kind Community Requests	195-18/19 30 <sup>th</sup> May 2019
Annual Delegation Review	114-19/20 27 <sup>th</sup> February 2020
<a href="#">Delegation F.3 – Tendering for Goods and Services</a>	<a href="#">Under Review</a>

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# Administration



## Delegation A.1 – Administration of Local Laws

<b>Date Adopted:</b>	28/05/2015
<b>Date Last Reviewed:</b>	27/02/2020
<b>Policy Reference:</b>	

<b>Delegate:</b>	CEO
<b>Sub-Delegated:</b>	No
<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b>
<ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995, Section 5.42</i></li> <li>2. <i>Local Government Act 1995, Section 3.18(1)</i></li> </ol>

<b>Legal (Subsidiary):</b>
<ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995, Sections 9.1 and 9.4</i></li> </ol>

Council delegates its authority and power to the Chief Executive Officer, to administer its Local Laws, and initiate legal action if considered necessary, subject to:

- 1.0 Compliance with Sections 9.1(1) and 9.4 of the *Local Government Act 1995*.

## Delegation A.2 - Executing and Affixing of Common Seal to Documents

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	President and CEO Jointly where required
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b>
1. <i>Local Government Act 1995, Section 5.42</i>

<b>Legal (Subsidiary):</b>
1. <i>Local Government Act 1995, Section 9.49A(4)</i>

- 1.0 Council delegate its authority and power to the President and the Chief Executive Officer to execute documents and affix the Common Seal thereto, where such documents result from the following transactions:
- 1.1 Where land is disposed of pursuant to Section 3.58 of the *Local Government Act 1995 (As Amended)*.
- 1.2 Where land is acquired pursuant to Section 3.55 and 3.59 of the *Local Government Act 1995 (As Amended)*.
- 1.3 In respect of leases of land and licence to occupy municipal property where approved by the Council.
- 1.4 In respect of leases for the purchase of plant and equipment approved by the Council.
- 1.5 In respect of borrowings approved by the Council.
- 1.6 In respect of easements and legal agreements over land for the purpose of drainage or conditions arising from subdivision of land and planning approvals.
- 1.7 In respect of withdrawal of caveats and surrender of easements where the Chief Executive Officer considers that the Council's interests have been satisfied.
- 1.8 In respect of contracts of employment approved by the Council.
- 1.9 In respect of agreements required for funding of Council works and services considered with the resolution of the Council or requiring renewal of the agreement for funding currently provided.
- 1.10 In respect of the final adoption of local laws by the Council, subject to:
- (a) Meeting the requirements detailed in Councils Policy on Use of the Shire Common Seal; and
  - (b) Council being notified via a report to be submitted to each Council Meeting in relation to the execution of documents and affixing of the Common Seal.

### Delegation A.3 – Long Service Leave Applications

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b>	<b>Legal (Subsidiary):</b>
<ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995, Section 5.42</i></li> <li>2. <i>Local Government Act 1995, Section 5.48</i></li> </ol>	<ol style="list-style-type: none"> <li>1. Local Government (Long Service Leave) Regulations</li> </ol>

Council delegates its authority and power to the Chief Executive Officer to consider and decide on applications received from employees under the Local Government (Long Service Leave) Regulations, subject to:

- 1.0 The Chief Executive Officer to ensure operations of the Council will not be unduly hindered by the absence of the applicant on long service leave.
- 2.0 The Chief Executive Officer's Long Service leave to be considered and decided by Council.

### Delegation A.4 – Making a Cash Advance to a Person

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b>
1. <i>Local Government Act 1995, Section 5.42</i>

<b>Legal (Subsidiary):</b>
1. <i>Local Government Act 1995, Section 5.102</i>

Council delegates its authority and power to the Chief Executive Officer to make a cash advance to a person in respect of an expense for which the person can be reimbursed, subject to:

- 1.0 Compliance with Division 8 of Part 5 of the *Local Government Act 1995*.

## Delegation A.5 – Tenders: Minor Variation to Contracts

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p>1. <i>Local Government Act 1995, Section 5.42</i></p>
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<p><b>Legal (Subsidiary):</b></p> <p>1. Local Government (Functions and General) Regulations, Regulation 20</p>
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Council delegates its authority and power to the Chief Executive Officer to –

- 1.0 Make a minor variation to a contract for goods or services before the Shire enters the contract with the successful tenderer, subject to:
  - (a) the tenderer agreeing to the minor variations; and
  - (b) The variation is minor having regard to the total goods or services that tenderers were invited to supply (deliverables and price).
  
- 2.0 Select the next most advantageous tender if the successful tenderer does not want to accept the contract with the variation, or the local government and the tenderer cannot reach agreement, subject to Regulation 20(2) of the Local Government (Functions and General) Regulations 1996.

## Delegation A.6 – Payments from Municipal Fund and Trust Fund

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	Yes 1.0: EMCS, EMW&S, EO, TOWN GARDENER, , IPR&SPO2.0: CEO,EMCS and/or EO
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>	<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995, Section 6.7(2)</i></li> <li>2. <i>Local Government Act 1995, Section 6.8</i></li> <li>3. <i>Local Government Act 1995, Section 6.10</i></li> <li>4. <i>Local Government Act 1995, Section 3.1</i></li> <li>5. <i>Local Government (Financial Management) Regulations 1996, Regulations 5, 11, 12 and 13</i></li> </ol>
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Council delegates its authority and power to the Chief Executive Officer to:

- 1.0 Sign and issue purchase orders to incur liabilities from the Municipal Fund or the Trust Fund on behalf of the Shire, subject to:
  - (a) Compliance with Council Purchasing Policy; and
  - (b) Purchase orders only being issued for items of expenditure detailed within the adopted annual budget, or for payments that have been authorised by a resolution of Council in advance, or authorised in advance by the president in an emergency.
  
- 2.0 Authorise and make payments by cheque or electronic funds transfer (EFT) from the Municipal Fund or the Trust Fund, subject to:
  - (a) The payment(s) only being for items of expenditure detailed within the adopted annual budget, or for payments that have been authorised by a resolution of Council in advance, or authorised in advance by the President in an emergency; and
  - (b) The Chief Executive Officer, Executive Manager Corporate Services or Executive Officer (2 Signatories for EFT or over \$5,000 Cheque Payments) jointly signing payments made by cheque, or jointly authorising payments made by EFT; and
  - (c) Compliance with the requirements of Regulation 13 of the Local Government (Financial Management) Regulations 1996.

### Delegation A.7 – Performing Functions Outside Own District

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>
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<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.3.20(1) Performing functions outside district</p>
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Council delegates its authority and power to the Chief Executive Officer to determine whether things done by the Shire in performing its executive function will be done outside its own district, subject to:

- 1.0 Compliance with the requirements of Section 3.20 of the *Local Government Act 1995*;
- 2.0 Details of the actions taken are to be recorded on the appropriate file and a report on the actions taken is to be presented to Council at its next ordinary meeting.

## Delegation A.8 – Public Inspection of Certain Documents Relating to Council or Committee Meetings

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b>
<ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995, Section 5.42</i></li> <li>2. <i>Local Government Act 1995, Section 5.25(1)(i)</i></li> </ol>

<b>Legal (Subsidiary):</b>
<ol style="list-style-type: none"> <li>1. <i>Local Government (Administration) Regulations, Regulation 14(1)</i></li> <li>2. <i>Local Government Act 1995, Section 5.95</i></li> <li>3. <i>Local Government (Administration) Regulations, Regulations 29A and 29B</i></li> </ol>

Council delegates its authority and power to the Chief Executive Officer to make available for inspection by the public notice papers and agendas relating to any Council or Committee Meeting that is open to the public, subject to:

- 1.0 The limits on right to inspect local government information detailed in Section 5.95 of the Act.
- 2.0 Compliance with Regulations 29A and 29B of the Local Government (Administration) Regulations 1996.



## Delegation A.9 – Use of Shire Vehicles by Employees

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p>	<p><b>Legal (Subsidiary):</b></p>
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Council delegate its authority and power to the Chief Executive Officer to:

- 1.0 Supply employees with means of transportation in order that they may provide effective and efficient services; and
- 2.0 Make all appropriate private use arrangements with all employees having use of a Council vehicle, whilst having regard for legislative implications, such Fringe Benefit Tax and the like.

## Delegation A.10 – Bank Authorities

<b>Date Adopted:</b>	22/02/2018	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	Yes CEO, EMCS and/or EO
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p>	<p><b>Legal (Subsidiary):</b></p>
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Council delegate its authority and power to the Chief Executive Officer to ensure compliance with Councils Banking Authority that:

- 1.0 All instructions and authorities to the Shire of Quairading's Bankers are to be signed jointly by either, the Chief Executive Officer, Executive Manager Corporate Services and/or Executive Officer.

## Delegation A.11 – Liquor Permits

<b>Date Adopted:</b>	22/02/2018	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> 1. <i>Local Government Act 1995, Section 5.42</i> 2. <i>Liquor Control Act 1988</i>	<b>Legal (Subsidiary):</b> Local Government Property Local Law 2016
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Council delegate its authority and power to the Chief Executive Officer to:

- 1.0 Approve or reject applications to consume liquor in Council buildings or on Council controlled reserves without reference to Council. All applications to consume liquor are to be in writing and addressed to the Chief Executive Officer

### Delegation A.12 – Disposing of Property (Public Auction or Public Tender)

<b>Date Adopted:</b>	28/02/2019	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>
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<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.3.58(2) Disposing of Property</p>
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Council delegate its authority and power to the Chief Executive Officer to:

- 1.0 Dispose of property in accordance with Section 3.58(2) of the *Local Government Act 1995* to the highest bidder at public auction or the most acceptable public tender.

Conditions and Exceptions:

- 2.0 Subject to the disposal being identified in the Shire's Annual Budget and the value of the property is less than \$50,000.

### Delegation A.13 – Disposing of Property (Private Treaty)

<b>Date Adopted:</b>	28/02/2019	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>
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<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.3.58(3) Disposing of Property</p>
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Council delegate its authority and power to the Chief Executive Officer to:

1.0 Dispose of property in accordance with Section 3.58(3) of the *Local Government Act 1995*.

Conditions and Exceptions:

1.0 Subject to the disposal being identified in the Shire's Annual Budget.

Delegation applies to:

- a) All transactions to a maximum value of \$50,000 where no public submissions are received in response to public advertising as required by Section 3.58(3)(a).
- b) Any other transactions to a maximum value of \$50,000.

## Delegation A.14 – In-Kind Community Requests

<b>Date Adopted:</b>	30/05/2019	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	EMCS
<b>Policy Reference:</b>	CS.3 Community Grants Policy	<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p>	<p><b>Legal (Subsidiary):</b></p>
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Council delegate its authority and power to the Chief Executive Officer to:

- 1.0 Approve/reject applications from Community Groups and/or Clubs for an in-kind contribution towards events or projects throughout the year. This may include access to venues, equipment or staff (maximum amount \$500 annually) under Grant Scheme No. 1.

Conditions and Exceptions:

- 2.0 Subject to a Maximum Limit of \$500 per annum per organisation.
- 2.1 In accordance with CS.3 Community Grants Policy, , that “each community group can apply to the CEO for in-kind contributions towards events or projects throughout the year. CEO has delegated authority to approve/reject applications”.

## Delegation A.15 – Powers of Entry

<b>Date Adopted:</b>	27/02/2020	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>
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<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.3.28 When this Subdivision applies</p> <p>s.3.32 Notice of entry</p> <p>s.3.33 Entry under warrant</p> <p>s.3.34 Entry in an emergency</p> <p>s.3.36 Opening fences</p>
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Council delegate its authority and power to the Chief Executive Officer to:

- 1.0 Authority to exercise powers of enter to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28].
- 1.2 Authority to give notice of entry [s.3.32].
- 1.3 Authority to seek and execute an entry under warrant [s.3.33].
- 1.4 Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)].
- 1.5 Authority to give notice and effect entry by opening a fence [s.3.36].

Conditions and Exceptions:

- 2.0 Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.

# Building



## Delegation B.1 – Extension of Period of Duration of Occupancy Permit or Building Approval Certificate

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	MH&B
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b>
1. <i>Building Act 2011</i> , Section 127

<b>Legal (Subsidiary):</b>
1. <i>Building Act 2011</i> , Section 65

Council delegates its authority and power to the Manager of Health & Building to approve or refuse to approve applications submitted under Section 65 of the *Building Act 2011*.

## Delegation B.2 – Grant of Occupancy Permit or Building Approval Certificate

<b>Date Adopted:</b>	28/05/2015
<b>Date Last Reviewed:</b>	27/02/2020
<b>Policy Reference:</b>	

<b>Delegate:</b>	MH&B
<b>Sub-Delegated:</b>	No
<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> 1. <i>Building Act 2011</i> , Section 127
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<b>Legal (Subsidiary):</b> 1. <i>Building Act 2011</i> , Section 58 2. <i>Building Act 2011</i> , Section 62
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Council delegates its authority and power to the Manager of Health & Building to approve, modify or refuse to approve applications submitted under Section 58 of the Act, and may impose conditions in accordance with Section 62 of the *Building Act 2011*.

### Delegation B.3 – Applications for the Use of Battery Powered Smoke Alarms in Dwellings

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	MH&B
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> <i>Building Act 2011, Section 127</i>
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<b>Legal (Subsidiary):</b> Building Regulations 2012, Regulation 61
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Council delegates its authority and power to the Manager of Health & Building to approve or refuse to approve an application for the use of battery powered smoke alarms within a dwelling, or a part of a dwelling, subject to:

- 1.0 The Manager of Health & Building being satisfied that, at the time of giving the approval, installing a smoke alarm connected to the mains power supply would involve:
- (a) a sufficient problem of a structural nature; or
  - (b) A sufficient problem of any other nature, the cause of which is not within the control of the owner.

### Delegation B.4 – Issue of Demolition Permits

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	MH&B
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <ol style="list-style-type: none"> <li>1. <i>Building Act 2011, Section 127</i></li> </ol>	<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. <i>Building Act 2011, Section 21</i></li> <li>2. <i>Building Act 2011, Section 22</i></li> <li>3. <i>Building Act 2011, Section 119</i></li> <li>4. <i>Building Regulations 2012</i></li> </ol>
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Council delegates its authority and power to the Manager of Health & Building to approve or refuse plans, specifications and an application for a demolition permit submitted under the *Building Act 2011*, subject to:

- 1.0 Compliance with Sections 21 and 22 of the *Building Act 2011*.
- 2.0 Notice being given to the applicant informing of their review rights under Section 119 of the *Building Act 2011*.

