

Ordinary Council Meeting

Notice of Meeting | 28th May 2020

I respectfully advise that the ORDINARY COUNCIL MEETING will be held at the Shire Lesser Hall on Thursday 28th May 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 20 Persons in total (including Councillors, Staff and Public).

Public are able to attend this meeting.

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

Alternatively, Questions may be asked in Person.

MEETING AGENDA ATTACHED

Graeme Fardon

GRAEME FARDON
CHIEF EXECUTIVE OFFICER

Date: 22nd May 2020

Disclaimer

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

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SHIRE OF QUAIRADING

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at _____ pm.

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

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

Observers/Visitor

Apologies

Leave of Absence Previously Granted

ITEM 3 PUBLIC QUESTION TIME

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

ITEM 6 DECLARATIONS OF INTEREST

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

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

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – 30th April 2020

Recommendation

That the Minutes of the Ordinary Meeting of Council held on the 30th April 2020 be confirmed as a true and accurate. (Attached)

7.2 Business Arising

SHIRE OF QUAIRADING

The Ordinary Meeting of Council was held electronically in accordance with Regulation 14D(2)(a) of the Local Government (Administration) Regulations 1996, due to the State of Emergency declared in Western Australia, effective 16th March 2020 and the subsequent government directives with regard to public gatherings, the public were unable physically attend this meeting.

The Ordinary Council Minutes of Meeting held on Thursday 30th April 2020 commencing at 2.15pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.15 pm.

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

Cr Davies welcomed Councillors and Staff to the e-meeting, conducted a roll call at the commencement of the meeting and confirmed the below Elected Members and Staff were in attendance for the electronic meeting.

Cr Davies advised the meeting that Mr David Collard and Ms Helen Creed would be presenting to Council in regard to the Nyoongar Pathway Program and the Child Care transition to REED respectively.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr WMF Davies	Shire President
Cr JN Haythornthwaite	Deputy Shire President
Cr BR Cowcill	
Cr JW Haythornthwaite	
Cr JR Hippiisley	
Cr B McGuinness	(From 2.19 pm)
Cr PD Smith	
Cr TJ Stacey	

Council Officers

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

Observers/Visitor

Mr David Collard	(2.20 pm – 2.45 pm)
Ms Helen Creed	(3.04 pm – 3.22 pm)

Apologies

Nil.

Leave of Absence Previously Granted

Nil.

ITEM 3 PUBLIC QUESTION TIME

No Written Questions submitted.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

2.20 pm

Mr David Collard thanked Council for providing the opportunity for him to present the Nyoongar Pathway NRM Program and delivered a brief introduction including his own background.

Noongar Pathway NRM Program

Origin of program – Native title and the Indigenous Land Usage Agreement

Issues – Local capacity to manage natural resources; current shortfalls in educational institutions to meet these needs; job creation, skills requirements and retention of persons in community linking to NRM and Native Title and the Indigenous Land Usage Agreement.

Objectives – Upskilling of local population through modifications to existing education pathway to integrate traditional knowledge with mainstream curriculum.

Goals – Upgrading of capacity to manage natural resources; Cultural knowledge and intergenerational transfer.

Program Timeline

Pilot phase – Funded by NRM in 2017/18

Phase 2 – Funding through LotteryWest from 2019 to 2021

Vision is that the program will run for 20 years.

How

Educational pathway – linking primary through to tertiary and vocational.

Who

Targeting all students both Wadjela and Nyoongar

Focus

STEM – Science, Technology, Environment and Mathematics

Integration between traditional knowledge and mainstream curriculum.

David Collard provided a brief summary of the program being run through Quairading District High School, the links and partnerships with other institutions (Muresk, Curtin University), and activities associated with community engagement and caring for country (convening of Elders Councils).

Cr McGuinness enquired about sources of funding for the Program and asked if Mr Collard was aware of the new State NRM funding window.

Mr Collard replied that he was not aware of this particular opportunity, but realises that there are multiple funding streams available.

Cr Smith asked Mr Collard to what extent of support from the local Quairading Community is he receiving for the program?

Mr Collard replied that he is aware that it is not just about the School. He is also aware that there are longstanding differences within the Quairading Community. However, there are strong linkages with Community Elders and a series of workshops have been held in Quairading to strengthen these relationships.

Cr Davies thanked Mr Collard for presenting to Council.

2.45 pm

Mr Collard left the Meeting.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil received.

ITEM 6 DECLARATIONS OF INTEREST

The following pro forma written declarations were received by the CEO and read aloud: -

- Cr McGuinness - Impartiality Interest with Item 10.2 (4) Community Grants Program (2020/21) - Round 1 - Doodenanning Sports Club
- Cr Cowcill - Impartiality Interest with Item 10.2 (4) Community Grants Program (2020/21) - Round 1 - Wamenusking Sports Club
- Cr Smith - Impartiality Interest with Item 10.2 (2) District Promotion - Chairperson of the Tourism Steering Group and Item 10.2 (4) Community Grants Program (2020/21) - Round 1 - Doodenanning Sports Club and the Quairading Agricultural Society.
- Mr Gilfellon - Financial Interest with Item 10.4 Child Care - Transition to REED - Partner is a Casual Employee of the Little Rainmakers Child Care Centre.

Verbal Declarations of Interest

Cr Davies - Impartiality Interest with Item 10.2 (4) Community Grants Program (2020/21) - Round 1 - Doodenanning Sports Club

Cr Jo Haythornthwaite - Impartiality Interest with Item 10.2 (4) Community Grants Program (2020/21) - Round 1 - Wamenusking Sports Club

Cr John Haythornthwaite - Impartiality Interest with Item 10.2 (4) Community Grants Program (2020/21) - Round 1 - Quairading Bowling Club

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – 26th March 2020

RESOLUTION: 143-19/20

MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

That the Minutes of the Ordinary Meeting of Council held on the 26th March 2020 be confirmed as a true and accurate record.

CARRIED 8/0

7.2 Business Arising

Cr Cowcill

Page 22 of the Agenda – Resolution 133-19/20 carried by Absolute Majority

Cr Cowcill queried why the motion was carried by Absolute Majority.

Chief Executive Officer advised that the Local Government Act specifies requirements for an 'Absolute Majority' decision for matters which constitute the most important decisions undertaken by Council. An 'Absolute Majority' decision requires at least 50% of the total number of Elected Members of Council (whether present or not).

Cr Hippisley

Page 22 of the Agenda - Resolution 133-19/20 Voting narrative

Cr Hippisley enquired why there was no narrative recorded on the voting for this Motion.

The Chief Executive Officer advised that an Elected Member may request that their vote, or the votes of all the Elected Members, be recorded in the minutes. Council's Minuting protocol is for the recording of Council's decisions rather than a narrative style of minuting.

Page 5 of the Agenda – CRISP System

Cr Hippisley enquired if there has been any further development on this issue?

Cr Davies advised that there had been further contact with the Shire President of the Shire of Bruce Rock who will be arranging a presentation on CRISP in the near future.

Cr John Haythornthwaite

Page 38 of the Agenda – Resolution 139-19/20 Reassignment of Library Services Agreement

Cr John Haythornthwaite queried why this motion had to be brought to Council and sought clarification on the legal procedure relating to the reassignment.

The Chief Executive Officer advised that Council and the Proprietor of the Quairading Bookpost have a Contract for the business to provide library services for Council. The leasehold of the business has been sold and the transfer of the Library Contract to the new proprietor cannot take place without Council's written consent.

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – March 2020

Meeting Date	30 th April 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	(i) March 2020 Payment List (ii) Transport Takings (iii) Credit Card Statement
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 144-19/20

MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley

That Council note the following:

1. That Schedule of Accounts for March covering Municipal Vouchers 23706 to 23713 & EFT 7637 to EFT 7784 totalling \$458,366.17 be received and
2. That Police Licensing payments for the month of March 2020 totalling \$45,580.40 be received (Attachment 9.1.2); and
3. That fund transfers to Corporate Credit Card for March 2020 balance totalling \$894.16 be received (Attachment 9.1.3); and
4. That Net Payroll payments for the month March 2020 totalling \$112,338.11; and
5. That the Lease payment for the month of March 2020 on the CESM Vehicle totalling \$1,140.08.

CARRIED 8/0

IN BRIEF

Payments are per attached schedules 9.1.1/2/3

MATTER FOR CONSIDERATION

Note the accounts paid during March 2020.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 31st March 2020

Meeting Date	30 th April 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	(i) Financial Statements for March
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 145-19/20

MOVED Cr Smith SECONDED Cr Stacey

That Council receive the Monthly Financial Statements for the period ending 31st March 2020.

CARRIED 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements.

BACKGROUND

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

STATUTORY ENVIRONMENT

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

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

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

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

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

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

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

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

9.3 Elected Members Meeting Fees & Allowances - Western Australian Salaries and Allowances Tribunal (SAT) Determination

Meeting Date	30 th April 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Determination of the Salaries and Allowances Tribunal
Owner/Applicant	n/a
Disclosure of Interest	<p>Elected Members Exempt under Section 5.63 of the Local Government Act (1) Sections 5.65, 5.70 and 5.71 do not apply to a relevant person who has any of the following interests in a matter –</p> <p>(a) an interest common to a significant number of electors or ratepayers; or</p> <p>(b) an interest in the imposition of any rate, charge or fee by the local government; or</p> <p>(c) an interest relating to –</p> <p>(i) a fee, reimbursement of an expense or an allowance to which section 5.98, 5.98A, 5.99, 5.99A, 5.100 or 5.101(2) refers; or</p> <p>(ii) a gift permitted by section 5.100A; or</p> <p>(iii) reimbursement of an expense that is the subject of regulations made under section 5.101A;</p>

OFFICER RECOMMENDATION

- That Council set the following Elected Members Meeting Fees and Allowances for the 2020/2021 Year in accordance with Band 4 of the Salaries and Allowances Tribunal Determination.
- | | |
|--------------------------------------|---------------------|
| Shire President – Council Meeting | \$_____ per Meeting |
| Shire President – Committee Meetings | \$_____ per Meeting |
| Councillors – Council Meeting | \$_____ per Meeting |
| Councillors – Committee Meetings | \$_____ per Meeting |
- Shire President's Annual Allowance be set at \$_____

RESOLUTION: 146-19/20

MOVED Cr Jo Haythornthwaite SECONDED Cr Cowcill

- That Council set the following Elected Members Meeting Fees and Allowances for the 2020/2021 Year in accordance with Band 4 of the Salaries and Allowances Tribunal Determination, with the Fees and Allowances unchanged from the 2019/20 Year.
- | | |
|--------------------------------------|-------------------|
| Shire President – Council Meeting | \$440 per Meeting |
| Shire President – Committee Meetings | \$76 per Meeting |
| Councillors – Council Meeting | \$214 per Meeting |
| Councillors – Committee Meetings | \$76 per Meeting |
- Shire President's Annual Allowance be set at \$513

CARRIED 8/0

IN BRIEF

- The Tribunal has determined there will be no increase in remuneration, fees, expenses and allowance ranges provided to CEOs and Elected Members.
- Council remains in Band 4;
- Council in the past has supported a Meeting Fee be paid to Elected Members rather than paying an Annual Fee. An Absolute Majority Vote is required if Council were to determine that an Annual Fee be paid to Councillors;
- Council is required to pay the Prescribed Minimum Fee within Band 4 or determine a Meeting Fee within the Band 4 range;
- In light of the State Public Health Emergency and the resulting Economic downturn, the State Government and WALGA have been calling upon Council's to show leadership in the restraint on operational expenditure and also to provide for a freeze on Council Rates and Charges in the 2020/2021 Financial Year.

MATTER FOR CONSIDERATION

Council to consider Elected Member Meeting Fees and Allowances for the 2020/2021 Year.

BACKGROUND

The Tribunal has considered sections 2.7 to 2.10 and 5.41 of the LG Act, which outlines the roles and responsibilities of local governments, councillors, mayors, presidents and their deputies and the functions of local government Chief Executive Officers (CEOs).

The Tribunal invited individual local governments to provide information in order to ensure the Tribunal is informed on developments across the sector.

The Tribunal continues to apply the four Band allocation model established in its 2012 determination. The model allows a number of measurable and non-measurable factors to be considered when assessing appropriate levels of remuneration.

The Tribunal notes that the remuneration ranges set for these Bands provide some flexibility to local governments. The Tribunal will only adjust a classification when a local government or regional local government can demonstrate a substantial and sustained increase within the parameters of the band allocation model.

This inquiry's considerations were influenced by the sudden and overriding issue of Coronavirus (COVID-19). There is considerable uncertainty regarding the consequences of COVID-19 and its impact on the State's economic circumstances.

The Tribunal recognises the need for remuneration provided to public officers to accord with community expectations. At this time of great uncertainty and challenge for all Western Australians, the need for the Tribunal to exercise restraint is indisputable.

STATUTORY ENVIRONMENT

Salaries and Allowances Act 1975

1. Section 7A of the Salaries and Allowances Act 1975 ('the SA Act') requires the Salaries and Allowances Tribunal ('the Tribunal') to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".
2. Under Section 7B(2) of the SA Act, the Tribunal must inquire into and determine the amount of:

- fees, or the minimum and maximum amounts of fees, to be paid under the Local Government Act 1995 ('the LG Act') to elected council members for attendance at meetings;
- expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and
- allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.

Local Government Act 1995

Section 5.98 of the Local Government Act 1995 specifically refers to the setting of Meeting Fees for Council and Committee Meetings.

Section 5.99 provides authority for Council to determine (by Absolute Majority) the payment of an Annual Fee to Councillors rather than a Meeting Fee based on attendance.

The Local Government Act 1995 does also provide for the reimbursement of other costs as prescribed in Regulation.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Council's Current Budget for Meeting Fees (and other Expenses Claimed) is \$31,500 per Annum and \$513 for the Shire President's Allowance.

It is projected that the Members Fees & Allowance Expense (GL0322) to the 30th June 2020 will total \$32,013.

Subject to Council Resolution, the 2020/2021 Budget will need to reflect the Meeting Fee Level and Shire President's Allowance determined by Council.

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

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. Councillor Meeting Fees and the Shire President's Annual Allowance are provided for in the Annual Budget based on an estimate of the number of Meetings to be conducted by Council during the forthcoming year.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. It is a legislative requirement for Elected Members Fees to be within the stated range of Band 4.

Operation – Risk Matrix Rating is assessed as Low. Payment of Councillors Meeting Fees and Annual Shire President's Allowance are included in normal operations of Council. Annual Statement of Meeting Fees paid to each Councillor are issued for Income Tax Declaration purposes.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The Tribunal has determined there will be no increase in the ranges for remuneration, fees, expenses and allowance ranges provided to CEOs and elected members for the 2020/2021 Financial Year.

The Tribunal notes each local government is able to set remuneration within the band to which it is allocated. Each local government must conduct its own assessment to determine whether any increase, within the bands, is justified.

Prescribed Meeting Attendance fees per Meeting: -

- Shire President Council Meeting Fee Range is \$91 - \$490;
- Councillor Meeting Fee Range is \$91 - \$238;
- Committee Meeting Fee Range is \$46 - \$119;
- Shire President Annual Allowance \$513 - \$20,063
- ICT Expenses Annual Allowance is \$500 - \$3,500.

The Current Meeting Fees (2019/2020) set by Council are as follows: -

Council Meetings

- Shire President \$440.00
- Councillors \$214.00

Committee Meetings (and Other Prescribed Meetings)

- All Councillors \$76.00

Shire President Annual Allowance

Shire President \$513.00.

Committee Meeting Fees are paid on Standing Council Committee and other Prescribed Meetings (i.e. Regional Road Group Meetings and Central Country Zone Meetings);

Meeting Fees are not payable on Workshops or Committee Meetings where members of the public are also on the Committee;

The Shire President's Annual Allowance has historically been the Minimum Amount in Band 4 (Range \$513 - \$20,063)

Council has not previously supported an Allowance for the Deputy Shire President, being 25% of the Shire President's Allowance.

Council has previously considered but not supported to payment of an ICT (Information and Communications) Annual Allowance.

3.04pm**Presentation from the Chairperson of REED**

Ms Helen Creed joined the Meeting at 3.04 pm and presented to Council on the Child Care Centre transition to Regional Early Education and Development Inc. (REED).

Ms Creed informed Council that REED was established in response to challenges identified by Early Childhood Education and Care services in more than 20 communities across the Wheatbelt region.

REED's services included early education and care centres, family day care, in-venue care, outside school hours and vacation care.

Corrigin Child Care Centre was the first Wheatbelt Early Childcare and Education service to join REED and there are now 17 Child Care Centres which have joined REED across the Wheatbelt.

Cr Hippisley enquired if local parents are on board with the transition to REED.

Ms Creed answered in the affirmative and said that REED go through the transition process with parents as well as the Centre's Managers involved. Ms Creed further stated that REED sends their Administration Staff to the Centre to assist with the smooth transition.

The Chief Executive Officer added that this process has been in discussion for last the 12-18 months with information provided to staff and parents.

Cr Smith asked if the current Staff will remain employed.

Ms Creed replied that it has always been REED's intention and practice to transfer current employees, including keeping existing hours/days of work.

Cr Wayne Davies thanked Ms Creed for her presentation and interest in our children and our Town.

3.12 pm

Cr John Haythornthwaite left the Meeting.

3.14pm

Cr John Haythornthwaite re-joined the Meeting

3.22 pm

Ms Helen Creed left the Meeting

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 Chief Executive Officer's Performance Review - Appointment of Consultant

Meeting Date	30 th April 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Copy of Proposals (Under separate cover)
Owner/Applicant	n/a
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

That Council: -

1. Engage _____ to assist Council with the Chief Executive Officer's Performance Review Process for the 2019/2020 Year and establish the Key Performance Indicators for the 2020/2021 Year; and
2. That the Appraisal Process for the 2019/2020 Year to be completed by the 31st July 2020.

RESOLUTION: 147-19/20

MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

That Council: -

1. Engage Margaret Hemsley of LG People and Culture to assist Council with the Chief Executive Officer's Performance Review Process for the 2019/2020 Year and establish the Key Performance Indicators for the 2020/2021 Year; and
2. That the Appraisal Process for the 2019/2020 Year to be completed by the 31st July 2020.

CARRIED 6/2

IN BRIEF

- Statutory Compliance to undertake Annual CEO Performance Review.
- Pursuant to Section 5.38 of the Local Government Act 1995.
- Council has supported engaging a suitable HR Consultant to assist Council with the Review Process and to facilitate the setting of KPI's for the 2020/21 Financial Year.
- 3 Proposals have been received for Council's Consideration.

MATTER FOR CONSIDERATION

The Appointment of a suitable Consultant to assist Council with the conduct of the Chief Executive Officer's Performance Review Process and to assist Council with the establishment of the Key Performance Indicators for 2020/2021.

