

# Ordinary Council Meeting

## Notice of Meeting | 29<sup>th</sup> April 2021

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday 29<sup>th</sup> April 2021 commencing at 2.00 pm.

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

Public are able to attend this meeting.

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

Alternatively, Questions may be asked in Person.

MEETING AGENDA ATTACHED

*Graeme Fardon*

Graeme Fardon  
CHIEF EXECUTIVE OFFICER

Date: 23<sup>th</sup> April 2021

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### Disclaimer

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

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# CONTENTS

## Agenda Item

Page

ITEM 1	OPENING & ANNOUNCEMENTS.....	3
ITEM 2	ATTENDANCE AND APOLOGIES .....	3
ITEM 3	PUBLIC QUESTION TIME.....	3
ITEM 4	DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS.....	4
ITEM 5	APPLICATIONS FOR LEAVE OF ABSENCE.....	4
ITEM 6	DECLARATIONS OF INTEREST.....	4
ITEM 7	CONFIRMATION OF MINUTES AND BUSINESS ARISING .....	4
7.1	Confirmation of Minutes: Ordinary Council Meeting – 25 <sup>th</sup> March 2021 .....	4
7.2	Business Arising.....	4
ITEM 8	MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING .....	5
ITEM 9	MATTERS FOR CONSIDERATION – FINANCE & AUDIT .....	6
9.1	Accounts for Payment – March 2021 .....	6
9.2	Financial Information–Statements of Income and Expenditure for the Period Ending – 28 <sup>th</sup> March 2021 8	8
9.3	Elected Members Meeting Fees & Allowances - Western Australian Salaries and Allowances Tribunal (SAT) Determination .....	10
9.4	Office of the Auditor General (OAG) – Appointment of Audit Firm to conduct Financial Audit.....	14
ITEM 10	MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION .....	17
10.1	Bush Fire Advisory Committee Meeting Minutes – 15 <sup>th</sup> April 2021.....	17
	<i>1) Amendment of the Prohibited Burning Period.....</i>	<i>17</i>
10.2	Strategic Planning Committee Minutes – 13 <sup>th</sup> April 2021 .....	20
	<i>1) Organisational Culture and Capacity Building – Reviewed Workforce Plan 2018 – 2022.....</i>	<i>20</i>
	<i>2) "Free Camping" options in the District .....</i>	<i>20</i>
	<i>3) Review of Cuneata Rise Estate Land Prices and Strategy (Confidential tem).....</i>	<i>21</i>
	<i>4) Project Management Status Report.....</i>	<i>21</i>
	<i>5) Future heating of the Quairading Leisure Pool.....</i>	<i>21</i>
	<i>6) Strategic Community Plan Review Report .....</i>	<i>21</i>
	<i>7) Review of the Draft Business Support Grant Program .....</i>	<i>22</i>
	<i>8) Community Grants Program (2021/22) – Round 1.....</i>	<i>22</i>
10.3	Temporary Employment or Appointment of CEO Policy.....	24
10.4	Community Grants Program (2021/22) – Round 1.....	28
ITEM 11	MATTERS FOR CONSIDERATION – HEALTH AND BUILDING .....	31
ITEM 12	MATTERS FOR CONSIDERATION – WORKS .....	32
12.1	RFT No.5-20/21 Construction of Stage 1- Light Industrial Subdivision at Lot 1 and Lot 75 Winmar Road 32	32
12.2	RFT 6-20/21 Three (3) x Gravel Sheeting Projects Within the Shire of Quairading.....	36
ITEM 13	URGENT COUNCILLORS' BUSINESS .....	39
ITEM 14	CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2) .....	40
ITEM 15	NEXT MEETING DATE.....	41
ITEM 16	CLOSURE.....	41

# SHIRE OF QUAIRADING

## ITEM 1 OPENING & ANNOUNCEMENTS

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

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

## ITEM 2 ATTENDANCE AND APOLOGIES

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### Councillors

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

### Council Officers

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

### Observers/Visitor

### Apologies

### Leave of Absence Previously Granted

## ITEM 3 PUBLIC QUESTION TIME

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## ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

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## ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

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## ITEM 6 DECLARATIONS OF INTEREST

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Elected Members in accordance with section 5.61 and 5.65 of the Local Government Act 1995 and the Local Government (Model Code of Conduct) Regulations 2021 Schedule 1 Division 4 regulation 22:

A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by the member must disclose the nature of the interest -

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed.

Local Government employees in accordance with section 5.70 or 5.71 of the Local Government Act 1995 and the Local Government (Administration) Regulations 1996 Part 4A Division 2, regulation 19AD:

An employee who has an interest in any matter to be discussed at a council or committee meeting attended by the local government employee disclose the nature of the interest –

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed.

## ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 7.1 Confirmation of Minutes: Ordinary Council Meeting – 25<sup>th</sup> March 2021

#### RECOMMENDATION

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

That the Minutes of the Ordinary Meeting of Council held on the 25<sup>th</sup> March 2021 be confirmed as a true and accurate.

\_\_\_\_/\_\_\_\_

**Voting Requirements – Simple Majority**

### 7.2 Business Arising

# SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 25<sup>th</sup> March 2021 commencing at 2.03 pm

## ITEM 1 OPENING & ANNOUNCEMENTS

---

The Shire President opened the Meeting at 2.03 pm.

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

The Shire President advised that an Invitation had been extended to Sergeant Lindsay Collett, the new School Teachers, to be accompanied by Principal Mrs Pauline Wray to join Council for Afternoon Tea.

## ITEM 2 ATTENDANCE AND APOLOGIES

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### Councillors

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

### Council Officers

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

### Observers/Visitor

Nil

### Apologies

Cr B McGuinness

### Leave of Absence Previously Granted

Nil.

## ITEM 3 PUBLIC QUESTION TIME

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Nil - No Members of the Public in attendance and no Written Questions submitted.

## ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

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Mr Murray Yarran, Ms Cynthia Dann and four (4) Community Elders were scheduled to attend and present to Council on Community Concerns, however they did not attend the Meeting.

## ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

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Nil.

## ITEM 6 DECLARATIONS OF INTEREST

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Nil, at this time.

## ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

---

### 7.1 Confirmation of Minutes: Ordinary Council Meeting – 25<sup>th</sup> February 2021

#### **RESOLUTION: 127-20/21**

#### **MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley**

That the Minutes of the Ordinary Meeting of Council held on the 25<sup>th</sup> February 2021 be confirmed as a true and accurate.

**CARRIED 7/0**

### 7.2 Business Arising

#### **Cr Hippisley**

Cr Hippisley enquired if there had been any progress on the Town Planning issued raised in Item 13 on Garages/Outbuildings (Page 38).

The CEO reported that he has received advice from Council's Town Planning Consultant and that he was yet to finalise the advice and future actions before contacting the landholder / proponent.

#### **Cr Jo Haythornthwaite**

Cr Jo Haythornthwaite queried progress on the relocation of the Dulbelling North Road / York – Merredin Road Standpipe (Page 38)

The Executive Manager of Works & Services Mr Rourke advised that Water Corporation has responded to Council's initial correspondence regarding safety concerns of the location of the Standpipe on the Main Road, and the Water Corporation has provided initial information on water supply infrastructure in the locality for further research and discussions.

ITEM 8      MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

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*No matters for consideration.*

**9.1 Accounts for Payment – February 2021**

<b>Meeting Date</b>	25 <sup>th</sup> March 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellow
<b>Attachments</b>	(i) February 2021 Payment List (ii) Transport Takings (iii) Credit Card Statement
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

**OFFICER RECOMMENDATION**

**RESOLUTION: 128-20/21**

**MOVED Cr Cowcill SECONDED Cr Stacey**

That Council note the following:

1. That Schedule of Accounts for February 2021 covering Municipal Vouchers 23794 to 23805, EFT 8917 to EFT 9059 \$708,253.89 be received and
2. That Police Licensing payments for the month of February 2021 totalling \$64,192.85 be received (Attachment ii); and
3. That fund transfers to Corporate Credit Card for February 2021 balance totalling \$1,511.09 be received (Attachment iii); and
4. That Net Payroll payments for the month February 2021 totalling \$113,748.64; and
5. That the Lease payment for the month of February 2021 on the CESM Vehicle totalling \$1,140.08.

**CARRIED 7/0**

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**IN BRIEF**

Payments are per attached schedules 9.11/2/3

**MATTER FOR CONSIDERATION**

Note the Accounts paid during February 2020.

**BACKGROUND**

Accounts paid are required to be submitted each month.

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

Nil



## FINANCIAL IMPLICATIONS

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

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

## 9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 28<sup>th</sup> February 2021

<b>Meeting Date</b>	25 <sup>th</sup> March 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellow
<b>Attachments</b>	(i) Financial Statements for February 2021
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 129-20/21

#### MOVED Cr Hippisley SECONDED Cr Stacey

That Council receive the Monthly Financial Statements for the period ending 28<sup>th</sup> February 2021.

**CARRIED 7/0**

### IN BRIEF

- Monthly Financial Statements for the period ending 28<sup>th</sup> February 2021 attached.
- Monthly Financial Statements have been updated based on the Moore Australia's Monthly Statements Model.
- The Monthly Financial Statements report include the Fund Balances Report and the Variance Report.

### MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements

### BACKGROUND

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

### STATUTORY ENVIRONMENT

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

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

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

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

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

Natural Environment – Risk Matrix Rating considered Low.

## COMMENT

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

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

### 9.3 February 2021 Budget Review

<b>Meeting Date</b>	25 <sup>th</sup> March 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellon
<b>Attachments</b>	(i) February 2021 Budget Review
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

#### OFFICER RECOMMENDATION

**RESOLUTION: 130-20/21****MOVED Cr Jo Haythornthwaite SECONDED Cr Cowcill**

That Council adopt the February 2021 Budget Review Report and the Variations to Budget as detailed in Note 4 of the attachment – February 2021 Budget Review.

**CARRIED BY ABSOLUTE MAJORITY 7/0**

#### IN BRIEF

- Legislative requirement for Council to undertake a Review of the Budget between 1<sup>st</sup> January and the 31<sup>st</sup> March each Financial Year.
- Council's Budget Review Workshop was held on the 2<sup>nd</sup> March 2021, the February Budget Review Report and Budget Variations are submitted to Council for adoption.

#### MATTER FOR CONSIDERATION

Adoption of the Statutory Budget Review Report and Supporting Summary of Major Budget Variations.

#### BACKGROUND

Council is required to conduct a Budget Review between 1<sup>st</sup> January and 31<sup>st</sup> March each Financial Year and to submit the Review Report and relevant Council Minutes to the Department of Local Government within 30 days of Council's Determination.

#### STATUTORY ENVIRONMENT

##### Local Government Act 1995 Section 6.2

##### Local Government (Financial Management) Regulations 1996

##### 33A. Review of budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must: -
  - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
  - (b) consider the local government's financial position as at the date of the review; and
  - (c) review the outcomes for the end of that financial year that are forecast in the budget.

- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

\*Absolute majority required.

- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

The Budget Variations are detailed in this report.

These will change the Budgeted closing surplus to \$32,411 from the current surplus of \$68,726.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

Nil.

## RISK ASSESSMENT

Financial – Risk Matrix Rating considered Low Risk. Review process mitigates the financial variability (risk) of Council Financial Position as a result of the review of the actual Outcomes of Council's Operations and Projects undertaken for the Year to date.

Health – Risk Matrix Rating considered Low Risk.

Reputation – Risk Matrix Rating considered Low Risk. Budget Review is a legislative requirement. Failure to comply with the legislative requirement would increase Council's Reputational Risk Rating.

Operation – Risk Matrix Rating considered Low Risk. Adopted Review provides for sufficient Funding to enable the continuation of Council's Activities and Projects to the 30<sup>th</sup> June 2021.

Natural Environment – Risk Matrix Rating considered Low Risk.

## COMMENT

An Annual Budget Review is a statutory requirement however, is also part of Financial Management Best Practice.

Officers have conducted two budget workshops, the first with Senior Officers and the second with Councillors and Senior Officers in attendance. Variations to the Budget have been outlined in the attached Budget Review Report and are now recommended to Council.

SHIRE OF QUAIRADING  
 NOTES TO THE REVIEW OF THE ANNUAL BUDGET  
 FOR THE PERIOD ENDED 28TH FEBRUARY 2021

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
<b>4.1 OPERATING REVENUE (EXCLUDING RATES)</b>		
<b>4.1.1 FEES AND CHARGES</b>		
Waiving of Sporting Club Fees and Charges	-	2,000
Caravan Park Cabins		5,000
Factory Unit	-	3,000
Private Works		7,500
Miscellaneous Materials		7,500
<b>4.1.2 OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>		
Grant Commission (FAGs)		12,732
Medical Practice Income - Nurse incentive grant		5,000
<b>4.1.6 INTEREST EARNINGS</b>		
<b>4.1.7 OTHER REVENUE</b>		
<b>4.1.8 PROFIT ON ASSET DISPOSAL</b>		
Predicted Variances Carried Forward	32,732	0
Predicted Variances Brought Forward	32,732	0

SHIRE OF QUAIRADING  
 NOTES TO THE REVIEW OF THE ANNUAL BUDGET  
 FOR THE PERIOD ENDED 28TH FEBRUARY 2021

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
<b>4.2 OPERATING EXPENSES</b>		
<b>4.2.1 EMPLOYEE COSTS</b>		
Parks & Reserves Wages		5,000
Caravan Park Wages		10,000
<b>4.2.2 MATERIAL AND CONTRACTS</b>		
Adverse Event Plan		10,000
Conferences		3,000
Revaluation of Assets		30,000
Integrated Planning		7,500
Town Planning		10,000
Parks & Reserves Contracts	-	11,000
Oval and Grounds Contracts	-	4,000
Bridge Maintenance	-	6,000
Telephone	-	9,000
<b>4.2.3 UTILITY CHARGES</b>		
<b>4.2.4 DEPRECIATION (NON CURRENT ASSETS)</b>		
Road Depreciation	-	840,000
<b>4.2.5 INTEREST EXPENSES</b>		
<b>4.2.6 INSURANCE EXPENSES</b>		
<b>4.2.7 OTHER EXPENDITURE</b>		
<b>4.2.8 LOSS ON ASSET DISPOSAL</b>		
Predicted Variances Carried Forward -	761,768	0
Predicted Variances Brought Forward -	761,768	0

SHIRE OF QUAIRADING  
 NOTES TO THE REVIEW OF THE ANNUAL BUDGET  
 FOR THE PERIOD ENDED 28TH FEBRUARY 2021

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
<b>4.3 CAPITAL REVENUE</b>		
<b>4.3.1 NON OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>		
<b>4.3.2 PROCEEDS FROM DISPOSAL OF ASSETS</b>		
New Grader	-	10,000
Factory Units		230,000
<b>4.3.3 PROCEEDS FROM NEW DEBENTURES</b>		
<b>4.3.4 PROCEEDS FROM SALE OF INVESTMENT</b>		
<b>4.3.5 PROCEEDS FROM ADVANCES</b>		
<b>4.3.6 SELF-SUPPORTING LOAN PRINCIPAL</b>		
<b>4.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)</b>		
Predicted Variances Carried Forward -	541,768	0
Predicted Variances Brought Forward -	541,768	0



SHIRE OF QUAIRADING  
 NOTES TO THE REVIEW OF THE ANNUAL BUDGET  
 FOR THE PERIOD ENDED 28TH FEBRUARY 2021

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
<b>4.4 CAPITAL EXPENSES</b>		
<b>4.4.1 LAND HELD FOR RESALE</b>		
<b>4.4.2 LAND AND BUILDINGS</b>		
Town Hall Building Upgrades	45,750	
Caretaker Cottage	- 45,750	
Youth Centre	- 55,000	
Caravan Park Safety Works	- 6,000	
Town Hall Lighting	3,000	
<b>4.4.3 PLANT AND EQUIPMENT</b>		
CEO Vehicle	4,700	
New Grader	20,000	
Cherry Picker	13,600	
Slasher	- 1,000	
<b>4.4.4 FURNITURE AND EQUIPMENT</b>		
<b>4.4.5 INFRASTRUCTURE ASSETS - ROADS</b>		
Balkuling North Road	2,000	
The Groves Access		20,400
<b>4.4.6 INFRASTRUCTURE ASSETS - OTHER</b>		
Hockey Oval Lighting	- 6,500	
Waterwise Sub Meters	5,000	
Boundary Signage	4,600	
<b>4.4.7 PURCHASES OF INVESTMENT</b>		
<b>4.4.8 REPAYMENT OF DEBENTURES</b>		
<b>4.4.9 ADVANCES TO COMMUNITY GROUPS</b>		
Predicted Variances Carried Forward -	557,368	20,400
Predicted Variances Brought Forward -	557,368	20,400

SHIRE OF QUAIRADING  
 NOTES TO THE REVIEW OF THE ANNUAL BUDGET  
 FOR THE PERIOD ENDED 28TH FEBRUARY 2021

4. PREDICTED VARIANCES

Comments/Reason for Variance

	Variance \$	
	Permanent	Timing
<b>4.5 OTHER ITEMS</b>		
<b>4.5.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)</b>		
Factory Unit Sale	-	230,000
Fix Statutory Budget - Road Infrastructure		120,750
Fix Statutory Budget - Buildings & Infrastructure	-	120,750
Fix Statutory Budget - Buildings & Infrastructure		350,500
Fix Statutory Budget - Plant	-	350,500
<b>4.5.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)</b>		
New Grader - Plant Reserve	-	10,000
Slasher - Plant Reserve	-	13,600
Cherry Picker - Plant Reserve		1,000
<b>4.5.1 RATE REVENUE</b>		
<b>4.5.2 OPENING FUNDING SURPLUS(DEFICIT)</b>		
Actual Opening Position	-	86,747
<b>4.5.3 NON-CASH WRITE BACK OF PROFIT (LOSS)</b>		
Road Depreciation		840,000
<b>Total Predicted Variances as per Annual Budget Review</b>	-	56,715
		20,400

## 9.4 Audit and Risk Committee Meeting Minutes – 9<sup>th</sup> March 2021

<b>Meeting Date</b>	25 <sup>th</sup> March 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Audit & Risk Committee Meeting Minutes
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

### OFFICER'S RECOMMENDATION

**RESOLUTION: 131-20/21**

**MOVED Cr Stacey SECONDED Cr Hippisley**

That Council receive the Minutes of the Audit & Risk Committee Meeting held on the 9<sup>th</sup> March 2021.

**CARRIED 7/0**

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

**1) Statutory Compliance Audit Return 2020**

**RESOLUTION: 132-20/21**

**MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite**

*RECOMMENDATION: AR13-20/21*

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

The Statutory Compliance Audit Return for the period 1st January 2020 to 31<sup>st</sup> December 2020 be adopted by Council.

**CARRIED 7/0**

**2) Grant Funding Status Report**

**RESOLUTION: 133-20/21**

**MOVED Cr Cowcill SECONDED Cr Hippisley**

*RECOMMENDATION: AR14-20/21*

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

Council notes the Grants Status Reports dated March 2021.

**CARRIED 7/0**

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

**RESOLUTION: 134-20/21****MOVED Cr Stacey SECONDED Cr Jo Haythornthwaite**

*RECOMMENDATION: AR15-20/21*

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

Council receive the report on the Shire's Leave Liabilities.

**CARRIED 7/0**

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**IN BRIEF**

Minutes of the 9<sup>th</sup> March 2021 Meeting of the Audit and Risk Committee include three (3) Recommendations to Council.

**MATTER FOR CONSIDERATION**

Committee Recommendations to Council.