## Delegation B.5 – Building Act 2011: Appointment of Authorised Persons

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b>  1. <i>Building Act 2011, Section 127</i> 2. <i>Building Act 2011, Section 96</i>	<b>Legal (Subsidiary):</b>  1. Building Regulations 2012
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Council delegates its authority and power to the Chief Executive Officer to appoint authorised persons for the purposes of the *Building Act 2011* and the Building Regulations 2012, subject to:

- 1.0 Any appointment being in writing to the employee so appointed;
- 2.0 A Schedule of Authorisations being submitted to Council from time to time;
- 3.0 The employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

### Delegation B.6 – *Building Act 2011*: Commencement of Legal Proceedings

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b>
1. <i>Building Act 2011</i> , Section 133

<b>Legal (Subsidiary):</b>
1. <i>Building Act 2011</i> , Section 96
2. Building Regulations 2012

Council delegates its authority and power to the Chief Executive Officer to commence proceedings for an alleged offence under the *Building Act 2011* and Building Regulations 2012.

## Delegation B.7 – Issue and Revocation of Building Orders

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	MH&B
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p>1. <i>Building Act 2011, Section 127</i></p>
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<p><b>Legal (Subsidiary):</b></p> <p>1. <i>Building Act 2011, Section 110</i>  2. <i>Building Act 2011, Section 117</i>  3. <i>Building Regulations 2012</i></p>
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Council delegates its authority and power to the Manager of Health & Building to:

- 1.0 Make a building order in respect of one or more of the following:
  - (a) Particular building work;
  - (b) Particular demolition work; or
  - (c) A particular building or incidental structure.
- 2.0 Revoke a building order, subject to compliance with Section 117(1) of the *Building Act 2011* by serving written notice to each person to whom the order is directed.

## Delegation B.8 – Issue Licence to Deposit Material on Street and Excavate on Land Abutting a Street

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	MH&B
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b>
<ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995, Section 5.42</i></li> <li>2. <i>Building Act 2011, Section 127.</i></li> </ol>

<b>Legal (Subsidiary):</b>
<ol style="list-style-type: none"> <li>1. <i>Building Act 2011, Section 166(3)(g)</i></li> <li>2. <i>Building Regulations 2012, Regulation 64.</i></li> </ol>

Council delegates its authority and power to the Chief Executive Officer to issue licenses for:

- 1.0 The deposit of materials on a street, way or other public place; or
- 2.0 The excavation on land abutting or adjoining a street, way or other public place, subject to:
  - (a) The requirements of Regulation 64 of the *Building Regulations 2012*; and
  - (b) The payment of the relevant licence fee set by Council annually in its Schedule of Fees and Charges.



## Delegation B.9 – Private Swimming Pools: Alternative Barrier Approval

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	MH&B
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Building Act 2011:</i></p> <p>s.127(1) &amp; (3) Delegation: special permit authorities and local government</p>	<p><b>Legal (Subsidiary):</b></p> <p><i>Building Act 2011:</i></p> <p>s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)</p> <p>s.65 Extension of period of duration</p> <p><i>Building Regulations 2012:</i></p> <p>r.51 Approvals by permit authority</p>
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Council delegates its authority and power to the Chief Executive Officer to: -

- 1.0 Approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)]
- 2.0 Approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)]
- 3.0 Approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].

## Delegation B.10 – Referrals and Issuing Certificates

<b>Date Adopted:</b>	27/02/2020	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	MH&B
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Building Act 2011:</i></p> <p>s.127(1) &amp; (3) Delegation: special permit authorities and local government</p>	<p><b>Legal (Subsidiary):</b></p> <p><i>Building Act 2011:</i></p> <p>s.145A Local Government functions</p> <p>s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)</p>
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Council delegates its authority and power to the Chief Executive Officer to: -

- 1.0 Refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)].
- 2.0 Issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire's District [s.145A(2)].

# Bushfire

**Delegation FIR.1 – *Bushfires Act 1954*: Authorised Officers, Bushfire Control Officers, Prescribed Officers and Officers to Carry Out Enforcement Proceedings**

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	Yes CESM, Bushfire Control Officers, Rangers
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b>  <i>Bushfires Act 1954:</i> Sections 38, 48, 59(3), 59(5), 59A	<b>Legal (Subsidiary):</b>  <i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer  <i>Bushfires (Infringements) Regulations 1978:</i> r4 Prescribed officers
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Council delegates its authority and power to the Sub-delegates named in the “Schedule of Authorisations” to perform the specified duties under the Bushfires Act, subject to:

- 1.0 A Schedule of Authorisations being submitted to Council from time to time; and
- 2.0 The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

## Delegation FIR.2 – *Bushfires Act 1954*: Powers and Duties

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> <i>Bush Fires Act 1954:</i> s.48 Delegation by local government	<b>Legal (Subsidiary):</b>
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Council delegates its authority and power to the Chief Executive Officer to perform all the functions and duties of the local government under the *Bushfires Act 1954*, subject to:

- 1.0 This power and authority cannot be sub-delegated by virtue of Section 48(3) of the Bushfires Act.
- 2.0 The exclusion of powers and duties prescribed in the Act including those that require a resolution by the local government.
- 3.0 Where the exercise of authority relates to the determination of firebreaks in alternative positions, or alternative action to abate fire hazards, the Chief Executive Officer shall liaise with the Chief Bushfire Control Officer on each specific variation request.

### Delegation FIR.3 – Prohibited and Restricted Burning Times Variation

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	Shire President and Chief Bushfire Control Officer
<b>Date Last Reviewed:</b>	27/02/2020	<b>On-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

#### Legal (Parent):

*Bush Fires Act 1954:*

s.48 Delegation by local government

s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))

s.18(5C) Restricted burning times may be declared by FES Commissioner (The provisions of section 17(8), (9), (10) and (11), with the necessary adaptations and modifications, apply to and in relation to the variation of restricted burning times or prescribed conditions by a local government, as if those provisions were expressly incorporated in this section.)

#### Legal (Subsidiary):

1. *Bushfires Act 1954*, Section 17(7) and (8)
2. *Bushfires Act 1954*, Section 18(5)

*Bush Fire Regulations 1954:*

r.15 Permit to burn (Act s.18), form of and apply for after refusal etc.

r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times

Council delegates its authority and power to the Shire President and Chief Bushfire Control Officer jointly to:

- 1.0 Vary the prohibited burning times within the district of the Shire of Quairading, subject to:
  - (a) The appropriate notice being given as required by Section 17(8) of the *Bushfires Act 1954*.
- 2.0 Vary the restricted burning times within the district of the Shire of Quairading, subject to:
  - (a) The appropriate notice being given as required by Section 18(5C) of the *Bushfires Act 1954*.

Note: Where agreement cannot be reached, then the matter shall be presented to Council for determination.

# Finance

## Delegation F.1 – Audit Committee: Meeting with Auditor and Audit Functions

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	Audit & Risk Committee
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.16 Delegation of some powers and duties to certain committees</p> <p>s.7.1B Delegation of some powers and duties to audit committees</p>
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<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.7.12A(2), (3) &amp; (4) Duties of Local Government with respect to audits</p> <p>Local Government (Administration) Regulation 18G</p>
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- 1.0 Council delegates its authority and power to the Risk & Audit Committee to meet with the local governments' Auditor at least once per year.
- 2.0 Authority to:
- i. examine the report of the Auditor and determine matters that require action to be taken by the Shire; and
  - ii. ensure that appropriate action is taken in respect of those matters [s.7.12A(3)].
- 2.1 Authority to review and endorse the Shire's report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].



## Delegation F.2 – Expression of Interest for Goods and Services

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>	<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.3.57 Tenders for providing goods or services</p> <p><i>Local Government (Functions and General) Regulations 1996:</i></p> <p>r.21 Limiting who can tender, procedure for</p> <p>r.23 Rejecting and accepting expressions of interest to be acceptable tenderer</p> <p>1.</p>
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Council delegates its authority and power to the Chief Executive Officer to:

- 1.0 Seek expressions of interest with respect to the supply of the goods or services before entering the tender process, because the CEO believes that there is good reason to make a preliminary selection from amongst prospective tenderers due to –
  - (a) the nature of the goods or services; or
  - (b) the cost of preparing plans, specifications or other information for the purpose of adequately describing the goods or services required,

and the CEO believes it would be advantageous to the local government if tenders were invited only from persons it considers to be capable of satisfactorily supplying the goods or services.
- 2.0 Determine in writing the criteria for the preliminary selection of prospective tenderers, subject to:
  - (a) Compliance with Regulation 21(1) of the Local Government (Functions and General) Regulations 1996;
  - (b) The goods or services being listed in the Shires Adopted Annual Budget;
  - (c) The criteria, once determined, are to be incorporated in the expression of interest documentation.
- 3.0 Consider any submissions of expression of interest that have not been rejected and decide which ones could satisfactorily supply the goods or services, subject to:
  - (a) Compliance with Regulation 23(3) of the Local Government (Functions and General) Regulations 1996; and
  - (b) Compliance with Regulations 14(2), 15(2), 17(2)(c) and 18(3) of the Local Government (Functions and General) Regulations 1996.

### Delegation F.3 – Tendering for Goods and Services

<b>Date Adopted:</b>	28/05/2015
<b>Date Last Reviewed:</b>	27/02/2020
<b>Policy Reference:</b>	

<b>Delegate:</b>	CEO
<b>Sub-Delegated:</b>	No
<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>
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<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.3.57 Tenders for providing goods or services</p> <p><i>Local Government (Functions and General) Regulations 1996:</i></p> <p>r.11 When tenders have to be publicly invited</p> <p>r.13 Requirements when local government invites tenders though not required to do so</p> <p>r.14 Publicly inviting tenders, requirements for</p> <p>r.18 Rejecting and accepting tenders</p> <p>r.20 Variation of requirements before entry into contract</p> <p>r.21A Varying a contract for the supply of goods or services</p>
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Council delegates its authority and power to the Chief Executive Officer to:

- 1.0 Call tenders for works or services prior to entering in to contract with others in respect to supply of goods or services exceeding \$~~150,000~~250,000;
- 2.0 Call tenders for the provision of works or services not exceeding a value of \$~~150,000~~250,000 and to accept what is to be deemed the most advantageous tender;
- 3.0 Determine that the Shire has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier and not publicly invite tenders before the Shire enters into a contract for the supply of goods or services even though the consideration under the contract is, or is expected to be, worth more than \$~~150,000~~250,000;
- 4.0 Determine in writing the criteria for deciding which tender should be accepted, subject to Regulation 14(2a) of the Local Government (Functions and General) Regulations 1996;

Subject to:

- (a) Tenders called subject to (1) and (2) above, are to comply with Council's Purchasing Policy.
- (b) The goods or services being listed in the Shire's Adopted Annual Budget;
- (c) The criteria, once determined in (4) above, it is to be incorporated in the tender documentation.

## Delegation F.4 – Investment of Surplus Funds

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	Yes – Council Bank Signatories CEO, EMCS and/or EO
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>	<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.6.14 Power to invest</p> <p><i>Local Government (Financial Management) Regulations 1996:</i></p> <p>r.19 Investments, control procedures for</p> <p><i>Trustees Act 1962, Part III</i></p>
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Council delegates its authority and power to the Chief Executive Officer to invest money held in the municipal or trust funds that is not required for the time being for any purpose in accordance with Part III of the *Trustees Act 1962*, subject to:

- 1.0 Compliance with the established and documented internal control procedures to ensure control over the investments; and
- 2.0 Compliance with Regulations 19c, 28 and 49 of the Local Government (Financial Management) Regulations 1996; and
- 3.0 Compliance with Council Policy – Investments.

### Delegation F.5 – Reimbursement of Expenses Incurred by an Employee

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO
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<b>Legal (Subsidiary):</b> 1. <i>Local Government Act 1995, Section 5.101(2)</i>
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Council delegates its authority and power to the Chief Executive Officer to reimburse an employee for an expense incurred in relation to a matter affecting the local government, subject to:

- 1.0 The expenditure being authorised by a Manager or Supervisor before the expense is incurred.

## Delegation F.6 – Reimbursement of Expenses Incurred by Councillors

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p>
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<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995, Section 5.98(2)(b)</i></li> <li>2. <i>Local Government Act 1995, Section 5.98(4)</i></li> </ol>
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Council delegates its authority and power to the Chief Executive Officer to approve the reimbursement of expenses to Councillors, subject to:

- 1.0 The expenses to be approved for reimbursement are those prescribed by the Act and the Regulations.

### Delegation F.7 – Waiving and Granting of Concessions and Write-Off of Debts

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>	<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.6.12 Power to defer, grant discounts, waive or write off debts</p>
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Council delegates its authority and power to the Chief Executive Officer to approve or refuse applications or requests for –

- 1.0 A waiver of a debt other than rates or a service charge.
- 2.0 The granting of a concession in relation to a debt other than rates or service charge.
- 3.0 The write-off of a debt to a maximum of \$5.00.

Subject to:

- (a) The amount of the request or application not exceeding \$100.00.

# Health

## Delegation H.1 – Caravan Parks and Camping Grounds Act 1995: Authorised Persons

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995, Section 5.42</i></li> <li>2. <i>Caravan Parks and Camping Grounds Act 1995, Section 17(1)</i></li> </ol>	<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. <i>Caravan Parks and Camping Grounds Regulations 1997</i></li> </ol>
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Council delegates its authority and power to the Chief Executive Officer to appoint authorised person/s named in the “Schedule of Authorisations” to perform the duties of an authorised person under the *Caravan Parks and Camping Grounds Act 1995* and the *Caravan Parks and Camping Grounds Regulations 1997*, subject to:

- 1.0 A Schedule of Authorisations being submitted to Council from time to time; and
- 2.0 The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.