BACKGROUND

Council is seeking to appoint a suitably qualified and experienced independent facilitator to provide the following services:

To coordinate and facilitate the CEO's annual performance review against KPIs and in accordance with the requirement of the Local Government Act 1995

- (a) To guide Councillors in undertaking the performance review and its associated processes, including review the CEO KPIs; and
- (b) To present the findings and recommendations resulting from this process in a formal report to Council.

Council at its March 2020 Ordinary Council Meeting resolved that: -

RESOLUTION: 132-19/20

Council engage a suitable Independent HR Consultant to facilitate the Chief Executive Officer's Annual Performance Review.

Previously this Work has been undertaken by an external Consultant Mr John Philips of JPC.

Three (3) experienced HR / LG Consultants have been identified and have been invited to submit Proposals for Council's consideration.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.38. Annual review of employees' performance

- (1) A local government must review the performance of the CEO if the CEO is employed for a term of more than 1 year.
- (2) The CEO must ensure that the performance of each other employee who is employed for more than 1 year is reviewed.
- (3) A review under subsection (1) or (2) must be conducted at least once in relation to each year of the person's employment.

POLICY IMPLICATIONS

Audit & Risk Committees Terms of Reference: -

"7.7 CEO Performance Appraisal

The Audit and Risk Committee also be responsible for facilitating / arranging Chief Executive Officer's Performance Review Process."

FINANCIAL IMPLICATIONS

2019/20 Budget Allocation \$4,000 YTD Expenditure \$2,000

Cost to Council to engage an external Consultant to oversee the Chief Executive Officer's Performance Review Process and establish the Key Performance Indicators.

Budget Allocation to be included in the Draft Budget for 2020/21 Year - GL0372.

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

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. Competitive Consultant Proposals have been sought and received from three (3) Consultants. Budget Provision in the 2019/2020 Adopted Budget of \$4,000 (2 x \$2,000) and an appropriate Budget provision is to be included in the 2020/2021 Draft Budget.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Review is a Statutory Compliance Requirement. Failure to undertake CEO Performances Review will result in non-compliance which may impact on the Organisational Reputation.

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low. n/a

COMMENT

All three Consultants have submitted their respective Proposals detailing Experience, Methodology and Delivery Timeframes and Consultant Fees Applicable.

Given the current Restrictions due to Covid-19 all Consultants have offered a Remote Service.

Several Consultants have offered a Face to Face Proposal, if Government Restrictions permit.

10.2 Strategic Planning Committee Minutes – 15th April 2020

Meeting Date	30 th April 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Minutes of Meeting
Owner/Applicant	Shire of Quairading
Disclosure of Interest	CEO - Nil.

Elected Members Declarations of Impartiality Interest

Declarations as made in Item 6 of the Meeting.

OFFICER RECOMMENDATION

RESOLUTION: 148-19/20

MOVED Cr McGuinness SECONDED Cr Hippisley

That Council receive the Minutes of the Strategic Planning Committee for its Meeting of 15th April 2020

CARRIED 8/0

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

1) Review of Cuneata Rise Estate Land Prices and Strategy

RESOLUTION: 149-19/20

MOVED Cr Hippisley SECONDED Cr Stacey

RECOMMENDATION: SP17-19/20

That the Strategic Planning Committee Recommend to Council that: -

1. To retain the current Sales Prices for the 12 Vacant Lots for the next 12 Months; and
2. Continue with the House and Land Package Promotion for a further 12 Months
3. That Council budget for the sale of one (1) Lot in the 2020/21 Budget to facilitate the Consideration of Purchasing Bids.

CARRIED 8/0

2) District Promotion

RESOLUTION: 150-19/20

MOVED Cr Smith SECONDED Cr Hippisley

RECOMMENDATION: SP18-19/20

That the Strategic Planning Committee Recommend to Council that: -

1. That Council receive the Chief Executive Officer's Report on District Promotion; and
2. That the Matter of the timing and quantum of a District Promotion be listed for the Draft Budget Workshops for the 2020/21 Financial Year.

CARRIED 8/0

3) Drought Communities Extension Programme

RESOLUTION: 151-19/20

MOVED Cr Smith SECONDED Cr Jo Haythornthwaite

RECOMMENDATION: SP19-19/20

That the Strategic Planning Committee recommend to Council: -

1. That Council receive the Chief Executive Officer's Report on the Drought Communities Extension Programme.
2. That Council support the identified Projects for submission for Grant Funding under the Drought Communities Extension Programme to a value of \$1.0M in Grant Funding.
3. That Council authorise the Chief Executive Officer to proceed with the finalisation of the Project Costings and any funding alternatives required, to achieve all the identified Projects.

CARRIED 8/0

3.47 pm

Cr Hippisley left the Meeting

3.48 pm

Cr Hippisley re-joined the Meeting.

4) Community Grants Program (2020/21) – Round 1

RESOLUTION: 152-19/20

MOVED Cr Jo Haythornthwaite SECONDED Cr Stacey

RECOMMENDATION: SP20-19/20

That the Strategic Planning Committee recommend to Council: -

1. That Council accepts the Officer's Report on Round 1 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 1 to the value of \$21,150.00 to the eight clubs and organisation listed in the Grant Assessment Document; and
3. That Council allocates the equivalent of 50% of the above figure (\$10,000) in the 2020/21 Budget for Grant 1 In-Kind funding and Round 2 of the Community Grant Program 2020/21.

CARRIED 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

Minutes of the Strategic Planning Committee.

BACKGROUND

The Strategic Planning Committee met on 15th April 2020 from which there are four (4) recommendations for Council consideration, namely: -

- RESOLUTION: SP17-19/20
- RESOLUTION: SP18-19/20
- RESOLUTION: SP19-19/20
- RESOLUTION SP20-19/20.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

SP17-19/20 – Nil – Review of Land Sale Prices. No Sales interest during the past 12 months. Proposed to include the sale of one (1) Lot in the 20/21 Draft Budget to enable CEO to use Delegated Authority to Sell, if a Reasonable offer is presented. No ongoing Sales Commission Fees for the Land.

SP18-19/20 – Nil – Recommendation is for District Promotion to be listed for inclusion in the 2020/2021 Draft Budget Workshops

SP19-19/20 – Nil for the 2019/20 Financial Year. Subject to the outcome of Council's Application to the Drought Communities Extension Programme, an additional \$1.0M in Grant Funding for the identified Projects in the 2020/2021 Financial Year.

SP20-19/20 – Nil for the 2019/2020 Financial Year. Recommendation is the amount of \$31,150 for the Community Grants Program be included in the 2020/2021 Draft Budget. Being \$21,150 for Round 1 and \$10,000 for Ongoing In Kind Grants and Round 2 of the Program which closes on the 30th September 2020.

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

SP17-19/20 – Ongoing low key Publicity for the Cuneata Rise Land sales.

SP18-19/20 – District Promotion is see an integral component of the Tourism and Business Attraction Strategies which were both informed by Community and Business Consultation.

SP19-19/20 – No Specific Consultation on the Drought Communities Extension Programmes, however many Project Proposals have been the subject of broad Community Consultation.

SP20-19/20 – The Community Grants Program was extensively promoted in the Community over a period of 3 months. Applications for Round 1 closed on the 31st March 2020.

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

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

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

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

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

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

COMMENT

Minutes of the 15th April 2020 Meeting of the Strategic Planning Committee include four (4) recommendations to Council for which the background of each recommendation is contained in the Minutes.

3.49 pm

Council adjourned for Afternoon Tea break.

3.58 pm

The Shire President resumed the Meeting.

All Councillors and Staff were present at the re-commencement of the Meeting.

10.3 Participation in the National Redress Scheme

Meeting Date	30 th April 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Local Government Information Paper (December 2019). (ii) Facilities Spreadsheet
Owner/Applicant	Shire of Quairading
Disclosure of Interest	The Author does not have any Impartiality, Financial or Proximity Interests that requires disclosure.

OFFICER RECOMMENDATION

RESOLUTION: 153-19/20

MOVED Cr McGuinness SECONDED Cr Smith

That Council:

1. Notes the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries in regarding the National Redress Scheme and the participation of WA local governments;
2. Supports the participation of the Shire of Quairading in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;
3. Grants authority to Shire of Quairading to execute a service agreement with the State, if a Redress application is received;
4. Notes that a confidential report will be provided if a Redress application is received by the Shire of Quairading.

CARRIED 8/0

IN BRIEF

This item is for the Shire of Quairading to:

- Note the background information and the WA Government's decision in relation to the National Redress Scheme;
- Note the key considerations and administrative arrangements for the Shire of Quairading to participate in the National Redress Scheme;
- Formally endorse the Shire of Quairading's participation as part of the WA Government's declaration in the National Redress Scheme; and
- Grant authority to the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received.

MATTER FOR CONSIDERATION

Council's participation in the National Redress Scheme as a State Government Institution.

BACKGROUND

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the inquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and
- Criminal Justice (August 2017).

The Royal Commission's Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community.

The implications of the Royal Commission's recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.

The scope of this report addresses only the historical element of institutional child sexual abuse through the National Redress Scheme.

All levels of Australian society (including the WA local government sector) will be required to consider leading practice approaches to child safeguarding separately in the future.

National Redress Scheme

The Royal Commission's Redress and Civil Litigation (September 2015) Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.

The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1st July 2018, will run for 10 years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme.

The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme.

The Western Australian Government (the State) started participating in the Scheme from 1st January 2019.

Under the National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth), local governments may be considered a State Government institution.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration. This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA local government sector could best participate.

STATUTORY ENVIRONMENT

The Shire of Quairading in agreeing to join the Scheme, is required to adhere to legislative requirements set out in the National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth).

Authorisation of an appropriately appointed person to execute a service agreement with the State, if a Redress application is received, will be in accordance with s.9.49A(4) of the Local Government Act 1995.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

The State's decision will cover the following financial costs for local governments:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

The only financial cost the local government may incur will be the payment of the DPR's, which is on an 'as requested' basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances and location. All requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.

The State's decision also mitigates a significant financial risk to the local government in terms of waiving rights to future claims. Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person who receives redress through the Scheme, agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme

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
S2.2	Promote public health
S3	Safe community
S3.1	Support emergency services planning, risk mitigation, response and recovery

CONSULTATION

The State, through the Department of Local Government, Sport and Cultural Industries (DLGSC), consulted with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;

- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments via:

- Webinars to local governments, predominately in regional and remote areas;
- Presentations at 12 WALGA Zone and Local Government Professional WA meetings, including the Central Country Zone Meetings;
- Responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations local governments were most commonly concerned about the:

- potential cost of Redress payments;
- availability of historical information;
- capacity of local governments to provide a Direct Personal Response (apology) if requested by Redress recipients;
- process and obligations relating to maintaining confidentiality if Redress applications are received, particularly in small local governments;
- lack of insurance coverage of Redress payments by LGIS, meaning local governments would need to self-fund participation and Redress payments.

LGIS published and distributed an update (April 2019) regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

The WALGA State Council meeting on 3rd July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

DLGSC representatives presented at a WALGA hosted webinar on 18 February 2020 and presented at all WALGA Zone meetings in late February 2020.

The State's decision, in particular to cover the costs / payments to the survivor, has taken into account the feedback provided by local governments during the consultation detailed above.

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

Financial - Risk Matrix Rating is assessed as Low. Council is mitigating the Financial Risk by agreeing to participate in the National Government Redress Scheme as a State Government Institution. The majority of financial costs are then borne by the State Government. Financial Risk is escalated if Council do not participate in the Scheme and a Redress Claim was made and substantiated against Council.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. If Council participate in the Scheme any Claims are dealt with by the State Government and therefore reputational risk can be mitigated.

Operation – Risk Matrix Rating is assessed as Low. It is considered that the administration / research work involved if a Claim is submitted would be within Council’s normal operational structure.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Following extensive consultation, the State Government (December 2019):

- Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Noted the options for WA local government participation in the Scheme;
- Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agrees to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

The following will be covered for local governments participating in the Scheme as a State Government institution and part of the State’s declaration:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the State Records Act 2000); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).

State Government financial support for local government participation in the Scheme, as set out, will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.

Individual local governments participating in the Scheme as a State Government institution, with the State will be responsible for:

- Providing the State with the necessary (facilities and services) information to participate in the Scheme;
- Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and
- Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor’s circumstance). The State’s decision includes that all requested DPR’s will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

The WALGA State Council meeting of 4th March 2020:

1. Acknowledged the State Government’s decision to include the participation of Local Governments in the National Redress Scheme as part of the State’s declaration;
2. Endorsed the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government, and
3. Endorsed by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.

The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration.

State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020 (or earlier, subject to completing the necessary arrangements).

The State's decision allows for the WA Government's Scheme participation declaration to be amended to include local governments and this report seeks endorsement of the Shire of Quairading's participation in the Scheme.

As an independent entity and for absolute clarity, it is essential that Council formally indicates via a decision of Council, the intention to be considered a State Government institution (for the purposes on the National Redress Scheme) and be included in the WA Government's amended participation declaration.

The Shire of Quairading will not be included in the State's amended declaration, unless it formally decides to be included.

The financial and administrative coverage offered by the State will only be afforded to WA local governments that join the Scheme as a State Government institution, as part of the State's amended declaration.

The option also exists for Council to formally decide not to participate in the Scheme (either individually or as part of the State's declaration).

Should Council formally decide (via a resolution of Council) not to participate with the State or in the Scheme altogether, considerations for Council include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's preparedness to name-and-shame non-participating organisations).
- Potential reputational damage at a State, sector and community level.
- Complete removal of the State's coverage of costs and administrative support, with the Shire of Quairading having full responsibility and liability for any potential claim.
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the Shire of Quairading.

Considerations for the Shire of Quairading include: -

1. Executing a Service Agreement

All Royal Commission information is confidential, and it is not known if the Shire of Quairading will receive a Redress application. A Service Agreement will only be executed if the Shire of Quairading receives a Redress application.

Council needs to give authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received. Timeframes for responding to a Request for Information are 3 weeks for priority applications and 7 weeks for non-priority applications. A priority application timeframe (3 weeks) will be outside most Council meeting cycles and therefore it is necessary to provide the authorisation to execute an agreement in advance.

2. Reporting to Council if / when an application is received

Council will receive a confidential report, notifying when a Redress application has been received. All information in the report will be de-identified but will make Council aware that an application has been received.

3. Application Processing / Staffing and Confidentiality

Administratively the Shire of Quairading will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements

4. Record Keeping

The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the State Records Act 2000 (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse. The Shire of Quairading's record keeping practices as a result, have been modified to ensure the secure protection and retention of relevant records. These records (or part thereof) may be required to be provided to the State's Redress Coordination Unit in relation to a Redress application.

The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in The Act.

5. Redress Decisions

Council should note that decisions regarding Redress applicant eligibility and the responsible institution(s), are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State Government and the Shire of Quairading do not have any influence on the decision made and there is no right of appeal.

10.4 Child Care Centre –Transition to REED

Meeting Date	30 th April 2020
Responsible Officer	EMCS Nathan Gilfellow
Reporting Officer	EMCS Nathan Gilfellow
Attachments	(i) Merger Agreement (Under separate cover) (ii) Lease Agreement (Under separate cover) (iii) REED Background
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

Executive Manager of Corporate Services Mr Gilfellow declared a financial interest for item 10.4. Council unanimously resolved that Mr Gilfellow remain in the Meeting.

OFFICER RECOMMENDATION

RESOLUTION: 154-19/20

MOVED Cr McGuinness SECONDED Cr Smith

1. That Council approve the Merger Agreement for Little Rainmakers Child Care Centre with Regional Early Education and Development Inc.
2. That subject to the Consent of the Minister for Lands, Council approve the Lease Agreement for the premises at 14 Murphy St Quairading with Regional Early Education and Development Inc.
3. That subject to Item 2, Council authorise the Shire President and the Chief Executive Officer to execute the Merger Agreement and Lease documents.

CARRIED 8/0

IN BRIEF

- Over the past couple of years, Council's Management has been working with Regional Early Education and Development Inc ('REED') towards the transfer the operations of the Little Rainmakers Child Care Centre from Council Management to REED.
- Council has previously supported in principle the transfer of the Child Care Centre responsibilities to REED subject to the development and presentation of a suitable Lease and Transfer Agreement.
- The Merger Agreement outlines the key characteristics of the transfer to REED.
- The Lease Agreement is for 14 Murphy St Quairading and is for a Term of 10 years with an option to extend for a further 10 Years.
- The Minister for Land's Consent is required for the Lease to be proceeded with.
- Council's CEO and REED Officers have negotiated the Transition Agreement and the Terms of the proposed Lease.
- Subject to Council's Approval and the Minister's Consent, it is planned for the transfer of the Management and Operations of the Little Rainmakers Child Care Centre to occur on the 1st July 2020.

MATTER FOR CONSIDERATION

To approve the Lease of the Child Care Centre building at 14 Murphy Street Quairading and the Transfer Agreement with REED.

BACKGROUND

The Shire of Quairading took over the licence and management of the Little Rainmakers Child Care Centre in 2013 and has run the Centre since. The Centre is currently run 3 days a week, Tuesday to Thursday from 8am to 5pm. The Childcare Centre is used by the Quairading Playgroup on Mondays between 9am and Noon.

The Childcare Centre has 5 employees currently employed, 2 part-time Permanent staff and 3 Casuals. The Centre normally runs with two part-time staff and one casual for after school care or on busier days.

The Council employees will terminate their employment with Council with Council paying out their Leave entitlements and Staff will be offered employment by REED.

The Shire of Quairading has been responsible for all Licensing and Compliance with Early Childhood Education Regulations which are onerous.

The History and background of the REED was provided in a link in the Agenda.

STATUTORY ENVIRONMENT

Local Government Act 1995, S3.58

Local Government (Function and General) Regulation 1996, Reg.30 – Exempt Transaction

POLICY IMPLICATIONS

n/a.

FINANCIAL IMPLICATIONS

The transfer of the operations to REED will reduce the Income from Childcare charges (Current Budget: \$125,000) and decrease the operational costs of maintaining the Service (Current Budget: \$139,162). Under the lease agreement the Shire will still be responsible for the maintenance of the Childcare Premises including the maintenance of the gardens (Current Budget \$13,885).

The result is expected to lead to operational savings, with last year's deficit being \$17,539. The current YTD surplus is \$17,823, however includes the Sustainability Grant of \$36,000 already fully collected.

Council will payout any unused Leave entitlements upon termination of the Permanent Staff.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES	WORKING WITH
S4	Inclusive community	
S4.3	Support economic participation through child care provision	-

CONSULTATION

Council Staff have consulted with the Little Rainmakers representatives and Staff have been kept fully informed over the past 2 years. REED representatives have met with the Centre's Staff over the past 12-months.