**BACKGROUND**

The Audit and Risk Committee Meeting was held on the 9<sup>th</sup> March 2021 from which there are three (3) Recommendations for Council's consideration, namely: -

RECOMMENDATION: AR13-20/21

RECOMMENDATION: AR14-20/21

RECOMMENDATION: AR15-20/21

**STATUTORY ENVIRONMENT****AR13-20/21**

*Local Government Act 1995*

*Local Government (Audit) Regulations 1996*

**14. Compliance audits by local governments**

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be –
  - (a) presented to the council at a meeting of the council; and
  - (b) adopted by the council; and
  - (c) recorded in the minutes of the meeting at which it is adopted.

**POLICY IMPLICATION**

**AR15-20/21** Council's ORG.2 Leave Management Policy.

## FINANCIAL IMPLICATIONS

### AR13-20/21

Independent Review of Council's Compliance funded for in the 2020/2021 Adopted Budget.

### AR14-20/21

Nil

### AR15-20/21

Council's current Annual Leave and Long Service Liability as at 28<sup>th</sup> February 2021 estimated at \$249,437.00 and the Cash Balance of the AL & LSL Reserve Fund as at 28<sup>th</sup> February 2021 was \$206,589.65.

Asset to Liability Coverage of 83% deemed Acceptable Risk level.

## 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

N/A

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

Financial – Risk Matrix Rating considered Low. AR15-20/21 - Risk relating to Staff Leave Liability mitigated through the application and compliance with Council's Leave Policy and Management Procedures.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating considered Low. Compliance Audit undertaken and completed in accordance with Reg 14 of the Local Government (Audit) Regulations 1996.

Operation – Risk Matrix Rating considered Low. All Audit and Risk Matters are undertaken as part of Council's operations and within Council's structure and resources.

Natural Environment – Risk Matrix Rating considered Low.

## 9.5 Town Hall/ Administration Centre Carpark Upgrade Project

<b>Meeting Date</b>	25 <sup>th</sup> March 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Concept Plan (ii) Estimate of Costs – Council’s Engineering Consultant
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	CEO- Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 135-20/21

#### MOVED Cr Jo Haythornthwaite SECONDED Cr Stacey

1. That Council submit the Town Hall / Administration Centre / Works Depot Carpark Upgrade Project for funding under the Federal Government’s Local Road and Community Infrastructure Extension Program (LRCI) for \$288,492
2. That the Project at an Estimated Cost of \$328,000 and Funding be included in the 2021/2022 Capital Draft Budget.

**CARRIED 7/0**

### IN BRIEF

- The Federal Government announced Additional Funding of \$288,492 to Council under Phase 2 of the Local Roads and Community Infrastructure Program (LRCI Program).
- The Master Funding Agreement has been signed by both the CEO and the Federal Department.
- This is a Non Competitive Funding Pool.
- The Approved Project/s must be completed by the 31<sup>st</sup> December 2021.
- Council to determine the Project for submission for the Federal Government’s Approval.
- The Executive Management Team and the Grants Team propose that the Redevelopment of the Parking and Landscaping at the Shire Hall, Administration Centre and Works Depot be the Project submitted for LRCI funding.
- Off street Parking and Landscaping is deemed an Eligible Project under the Funding Guidelines.
- Project has been designed, Costed and is able to be delivered by the Grant Funding deadline of the 31<sup>st</sup> December 2021
- Total Estimated Project Cost is \$328,000
- Project and Funding to be included in the 2021/2022 Capital Budget.
- The balance of Project Funding (estimated \$39,508) is proposed to be funded in the 2021/2022 Year from either the Municipal Fund or the Building and Infrastructure Reserve Fund

## MATTER FOR CONSIDERATION

Approval of Project for submission for the Local Roads and Community Infrastructure Program.

## BACKGROUND

On the 22<sup>nd</sup> May 2020 the Australian Government announced a new \$500 million Local Roads and Community Infrastructure Program (LRCI Program).

Through the 2020–21 Budget, the Australian Government announced a further \$1 billion extension of the LRCI Program, following strong community and local government support.

This program supports local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

Eligible Councils will be able to access funding under Phase 2 from the 1<sup>st</sup> January 2021 and approved Projects need to be completed by the 31<sup>st</sup> December 2021.

Council has received written advice that the Federal Government has granted an additional \$288,492 under the Local Roads and Community Infrastructure Program Extension (COVID-19). Guidelines and Conditions of this additional funding have been received.

The Funding Agreement has been signed by both Council and the Departmental Signatories.

The Town Hall / Administration Centre / Works Depot Carpark Upgrade Project has been listed in Draft Budgets for multiple years and has always been deferred to future years due to lack of External Grant Funding and also due to higher competing priorities for Council's Funds in those particular years.

This Grant opportunity has presented which provides 88% Funding for this long planned Project.

## STATUTORY ENVIRONMENT

The Federal Department of Infrastructure, Transport, Regional Development and Communications ("The Department") will administer the LRCI Program.

## POLICY IMPLICATIONS

N/A.

## FINANCIAL IMPLICATIONS

2020/2021 Budget - No provision made for the additional Income of \$288,492 from the LRCI (Phase 2). Likewise, no provision was made for the Capital Expenditure.

2021/2022 Budget - Provision would need to be made in the 2021/2022 FY for the Capital Expenditure of \$328,000 and Capital Grant Income of \$288,492. Council would need to consider at the Draft Budget Workshops, whether the balance of the funding would be funded from the Municipal Fund or from Council's Reserve Funds.

## STRATEGIC IMPLICATIONS - Strategic Community Plan 2017 - 2027

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

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

ITEM	OUTCOMES AND STRATEGIES
B2.2	Ensure the provision of community facilities and other built assets takes into account the needs of the community

### **Corporate Business Plan 2017-2021**

The Carpark Upgrade Project is listed in Council's Corporate Business Plan 2017 - 2021 at a value of \$325,000 and subject to Grant Funding was scheduled for the 2018/2019 Financial Year.

### **COMMUNITY CONSULTATION**

No Community 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. LRCI Grant opportunity has presented, with 88% External Funding available. The balance of the Estimated Project Cost is in the order of \$39,508 in the 2021/2022 Financial Year.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Project has been identified in Council's LTFP and CBP, but was subject to External Grant Funding being achieved.

Operation – Risk Matrix Rating is assessed as Low. Project can be included in Council's Draft Capital Works Program for the 2021/2022 year and could be delivered by a combination of Shire Supervision, Labour and Plant, Contractors and Engineering Consultant.

Natural Environment – Risk Matrix Rating is assessed as Low.

### **COMMENT**

No additional Comments.



**10.1 Geographical Names Advisory Committee Minutes – 3<sup>rd</sup> March 2021**

<b>Meeting Date</b>	25 <sup>th</sup> March 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	Geographical Names Advisory Committee Minutes
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	n/a

**OFFICER RECOMMENDATION**

**RESOLUTION: 136-20/21**

**MOVED Cr Cowcill SECONDED Cr Hippisley**

That Council receive the Minutes of the Geographical Names Advisory Committee Minutes held on the 3<sup>rd</sup> March 2021.

**CARRIED 7/0**

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

**1) Naming of Caravan Park Cabins**

**RESOLUTION: 137-20/21**

**MOVED Cr Stacey SECONDED Cr Cowcill**

*RECOMMENDATION: GEO4-20/21*

That the Geographical Names Advisory Committee Recommend to Council that the following Nyoongar names for Animals and Birds be adopted for the Caravan Park accommodation: -

1. Three (3) Caravan Park Cabins: -  
Yonga (Kangaroo)  
Nyingarn (Echidna)  
Karda (Goanna)
2. Four (4) future Single Persons Cabins: -  
Warlitj (Eagle)  
Djiti Djiti (Willy wagtail)  
Koorlbardi (Magpie)  
Mopoke (Owl)

**CARRIED 7/0**

**Council Discussion**

Council requested the inclusion of the phonetic transcription of the Nyoongar Animal / Bird Names to be included on the signage and information.

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## IN BRIEF

- Council's Geographical Names Advisory Committee held its first Meeting on 27<sup>th</sup> January 2021.
- The Committee has discussed and proposed the naming of the 3 Park Cabins and the planned 4 Single Persons Cabins with Nyoongar names of local animals and birds, rather than just Cabin numbers.
- Proposal supported by the RAP Committee.

## MATTER FOR CONSIDERATION

Minutes of the 3<sup>rd</sup> March 2021 Meeting of the Geographical Names Advisory Committee include one (1) Recommendations to Council.

## BACKGROUND

At the January 2021 Geographical Names Committee Meeting, Ms Jill Hayes raised the issue of naming the Caravan Park Cabins after local flora or fauna rather than having Cabin numbers.

The Committee requested that a list of suggested names for the existing Cabins and the future Single Persons Cabins be compiled for consideration at the March 2021 Committee Meeting.

The Committee proposed the Nyoongar words for 3 Animals and 4 Birds.

The Committee's proposed names have subsequently been submitted to the Quairading Reconciliation Action Plan Committee and has been supported.

## STATUTORY ENVIRONMENT

Nil – Naming at Council's Discretion

## POLICY IMPLICATIONS

N/A.

## FINANCIAL IMPLICATIONS

Minimal Costs envisaged. Signage Costs can be accommodated in the current 2020/2021 Operational Budget for Caravan Park / Cabins.

## 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
G3	Community Engagement

## COMMUNITY CONSULTATION

Consultation on the names for the Caravan Park Cabins was undertaken through the RAP Committee and supported at the RAP Meeting held on the 10<sup>th</sup> March 2021.

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

Financial - Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low.

Operation – Risk Matrix Rating is assessed as Low. Naming of the Park Cabins to be undertaken as part of Council's normal operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

**COMMENT**

Nil, No further Comment

## 10.2 RAP Committee Meeting Minutes – 10<sup>th</sup> March 2021

<b>Meeting Date</b>	25 <sup>th</sup> March 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	IRS&SPO Richard Bleakley
<b>Attachments</b>	(i) RAP Minutes
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Officers - Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 138-20/21

#### **MOVED Cr Hippisley SECONDED Cr Stacey**

That Council receive the Minutes of the Reconciliation Action Plan Committee for its Meeting held on the 10<sup>th</sup> March 2021

**CARRIED 7/0**

**That Council consider the Committee's following recommendation: -**

#### **1) The Groves - Installation of ablutions and basic facilities**

#### RESOLUTION: 139-20/21

#### **MOVED Cr Cowcill SECONDED Cr Stacey**

*RECOMMENDATION: RAP6-20/21*

That the Reconciliation Action Plan Committee Recommend to Council that: -

The installation of ablutions and basic facilities be investigated for "The Groves" area due to its historical and cultural significance to the Nyoongar Community in Quairading.

**CARRIED 7/0**

### IN BRIEF

- RAP Meeting held on the 10<sup>th</sup> March 2021
- Full Minutes are attached to the Report
- Committee has put forward one (1) Recommendation for Consideration by Council.
- Committee fully supported the Renaming of the Nature Reserve to the Nookaminnie Rock Nature Reserve and the naming of the Walk Trails as the "Rowlie Mellor Walk Trails"
- Committee fully supported the proposal to allocate Nyoongar animal and bird names for the Caravan Cabins and Backpackers Cabins.

### MATTER FOR CONSIDERATION

One (1) Committee Recommendation to Council.

## BACKGROUND

The RAP Committee Meeting was held on the 10<sup>th</sup> March 2021 from which there was one (1) recommendation for Council's Consideration: -

RECOMMENDATION: RAP6-20/21.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

## POLICY IMPLICATIONS

N/A.

## FINANCIAL IMPLICATIONS

Nil - at this Stage

RAP6-20/21 is for Investigation and Research only at this time.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

ITEM	OUTCOMES AND STRATEGIES
S1	Active community
S1.2	Promote increased participation in the social and cultural life of the community
S4	Inclusive community
S4.1	Facilitate the Noongar Reconciliation and Cultural Awareness Process

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low.

Operation – Risk Matrix Rating is assessed as Low. RAP Meetings convened and conducted within the organisation's Structure and Resources.

Natural Environment – Risk Matrix Rating is assessed as Low.

## COMMENT

No further Comment.

### 10.3 LEMC Minutes – 11<sup>th</sup> March 2021

<b>Meeting Date</b>	25 <sup>th</sup> March 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) LEMC Minutes – 11 <sup>th</sup> March 2021
<b>Owner/Applicant</b>	LEMC Committee
<b>Disclosure of Interest</b>	CEO - Nil

#### OFFICER RECOMMENDATION

##### RESOLUTION: 140-20/21

##### **MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley**

That Council receive the Minutes of the Local Emergency Management Committee for its Meeting of 11<sup>th</sup> March 2021.

**CARRIED 7/0**

#### IN BRIEF

- Local Emergency Management Committee (LEMC) Meeting held on the 11<sup>th</sup> March 2021.
- No Committee Recommendations to this Council Meeting
- The LEMC meets Quarterly in the Council Chambers.

#### MATTER FOR CONSIDERATION

Receival of the Minutes of the LEMC Committee Meeting.

#### BACKGROUND

The Local Emergency Management Committee met on 11<sup>th</sup> March 2021 from which there were no recommendations for Council's consideration.

Local governments are key players in the State's emergency management arrangements and provide expert knowledge about their communities and environments. It is their role to ensure that local emergency management arrangements are prepared and maintained, as well as to manage recovery after an emergency.

Under section 38 of the *Emergency Management Act 2005*, a local government is required to establish one or more Local Emergency Management Committees (LEMCs) for the local government's district. However, local governments may unite for the purposes of emergency management and establish one or more LEMC for their combined districts. The LEMC is to be managed and chaired by the local government, with representation from organisations and agencies that play a key role in emergency management within their district.

The functions of a LEMC, in relation to its district or the area for which it is established, are:

- to advise and assist the local government in ensuring that Local Emergency Management Arrangements (LEMAs) are established for its district;

- to liaise with public authorities and other persons in the development, review and testing of the LEMA; and
- to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

**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 Community consultation was required or undertaken in relation to this report.

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

Financial - Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Legislative requirement for Council to establish and maintain a LEMC. LEMC’s are required to meet Quarterly (including any Exercises)

Operation – Risk Matrix Rating is assessed as Low. LEMC operates within Council’s current structure and resources. Effectiveness of the LEMC is subject to active engagement of Council Representatives and all Agencies represented on the LEMC.

Natural Environment – Risk Matrix Rating is assessed as Low.

**COMMENT**

Under Section 41 of the *Emergency Management Act 2005*, a local government is to ensure that emergency management arrangements are in place for that local government district.

## 10.4 Code of Conduct for Council Members, Committee Members and Candidates

<b>Meeting Date</b>	25 <sup>th</sup> March 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates (ii) WALGA Info Page – New and amended Regulations (iii) Draft –Code of Conduct for Council Members, Committee Members and Candidates
<b>Owner/Applicant</b>	
<b>Disclosure of Interest</b>	

### OFFICER RECOMMENDATION

#### RESOLUTION: 141-20/21

#### MOVED Cr Jo Haythornthwaite **SECONDED** Cr Hippisley

That with respect to the new Model Code of Conduct for Council Members, Committee Members and Candidates for a local government election, Council: -

1. Revoke the Shire of Quairading's Code of Conduct (GOV.1) and
2. Pursuant to section 5.104 of the Local Government Act 1995, adopt the new Code of Conduct for Council Members, Committee Members and Candidates for local government elections for the Shire of Quairading, listed as Attachment 3;

**CARRIED BY ABSOLUTE MAJORITY 7/0**

### IN BRIEF

- The State Government has enacted new legislation requiring all local governments to adopt a new Code of Conduct for Council Members, Committee Members and Candidates for a local government Election.
- The Department of Local Government, Sport and Cultural Industries (DLGSC) has produced Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates.
- The Model Code of Conduct must be adopted by the 3<sup>rd</sup> May 2021.

### MATTER FOR CONSIDERATION

Council to adopt the Model Code of Conduct as the Shire of Quairading's Code of Conduct for Elected Members, Committee Members and Candidates.

### BACKGROUND

The Shire of Quairading currently has a single Code of Conduct for Elected Members and Employees.

Phase two of the Local Government Legislation Amendment Act 2019 has now been finalised resulting in the *Local Government (Administration) Amendment Regulations 2021* and *Local Government (Model Code of Conduct) Regulations 2021* (new regulations) taking effect on the 3<sup>rd</sup> February 2021.



In accordance with the Local Government Act 1995 (the Act) and the new regulations, local governments must adopt the following within a period of three months (by 3<sup>rd</sup> May 2021):

1. Model Code of Conduct for Elected Members, Committee Members and Candidates in accordance with section 5.104(1) of the Act;
2. Complaint Form in accordance with clause 11(2)(a) of the Local Government (Model Code of Conduct) Regulations 2021;
3. Authorise a person(s) to receive complaints or withdrawal of complaints in accordance with clause 11(3) of the Local Government (Model Code of Conduct) Regulations 2021; and
4. Adopt a Model Standards for CEO Recruitment, Performance and Termination in accordance with Section 5.39 (1) of the Act.

Note: No. 2 and 3 above have been Considered and Adopted by Council at its February 2021 Ordinary Council Meeting.

Item No. 4 will be the subject of a separate Officer's Report to Council.

#### Code of Conduct for Councillors, Committee Members and Candidates

The Model Code of Conduct sets standards for the behaviour and conduct of Elected Members, Committee Members and Candidates. Each local government must adopt a Code of Conduct that reflects the Model. A local government may add to the Model if it considers further requirements are warranted, but any such additions are not to be inconsistent with the Principles of the Model Code.

The Model Code also applies standards of conduct to Candidates for local government elections. A complaint about a Candidate may only be dealt with if they are elected.

The adopted Code of Conduct must be published by the CEO on Council's website.

#### Code of Conduct for Employees

The CEO is required to prepare and implement a code of conduct to be observed by all employees of the Shire of Quairading. The Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021, which amend the Local Government (Administration) Regulations 1996 also came into effect on the 3 February 2021. The CEO may amend the code of conduct at any time and is required to publish an up-to-date version of the code on Council's website.

The Local Government (Administration) Regulations prescribe the minimum requirements in relation to gifts, conflicts of interest and disclosure. These requirements are based on the Public Sector Commission's key integrity risks for public sector employees. The CEO must prepare and adopt a Code of Conduct for Employees in accordance with the Regulations as soon as practicable.

WALGA will be working with DLGSC to develop a Template for the Employees Code of Conduct for use by all Local Government CEO's.

In the interim the existing Code of Conduct will be modified to remove the reference of Councillor/s to ensure the organisation has a Code of Conduct for Employees.

### **STATUTORY ENVIRONMENT**

#### *Local Government Act 1995*

- 5.103. Model code of conduct for council members, committee members and candidates
  - (1) Regulations must prescribe a model code of conduct for council members, committee members and candidates.
  - (2) The model code of conduct must include –
    - (a) general principles to guide behaviour; and

- (b) requirements relating to behaviour; and
  - (c) provisions specified to be rules of conduct.
- (3) The model code of conduct may include provisions about how the following are to be dealt with –
    - (a) alleged breaches of the requirements referred to in subsection (2)(b);
    - (b) alleged breaches of the rules of conduct by committee members.
  - (4) The model code of conduct cannot include a rule of conduct if contravention of the rule would, in addition to being a minor breach under section 5.105(1)(a), also be a serious breach under section 5.105(3).
  - (5) Regulations may amend the model code of conduct.

#### 5.104. Adoption of model code of conduct

- (1) Within 3 months after the day on which regulations prescribing the model code come into operation, a local government must prepare and adopt\* a code of conduct to be observed by council members, committee members and candidates that incorporates the model code.

*\* Absolute majority required.*

- (2) Within 3 months after the day on which regulations amending the model code come into operation, the local government must amend\* the adopted code of conduct to incorporate the amendments made to the model code.