## Delegation H.2 – Food Act 2008: Administration

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO & MH&B
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Food Act 2008:</i></p> <p>s.118 Functions of enforcement agencies and delegation</p>
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<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. Food Act 2008:             <ul style="list-style-type: none"> <li>s.122(1)(2) Appointment of authorised officers</li> </ul> </li> <li>2. Food Regulations 2009</li> <li>3. Shire of Quairading Activities in Thoroughfares and Trading in Thoroughfares And Public Places Local Law</li> </ol>
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Council delegates its authority and power to the Chief Executive Officer and Manager of Health & Building, to:

- 1.0 Administer the functions of the Shire of Quairading as an 'enforcement agency' under the *Food Act 2008* and the Food Regulations 2009, subject to:
  - (a) this authority does not include the appointment of, or the authority to act as, 'authorised officers' or 'designated officers', pursuant to Sections 122, 123 and 126(3), (6), (7) and (13) of the *Food Act 2008*.
- 2.0 Approve food stalls where the proponent is a community or charitable organisation and if food is either cooked and presented for immediate consumption or low risk. Authority to inspect premises and take action under the *Food Act 2008*.

**Delegation H.3 – Health (Miscellaneous Provisions) Act 1911 and Relevant Regulations:  
Administration and Notices of Breach**

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO & MH&B
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995</i>, Sections 5.42 and 5.46(3)</li> <li>2. <i>Health (Miscellaneous Provisions) Act 1911</i>, Part IV, V, VI and VII</li> <li>3. <i>Public Health Act 2016</i></li> </ol>	<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government (Administration) Regulations 1996:</i> Delegates to keep certain records (Act s. 5.46(3))</p> <p><i>Public Health Act 2016:</i> s.24(1) and (3) Designation of authorised officers</p>
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Council delegates its authority, powers and functions under:

1.0 The *Health (Miscellaneous Provisions) Act 1911* to the Chief Executive Officer and Manager of Health & Building (“Environmental Health Officer”) relating to:

- (i) Part IV – Division 2, Division 4 and Division 7;
- (ii) Part V – Divisions 1, 2 and 3;
- (iii) Part VI; and
- (iv) Part VII – Division 1,

Subject to the conditions of –

- (a) With respect to Part IV – Divisions 2, 4 and 7, authority is limited to the approval of applications under Section 107; the forming of opinions; the issuing of notices, requisitions, directions and orders, subject to prior consultation with and agreement of the Environmental Health Officer; the carrying out or causing to be carried out, works in default of duly served notices, but does not include the undertaking or contracting of works, the provision of sanitary conveniences or receptacles, the making of charges for works or the supply of pans or receptacles for refuse.
- (b) With respect to Part V – Division 1 and 2, authority is limited to the forming of opinions and issuing of notices and directions subject to prior consultation with and agreement of the Environmental Health Officer, but does not include the carrying out of works in default of duly served notices.
- (c) With respect to Part VII Division 1, authority extends to the issuing of requisitions and, in the case of default, the causing of requisite work to be done, subject to prior discussion with and agreement of the Environmental Health Officer.

(v) *The Health (Miscellaneous Provisions) Act 1911* and the Regulations, Local-Laws and orders made thereunder relating to issue such notices as are deemed necessary for breaches of the Act, subject to the conditions of:

(a) Any non-compliance with any notice will be referred to the Council before proceeding with legal action.

- 2.0 Section 107 of the *Health (Miscellaneous Provisions) Act 1911* to the Environmental Health Officer relating to the approval of applications for effluent disposal systems.
- 3.0 The Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 to the Chief Executive Officer and the Environmental Health Officer.
- 4.0 The *Health (Miscellaneous Provisions) Act 1911* to the Chief Executive Officer relating to section 27 for the appointment of environmental health officers.
- 5.0 The Officers exercising Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty. All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.

### Delegation H.4 – Appoint Authorised Officer or Approved Officer (Asbestos Regs)

<b>Date Adopted:</b>	27/02/2020	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Public Health Act 2016</i></p> <p><i>Health (Asbestos) Regulations 1992:</i></p> <p>r.15D(7) Infringement Notices</p>
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<p><b>Legal (Subsidiary):</b></p> <p><i>Health (Asbestos) Regulations 1992:</i></p> <p>r.15D(5) Infringement Notices</p>
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Council delegates its authority and power to the Chief Executive Officer to:

- 1.0 To appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the Criminal Procedure Act 2004 Part 2 [r.15D(5)].

# Planning

## Delegation P.1 – Certain Planning Functions Relating to the Town Planning Scheme

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <ol style="list-style-type: none"> <li>1. <i>Planning and Development Act 2005</i></li> <li>2. <i>Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Clauses 82 &amp; 83</i></li> </ol>	<p><b>Legal (Subsidiary):</b></p> <p><i>Quairading Town Planning Scheme No. 2</i></p>
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Council delegates its authority and power to the Chief Executive Officer in accordance with Clauses 82 and 83 of the Planning and Development (Local Planning Schemes) Regulations 2015 as follows:

- 1.0 Advertising and Determining Applications for Development Approval
  - 1.1 Notification and Advertising of Applications for Development Approval in accordance with Clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015 determine that a particular application will be advertised and carry out the means and extent of such advertising.
- 2.0 Consideration of Applications for Planning Approval
  - 2.1 Determine applications with a use permissibility classification of 'P', 'D' and 'A' in Table 1 for Development Approval in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, Shire of Quairading Town Planning Scheme No. 2 and/or Western Australian Planning Commission State Planning Policy No. 3.1 – Residential Design Codes where no objections have been received (if advertised) and impose conditions as required.
  - 2.2 Refusal of all development applications where the proposed use is not permitted by the Scheme or where the development does not comply with the non-discretionary provisions of the Residential Design Codes or any mandatory statutory requirement or adopted Council policy.
  - 2.3 Grant an extension of development approval for up to two (2) years.
- 3.0 Use Not Listed
  - 3.1 To determine if a use that is not specifically listed in the Zoning Table (Table 1) of the Quairading Town Planning Scheme No. 2 is consistent, maybe consistent or is not consistent with the objectives of the zone.

Subject to:

- (a) An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.
- (b) With the exception of delegated power 2.0 above, all applications will be submitted to a meeting of Council for determination in the following circumstances:

- (c) Where the delegated decision would be contrary to the intent of a previous decision made at a Council meeting, or any law or regulation;
- (d) Where written objection is received to the proposal from any statutory agency;
- (e) Where the proposal is inconsistent with the intent of the Local Planning Scheme, relevant Policies, Residential Design Codes, or any Outline Development Plan adopted by Council;
- (f) Where notification has been given to adjoining and nearby owners or the general public for comment in accordance with the Local Planning Scheme or any Policy and written objections have been received within the time specified.

#### 4.0 Advertising Extension for Town Planning Scheme Amendments

- 4.1 To extend the advertising period for planning scheme amendments where it is considered necessary to provide for adequate consultation and/or accommodate specific community consultation exercises (e.g. special electors' meetings, workshops etc.).

Subject to:

- (a) An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

#### 5.0 Directions regarding unauthorised development

- 5.1 To give directions in relation to unauthorised development and to authorise any action available to the responsible authority under the *Planning and Development Act 2005* incidental to such written direction, including but not limited to issuing a notice to correct or amend the development or to commence legal action in accordance with the Council's endorsed procedure for compliance and enforcement.

Subject to:

- (a) An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

#### 6.0 Structure Plans, Activity Centre Plans and Local Development Plans

- 6.1 Acceptance of Structure Plans and amendments to Structure Plans, Activity Centre Plans and Local Development Plans for the purposes of advertising in accordance with the provisions of Regulation 18 of the Planning and Development (Local Planning Schemes) Regulations 2015.

#### 7.0 Responsible Authority Reports to the Development Assessment Panel

- 7.1 To submit Responsible Authority Reports to the Development Assessment Panel pursuant to Regulation 12 of the Planning and Development (Development Assessment Panels) Regulations 2011 in relation to applications for planning approval under Shire of Quairading Town Planning Scheme No. 2.

Subject to:

- (a) The Chief Executive Officer is to advise Council of the lodgement and subsequent decision of a Development Assessment Panel (DAP) application at the next available Council meeting.

#### **NOTES:**

- (a) These Delegations do not preclude the Delegate or Sub-Delegate referring the categories of development or legal proceedings outlined above, to Council for determination, after having regard to the circumstances of a particular case.
- (b) All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.

## Delegation P.2 – Response to Applications for Land Subdivisions and Amalgamations

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <ol style="list-style-type: none"> <li>1. <i>Planning and Development Act 2005</i></li> <li>2. <i>Quairading Local Planning Scheme No. 2</i></li> </ol>
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<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. <i>State Planning Policy 3.1 – Residential Design Codes</i></li> </ol>
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Council delegates its authority and power to the Chief Executive Officer to:

- 1.0 Exercise discretion and make recommendations to the Western Australian Planning Commission on applications to subdivide, re-subdivide or amalgamate land as follows:
  - 1.1 No objection to the granting of approval of an application to amalgamate two (2) or more lots (including lots forming part of any strata-title scheme) into a single allotment.
  - 1.2 No objection to the granting of approval of an application to rationalise or reconfigure existing allotments where there is no nett increase in lots created, and the new lot sizes will conform with the relevant requirements of prevailing town planning schemes and their policies, and policies adopted pursuant to section 5AA of the *Planning and Development Act 2005*.

Subject to:

- (a) the imposition of relevant conditions on any approval proposed to be granted by the WAPC, that are considered necessary to secure the objectives of any prevailing regional or Shire town planning scheme/s, and any land use plan or strategy adopted by Council.
- 1.3 No objection to the granting of approval of an application of to up to five (5) lots where the application accords with an endorsed local area plan, structure plan and/or the Residential Design Codes of WA.

Subject to:

- (a) the imposition of relevant conditions on any approval proposed to be granted by the WAPC, that are considered necessary to secure the objectives of any prevailing regional or Shire town planning scheme/s, and any land use plan or strategy adopted by Council.
- 2.0 Certify to the WAPC that conditions imposed on an approval granted to subdivide, re-subdivide or amalgamate land contained within the municipality, that pertain to the Shire's jurisdiction, role and function, have been completed and fulfilled to the satisfaction of the Shire.



### Delegation P.3 – State Administrative Tribunal: Response to Applications for Review

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>On-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> 1. <i>State Administrative Tribunal Act 2004</i> 2. <i>Planning and Development Act 2005</i>	<b>Legal (Subsidiary):</b> 1. <i>Quairading Local Planning Scheme No. 2</i>
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- 1.0 Council delegates its authority and power to the Chief Executive Officer, to respond to applications for review lodged with the State Administrative Tribunal, including preparation of statements by respondent, liaison with the State Administrative Tribunal and representation of the Council at review hearings, where a decision made by the Council, or a condition or conditions associated with that decision, is substantively in accordance with the Responsible Officer's recommendation, subject to :
- (a) The outcome of the SAT determination to be reported to Council.
  - (b) The exercise of these powers on the discharge of these duties, is subject to the Officers and/or Employees exercising the Delegation: keeping a written record of, and recording within an appropriate Database, details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty
- 2.0 Council delegates its authority and power to the Chief Executive Officer, to engage independent professional advice, including legal advice, where a decision made by the Council, or a condition or conditions associated with that decision, is substantially different from the Responsible Officer's recommendation.

**Delegation P.4 – Taking of Land under the *Land Administration Act 1997* and the *Native Title Act 1993***

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p>
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<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. <i>Land Administration Act 1997</i></li> <li>2. <i>Native Title Act 1993</i></li> </ol>
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Council delegates its authority and power to the Chief Executive Officer to advise the Department of Land Services that the Shire has no interest in a proposed taking of land under the *Land Administration Act 1997* or the *Native Title Act 1993*, subject to:

- 1.0 The Shire having no registered interest in the land identified in the taking proposal.

## Delegation P.5 – Town Planning Scheme: Responding to Appeals and Requests for Reconsideration

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> 1. <i>Planning and Development Act 2005</i>	<b>Legal (Subsidiary):</b> 1. Quairading Local Planning Scheme No. 2
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Council delegates its authority and power to the Chief Executive Officer to respond to any appeal against a discretionary decision of the Council under the Shire's Local Planning Scheme, subject to:

- 1.0 The response being in accordance with Council's decision on the matter.

# Rangers

<b>Delegation RNG.1 – Control of Vehicles (Off-road Areas) Act: Authorised Officer</b>
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<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b>  1. <i>Local Government Act 1995 – Section 5.42</i> 2. <i>Control of Vehicles (Off-road Areas) Act 1978, Section 38(3)</i>	<b>Legal (Subsidiary):</b>  1. <i>Control of Vehicles (Off-road Areas) Regulations 1979.</i>
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Council delegates its authority and power to the Chief Executive Officer to appoint authorised officers under the *Control of Vehicles (Off-road Areas) Act 1978*, for the whole of the district of the Shire of Quairading, subject to:

- 1.0 A Schedule of Authorisations being submitted to Council from time to time; and
- 2.0 The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

**Delegation RNG.2 – Dog Act 1976: Authorised Persons, Registration Officer and Officers to Carry Out Enforcement Proceedings**

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Dog Act 1976:</i></p> <p>s.10AA Delegation of local government powers and duties</p>	<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. <i>Dog Act 1976</i>, Sections 11, 12, 29, 33 and 44(2)</li> <li>2. Dog Regulations 2013</li> </ol>
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Council delegates its authority and power to the Chief Executive Officer to appoint persons as Registration Officers and Authorised Officers under the *Dog Act 1976*, subject to:

- 1.0 A Schedule of Authorisations being submitted to Council from time to time; and
- 2.0 The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

**Delegation RNG.3 – *Cat Act 2011*: Authorised Persons, Registration Officer and Officers to Carry Out Enforcement Proceedings**

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (No Parent):</b>  <i>Cat Act 2011</i>:  s.44 Delegation by local government</p>
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<p><b>Legal (Subsidiary):</b>  <i>Cat Act 2011</i>:  s. 48 Authorised persons  <i>Cat (Uniform Local Provisions) Regulations 2013</i>  <i>Cat Regulations 2012</i></p>
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Council delegates its authority and power to the Chief Executive Officer to appoint persons as Registration Officers and Authorised Officers under the *Cat Act 2011*, subject to:

- 1.0 A Schedule of Authorisations being submitted to Council from time to time; and
- 2.0 The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

### Delegation RNG.4 – Hawkers, Stall Holders and Street Traders Licences

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO</p>	<p><b>Legal (Subsidiary):</b></p> <p>1. Shire of Quairading Activities in Thoroughfares and Trading in Thoroughfares And Public Places Local Law</p>
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Council delegates its authority and power to the Chief Executive Officer to determine new applications for licence and renew existing licences for Stallholders, Street Traders, and Hawkers under the Shire of Quairading Thoroughfares Local Laws, subject to:

- 1.0 Compliance with the Shire of Quairading Thoroughfares Local Laws; and
- 2.0 The Applicant providing evidence of a minimum of \$10 million Personal Liability Insurance Cover.