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

Financial - Risk Matrix Rating is assessed as Low. There will be some savings from the operation of the Child Care Centre. The maintenance of the Centre however will remain a cost to Council, with the lease having no rental/ lease payments to offset the cost of maintaining the Centre.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Medium. The Transfer will end the Shire's control of the Child Care operations. This may present a reputational risk with the Community viewing the operations and governance of the Centre being made outside of the Community. However, this should be controlled with the presence of a Community Support Group being a mechanism for Child Care Stakeholders to communicate with REED Management.

Operation – Risk Matrix Rating is assessed as Low. The Transfer of the Centre is expected to reduce statutory risk, with the REED organisation in a better position to operate in the Childcare environment.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The Transfer of the Little Rainmakers Centre to REED is expected to lead to some operational savings and will reduce the Operational Risk of running the Centre, with REED better placed to run the organisation in the complex Childcare environment. This should allow the Centre to continue to run to a high standard into the future.

The agreement includes a provision to allow the use of the Centre on Mondays for the Quairading Playgroup. REED will provide this to the Playgroup at no cost. The Shire currently charges \$210 annually for the use of the Centre.

10.5 LEMC Minutes – 19th March 2020

Meeting Date	30 th April 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	Graeme Fardon
Attachments	(i) LEMC Minutes – 19 th March 2020
Owner/Applicant	LEMC Committee
Disclosure of Interest	CEO - Nil

OFFICER RECOMMENDATION

RESOLUTION: 155-19/20

MOVED Cr Cowcill SECONDED Cr Smith

That Council receive the Minutes of Local Emergency Management Committee for its Meeting of 19th March 2020

CARRIED 8/0

That Council consider the Committee's following recommendation: -

1) Telstra Mobile Telephone System

RESOLUTION: 156-19/20

MOVED Cr Hippisley SECONDED Cr McGuinness

RECOMMENDATION: LEMC4- 19/20

That the Local Emergency Management Committee recommend to Council: -

That Council further lobby Federal/State Governments and Telstra for the upgrading of the Telstra Mobile Base Stations to increase battery backup and Network capacity within the Shire of Quairading.

CARRIED 8/0

Council Discussion

The Meeting commented on the Signal Amplifier for Buildings and Vehicles that CESM Mr Simon Bell had spoken about at the LEMC Meeting.

IN BRIEF

- LEMC Meeting held on the 19th March 2020
- The Quairading St John's Ambulance Representative raised the issue that during the recent power outage on the 11th February 2020, there was no communications within the vicinity of the Quairading town site for an extended period of time.
- Once the power was restored there were still ongoing connectivity complications with the system.
- The concern about reliability of the Mobile Telephone was expressed by many of the LEMC Members

- This has been an ongoing issue with Council making previous Complaints to Telstra and lobbying approaches to both local Federal and State Members for Parliament.
- Council was also unsuccessful in its Complaint to the Telecommunications Ombudsman
- Telstra had previously advised of upgrades undertaken to the Quairading Mobile Base Station and also a new Mobile Tower at Pantapin to improve coverage to the eastern part of the District.
- Further lobbying approaches can be made including District Emergency Management Committee (DEMC), RDA Wheatbelt, Wheatbelt Development Commission.
- It is also understood that WALGA have had meetings with Telstra representatives on the broader issue of the reliability and coverage of the Telstra Mobile Network across the State.

MATTER FOR CONSIDERATION

Minutes of the LEMC Committee Meeting.

BACKGROUND

The Local Emergency Management Committee met on 19th March 2020 from which there is one (1) recommendations for Council consideration, namely: -

- RECOMMENDATION: LEMC4- 19/20

STATUTORY ENVIRONMENT

Emergency Management Act 2005 -

s.38 – Local emergency management committees

s.41 – Emergency management arrangements in local government.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES
S3	Safe community
S3.1	Support emergency services planning, risk mitigation, response and recovery

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 Medium. However increased risk to public health given the lack of reliability of the mobile telephone system which is used by local emergency services.

Reputation – Risk Matrix Rating is assessed as Low. Reputational Risk Rating escalates as Emergency Services and the broader Community expect Council to be able to lobby for improved Services and Utilities.

Operation – Risk Matrix Rating is assessed as Low. Council operations are impacted also by the unreliability of the mobile telephone system.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Minutes of the 19th March 2020 Meeting of the Local Emergency Management Committee include one (1) recommendation to Council.

10.6 Nyoongar Pathways Program

Meeting Date	30 th April 2020
Responsible Officer	Graeme Fardon - CEO
Reporting Officer	Richard Bleakley – IPR&SPO
Attachments	(i) Nyoongar Pathway Project Flier (ii) Nyoongar Pathways - Letter of Support (Dec 2018) (iii) Shire Memorandum of Understanding - Draft - Nyoongar Pathway 2020
Owner/Applicant	SWALSC (Mr David Collard)
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 157-19/20

MOVED Cr McGuinness SECONDED Cr Jo Haythornthwaite

That the Council support the signing of the Memorandum of Understanding between South West Aboriginal Land and Sea Council and the Shire of Quairading to progress the Nyoongar NRM Pathway Pilot Project with the objective supporting the project's engagement with local schools, businesses and neighbouring local government organisations.

CARRIED 8/0

IN BRIEF

- In 2015 the WA Government agreed to a Native Title Settlement in the South West.
- Following on from this, concerns were raised that local capacity to manage these resources and derive the potential benefits from future opportunities was a limiting factor.
- The Nyoongar Pathways Pilot Program was formulated as a means for addressing this and was initially funded through the State NRM
- In 2017 the Program engaged with local institutions (Quairading District High School) as well as regional and state bodies.
- In 2018, Council provided a Letter of Support in Principal for the Nyoongar Pathways Project
- In 2019, South West Aboriginal Land and Sea Council (SWALSC) secured additional funding through Lotterywest to continue for a further three years - December 2021.
- SWALSC is seeking an MOU with the Shire of Quairading to facilitate the delivery of the Nyoongar Pathways Program through access to Shire facilities for workshops and training events.

MATTER FOR CONSIDERATION

The entering into the Memorandum of Understanding on the Noongar Pathway Pilot Project between SWALC and the Shire of Quairading.

BACKGROUND

Nyoongar Pathway Program is the initiative of a local Nyoongar member, Mr David Collard, arising from the Native Title Settlement Agreement entered into in May 2015 by the WA State Government.

In May 2015, the WA Government agreed to the largest native title settlement in Australia totalling about \$1.3 billion, affecting around 40,000 Nyoongar People and encompassing approximately 200,000 square kilometres in southwest WA. The Settlement is to resolve the Nyoongar Native Title Claims in exchange for a package of benefits that includes about 320,000 ha of land being transferred into the Nyoongar land estate as well as joint management of the State's conservation estate.

It is apparent though that there is currently very limited capacity amongst Nyoongar people to manage this land to meet contemporary requirements, capitalise on future opportunities and accommodate aspirations.

The Nyoongar NRM Pathways project was established in July 2017 with State NRM Program funding to support the building of long-term capacity in Nyoongar communities to enable them to lead caring-for-country and regional sustainability activities. Through the creation of community partnerships, embedded long-term learning pathways, and connections to industry, the project lays the framework to improve the long term social, economic, ecological, and cultural sustainability of regional communities.

The project focuses on four key areas:

1. Caring for Country:
2. Education
3. Traditional knowledge and scientific knowledge being complementary.
4. Capacity and authority

The project has been delivered through a series of programs at the Quairading District High School supported by both regional and state educational institutions, as well as a number of workshops and training events both at the Quairading Community Building and regionally.

In December 2018 the CEO on behalf of Council provided a Letter of Support in Principle for the Nyoongar Pathway Program. (See Attachment)

A further tranche of funding has been secured through Lotterywest in February 2019 for a period of three years (December 2021).

The Program currently is being delivered through the Quairading District High School, and also a series of workshop with Community Elders both regionally and on a number of occasions at the Quairading Community Building.

STATUTORY ENVIRONMENT

n/a

POLICY IMPLICATIONS

n/a

FINANCIAL IMPLICATIONS

Nil - The Shire will not incur additional costs through the signing of the MoU.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027**Economic Objective: Growing economy and employment opportunities**

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience
ED1.1	Economic and tourism development, including: <ul style="list-style-type: none"> work with stakeholders to determine facilitation approach to business and jobs growth

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES
S4	Inclusive community
S4.1	Facilitate the Nyoongar Reconciliation and Cultural Awareness Process

Natural Environment Objective: To preserve and sustain our natural environment

ITEM	OUTCOMES AND STRATEGIES
NE2	Protected and valued natural areas
NE2.2	Ensure nature reserves and reserves are well managed to meet the needs of the community to enjoy natural areas

Governance Objective: Strong governance and community engagement

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

CONSULTATION

Mr Collard has been a regular invited attendee at the Reconciliation Action Planning Committee Meetings to update Members and Observers on the progress of the Pathways Program.

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

Financial - Risk Matrix Rating is assessed as Low. Mr Collard has paid for the hire of the Community Building for Meetings / Workshops for the Program. The CEO has previously approved use of the Community Building for school children's Nyoongar language sessions conducted by Mr Collard and allocated the forgone Hire Fees (Sponsorship) to the Council's Reconciliation GL 4572.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. It is considered that Council's reputation and continued success on Reconciliation will be further enhanced through Council's support of the Pilot Project.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low. Potential long term benefits as it promotes intergenerational knowledge transfer, interaction of traditional knowledge and sciences, and the development of local capacity to manage reserves within the Shire.

COMMENT

The Program has selected the Quairading Community as the location to pilot the project.

The program is an innovative project designed to address a series of issues and actions highlighted in the Shire's Strategic Community Plan and its Reconciliation Plan as well as matters relating to the Native Title Settlement Agreement in the South West.

- The program is seeking a Memorandum of Understanding:
 - to promote the Nyoongar Pathways Program; and
 - to assist in the delivery of the program through access to facilities for workshops and training forums.

The Program has sufficient financial resources to deliver the project and is not seeking additional funding.

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

No matters for consideration.

ITEM 13 URGENT COUNCILLORS' BUSINESS

No matters for consideration.

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

No matters for consideration.

ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 28th May 2020, commencing at 2.00 pm at the Council Chambers, 10 Jennaberring Road, Quairading. (Venue to be confirmed)

ITEM 16 CLOSURE

Cr Davies thanked Councillors and Staff for their participation in the electronic Meeting.
There being no further business, the Chairman closed the Meeting at 4.19 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 30th April 2020 were confirmed on 28th May 2020 as recorded on Resolution No. _____

Confirmed..... 28/05/20

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – April 2020

Meeting Date	28 th May 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	(i) April 2020 Payment List (ii) Transport Takings (iii) Credit Card Statement
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That Council note the following:

1. That Schedule of Accounts for April covering Municipal Vouchers 23714 to 23718 & EFT 7785 to EFT 7856 totalling \$303,950.67 be received and
2. That Police Licensing payments for the month of April 2020 totalling \$15,583.90 be received (Attachment 9.1.2); and
3. That fund transfers to Corporate Credit Card for April 2020 balance totalling \$82.62 be received (Attachment 9.1.3); and
4. That Net Payroll payments for the month April 2020 totalling \$166,751.67; and
5. That the Lease payment for the month of April 2020 on the CESM Vehicle totalling \$1,140.08; and
6. That Superannuation payments for April 2020 totalling \$26,263.04.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

Payments are per attached schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the accounts paid during April 2020.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

LIST OF ACCOUNTS APRIL 2020

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	FUNDED
EFT7785	07/04/2020	JOHN WILLIAM HAYTHORNTHWAITE	COUNCILLOR SITTING FEES: JAN - MARCH 2020	642.00	
EFT7786	07/04/2020	PETER DAVID SMITH	COUNCILLOR SITTING FEES: JAN - MARCH 2020	718.00	
EFT7787	07/04/2020	JONATHAN RICHARD HIPPISEY	COUNCILLOR SITTING FEES: JAN - MARCH 2020	718.00	
EFT7788	07/04/2020	QUALITY PRESS	STATIONARY - DFES PRINTED MATERIAL	578.16	PARTIAL
EFT7789	07/04/2020	QUAIRADING TYRE & BATTERY SUPPLIES	CESM VEHICLE: SUPPLY & FIT 4 X TYRES + WHEEL ALIGNMENT, P15087: 2 X TRAILER TYRES	1,978.32	90%
EFT7790	07/04/2020	QUAIRADING FARMERS CO-OP	VARIOUS CLEANING PRODUCTS & PURCHASES FOR DEPOT, ADMIN, CABINS, DAYCARE, MEDICAL CENTRE, TOWN HALL & NEWSPAPERS	474.70	
EFT7791	07/04/2020	AUSTRALIAN TAXATION OFFICE	LATE BAS LODGEMENT PENALTY - TO BE REFUNDED	420.00	FULLY
EFT7792	07/04/2020	TOLL TRANSPORT PTY LTD	FREIGHT: MEDICAL SUPPLIES	35.76	
EFT7793	07/04/2020	QUAIRADING EARTHMOVING CO.	WATER CART HIRE - DANGIN MEARS ROAD	11,676.50	PARTIAL
EFT7794	07/04/2020	QUAIRADING AGRI SERVICES	VARIOUS CLEANING PRODUCTS & CONSUMABLES, OVAL: 1 X PALLET OF BAILEYS ENERGY TURF (20KG BAGS)	4,871.47	
EFT7795	07/04/2020	SURGICAL HOUSE	CRYOPEN CARTRIDGES X 18	283.72	
EFT7796	07/04/2020	SUNNY SIGN COMPANY PTY LTD	ROAD SIGNAGE - DANGIN MEARS ROAD	2,158.66	PARTIAL
EFT7797	07/04/2020	CDA AIR CONDITIONING & REFRIGERATION	TOWN HALL: DIAGNOSE ISSUE WITH FRIDGE	139.75	
EFT7798	07/04/2020	PERFECT COMPUTER SOLUTIONS P/L	MAINTENANCE & IT SUPPORT: DEPOT & ADMIN	340.00	
EFT7799	07/04/2020	CLINICARE PHARMACY QUAIRADING	MEDICAL CENTRE: 1L HAND SANITISER X 2	83.90	
EFT7800	07/04/2020	QUAIRADING TYRE & BATTERY	COMMUNITY CAR: SUPPLY & FIT 2 X TYRES + WHEEL ALIGNMENT	460.52	FULLY
EFT7801	07/04/2020	WATER CORPORATION	WATER USAGE & CHARGES 24/01 - 18/03	338.80	
EFT7802	07/04/2020	BENT NAIL BUILDING & MAINTENANCE	7 EDWARDS WAY: SUPPLY & INSTALL STEPS, 31 DALL STREET: VARIOUS MINOR REPAIRS	3,520.00	
EFT7803	07/04/2020	TOTAL EDEN PTY LTD	SUPPLY 1 X NEW RAIN MASTER PRO 469 6 STATION OUTDOOR CONTROLLER	128.89	
EFT7804	07/04/2020	BRETT MCGUINNESS	COUNCILLOR SITTING FEES: JAN - MARCH 2020	794.00	
EFT7805	07/04/2020	FRASER FARMING COMPANY	GRAVEL PURCHASES	31,878.00	PARTIAL
EFT7806	07/04/2020	TREVOR STACEY	COUNCILLOR SITTING FEES: JAN - MARCH 2020	794.00	
EFT7807	07/04/2020	WAYNE M DAVIES	COUNCILLOR SITTING FEES: JAN - MARCH 2020 + ANNUAL ALLOWANCE	1,909.00	
EFT7808	07/04/2020	GREAT SOUTHERN FUEL SUPPLIES	5730LTS DIESEL	6,952.78	
EFT7809	07/04/2020	JO HAYTHORNTHWAITE	COUNCILLOR SITTING FEES: JAN - MARCH 2020	794.00	
EFT7810	07/04/2020	WA CONTRACT RANGER SERVICES P/L	RANGER SERVICES - 24/03/20 & 05/04/20	374.00	
EFT7811	07/04/2020	C & D CUTRI	BRIDGE # 4149: REPAIR DAMAGED GUARDRAILS, MATERIALS AND LABOUR	2,420.00	
EFT7812	07/04/2020	JODIE YARDLEY	REIMBURSEMENT: CLEANERS: WORK SHIRTS, OFFICE: OUTLET PLUGS & POWERBOARDS, UNIT 50B: MANCHESTER	163.00	
EFT7813	07/04/2020	CQ WATER TRUCK HIRE	6 WHEELER WATER CART HIRE: DANGIN MEARS ROAD	50,820.00	PARTIAL
EFT7814	07/04/2020	PRIMARIES	3 X VALVE BOXES - COMMERCIAL - AKV	123.75	
EFT7815	07/04/2020	QUAIRADING BOOK POST (HOWLETT)	LIBRARY CONTRACT: MARCH 2020	2,628.89	
EFT7816	07/04/2020	SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS TRIPLE M	88.00	
EFT7817	07/04/2020	GAIL SHARRETT	REIMBURSEMENT: CLEANING PRODUCTS	31.36	
EFT7818	07/04/2020	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT: DANGIN MEARS ROAD	16,305.03	PARTIAL
EFT7819	07/04/2020	AJ & BR COWCILL	COUNCILLOR SITTING FEES: JAN - MARCH 2020 / PRIME MOVER & GRADER REPAIRS	872.50	
EFT7820	07/04/2020	CASTLEDINE & CASTLEDINE DESIGNERS	DESIGN & SUPPLY: WELCOME TO QUAIRADING SIGN & STREET BANNERS	3,322.00	FULLY
EFT7821	07/04/2020	SHERRIN RENTALS PTY LTD	DRY HIRE 20T PADFOOT ROLLER	3,199.35	PARTIAL
EFT7822	07/04/2020	VM & MA MOLONEY	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7823	07/04/2020	BRONSON WAINOHU	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7824	07/04/2020	GEORDIE BUSCOMBE	REIMBURSEMENT: CARAVAN PARK BOOKING CANCELLED, 3 X NIGHTS X 2 SITES	180.00	FULLY
EFT7825	07/04/2020	LORRAINE PADGETT	REIMBURSEMENT: CARAVAN PARK BOOKING CANCELLED X 3 NIGHTS	90.00	FULLY
EFT7826	17/04/2020	AVON WASTE	DOM RUBBISH X 5 WKS, RECYCLING SERVICES: 02/03, 16/03 & 30/03, BULK RECYCLE BINS: 27/03/20, RELOCATION OF COMINGLE BIN	10,927.30	PARTIAL