*\* Absolute majority required.*

- (3) A local government may include in the adopted code of conduct requirements in addition to the requirements referred to in section 5.103(2)(b), but any additional requirements –
  - (a) can only be expressed to apply to council members or committee members; and
  - (b) are of no effect to the extent that they are inconsistent with the model code.
- (4) A local government cannot include in the adopted code of conduct provisions in addition to the principles referred to in section 5.103(2)(a) or the rules of conduct.
- (5) The model code is taken to be a local government's adopted code of conduct until the local government adopts a code of conduct.
- (6) An alleged breach of a local government's adopted code of conduct by a candidate cannot be dealt with under this Division or the adopted code of conduct unless the candidate has been elected as a council member.
- (7) The CEO must publish an up-to-date version of a local government's adopted code of conduct on the local government's official website.

#### Local Government (Model Code of Conduct) Regulations 2021 Apply

##### 5.51A. Code of conduct for employees

- (1) The CEO must prepare and implement a code of conduct to be observed by employees of the local government.
- (2) The CEO may amend the code of conduct.
- (3) The CEO must publish an up-to-date version of the code of conduct on the local government's official website.
- (4) Regulations may prescribe the content of, and other matters in relation to, codes of conduct under this section.

- (5) A code of conduct under this section is of no effect to the extent that it is inconsistent with regulations made for the purposes of subsection (4).

Local Government (Administration) Regulations 1996 Part 4A Apply.

## POLICY IMPLICATIONS

The adoption of the new Code of Conduct will require the revocation of the previous Shire of Quairading Code of Conduct, as the new Code of Conduct is a statutory document under the Local Government Act and Regulations for Council Members, Committee Members and Candidates.

## FINANCIAL IMPLICATIONS

Nil.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

No Community consultation was required or undertaken in relation to this Report.

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

Financial - Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Model Code of Conduct has been legislated. Failure to adopt the Model Code will result in non-compliance with the Local Government Act and will increase Council's Reputational Risk.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

## COMMENT

An outline of the amendments to the Act and the new regulations and actions required by Council are set out below:

### *Local Government (Model Code of Conduct) Regulations 2021*

On 3<sup>rd</sup> February 2021, the *Local Government (Model Code of Conduct) Regulations 2021* introduced a mandatory code of conduct for council members, committee members and candidates. The *Local Government (Model Code of Conduct) Regulations 2021* repeals and replaces the *Local Government (Rules of Conduct) Regulations 2007* and also replaces the previous statutory requirement to develop and implement an individual code of conduct for council members and committee members.

The *Local Government (Model Code of Conduct) Regulations 2021* are now in effect and Elected Members and Committee Members should familiarise themselves with the principles, behaviours and complaints required to be managed by Council and the rules of conduct, contraventions of which are considered by the independent Local Government Standards Panel (Standards Panel) where appropriate.

Further information and guidelines are available on the DLGSC website.

<https://www.dlgsc.wa.gov.au/local-government/strengthening-local-government/public-consultations/local-government-act-review/priority-reforms/model-code-of-conduct>

Elected Members must comply with the provisions in the Model Code Regulations in fulfilling their roles and responsibilities in Council and on Council committees, as set out in the Act. The purpose of the Model Code is to guide the decisions, actions and behaviours of members, both in Council and on Council committees, and of candidates running for election as a Councillor. One of the key changes to the *Local Government (Model Code of Conduct) Regulations 2021* is their application to individuals who have nominated as a candidate in a local government election, as they are also required to demonstrate professional and ethical behaviour during their election campaign.

## 10.5 Model Standards for CEO Recruitment and Selection, Performance and Termination

<b>Meeting Date</b>	25 <sup>th</sup> March 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination (ii) CEO Standards Explanatory Notes (iii) Draft Standards for CEO Recruitment and Selection, Performance Review and Termination.
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	CEO , Graeme Fardon

### OFFICER RECOMMENDATION

#### RESOLUTION: 142-20/21

#### MOVED Cr Stacey SECONDED Cr Hippisley

That Council adopt the Model Standards for CEO Recruitment and Selection, Performance and Termination (Attachment iii) in accordance with Section 5.39B(2) of the Local Government Act 1995.

**CARRIED BY ABSOLUTE MAJORITY 7/0**

### IN BRIEF

- The *Local Government (Administration) Amendment Regulations 2021* (CEO Standards) bring into effect Section 22 of the Amendment Act by introducing mandatory minimum Standards that cover the recruitment, selection, performance review and early termination of local government Chief Executive Officers.
- The Model CEO Standards provide a framework for local governments to select a Chief Executive Officer in accordance with the principles of merit, probity, equity and transparency.
- The Model Standards are to be adopted by the 3<sup>rd</sup> May 2021.

### MATTER FOR CONSIDERATION

Council to consider the adoption of the Model Standard for CEO Recruitment and Selection, Performance and Termination.

### BACKGROUND

New legislation requires all local governments to adopt mandatory minimum Standards that cover the recruitment and selection, performance review and early termination of local government Chief Executive Officers.

These reforms are intended to ensure best practice and greater consistency in these processes between local governments.

Local governments are now required to adopt a set of Standards within three (3) months after 3<sup>rd</sup> February 2021. Additional provisions, that are consistent with the model standards, can be included in Council's adopted model.

It is recommended that Council adopt the CEO Standards for Recruitment and Selection, Performance and Termination (Attachment iii) as taken in the *Local Government (Administration) Amendment Regulations 2021* and at a later time consider any additional provisions that are consistent with the model standards.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

### **5.39A. Model standards for CEO recruitment, performance and termination**

- (1) Regulations must prescribe model standards for local governments in relation to the following –
  - (a) the recruitment of CEOs;
  - (b) the review of the performance of CEOs;
  - (c) the termination of the employment of CEOs.
- (2) Regulations may amend the model standards.

*[Section 5.39A inserted: No. 16 of 2019 s. 22.]*

### **5.39B. Adoption of model standards**

- (1) In this section –  
*model standards* means the model standards prescribed under section 5.39A(1).
- (2) Within 3 months after the day on which regulations prescribing the model standards come into operation, a local government must prepare and adopt\* standards to be observed by the local government that incorporate the model standards.

*\* Absolute majority required.*

- (3) Within 3 months after the day on which regulations amending the model standards come into operation, the local government must amend\* the adopted standards to incorporate the amendments made to the model standards.

*\* Absolute majority required.*

- (4) A local government may include in the adopted standards provisions that are in addition to the model standards, but any additional provisions are of no effect to the extent that they are inconsistent with the model standards.
- (5) The model standards are taken to be a local government's adopted standards until the local government adopts standards under this section.
- (6) The CEO must publish an up-to-date version of the adopted standards on the local government's official website.
- (7) Regulations may provide for –
  - (a) the monitoring of compliance with adopted standards; and
  - (b) the way in which contraventions of adopted standards are to be dealt with.

*Local Government (Administration) Amendment Regulations 2021*

*Local Government (Administration) Regulations 1996*

## POLICY IMPLICATIONS

Nil – No current Policy

New legislative Requirement

## FINANCIAL IMPLICATIONS

CEO Standards will need to be followed by Council with the Recruitment, Performance Review and Termination of the CEO.

The CEO recommends that Council engage an independent HR Consultant to assist Council in the Recruitment and Appointment process for the new CEO.

Subject to timing of the appointment of the HR Consultant, there may be some up- front costs to be incurred late in the current Financial Year.

Estimates of likely recruitment costs (including advertising) are being prepared by the CEO for inclusion in the 2021/2022 Draft Budget.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

No Community 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. Council will be able to mitigate financial risk by budgeting for the recruitment of the new CEO in the 2021/2022 Year. Estimate of likely costs are being prepared by the CEO for inclusion in the 2021/2022 Draft Budget.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low

Operation – Risk Matrix Rating is assessed as Low. The adopted CEO Standards will have legal implications as Council will be required to follow the Standards when undertaking recruitment, performance review and termination of a CEO as they are now included in the Local Government Act 1995 (section 5.39A and 5.39B) and Administration Regulations.

Natural Environment – Risk Matrix Rating is assessed as Low.

## COMMENT

An overview of the Model standards for CEO recruitment, performance and termination as set out in Section 5.39A(1) of the Act and Schedule 2 of the regulations is below:

### Recruitment and Selection

Council must consider and agree by Absolute Majority on the Job Description Form (JDF) for the CEO's position. The JDF to include Selection Criteria.

Council must also consider and determine the composition of the Selection Panel.



Division 2 sets out the process for establishing the selection criteria, position description and the advertising process. There are no major changes to the requirement for State-wide notice advertising of the Vacancy and inviting Applications.

Local governments are also required to convene a selection panel to conduct the recruitment and selection process. The Selection Panel must consist of Elected Members and the new requirement under clause 8, Division 2, is that the Selection Panel must include one independent person who is not a current Elected Member, human resources consultant, or employee of the local government. The DLGSC has recommended that the independent person should have experience in the recruitment and selection of CEO's and/or senior executives.

It is the role of the Selection Panel to recommend one or more suitable applicants based on the selection criteria. The selection panel provides an advisory role to Council; however, the ultimate decision-making authority on selecting and appointing the CEO remains with Council.

The DLGSC has recommended that local governments develop a policy or terms of reference to facilitate this process that incorporates Division 2 of the Admin Regulations including:

- The primary functions of the panel;
- Roles and responsibilities of panel members;
- Composition of the panel;
- Duration of term;
- Desirable criteria for appointment to the panel;
- A requirement that panel members sign a confidentiality agreement and agree to the duties and responsibilities of their role; and
- Any other information the local government deems necessary for the panel to effectively carry out their role.

Another notable change is the requirement for local government to re-advertise the CEO position and undertake a recruitment and selection process after each instance where a person has occupied the position for ten consecutive years (2 x 5 Year Contracts).

Council is also required as soon as practicable after the person is employed in the position of CEO, to resolve by Absolute Majority that the person was employed in accordance with Council's adopted Standards for CEO Recruitment.

Council must provide a copy of the Resolution to the CEO of DLGSC within 14 days after the Resolution is passed by Council.

**Performance:** The Standards regarding the CEO performance review are based on the principles of fairness, integrity and impartiality. Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that Council engages in regular discussions with the CEO regarding their performance against the performance criteria, including progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to the performance criteria, should also be discussed and agreed to, between Council and the CEO, as the matter arises. Council must ensure that the process for a performance review is documented.

**Termination:** The requirements in the CEO Standards regarding termination of employment are based on the principles of procedural fairness. Any decision to terminate a CEO's contract of employment must be compliant with the CEO Standards and consistent with employment and contract law.

The CEO Standards provide that before a decision is made to terminate the employment of a CEO, the Council must have conducted a CEO performance review within the preceding twelve months (in



accordance with section 5.38 of the Act). As a part of that process, the performance review must have identified any relevant performance issues that needed to be addressed by the CEO, informed the CEO of the issues and provided the CEO with a reasonable opportunity to address those issues in accordance with a performance management plan.

Council is also required as soon as practicable after the person who is employed in the position of CEO has been terminated, to resolve by Absolute Majority that the person was terminated in accordance with Council's adopted Standards for CEO Termination.

Council must provide a copy of the Resolution to the CEO of DLGSC within 14 days after the Resolution is passed by Council.

#### Appointment of a Temporary CEO

In accordance with Section 5.39C of the Act, Council is required to develop and implement a policy that outlines the arrangements to temporarily replace a CEO for any period less than twelve months, for example, when a CEO is on planned or unplanned leave. The policy must include the decision-makers for appointing an acting CEO.

This Draft Policy will be prepared and be the subject of an Officer's Report to a future Council Meeting.

## 10.6 Dedication of Land as a Road - Replacement of Bridge 0597 & Realignment of the York-Merredin Road at Yoting

<b>Meeting Date</b>	25 <sup>th</sup> March 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Correspondence Main Roads WA
<b>Owner/Applicant</b>	Main Roads WA (MRWA)
<b>Disclosure of Interest</b>	CEO - Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 143-20/21

#### MOVED Cr Jo Haythornthwaite SECONDED Cr Stacey

That Council resolve to:

1. Support the dedication of land, the subject of Main Roads Land Dealings Plans 1860-230 as road pursuant to Section 56 of the Land Administration Act 1997;
2. Surrender 757m<sup>2</sup> of land from Reserve 18955 for inclusion into the York-Merredin Road; and
3. That Council note that Main Roads WA has indemnified Council against any costs and claims that may arise as a result of the road dedication.

**CARRIED 7/0**

### IN BRIEF

- MRWA have informed Council of its proposal and plans to replace Bridge No. 0597 and realign the York – Merredin Road at Yoting.
- A fatal motorcycle accident occurred at this Bridge a number of years ago.
- As part of the proposed Works, Main Roads are seeking the surrender of 757m<sup>2</sup> of land from Crown Reserve No. 18955 for inclusion in the new Road Reserve.
- Reserve No. 18955 is the subject of a Management Order (Vesting Order) in the name of the Shire of Quairading for the Purpose of "Conservation, Rubbish Disposal Site".
- The current area of Reserve No. 18955 is 4.8 hectares.
- The surrender of 757m<sup>2</sup> will not cause any detriment to the Crown Reserve and will facilitate the realignment of the York – Merredin Road at the Yoting Bridge.
- Main Roads have negotiated with the landowner of Location 17145 for the taking of a further 6579m<sup>2</sup> of freehold land for inclusion into the Road Reserve.
- Main Roads have indemnified Council against any costs or claims that may arise as a result of the dedication action.
- To enable the land to be dedicated as road reserve, it is a requirement of the Land Administration Act 1997 that Council resolves to dedicate the land as road.

## **MATTER FOR CONSIDERATION**

Surrender of 757m<sup>2</sup> of Reserve No. 18955 and its inclusion in the York – Merredin Road Reserve.

Dedication of the subject land as Road pursuant to Section 56 of the Land Administration Act 1997.

## **BACKGROUND**

MRWA is undertaking the replacement of Bridge No. 0597 and the realignment of the York-Merredin Road on the approaches to the Bridge.

MRWA are seeking the surrender of 757m<sup>2</sup> from Crown Reserve no. 18955, to be included in the York - Merredin Road Reserve.

MRWA has also negotiated with affected adjoining private landowners and other impacted parties to acquire the additional land required within the locality of Yoting to enable the Bridge replacement and road widening to take place.

The road dedication process is a common practice carried out by local governments to comply with the requirements of the Land Administration Act 1997. In this case, due to the York - Merredin Road being under the control of MRWA, the Shire (as the local government) through a Council resolution must carry out the dedication process on their behalf.

MRWA has confirmed that they will indemnify the Shire against all costs and charges that may arise as a result of the road dedication. There are no risks or implications on the Shire as a result of Council resolving to dedicate the land as road.

The resolution merely provides the support for MRWA to progress the required land transactions to acquire the land and carry out the improvements.

## **STATUTORY ENVIRONMENT**

*Land Administration Act 1997*

### 56. Dedication of land as road

#### (1) If in the district of a local government –

- (a) land is reserved or acquired for use by the public, or is used by the public, as a road under the care, control and management of the local government; or
- (b) in the case of land comprising a private road constructed and maintained to the satisfaction of the local government –
  - (i) the holder of the freehold in that land applies to the local government, requesting it to do so; or
  - (ii) those holders of the freehold in rateable land abutting the private road, the aggregate of the rateable value of whose land is greater than one half of the rateable value of all the rateable land abutting the private road, apply to the local government, requesting it to do so;

or

- (c) land comprises a private road of which the public has had uninterrupted use for a period of not less than 10 years,

and that land is described in a plan of survey, sketch plan or document, the local government may request the Minister to dedicate that land as a road.

#### (2) If a local government resolves to make a request under subsection (1), it must –

- (a) in accordance with the regulations prepare and deliver the request to the Minister; and

- (b) provide the Minister with sufficient information in a plan of survey, sketch plan or document to describe the dimensions of the proposed road.
- (3) On receiving a request delivered to him or her under subsection (2), the Minister must consider the request and may then –
  - (a) subject to subsection (5), by order grant the request; or
  - (b) direct the relevant local government to reconsider the request, having regard to such matters as he or she thinks fit to mention in that direction; or
  - (c) refuse the request.
- (4) On the Minister granting a request under subsection (3), the relevant local government is liable to indemnify the Minister against any claim for compensation (not being a claim for compensation in respect of land referred to in subsection (6)) in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.
- (5) To be dedicated under subsection (3)(a), land must immediately before the time of dedication be –
  - (a) unallocated Crown land or, in the case of a private road, alienated land; and
  - (b) designated in the relevant plan of survey, sketch plan or document as having the purpose of a road.
- (6) If land referred to in subsection (1)(b) or (c) is dedicated under subsection (3)(a), a person with an interest in that land (including a person who has the benefit of an easement created under section 167A of the TLA) is not entitled to compensation because of that dedication.

#### **POLICY IMPLICATIONS**

N/A.

#### **FINANCIAL IMPLICATIONS**

Nil.

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

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

<b>ITEM</b>	<b>OUTCOMES AND STRATEGIES</b>
B2	Enhanced and Sustainably Managed Assets and Infrastructure
B2.1	Ensure the provision of roads, footpaths and drainage takes into account the needs of the community, including the needs of the agriculture industry
B2.2	Ensure the provision of community facilities and other built assets takes into account the needs of the community

#### **CONSULTATION**

In line with legislative requirements under the Land Administration Act 1997, no public advertising is required to undertake dedication of land as a Road.

MRWA advise that they have consulted and negotiated with adjoining landowner and any other interested Parties (i.e. Railway Reserve / PTA)

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

Financial - Risk Matrix Rating is assessed as Low. All costs associated with the dedication and acquisition is the sole responsibility of Main Roads. Main Roads have indemnified Council against any Claim or Cost associated with these land acquisitions and road dedication.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low.

Operation – Risk Matrix Rating is assessed as Low. Council’s Staff and resources not involved in the Project, aside from the preparation of the Item for Council procedural resolution.

Natural Environment – Risk Matrix Rating is assessed as Low. Nil to Council as all Environmental Clearance Approvals (if required) and Obligations are the responsibility of Main Roads WA.

**COMMENT**

The request is a procedural matter for which the Shire has no financial obligations.

Council has processed a number of similar Road Dedication requests in recent years as the Road Widening and Upgrade works have progressed on the York - Merredin Road to the West of Quairading.

## 10.7 Digitisation Policy

<b>Meeting Date</b>	25 <sup>th</sup> March 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	IRIS Consulting Group, Gaynor Deal - Director
<b>Attachments</b>	(i) Draft Digitisation Policy (ii) Recordkeeping Plan 2020 (Revised April 2020)
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	IRIS Consulting Group paid Professional Fees by Council.

### OFFICER RECOMMENDATION

**RESOLUTION: 144-20/21**

**MOVED Cr Cowcill SECONDED Cr Jo Haythornthwaite**

That Council adopt the Digitisation Policy for the Quairading Medical Practice.

**CARRIED 7/0**

### IN BRIEF

- Council engaged IRIS Consulting to prepare the Shire's Recordkeeping Plan 2020 Review due February 2020.
- The State Records Commission (SRC) prior to their August 2020 meeting requested additional information regarding Source Records implementation at the Quairading Medical Practice.
- On behalf of Council, IRIS Consulting forwarded a revised Recordkeeping Plan 2020 to the SRC in April 2020.
- At their Meeting 7<sup>th</sup> August 2020 the State Records Commission approved the amended Recordkeeping Plan 2020 for the Shire of Quairading and also highlighted outstanding SRC Standards compliance requirements to be addressed by the Shire.
- IRIS Consulting was engaged February 2021 to assist with the development of the outstanding recordkeeping policies and procedures.
- Quairading Medical Practice Records are the property of the Shire of Quairading and therefore need to be captured, retained and disposed of in accordance with the Local Government General Disposal Authority (GDA) under the Recordkeeping Plan.
- IRIS Consulting has developed a Digitisation Policy, Digitisation Procedures Manual and step by step Implementation Plan for the Quairading Medical Practice.
- It is recommended that Council adopt the Digitisation Policy for the Quairading Medical Practice.

### MATTER FOR CONSIDERATION

Council's adoption of the Digitisation Policy for the Quairading Medical Practice.