<b>Delegation RNG.5 – Litter Act 1979: Authorised Officers and Withdrawal of Infringement Notices</b>
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<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Litter Act 1979:</i></p> <p>s.26 Authorised officers, appointment and jurisdiction of etc.</p> <p><i>Litter Act 1979, Section 30(4a).</i></p>
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<p><b>Legal (Subsidiary):</b></p> <p><i>Litter Regulations 1981.</i></p>
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Council delegates its authority and power to the Chief Executive Officer to appoint authorised person/s to administer and enforce the Litter Act and to withdraw infringement notices under the Litter Act, subject to:

- 1.0 A Schedule of Authorisations being submitted to Council from time to time; and
- 2.0 The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

## Delegation RNG.6 – Local Government Act 1995: Appointment of Authorised Persons

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995</i>, Sections 3.24, 9.10 and 9.23</li> <li>2. <i>Local Government Act 1995</i>, Section 5.42</li> </ol>	<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. Shire of Quairading Local Laws</li> </ol>
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1.0 Council delegate its authority and power to the Chief Executive Officer to appoint authorised persons to exercise the:

1.1 Powers and duties set out in the *Local Government Act 1995* in respect of:

- Section 3.25(1) – Notices requiring certain things to be done by owner or occupier of land.
- Section 3.27 – Things local government can do on land that is not local government property.
- Section 3.31 – Entering property.
- Section 3.39 – Power to remove and impound.
- Section 3.40A (1) – Abandoned vehicle wreck may be taken.
- Section 9.11 – Person found commit breach of Act to give name on demand.
- Section 9.13 – Onus of proof in vehicle offences may be shifted.
- Section 9.16 – Giving a Notice.
- Section 9.17 – Content of Notice.
- Section 9.19 – Extension of Time.
- Section 9.20 – Withdrawal of Notice.
- Section 9.24(1) and (2) – Enforcement and legal proceedings; Commencing prosecutions; and Offence against the Act or Shire's Local Laws.
- Section 9.29(2) – Enforcement and legal proceedings and representing local government in court.

1.2 Duties and functions set out the Shire's local laws, subject to:

- (a) The nominated officers being authorised only as detailed in a report to Council from time to time and listed in the Schedule of Authorisations.

## Delegation RNG.7 – Removal and Impounding of Goods, Vehicles and Animals

<b>Date Adopted:</b>	28/05/2015
<b>Date Last Reviewed:</b>	27/02/2020
<b>Policy Reference:</b>	

<b>Delegate:</b>	CEO
<b>On-Delegated:</b>	No
<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>
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<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.3.39 Power to remove and impound</p> <p>s.3.40A(4) Abandoned vehicle wreck may be taken</p> <p>s.3.46 Goods May be withheld until costs paid</p> <p>s.3.47 Confiscated or uncollected goods, disposal of</p> <p>s.3.47A Sick or injured animals, disposal of</p> <p>s.3.48 Impounding expenses, recovery of</p> <p><i>Local Government (Functions and General) Regulations 1996:</i></p> <p>Regulations 29 and 29A</p>
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Council delegates its authority and power to the Chief Executive Officer to undertake the functions and duties required under Subdivision 4 of Division 3 of Part 3 of the *Local Government Act 1995*, in respect to:

- 1.0 Section 3.40 – Removal of Vehicle and Impounding of Goods.
- 2.0 Section 3.40A – Removal of Abandoned Vehicles.
- 3.0 Section 3.46 – Withholding of goods pending payment of costs.
- 4.0 Section 3.47 – The disposal of confiscated goods.
- 5.0 Section 3.47A – Disposal of sick or injured animals.
- 6.0 Section 3.48 – Recovery of costs incurred in the impounding exercise

Subject to:

- (a) Compliance with the requirements of Regulations 29 and 29A of the *Local Government (Functions and General) Regulations 1996*.

### Delegation RNG.8 – Notices Requiring Certain Things to be done by Owner or Occupier of Land

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995, Section 5.42</i></li> <li>2. <i>Local Government Act 1995, Section 3.25</i></li> <li>3. <i>Local Government Act 1995, Section 3.26</i></li> </ol>	<p><b>Legal (Subsidiary):</b></p>
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Council delegates its authority and power to the Chief Executive Officer to:

- 1.0 Issue a notice in writing to the owner or occupier of land requiring them to do anything specified in Division 1 of Schedule 3.1 of the *Local Government Act 1995*.
- 2.0 Do anything that is considered necessary to achieve, so far as practicable, the purpose for which the notice was given, including recovering the cost of anything done as a debt due from the person who failed to comply with the notice.

# Rates

## Delegation R.1 – Agreement as to Payment of Rates and Service Charges

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>
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<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.6.49 Agreement as to payment of rates and service charges</p>
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Council delegates its authority and power to the Chief Executive Officer to make an agreement with a person for the payment of rates and service charges, subject to:

- 1.0 The requirements of Councils "Recovery of Rates" procedures; and
- 2.0 The arrangements agreed to being on the basis that the total debt outstanding will be extinguished by 30<sup>th</sup> June next following.

## Delegation R.2 – Amending the Rate Record

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	Rates Officer
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>	<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.6.39(2)(b) Rate record</p>
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Council delegates its authority and power to the Chief Executive Officer to determine whether to amend the rate record for the preceding five years, subject to:

- 1.0 Compliance with the requirements of Section 6.39 of the *Local Government Act 1995*.

### Delegation R.3 – Due Date for Payment of Rates and Service Charges

<b>Date Adopted:</b>	28/05/2015
<b>Date Last Reviewed:</b>	27/02/2020
<b>Policy Reference:</b>	

<b>Delegate:</b>	CEO
<b>Sub-Delegated:</b>	No
<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
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<b>Legal (Subsidiary):</b> Local Government Act 1995: s.6.50 Rates or service charges due and payable 1.
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Council delegates its authority and power to the Chief Executive Officer to determine the date a rate or service charge becomes due and payable, subject to:

- 1.0 The date to be determined is not to be earlier than thirty-five (35) days after the date of issue on the rate notice.



### Delegation R.4 – Objection to Rate Record and Request for Extension of Time

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p>Local Government Act 1995:</p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>	<p><b>Legal (Subsidiary):</b></p> <p>Local Government Act 1995:</p> <p>s.6.76 Grounds of objection</p> <p>1.</p>
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Council delegates its authority and power to the Chief Executive Officer to-

- 1.0 Determine applications by a person for an extension of time to make an objection to the rate record, subject to:
  - (a) Any extension granted being no longer than 30 days.
- 2.0 Consider any objection to the rate record and either disallow it or allow it, wholly or in part, subject to:
  - (a) Giving written notice of the decision made under (2) above in accordance with Section 6.76(6) of the *Local Government Act 1995*.

**Delegation R.5 – Recovery of Rates Accruing Where Land Is Sold or Disposed of and Notice Is Not Given**

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO
--

<b>Legal (Subsidiary):</b> <i>Local Government Act 1995, Section 9.68(5)</i>
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Council delegates its authority and power to the CEO to recover rates accruing on land, from a person, whether principal or agent, until such time the required notice of the sale or disposal of the land is given.

## Delegation R.6 – Recovery of Unpaid Rate or Service Charge

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>
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<p><b>Legal (Subsidiary):</b></p> <p>Local Government Act 1995:</p> <p>s.6.56 Rates or service charges recoverable in court</p> <p>s.6.64(3) Actions to be taken</p> <p style="text-align: center;"><i>Local Government Act 1995, Section 6.60(2)</i></p>
---

Council delegates its authority and power to the Chief Executive Officer to determine if –

- 1.0 Court action should be taken to recover an unpaid rate or service charge that is due and payable, subject to:
  - (a) Recovery action having been taken in accordance with Council's Rate Recovery Policy.
- 2.0 Notice should be given to the lessee of the land requiring the lessee to pay to the local government any rent as it falls due, in satisfaction of the rate or service charge.
- 3.0 Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].

## Delegation R.7 – Recovery of Rates Debts - Actions to Take Possession of the Land

<b>Date Adopted:</b>	27/02/2020	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>	<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.6.64(1) Actions to be taken</p> <p>s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings</p> <p>s.6.71 Power to transfer land to Crown or local government</p> <p>s.6.74 Power to have land revested in Crown if rates in arrears 3 years</p>
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Council delegates its authority and power to the Chief Executive Officer: -

- 1.0 To take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including:
  - i. lease the land, or
  - ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months:
    - I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or
    - II. cause the land to be transferred to the Shire [s.6.71].
- 2.0 To agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].

# Works

## Delegation W.1 – Altering Thoroughfare Alignments

<b>Date Adopted:</b>	28/05/2015
<b>Date Last Reviewed:</b>	27/02/2020
<b>Policy Reference:</b>	

<b>Delegate:</b>	CEO
<b>Sub-Delegated:</b>	No
<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p>
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<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government Act 1995, Section 3.51(3)</i></p>
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Council delegates its authority and power to the Chief Executive Officer to give notice of any proposal to:

- 1.0 Fix or alter the level of, or the alignment of, a public thoroughfare; or
- 2.0 Drain water from a public thoroughfare or other public place onto adjoining land;

Subject to:

- (a) The notice being in accordance with Section 3.51(4) of the *Local Government Act 1995*.

## Delegation W.2 – Crossing from Public Thoroughfare to Private Land or Private Thoroughfare

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>	<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. Local Government (Uniform Provisions) Regulations, Regulations 12, 13 and 14</li> <li>2. <i>Local Government Act 1995</i>, Section 3.25(1)(b), Section 3.26(2) and (3)</li> <li>3. <i>Local Government Act 1995</i>, Schedule 9.1(7)</li> </ol>
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Council delegates its authority and power to the Chief Executive Officer to:

- 1.0 Approve or refuse an application from an owner of land, to construct a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land, and impose conditions in respect to the approval, subject to:
  - (a) The requirements of Regulation 14(2) of the Local Government (Uniform Provisions) Regulations 1996.
- 2.0 Issue a notice under Section 3.25(1)(b) to a person who has not complied with a condition imposed on a permission given under (1) above.
- 3.0 Do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given under (2) above.
- 4.0 Recover the cost of anything done under (3) above as a debt due from the person who failed to comply with the notice issued, subject to:
  - (a) Notification being given to Council prior to legal action commencing.
- 5.0 Issue a notice under Regulation 13(1) of the Local Government (Uniform Provisions) Regulations 1996 to the owner or occupier of private land to construct or repair a crossing from a public thoroughfare to the land, or a private thoroughfare serving the land, subject to:
  - (a) The requirements of Regulation 14(2) of the Local Government (Uniform Provisions) Regulations 1996.

### Delegation W.3 – Entry to Any Land in an Emergency

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b>  1. <i>Local Government Act 1995, Section 5.42</i> 2. <i>Local Government Act 1995, Section 3.34</i>	<b>Legal (Subsidiary):</b>
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Council delegates its authority and power to the Chief Executive Officer to enter any land in an emergency and perform any of the local governments functions considered appropriate to deal with the emergency subject to the following conditions:

- 1.0 The Chief Executive Officer is to give notice of intended entry of land where it is practicable to do so, as required by Section 3.34(5).



### Delegation W.4 – Excavation on Public Thoroughfares

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>On-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>	<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995, Section 3.25(1)(b), Section 3.26(2) and (3)</i></li> <li>2. <i>Local Government Act 1995, Schedule 9.1(6)</i></li> <li>3. <i>Local Government (Uniform Provisions) Regulations, Regulation 11</i></li> </ol>
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Council delegates its authority and power to the Chief Executive Officer to:

- 1.0 Grant permission to a person to make or make and leave, an excavation of specified dimensions and in a specified way in a specified part of a public thoroughfare or on a specified part of land adjoining a public thoroughfare, and impose conditions in respect to the permission, subject to-
  - (a) The requirements of Regulation 11 of the Local Government (Uniform Provisions) Regulations 1996.
- 2.0 Issue a notice under Section 3.25(1)(b) to a person who has not complied with a condition imposed on a permission given under (1) above.
- 3.0 Do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given under (2) above.
- 4.0 Recover the cost of anything done under (3) above as a debt due from the person who failed to comply with the notice issued subject to notification being given to Council prior to legal action commencing.

## Delegation W.5 – Gates and Other Devices Across Thoroughfares

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p>Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
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<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995</i>, Section 3.25(1)(b), Section 3.26(2) and (3)</li> <li>2. <i>Local Government Act 1995</i>, Schedule 9.1(5)</li> <li>3. <i>Local Government Act 1995</i>, Schedule 3.1</li> <li>4. <i>Local Government (Uniform Provisions) Regulations</i>, Regulation 9</li> </ol>
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Council delegates its authority and power to the Chief Executive Officer to –

- 1.0 Grant permission to a person to have a gate or other device across a public thoroughfare under the care, control and management of the Shire, and impose conditions in respect to the permission, subject to:
  - (a) The requirements of Regulation 9 of the *Local Government (Uniform Provisions) Regulations 1996*; and
  - (b) A register of gates and other devices being kept in accordance with Clause 9(8) of the *Local Government (Uniform Provisions) Regulations 1996*.
- 2.0 Issue a notice under Section 3.25(1)(b) to a person who has not complied with a condition imposed on a permission given under (1) above.
- 3.0 Do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given under (2) above.
- 4.0 Recover the cost of anything done under (3) above as a debt due from the person who failed to comply with the notice issued subject to notification being given to Council prior to legal action commencing.