EFT7827	17/04/2020	TOLL TRANSPORT PTY LTD	FREIGHT - INCIDENT MANAGEMENT VESTS & FITOUT MATERIALS FOR CABINS	46.40	PARTIAL
EFT7828	17/04/2020	WESFARMERS KLEENHEAT GAS P/L	45KG CYLINDER SERVICE CHARGE/FACILITY FEE X 6 PROPERTIES	475.20	
EFT7829	17/04/2020	STEWART & HEATON CLOTHING CO. P/L	VESTS AND INCIDENT MANAGEMENT TEAM PANELS FOR VESTS	647.44	PARTIAL
EFT7830	17/04/2020	SUNNY SIGN COMPANY PTY LTD	IMPROVED TOURISM SIGNAGE IN QUAIRADING	3,711.51	FULLY
EFT7831	17/04/2020	PERFECT COMPUTER SOLUTIONS P/L	MAINTENANCE & IT SUPPORT: APRIL	615.00	
EFT7832	17/04/2020	SAGE CONSULTING ENGINEERS PTY LTD	VARIATION - REDESIGN OF LIGHTING CONFIGURATION	1,694.00	PARTIAL
EFT7833	17/04/2020	WATER CORPORATION	WATER USAGE & CHARGES: 01/03/20 - 30/04/20	3,423.33	
EFT7834	17/04/2020	MARNHAM'S MECHANICAL SERVICES	Q450: SUPPLY AND INSTALL JACK SHAFT, AIRBAGS & AIRVALVES, Q368: 250HR SERVICE	11,574.17	
EFT7835	17/04/2020	BENT NAIL BUILDING & MAINTENANCE	REPAIRS TO RUSTING CARPORT POLE	379.50	
EFT7836	17/04/2020	SARAH CAPORN	CONSULTANT SERVICES FOR COMMUNITY PARK PROJECT DEVELOPMENT	4,680.00	
EFT7837	17/04/2020	DALWALLINU CONCRETE PTY LTD	SUPPLY AND DELIVERY OF DRAINAGE MATERIALS QUAIRADING - CUNDERDIN ROAD.	49,199.70	PARTIAL
EFT7838	17/04/2020	FIRE & SAFETY WA	SQWINCHER MIX STIKS SQ0104	817.30	PARTIAL
EFT7839	17/04/2020	GREAT SOUTHERN FUEL SUPPLIES	5000L DIESEL	5,153.28	
EFT7840	17/04/2020	WORKWEAR GROUP (PACIFIC BRANDS)	STAFF UNIFORMS	341.94	
EFT7841	17/04/2020	NOBLE MEDICAL INVESTMENT PTY LTD	STAFF FLU VACCINATIONS	600.00	FULLY
EFT7842	17/04/2020	WHEATBELT DEPT. OF EDUCATION	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7843	17/04/2020	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT: DANGIN MEARS ROAD & DANGIN MEARS CULVERT	21,597.69	PARTIAL
EFT7844	17/04/2020	AJ & BR COWCILL	FIT BELTS TO MULCHER HEAD INCLUDES LABOUR AND TRAVEL	332.20	
EFT7845	17/04/2020	CWB ELECTRICAL & A/C	EMERGENCY GENERATOR: INSTALL POWER CORD FOR TRICKLE CHARGING, STANDBY GENERATOR: SUPPLY AND INSTALL DIVERTER SWITCH, NETBALL COURTS: DISCONNECT POWER SUPPLY TO COURT LIGHTS	638.80	PARTIAL
EFT7846	17/04/2020	SHELLEYANNE RUSSELL	REIMBURSEMENT: 5X MOPS	66.00	
EFT7847	17/04/2020	JANET COLBUNG	REIMBURSEMENT: TOWN HALL BOND	500.00	FULLY
EFT7848	17/04/2020	OFFICEWORKS	LOGITECH SPEAKERS & CORDLESS PHONE	142.71	
EFT7849	17/04/2020	SHERRIN RENTALS PTY LTD	DRY HIRE 12T SMOOTH DRUM ROLLER	4,851.00	PARTIAL
EFT7850	17/04/2020	FUTURE POWER WA PTY LTD	PAYMENT CLAIM 1: TENDER 02-19/20 SUPPLY AND INSTALLATION OF SPORTS LIGHTING ON THE AFL OVAL AT QDG SPORTS GROUND	4,933.90	PARTIAL
EFT7851	17/04/2020	EXURBAN RURAL & REGIONAL PLANNING	TOWN PLANNING SERVICES & LIGHT INDUSTRIAL SUBDIVISION	2,320.76	
EFT7852	17/04/2020	NETSTAR AUSTRALIA	INSTALL CALCULATED COMMUNICATION SYSTEM ON CESM VEHICLE	2,047.46	PARTIAL
EFT7853	17/04/2020	SOPHIE DAVIES	REFUND: UNUSED CHILDCARE PAYMENTS	111.24	FULLY
EFT7854	17/04/2020	PATRICIA MUKUTIRI	REFUND: UNUSED CHILDCARE PAYMENTS	33.08	FULLY
EFT7855	17/04/2020	BOC LIMITED	CONTAINER RENTAL: DEPOT & MEDICAL CENTRE	50.07	
EFT7856	24/04/2020	AUSTRALIAN TAXATION OFFICE	MARCH BAS	9,140.44	
23714	07/04/2020	TELSTRA	CANCELLED CHEQUE	0.00	
23715	07/04/2020	SYNERGY	ELECTRICITY USAGE & CHARGES 28/12/19 - 27/02/20	289.11	
23716	17/04/2020	TELSTRA	PHONE USAGE & CHARGES TO 27/03/20	2,277.14	
23717	17/04/2020	SYNERGY	ELECTRICITY USAGE & CHARGES: 03/03/20 - 01/04/20	6,420.19	
23718	17/04/2020	KATE WALKER	REFUND: UNUSED CHILDCARE PAYMENTS	6.00	FULLY
				303,950.67	

TRANSPORT TAKINGS FOR THE MONTH ENDING		
APRIL 2020		Attachment 9.1.2
DATE	DESCRIPTION	AMOUNT \$
1/04/2020	TRANSPORT TAKINGS	487.45
3/04/2020	TRANSPORT TAKINGS	1,478.95
6/04/2020	TRANSPORT TAKINGS	3,059.40
7/04/2020	TRANSPORT TAKINGS	693.90
8/04/2020	TRANSPORT TAKINGS	871.40
9/04/2020	TRANSPORT TAKINGS	596.50
14/04/2020	TRANSPORT TAKINGS	134.75
15/04/2020	TRANSPORT TAKINGS	868.65
17/04/2020	TRANSPORT TAKINGS	2,779.20
20/04/2020	TRANSPORT TAKINGS	1,572.30
21/04/2020	TRANSPORT TAKINGS	91.05
22/04/2020	TRANSPORT TAKINGS	19.60
23/04/2020	TRANSPORT TAKINGS	99.30
24/04/2020	TRANSPORT TAKINGS	2,650.20
28/04/2020	TRANSPORT TAKINGS	55.40
29/04/2020	TRANSPORT TAKINGS	-
30/04/2020	TRANSPORT TAKINGS	125.85
MARCH TAKINGS BANKED IN APRIL		15,583.90
DATE	DESCRIPTION	AMOUNT \$
30/03/2020	TRANSPORT TAKINGS	117.80
31/03/2020	TRANSPORT TAKINGS	2,181.40
		2,299.20
		17,883.10

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

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

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

BusinessChoice Everyday VISA Card

Date of Transaction	Description	Debits/Credits	Cardholder Comments
01 APR	Purchases VISTAPR*VistaPrint.com 866-8936743 NL INC FX FEE AUD \$1.92	66.03	1392 - Business Medical - Card
06 APR	MISCELLANEOUS PUBLISHING AND ZOOM.AUD 8887999666 US INC FX FEE AUD \$0.69	23.78	0742 - Video Comm
14 APR	DIRECT MARKETING CONTINUITY GAMING AND WAGERING EAST PERTH AU GOVERNMENT SERVICES NOT ELSE	77.00	B12 - Permit Comm. Building
18 FEB	SAI GLOBAL LIMITED NSW SYDNEY AU MISCELLANEOUS PUBLISHING AND	9837 139.59 -	Reimbursement for incorrect product.
28 APR	SHIRE OF QUAIRADING QUAIRADING AU GOVERNMENT SERVICES NOT ELSE	New Lighting - Qual 27.70	@582 - licensing
28 APR	SHIRE OF QUAIRADING QUAIRADING AU GOVERNMENT SERVICES NOT ELSE	27.70	@3919 - licensing
	Sub Total:	82.62	
28 APR	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	82.62 -	
	Sub Total:	82.62 -	
	Grand Total:	0.00	

S001055 / M000281 / 120 / CM1VPCP1



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

Cardholder Signature

[Handwritten Signature]

Date

15/5/2020

Transactions examined and approved.

Manager/Supervisor Signature

[Handwritten Signature]

Date

15/05/2020

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S001056 / M000281 / 120 / CN1VPCP1

9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 30th April 2020

Meeting Date	28 th May 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	(i) Financial Statements for April
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That Council receive the Monthly Financial Statements for the period ending 30th April 2020.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Monthly Financial Statements for the period ending 30th April 2020 attached.
- Monthly Financial Statements have been updated based on the Moore Stephens Monthly Statements Model.
- The Monthly Financial Statements report include the Fund Balances Report and the Variance Report previously reported separately.

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements

BACKGROUND

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

STATUTORY ENVIRONMENT

Amendments to the regulations, gazetted on the 31st March 2005 and effective from the 1st 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 Medical Practice, Childcare and Caravan Park. The Statements can continue to be updated and customised to include relevant information for Council and Staff and to work with improved Management Accounting practices.

SHIRE OF QUAIRADING

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 April 2020

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

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2020**

KEY INFORMATION

Items of Significance

The material variance adopted by the Shire of Quairading for the 2019/20 year is \$10,000 and 10%. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

	% Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance (Under)/Over
Capital Expenditure					
Land & Buildings					
Park Cottages	93.60%	205,151	205,141	192,022	(13,119)
Industrial Lots	0.00%	155,851	155,851	-	(155,851)
Plant & Equipment					
Q3919 - Dynapac Steel Roller	96.07%	145,000	145,000	139,300	(5,700)
Q430 - Caterpillar Bobcat	0.00%	85,000	85,000	-	(85,000)
Infrastructure - Roads					
2019/20 Roads Program	91.20%	1,731,214	1,687,977	1,578,788	(109,189)
Other Infrastructure					
Oval Lighting	13.61%	175,090	175,090	23,838	(151,252)
Bowling Green Repairs	100.00%	181,603	181,603	181,603	(0)
Old School Site	0.00%	93,360	93,360	-	(93,360)
Operational					
Medical Practice Expense	86.51%	306,716	274,054	265,354	(8,700)
Roads Maintenance	72.58%	637,303	531,085	462,567	(68,518)

% Compares current ytd actuals to annual budget

Financial Position	* Note	Prior Year 1 May 2019	Current Year 30 April 2020
Adjusted Net Current Assets	83%	\$ 1,769,104	\$ 1,469,753
Cash and Equivalent - Unrestricted	145%	\$ 1,417,452	\$ 2,050,215
Cash and Equivalent - Restricted	124%	\$ 2,371,054	\$ 2,933,635
Receivables - Rates	96%	\$ 253,804	\$ 244,815
Receivables - Other	47%	\$ 335,377	\$ 157,920
Payables	622%	\$ 149,525	\$ 929,680

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2020**

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 22nd May 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.

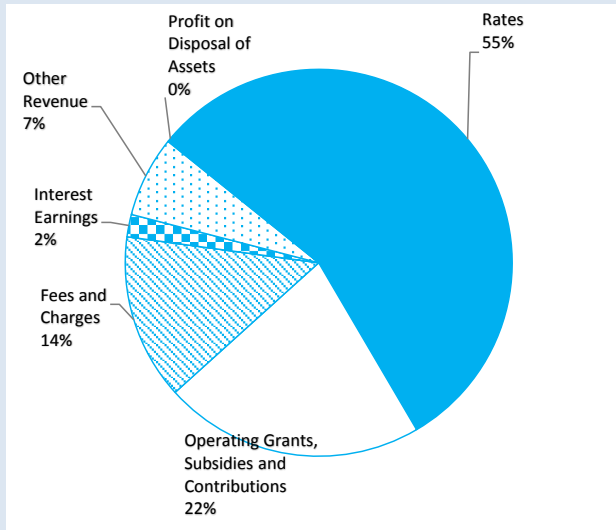
ROUNDING OFF FIGURES

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

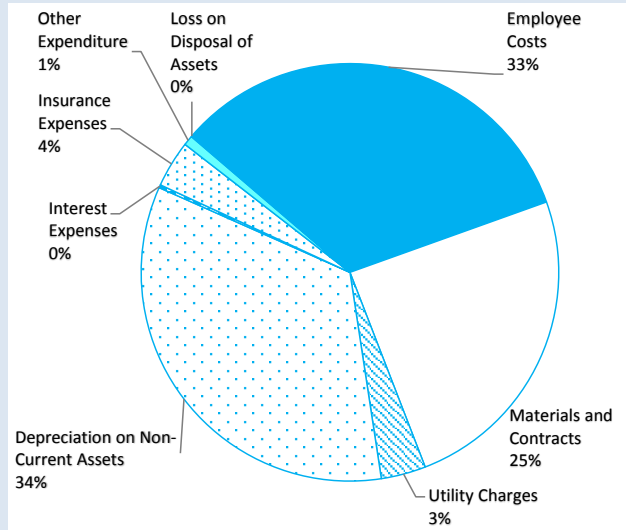
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2020**

SUMMARY GRAPHS

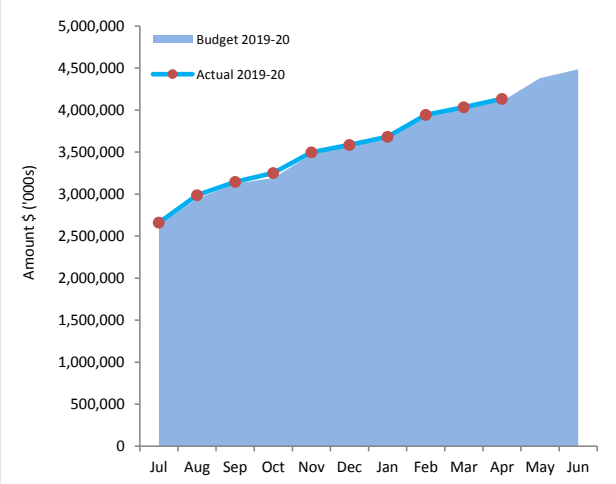
OPERATING REVENUE



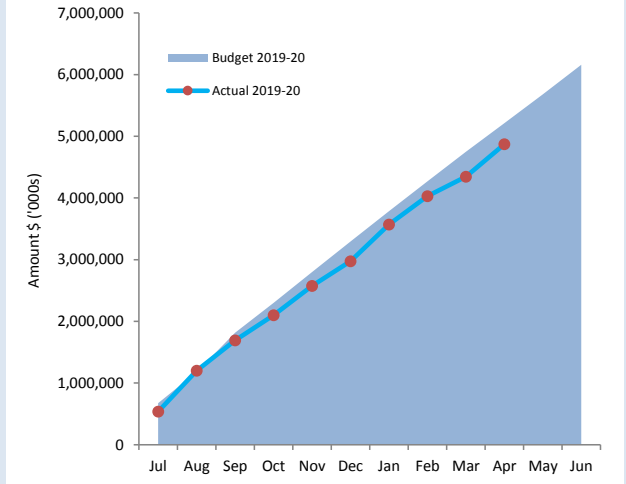
OPERATING EXPENSES



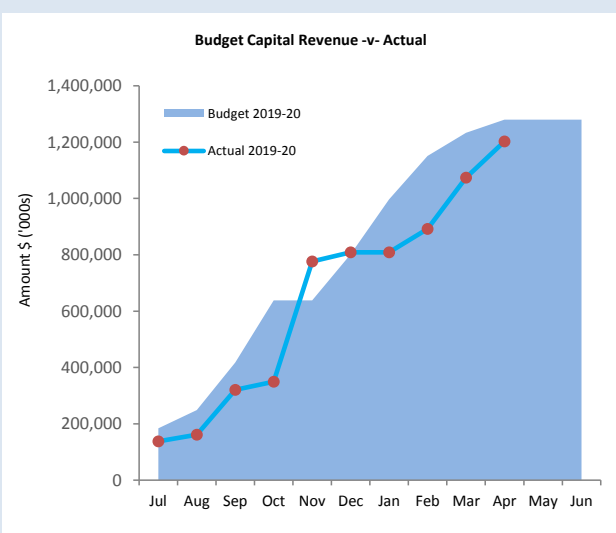
Budget Operating Revenues -v- Actual



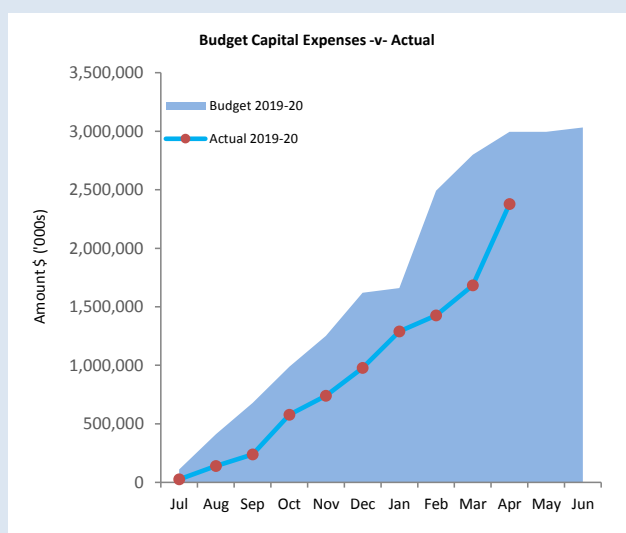
Budget Operating Expenses -v-YTD Actual



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 30 APRIL 2020**

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME	OBJECTIVE	ACTIVITIES
GOVERNANCE	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.
GENERAL PURPOSE FUNDING	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.
LAW, ORDER, PUBLIC SAFETY	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.
HEALTH	To provide an operational framework for environmental and community health.	Health inspections, food quality control, pest control and operation of the medical centre.
EDUCATION AND WELFARE	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.
HOUSING	To provide and maintain housing.	Maintenance of housing rented to staff and non staff.
COMMUNITY AMENITIES	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.
RECREATION AND CULTURE	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.
TRANSPORT	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.
ECONOMIC SERVICES	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.
OTHER PROPERTY AND SERVICES	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 30 APRIL 2020**