### BACKGROUND

At its Meeting on the 7<sup>th</sup> August 2020 the State Records Commission approved Council's amended Recordkeeping Plan 2020 and included a list of outstanding SRC Standards compliance requirements to be addressed by the Shire.

Under SRC Standard 2: Principle 2 of the Shire's Recordkeeping Plan 2020 states that the Shire will endeavour to develop outstanding policies and procedures by 31<sup>st</sup> March 2021.

Council engaged IRIS Consulting in February 2021 to develop the outstanding Recordkeeping policies and procedures for the Shire.

At the Quairading Medical Practice, the Clinical Services are provided by the GP and Council provides logistical support to the Practice and owns the Patient Records Software and Records.

Medical Records and Practice Accounts (including Patient Accounts) are processed through the Pracsoft section of Medical Director. All Employee/HR Records, Accounts Payable Records are held and administered by Council Staff at the Administration Centre.

All hard copy Patient records at the Quairading Medical Practice were scanned and captured into the Medical Practice software from 2007, following the recommendations from the RACGP (Royal Australian College of General Practitioners) and AGPAL (Australian General Practice Accreditation Limited).

As the Quairading Medical Practice Records belong to the Council, the Quairading Medical Practice is required to implement the General Disposal Authority for Local Government Records (GDA LG) for retention and disposal of medical centre records.

## **STATUTORY ENVIRONMENT**

*Electronic Transactions Act 2011*

*Evidence Act 1906*

*State Records Act 2000*

State Records Commission – Standard 8 – Digital Recordkeeping (2008)

State Records Office – Guideline for Management of Digital Records (2009)

General Disposal Authority (GDA) Source Records

ISO 16175: Principles and Functional Requirements for Records in Electronic Office Environments

AS NZS ISO 13028:2012 – Information and documentation – Implementation guidelines for digitisation of records.

## **POLICY IMPLICATIONS**

Shire of Quairading Recordkeeping Plan 2020.

## **FINANCIAL IMPLICATIONS**

Nil – Consultancy Fees for IRIS Consulting to assist Council Staff are provided for in Council's 2020-2021 Budget, Records Management (GL0694)

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

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

<b>ITEM</b>	<b>OUTCOMES AND STRATEGIES</b>
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability
G4	Sound Organisation

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

**COMMUNITY CONSULTATION**

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

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

Financial - Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Compliance with the approved Recordkeeping Plan minimises Council’s Reputational Risk.

Operation – Risk Matrix Rating is assessed as Low. Specialist Consultant engaged to assist Council Staff with technical aspects of the Policy Development and implementation.

Natural Environment – Risk Matrix Rating is assessed as Low.

**COMMENT**

No further Comment.



## 10.8 Equal Employment Opportunity Management Plan

<b>Meeting Date</b>	25 <sup>th</sup> March 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Draft Equal Employment Opportunity and Management Plan
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	CEO - Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 145-20/21

#### MOVED Cr Hippisley SECONDED Cr Stacey

That Council adopt the Equal Employment Opportunity and Management Plan dated 19<sup>th</sup> March 2021. (Attachment i)

**CARRIED 7/0**

### IN BRIEF

- Council's previous Equal Employment Opportunity Management Plan was adopted by Council on the 24<sup>th</sup> March 2015.
- Council is required to review its Management and set EEO Priorities for the short term.
- Council also required to report Annually on Progress and Results of the EEO Plan.
- The CEO and EO have consulted with the Public Sector Commission and it has been recommended that the PSC basic Plan Template be utilised by Council on this occasion.

### MATTER FOR CONSIDERATION

That Council adopt the Equal Employment Opportunity and Diversity Management Plan dated 19<sup>th</sup> March 2021.

### BACKGROUND

The WA Government's Public Sector Commission had written to Council advising that Council's existing Equal Employment Opportunity Management Plan (EEOMP) has expired.

The Commission are preparing to launch the annual collection in April and will be asking for authorities' updated plans. Council has been encouraged to submit an EEOMP before this date.

In accordance with Section 145(2) (a-h) of the Equal Opportunity Act 1984 there is a requirement for the Shire of Quairading to develop an updated EEOMP outlining goals and strategies in key areas to eliminate discrimination in the workplace.

EEO management plans are the principle accountability instrument for public authorities to ensure an absence of discrimination and positive employment outcomes for diversity groups. EEO is about ensuring all employees in public authorities have equal opportunity in their work place and are not subject to discrimination.

Section 145(1) of the Equal Opportunity Act 1984 (EO Act) requires public authorities to prepare and implement an EEOMP. Under the Government of Western Australia, Public Sector Commission, the EO Act is the main legislative instrument underpinning the principles of equal opportunity in Western Australia.

The EO Act was enacted by the Western Australian Parliament in 1984 and came into operation in July 1985.

Its objectives are to:

- a) to eliminate, so far as is possible, discrimination against persons on the grounds of sex, marital status, pregnancy, family responsibility or family status, race, religious or political conviction, impairment, age or, in certain cases, gender history in the areas of work, accommodation, education, the provision of goods, facilities and services, and the activities of clubs; and
- b) to eliminate, so far as is possible, sexual harassment and racial harassment in the workplace, and in educational institutions and sexual harassment and racial harassment related to accommodation:  
and
- c) to promote recognition and acceptance within the community of the equality of men and women;  
and
- d) to promote recognition and acceptance with the community of the equality of persons of all races, regardless of their religious or political convictions, their impairments or ages.

## **STATUTORY ENVIRONMENT**

*Equal Opportunity Act 1984*

### **Division 3 – Equal employment opportunity management plans**

#### **145. Preparation and implementation of management plans**

- (1) Each authority shall prepare and implement an equal opportunity management plan in order to achieve the objects of this Part.
- (2) The management plan of an authority shall include provisions relating to –
  - (a) the devising of policies and programmes by which the objects of this Part are to be achieved; and
  - (b) the communication of those policies and programmes to persons within the authority; and
  - (c) the collection and recording of appropriate information; and
  - (d) the review of personnel practices within the authority (including recruitment techniques, selection criteria, training and staff development programmes, promotion and transfer policies and patterns, and conditions of service) with a view to the identification of any discriminatory practices; and
  - (e) the setting of goals or targets, where these may reasonably be determined, against which the success of the management plan in achieving the objects of this Part may be assessed; and
  - (f) the means, other than those referred to in paragraph (e), of evaluating the policies and programmes referred to in paragraph (a); and
  - (g) the revision and amendment of the management plan; and
  - (h) the appointment of persons within the authority to implement the provisions referred to in paragraphs (a) to (g).

- (3) The management plan of an authority may include provisions, other than those referred to in subsection (2), which are not inconsistent with the objects of this Part.
- (4) The preparation of a management plan shall take place and the implementation of the management plan shall commence without delay and –
  - (a) in the case of an authority referred to in section 139(1)(a), (b), (c) or (d), other than an authority which is an institution of tertiary education, on or before such day as is specified in the regulations in respect of that authority and if no day is so specified in respect of an authority on or before the day that is 3 years after the day when this Part comes into operation; and
  - (b) in the case of an institution of tertiary education or an authority the subject of regulations under section 139(1)(e), on or before such day as is specified in the regulations.
- (5) An authority may, from time to time, amend its management plan.
- (6) Each authority shall send a copy of its management plan, and any amendment of the plan, to the Director as soon as practicable after the management plan or the amendment, as the case may be, has been prepared.

#### **POLICY IMPLICATIONS**

N/A.

#### **FINANCIAL IMPLICATIONS**

Nil.

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

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

<b>ITEM</b>	<b>OUTCOMES AND STRATEGIES</b>
G4	Sound Organisation
G4.3	Ensure optimum organisational capacity and efficiency

#### **COMMUNITY CONSULTATION**

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

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

Financial - Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Legislative Requirement. Failure to comply may lead to increased Reputational Risk.

Operation – Risk Matrix Rating is assessed as Low. Equal Employment Opportunity is embedded in the organisation and is to operate within the existing Structure and resources. Further EEO review and progress is to be championed by the Executive Management Team.

Natural Environment – Risk Matrix Rating is assessed as Low.

## **COMMENT**

Council is required by the Government of Western Australia, Public Sector Commission to have a current Equal Employment Opportunity and Diversity Management Plan.

The Shire's EEOMP is the foundation for a working environment free from harassment and discrimination.

Through the implementation of this Plan the Shire will strive to build a workforce and supporting organisational culture that reflects the diversity of the greater community. All Shire staff are to be encouraged to embrace equity and diversity within the organisation.

The Shire is to value EEO/diversity and aim to ensure that the work environment is free from racial and sexual harassment, and that employment practices are not biased or discriminate unlawfully against employees or potential employees. The Shire's employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity.

ITEM 11      MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

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*No matters for consideration.*

ITEM 12      MATTERS FOR CONSIDERATION – WORKS

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*No matters for consideration.*

ITEM 13 URGENT COUNCILLORS' BUSINESS

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Nil.

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

The Meeting will be closed by Council Resolution to the Public under Part 5 Division 2 Section 5.23 (2)(a)(b)(c)(e) of the Local Government Act 1995 as the Item relates to: -

- (a) A matter affecting an employee or employees; and
- (b) the personal affairs of any person;
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;
- (e) a matter that if disclosed, would reveal -
  - (ii) information that has a commercial value to a person; or
  - (iii) information about the business, professional, commercial or financial affairs of a person.

### **RESOLUTION: 146-20/21**

#### **MOVED Cr Hippisley SECONDED Cr Cowcill**

That Council consider the confidential report listed below in a meeting closed to the public at 3.12 pm in accordance with Section 5.23(2) of the Local Government Act 1995:

- 14.1 Chief Executive Officer Resignation (Confidential Item)

**CARRIED 7/0**

### **3.12 pm**

There were no members of the public in attendance.

### **3.35 pm**

Council adjourned for Afternoon Tea with the School Principal, new School Teachers, School based Trainee, OIC of the Quairading Police Sgt Collett and new Shire Staff Member Mr Kaiser Uddin.

Sgt Collett provided Councillors and Staff with an update report on local and regional policing issues.

### **4.31 pm**

The Council Meeting resumed and there were no members of the public in attendance.

## **14.1 Chief Executive Officer Resignation (Confidential Item)**

### **RESOLUTION: 147-20/21**

#### **MOVED Cr Smith SECONDED Cr Jo Haythornthwaite**

That Council:

1. Acknowledge the written Notice of Resignation as provided to the Shire President on 1<sup>st</sup> March 2021 from Mr Graeme Fardon, Chief Executive Officer, with a final working day being 17<sup>th</sup> December 2021;
2. Accept the proposal from HR Consultant, Beilby Downing Teal to provide professional recruitment services for the recruitment of a new Chief Executive Officer for the amount for \$12,400.
3. Increase the 2020/2021 Budget for Governance Other Expenditure (GL 0372) by \$4000 to \$36,000.

*Continues on next page*



4. Provide for the balance of the Estimated Recruitment Cost of \$18,400 in the 2021/2022 Draft Budget.
5. The Shire President and the CEO be delegated Authority to act on behalf of Council in the liaison with the HR Consultant.

**CARRIED BY ABSOLUTE MAJORITY 6/1**

**RESOLUTION: 148-20/21**

**MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley**

That the meeting be open to members of the public at 4.41 pm.

**CARRIED 7/0**

**14.2 Public Reading of Resolution**

Having opened the meeting to the Public and there were no Members of the Public in attendance, the Shire President read aloud the decisions of Council passed for Item 14.1.

**ITEM 15 NEXT MEETING DATE**

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The next Ordinary Meeting of Council is scheduled to take place on Thursday 29<sup>th</sup> April 2021, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

**ITEM 16 CLOSURE**

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There being no further business, the Chairman closed the Meeting at 4.43 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 25<sup>th</sup> March 2021 were confirmed on 29<sup>th</sup> April 2021 as recorded on Resolution No. \_\_\_\_\_

Confirmed..... 29/04/21

ITEM 8      MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

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*No matters for consideration.*

## ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

### 9.1 Accounts for Payment – March 2021

<b>Meeting Date</b>	29 <sup>th</sup> April 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellon
<b>Attachments</b>	(i) March 2021 Payment List (ii) Transport Takings (iii) Credit Card Statement
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

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

That Council note the following:

1. That Schedule of Accounts for March 2021 covering Municipal Vouchers 23806 to 23819, EFT 9060 to EFT 9165 \$449,460.31 be received and
2. That Police Licensing payments for the month of March 2021 totalling \$50,481.60 be received (Attachment ii); and
3. That fund transfers to Corporate Credit Card for March 2021 balance totalling \$1,69.35 be received (Attachment iii); and
4. That Net Payroll payments for the month March 2021 totalling \$178,609.25; and
5. That the Lease payment for the month of March 2021 on the CESM Vehicle totalling \$1,140.08

**VOTING REQUIREMENTS** – Simple Majority

### 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 2020/2021 Budget.

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

**List of Accounts - March 2021**

Chq/EFT	Date	Name	Description	Amount	Funded
EFT9060	04/03/2021	QUAIRADING TYRE & BATTERY SUPPLIES	4X NEW TYRES MITSUBISHI TRITON REG. P661	953.68	
EFT9061	04/03/2021	TOLL TRANSPORT PTY LTD	FEBRUARY 2021 FREIGHT CHARGES	237.55	
EFT9062	04/03/2021	WA TREASURY CORPORATION	CAPITAL AND INTEREST PAYMENT FEE LOAN - 119	8,096.35	PARTIAL
EFT9063	04/03/2021	EASTERN HILLS SAWS & MOWERS	SUPPLY NEW CHAIN FOR STIHL CHAINSAW	257.00	
EFT9064	04/03/2021	GRAEME ASHLEY FARDON	LAND TITLE VERIFICATION OF IDENTITY FOR SALE OF FACTORY UNITS	49.00	
EFT9065	04/03/2021	LO-GO APPOINTMENTS	CONTRACTING SERVICES HEAD GARDENER WEEK ENDING 20.02.21	2,584.71	
EFT9066	04/03/2021	JASON JOHN COLBUNG	BOND REFUND - COMMUNITY BUS	150.00	FULLY
EFT9067	04/03/2021	MARNHAM'S MECHANICAL SERVICES	VARIOUS REPAIRS REG. P450, P368, P5122 & P272	2,269.44	
EFT9068	04/03/2021	BENT NAIL BUILDING & MAINTENANCE	VARIOUS BUILDING WORKS & HIRE OF MINI EXCAVATOR	2,413.39	PARTIAL
EFT9069	04/03/2021	SANDY'S DESIGNS	BLOCKOUT BLINDS & BLACK SIDE STAGE PANELS IN MAIN HALL	5,918.00	PARTIAL
EFT9070	04/03/2021	DALWALLINU CONCRETE PTY LTD TRADING AS DALLCON	SUPPLY OF SINGLE BARREL 225MM PIPE HEADWALLS	2,018.50	PARTIAL
EFT9071	04/03/2021	FIRE & SAFETY WA	SAFETY EQUIPMENT	1,616.20	
EFT9072	04/03/2021	QUICK CORPORATE	FEBRUARY 2021 STATIONERY ORDER	400.40	
EFT9073	04/03/2021	GREAT SOUTHERN FUEL SUPPLIES	DIESEL 5,000 LITRES	7,425.41	
EFT9074	04/03/2021	WALGA	ROOM MANAGER BOOKING ENGINE FOR CARAVAN PARK LINK TO WEBSITE	2,915.00	
EFT9075	04/03/2021	AG IMPLEMENTS QUAIRADING	REMOVE AND REPLACE DAMAGED HYDRAULIC HOSE, CHECK FOR LEAKS AND SUPPLY PARTS REG. P240 AND P754	269.69	
EFT9076	04/03/2021	THOMPSON SIGNS	REMOVE OLD STICKERS AND HI-VIS VINYL FROM CESM VEHICLE	660.00	PARTIAL
EFT9077	04/03/2021	JODIE YARDLEY	FURNITURE HIRE FOR UNIT 4 19 GILLETT STREET FOR 20 WEEKS	3,000.00	
EFT9078	04/03/2021	BRENDON AND SHONDELLE STONE	WORKPLACE IMMUNISATION AND UNIFORM REIMBURSEMENT - MEDICAL STAFF	543.10	
EFT9079	04/03/2021	UNIQQO	WHOLE OF LIFE COSTINGS REPORT - GRADER RFT 4-20/21	1,155.00	
EFT9080	04/03/2021	DAVES TREE SERVICE	GRIND OUT TREE ROOTS AT ENTERANCE OF ARTHUR KELLY VILLAGE	528.00	PARTIAL
EFT9081	04/03/2021	ANNIE'S BAGS AND THINGS	3X EMBROIDED SHIRTS	45.00	
EFT9082	04/03/2021	BOC LIMITED	CONTAINER RENTAL 29.01 TO 25.02.2021	45.82	
EFT9083	04/03/2021	BP MEDICAL	HIGH CAPACITY DIGITAL SCALE 200KG - SURGERY	192.50	
EFT9084	12/03/2021	QUAIRADING TYRE & BATTERY SUPPLIES	1X 500X8 ADV TYRE & TUBE SET AND FIT REG. P5191	146.40	
EFT9085	12/03/2021	TOLL TRANSPORT PTY LTD	FREIGHT COSTS	23.05	
EFT9086	12/03/2021	LANDGATE	RURAL UV'S SCHEDULE R2020/11 14/11/20 TO 11/12/2020	213.65	
EFT9087	12/03/2021	IT VISION	SETUP AND IMPLEMENTATION OF ALTUS BANK RECONCILIATION MODULE	5,964.75	
EFT9088	12/03/2021	QUAIRADING AGRI SERVICES	FEBRUARY 2021 SUPPLIES	3,173.90	
EFT9089	12/03/2021	AWARD SECURITY	MONITORING OF SECURITY ALARM MEDICAL CENTRE	414.70	
EFT9090	12/03/2021	QUAIRADING COMMUNITY RESOURCE CENTRE	CRC MONTHLY SERVICES JANUARY 2021	1,261.29	
EFT9091	12/03/2021	SURGICAL HOUSE	INJECTION PAD ADHESIVE STERILE - SURGERY	231.66	
EFT9092	12/03/2021	SUNNY SIGN COMPANY PTY LTD	SIGNS,POSTS AND FITTINGS	2,824.76	
EFT9093	12/03/2021	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	COMMUNITY CAR PETROL - FEBRUARY 2021	152.00	FULLY
EFT9094	12/03/2021	A W DUNCAN CARPENTRY SERVICES	REFUND OF OVERPAYMENT OF INV17664	1.00	FULLY
EFT9095	12/03/2021	WAYNE M DAVIES	LAND TITLE VERIFICATION OF IDENTITY FOR SALE OF FACTORY UNITS	49.00	
EFT9096	12/03/2021	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES FEBRUARY 2021	1,238.70	
EFT9097	12/03/2021	R MUNNS ENGINEERING CONSULTING SERVICES	CONSULTING WORK COMPLETED ON THE QUAIRADING AIRSTRIP APRON UPGRADE PROJECT	942.48	PARTIAL
EFT9098	12/03/2021	CQ WATER TRUCK HIRE	WET HIRE 6 WHEELED WATER CART FOR ROAD REPAIRS 2/2/2021 - DULBELLING NORTH ROAD	968.00	
EFT9099	12/03/2021	SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS 2020/2021 RADIO ADVERTISING	88.00	
EFT9100	12/03/2021	PROFORM CIVIL	HALL / ADMIN CAR PARK CIVIL DESIGN	15,378.00	
EFT9101	12/03/2021	ADVANCED TRAFFIC MANAGEMENT	VARIOUS TRAFFIC MANAGEMENT	2,854.50	
EFT9102	12/03/2021	AVON VALLEY TOYOTA	60,000KM SERVICE REG. Q551	638.80	
EFT9103	12/03/2021	PERTH CARDIOVASCULAR INSTITUTE	ANNUAL EQUIPMENT RENTAL 28/02/2021-27/02/2022 - ECG MACHINE	880.00	
EFT9104	12/03/2021	SHERRIN RENTALS PTY LTD	MULTI TYRE ROLLER DRY HIRE	3,960.00	PARTIAL
EFT9105	12/03/2021	EXURBAN RURAL & REGIONAL PLANNING	TOWN PLANNING SERVICES FOR FEBRUARY 2021	818.08	
EFT9106	12/03/2021	JOHNSTON ELECTRICAL & COMMUNICATION SERVICES	INSTALL DOUBLE POWER SOCKET IN LOT 190 MCLENNAN STREET LOUNGEROOM	165.00	