## Delegation W.6 – Permits for Heavy Haulage Vehicles

<b>Date Adopted:</b>	28/05/2015
<b>Date Last Reviewed:</b>	27/02/2020
<b>Policy Reference:</b>	

<b>Delegate:</b>	CEO
<b>Sub-Delegated:</b>	No
<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p>
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<p><b>Legal (Subsidiary):</b></p>
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Council delegate its authority and power to the Chief Executive Officer to recommend to Main Roads WA approval or refusal of any heavy haulage application.

## Delegation W.7 – Private Works On, Over or Under Public Places

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p>	<p><b>Legal (Subsidiary):</b></p> <ol style="list-style-type: none"> <li>1. <i>Local Government Act 1995, Section 3.25(1)(b), Section 3.26(2) and (3)</i></li> <li>2. <i>Local Government Act 1995, Schedule 9.1(8)</i></li> <li>3. <i>Local Government (Uniform Provisions) Regulations, Regulation 17</i></li> <li>4. <i>Shire of Quairading Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law</i></li> </ol>
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Council delegates its authority and power to the Chief Executive Officer to –

- 1.0 Grant permission to a person to construct anything on, over, or under a public thoroughfare or other public place that is Local Government property, and impose conditions in respect to the permission, subject to:
  - (a) The requirements of Regulation 17 of the Local Government (Uniform Provisions) Regulations 1996; and
  - (b) Having regard for the requirements contained in the Shire of Quairading Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law.
- 2.0 Issue a notice under Section 3.25(1)(b) to a person who has not complied with a condition imposed on a permission given under (1) above.
- 3.0 Do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given under (2) above.
- 4.0 Recover the cost of anything done under (3) above as a debt due from the person who failed to comply with the notice issued subject to notification being given to Council prior to legal action commencing.

### Delegation W.8 – Regulatory Sign Applications (Stop, Give-Way, Speed, etc.)

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	Yes EMW&S
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO	<b>Legal (Subsidiary):</b>
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Council delegate its authority and power to the Chief Executive Officer to make applications to the Main Roads WA for the installation of regulatory signs and markings at such places as the Chief Executive Officer considers warranted.

## Delegation W.9 – Temporary Road Closures

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>On-Delegated:</b>	Yes EMW&S
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<p><b>Legal (Parent):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>	<p><b>Legal (Subsidiary):</b></p> <p><i>Local Government Act 1995:</i></p> <p>s.3.50 Closing certain thoroughfares to vehicles</p> <p>s.3.50A Partial closure of thoroughfare for repairs or maintenance</p> <p>s.3.51 Affected owners to be notified of certain proposals</p> <p><i>Local Government Functions and General Regulations 1996, Regulations 4, 5 and 6</i></p> <p><i>Road Traffic (Events on Roads) Regulations 1991</i></p>
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Council delegate its authority and power to the Chief Executive Officer to determine applications for the temporary closure of a thoroughfare, and to undertake the necessary action for the closure of thoroughfares to vehicles –

- 1.0 In cases of emergency; or
- 2.0 Where in the opinion of the CEO that due to heavy rain a thoroughfare is likely to be damaged by the passage of traffic of a particular class, or by the passage of traffic generally; or
- 3.0 For the conduct of an Event in accordance with the Road Traffic (Events on Roads) Regulations 1991;
- 4.0 Where the Council is undertaking repair and maintenance works to a thoroughfare;

Subject to:

- (a) Having regard for the requirements of Sections 3.50 and 3.50A of the *Local Government Act 1995*, and Clauses 4, 5 and 6 of the *Local Government (Functions and General) Regulations 1996*.

## Delegation W.10 – Revocation of Temporary Road Closure to Vehicles

<b>Date Adopted:</b>	28/05/2015	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	27/02/2020	<b>Sub-Delegated:</b>	Yes EMW&S
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO
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<b>Legal (Subsidiary):</b> <i>Local Government Act 1995, Sections 3.50(6)</i>
--

Council delegate its authority and power to the Chief Executive Officer to revoke an order to close a thoroughfare subject to the provisions of Section 3.50(6) of the *Local Government Act 1995*.

# **Statutory Authorisations and Delegations to Local Government from State Government Entities**

## **Delegations from other Agencies and Instruments of Delegation or other Acts**

Where legislation provides for the direct delegation to authorise a person or a member of a class of persons by other agencies or decision makers, no delegation is required from the local government.

The authorisation is dealt with in the relevant legislation and, where required, the Instrument of Delegation or Notice of the Appointment is advertised in the Government Gazette.



**Delegation 52 – Noise Control – Environmental Protection Notices [Reg.65(1)]**

<b>Date Gazetted:</b>	19/03/2014	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	19/03/2014	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO <i>Environmental Protection Act 1986</i>	<b>Legal (Subsidiary):</b>
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**EV401**

**ENVIRONMENTAL PROTECTION ACT 1986**

**Section 20**

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9<sup>th</sup> day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

**Delegation 112 – Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events**

<b>Date Gazetted:</b>	20/12/2013	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	20/12/2013	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> <i>Environmental Protection Act 1986</i>	<b>Legal (Subsidiary):</b>
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**EV402**

**ENVIRONMENTAL PROTECTION ACT 1986**

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to--

- (a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B;
- (b) bellringing or amplified calls to worship--the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) community activities--noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) sporting, cultural and entertainment events--approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation--
  - (i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

JOHN DAY, Acting Minister for Environment; Heritage.

## Delegation 119 – Noise Management Plans – Construction Sites

<b>Date Gazetted:</b>	16/05/2014	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	16/05/2014	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> <i>Local Government Act 1995</i> <i>Environmental Protection Act 1986</i>
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<b>Legal (Subsidiary):</b> <i>Environmental Protection (Noise) Regulations 1997</i> r.13 Construction sites
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**EV405**

### ENVIRONMENTAL PROTECTION ACT 1986

#### Delegation No. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of--

- (a) Chief Executive Officer under the *Local Government Act 1995*; and
- (b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

**Delegation 1738/2002v8; 858/2001 v9 – Instrument of Authorisation - Sign Development Applications for Crown Land as Owner**

<b>Date Authorised:</b>	2/06/2016	<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>	2/06/2016	<b>Sub-Delegated:</b>	No
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b> <i>Planning and Development Act 2005</i> <i>Land Administration Act 1997, section 7(1)</i> <i>Local Government Act 1995, section 267(A)</i>
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<b>Legal (Subsidiary):</b>
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**DoL FILE 1738/2002v8; 858/2001v9**

**PLANNING AND DEVELOPMENT ACT 2005**

**INSTRUMENT OF AUTHORISATION**

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the 2<sup>nd</sup> day of June 2016



**HON DONALD TERRENCE REDMAN MLA  
MINISTER FOR LANDS**

## SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005*

Column 1	Column 2	Column 3
<p>The power to sign as owner in respect of Crown land that is:</p> <ul style="list-style-type: none"> <li>a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or</li> <li>the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the Building Regulations 2012 (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road,</li> </ul> <p>in respect of development applications being made under or referred to in:</p> <p>(i) section 99(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act);</p> <p>(ii) section 103(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a local interim development order (as that term is defined in that Act);</p> <p>(iii) section 115 of the <i>Planning and Development Act 2005</i> in respect of development within a planning control area (as that term is defined in that Act);</p> <p>(iv) section 122A of the <i>Planning and Development Act 2005</i> in respect of which approval is required under an improvement scheme (as that term is defined in that Act);</p> <p>(v) section 162 of the <i>Planning and Development Act 2005</i> in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);</p>	<p>City of Albany City of Armadale Shire of Ashburton Shire of Augusta-Margaret River Town of Bassendean City of Bayswater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brookton Shire of Broome Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Canning Shire of Capel Shire of Carnamah Shire of Carnarvon Shire of Chapman Valley Shire of Chittering Shire of Christmas Island Town of Claremont City of Cockburn Shire of Cocos (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Coorow Shire of Corrigin Town of Cottesloe Shire of Cranbrook Shire of Cuballing Shire of Cue Shire of Cunderdin Shire of Dalwallinu Shire of Dandaragan Shire of Dardanup Shire of Denmark Shire of Derby/West Kimberley Shire of Donnybrook-Balingup Shire of Dowerin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Exmouth City of Fremantle City of Greater Geraldton</p> <p>Shire of Nannup Shire of Narembeen Shire of Narrogin Town of Narrogin City of Nedlands Shire of Ngaanyatjaraku Shire of Northam Shire of Northampton Shire of Nungarin Shire of Peppermint Grove Shire of Perenjori City of Perth Shire of Pingelly Shire of Plantagenet Town of Port Hedland Shire of Quairading Shire of Ravensthorpe City of Rockingham Shire of Roebourne Shire of Sandstone Shire of Serpentine Jarrahdale Shire of Shark Bay City of South Perth City of Stirling City of Subiaco City of Swan</p> <p>Shire of Nannup Shire of Narembeen Shire of Narrogin Town of Narrogin City of Nedlands Shire of Ngaanyatjaraku Shire of Northam Shire of Northampton Shire of Nungarin Shire of Peppermint Grove Shire of Perenjori City of Perth Shire of Pingelly Shire of Plantagenet Town of Port Hedland Shire of Quairading Shire of Ravensthorpe City of Rockingham Shire of Roebourne Shire of Sandstone Shire of Serpentine Jarrahdale Shire of Shark Bay City of South Perth City of Stirling City of Subiaco City of Swan</p>	<p>In accordance with and subject to approved Government Land policies.</p> <p>Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the <i>Planning and Development Act 2005</i> (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</p>

Shire of Tammin  
Shire of Three Springs  
Shire of Toodyay  
Shire of Trayning  
Shire of Upper Gascoyne  
Town of Victoria Park  
Shire of Victoria Plains  
Town of Vincent  
Shire of Wagin  
Shire of Wandering  
City of Wanneroo  
Shire of Waroona  
Shire of West Arthur  
Shire of Westonia  
Shire of Wickepin  
Shire of Williams  
Shire of Wiluna  
Shire of Wongan-Ballidu  
Shire of Woodanilling  
Shire of Wyalkatchem  
Shire of Wyndham-East Kimberley  
Shire of Yalgoo  
Shire of Yilgarn  
Shire of York



**HON DONALD TERENCE REDMAN MLA  
MINISTER FOR LANDS**

*2<sup>nd</sup>* ..... day of *June* ..... 2016



## PURCHASING POLICY

<b>Document Status</b>	Adopted
<b>Statutory Environment</b>	Local Government Act 1995

<b>Record of Policy Review</b>					
<i>Version</i>	<i>Author</i>	<i>Council Adoption</i>	<i>Resolution</i>	<i>Reason for Review</i>	<i>Review Date</i>
01	Graeme Fardon	24 February 2016	134-15/16	New Policy	
02	Graeme Fardon	27 September 2018	41-18/19	<i>Policy Review Project – 5/09/2018</i>	
03	Graeme Fardon	28 May 2020	162/19/20	Policy Reviewed due to the recent amendments to the <i>Local Government (Functions and General) Regulations 1996</i>	

## PURPOSE

The Shire of Quairading (the "Shire") is committed to delivering the objectives, principles and practices outlined in this Policy, when purchasing goods, services or works to achieve the Shire's strategic and operational objectives.

This policy complies with the Local Government (Functions and General) Regulations 1996 (The Regulations).

## OBJECTIVE

The Shire's purchasing activities will achieve: -

- The attainment of best value for money;
- Sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
- Consistent, efficient and accountable processes and decision-making;
- Fair and equitable competitive processes that engage potential suppliers impartially, honestly and consistently;
- Probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- Compliance with the Local Government Act 1995, Local Government (Functions and General) Regulations 1996, as well as any relevant legislation, Codes of Practice, Standards and the Shire's Policies and procedures;
- Risks identified and managed within the Shire's Risk Management framework;
- Records created and maintained to evidence purchasing activities in accordance with the State Records Act and the Shire's Record Keeping Plan;
- Confidentiality protocols that protect commercial-in-confidence information and only release information where appropriately approved.

## POLICY

### 1. ETHICS & INTEGRITY

The Shire's Code of Conduct applies when undertaking purchasing activities and decision making. Elected Members and employees are to observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

### 2. VALUE FOR MONEY

Value for money is achieved through the critical assessment of price, risk, timeliness, environmental, social, economic and qualitative factors to determine the most advantageous supply outcome that contributes to the Shire achieving its strategic and operational objectives.

The Shire is to apply value for money principles when assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.



## 2.1 Assessing Value for Money

Assessment of value for money is to consider:

- All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, training, maintenance and disposal;
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, tenderers resources available, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- Financial viability and capacity to supply without the risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- A strong element of competition by obtaining a sufficient number of competitive quotations wherever practicable and consistent with this Policy;
- The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy; and
- Providing opportunities for businesses within the Shire's boundaries to quote wherever possible.

## 3. PURCHASING THRESHOLDS AND PRACTICES

The Shire is to comply with all requirements, including purchasing thresholds and processes, as prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

### 3.1 Policy Purchasing Value Definition

Purchasing value for a specified category of goods, services or works is to be determined upon the following considerations:

- Exclusive of Goods and Services Tax (GST); and
- Where a contract is in place, the actual or expected value of expenditure over the full contract period, including all options to extend specific to a particular category of goods, services or works. OR
- Where there is no existing contract arrangement, the Purchasing Value will be the estimated total expenditure for a category of goods, services or works over a minimum three-year period.

The calculated estimated Purchasing Value is to be used to determine the applicable threshold and purchasing practice to be undertaken.

### 3.2 Purchasing from Existing Contracts

The Shire is to ensure that any goods, services or works required that are within the scope of an existing contract are to be purchased under that contract.