STATUTORY REPORTING PROGRAMS

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	1(b)	2,376,208	2,376,208	2,376,208	0	0%	
Revenue from operating activities							
Governance		5,824	5,741	9,652	3,911	68%	
General Purpose Funding - Rates	5	2,299,602	2,299,012	2,280,826	(18,186)	(1%)	
General Purpose Funding - Other		983,509	748,097	752,742	4,646	1%	
Law, Order and Public Safety		197,103	157,898	165,555	7,657	5%	
Health		114,629	108,858	126,256	17,399	16%	▲
Education and Welfare		190,279	158,396	156,090	(2,306)	(1%)	
Housing		109,576	91,317	83,015	(8,302)	(9%)	
Community Amenities		166,458	157,838	143,694	(14,144)	(9%)	
Recreation and Culture		30,944	27,366	31,776	4,410	16%	
Transport		175,613	172,963	175,803	2,840	2%	
Economic Services		112,185	91,992	76,996	(14,996)	(16%)	▼
Other Property and Services		112,246	92,415	131,814	39,399	43%	▲
		4,497,968	4,111,892	4,134,219	22,327	1%	
Expenditure from operating activities							
Governance		(650,199)	(548,935)	(477,427)	71,508	13%	▲
General Purpose Funding		(83,039)	(69,199)	(56,946)	12,253	18%	▲
Law, Order and Public Safety		(362,226)	(305,022)	(292,132)	12,889	4%	
Health		(409,057)	(359,923)	(347,041)	12,882	4%	
Education and Welfare		(356,815)	(301,960)	(245,675)	56,286	19%	▲
Housing		(183,945)	(155,342)	(125,439)	29,903	19%	▲
Community Amenities		(494,667)	(412,494)	(349,683)	62,811	15%	▲
Recreation and Culture		(946,428)	(826,476)	(709,006)	117,470	14%	▲
Transport		(2,048,888)	(1,724,190)	(1,641,547)	82,644	5%	
Economic Services		(554,673)	(471,685)	(384,035)	87,650	19%	▲
Other Property and Services		(105,931)	(95,428)	(241,955)	(146,527)	(154%)	▼
		(6,195,868)	(5,270,654)	(4,870,885)	399,769	8%	
Operating activities excluded from budget							
Add Back Depreciation		1,931,312	1,609,427	1,658,965	49,538	3%	
Adjust (Profit)/Loss on Asset Disposal	6	11,094	11,094	(18,916)	(30,010)	(271%)	▼
Adjust Provisions and Accruals		3,478	0	1,036	1,036		
Amount attributable to operating activities		247,984	461,759	904,420	442,661	(96%)	
Investing Activities							
Non-operating Grants, Subsidies and Contributions		1,185,205	1,150,303	944,616	(205,687)	(18%)	▼
Proceeds from Disposal of Assets	6	154,050	104,050	108,323	4,273	4%	
Capital Acquisitions	7	(3,206,460)	(3,108,133)	(2,376,975)	731,158	24%	▲
Amount attributable to investing activities		(1,867,205)	(1,853,780)	(1,324,035)	529,744	29%	▲
Financing Activities							
Proceeds from New Debentures		150,000	150,000	150,000	0	0%	
Self-Supporting Loan Principal		36,341	35,010	35,010	0	0%	
Transfer from Reserves	9	861,585	547,292	547,292	0	0%	
Repayment of Debentures	8	(94,443)	(64,575)	(64,575)	0	0%	
Transfer to Reserves	9	(1,300,000)	(1,120,000)	(1,154,567)	(34,567)	(3%)	
Amount attributable to financing activities		(346,517)	(452,273)	(486,840)	(34,567)	(8%)	
Closing Funding Surplus(Deficit)	1(b)	410,471	531,915	1,469,753	937,838	(176%)	

KEY INFORMATION

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

The material variance adopted by Council for the 2019/20 year is \$10,000 and 10%.

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 30 APRIL 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 30 APRIL 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.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1(b)	2,376,208	2,376,208	2,376,208	0	0%	
Revenue from operating activities							
Rates	5	2,299,602	2,299,012	2,280,826	(18,186)	(1%)	
Operating Grants, Subsidies and Contributions		1,205,927	961,112	899,343	(61,769)	(6%)	
Fees and Charges		597,627	530,571	572,063	41,493	8%	
Interest Earnings		80,389	66,990	77,402	10,412	16%	▲
Other Revenue		299,463	239,245	279,997	40,752	17%	▲
Profit on Disposal of Assets	6	14,960	14,960	24,584	9,624	64%	
		4,497,968	4,111,892	4,134,219	22,327	1%	
Expenditure from operating activities							
Employee Costs		(2,016,027)	(1,821,131)	(1,614,095)	207,036	11%	▲
Materials and Contracts		(1,701,901)	(1,353,423)	(1,198,422)	155,001	11%	▲
Utility Charges		(230,430)	(191,953)	(168,725)	23,228	12%	▲
Depreciation on Non-Current Assets		(1,931,312)	(1,609,427)	(1,658,965)	(49,538)	(3%)	
Interest Expenses		(24,077)	(20,064)	(11,252)	8,812	44%	
Insurance Expenses		(168,455)	(168,455)	(176,349)	(7,895)	(5%)	
Other Expenditure		(97,612)	(80,147)	(37,407)	42,739	53%	▲
Loss on Disposal of Assets	6	(26,054)	(26,054)	(5,668)	20,386	78%	
		(6,195,868)	(5,270,654)	(4,870,885)	399,769	(8%)	
Operating activities excluded from budget							
Add back Depreciation		1,931,312	1,609,427	1,658,965	49,538	3%	
Adjust (Profit)/Loss on Asset Disposal	6	11,094	11,094	(18,916)	(30,010)	(271%)	▼
Adjust Provisions and Accruals		3,478	0	1,036	1,036		
Amount attributable to operating activities		247,985	461,759	904,420	442,661	96%	
Investing activities							
Non-operating grants, subsidies and contributions		1,185,205	1,150,303	944,616	(205,687)	(18%)	▼
Proceeds from Disposal of Assets	6	154,050	104,050	108,323	4,273	4%	
Capital acquisitions	7	(3,206,460)	(3,108,133)	(2,376,975)	731,158	24%	▲
Amount attributable to investing activities		(1,867,205)	(1,853,780)	(1,324,035)	529,744	(29%)	
Financing Activities							
Proceeds from New Debentures		150,000	150,000	150,000	0	0%	
Self-Supporting Loan Principal		36,341	35,010	35,010	0	0%	
Transfer from Reserves	9	861,585	547,292	547,292	0	0%	
Repayment of Debentures	8	(94,443)	(64,575)	(64,575)	0	0%	
Transfer to Reserves	9	(1,300,000)	(1,120,000)	(1,154,567)	(34,567)	(3%)	
Amount attributable to financing activities		(346,517)	(452,273)	(486,840)	(34,567)	8%	
Closing Funding Surplus (Deficit)	1(b)	410,471	531,915	1,469,753	937,838	176%	

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 30 APRIL 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 30 APRIL 2020

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

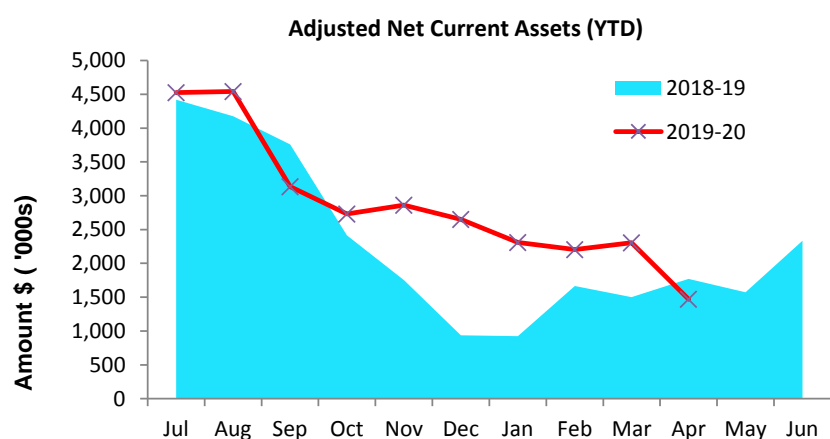
	Ref Note	Last Years Closing 30 June 2019	This Time Last Year 01 May 2019	Year to Date Actual 30 Apr 2020
		\$	\$	\$
Adjusted Net Current Assets				
Current Assets				
Cash Unrestricted	3	2,215,132	1,417,452	2,050,215
Cash Restricted	3	2,518,144	2,371,054	2,933,635
Receivables - Rates	4	237,459	253,804	244,815
Receivables - Other	4	192,221	335,377	157,920
Expected Credit Loss Allowance	4	(18,933)	0	(18,933)
Income Accrued		4,699	0	(1,277)
Prepaid Expenses		13,347	0	0
Interest / ATO Receivable		26,115	47,331	74,811
Inventories		4,870	10,319	4,514
		5,193,054	4,435,337	5,445,700
Less: Current Liabilities				
Payables		(341,006)	(149,525)	(929,680)
Provisions - employee		(81,311)	(393,660)	(315,963)
Long term borrowings		(315,964)	(21,042)	(16,736)
		(738,281)	(564,227)	(1,262,379)
Unadjusted Net Current Assets		4,454,773	3,871,110	4,183,321
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(2,326,360)	(2,371,054)	(2,933,635)
Less: Loans receivable		(35,811)	0	0
Add: Provisions - employee		202,295	248,006	203,331
Add: Long term borrowings		81,311	21,042	16,736
Adjusted Net Current Assets		2,376,208	1,769,104	1,469,753

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)****\$1.47 M****Last Year YTD****Surplus(Deficit)****\$1.77 M**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**NOTE 2
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2019/20 year is \$10,000 and 10%.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Health	17,399	16%	▲	Permanent	Medical Practice Income
Transport	2,840	2%		Permanent	Profit on sale of asset higher than budgeted
Economic Services	(14,996)	(16%)	▼	Permanent	Income from Standpipes, Vet Clinic, Cabins and Caravan Park under budgeted income
Other Property and Services	39,399	43%	▲	Permanent	Timing of Sale of Surplus Electrical Goods and Workers Compensation Reimbursements
Expenditure from operating activities					
Governance	71,508	13%	▲	Timing	Accounting Fees, timing of Risk Co-ordinator Program, Integrated Planning Costs in Administration and Administration Allocated
General Purpose Funding	12,253	18%	▲	Timing	Administration Allocation and Rate Collection Legal Expenses lower than budgeted
Education and Welfare	56,286	19%	▲	Timing	Timing of Independent Living Units Design and expenses at AKV and Childcare Centre
Housing	29,903	19%	▲	Timing	Maintenance expenses
Community Amenities	62,811	15%	▲	Timing	Timing of costs for Town Planning, Cemetery and Badjalung Drain Survey
Recreation and Culture	117,470	14%	▲	Timing	Timing of Swimming Pool operations, Parks and Gardens, Oval and Recreation Facility Audit
Economic Services	87,650	19%	▲	Timing	Timing of costs at Caravan Park and Tourist Promotion expenses
Other Property and Services	(146,527)	(154%)	▼	Timing	Under allocation of PWO, POC costs higher than budgeted, Workers Compensation Expenses
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(205,687)	(18%)	▼	Timing	Timing of Roads and Audio town Hall Visual Grants, Old School Site and Portable Generator.
Capital Acquisitions	731,158	24%	▲	Timing	Timing of Capital Projects & Acquisitions

KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

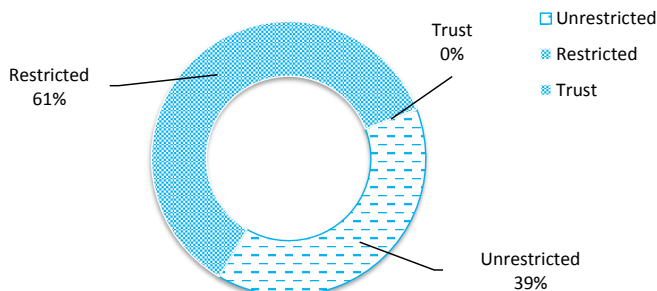
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	650			650			
At Call Deposits							
Municipal Fund	265,171			265,171	Westpac		
Medical Centre	70			70	Westpac		
Child Care Centre	426			426	Westpac		
Municipal On Call	720,000			720,000	Westpac	0.05%	
Reserve Fund On Call		52,168		52,168	Westpac	0.05%	
Trust Fund			0		Westpac		
Term Deposits							
Municipal Investment - Term Deposit	306,392			306,392	Westpac	0.25%	05-May-20
Municipal Investment - Term Deposit	302,939			302,939	Westpac	0.25%	03-May-20
Municipal Investment - Term Deposit	302,609			302,609	Westpac	0.25%	03-May-20
Reserve Investment - Term Deposit		483,561		483,561	Westpac	1.30%	03-Jun-20
Reserve Investment - Term Deposit		976,722		976,722	Westpac	1.05%	12-Jul-20
Reserve Investment - Term Deposit		466,165		466,165	Westpac	1.42%	22-May-20
Reserve Investment - Term Deposit		955,020		955,020	Westpac	1.05%	23-Jun-20
Total	1,898,257	2,933,635	0	4,831,892			

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

\$4.83 M

Unrestricted

\$1.9 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates Receivable	30 June 2019	30 Apr 20
	\$	\$
Opening Arrears Previous Years	183,897	237,459
Levied this year	2,394,734	2,489,560
Less Collections to date	(2,341,172)	(2,482,204)
Equals Current Outstanding	237,459	244,815
Net Rates Collectable	237,459	244,815
% Collected	97.76%	99.70%

KEY INFORMATION

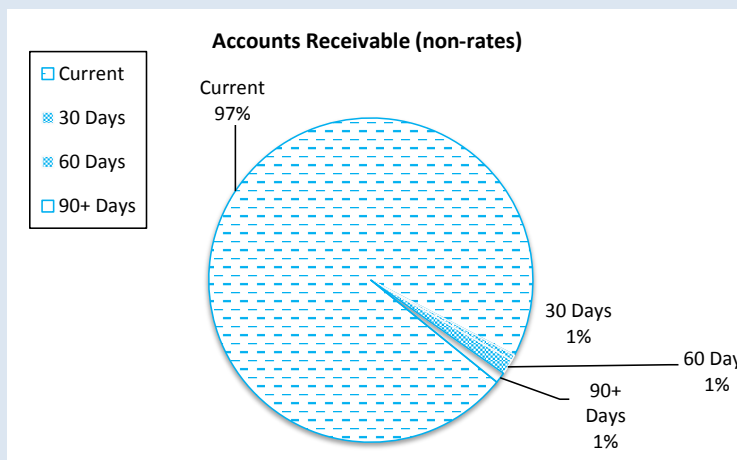
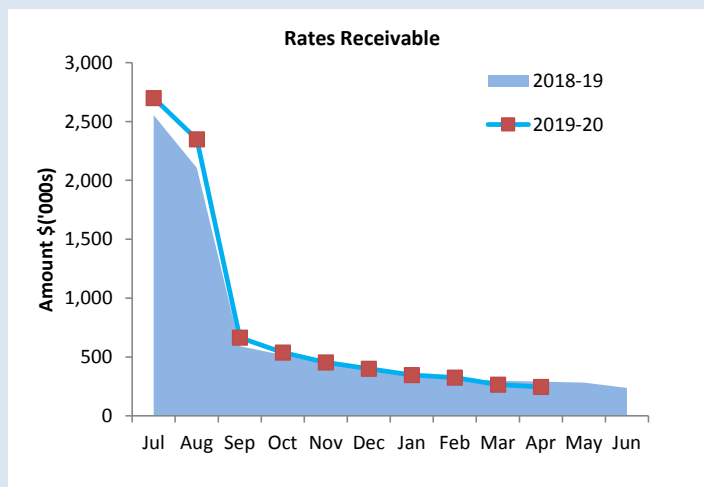
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	207,026	1,211	3,235	2,326	213,798
Percentage	97%	1%	2%	1%	
Balance per Trial Balance					
Sundry debtors					153,028
Loss Allowance					(18,933)
GST receivable					74,811
Pensioner Rebates					4,892
Total Receivables General Outstanding					213,798

Amounts shown above include GST (where applicable)



Debtors Due
\$213,798
Over 30 Days
3%
Over 90 Days
1%

Collected	Rates Due
100%	\$244,815

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

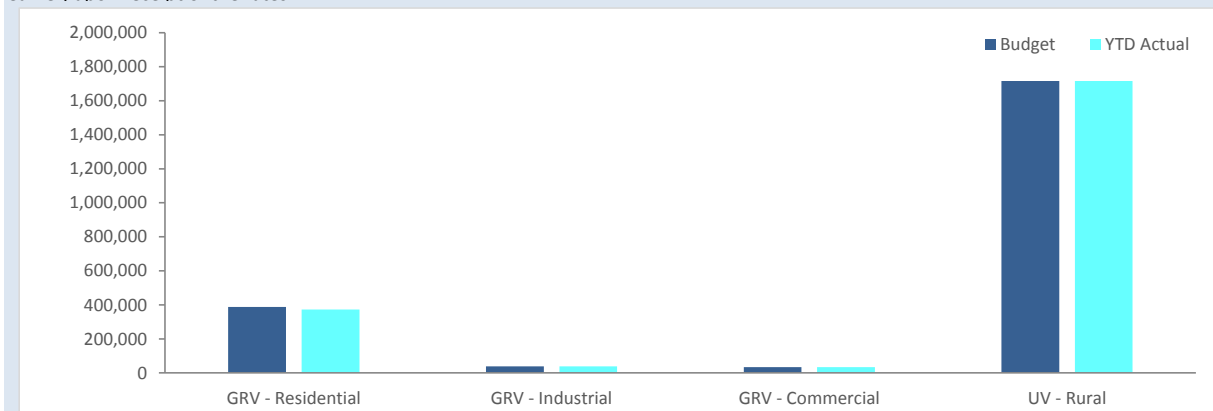
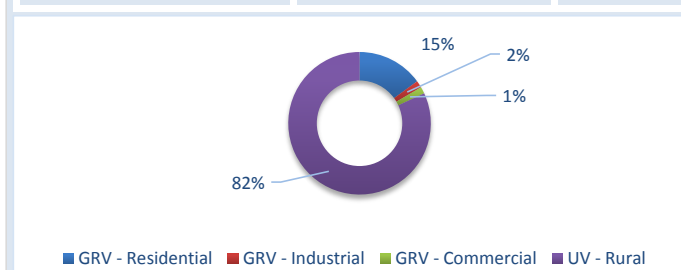
General Rate Revenue	Amended Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV - Residential	0.135679	315	2,563,032	347,750	0	0	347,750	332,746	0	0	332,746
GRV - Industrial	0.135679	20	261,785	35,519	0	0	35,519	35,519	0	0	35,519
GRV - Commercial	0.135679	11	248,376	33,699	0	0	33,699	33,699	0	0	33,699
UV - Rural	0.012301	374	147,974,500	1,820,234	0	0	1,820,234	1,820,234	(962)	0	1,819,272
	Minimum \$										
GRV - Residential	650	61	66,044	39,650	0	0	39,650	39,650	0	0	39,650
GRV - Industrial	650	5	6,315	3,250	0	0	3,250	3,250	0	0	3,250
GRV - Commercial	650	0		0	0	0	0	0	0	0	0
UV - Rural	650	30	854,736	19,500	0	0	19,500	19,500	0	0	19,500
Sub-Totals		816	151,974,788	2,299,602	0	0	2,299,602	2,284,598	-962	0	2,283,636
Write Offs							(700)				(14,966)
Amount from General Rates							2,298,902				2,268,670
Ex-Gratia Rates							12,642				12,156
Total General Rates							2,311,544				2,280,826