EFT9107	12/03/2021	QUAIRADING BOOK POST (2020)	LIBRARY SERVICES FEE & POSTAGE FEBRUARY 2021	2,602.49	
EFT9108	12/03/2021	SHRED X PTY LTD	SHREDDING OF RECORDS AND GENERAL FILING	1,543.87	
EFT9109	12/03/2021	CONWAY Highbury PTY LTD	CONSULTANT COMPLIANCE AUDIT RETURN 2020	4,110.56	
EFT9110	12/03/2021	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT RECOVERY PERIOD ENDING 12/02/2021	361.00	
EFT9111	12/03/2021	RESONLINE PTY LTD	ROOM MANAGER MONTHLY SERVICES FEE FEBRUARY 2021	2200.00	
EFT9112	12/03/2021	ANGIE ROE PHOTOGRAPHY	PHOTOGRAPHY AND VIDEOGRAPHY FOR TOURISM	750.00	
EFT9113	12/03/2021	PLUMBER'S MOBILE PLUMBING	REPAIR URINAL IN MENS BATHROOM AT BOWLING CLUB	181.50	PARTIAL
EFT9114	18/03/2021	AVON WASTE	WASTE MANAGEMENT SERVICES FEBRUARY 2021	8,500.90	
EFT9115	18/03/2021	QUAIRADING FARMERS CO-OP	FEBRUARY 2021 EXPENSES	472.32	
EFT9116	18/03/2021	TOLL TRANSPORT PTY LTD	FREIGHT COSTS	46.09	
EFT9117	18/03/2021	LANDGATE	MINING TENEMENTS SCHEDULE NO.M2021/2 16/01/20 TO 16/2/21	151.20	
EFT9118	18/03/2021	EASTERN HILLS SAWS & MOWERS	SERVICE OF CONCRETE SAW	599.10	
EFT9119	18/03/2021	QUAIRADING COMMUNITY RESOURCE CENTRE	CRC SERVICES- FEBRUARY 2021	1,661.74	
EFT9120	18/03/2021	CLINICARE PHARMACY QUAIRADING	5X ROLLS OF NEXCARE TAPE	24.75	
EFT9121	18/03/2021	EFT CANCELLED			
EFT9122	18/03/2021	BENT NAIL BUILDING & MAINTENANCE	VARIOUS MINOR BUILDING WORK	1,094.50	
EFT9123	18/03/2021	WESTRAC PTY LTD	10 GRADER BLADES 7 FOOT & CUTTING EDGES - REG. Q237 & Q240	4,181.98	
EFT9124	18/03/2021	G J JONES PLUMBING	REPLACEMENT OF 6 X CISTERNS, LINK AND SEAT IN TOWN HALL TOILETS	2,280.00	FULLY
EFT9125	18/03/2021	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2020/21 ESL QUARTER 3	20,144.99	FULLY
EFT9126	18/03/2021	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	FEBRUARY 2021 BSL	318.80	
EFT9127	18/03/2021	EFT CANCELLED			
EFT9128	18/03/2021	CWB ELECTRICAL & A/C	LED LIGHT REPLACEMENT AT TOWN HALL	2,038.00	
EFT9129	18/03/2021	ECOSCAPE	FINAL DESIGN & CONTRACT ADMINISTRATION SERVICES RELATING TO THE KWIRADING KOORT COMMUNITY PARK	3,738.35	
EFT9130	18/03/2021	BADIMIA LAND ABORIGINAL CORPORATION	BOND REFUND - TOWN HALL	875.00	FULLY
EFT9131	18/03/2021	AUSTRALIA PACIFIC VALUERS PTY LTD	REVALUATION OF LAND, BUILDING, ROAD, FOOTPATH, BRIDGES AND OTHER INFRASTRUCTURE.	2,637.25	
EFT9132	24/03/2021	QUAIRADING TYRE & BATTERY SUPPLIES	4X YOKOHAMA Y793 TYRES FOR NORTH QUAIRADING BUSH FIRE TRUCK	2,141.00	FULLY
EFT9133	24/03/2021	TOLL TRANSPORT PTY LTD	FREIGHT COSTS	35.28	
EFT9134	24/03/2021	COUNTRY COPIERS NORTHAM	PHOTOCOPIER SERVICES 06/10/2020 TO 17/03/2021	905.74	
EFT9135	24/03/2021	WA TREASURY CORPORATION	LOAN 115 CAPITAL AND INTEREST PAYMENT	9,374.84	FULLY
EFT9136	24/03/2021	EASTERN HILLS SAWS & MOWERS	SPARK ARRESTOR FOR CARAVAN PARK WHIPPER SNIPPER, BLADE SETS FOR CARAVAN PARK MOWER	79.75	
EFT9137	24/03/2021	QUAIRADING CLUB INC.	REFRESHMENTS CHRISTMAS FUNCTION	1,232.00	
EFT9138	24/03/2021	STEWART & HEATON CLOTHING CO. PTY LTD	BUSH FIRE BRIGADE UNIFORMS	1,143.91	
EFT9139	24/03/2021	QUAIRADING MEDICAL PRACTICE	STAFF PRE-EMPLOYMENT MEDICAL - WHITTAKER ELIZABETH	139.70	
EFT9140	24/03/2021	PERFECT COMPUTER SOLUTIONS PTY LTD	IT SECURITY CERTIFICATE - 2 YEARS	150.00	
EFT9141	24/03/2021	ST JOHN AMBULANCE AUSTRALIA - BELMONT	REPLENISHMENT OF VARIOUS FIRST AID KITS, INSTALLATION OF FIRST AID KIT IN TOWN HALL. 2X SNAKE BITE BANDAGES FOR WRF.	581.85	
EFT9142	24/03/2021	RENEE CARLINA FALTYN	VARIOUS SUPPLIES FOR CABINS	57.00	
EFT9143	24/03/2021	BENT NAIL BUILDING & MAINTENANCE	CONSTRUCTION OF UNDERSTAGE STORAGE CUPBOARD	4,170.62	FULLY
EFT9144	24/03/2021	COMMERCIAL LOCKSMITHS	INSTAL MASTER KEY SYSTEM FOR CLEANERS CUPBOARD, TICKET BOX, KTICHEN DOOR AND BAR CUPBOARDS - HALL	3,596.78	
EFT9145	24/03/2021	G J JONES PLUMBING	INSTALL EMERGENCY SHOWER AND EYEWASH STATION AT THE POOL.	3,099.94	
EFT9146	24/03/2021	CONTRACT AQUATIC SERVICES	MONTHLY POOL CONTRACT FEE FEBRUARY 2021	17,094.00	
EFT9147	24/03/2021	DIGGING DOCKER	REMOVE AND RELAY PAVING AT SIDE OF HOUSE AND PATIO AREA TO RECTIFY WATER PROBLEM - 8 REID STREET	3,850.00	
EFT9148	24/03/2021	GREAT SOUTHERN FUEL SUPPLIES	DIESEL 5,000 LITRES	6,321.50	
EFT9149	24/03/2021	COMBINED PEST CONTROL	TERMITE TREATMENT OF 2X TREES ON NEWELL STREET	88.00	
EFT9150	24/03/2021	WCP CIVIL PTY LTD	AKV ROAD UPGRADE - CIVIL WORKS	119,232.98	FULLY
EFT9151	24/03/2021	ADVANCED TRAFFIC MANAGEMENT	VARIOUS TRAFFIC MANAGEMENT	12,020.26	PARTIAL
EFT9152	24/03/2021	MODULAR WA	DEPOSIT - SUPPLY AND INSTALL A CARETAKER RECEPTION, LAUNDRY AND RESIDENCE BUILDING WITHIN QUAIRADING CARAVAN PARK	22,741.00	FULLY
EFT9153	24/03/2021	PK TECHNOLOGY PTY LTD	COMMUNICATIONS AND LIGHTS - CESM VEHICLE	4,456.11	PARTIAL
EFT9154	24/03/2021	OFFICEWORKS	VARIOUS COMPUTER EQUIPMENT	1,591.82	
EFT9155	24/03/2021	JOHNSTON ELECTRICAL & COMMUNICATION SERVICES	VARIOUS ELECTRICAL WORK	646.36	
EFT9156	24/03/2021	FARMARAMA PTY LTD	4X 20L AQUA FORCE SOIL WETTER - OVALS & GROUNDS	1,485.00	

EFT9157	24/03/2021	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT RECOVERY WEEK ENDING 19/02/2021	76.50	
EFT9158	24/03/2021	PORTERS PTY LTD, R.T SIMPSON & SM SIMPSON	WET HIRE OF 8 WHEEL AND 6 WHEEL WATER TRUCKS	22,522.50	PARTIAL
EFT9159	24/03/2021	LINEMARKING WA PTY LTD	LINEMARKING QUAIRADING - CUNDERDIN ROAD	30,165.30	PARTIAL
EFT9160	24/03/2021	AUSTRALIA PACIFIC VALUERS PTY LTD	40% OF THE FEE FOR THE REVALUATION OF LAND, BUILDING, ROAD, FOOTPATH, BRIDGES AND OTHER INFRASTRUCTURE	4,917.00	
EFT9161	24/03/2021	NORTHAM TOWING SERVICE	RETURNING CESM VEHICLE TO LEASING COMPANY, FROM QUAIRADING TO BALCATTIA.	880.00	PARTIAL
EFT9162	24/03/2021	JEREMY BROMLEY	REFUND OVER PAYMENT OF PERMIT PARKING SITE FEES	73.50	FULLY
EFT9163	24/03/2021	DON DAAMS	REFUND: CABIN BOOKING CANCELLED	235.00	FULLY
EFT9164	24/03/2021	PLUMBERJ'S MOBILE PLUMBING	INSTALLATION OF NEW HWS IN MENS TOILET AS PER QUOTE DATED 12/2/2021	1,287.00	
EFT9165	24/03/2021	CANNON HYGIENE AUSTRALIA	ANNUAL SANITARY SERVICES 09/03/2021 TO 08/03/2022	2,598.15	
23806	02/03/2021	SYNERGY	POWER USAGE AND CHARGES 13/01/21 TO 09/02/2021	469.06	
23807	03/03/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	700.00	FULLY
23808	10/03/2021	SYNERGY	POWER USAGE AND CHARGES 31/10/20 TO 30/12/20	1,557.45	
23809	10/03/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	300.00	FULLY
23810	12/03/2021	TELSTRA	PHONE USAGE AND CHARGES TO 19/02/2021	1,920.79	
23811	12/03/2021	GEORGE DAVID & MERIDITH MAYER MELLOR	BOND REFUND: SHIRE HALL	875.00	FULLY
23812	16/03/2021	TELSTRA	PHONE USAGE AND CHARGES TO 01/3/2021	232.09	
23813	16/03/2021	AUSTRALIA POST	POST OFFICE BOX RENTAL 01/04/2021 TO 31/03/2022	341.00	
23814	16/03/2021	SYNERGY	POWER USAGE AND SUPPLY 31/12/2020 TO 04/03/2021	17,200.77	
23815	16/03/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	416.50	FULLY
23816	24/03/2021	SYNERGY	POWER USAGE AND CHARGES 10/02/21 TO 09/03/2021	74.61	
23817	24/03/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	411.20	FULLY
23818	30/03/2021	TELSTRA	MOBILE USAGE AND CHARGES TO 15/03/2021	616.30	
23819	30/03/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	689.30	FULLY
				449,460.31	

**TRANSPORT TAKINGS FOR THE MONTH ENDING****MARCH 2021****Attachment 9.1.2**

<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT \$</b>
25/02/2021	TRANSPORT TAKINGS	320.90
26/02/2021	TRANSPORT TAKINGS	821.45
2/03/2021	TRANSPORT TAKINGS	2,285.40
3/03/2021	TRANSPORT TAKINGS	16,192.75
4/03/2021	TRANSPORT TAKINGS	1,749.55
5/03/2021	TRANSPORT TAKINGS	2,699.35
8/03/2021	TRANSPORT TAKINGS	717.00
9/03/2021	TRANSPORT TAKINGS	946.95
10/03/2021	TRANSPORT TAKINGS	1,742.35
11/03/2021	TRANSPORT TAKINGS	112.20
12/03/2021	TRANSPORT TAKINGS	437.95
15/03/2021	TRANSPORT TAKINGS	1,302.55
16/03/2021	TRANSPORT TAKINGS	1,330.90
17/03/2021	TRANSPORT TAKINGS	1,270.00
18/03/2021	TRANSPORT TAKINGS	376.75
19/03/2021	TRANSPORT TAKINGS	1,791.30
22/03/2021	TRANSPORT TAKINGS	1,238.70
23/03/2021	TRANSPORT TAKINGS	2,903.75
24/03/2021	TRANSPORT TAKINGS	1,461.80
25/03/2021	TRANSPORT TAKINGS	1,293.45
26/03/2021	TRANSPORT TAKINGS	4,190.45
29/03/2021	TRANSPORT TAKINGS	5,296.10
<b>ACTUAL TAKINGS FROM BANK IN MARCH</b>		<b>50,481.60</b>
<b>MARCH TAKINGS INTO APRIL</b>		
30/03/2021	TRANSPORT TAKINGS	3,125.85
31/03/2021	TRANSPORT TAKINGS	595.55
<b>AMOUNTS YET TO BE DRAWN</b>		<b>3,721.40</b>
		<b>54,203.00</b>





## BusinessChoice Everyday Mastercard® Statement

MR GRAEME ASHLEY FARDON  
QUAIRADING SHIRE COUNCIL  
28 REID ST  
QUAIRADING WA 6383

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is shown as a separate entry.

### Card Account Transaction Details

<b>Account Name</b>	<b>Card Number</b>	<b>Credit Limit</b>	<b>Available Credit</b>
Mr Graeme Ashley Fardon	5163 2800 0125 6015	5,000	5,000.00
<b>Statement From</b>	<b>Statement To</b>	<b>Facility Number</b>	
29 JAN 2021	28 FEB 2021	00854887	

### Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	169.35	0.00	0.00	169.35 -	0.00	0.00	0.00

S001871 / M000482 / 058 / CN1VPCF1

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

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

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

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

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

BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
11 FEB	<b>Purchases</b> SHIRE QUAIRADING QUAIRADING AUS GOVERNMENT SERVICES NOT ELSE	PS426 169.35	Licensing.
	<b>Sub Total:</b>	<b>169.35</b>	
28 FEB	<b>Miscellaneous Transactions</b> TRANSFER CLOSING BALANCE TO BILLING ACCT	169.35 -	
	<b>Sub Total:</b>	<b>169.35 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	

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

Cardholder Signature 

Date 9/3/2021

Transactions examined and approved.

Manager/Supervisor Signature 

Date 23/03/2021

Remember to always keep your passcode secret - don't tell anyone or let them see it. Never write your passcode on your card or on anything that could be lost or stolen. If you do need to record a reminder, you must make every effort to disguise it. You may be liable for losses if you don't protect your passcode.

To help you learn how you can protect your card against unauthorised transactions, you can find more information at [westpac.com.au/businessdispute](http://westpac.com.au/businessdispute)

## 9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 28<sup>th</sup> March 2021

<b>Meeting Date</b>	29 <sup>th</sup> April 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellow
<b>Attachments</b>	(i) Financial Statements for March 2021
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

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

That Council receive the Monthly Financial Statements for the period ending 31<sup>st</sup> March 2021.

\_\_\_\_/\_\_\_\_

**VOTING REQUIREMENTS** – Simple Majority

### IN BRIEF

- Monthly Financial Statements for the period ending 28<sup>th</sup> March 2021 attached.
- Monthly Financial Statements have been updated based on the Moore Australia's Monthly Statements Model.
- The Monthly Financial Statements report include the Fund Balances Report and the Variance Report.

### MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements

### BACKGROUND

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

### STATUTORY ENVIRONMENT

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

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

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

### POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

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

Natural Environment – Risk Matrix Rating considered Low.

## COMMENT

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

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

**SHIRE OF QUAIRADING**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 March 2021**

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

**TABLE OF CONTENTS**

Monthly Summary Information	3 - 6
Statement of Financial Activity by Program	7
Statement of Financial Activity by Nature or Type	8
Note 1      Net Current Assets	10
Note 2      Explanation of Material Variances	12
Note 3      Cash and Investments	13
Note 4      Receivables	14
Note 5      Rating Revenue	15
Note 6      Disposal of Assets	16
Note 7      Capital Acquisitions	17
Note 8      Borrowings	19
Note 9      Reserves	20
Note 10     Grants and Contributions	21
Note 11     Trust Fund	22
Note 12     Budget Amendments	23
Note 13     Caravan Park	25
Note 14     Ratios	26

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Items of Significance

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

	% Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance (Under)/Over
<b>Capital Expenditure</b>					
<b>Land &amp; Buildings</b>					
Caretaker Cottage	9.56%	273,310	120,040	26,130	(93,910)
Town Hall Building Upgrades	98.59%	132,020	94,642	130,162	35,520
Industrial Lots Phase 1	13.31%	200,000	187,500	26,630	(160,870)
<b>Plant &amp; Equipment</b>					
Grader	0.00%	360,000	360,000	-	(360,000)
<b>Infrastructure - Roads</b>					
Heal Street Parking	69.57%	170,000	170,000	118,269	(51,731)
AKV Road Upgrade	100.10%	139,500	139,500	139,642	142
Goldfields Road Reconstruction	72.18%	444,870	444,870	321,117	(123,753)
Old Beverley East Road	7.14%	373,742	198,292	26,686	(171,606)
Quairading-Cunderdin WSN	83.84%	1,325,852	1,325,852	1,111,587	(214,265)
Badjaling Nth Road Resheeting	13.37%	204,120	198,497	27,290	(171,207)
Pannell Road Resheeting	5.70%	131,150	1,500	7,470	5,970
<b>Other Infrastructure</b>					
Oval Floodlights	91.32%	123,150	123,150	112,466	(10,684)
Community Park	2.31%	620,000	512,960	14,318	(498,642)
<b>Operational</b>					
Medical Practice Expense	70.87%	206,737	155,053	146,519	(8,534)
Roads Maintenance	65.18%	615,908	461,930	401,445	(60,485)

% Compares current ytd actuals to annual budget

Financial Position	* Note	Prior Year 31 March 2020	Current Year 31 March 2021
Adjusted Net Current Assets	102%	\$ 2,303,849	\$ 2,352,685
Cash and Equivalent - Unrestricted	108%	\$ 2,300,356	\$ 2,489,539
Cash and Equivalent - Restricted	123%	\$ 2,930,018	\$ 3,606,344
Receivables - Rates	90%	\$ 263,988	\$ 238,056
Receivables - Other	119%	\$ 276,192	\$ 327,510
Payables	142%	\$ 436,151	\$ 621,287

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

### **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 21st April 2021  
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**

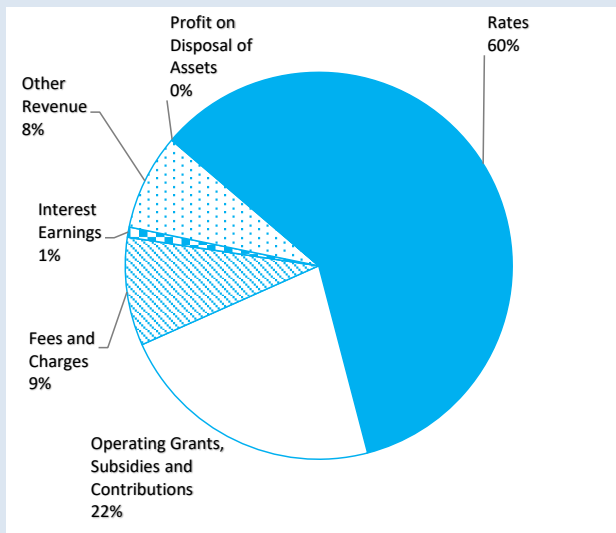
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions 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**

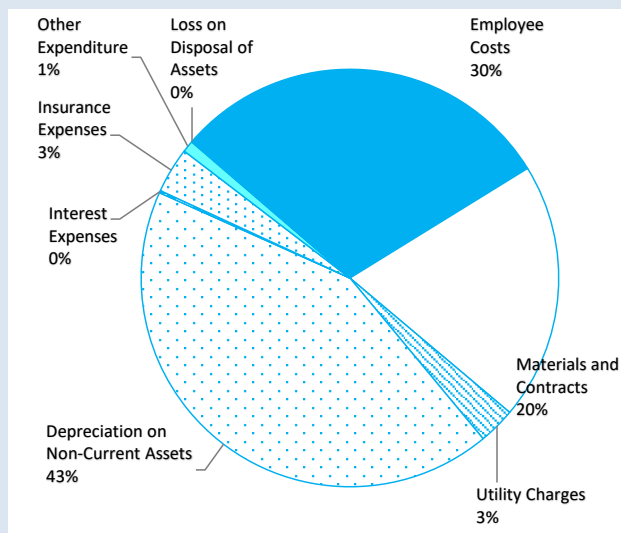
All figures shown in this statement are rounded to the nearest dollar.