### 3.3 Table of Purchasing Thresholds and Practices

This table prescribes Purchasing Value Thresholds and the applicable purchasing practices which apply to the Shire's purchasing activities:

Purchase Value Threshold (exc GST)	Purchasing Practice Required
Up to \$10,000 (exc GST)	<p>Purchase directly from a supplier using a Purchase Order issued by the Shire or with approval of the CEO by Corporate Credit Card.</p> <p>Seek at least one (1) written or verbal quotation from a suitable supplier.</p>
From \$10,001 and up to \$50,000 (exc GST)	<p>Seek at least two (2) written quotations from suitable suppliers.</p> <p>For the purchasing of WALGA Services, a minimum of one (1) written quotation is to be sought and appropriately recorded. Confirmed via Purchase Order or Contract/Agreement.</p> <p>The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> <li>• a brief outline of the specified requirement for the goods; services or works required; and</li> <li>• value for money criteria, not necessarily the lowest price.</li> </ul> <p>The rationale for the procurement decision should be documented and recorded in accordance with the Shire Records Management Policy.</p>
\$50,001 and up to \$100,000 (exc GST)	<p>Seek at least three (3) written quotations from suitable suppliers.</p> <p>For the purchasing of WALGA Services, a minimum of one (1) written quotation is to be sought and appropriately recorded. Confirmed via Purchase Order or Contract/Agreement.</p> <p>The purchasing decision is to be based upon assessment of the suppliers' response to:</p> <ul style="list-style-type: none"> <li>• a brief outline of the specified requirement for the goods; services or works required; and</li> <li>• value for money criteria, not necessarily the lowest quote.</li> </ul> <p>The rationale for the procurement decision should be documented and recorded in accordance with the Shire Records Management Policy.</p>
\$100,001 and up to \$250,000 (exc GST)	<p>Seek at least three (3) written quotations from suppliers by invitation under a formal Request for Quotation.</p> <p>Three (3) written quotations are required to be sought from:</p> <ul style="list-style-type: none"> <li>• a supplier included in the relevant WALGA Preferred Supplier Arrangement; <b>or</b></li> <li>• other suppliers that are accessible under another tender exempt arrangement; <b>or</b></li> <li>• the open market.</li> </ul> <p>The purchasing decision is to be based upon assessment of the suppliers' response to:</p> <ul style="list-style-type: none"> <li>• a detailed written specification for the goods, services or works required and</li> <li>• pre-determined evaluation criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The rationale for the procurement decision should be documented and recorded in accordance with the Shire Records Management Policy.</p>

Purchase Value Threshold (exc GST)	Purchasing Practice Required
Over \$250,000 (exc GST)	<ul style="list-style-type: none"> <li>• Conduct a Public Request for Tender process in accordance with the Local Government Act 1995 and relevant Shire Policy requirements <b>or</b></li> <li>• Seek at least three (3) written quotations from suppliers included in the relevant WALGA Preferred Supplier Arrangement and / or another tender exempt arrangement;</li> </ul> <p>The purchasing decision is to be based upon the supplier's response to:</p> <ul style="list-style-type: none"> <li>• a specification of the goods, services or works (for a tender exempt process including the WALGA Preferred Supplier Arrangement); or a detailed specification for the open tender process; and</li> <li>• pre-determined evaluation criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The rationale for the procurement decision and Report to Council is to be documented and recorded in accordance with the Shire Records Management Policy.</p>
Emergency Purchases (Within Budget)	Are to be approved by the Shire President and reported to the next available Council Meeting.
Emergency Purchases (Not Included in Budget)	<p>Only applicable where, authorised in advance by the Shire President in accordance with s.6.8 of the <i>Local Government Act 1995</i> and reported to the next available Council Meeting.</p> <p>The supply may be obtained from any supplier capable of providing the emergency purchasing requirement, and to the extent that it is reasonable in context of the emergency requirements, with due consideration of best and sustainable consideration.</p>
WALGA Services (excluding Preferred Supplier Program)	For the purchasing of WALGA Services, a minimum of one (1) written quotation is to be sought and appropriately recorded. Recording is to be in accordance with the threshold levels outlined above. Confirmed via Purchase Order or Contract/Agreement.
LGIS Services	For the purchasing of LGIS Services, a minimum of one (1) written quotation is to be sought and appropriately recorded. Confirmed via Purchase Order or Contract/Agreement.

### 3.4 Exemptions

An exemption from the requirement to publically invite tenders may apply when the purchase is:

- obtained from a pre-qualified supplier under the WALGA Preferred Supplier Arrangement or other suppliers that are accessible under another tender exempt arrangement.
- from a Regional Local Government or another Local Government;
- acquired from a person/organisation registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less (exc GST) and represents value for money;
- acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is authorised under action by Council under delegated authority;
- within 6 months of no tender being accepted;
- where the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- the purchase is covered by any of the other exclusions under Regulation 11 of the Regulations.

### 3.5 Inviting Tenders Under the Tender Threshold

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 threshold.

This decision is to be made after considering:

- Whether the purchasing requirement can be met through the WALGA Preferred Supplier Program or any other tender exemption arrangement; and
- Any value for money benefits, timeliness, risks; and
- Compliance requirements.

A decision to invite Tenders, though not required to do so, may occur where an assessment has been undertaken and it is considered that there is benefit from conducting a publicly accountable and more rigorous process. In such cases, Council's Tendering procedures is to be followed in full.

### 3.6 Other Procurement Processes

#### 3.6.1 Expressions of Interest

Expressions of Interest (EOI) are typically considered in situations where the project is of a significant value, or contains significant complexity of project delivery that may solicit responses from a considerable range of industry providers.

In these cases, the Shire may consider conducting an EOI process, preliminary to any Request for Tender process, where the purchasing requirement is:

- Unable to be sufficiently scoped or specified;
- Open to multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- Subject to a creative element; or
- To establish a procurement methodology that allows for an assessment of a significant number of tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes are conducted as a public process and similar rules to a Request for Tender apply. However, the EOI should not seek price information from respondents, seeking qualitative and other non-price information only. All EOI processes should be subsequently followed by a Request for Tender through an invited process of those shortlisted under the EOI.

#### 3.6.2 Request for Proposal

As an alternative to a Request for Tender, the Shire may consider conducting a Request for Proposal where the requirements are less known, or less prescriptive and detailed. In this situation, the Request for Proposal would still be conducted under the same rules as for a Request for Tender but would seek responses from the market that are outcomes based or that outline solutions to meet the requirements of the Shire.

### 3.7 Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with:

- (a) A local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; OR
- (b) A local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets

in accordance with s.6.8 of the Local Government Act 1995 and Functions and General Regulation 11(2)(a);  
OR

- (c) A State of Emergency declared under the Emergency Management Act 2005 and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

### **3.8 Anti-Avoidance**

The Shire is not to conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, avoiding a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

Utilising rolling contract extensions at the end of a contract term without properly testing the market or using a Tender exempt arrangement, will not be adopted as this would place this Local Government in breach of the Regulations (Regulation 12).

The Shire is to conduct regular periodic analysis of purchasing activities within supply categories and aggregating expenditure values in order to identify purchasing activities which can be more appropriately undertaken within the Purchasing Threshold practices detailed in clause 3.3 above.

## **4. SUSTAINABLE PROCUREMENT**

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that *demonstrate* sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire will embrace Sustainable Procurement by applying the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes. Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).

Formal Requests for Quotation and Tenders are to include a request for information from Suppliers regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

### **4.1 Local Economic Benefit**

The Shire encourages the development of competitive local businesses within its boundary firstly, and secondly within its broader region. As much as practicable, the Shire is to:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;

- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to local suppliers.

To this extent, a qualitative weighting is to be included in the evaluation criteria for quotes and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy. This criteria is to relate to local economic benefits that result from Tender processes.

#### **4.2 Purchasing from Disability Enterprises**

An Australian Disability Enterprise may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, where a value for money assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting is to be used in the evaluation of quotes and Tenders to provide advantages to Australian Disability Enterprises, in instances where not directly contracted.

#### **4.3 Purchasing from Aboriginal Businesses**

A business registered in the current Aboriginal Business Directory WA (produced by the Small Business Development Corporation) may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, only where:

- the contract value is or is worth \$250,000 or less, and
- a best and sustainable value assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting is to be used in the evaluation of quotes and tenders to provide advantages to businesses registered in the current Aboriginal Business Directory WA, in instances where not directly contracted.

#### **4.4 Purchasing from Environmentally Sustainable Businesses**

The Shire supports the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting is to be used in the evaluation of quotes and tenders to provide advantages to suppliers which:

- demonstrate policies and practices that have been implemented by the business as part of its operations;
- generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and
- encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

### **5. PURCHASING POLICY NON-COMPLIANCE**

Purchasing Activities are subject to financial and performance audits, which review compliance with legislative requirements and also compliance with the Shire's policies and procedures.

A failure to comply with the requirements of this policy may be the subject of an investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- an opportunity for additional training to be provided;
- a disciplinary matter, which may or may not be subject to reporting requirements under the Public Sector Management Act 1994;
- misconduct in accordance with the Corruption, Crime and Misconduct Act 2003.

## 6. RECORD KEEPING

All purchasing activity, communications and transactions are to be evidenced and retained as local government records in accordance with the State Records Act 2000 and the Shire's Record Keeping Plan. This includes those with organisations involved in a tender or quotation process, including suppliers.

### GUIDELINES

Local Government Act 1995

Part 4 of the Local Government (Functions and General) Regulations 1996

Corruption, Crime and Misconduct Act 2003

State Records Act 2000

## 10.4 To Establish a Geographical Names Advisory Committee

<b>Meeting Date</b>	26 <sup>th</sup> November 2020
<b>Responsible Officer</b>	EMCS Nathan Gilfellow
<b>Reporting Officer</b>	EMCS Nathan Gilfellow
<b>Attachments</b>	(i) Proposed LIA Subdivision Plan (ii) Link to Policies and Standards for Geographical Naming in Western Australia ( <a href="https://www0.landgate.wa.gov.au/_data/assets/pdf_file/0017/46421/1574-Geographic-names-policies-V3-November-2020.pdf">https://www0.landgate.wa.gov.au/_data/assets/pdf_file/0017/46421/1574-Geographic-names-policies-V3-November-2020.pdf</a> ) (iii) Aboriginal and Dual Naming Guidelines
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

### OFFICER RECOMMENDATION

<b>MOVED</b> _____	<b>SECONDED</b> _____
That Council: -	
<ol style="list-style-type: none"> <li>1. Approve the establishment of a Geographical Names Advisory Committee to consist of two (2) Councillors and three (3) Community Members;</li> <li>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.</li> <li>3. Consider the Terms of Reference (TOR) for the Committee to be the following: - <ol style="list-style-type: none"> <li>a. The Committee to consist of Five (5) members with a quorum of three (3);</li> <li>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</li> <li>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.</li> </ol> </li> <li>4. Consider a name for the new Light Industrial Subdivision road name as a priority for the Committee.</li> </ol>	
<b>CARRIED BY ABSOLUTE MAJORITY</b> ___/___	

**VOTING REQUIREMENTS** – Absolute Majority

### IN BRIEF

- Council's Consulting Engineers have requested that Council consider Roads Names for the Light Industrial Subdivision.
- That the Shire advertise EOI for the establishment of the Geographical Names Advisory Committee in the interest of naming the new road with the Light Industrial Subdivision (LIA) at Lots 1 & 75 Winmar Road.
- That the Geographical Names Advisory Committee submit their proposed names for the new LIA road to the February 2021 Ordinary Council Meeting.



## MATTER FOR CONSIDERATION

At times Council is requested to name or rename roads and geographical features in the shire. Currently no list exists of names to present to Council for consideration.

## BACKGROUND

Council previously (2013) had a Geographic Names Committee consisting of two Councillors and four members of the public. As considerable time has passed since this Committee has been formed and met it is recommended to reform a Geographical Names Advisory Committee for a limited period of time. The role of the Committee is to prepare a list of suitable names in accordance with the Policies and Standards for Geographical Naming in Western Australia as administered by the Geographic Names Committee.

The priority for the Committee should be the naming of the new road for the proposed LIA area. The Light Industrial Subdivision is a development taking place at the previously the Old Saleyards area. With the development now within the planning phase, the Shire has received email correspondence from Council's Consulting Engineers in relation to the formal naming of the road within the new Light Industrial Subdivision. (Plan (i) attached)

In Western Australia the practice of officially naming roads is covered under Section 26 and 26A of the Land Administration Act 1997. The legislation is supported by policies and processes which provide the necessary information for any person or group interested in the naming and the determination of extents for roads, topographical features, points of interest, administrative boundaries and localities.

Adherence with the policies and standards set out in Landgate's "Policies and Standards for Geographic Naming in Western Australia" is mandatory.

The Geographic Names Committee, based at Landgate, has the responsibility of collecting, approving and registering place names in Western Australia.

The Local Authorities role in the process is to endorse the names prior to them being submitted to the Geographic Names Committee for approval.

In respect to the naming of new roads, the Geographic Names Committee requires that the Local Authority provides endorsement for any names submitted.

## STATUTORY ENVIRONMENT

Part 9 of the *Land Administration Act 1997* requires Council consideration of the road names and sets the process for naming.

*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.*

## POLICY IMPLICATIONS

N/A.

## FINANCIAL IMPLICATIONS

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

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

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

**COMMUNITY CONSULTATION**

Its proposed that the Shire will advertise for a 2-week period, in the Quairading District for expressions of interest to be a part of the Committee.

**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 proposed road names should reflect important and notable people from the history of the region, including names from the local Noongar people within the Ballardong region.

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low. There are no known significant environmental implications associated with this proposal.

**COMMENT**

Council does not have a formal policy position in relation to the naming of streets and roads within the Shire of Quairading.

When naming roads, Council must have regard for "Geographic Names Committee WA, Principles, Guidelines and Procedures". Although not set in stone the broad context of this document will form the primary base for the Geographic Names Committee considering and road name proposal put forward by Council.