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

General Rates		
Budget	YTD Actual	%
\$2.3 M	\$2.27 M	99%

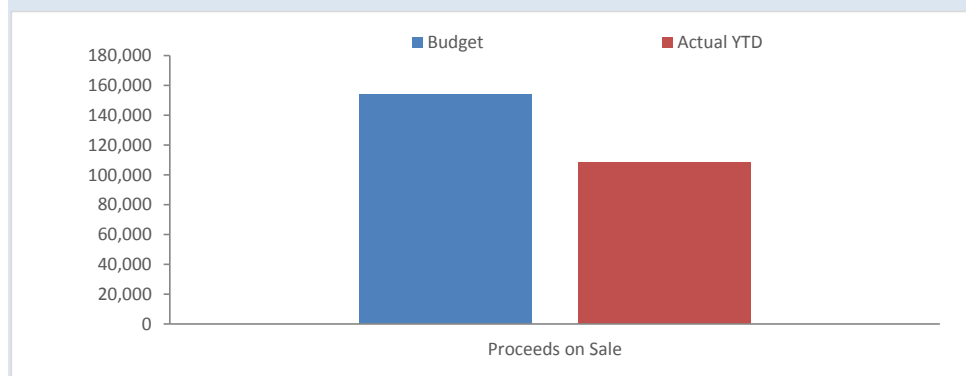


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020

OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS

Asset Ref.	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
P530	Holden Captiva Active	25,507	15,000		(10,507)				
P3446	Mazda BT 50	7,952	14,000	6,048		8,588	12,909	4,321	
P649	Mazda BT 50	14,325	14,000		(325)	15,205	19,091	3,886	
P430	Caterpillar Bobcat	14,375	12,000		(2,375)				
P582	Isuzu NPR 300 Tipper	19,438	27,000	7,562		18,981	27,273	8,292	
P3919	Dynapac Steel Roller	20,847	8,000		(12,847)	20,621	16,364		(4,257)
Q530	Electrical Van	18,650	20,000	1,350		20,493	23,636	3,144	
	Land Held for Resale	35,000	35,000		0				
P148	Goods Sold at Auction - Fibreglass Tank	1,961	550			1,961	550		(1,411)
Q3277	Goods Sold at Auction - 1998 Ford Truck Table Top	3,559	8,500			3,559	8,500	4,941	
		161,613	154,050	14,960	(26,054)	89,407	108,323	24,584	(5,668)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$154,050	\$108,323	70%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

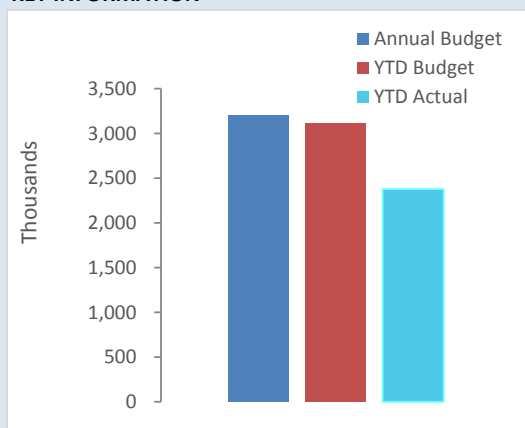
Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land	155,851	155,851	0	(155,851)
Buildings	216,021	216,011	202,900	(13,111)
Plant & Equipment	441,570	403,570	310,554	(93,016)
Furniture & Equipment	0	0	0	0
Infrastructure - Roads	1,731,214	1,687,977	1,578,788	(109,189)
Infrastructure - Footpaths	52,500	43,750	58,983	0
Infrastructure - Other	609,303	600,973	225,750	(375,224)
Capital Expenditure Totals	3,206,460	3,108,133	2,376,975	(746,391)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,185,205	1,150,303	944,616	(205,687)
Borrowings	150,000	150,000	150,000	0
Other (Disposals & C/Fwd)	154,050	104,050	108,323	4,273
Cash Backed Reserves				
Plant Reserve	308,600	308,600	308,600	0
Swimming Pool Reserve	0	0	0	0
Building Reserve	272,093	100,000	223,733	123,733
Health Reserve	155,851	0	0	0
Road Infrastructure Reserve	0	0	0	0
Contribution - operations	980,661	1,295,180	641,702	(653,477)
Capital Funding Total	3,206,460	3,108,133	2,376,975	(731,158)

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



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$3.21 M	\$2.38 M	74%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$1.19 M	\$.94 M	80%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion		Account Number	Amended			Variance (Under)/Over
			Annual Budget	YTD Budget	YTD Actual	
	Capital Expenditure					
	Land					
0%	Industrial Lots	2601	155,851	155,851	0	-155,851
0%	Total		155,851	155,851	0	-155,851
	Buildings					
94%	Park Cottages	9546	205,151	205,141	192,022	-13,119
100%	Swimming Pool Shed	9550	10,870	10,870	10,878	8
94%	Total		216,021	216,011	202,900	-13,111
	Plant & Equipment					
0%	OQ - Holden Captiva Active	9001	38,000	0	0	0
86%	Q3446 - Mazda BT 50	9750	34,000	34,000	29,401	-4,599
103%	Q649 - Mazda BT 50	9751	36,600	36,600	37,819	1,219
0%	Q430 - Caterpillar Bobcat	9752	85,000	85,000	0	-85,000
104%	Q582 - Isuzu NPR 300 Tipper	9753	60,000	60,000	62,277	2,277
96%	Q3919 - Dynapac Steel Roller	9754	145,000	145,000	139,300	-5,700
97%	Portable Generator	9552	42,970	42,970	41,757	-1,213
70%	Total		441,570	403,570	310,554	-93,016
	Furniture & Equipment					
0%	Total		0	0	0	0
	Infrastructure - Roads					
91%	2019/20 Roads Program	3604	1,731,214	1,687,977	1,578,788	-109,189
91%	Total		1,731,214	1,687,977	1,578,788	-109,189
	Infrastructure - Footpaths					
112%	McLennan Street/School	3707	52,500	43,750	58,983	15,233
112%	Total		52,500	43,750	58,983	0
	Infrastructure - Other					
14%	Oval Lighting	9837	175,090	175,090	23,838	-151,252
100%	Bowling Green Repairs	9836	181,603	181,603	181,603	-0
3%	Pool Shade Sail System	9553	20,000	16,670	660	-16,010
0%	Pool Waterwise	9554	10,000	10,000	0	-10,000
41%	Community Park and Trail Design	9838	20,000	20,000	8,185	-11,815
23%	Street Signage	9595	30,000	25,000	6,967	-18,033
0%	Old School Site	9587	93,360	93,360	0	-93,360
15%	Tourist Layby	9582	27,950	27,950	4,185	-23,765
0%	Shire Hall Audio Visual - Lighting upgrade	9531	20,000	20,000	0	-20,000
0%	Hall Car Park Upgrade Design	9829	10,000	10,000	0	-10,000
0%	Heal St Car Parking and Layby Design	C512	11,300	11,300	0	-11,300
3%	Parker House Generator Siteworks	9590	10,000	10,000	313	-9,687
37%	Total		609,303	600,973	225,750	-375,224

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Information on Borrowings Particulars	2018/19	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport									
Loan 118 - Depot Building	434,269			22,579	45,502	411,690	388,767	6,763	16,208
Economic Services									
Park Cottages	0	150,000	150,000	6,986	12,600	143,014	137,400	1,110	3,581
	434,269	150,000	150,000	29,565	58,102	554,704	526,167	7,873	19,789
Self supporting loans									
Recreation and Culture									
Loan 115 - Bowling Club	78,011			33,302	33,834	44,709	44,177	3,224	3,902
Loan 116 - Tennis Club	1,178			924	924	254	254	18	116
Loan 117 - Golf Club	6,482			784	1,583	5,698	4,899	137	270
	85,671	0	0	35,010	36,341	50,661	49,330	3,379	4,288
Total	519,940	150,000	150,000	64,575	94,443	605,365	575,497	11,252	24,077

All debenture repayments were financed by general purpose revenue.

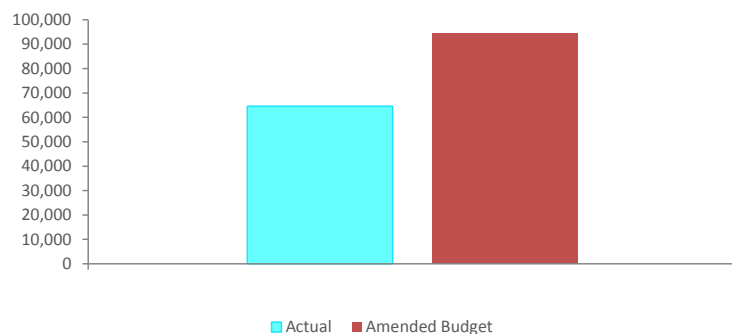
SIGNIFICANT ACCOUNTING POLICIES

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

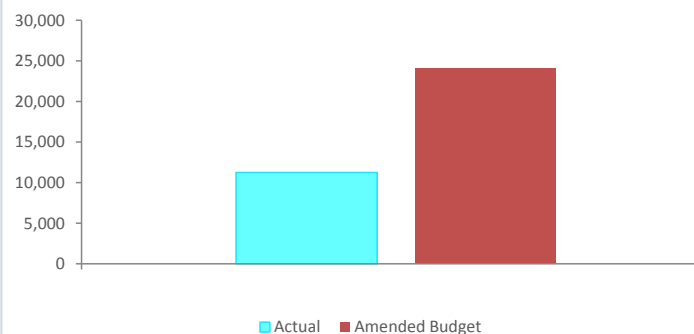
KEY INFORMATION

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Borrowings - Principal Repaid



Borrowings - Interest Paid



Principal Repaid

\$64,575

Interest Expense

\$11,252

Loans Outstanding

\$.61 M

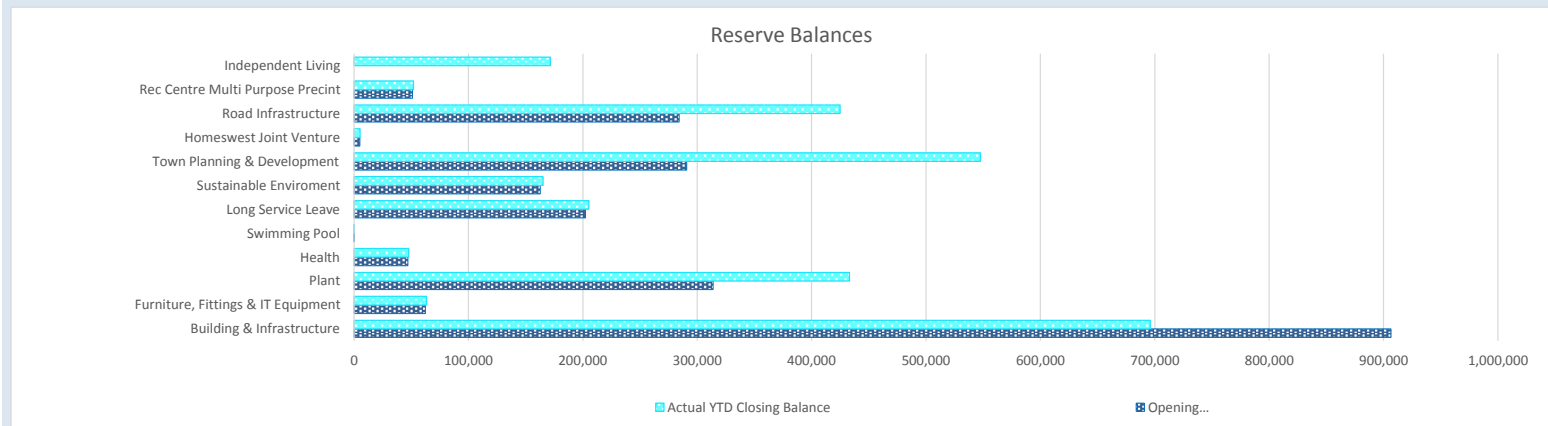
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**OPERATING ACTIVITIES
NOTE 9
RESERVES**

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Building & Infrastructure	906,547	15,587	13,210	150,000		(272,093)	(223,733)	800,041	696,024
Furniture, Fittings & IT Equipment	62,392	1,073	940					63,465	63,332
Plant	313,858	5,396	7,887	420,000	420,000	(308,600)	(308,600)	430,654	433,145
Health	47,072	810	709					47,882	47,781
Swimming Pool	258	5	4					263	262
Long Service Leave	202,295	3,478	3,048					205,773	205,343
Sustainable Environment	162,755	2,798	2,452					165,553	165,207
Town Planning & Development	290,735	4,999	6,853	250,000	250,000	(155,851)		389,883	547,588
Homeswest Joint Venture	5,151	89	78					5,240	5,229
Road Infrastructure	284,180	4,886	5,747	150,000	150,000	(125,041)	(14,959)	314,025	424,968
Rec Centre Multi Purpose Precint	51,117	879	770					51,996	51,887
Building Renewal	0		1,187	120,000	120,000			120,000	121,187
Independent Living	0		1,682	170,000	170,000			170,000	171,682
Total	2,326,360	40,000	44,567	1,260,000	1,110,000	(861,585)	(547,292)	2,764,775	2,933,635

KEY INFORMATION



Interest Earned

\$44,567

Reserves Bal

\$2.93 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020

NOTE 10
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	Amended		YTD Actual	Variance (Under)/Over
	Annual Budget	YTD Budget		
Operating grants, subsidies and contributions				
Federal Assistance Grants	890,267	667,701	667,700	(1)
MRWA Direct Road Grant	135,679	135,679	135,679	0
NRM Grant	24,624	20,520	0	(20,520)
Childcare Grant	35,000	26,250	36,000	9,750
Fire Prevention Grants	34,884	34,884	42,262	7,378
Staff Contributions to Vehicle	15,600	13,000	12,173	(827)
Ex Gratia Contribution	12,642	12,642	0	(12,642)
Medical Practice Grants and Contributions	33,750	28,125	5,104	(23,021)
Youth Centre Grants	6,481	6,481	425	(6,056)
Independent Living Units Concept Grant	10,000	10,000	0	(10,000)
Workers Compensation Reimbursement	7,000	5,830	0	(5,830)
Operating grants, subsidies and contributions Total	1,205,927	961,112	899,343	-61,770
Non-operating grants, subsidies and contributions				
Roads to Recovery/ MRWA Regional Road Group	767,370	767,370	632,130	-135,240
Old School Site Grant	45,000	45,000	0	-45,000
Bowling Club Contribution for Replacement Green	70,135	70,135	70,135	0
Audio Visual Town Hall Project Grant	10,000	10,000	0	-10,000
Oval Lighting Grant	43,618	43,618	43,618	0
Portable Generator Grant	20,560	20,560	10,280	-10,280
Access Ramps	19,090	19,090	19,089	-1
WA Freight Network	209,432	174,530	167,546	-6,984
Indoor Cricket Community Park Contribution	0	0	1,818	1,818
Non-operating grants, subsidies and contributions Total	1,185,205	1,150,303	944,616	-205,687
Grand Total	2,391,132	2,111,415	1,843,959	(267,457)

KEY INFORMATION

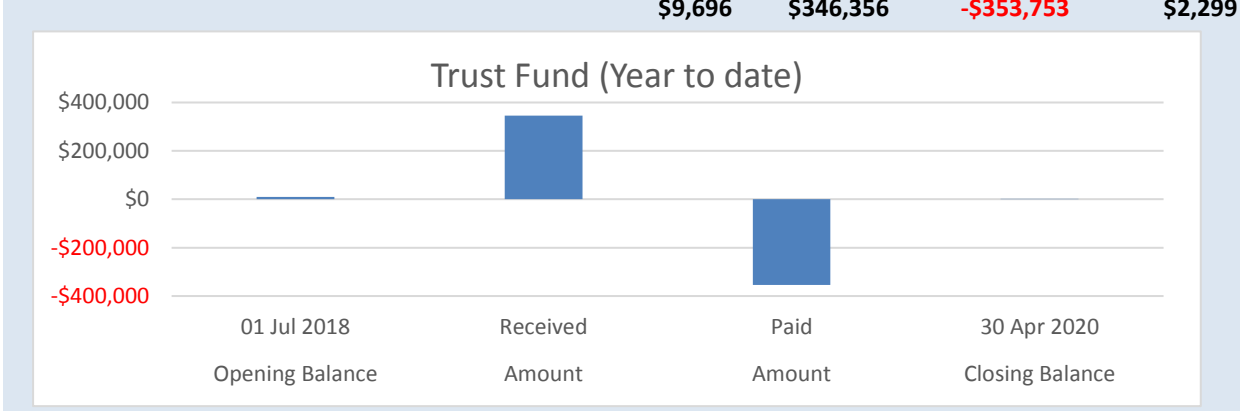
Actual Ex Gratia Contribution have been collected and is included in Rates, not Operating grants, subsidies and contributions.
Workers Compensation Reimbursement Actual

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**NOTE 11
TRUST FUND**

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

Description	Opening Balance 01 Jul 2018	Amount Received	Amount Paid	Closing Balance 30 Apr 2020
Department of Transport	\$9,696	\$346,356	-\$353,753	\$2,299
	\$9,696	\$346,356	-\$353,753	\$2,299