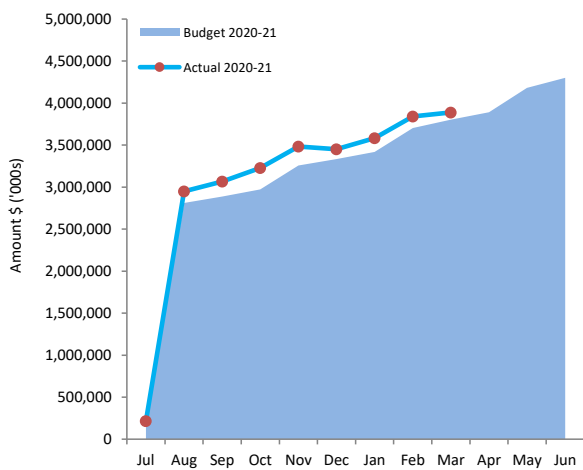
**OPERATING REVENUE**



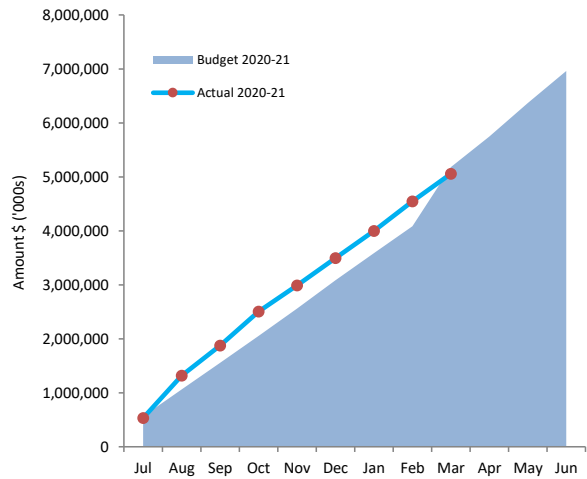
**OPERATING EXPENSES**



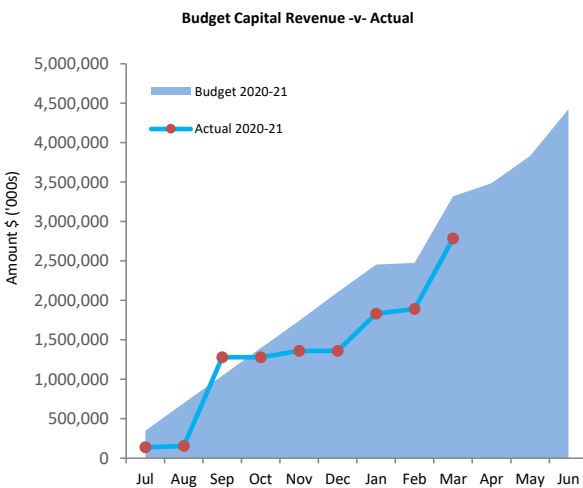
**Budget Operating Revenues -v- Actual**



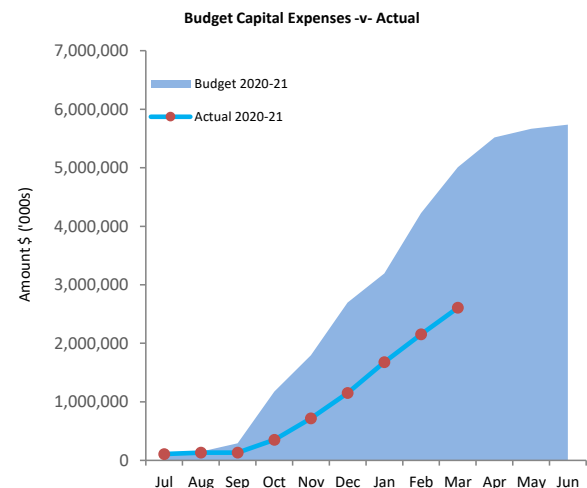
**Budget Operating Expenses -v- YTD Actual**



**CAPITAL REVENUE**



**CAPITAL EXPENSES**



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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 MARCH 2021**

**STATUTORY REPORTING PROGRAMS**

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

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	1(b)	1,749,307	1,749,307	1,749,307	0	0%	
<b>Revenue from operating activities</b>							
Governance		3,300	2,475	6,336	3,861	156%	
General Purpose Funding - Rates	5	2,311,004	2,308,140	2,315,683	7,543	0%	
General Purpose Funding - Other		910,346	683,936	680,866	(3,070)	(0%)	
Law, Order and Public Safety		218,797	164,097	165,528	1,431	1%	
Health		15,879	11,909	16,918	5,009	42%	
Education and Welfare		61,708	46,279	64,011	17,732	38%	▲
Housing		106,108	79,579	74,556	(5,023)	(6%)	
Community Amenities		174,554	130,919	108,103	(22,816)	(17%)	▼
Recreation and Culture		26,346	19,756	26,306	6,550	33%	
Transport		202,471	152,540	151,512	(1,028)	(1%)	
Economic Services		209,170	156,881	201,801	44,920	29%	▲
Other Property and Services		61,272	45,945	77,312	31,367	68%	▲
		<b>4,300,955</b>	<b>3,802,456</b>	<b>3,888,932</b>	86,476	2%	
<b>Expenditure from operating activities</b>							
Governance		(712,537)	(521,176)	(470,805)	50,371	10%	
General Purpose Funding		(82,738)	(49,079)	(61,133)	(12,054)	(25%)	▼
Law, Order and Public Safety		(372,689)	(279,517)	(246,704)	32,813	12%	▲
Health		(315,980)	(236,985)	(217,647)	19,338	8%	
Education and Welfare		(222,620)	(168,967)	(138,665)	30,302	18%	▲
Housing		(162,773)	(122,082)	(99,079)	23,003	19%	▲
Community Amenities		(512,815)	(384,609)	(341,963)	42,646	11%	▲
Recreation and Culture		(955,540)	(721,603)	(723,463)	(1,860)	(0%)	
Transport		(2,880,818)	(2,143,509)	(2,054,444)	89,065	4%	
Economic Services		(683,177)	(512,353)	(437,519)	74,834	15%	▲
Other Property and Services		(60,117)	(41,059)	(265,976)	(224,917)	(548%)	▼
		<b>(6,961,804)</b>	<b>(5,180,939)</b>	<b>(5,057,398)</b>	123,541	2%	
<b>Operating activities excluded from budget</b>							
Add Back Depreciation		2,822,450	235,204	<b>2,160,309</b>	1,925,105	818%	▲
Adjust (Profit)/Loss on Asset Disposal	6	(19,889)	(1,657)	<b>(1,136)</b>	521	(31%)	
Adjust Provisions and Accruals		(65,901)	(5,492)	<b>944</b>	6,436	(117%)	
<b>Amount attributable to operating activities</b>		<b>75,811</b>	<b>(1,150,428)</b>	<b>991,651</b>	<b>2,142,079</b>	186%	
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions		3,923,765	2,942,824	<b>2,553,796</b>	(389,028)	(13%)	▼
Proceeds from Disposal of Assets	6	501,864	376,398	<b>230,259</b>	(146,139)	(39%)	▼
Capital Acquisitions	7	(5,736,120)	(5,007,406)	<b>(2,606,480)</b>	2,400,927	48%	▲
<b>Amount attributable to investing activities</b>		<b>(1,310,491)</b>	<b>(1,688,185)</b>	<b>177,575</b>	<b>1,865,760</b>	111%	▲
<b>Financing Activities</b>							
Proceeds from New Debentures		0	0	<b>0</b>	0		
Principal lease payments		(5,069)	(3,802)	<b>(5,040)</b>			
Self-Supporting Loan Principal		37,393	28,045	<b>18,416</b>	(9,629)	(34%)	
Transfer from Reserves	9	689,177	516,883	<b>0</b>	(516,883)	(100%)	▼
Repayment of Debentures	8	(98,717)	(74,038)	<b>(64,614)</b>	9,424	13%	
Transfer to Reserves	9	(1,105,000)	(828,750)	<b>(514,613)</b>	314,137	38%	▲
<b>Amount attributable to financing activities</b>		<b>(482,216)</b>	<b>(361,662)</b>	<b>(565,851)</b>	<b>(202,951)</b>	(56%)	
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>32,411</b>	<b>(1,450,968)</b>	<b>2,352,682</b>	3,804,888	262%	

**KEY INFORMATION**

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

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

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

## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 MARCH 2021

### REVENUE

#### RATES

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

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

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

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

#### PROFIT ON ASSET DISPOSAL

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

#### FEES AND CHARGES

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

#### SERVICE CHARGES

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

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

## NATURE OR TYPE DESCRIPTIONS

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

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

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

#### INSURANCE

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

#### LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

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

#### OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021**

**BY NATURE OR TYPE**

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	1(b)	1,749,307	1,749,307	1,749,307	0	0%	
<b>Revenue from operating activities</b>							
Rates	5	2,311,004	2,308,140	2,315,683	7,543	0%	
Operating Grants, Subsidies and Contributions		1,112,258	868,580	870,400	1,820	0%	
Fees and Charges		456,089	342,496	351,905	9,409	3%	
Interest Earnings		49,400	39,735	33,027	(6,708)	(17%)	
Other Revenue		327,273	243,505	312,545	69,040	28%	▲
Profit on Disposal of Assets	6	44,931	0	5,372	5,372		
		<b>4,300,955</b>	<b>3,802,456</b>	<b>3,888,932</b>	86,476	2%	
<b>Expenditure from operating activities</b>							
Employee Costs		(2,234,742)	(1,677,144)	(1,507,621)	169,523	10%	▲
Materials and Contracts		(1,376,923)	(1,008,456)	(1,008,222)	234	0%	
Utility Charges		(229,080)	(171,810)	(144,331)	27,479	16%	▲
Depreciation on Non-Current Assets		(2,822,450)	(2,116,842)	(2,160,309)	(43,467)	(2%)	
Interest Expenses		(20,191)	(9,368)	(8,922)	446	5%	
Insurance Expenses		(178,523)	(133,893)	(178,450)	(44,557)	(33%)	▼
Other Expenditure		(74,853)	(63,426)	(45,307)	18,119	29%	▲
Loss on Disposal of Assets	6	(25,042)	0	(4,236)	(4,236)		
		<b>(6,961,804)</b>	<b>(5,180,939)</b>	<b>(5,057,398)</b>	123,541	(2%)	
<b>Operating activities excluded from budget</b>							
Add back Depreciation		2,822,450	235,204	<b>2,160,309</b>	1,925,105	818%	▲
Adjust (Profit)/Loss on Asset Disposal	6	(19,889)	(1,657)	<b>(1,136)</b>	521	(31%)	
Adjust Provisions and Accruals		(65,901)	(5,492)	<b>944</b>	6,436	(117%)	
<b>Amount attributable to operating activities</b>		<b>75,811</b>	<b>(1,150,428)</b>	<b>991,651</b>	2,142,079	(186%)	
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions		3,923,765	2,942,824	<b>2,553,796</b>	(389,028)	(13%)	▼
Proceeds from Disposal of Assets	6	501,864	376,398	<b>230,259</b>	(146,139)	(39%)	▼
Capital acquisitions	7	(5,736,120)	(5,007,406)	<b>(2,606,480)</b>	2,400,927	48%	▲
<b>Amount attributable to investing activities</b>		<b>(1,310,491)</b>	<b>(1,688,185)</b>	<b>177,575</b>	1,865,760	(111%)	
<b>Financing Activities</b>							
Principal lease payments		(5,069)	(3,802)	<b>(5,040)</b>			
Self-Supporting Loan Principal		37,393	28,045	<b>18,416</b>	(9,629)	(34%)	
Transfer from Reserves	9	689,177	516,883	<b>0</b>	(516,883)	(100%)	▼
Repayment of Debentures	8	(98,717)	(74,038)	<b>(64,614)</b>	9,424	13%	
Transfer to Reserves	9	(1,105,000)	(828,750)	<b>(514,613)</b>	314,137	38%	▲
<b>Amount attributable to financing activities</b>		<b>(482,216)</b>	<b>(361,662)</b>	<b>(565,851)</b>	(202,951)	56%	
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>32,411</b>	<b>(1,450,968)</b>	<b>2,352,682</b>	3,804,888	(262%)	

**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.

### **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.

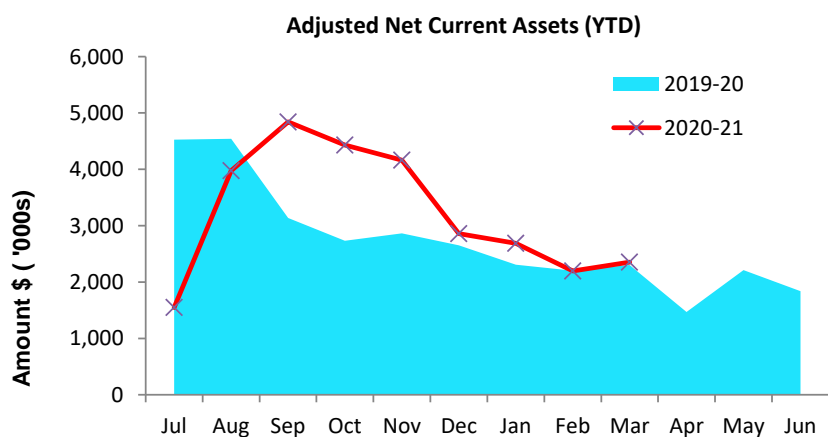
	Ref Note	Last Years Closing 30 June 2020	This Time Last Year 31 Mar 2020	Year to Date Actual 31 Mar 2021
<b>Adjusted Net Current Assets</b>		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	3	1,437,180	2,300,356	2,489,539
Cash Restricted	3	3,646,796	2,930,018	3,606,344
Receivables - Rates	4	233,550	263,988	238,056
Receivables - Other	4	20,244	276,192	327,510
Expected Credit Loss Allowance	4	(12,262)	(18,933)	(12,262)
Financial Assets		37,130	0	0
Prepaid Expenses		18,663	0	1,128
Interest / ATO Receivable		29,928	23,127	52,766
Inventories		4,275	7,902	6,758
		5,415,504	5,782,650	6,709,839
<b>Less: Current Liabilities</b>				
Payables		(412,022)	(436,151)	(621,287)
Provisions - employee		(336,197)	(315,963)	(336,198)
Long term borrowings		(98,154)	(16,736)	(33,103)
		(846,373)	(768,850)	(990,588)
<b>Unadjusted Net Current Assets</b>		<b>4,569,131</b>	<b>5,013,800</b>	<b>5,719,251</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Cash reserves	3	(3,091,734)	(2,930,018)	(3,606,344)
Less: Loans receivable		(37,130)	0	0
Add: Lease Liabilities		5,155		
Add: Provisions - employee		205,731	203,331	206,675
Add: Long term borrowings		98,154	16,736	33,103
<b>Adjusted Net Current Assets</b>		<b>1,749,307</b>	<b>2,303,849</b>	<b>2,352,685</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



<b>This Year YTD</b>
<b>Surplus(Deficit)</b>
<b>\$2.35 M</b>
<b>Last Year YTD</b>
<b>Surplus(Deficit)</b>
<b>\$2.3 M</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021**

**NOTE 2  
EXPLANATION OF MATERIAL VARIANCES**

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

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
Education and Welfare	17,732	38%	▲	Timing	Profit on Sale of Asset and timing of various Grants and Contributions.
Community Amenities	(22,816)	(17%)	▼	Timing	Timing of Waste Collection Income and NRM Grants
Economic Services	44,920	29%	▲	Timing	Timing of Skeleton Weed Reimbursement and Caravan Park income higher than year to date budget. Standpipes income higher than Budgeted.
Other Property and Services	31,367	68%	▲	Permanent	Parental Leave reimbursement
<b>Expenditure from operating activities</b>					
General Purpose Funding	(12,054)	(25%)	▼	Permanent	Administration Allocated
Law, Order and Public Safety	32,813	12%	▲	Timing	Timing of CESM operating expenses and Adverse Event Plan
Education and Welfare	30,302	18%	▲	Timing	Timing of Independent Living Concept and AKV maintenance. Youth program vacancies.
Housing	23,003	19%	▲	Timing	Timing of Housing Allocated and timing of works on other Housing
Community Amenities	42,646	11%	▲	Timing	Timing of Town Planning and Badjaling Drain Engineering Advice
Economic Services	74,834	15%	▲	Timing	Timing of Skeleton Weed expenses, Tourism Strategy, Caravan Park and Standpipes.
Other Property and Services	(224,917)	(548%)	▼	Timing	Payout of Leave, Parental Leave payments, Plants Costs, PWO Allocation lower than budgeted
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	(389,028)	(13%)	▼	Timing	Timing of Grants
Proceeds from Disposal of Assets	(146,139)	(39%)	▼	Timing	Timing of Disposal of Assets
Land Held for Resale	0				
Capital Acquisitions	2,400,927	48%	▲	Timing	Timing of Capital Works

**KEY INFORMATION**



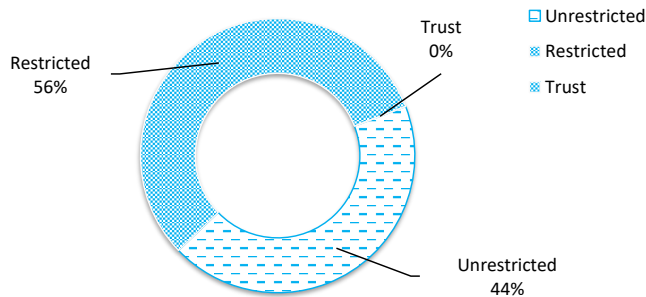
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	650			650			
<b>At Call Deposits</b>							
Municipal Fund	1,442,419			1,442,419	Westpac		
Medical Centre	749			749	Westpac		
Child Care Centre	20,354			20,354	Westpac		
Municipal On Call	720,000			720,000	Westpac	0.01%	
Reserve Fund On Call		54,539		54,539	Westpac	0.01%	
Trust Fund			0	0	Westpac		
<b>Term Deposits</b>							
Municipal Investment - Term Deposit	307,833			307,833	Westpac	0.24%	05-Jun-21
Municipal Investment - Term Deposit	304,371			304,371	Westpac	0.23%	03-Jun-21
Reserve Investment - Term Deposit		987,590		987,590	Westpac	0.23%	03-Jun-21
Reserve Investment - Term Deposit		982,317		982,317	Westpac	0.31%	12-Apr-21
Reserve Investment - Term Deposit		620,635		620,635	Westpac	0.30%	22-May-21
Reserve Investment - Term Deposit		961,262		961,262	Westpac	0.23%	23-Jun-21
<b>Total</b>	<b>2,796,375</b>	<b>3,606,344</b>	<b>0</b>	<b>6,402,719</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