The guidelines are available at

[https://www0.landgate.wa.gov.au/\\_\\_data/assets/pdf\\_file/0017/46421/1574-Geographic-names-policies-V3-November-2020.pdf](https://www0.landgate.wa.gov.au/__data/assets/pdf_file/0017/46421/1574-Geographic-names-policies-V3-November-2020.pdf)

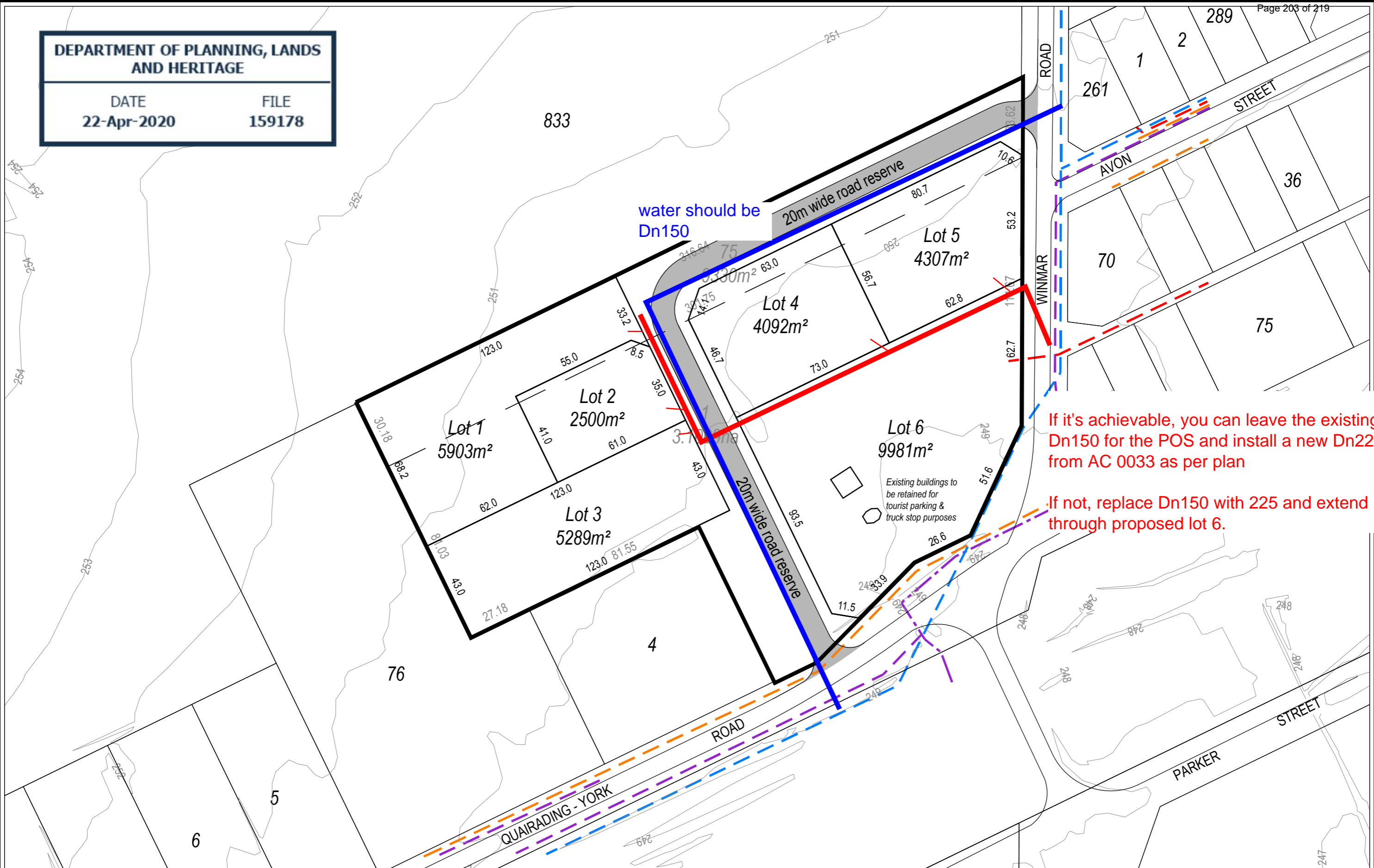
The Terms of Reference for the Geographical Names Committee shall be: -

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 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 names by Council

**DEPARTMENT OF PLANNING, LANDS AND HERITAGE**

DATE	FILE
22-Apr-2020	159178



water should be Dn150

If it's achievable, you can leave the existing Dn150 for the POS and install a new Dn225 from AC 0033 as per plan

If not, replace Dn150 with 225 and extend through proposed lot 6.

**EXURBAN**  
RURAL & REGIONAL PLANNING

Tel: (08) 9303 2532  
Mob: 0429 303 100  
PO Box 1695  
WANGARA DC WA 6947  
www.exurban.com.au

0 10 20 30 40 50 60m

SCALE 1:1500 @ A3  
DATE: 20.04.2020

**LEGEND:**

Subject land	Western Power underground power
Existing lot boundaries	Water
Telstra	Sewer
Western Power overhead powerlines	

**NOTES:**

- All proposed lot boundaries are indicative & subject to survey.
- All new road carriageways will be 10 metres wide.
- All corner truncations will be 10 metres x 10 metres

**Plan 4**  
**PROPOSED SUBDIVISION PLAN**  
**LIGHT INDUSTRIAL SUBDIVISION**

LOT 1 (No.1) & LOT 75 (No.15) WINMAR ROAD,  
QUAIRADING  
Shire of Quairading



# Aboriginal and Dual Naming

A guideline for naming Western Australian geographic features and places  
2020

## Acknowledgement

Landgate shows respect by acknowledging the Traditional Owners and ongoing Custodians of Country throughout Western Australia and their continuing connections to land, waters and communities. We pay our respect to Western Australian Aboriginal cultures and Elders past, present and emerging.

## Why are Aboriginal and dual names important?

Geographical features and places in Western Australia were named by Aboriginal peoples long before the arrival of non-Aboriginal people. The names are not arbitrary: they are intrinsically attached to an Aboriginal group's understanding of its history, culture, rights, and responsibilities to the lands.

As part of preserving the history of Western Australia, it is important we, as a community, acknowledge and embrace the history and continued endurance of Western Australian Aboriginal languages and cultures. By acknowledging this continued existence and the survival and adaptation of Western Australian Aboriginal peoples, we recognise the Aboriginal history and ongoing connection to our landscape.

Landgate is committed to the continued recognition of Aboriginal cultural heritage by capturing and recording the original place names and connection to geographical features and places. Assigning Aboriginal names to geographical features and places will help with the wider preservation of Aboriginal heritage and is an important way to progress reconciliation between Aboriginal and non-Aboriginal people in Western Australia. Additionally, these guidelines are intended to support local government and other agencies in the development of their Reconciliation Action Plan.

## What are the naming rules?

The Aboriginal and Dual Naming Guidelines provides a framework for the naming of Western Australian geographical features and places with Aboriginal names.

Although these guidelines are specific to the naming of geographical features and places, Aboriginal names can be and are applied to roads and localities. The Policies and Standards for Geographical Naming in Western Australia (The Policy) outlines information on naming in Western Australia, which includes roads and localities. The Policy is available on the [Landgate website](#).

As per the provisions in the *Land Administration Act 1997*, the Minister for Lands (the Minister) has the authority for officially approving all geographic features and place names in Western Australia. Through delegated authority, Landgate acts on the Minister's behalf to undertake the necessary administrative responsibilities. This includes the development of policies and procedures required for the formal approval of submissions seeking the use of Aboriginal and dual names.

## Who can propose to name or rename geographic features and places using Aboriginal language in Western Australia?

Any individual, group or organisation can propose an Aboriginal name be restored and recognised as an official name. Such proposals must be endorsed by the relevant Traditional Owner group(s) and have local government support.

## What can be named?

Local Aboriginal names are given preference in the naming of any geographical feature or place that does not already have an official place name.

Examples of features and places that can be named include:

- rivers and creeks
- mountains, hills, peaks and valleys
- lakes, lagoons, swamps and water holes
- beaches, bays and islands
- ridges, points and peninsulas
- parks and reserves
- roads and localities (due to addressing purposes dual naming cannot be applied to either of these).

## Dual names

Dual naming is the approach whereby geographical features or places are officially recognised by two distinct names. One name is usually of Aboriginal language origin and the other of non-Aboriginal origin.

Where a feature is currently identified by an existing non-Aboriginal name, an Aboriginal name can be put forward to be assigned as a dual name and sit alongside the existing non-Aboriginal name.

The Aboriginal name shall appear first with the non-Aboriginal name occurring second, separated with a solidus (/) preceded and followed by a space. For example, Gujuwanna / Mount Ella. The placement of the non-Aboriginal name occurring first will only be considered in exceptional circumstances.

**When displayed on signage both the Aboriginal and non-Aboriginal part of the dual name shall be in the same font type, size, style and colour.**

Pronunciations of assigned Aboriginal and dual names should be included on signage to encourage the adoption and use of Aboriginal names.

A dual name may be considered as an intermediary step to transition to an Aboriginal name.

Dual naming shall not apply to localities, towns, districts or constructed features such as roads, highways or bridges etc.

## Renaming

Renaming is the approach whereby an existing official name is completely changed. However, if a complete name change is not supported by the extended community (residents, rate payers and businesses surrounding the area directly affected by the proposal), and the adoption of a second name is, local government can apply a dual name.

## Naming proposal requirements

Proposals shall demonstrate a description of the Aboriginal name in the form of written or oral tradition (if culturally appropriate). The description must demonstrate the information has been sourced directly from the local Traditional Owner group(s) or their respective representatives. Information to be included in proposals are as follows:

- the significance and meaning of the proposed name
- preferred spelling
- pronunciation
- a map outlining the area where the proposed name is to be applied.

Applications for the naming of roads, parks and reserves can be made through Landgate's online [Request a Road Name](#) form.

A letter outlining evidence of consent must be provided to Landgate demonstrating the support of the relevant Traditional Owner group(s) and relevant Aboriginal organisations.

## Who should be consulted?

Consultation with the relevant Traditional Owner group(s) is paramount in the process of an Aboriginal naming proposal. Early engagement is encouraged to build good communication through respect and trust. Local government must consult with the relevant Traditional Owner group(s) on all dealings concerning Aboriginal place names. If the geographical feature or place covers the land area of more than one local government or Traditional Owner group (e.g. a river), consultation is to be sought from each relevant group and local government.

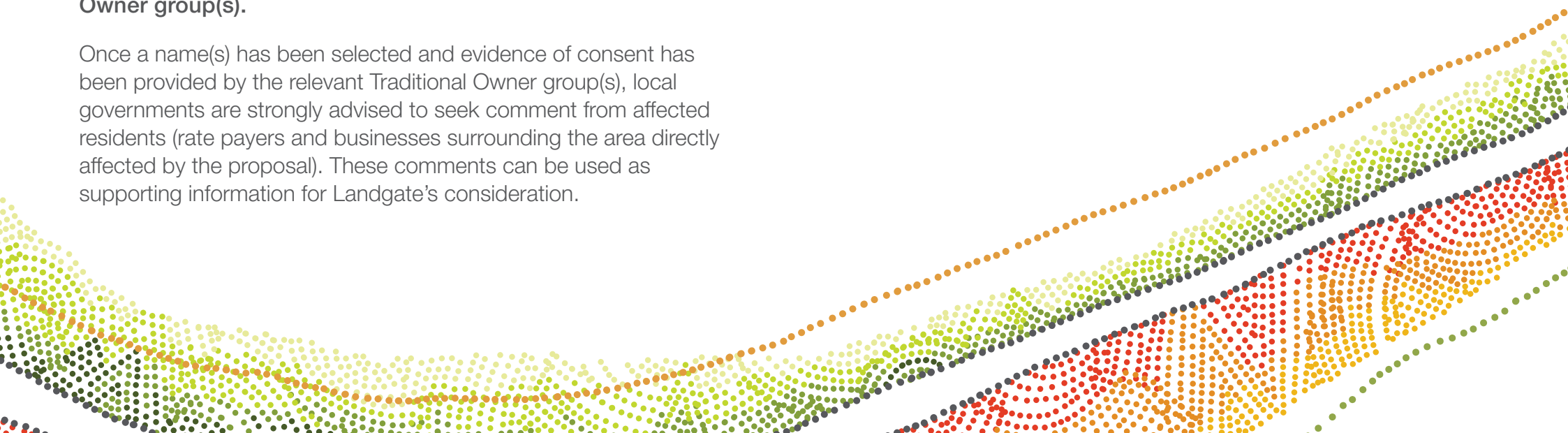
Sufficient time should be provided for Traditional Owner groups to discuss and consider naming proposals as internal consultation processes may be required in accordance with cultural protocols.

**Landgate will advance for consideration proposals nominated by a local government or local community member where the proposal has been endorsed by the relevant Traditional Owner group(s).**

Once a name(s) has been selected and evidence of consent has been provided by the relevant Traditional Owner group(s), local governments are strongly advised to seek comment from affected residents (rate payers and businesses surrounding the area directly affected by the proposal). These comments can be used as supporting information for Landgate's consideration.

## How can you help?

If you know of an Aboriginal place name that is not officially named or is incorrect, or a non-Aboriginal place name that may cause offence to Aboriginal people, please contact the relevant local government.





## Aboriginal and dual naming FAQs

### **Q: Why do we need Aboriginal and dual naming guidelines?**

The Aboriginal and Dual Naming Guidelines will assist in providing consistent advice on how we approach naming areas of significance to Aboriginal Traditional Owner groups.

### **Q: Will applying an additional Aboriginal name to a geographic feature or place that already has an official name (dual naming) change the status of the non-Aboriginal name?**

The process of dual naming is intended to recognise and respect Aboriginal cultural heritage and provide the opportunity for an Aboriginal name to be assigned to a place as an official name. Therefore, both names (dual names) will have the same status, facilitating recognition of both Aboriginal and non-Aboriginal connections to a place or feature.

In cases where there is overwhelming support to change the name, or where the existing name of a feature is demonstrably offensive to Aboriginal people, Landgate will consider replacing an existing official name with an Aboriginal name.

### **Q: Will dual naming and changes to official place names create confusion?**

The use of Aboriginal and dual naming assists in promoting broader community awareness of Aboriginal history and culture. It is expected Aboriginal names, which may first appear to be complex in spelling and/or pronunciation, will over time become familiar and easy to use within the community and furthermore, Western Australians will value using them.

### **Q: Will people have to use the dual names?**

Where there are dual names assigned to a feature, either or both names may be used as the official name. Using dual names will provide the community with the opportunity to become familiar with the feature's significance in both Aboriginal and non-Aboriginal history. People may choose to use either or both names.

### **Q: Will dual names create confusion for emergency services?**

Once Aboriginal and dual names are formally approved, they will be provided to emergency services and made readily available.