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 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
				\$	\$	\$	\$
	Budget Adoption		Opening Surplus				130,308
	Permanent Changes						
	Wheatbelt Secondary Freight Network Program	45-19/20	Capital Expenses			70,000	60,308
	Road Infrastructure Reserve	45-19/20			70,000		130,308
	Tourist Promotion - Roe Tourism	46-19/20	Operating Expenses			5,000	125,308
	Community Grants	65-19/20	Operating Expenses			646	124,662
	Sale of Miscellaneous Materials - Reduction of Rock and Material Sale	78-19/20	Operating Revenue			13,000	111,662
	Standpipes - Decreased Usage due to new Tariffs and no Major Road Projects	78-19/20	Operating Revenue			20,000	91,662
	Rental Income - 19 Gillett St - Reduced due to vacancies	78-19/20	Operating Revenue			10,500	81,162
	Federal Assistance Grants	78-19/20	Operating Revenue		59,745		140,907
	Income from Sale of Goods - Shire Auction	78-19/20	Operating Revenue		15,950		156,857
	WANDRRA - Income not Budgeted	78-19/20	Operating Revenue		2,324		159,181
	Bridge Maintenance	78-19/20	Operating Expenses			12,000	147,181
	Record Keeping - \$1200 for Record Keeping Plan plus disposal Training and materials	78-19/20	Operating Expenses			5,000	142,181
	New Pump for Dam	78-19/20	Operating Expenses			5,000	137,181
	Swimming Pool Contractor fees - Tender lower than budgeted	78-19/20	Operating Expenses		10,000		147,181
	New Generator - Fuel and Servicing	78-19/20	Operating Expenses			4,000	143,181
	Mobile Communications - New Mobile Phones for Staff	78-19/20	Operating Expenses			4,000	139,181
	Standpipes - Decreased Usage due to new Tariffs and no Major Road Projects	78-19/20	Operating Expenses		20,000		159,181
	Community Grants In-Kind for remainder of the year	78-19/20	Operating Expenses			2,000	157,181
	Bowling Club Contribution - Adjustment to Actual Contribution	78-19/20	Capital Revenue		47,286		204,467
	Hall Ramps - Income Budgeted in previous year received this year	78-19/20	Capital Revenue		19,090		223,557
	Income from Sale of Goods - Shire Auction	78-19/20	Operating Revenue		9,050		232,607
	Park Cottages - Awaiting finalisation of costs	78-19/20	Capital Expenses		45,000		277,607
	Swimming Pool Shed - Installation cost	78-19/20	Capital Expenses			1,020	276,587
	Portable Generator - Additional cost for installation and commissioning	78-19/20	Capital Expenses			1,100	275,487
	New Quairading Oval Lighting - Increase due to provide for current quotes	78-19/20	Capital Expenses			17,890	257,597
	Bowling Green Repairs - Adjustment to actual Project costs	78-19/20	Capital Expenses			46,530	211,067
	Heal St Parking and Layby Design - Additional costs for Layby Design	78-19/20	Capital Expenses			11,300	199,767
	Parker House Generator Site Works	78-19/20	Capital Expenses			10,000	189,767
	Waste Centre Income	126-19/20	Operating Revenue		5,500		195,267
	Community Bus	126-19/20	Operating Revenue			3,500	191,767
	Accommodation Cabins	126-19/20	Operating Revenue			19,000	172,767
	Accommodation Caravan Park	126-19/20	Operating Revenue			7,000	165,767
	Factory Units	126-19/20	Operating Revenue		4,000		169,767
	Contributions for Long Service Leave	126-19/20	Operating Revenue		7,000		176,767
	Penalty Interest on Rates	126-19/20	Operating Revenue		6,000		182,767
	Sale of Surplus Goods - Electrical Trailer	126-19/20	Operating Revenue		9,000		191,767
	Charges Unclassified	126-19/20	Operating Revenue			4,000	187,767
	Public Works Overheads Classification Change	126-19/20	Operating Expenses		160,978		348,745
	Caravan Park	126-19/20	Operating Expenses		10,000		358,745
	Tyres on POC Plant	126-19/20	Operating Expenses			5,700	353,045
	Part & Repairs on POC Plant	126-19/20	Operating Expenses			25,000	328,045
	Engineering Fees - Additional for Life of Assets Costings	126-19/20	Operating Expenses			2,500	325,545
	Noxious Weeds	126-19/20	Operating Expenses			2,000	323,545
	Caravan Park Cabins	126-19/20	Operating Expenses		5,000		328,545
	Other Expenses - CDO	126-19/20	Operating Expenses		7,000		335,545
	Roads Maintenance	126-19/20	Operating Expenses		6,000		341,545
	Ovals & Grounds - Temporary Lighting	126-19/20	Operating Expenses			22,500	319,045
	GSG Building Maintenance	126-19/20	Operating Expenses		10,000		329,045
	Councillors Conferences and Training	126-19/20	Operating Expenses		4,500		333,545
	Street Signage	126-19/20	Operating Expenses		10,000		343,545
	Public Works Overheads Classification Change	126-19/20	Operating Expenses			160,978	182,567
	Councillors Allowances - Special Meetings	126-19/20	Operating Expenses			5,000	177,567
	WSFN Grant Income	126-19/20	Capital Revenue		209,432		386,999
	WSFN Road Project	126-19/20	Operating Expenses			154,391	232,608
	Road Construction	126-19/20	Operating Expenses		2,500		235,108
	Footpath Construction	126-19/20	Operating Expenses			2,500	232,608
	Pool Shade Sail System	126-19/20	Operating Expenses			10,000	222,608
	Street Signage	126-19/20	Operating Expenses			10,000	212,608
	WSFN Contribution from Reserve - Reduced Requirement	126-19/20			55,041		267,649
	Adjustment based on Actual Opening Surplus	126-19/20	Opening Surplus(Deficit)		142,822		410,471
				0	953,218	673,055	410,471

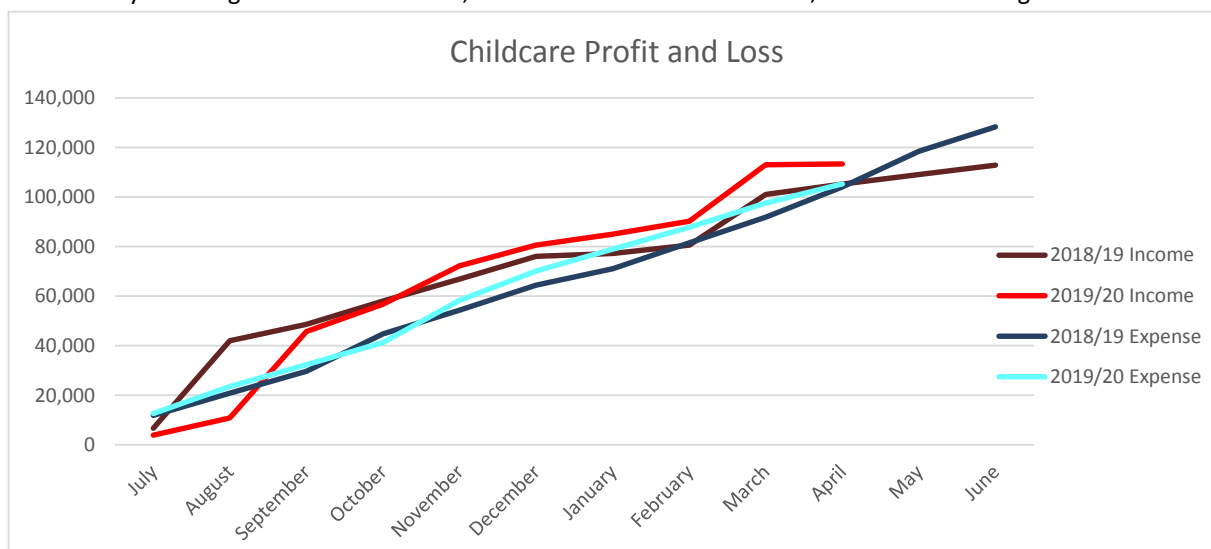
KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**NOTE 13
CHILDCARE**

Childcare Profit and Loss (Cash)	Month Actual	YTD Actual	Budget	VAR %
INCOME				
Fees	\$ 274	\$ 77,080	\$ 90,000	86%
Grant Funds		\$ 36,000	\$ 35,000	103%
Donations		\$ -	\$ 1,000	0%
**Funds Reimbursements		\$ 270		
TOTAL INCOME	\$ 274	\$ 113,350	\$ 126,000	90%
EXPENDITURE				
	Month Actual	YTD Actual	Budget	VAR %
Insurance		\$ 2,514	\$ 2,513	100%
Dept Communities - Annual Service Fee			\$ 1,500	0%
Operating Expenses	\$ 367	\$ 3,954	\$ 13,500	29%
Power		\$ 985	\$ 1,500	
Phone	\$ 22	\$ 373	\$ 500	0%
Wages	\$ 6,713	\$ 89,057	\$ 109,269	82%
Superannuation	\$ 649	\$ 8,151	\$ 10,381	79%
**Funds to be reimbursed		\$ 270		
TOTAL EXPENDITURE	\$ 7,750	\$ 105,303	\$ 139,163	76%
Income	\$ 113,350			
Expenses	\$ 105,303			
Surplus/ Defecit	\$ 8,047			

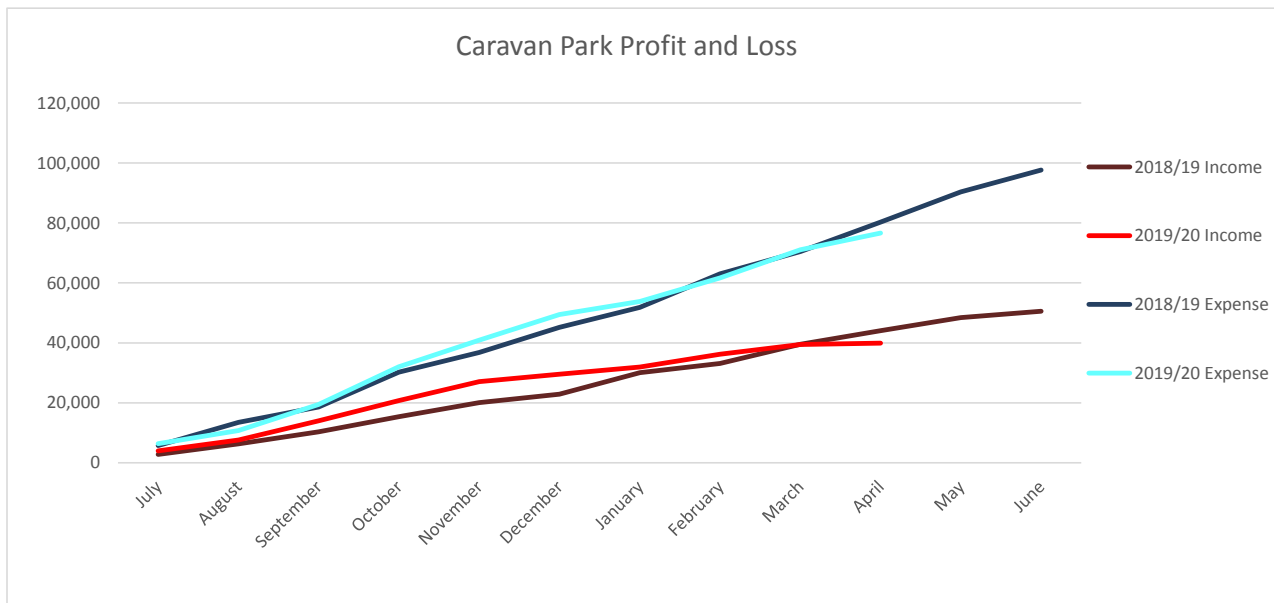
** Funds for Reimbursement are purchased by the Shire on behalf of the fundraising committee and directly on charged to the committee, there is a neutral costs to Shire, therefore not budgeted



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**NOTE 14
CARAVAN PARK**

Caravan Park Profit and Loss	YTD Bookings/ Stays	YTD Actual	Current Budget	VAR %
INCOME				
Caravan Park Charges	752	\$21,098	\$30,500	69%
Cottage Charges	52	\$4,302	\$9,000	48%
Cabins Charges	121	\$14,505	\$21,000	69%
TOTAL INCOME		\$39,905	\$60,500	66%
EXPENDITURE				
Caravan Park				
Wages inc O/H		\$36,512	\$51,963	70%
Materials		\$7,150	\$6,255	114%
Utilities		\$9,782	\$13,860	71%
Insurance		\$711	\$646	110%
Caravan Park Total		\$54,156	\$72,724	74%
Cottage				
Wages inc O/H		\$4,496	\$6,816	66%
Materials		\$6,284	\$22,175	28%
Utilities		\$1,092	\$1,630	67%
Insurance		\$589	\$535	110%
Cottage Total		\$12,461	\$31,156	40%
Cabins				
Wages inc O/H		\$7,592	\$19,265	39%
Materials		\$1,597	\$3,325	48%
Utilities		\$816	\$14,370	6%
Insurance		\$0	\$0	
Cabins Total		\$10,005	\$36,960	27%
TOTAL EXPENDITURE		\$ 76,622	\$ 140,840	54%
Income		\$ 39,905	\$ 60,500	66%
Expenses		\$ 76,622	\$ 140,840	54%
Surplus/ Deficit		-\$ 36,718	-\$ 80,340	46%



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**NOTE 15
RATIO'S**

	2020	This Time	2019	2018	2017	Target Range
	YTD	Last Year				
Current Ratio	2.55	4.45	6.00	0.93	1.29	≥1.00
Debt Service Cover Ratio	12.02	21.23	19.61	16.98	41.90	≥ 15.0
Operating Surplus Ratio	(0.19)	(0.05)	0.01	(0.24)	(0.43)	≥0.15
Own Source Revenue Coverage Ratio	0.83	0.50	0.77	0.69	0.46	≥0.90

The above ratios are calculated as follows:

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

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

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

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

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

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 Skeleton Weed Program / Avon South Local Action Group

Meeting Date	28 th May 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Correspondence from the Mr Brian Kimber of the Department of Primary Industry and Regional Development (ii) Minutes of the Foundation Meeting of the Avon South Local Action Group for Skeleton Weed
Owner/Applicant	Mr Brian Kimber on behalf of the Avon South Local Action Group. CEO – Nil
Disclosure of Interest	It is reported that the Local Action Group have offered the interim Coordinator's Position to Mr Brian Kimber. Any appointment would be subject to the successful Funding application submitted by the Local Action Group to the State Department.

OFFICER RECOMMENDATION

That: -

- Council Support the Avon South Local Action Group for Skeleton Weed covering the Shire Districts of Beverley, Brookton, Quairading and York by holding and administering the Group's Funding from the Department of Primary Industries and Regional Development and the Grains, Seeds and Hay Industry Fund Scheme for a proposed Period of 3 Financial Years.**
- That Council support the Local Action Group with the employment of the Local Action Group Coordinator on a full Cost Recovery basis.**
- Council review the Support Arrangement on an Annual basis.**

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Council was approached in September 2019 in regard to Council hosting the Finances for a Local Area Action Group (LAG) that has been formed covering the Shire Districts of Quairading, Beverley, Brookton and York.
- Local Rural Landholders / Growers are on the South Avon LAG Establishment Committee.
- LAG's are administered by the Department of Primary Industries and Regional Development (DPIRD) with full funding sourced from the "Grains, Seeds and Hay Industry Fund Scheme" (GSHIFS)
- LAG's Funding is directed through a Host Council with Funds being drawn down upon the authorisation of the appointed LAG Executive Office bearers.
- Council will be receiving an Administration Allowance of \$2,000 per Year.
- Further research has been undertaken by the CEO on the operation of LAG's in neighbouring Councils and it is concluded that there will be minimal (if any) impact on Council's Operations whilst

providing a valuable State Government and Grower Funded Biosecurity Service within the four Districts.

MATTER FOR CONSIDERATION

Proposal for Council to host the Governance and Finances for the newly formed Local Action Group under the State Government's Skeleton Weed Program.

BACKGROUND

Background and Funding

The Skeleton Weed Program began in 1973-74 following the discovery of large infested areas in the Shire of Narembeen District.

The program is delivered by the Department of Primary Industries and Regional Development (DPIRD) under a service delivery arrangement with the Grains, Seeds and Hay Industry Management Committee.

The Committee acts under the Biosecurity and Agriculture Management Industry Funding Schemes (Grains) Regulations 2010 to manage prioritised pests affecting the grains industry.

The Grains, Seeds and Hay Industry Management Committee is funded through contributions raised on the sale of grain, seed and hay.

Services provided by the program are only available to landholders who contribute to the Grains Industry Funding Scheme through the sale of grain, seed or hay. Landholders not under the scheme but who have skeleton weed on their properties are still required to meet their obligations under the program but at their cost.

There are a number of LAG's that have been established under the Program including a LAG each in the Shire of Narembeen and the Shire of Bruce Rock.

The CEO's of both Councils have confirmed that they do administer the funding and also provide support by including the LAG Coordinator on their Payroll and also arrange the lease of the Coordinator's vehicle. Both CEO's commented that the Program works very smoothly and is not a financial or administrative impost upon their respective Council.

Narembeen's LAG Officer has desk space at a transportable office building located within the Light Industrial Area.

Bruce Rock's Officer is based at the CRC, however the Officer is mainly out on the road and in the paddocks with landholders.

Office Accommodation in any one of the Towns is yet to be discussed with the LAG Committee, however there is vacant Office spaces within the CRC Building, which could be negotiated at the Set Hire Charges.

Residential Accommodation is not required as this time as the Interim Coordinator resides

Skeleton Weed Program Strategies

- Improve landholders' ability to find and eradicate skeleton weed.
- Increase landholders' awareness of skeleton weed as a highly undesirable weed.
- Widely publicise descriptions and pictures of skeleton weed to help landholders identify infestations.
- Inform landholders about the most up-to-date techniques available for the management and eradication of skeleton weed.
- Encourage local grower groups (Local Action Groups) to participate in cooperative surveillance and reporting of infestations.

- Encourage Local Action Groups to assist in the management and eradication of skeleton weed in their local areas.
- Implement practical compliance regimes in affected areas.
- Provide landholders with incentives to report infestations.
- Provision of winter control treatments where landholders are compliant with program requirements.

STATUTORY ENVIRONMENT

Local Action Groups are established and funded under Biosecurity and Agriculture Management Industry Funding Schemes (Grains) Regulations 2010.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Nil to Council – the LAG is fully funded, with Council also receiving an Administration Allowance of \$2,000 per Year in recognition of being Host Council for the Funds.

The mechanisms of receipt and payment are to be investigated and any accounting income or expenditure will be included in the 2020/21 Budget.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience
ED1.1	Economic and tourism development, including: <ul style="list-style-type: none"> ▪ leverage Federal and State Government priorities and programs (e.g. building the capacity of local industry to undertake Local and State Government contracts)

Natural Environment Objective: To preserve and sustain our natural environment

ITEM	OUTCOMES AND STRATEGIES
NE2	Protected and valued natural areas
NE2.1	Manage regulation of vegetation clearing
NE2.2	Ensure nature reserves and reserves are well managed to meet the needs of the community to enjoy natural areas

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G2	Strengthened Advocacy and Partnerships
G2.1	Partnerships with and advocacy to Federal and State Government to strengthen service provision within the Shire
G2.3	Regional and sub-regional partnerships to achieve better outcomes for the community

COMMUNITY CONSULTATION

Interest Meetings have been held in the Region with a view to establishing the Local Area Group of the Shire Districts of Beverley, Brookton, Quairading and York.

Quairading LCDC have been briefed on the Role and Function of a Local Action Group.

The Skeleton Weed Program and the work of Local Action Groups was displayed on the LCDC Display at the 2019 Quairading Agricultural Show. DPIRD Officer, Mr Brian Kimber was present at the Agricultural Show to promote the Program and to answer any question from the Public who visited the Display.

Local Growers Todd Mills and Chad Mills are Members of the LAG Committee.

There have been a number of Growers who have been approached and support the establishment of the LAG in the four Districts.

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

Financial - Risk Matrix Rating is assessed as Low. The Skeleton Weed Program (through the LAG) is fully funded from the Grains, Seeds and Hay Industry Fund Scheme. Council is only to warehouse the funds and they are only drawn down / used with written authority from the LAG and in accordance with the Group's Deliverable under their Funding Agreement with DPIRD. Enquiries with neighbouring Councils with LAG's, advise that they have had no issue with the operation and administration of the LAG funds or the Program and they have been operating successfully for many years.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Council's role is to hold the funds for the LAG and have the Coordinator on Council's Payroll.