Total Cash	Unrestricted
<b>\$6.4 M</b>	<b>\$2.8 M</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021**

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Rates Receivable	30 June 2020	31 Mar 21
	\$	\$
Opening Arrears Previou Year	237,459	231,667
Levied this year	2,489,560	2,488,499
<u>Less</u> Collections to date	(2,495,352)	(2,482,110)
Equals Current Outstanding	<b>231,667</b>	<b>238,056</b>
<b>Net Rates Collectable</b>	<b>231,667</b>	<b>238,056</b>
% Collected	100.23%	99.74%

**KEY INFORMATION**

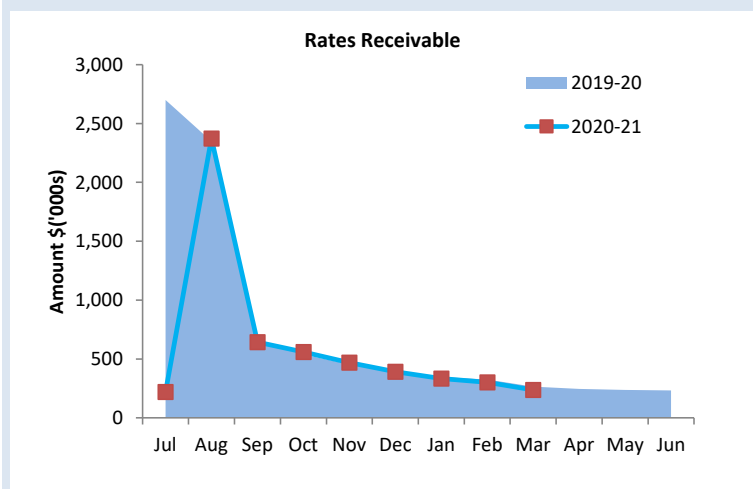
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	348,554	13,068	550	5,842	368,014
Percentage	95%	4%	0%	2%	
<b>Balance per Trial Balance</b>					
Sundry debtors					317,985
Loss Allowance					(12,262)
GST receivable					52,766
Pensioner Rebates					9,525
<b>Total Receivables General Outstanding</b>					<b>368,014</b>

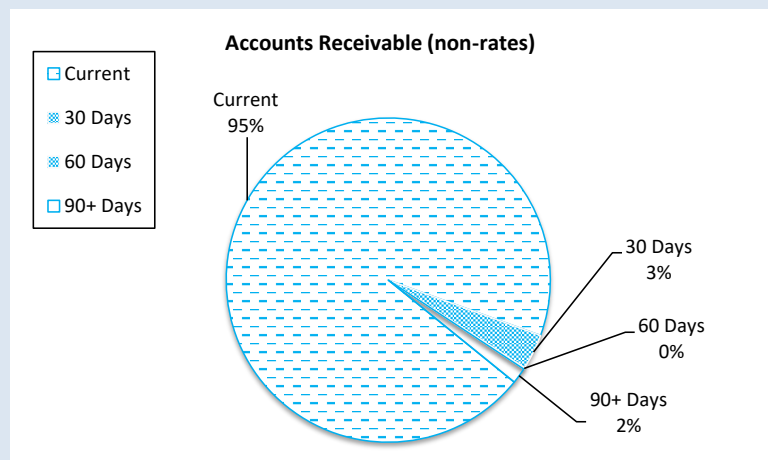
Amounts shown above include GST (where applicable)

**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.



Collected	Rates Due
<b>100%</b>	<b>\$238,056</b>



<b>Debtors Due</b>
<b>\$368,014</b>
<b>Over 30 Days</b>
<b>5%</b>
<b>Over 90 Days</b>
<b>2%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021**

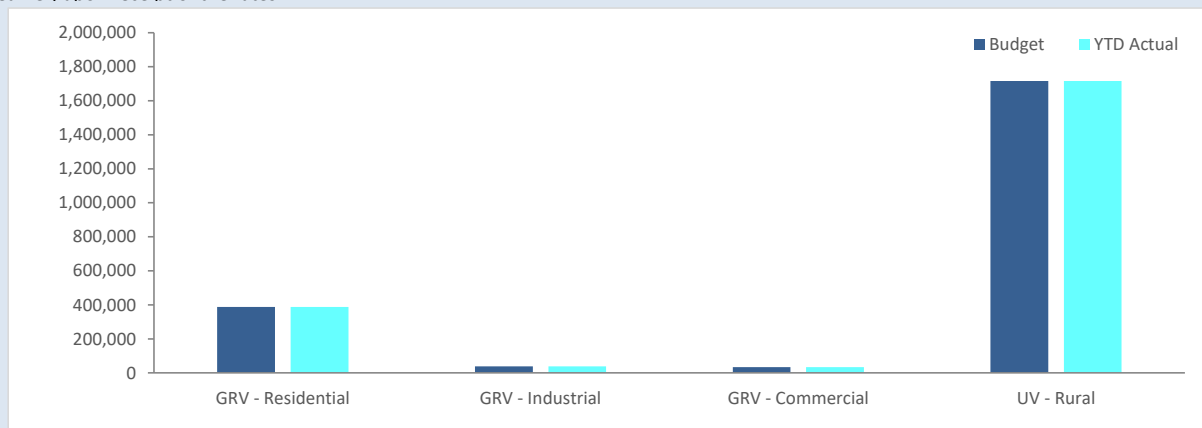
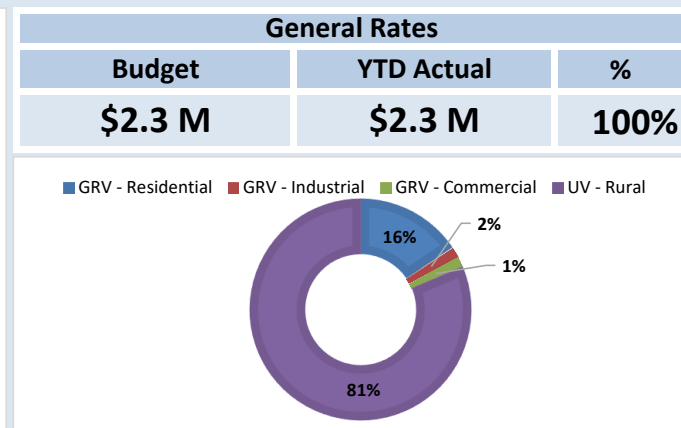
**OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE**

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
<b>RATE TYPE</b>	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV - Residential	0.135696	315	2,563,032	347,793			347,793	347,793			347,793
GRV - Industrial	0.135696	20	261,785	35,523			35,523	35,523			35,523
GRV - Commercial	0.135696	11	248,376	33,704			33,704	33,704			33,704
UV - Rural	0.011765	361	154,596,500	1,818,828			1,818,828	1,818,829	4,700		1,823,529
GRV - Residential	650	61	66,044	39,650			39,650	39,650			39,650
GRV - Industrial	650	5	6,315	3,250			3,250	3,250			3,250
GRV - Commercial	650	0	0	0			0	0			0
UV - Rural	650	32	1,041,736	20,800			20,800	20,800			20,800
<b>Sub-Totals</b>		<b>805</b>	<b>158,783,788</b>	<b>2,299,548</b>	<b>0</b>	<b>0</b>	<b>2,299,548</b>	<b>2,299,549</b>	<b>4,700</b>	<b>0</b>	<b>2,304,249</b>
Write Offs							(700)				(722)
<b>Amount from General Rates</b>							<b>2,298,848</b>	<b>2,299,549</b>			<b>2,303,527</b>
Ex-Gratia Rates							12,156	12,156			12,156
<b>Total General Rates</b>							<b>2,311,004</b>	<b>2,311,705</b>			<b>2,315,683</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

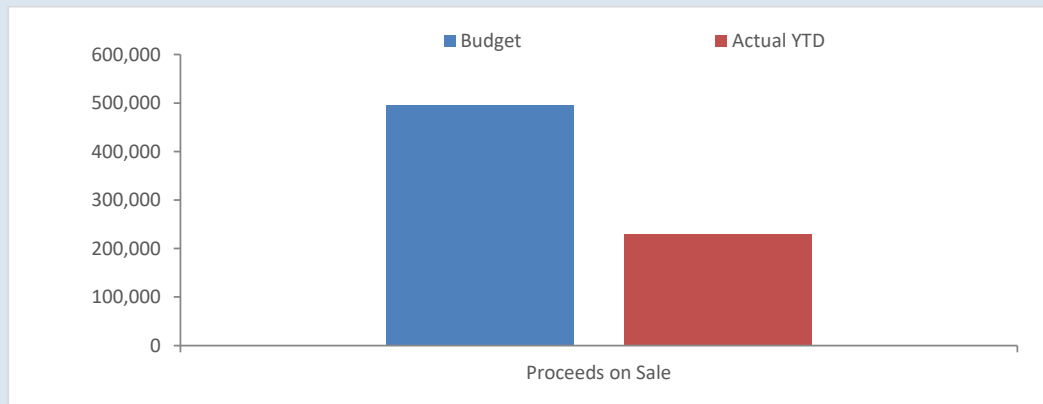


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021**

**OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS**

Asset Description	Amended Budget				YTD Actual			
	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
	\$	\$	\$	\$	\$	\$	\$	\$
2018 Holden Acadia LTZ	35,664	32,000		(3,664)	34,894	36,364	1,469	
2018 Holden Colorado P/Up 4x4	32,328	28,500		(3,828)	31,767	27,531		4,236
Caterpillar 12M	117,191	160,000	42,809			150,000		
Case 580SK Backhoe	22,550	5,000		(17,550)				
Cherry Picker	2,878	5,000	2,122					
Land held for resale	35,000	35,000						
Community Car					12,461	16,364	3,903	
Factory Units	230,000	230,000	0					
	<b>475,611</b>	<b>495,500</b>	<b>44,931</b>	<b>(25,042)</b>	<b>79,122</b>	<b>230,259</b>	<b>5,372</b>	<b>4,236</b>

**KEY INFORMATION**



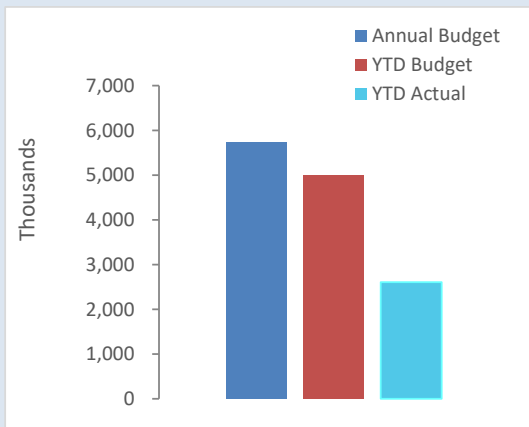
Proceeds on Sale		
Budget	YTD Actual	%
<b>\$495,500</b>	<b>\$230,259</b>	<b>46%</b>

Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land	200,000	187,500	26,630	(160,870)
Buildings	754,319	508,671	196,737	(311,934)
Plant & Equipment	567,780	567,780	159,939	(407,841)
Furniture & Equipment	38,610	38,610	11,299	(27,311)
Infrastructure - Roads	3,049,301	2,710,678	1,897,616	(813,062)
Infrastructure - Footpaths	90,000	67,500	1,820	0
Infrastructure - Other	1,036,110	926,667	312,439	(614,228)
<b>Capital Expenditure Totals</b>	<b>5,736,120</b>	<b>5,007,406</b>	<b>2,606,480</b>	<b>(2,335,247)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	3,923,765	2,942,824	2,553,796	(389,028)
Borrowings	0	150,000	0	(150,000)
Other (Disposals & C/Fwd)	501,864	376,398	230,259	(146,139)
Cash Backed Reserves				
Plant Reserve	327,900	0	0	0
Swimming Pool Reserve	0	0	0	0
Building Reserve	120,750	100,000	0	(100,000)
Health Reserve	200,000	0	0	0
Road Infrastructure Reserve	0	0	0	0
Contribution - operations	661,841	1,438,185	(177,575)	(1,615,760)
<b>Capital Funding Total</b>	<b>5,736,120</b>	<b>5,007,406</b>	<b>2,606,480</b>	<b>(2,400,927)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**



<b>Acquisitions</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Spent</b>
	<b>\$5.74 M</b>	<b>\$2.61 M</b>	<b>45%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$3.92 M</b>	<b>\$2.55 M</b>	<b>65%</b>

% of Completion		Amended				Variance (Under)/Over
		Account Number	Annual Budget	YTD Budget	YTD Actual	
	<b>Capital Expenditure</b>					
	<b>Land</b>					
13%	Industrial Lots Phase 1	2601	200,000	187,500	26,630	(160,870)
13%	<b>Total</b>		200,000	187,500	26,630	(160,870)
	<b>Buildings</b>					
7%	Caravan Park Units	9596	106,300	106,300	7,867	(98,433)
10%	Caretaker Cottage	9597	273,310	120,040	26,130	(93,910)
6%	Youth Centre Upgrades	9576	133,780	78,780	7,672	(71,108)
99%	Town Hall Building Upgrades	9531	132,020	94,642	130,162	35,520
1%	Arthur Kelly Roofing	9537	78,520	78,520	790	(77,730)
74%	Caravan Park Cabins Safety Works	9546	24,270	24,270	17,998	(6,272)
100%	Caravan Park Cabins Cabins Rentention Payment	9546	6,119	6,119	6,119	0
26%	<b>Total</b>		754,319	508,671	196,737	(311,934)
	<b>Plant &amp; Equipment</b>					
99%	CEO Vehicle	9000	45,300	45,300	44,891	(409)
98%	EMWS Vehicle	9702	45,000	45,000	44,258	(742)
0%	Grader	9007	360,000	360,000	-	(360,000)
0%	Second Hand Loader	9703	35,000	35,000	-	(35,000)
100%	Cherry Picker	9755	46,400	46,400	46,400	-
0%	Slasher	9756	12,000	12,000	-	(12,000)
101%	Hospital Auxillary Vehicle	9738	24,080	24,080	24,390	310
28%	<b>Total</b>		567,780	567,780	159,939	(407,841)
	<b>Furniture &amp; Equipment</b>					
41%	Fire Brigade IT and other Equipment	9760	27,310	27,310	11,299	(16,011)
0%	New Computers	9306	11,300	11,300	-	(11,300)
0%	<b>Total</b>		38,610	38,610	11,299	(27,311)
	<b>Infrastructure - Roads</b>					
70%	Heal Street Parking	C196	170,000	170,000	118,269	(51,731)
0%	The Groves Access	C190	18,006	18,006	-	(18,006)
100%	AKV Road Upgrade	C195	139,500	139,500	139,642	142
77%	Balkuling North Road Resealing	C194	81,711	81,711	63,185	(18,526)
72%	Goldfields Road Reconstruction	C167	444,870	444,870	321,117	(123,753)
101%	Goldfields Road Reseal	1C167	78,750	78,750	79,150	400
0%	Mount Stirling Road Reseal	T012	27,900	-	-	-
7%	Old Beverley East Road	C006	373,742	198,292	26,686	(171,606)
0%	Quairading-Cunderdin WSN Stg 2 Design	WSFN3	25,000	25,000	-	(25,000)
84%	Quairading-Cunderdin WSN	WSFN2	1,325,852	1,325,852	1,111,587	(214,265)
11%	Stacey Bus Road Resheeting	C191	28,700	28,700	3,222	(25,478)
13%	Badjaling Nth Road Resheeting	C192	204,120	198,497	27,290	(171,207)
6%	Pannell Road Resheeting	C193	131,150	1,500	7,470	5,970
62%	<b>Total</b>		3,049,301	2,710,678	1,897,616	(813,062)
	<b>Infrastructure - Footpaths</b>					
2%	McLennan Street	F002	90,000	67,500	1,820	(65,680)
2%	<b>Total</b>		90,000	67,500	1,820	-
	<b>Infrastructure - Other</b>					
104%	Hockey Oval Lighting	9839	84,020	81,500	87,085	5,585
74%	Swimming Pool Solar System	9840	42,520	45,040	31,521	(13,519)
91%	Oval Floodlights	9837	123,150	123,150	112,466	(10,684)
2%	Community Park	9838	620,000	512,960	14,318	(498,642)
86%	Shire Hall - Lighting Upgrade	9531	20,000	20,000	17,255	(2,745)
99%	Boundary Signage	9598	5,900	5,900	5,847	(53)
0%	Generator - Parker House	9590	10,000	10,000	-	(10,000)
104%	Shade Sail Pool	9553	18,000	18,000	18,757	757
50%	Sub Meters	9554	5,000	5,000	2,500	(2,500)
72%	Hall Car Park Design	9829	10,000	10,000	7,180	(2,820)
94%	Pool Blankets	9841	12,500	12,500	11,788	(712)
4%	Airstrip	9820	85,020	82,617	3,722	(78,896)
30%	<b>Total</b>		1,036,110	926,667	312,439	(614,228)
45%	<b>Total</b>		5,736,120	5,007,406	2,606,480	(2,335,247)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021**

**FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS**

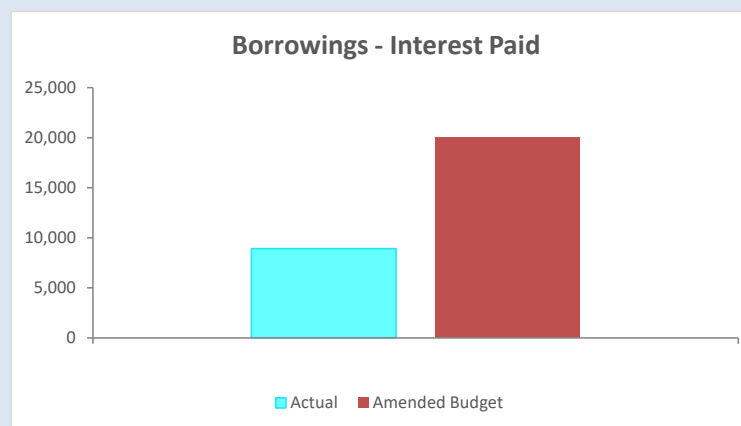
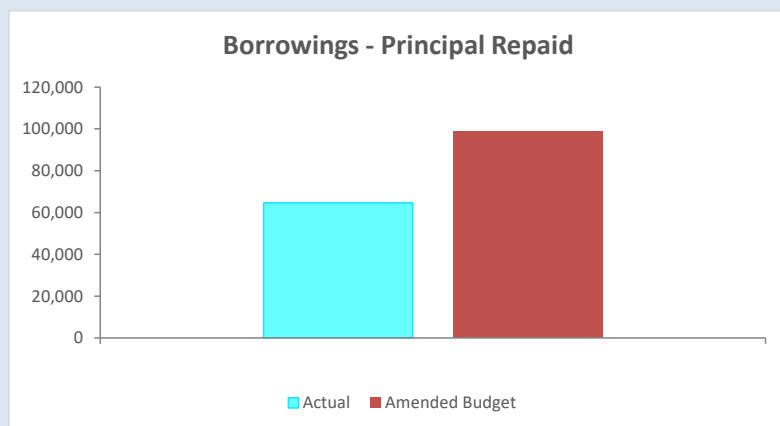
Information on Borrowings Particulars	2019/20	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Transport</b>									
Loan 118 - Depot Building	388,767			23,271	46,896	365,496	341,871	5,751	15,292
<b>Economic Services</b>									
Loan 119 - Park Cottages	143,014			14,128	14,128	128,886	128,886	1,881	2,178
	531,781	0	0	37,399	61,024	494,382	470,757	7,632	17,470
<b>Self supporting loans</b>									
<b>Recreation and Culture</b>									
Loan 115 - Bowling Club	44,177			26,399	36,046	17,778	8,131	1,030	2,324
Loan 117 - Golf Club	4,899			816	1,647	4,083	3,252	260	257
	49,076	0	0	27,215	37,693	21,861	11,383	1,290	2,581
<b>Total</b>	<b>580,857</b>	<b>0</b>	<b>0</b>	<b>64,614</b>	<b>98,717</b>	<b>516,243</b>	<b>482,140</b>	<b>8,922</b>	<b>20,051</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