### **Q: How will I know which Traditional Owner group(s) to consult?**

Landgate may be able to assist with an initial list of contacts of Aboriginal Elders, advisory or reference groups. However, Landgate acknowledges the list may not encompass all Traditional Owners. The applicant is responsible for ensuring consultation has been undertaken with the relevant groups for the area.

### **Q: Is funding available for Aboriginal and dual naming?**

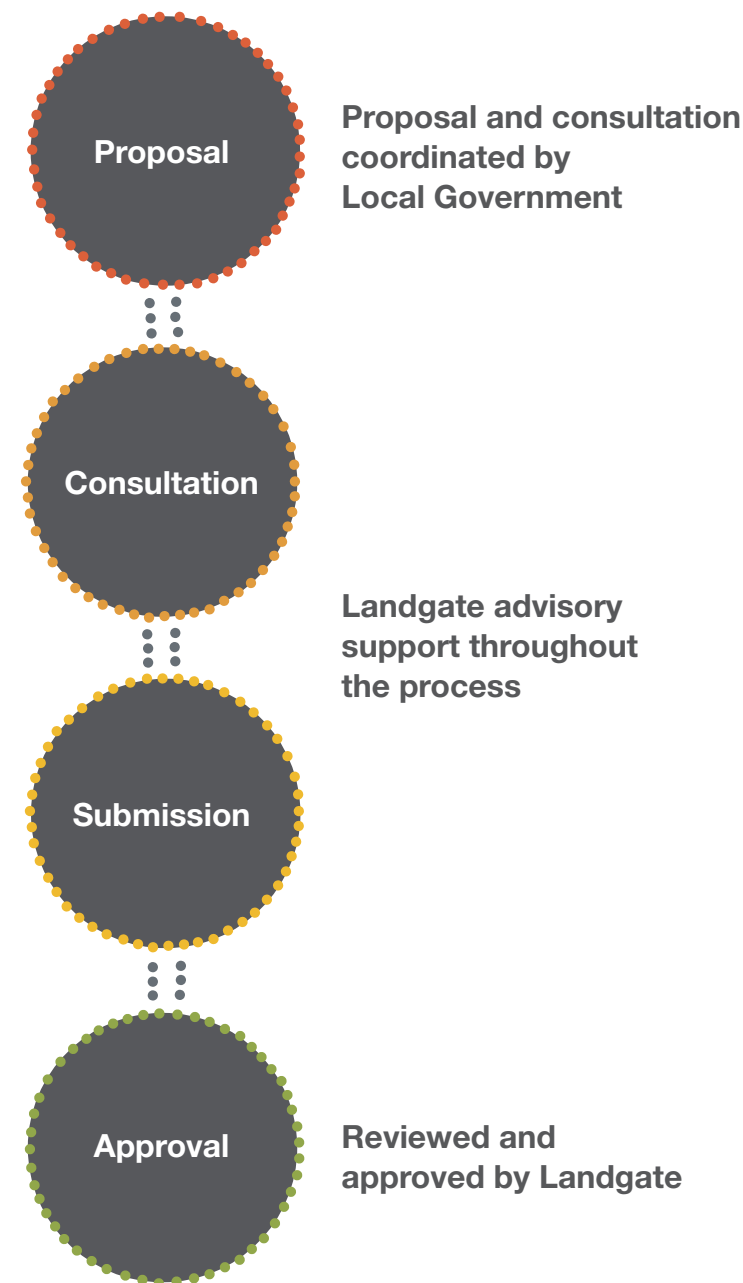
Landgate is unable to provide advice or support regarding any costs incurred, compensation or possible payments for consultation services received. The applicant is responsible for all or any costs incurred in the preparation of their request or implementation of a successful name change.

### **Q: Are these guidelines final or is feedback still welcome?**

The Aboriginal and Dual Naming Guidelines is a living document – feedback is welcome. Updates and amendments will be included when applicable.

## Landgate's Aboriginal and dual naming process

- Any Aboriginal place name proposal developed by local government or members of the general public must first be endorsed by the relevant Traditional Owner group(s) and can be submitted directly to Landgate for initial advice and guidance.
- A description of the Aboriginal name's origins in the form of written or oral tradition (demonstrating verified research, authenticity and sources) must be included in the proposal.
- Advisory support is available by Landgate at any time throughout the proposal's development. Questions can be directly forwarded to Landgate's Location Data Maintenance Team at [geographicnames@landgate.wa.gov.au](mailto:geographicnames@landgate.wa.gov.au) or PH: 92737200.
- Naming proposals must show evidence demonstrating the support of the relevant Traditional Owner group(s) on all dealings concerning Aboriginal place names.
- Landgate will advance for consideration proposals nominated by a local government or local community member where the proposal has been endorsed by the relevant Traditional Owner group(s).
- Proposals submitted to local governments are compiled and reviewed against Landgate's Policy and Standards for Geographical Naming in Western Australia.
- If submissions meet the requirements the local government submits it to Landgate for approval.
- Proposals submitted by community members directly to Landgate will be assessed, then forwarded to local government for comment and formal submission.
- Through delegated authority Landgate acts on behalf of the Minister for Lands to undertake the administrative responsibilities required for the formal approval of submissions of geographic features and place naming.
- Landgate may request further information on naming submissions prior to approval.





1 Midland Square, Midland WA 6056  
PO Box 2222, Midland WA 6936

Telephone: +61 (0)8 9273 7373

Email: [customerservice@landgate.wa.gov.au](mailto:customerservice@landgate.wa.gov.au)

**[landgate.wa.gov.au](http://landgate.wa.gov.au)**

The graphics reflect the theme of dual-naming. This is symbolised by dual paths running alongside and together – one path representing Landgate and the other representing Aboriginal culture.

Design and layout by Nani Creative  
[nani.com.au](http://nani.com.au)

## 10.5. Reallocation of Town Hall Building Upgrade Project Budget Funds

<b>Meeting Date</b>	26 <sup>th</sup> November 2020
<b>Responsible Officer</b>	EMCS Nathan Gilfellon
<b>Reporting Officer</b>	SPO Sarah Caporn
<b>Attachments</b>	-
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

### OFFICER RECOMMENDATION

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

That Council approve the reallocation of Town Hall Building Upgrade Project Budget funds as follows: -

Upgrade	Cost ex GST
Additional painting of the gazebo and light poles at front façade	\$800
Carpeting in Bio Box and backstage areas	\$17,000
Replace 2 x Concertina Doors with Partition Walls – added whiteboard panels on Lesser Hall side	\$19,184
Replace all toilet cisterns from plastic to ceramic (x 6)	\$2,280
Blockout Blinds in Main Hall	\$2,076
Adding drop pins to swinging Kitchen Doors	\$350
Upgrade of exterior lights over entrance steps, 8 x LED	\$2,000
Replace 2 small panels of glass backstage doors	\$50
Enclosing the Ticket Box to Cloak/Storage Room incl. logo panel	\$3,800
Replace locks on Toilet Doors	\$350
<b>Total</b>	<b>\$47,890.00</b>

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

**VOTING REQUIREMENTS** – Simple Majority

### IN BRIEF

- Works at the Quairading Town Hall were included in the Drought Communities Programme application.
- The grant application approved by Council outlined works for Town Hall Rejuvenation including *"rendering of the external brickwork, plastering of the interior brickwork in the Main Hall, Foyer and Lesser Hall, painting the building and replacing the ceiling panels in the Main Hall, Foyer and Lesser Hall."*
- Mr Michael Gill, a structural engineer has visited Quairading and assessed all the ceilings to be fit for purpose so they no longer need to be replaced.
- The Town Hall has a total project allocation of \$170,770 with \$77,504.77 spent or committed to date leaving \$93,265.23 for Council to re-allocate towards upgrading other fixtures such as carpeting

backstage, new partition doors, replacing plastic for ceramic cisterns in toilets and enclosing the ticket box as a cloak room.

- Proposed upgrades are still fixtures within the Town Hall but Council needs to assess and approve the reallocation of funds.

## MATTER FOR CONSIDERATION

Re-allocation of Drought Communities Funding from replacing ceilings to other upgrades of fixtures in the Town Hall.

## BACKGROUND

The Quairading Town Hall is used regularly for theatre performances, dance classes, community meetings, cultural performances, school functions and other large and significant events held in our town. Council has invested in recent years towards upgrades to the audio-visual system, adding climate control and installing a commercial kitchen.

### Main Hall Ceilings:

The existing ceiling panels are made of plaster glass and were added in the early 1970s. They were acknowledged by Shire staff to be very heavy and pose a significant risk to public safety should the support structure collapse. There also looked to be an area of bowing in the Main Hall. Further investigation and a site visit from Mr Michael Gill of Avon Civil Engineering, revealed that the ceiling panels are specialist acoustic panels and have been specially designed to span the existing grid. The noticeable bowing is matched on both side of the Hall and is the historic end of the original building. It was Mr Gill's recommendation that the ceilings remain in place as they are fit for purpose showing no signs of failure or decay.

GL9531	Total Project Budget	Municipal	Grant	Reserves
Town Hall Upgrades	\$170,770.00	\$2520.00	\$129,500.00	\$45,750.00

An allocation of approx. \$120,000 for the ceilings was included in the overall project budget. Current expenditure includes expert advice, render and most of the painting.

GL9531	Budget	Expenditure	Committed	Balance
Town Hall Upgrades	\$170,770.00	\$50,314.77	\$27,190.00	\$93,265.23

*As at 18/11/2020*

Now that the Shire won't need to spend money replacing the ceilings, Council has the opportunity to upgrade other aspects of the Town Hall building to further enhance the Hall as an ongoing community asset. Staff have consulted with the wider community and collated suggestions of other upgrades to fixtures and fittings at the Town Hall to expend the grant funding that will utilise local or regional contractors and further prolong the life of such an important community venue.

Upgrade	Cost ex GST
Additional painting of the gazebo and light poles at front façade	\$800
Carpeting in Bio Box and backstage areas	\$17,000
Replace 2 x Concertina Doors with Partition Walls - added whiteboard panels on Lesser Hall side	\$19,184
Replace all toilet cisterns from plastic to ceramic (x 6)	\$2,280

Upgrade	Cost ex GST
Blockout Blinds in Main Hall	\$2,076
Adding drop pins to swinging Kitchen Doors	\$350
Upgrade of exterior lights over entrance steps, 8 x LED	\$2,000
Replace 2 small panels of glass backstage doors	\$50
Enclosing the Ticket Box to Cloak/Storage Room incl logo panel	\$3800
Replace locks on Toilet Doors	\$350
<b>Total</b>	<b>\$47,890.00</b>

If Council approves all the above works, it leaves a balance of \$45,375.23.

Other possible works for consideration - not currently quoted or costed at this stage:

- Cleaning of blinds in Lesser Hall (no need to replace but need a good scrub as they look drab with new paint, easy to remove)
- Soundproofing on back walls to minimise feedback to microphones
- Exterior lighting upgrades, particularly along Jennaberring Road
- Paving exterior along Lesser Hall and under emergency generator

**Function Tables:** Another request from many members of the community is a set of 30 x commercial quality trestle tables. The existing tables have fixed rigid legs and are bulky to store and difficult to manoeuvre by Works staff and community members when setting up for functions. They must be moved individually and lifted by two people. The quotes for a set of new tables includes five rolling storage trolleys and 3 x bar height tables for use in the Lesser Hall during functions. Tables aren't fixtures but they could be purchased by Council portion of the project budget. Cost incl freight from Ardage Furniture: \$12,967 ex GST

As this project is unlikely to be included in the current grant funding, consideration for the funding of the function tables will be postponed to a future date.

#### STATUTORY ENVIRONMENT

n/a.

#### POLICY IMPLICATIONS

n/a.

#### FINANCIAL IMPLICATIONS

No new funding required but it is a reallocation of current project funds. All suggested upgrades meet the objectives of the Drought Communities Grant Agreement.

#### 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

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

## COMMUNITY CONSULTATION

Consultation occurred with Quairading Curtain Raisers members, Shire's Cleaning Staff, Quairading DHS staff and P&C members and other community members who use the Town Hall regularly.

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

Financial - Risk Matrix Rating is assessed as Low. No effect on the current budget as the proposal is only for repurpose of current funds.

Health - Risk Matrix Rating is assessed as Low.

Reputation - Risk Matrix Rating is assessed as Low.

Operation - Risk Matrix Rating is assessed as Low. The repurpose of funds will enhance the use of the Facility by local groups.

Natural Environment - Risk Matrix Rating is assessed as Low.

## ITEM 11      MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

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*No matters for consideration.*



## ITEM 12      MATTERS FOR CONSIDERATION – WORKS

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*No matters for consideration.*

## ITEM 13 URGENT COUNCILLORS' BUSINESS

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

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The Meeting will be closed by Council Resolution to the Public under Part 5 Division 2 Section 5.23 (2)(b)(c)(e) of the Local Government Act 1995 as the Item relates to: -

- (b) the personal affairs of any person;
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;
- (e) a matter that if disclosed, would reveal –
  - (ii) information that has a commercial value to a person; or
  - (iii) information about the business, professional, commercial or financial affairs of a person.

### RECOMMENDATION

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

That Council considers the confidential reports listed below in a meeting closed to the public at \_\_\_\_\_pm in accordance with Section 5.23(2) of the Local Government Act 1995:

- 14.1 Naming of Quairading Nature Reserve (Confidential Item)
- 14.2 Library Services Contract (Confidential Item)

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

**VOTING REQUIREMENTS** – Simple Majority

### 14.1 Naming of Quairading Nature Reserve (Confidential Item)

*Naming Quairading Nature Reserve (Confidential Item) – Report provided under separate cover.*

### 14.2 Library Services Contract (Confidential Item)

*Library Services Contract (Confidential Item) – Report provided under separate cover.*

### RECOMMENDATION

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

That the meeting be open to members of the public at \_\_\_\_\_ pm.

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

**VOTING REQUIREMENTS** – Simple Majority

### 14.3 Public Reading of Resolution

#### ITEM 15 NEXT MEETING DATE

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The next Ordinary Meeting of Council is scheduled to take place on Thursday 17<sup>th</sup> December 2020, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

#### ITEM 16 CLOSURE

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