Operation – Risk Matrix Rating is assessed as Low. Management of the LAG Funds can be accommodated within Council's day to day Operations. All procurements for the Program would be through and in accordance with Council's Purchasing Policies and Procedures.

Natural Environment – Risk Matrix Rating is assessed as Low for Council. Skeleton Weed has a major adverse impact on Agricultural Production.

Michelle Wilson

From: Brian Kimber <brian.kimber@dpird.wa.gov.au>
Sent: Tuesday, 24 September 2019 4:14 PM
To: Michelle Wilson
Cc: Martin Atwell; Malcolm Cole; Paul Manera
Subject: ATTENTION; Mr Graeme FARDON. CEO Shire of Quairading - Avon South Local Action Group - Financial Governance.

Dear Graeme

Some time ago I visited you at your office in relation to starting a Landholder initiated Group dealing with all skeleton weed eradication and control matters in the shires of Quairading, Brookton, Beverly, and York.

The nature of our discussions centred around your Shire managing this groups financial matters.

The formation of this group did not progress as was expected, however on Wednesday 31st July 2019 a meeting was held at the Greenhill's Tavern and a committee was duly elected. At this same meeting a point of Business was of who would be looking after all financial matters and after a great deal of discussion it was suggested that the Quairading Shire be approached.

There are a number of Local Action Groups that are well established within WA, those being The Lakes LAG, Avon North LAG, Bruce Rock LAG, Naremben LAG, and the Yilgarn LAG. Each of these Local Action Groups Have a shire Council to manage their financial matters for them and each Shire are paid a fee for that service.

I have been tasked with approaching the Shire of Quairading to investigate if the Shire would be agreeable to manage the Avon South financial Governance in line with that which happens with the above mentioned Local Action Groups.

With all this in mind the purpose of this email is to;

1. Inquire if your Shire would be willing to accept this task on behalf of the Local action Group, and;
2. What information would you require to be able to consider such a request, and;

3. Suggest a means by which this could be achieved.

I must point out that some of the information that may be sought falls under a “confidential” category and may have to be cleared with the Project Manager for Skeleton Weed before being made available.

Please feel free to contact me for any further information.

Thanking you

Brian Kimber | Biosecurity Officer
Sustainability and Biosecurity
Department of Primary Industries and Regional Development
10 Doney Street, Narrogin WA 6312
t +61 (0)8 9881 0222 | f +61 (0)8 9881 1950 | m +61 (0)427 986 302
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Avon South Local Action Group for Skeleton Weed (Shires Quairading, York, Beverly, Brookton)

Meeting Commenced; 1.40pm

Present; Todd MILLS, Chad MILLS, Lance LUDGATE, Mal COLE, Darryl BISHOP, Paul MANERA, Brett SCOURSE and Mrs COLE (visitor).

Apologies; Alan SATTLER, Grant HUMPHREY, Brad WHITE.

Minutes from Previous Meeting; - Inaugural Meeting no minutes

Business Arising from Previous Minutes; Inaugural Meeting no minutes

Correspondence; Nil to be presented Inaugural Meeting no minutes

- **Inwards;** Nil
- **Outwards** Nil

Address to Group; Paul Manera - (Acting Project Manager for Skeleton Weed and Bedstraw) gave a short address on the basics of the Skeleton weed program, The Grains, Seeds and Hay Industry Fund and associated Committee.

Paul's address generated a number of questions and discussions by members of the group.

Election of Office Bearers; Conducted by Brian KIMBER;

- **Chairperson** – Mr Mal COLE volunteered and was elected unopposed.
- **Group Co-ordinator/ Secretary;** Brian Kimber - DPIRD Biosecurity Officer – will fill this role until further notice.
- **Committee Members;** as follows;

Todd MILLS volunteered and was elected unopposed.

Chad MILLS volunteered and was elected unopposed.

Lance LUDGATE volunteered and was elected unopposed.

Darryl BISHOP volunteered and was elected unopposed.

Alan SATTLER volunteered and was elected unopposed.

Brad WHITE volunteered and was elected unopposed.

Grant HUMPHREY volunteered and was elected unopposed.

General Business; The meeting was then opened up to any General business and was advised that the "BUDGET" item included in the agenda was included to stimulate ideas and discussion amongst the group of what would be available to the Group to be able to carry out future activities to service the wider farming community. All present were advised by Paul MANERA of budgetary protocols of the Industry Funding Scheme's procedures, reporting and auditing of funds allocated to Local Action Groups.

Brian KIMBER advised the Group that he had already approached and was negotiating with Mr Graham FARDON, CEO, of the Quairading Shire to handle future financial Governance

of the newly formed Local Action Group but no decision being reached until Mr FARDON was fully briefed on requirements and responsibilities that would be placed on the Shire should they agree to such a role.

After some discussion from the Group it was decided that Brian Continue these negotiations as Quairading was the preferred organisation to carry out this role for the Group.

- **Budget**

1. **GROUP COORDINATOR.** Not a requirement
2. **ADMIN SUPPORT** – Not a requirement.
3. **VEHICLE COSTS** – Not a requirement as all vehicles are supplied by DPIRD at this stage.
4. **WINTER TREATMENT.**
5. **PROMOTION/AWARENESS** – \$1700.00 suggested until a costing can be investigated.
6. **MEETINGS /CONFERENCES** – Based on 4 meetings each year, and sending two persons to the Skeleton Weed debrief each year .Suggest an amount of \$1500.00.
7. **CAPITOL PURCHASES SHIRE ADMINISTRATION FEE** – \$2,000.00 Annual Fee to the Shire
8. **OTHER EXPENDITURE** – To be discussed (possible wages for casual staff for surveillance during search season)

After further discussion within the group it was decided that Brian put together a more detailed list of what may be required for promoting both the New Group and raising awareness of Skeleton weed with the Shires being represented by the Local Action Group.

Mr D. Bishop raised the question of Carting of Hay from infested areas relating to the spread of skeleton weed along road verges.

Paul MANERA advised that timing was a key issue here as most hay dropped for export was in a period where there would be minimal risk of spreading skeleton weed. However if baling of straw following harvesting was conducted on areas that contained infested areas that would pose a real risk of spread.

After some discussion within the Group it was decided that this would be a priority area for the Group to examine and approach the committee with.

MEETING ENDED; 3.30pm

10.2 Purchasing Policy Review

Meeting Date	28 th May 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Purchasing Policy (with Tracked Amendments)
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

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.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- The State Government has amended the Local Government (Functions and General) Regulations 1996 to increase the Tender Threshold from \$150,000 to \$250,000.
- In addition, new provisions were made in the legislation to remove the requirement to go to Public Tender in Declared Emergencies for Goods and Services directly relating to the Emergency.
- The Revised Policy also includes the adjustment of the other Thresholds in the Purchasing Policy to enable Management to more effectively procure Goods and Services without diminishing the level of governance, accountability and transparency required by Council.
- The principle of "Local Buy" has been incorporated into the proposed Revised Policy.
- The proposed changes are desirable to ensure robust compliance with applicable State Regulation.
- This policy assists with maintaining a strong governance framework with respect to the procurement of goods, services and works for Council.

MATTER FOR CONSIDERATION

That Council consider the revised Purchasing Policy for adoption.

BACKGROUND

Council last reviewed the Purchasing Policy in September 2018. The Policy is ordinarily reviewed every two (2) years.

As part of recent Covid-19 legislation, the State Government has amended the Local Government (Functions and General) Regulations 1996 to increase the Tender Threshold from \$150,000 to \$250,000.

This is a permanent change to the Threshold in Regulation 11.

Therefore, it is necessary for Council to amend its Policy to reflect the new Threshold prescribed by Legislation.

In line with Council's ongoing policy review process, the Purchasing Policy has been reviewed in light of the updated West Australian Local Government Association (WALGA) Model Purchasing Policy and internal review of purchasing processes.

The Management Team propose that it is timely for Council to consider the Variation of the lowest Threshold in the Policy from \$5,000 to \$10,000 which relates to Purchases that can made by Authorised Delegated Officers with one written or verbal Quotation.

The amendment is sought to alleviate the difficulties encountered by Staff with Purchases that are just over the \$5,000 Threshold and requiring a written second quote. Many of these procurements involve local businesses and Contractors and a second Quotation needs to be sought from outside of the District to comply with the current Policy. The regional businesses who are being asked for the second quote are aware that Council has a "Buy Local" policy and that the second quote is being sought for both comparison and Policy compliance reasons.

The seeking of the second quote often does not lead to "Better Value" being achieved and can prolong the purchasing process.

WALGA recently published an updated version of its Model Purchasing Policy template (available to Governance and/or Procurement subscribers) to address the recent amendments to the *Local Government (Functions and General) Regulations 1996* and have updated the 'Local Buy' policy principles to align with Premier McGowan and Minister Templeman's request for Local Government goods and services expenditure to be invested toward economic support of local businesses.

The recommended Revised Purchasing Policy has been based on the Principles included in the WALGA Model Policy.

The key amendments are provided below: -

Local Government (Functions and General) Regulations 1996

An increase to the tender threshold to \$250,000.

Removing the requirement to publicly invite tenders during a state of emergency for:

- the supply of goods or services associated with a state of emergency and
- a contract renewal or extension of no more than 12 months when the original contract is to expire within three months.

STATUTORY ENVIRONMENT

Local Government Act 1995

3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

Local Government (Functions and General) Regulations 1996, Part 4

Reg 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.

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.

POLICY IMPLICATIONS

Amendment to this Policy.

FINANCIAL IMPLICATIONS

There are no direct financial implications of adopting the proposed changes to the purchasing policy, however the proposed changes are aimed at ensuring that the Shire of Quairading obtains value for money in its purchasing in a legally and ethically compliant manner.

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

CONSULTATION

The proposed changes relate to improvement of internal processes. Accordingly, it was determined that no public consultation is required.

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

Financial - Risk Matrix Rating is assessed as Low. Purchasing policy is required by legislation and provides Governance direction to Management and to the Delegated Purchasing Officers.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Risk is mitigated through the regular review of the Policy to align it with legislation and Industry Best practice. Failure to comply with the Policy by Management will result in an escalated Fraud Risk and Reputational Risk.

Operation – Risk Matrix Rating is assessed as Low. Processes in accord with the Policy are already incorporated into Council's day to day Operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Under the Local Government Act, Council is able to make, amend and revoke Policies to assist Council with performing its Executive functions and Statutory obligations.

This policy was last reviewed and adopted on 27th September 2018 (Resolution No. 41-18/19) as part of the Policy Review Project.



PURCHASING POLICY

Document Status	Under Review
Statutory Environment	Local Government Act 1995

Record of Policy Review

Version	Author	Council Adoption	Resolution	Reason for Review	Review Date
01	Graeme Fardon	24 February 2016	134-15/16	New Policy	
02	Graeme Fardon	27 September 2018	41-18/19	Policy Review Project – 5/09/2018	
03	Graeme Fardon			Policy Review due to the recent amendments to the <i>Local Government (Functions and General) Regulations 1996</i>	May 2020

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. ~~This period may be extended to a maximum of 5 years, only where the supply category has a high risk of change i.e. to technology, specification, availability or the Shire's requirements.~~

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 \$5,000 <u>\$10,000</u> (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) verbal or written <u>or verbal</u> quotation from a suitable supplier.</p> <p>The rationale for the procurement decision should be documented and recorded in accordance with the Shire Records Management Policy.</p>
From \$5,001 <u>\$10,001</u> and up to \$25,000 <u>\$50,000</u> (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"> • a brief outline of the specified requirement for the goods; services or works required; and • value for money criteria, not necessarily the lowest price. <p>The rationale for the procurement decision should be documented and recorded in accordance with the Shire Records Management Policy.</p>
\$25,001 <u>\$50,001</u> and up to \$50,000 <u>\$100,000</u> (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"> • a brief outline of the specified requirement for the goods; services or works required; and • value for money criteria, not necessarily the lowest quote. <p>The rationale for the procurement decision should be documented and recorded in accordance with the Shire Records Management Policy.</p>
\$50,001 <u>\$100,001</u> and up to \$250,000 <u>\$150,000</u> (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"> • a supplier included in the relevant WALGA Preferred Supplier Arrangement; or • other suppliers that are accessible under another tender exempt arrangement; or • the open market. <p>The purchasing decision is to be based upon assessment of the suppliers' response to:</p> <ul style="list-style-type: none"> • a detailed written specification for the goods, services or works required and • pre-determined evaluation criteria that assesses all best and sustainable value considerations. <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 \$150,000 (exc GST)	<ul style="list-style-type: none"> Conduct a Public Request for Tender process in accordance with the Local Government Act 1995 and relevant Shire/Town/City Policy requirements or. Seek at least three (3) written quotations from suppliers included in the relevant WALGA Preferred Supplier Arrangement and / or another tender exempt arrangement; <p>The purchasing decision is to be based upon the supplier's response to:</p> <ul style="list-style-type: none"> 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 pre-determined evaluation criteria that assesses all best and sustainable value considerations. <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)	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. 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.
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 ~~\$150,000~~\$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.

~~An emergency purchase is defined as an unanticipated purchase which is required in response to an emergency situation as provided for in the Act. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.~~

~~Time constraints are not a justification for an emergency purchase. Every effort is to be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.~~

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

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

12.1 RFT 05-19/20 Supply and Delivery of one New Compact Tracked Loader and the Trade or Outright purchase of one x 2008 Caterpillar Skid Steer Loader.

Meeting Date	28 th May 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMSW Allan Rourke
Attachments	2 X Confidential attachments under separate cover
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

That Council: -

1. **Accept the Tender received from Clark Equipment Sales for the Supply and Delivery of one (1) New Compact Tracked Loader being a Bobcat T595 for the cost of \$86,650 (ex GST) and the Trade of Council's 2008 Caterpillar 226B Skid Steer Loader of \$16,000 (ex GST).**
2. **Notes that the Changeover Amount of \$70,650 (ex GST) will be fully funded from Council's Plant Replacement Reserve Fund.**
3. **Amend the Current Budget Capital Expenditure from \$85,000 to \$86,650, Proceeds from Sale from \$12,000 to \$16,000 and reduce transfer from Plant Reserve from \$73,000 to \$70,650.**

VOTING REQUIREMENTS – Absolute Majority

IN BRIEF

- Request for Tender (RFT) advertised for the Supply and Delivery of new machine and the Trade or Outright Purchase of Council's Caterpillar Skid Steer Loader.
- Whole of life costing based on 7-year replacement was prepared by UNIQCO.
- Five Tender Submissions received for the supply, delivery with trade.
- Two Tender Submissions received for the outright purchase.
- Operator assessment on short listed machines was carried out by the EMWS.

MATTER FOR CONSIDERATION

For Council to consider the Officers' Tender Evaluation of the submissions received for the Supply and Delivery of one (1) new Compact Tracked Loader and Trade or Outright Purchase of Council's 2008 Caterpillar 226B Skid Steer Loader.

BACKGROUND

A RFT was advertised in the West Australian on the 22nd April 2020, Council's Website, Banksia Bulletin and Passion Sheet.

The submissions were assessed using an assessment matrix as shown below:

Price Consideration	Weighting
Whole of life cost	40%
Tendered Price	30%
Qualitative Criteria	
Service and Backup	10%
Warranty	10%
Environmental Impact	10%

The assessment matrix allows Tenders to be evaluated in an unbiased manner where the tenderer with the highest overall points may be considered to be the most advantageous Tender. This is to be used as a guide only during the assessment and is not necessarily binding.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 3.57

LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996 - REG 11

11. When tenders have to be publicly invited

(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 \$150 000 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
- (b) The supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program.

It is highlighted that this was current legislation at the start of the procurement process

POLICY IMPLICATIONS

The Shire of Quairading Purchasing Policy FIN.2, requires that for prices over \$150,000 Council goes to public tender. WALGA's preferred supplier list allows for the tender process to be waived in lieu of seeking quotations from suppliers on WALGA's 'preferred supplier list'.

FINANCIAL IMPLICATIONS

In the Shire of Quairading 2019/2020 Adopted Budget, an allowance has been made of \$73,000 (ex GST) changeover cost. The recommended changeover cost would be \$70,650 (ex GST) should Council accept the Officers' Recommendation.

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

COMMUNITY CONSULTATION

N/A.

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

Financial – Risk Matrix Rating is considered Low – Change over cost is within budget.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating is considered Low – Tenders have been sought as per Council's Purchasing Policy FIN.2 and the LG Act and Regulations.

Operation – Risk Matrix Rating is considered Low – in accordance with the Ten Year Plant Replacement Program. Purchase and changeover of the Compact Tracked Loader will not impact upon Council's operations.

Natural Environment – Risk Matrix Rating is considered Low.

COMMENT

Tender submissions closed on Friday 8th May 2020 at 4.00pm, Tender opening was conducted on Monday 11th May 2020 at 1.00pm five (5) submissions had been received from five (5) companies for the supply and trade and two companies for the outright purchase via RFT 05-19/20: -

Supply and Trade

- Porter Equipment Australia
- ASV Sales and Services
- WesTrac Pty Ltd
- Clark Equipment Sales
- Source Machinery

Outright Purchase

- Allused Equipment Pty Ltd
- Smith Broughton Auctioneers

Source Machinery Tender submission was a late submission and was not accepted.

The four complying submissions for the Supply and Trade have been assessed and scored against Price considerations and Qualitative Criteria. Totals are as follows:

Company	Make	Model	Weighted Score
Porter Equipment Australia	ASV	RT65	85.26
*ASV Sales and Service	ASV	RT65	0
*WesTrac	Caterpillar	259D3	0
Clark Equipment Sales	Bobcat	T595	88.00

*Note: The Tender submissions from ASV Sales and Service and WesTrac were not considered as they were too far over the Changeover budget.

As the trade prices are better value to Council the two tender submissions received for the outright purchase have not been recommended.

From the above table, the Tenderer to receive the highest score is Clark Equipment Sales for the Bobcat T595.

The Executive Manager of Works and Services and the Works Staff have undertaken an operational and visual assessment of the ASV RT65 Machine.

The Executive Manager of Works and Services has undertaken an operational and visual assessment of the Bobcat T595 Machine.

The inspections included access to maintenance service points, cab layout, operator comfort, safety and overall suitability for Council's requirements.

Both machines displayed all the necessary requirements from the operational assessment.

In conclusion, based on the evaluation made, the tender submission from Clark Equipment for the Bobcat T595 is the preferred machine.

ITEM 13 URGENT COUNCILLORS' BUSINESS

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

No matters for consideration.

ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 25th June 2020, commencing at 2 pm at the Council Chambers, 10 Jennaberring Road, Quairading. (Venue to be confirmed)

ITEM 16 CLOSURE

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