<b>Principal Repaid</b>
<b>\$64,614</b>
<b>Interest Expense</b>
<b>\$8,922</b>
<b>Loans Outstanding</b>
<b>\$5.2 M</b>

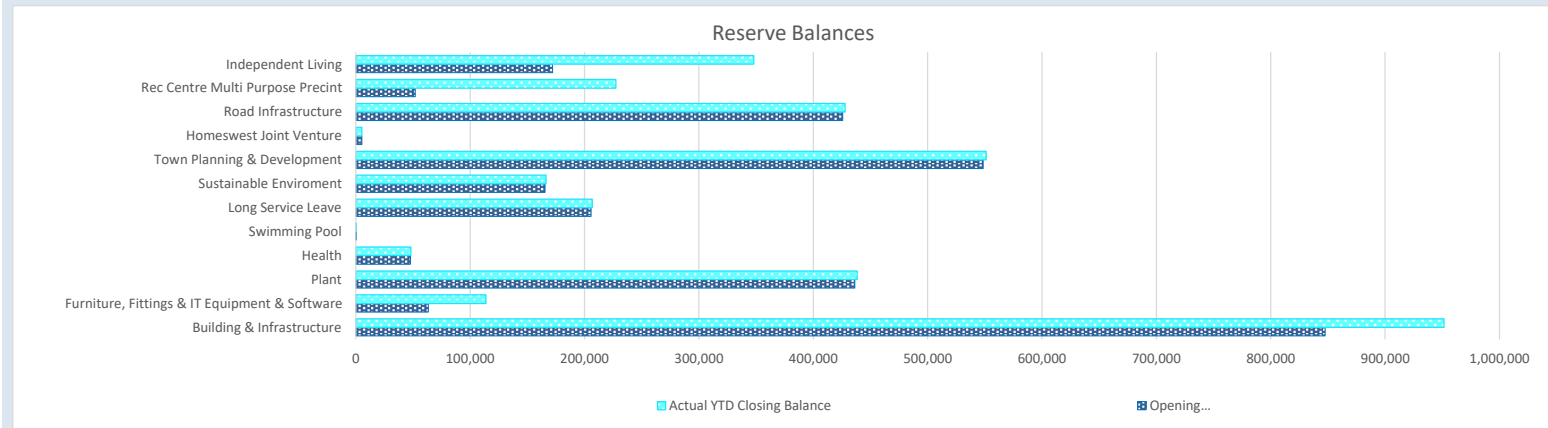
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021

OPERATING ACTIVITIES  
NOTE 9  
RESERVES

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Building & Infrastructure	847,541	6,894	3,986	100,000	100,000	(120,750)		833,685	951,527
Furniture, Fittings & IT Equipment & Software	63,451	516	291	50,000	50,000			113,967	113,742
Plant	436,314	3,501	2,002	350,000		(327,900)		461,915	438,316
Health	47,871	389	220					48,260	48,091
Swimming Pool	262	2	1					264	263
Long Service Leave	205,731	1,672	944			(40,527)		166,876	206,675
Sustainable Environment	165,520	1,345	759					166,865	166,279
Town Planning & Development	548,624	4,406	2,517	230,000		(200,000)		583,030	551,141
Homeswest Joint Venture	5,238	43	24					5,281	5,262
Road Infrastructure	425,771	3,448	1,953					429,219	427,724
Rec Centre Multi Purpose Precint	51,986	423	404	175,000	175,000			227,409	227,390
Building Renewal	121,416	977	557					122,393	121,973
Independent Living	172,006	1,384	955	175,000	175,000			348,390	347,961
	<b>3,091,731</b>	<b>25,000</b>	<b>14,613</b>	<b>1,080,000</b>	<b>500,000</b>	<b>(689,177)</b>	<b>0</b>	<b>3,507,554</b>	<b>3,606,344</b>

KEY INFORMATION



**Interest Earned**  
**\$14,613**

**Reserves Bal**  
**\$3.61 M**



Grants and Contributions

	Amended			Variance (Under)/Over
	Annual Budget	YTD Budget	YTD Actual	
<b>Operating grants, subsidies and contributions</b>				
Federal Assistance Grants	854,746	641,061	641,059	(2)
MRWA Direct Road Grant	137,540	137,540	137,540	0
NRM Grant	17,020	12,765	0	(12,765)
Adverse Event Plan (Community Drought)	15,000	11,250	0	(11,250)
Fire Prevention Grants	47,480	35,610	52,649	17,039
Staff Contributions to Vehicle	17,472	13,104	11,234	(1,870)
Medical Practice Grants and Contributions	15,000	11,250	15,356	4,106
Youth Centre Grants	8,000	6,000	8,348	2,348
Australia Day Grant	0	0	1,100	1,100
Childcare Centre Grants	0	0	3,114	3,114
<b>Operating grants, subsidies and contributions Total</b>	<b>1,112,258</b>	<b>868,580</b>	<b>870,400</b>	<b>1,820</b>
<b>Non-operating grants, subsidies and contributions</b>				
Roads to Recovery/ MRWA Regional Road Group	700,336	525,252	642,078	116,826
WA Freight Network	1,241,949	931,462	978,506	47,044
Community Roads and Infrastructure	393,970	295,478	196,674	-98,804
Community Drought Funding	981,500	736,125	700,000	-36,125
DFES Capital Grant	27,310	20,483	0	-20,483
Community Park Grants and Contributions	525,000	393,750	0	-393,750
Shire Lighting Upgrade Contribution	7,500	5,625	7,500	1,875
Regional Airports Development Scheme	38,484	28,863	29,038	175
Hospital Auxillary Vehicle	7,716	5,787	0	-5,787
<b>Non-operating grants, subsidies and contributions Total</b>	<b>3,923,765</b>	<b>2,942,824</b>	<b>2,553,796</b>	<b>-389,028</b>
<b>Grand Total</b>	<b>5,036,023</b>	<b>3,811,404</b>	<b>3,424,196</b>	<b>(387,208)</b>

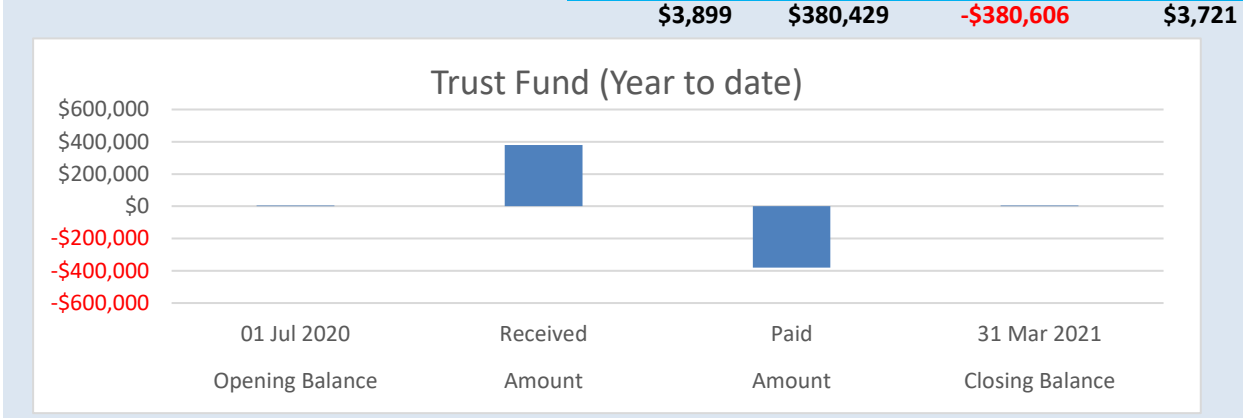
KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021**

**NOTE 11  
TRUST FUND**

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

Description	Opening Balance 01 Jul 2020	Amount Received	Amount Paid	Closing Balance 31 Mar 2021
Department of Transport	\$3,899	\$380,429	-\$380,606	\$3,721
	<b>\$3,899</b>	<b>\$380,429</b>	<b>-\$380,606</b>	<b>\$3,721</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021**

**NOTE 12  
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Opening Surplus				128,145
	Caravan Park Cabins Retention	19-20/21	Capital Expenses			6,119	122,026
	Purchase of Hospital Auxillary Vehicle	64-20/21	Capital Expenses			24,080	97,946
	Reimbursement and Trade in for Hospital Auxillary Vehicle	64-20/21	Capital Income		24,080		122,026
	Altus Bank Reconciliation	80-20/21	Operating Expenses			9,500	112,526
	Computers	80-20/21	Capital Expenses			11,300	101,226
	Offsite Backups/ Internet Service and Firewall	80-20/21	Operating Expenses			7,500	93,726
	Review of Sports and Recreation Masterplan	80-20/21	Operating Expenses			25,000	68,726
	Waiving of Sporting Club Fees and Charges	130-20/21	Operating Income			2,000	66,726
	Caravan Park Cabins	130-20/22	Operating Income		5,000		71,726
	Factory Unit	130-20/23	Operating Income			3,000	68,726
	Private Works	130-20/24	Operating Income		7,500		76,226
	Miscellaneous Materials	130-20/25	Operating Income		7,500		83,726
	Grant Commission (FAGs)	130-20/26	Operating Income		12,732		96,458
	Medical Practice Income - Nurse incentive grant	130-20/27	Operating Income		5,000		101,458
	Parks & Reserves Wages	130-20/28	Operating Expenses		5,000		106,458
	Caravan Park Wages	130-20/29	Operating Expenses		10,000		116,458
	Adverse Event Plan	130-20/30	Operating Expenses		10,000		126,458
	Conferences	130-20/31	Operating Expenses		3,000		129,458
	Revaluation of Assets	130-20/32	Operating Expenses		30,000		159,458
	Integrated Planning	130-20/33	Operating Expenses		7,500		166,958
	Town Planning	130-20/34	Operating Expenses		10,000		176,958
	Parks & Reserves Contracts	130-20/35	Operating Expenses			11,000	165,958
	Oval and Grounds Contracts	130-20/36	Operating Expenses			4,000	161,958
	Bridge Maintenance	130-20/37	Operating Expenses			6,000	155,958
	Telephone	130-20/38	Operating Expenses			9,000	146,958
	Road Depreciation	130-20/39	Operating Expenses			840,000	(693,042)
	New Grader	130-20/40	Capital Income			10,000	(703,042)
	Factory Units	130-20/41	Capital Income		230,000		(473,042)

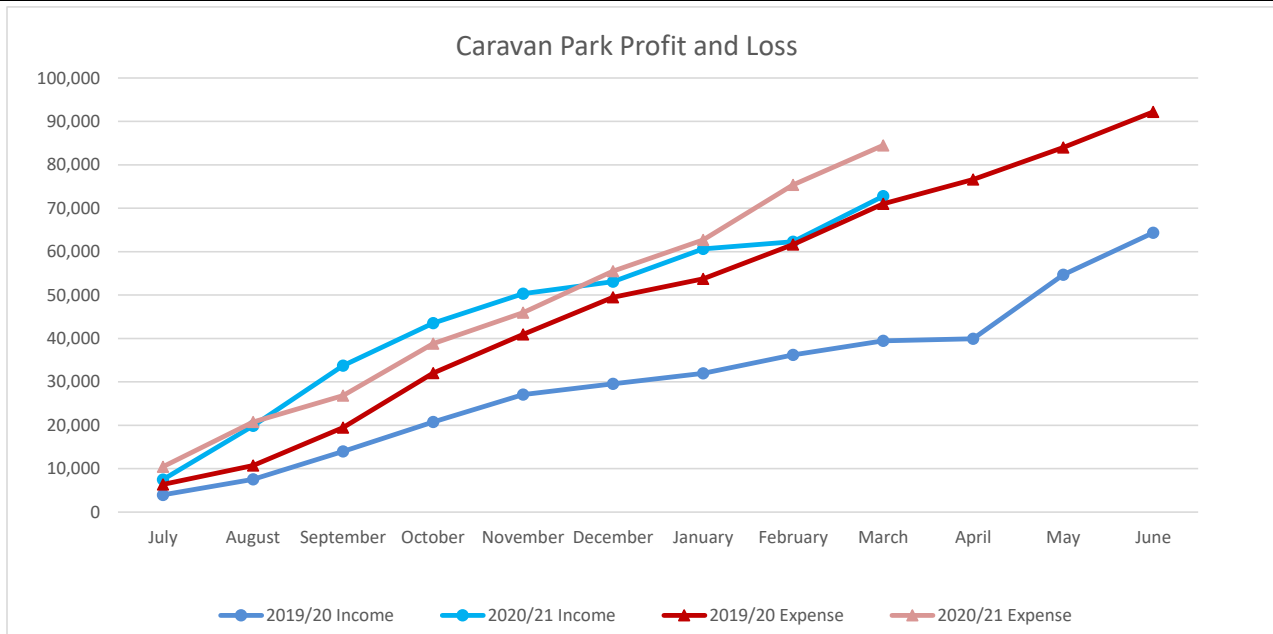
Town Hall Building Upgrades	130-20/42	Capital Expenses	45,750		(427,292)
Caretaker Cottage	130-20/43	Capital Expenses		45,750	(473,042)
Youth Centre	130-20/44	Capital Expenses		55,000	(528,042)
Caravan Park Safety Works	130-20/45	Capital Expenses		6,000	(534,042)
Town Hall Lighting	130-20/46	Capital Expenses	3,000		(531,042)
CEO Vehicle	130-20/47	Capital Expenses	4,700		(526,342)
New Grader	130-20/48	Capital Expenses	20,000		(506,342)
Cherry Picker	130-20/49	Capital Expenses	13,600		(492,742)
Slasher	130-20/50	Capital Expenses		1,000	(493,742)
Balkuling North Road	130-20/51	Capital Expenses	2,000		(491,742)
The Groves Access	130-20/52	Capital Expenses	20,400		(471,342)
Hockey Oval Lighting	130-20/53	Capital Expenses		6,500	(477,842)
Waterwise Sub Meters	130-20/54	Capital Expenses	5,000		(472,842)
Boundary Signage	130-20/55	Capital Expenses	4,600		(468,242)
Factory Unit Sale	130-20/56	Reserve		230,000	(698,242)
Fix Statutory Budget - Road Infrastructure	130-20/57	Reserve	120,750		(577,492)
Fix Statutory Budget - Buildings & Infrastructure	130-20/58	Reserve		120,750	(698,242)
Fix Statutory Budget - Buildings & Infrastructure	130-20/59	Reserve	350,500		(347,742)
Fix Statutory Budget - Plant	130-20/60	Reserve		350,500	(698,242)
New Grader - Plant Reserve	130-20/61	Reserve		10,000	(708,242)
Slasher - Plant Reserve	130-20/62	Reserve		13,600	(721,842)
Cherry Picker - Plant Reserve	130-20/63	Reserve	1,000		(720,842)
Actual Opening Position	130-20/64	Opening Surplus		86,747	(807,589)
Road Depreciation	130-20/65	Non Cash Write Back	840,000		32,411
<b>Permanent Changes</b>			<b>0</b>	<b>1,798,612</b>	<b>1,894,346</b>
					<b>32,411</b>

## KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021**

**NOTE 13  
CARAVAN PARK**

Caravan Park Profit and Loss	YTD Bookings/ Stays	YTD Actual	Current Budget	VAR %
<b>INCOME</b>				
Caravan Park Charges	462	\$30,535	\$36,000	85%
Cottage Charges	22	\$3,941	\$3,000	131%
Cabins Charges	151	\$38,282	\$47,000	81%
<b>TOTAL INCOME</b>	<b>635</b>	<b>\$72,758</b>	<b>\$86,000</b>	<b>85%</b>
<b>EXPENDITURE</b>		<b>YTD Actual</b>	<b>Current Budget</b>	<b>VAR %</b>
<b>Caravan Park</b>				
Wages inc O/H		\$36,047	\$53,668	67%
Materials & Insurance		\$10,778	\$7,691	140%
Utilities		\$7,645	\$13,000	59%
<b>Caravan Park Total</b>		<b>\$54,470</b>	<b>\$74,359</b>	<b>73%</b>
<b>Cottage</b>				
Wages inc O/H		\$3,831	\$2,964	129%
Materials & Insurance		\$1,726	\$2,507	69%
Utilities		\$886	\$1,500	59%
<b>Cottage Total</b>		<b>\$6,443</b>	<b>\$6,971</b>	<b>92%</b>
<b>Cabins</b>				
Wages inc O/H		\$16,766	\$45,314	37%
Materials & Insurance		\$3,509	\$9,000	39%
Utilities		\$3,290	\$7,032	47%
<b>Cabins Total</b>		<b>\$23,565</b>	<b>\$61,346</b>	<b>38%</b>
<b>TOTAL EXPENDITURE</b>		<b>\$ 84,478</b>	<b>\$ 142,676</b>	<b>59%</b>
<b>Income</b>		<b>\$ 72,758</b>	<b>\$ 86,000</b>	<b>85%</b>
<b>Expenses</b>		<b>\$ 84,478</b>	<b>\$ 142,676</b>	<b>59%</b>
		<b>-\$ 11,720</b>	<b>-\$ 56,676</b>	<b>21%</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021**

**NOTE 14  
RATIO'S**

	2021	This Time	2020	2019	2018	2017	Target Range
	YTD	Last Year					
Current Ratio	3.96	6.76	4.71	6.00	0.93	1.29	≥1.00
Debt Service Cover Ratio	8.43	14.97	15.02	19.61	16.98	41.90	≥ 15.0
Operating Surplus Ratio	(0.39)	(0.10)	(0.36)	0.01	(0.24)	(0.43)	≥0.15
Own Source Revenue Coverage Ratio	0.60	0.89	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	$\frac{\text{Own Source Operating Revenue}}{\text{Operating Expenses}}$

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

<b>Meeting Date</b>	29 <sup>th</sup> April 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Determination of the Salaries and Allowances Tribunal
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	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 – (a) an interest common to a significant number of electors or ratepayers; or (b) an interest in the imposition of any rate, charge or fee by the local government; or (c) an interest relating to – (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 (ii) a gift permitted by section 5.100A; or (iii) reimbursement of an expense that is the subject of regulations made under section 5.101A;

#### OFFICER RECOMMENDATION

1. That Council set the following Elected Members Meeting Fees and Allowances for the 2021/2022 Year in accordance with Band 4 of the Salaries and Allowances Tribunal Determination.
2. Shire President – Council Meeting \$\_\_\_\_\_ per Meeting  
Shire President – Committee Meetings \$\_\_\_\_\_ per Meeting  
Councillors – Council Meeting \$\_\_\_\_\_ per Meeting  
Councillors – Committee Meetings \$\_\_\_\_\_ per Meeting
3. Shire President’s Allowance be set at \$\_\_\_\_\_

**VOTING REQUIREMENTS** – Simple Majority

#### IN BRIEF

- The Salaries and Allowances 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.

- The Tribunal has determined that remuneration, fees, expenses and allowance ranges provided to CEOs and elected members will be maintained at current levels.

## **MATTER FOR CONSIDERATION**

Council to consider Elected Member Meeting Fees and Allowances for the 2021/2022 Year.

## **BACKGROUND**

The Salaries and Allowances 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, the Department of Local Government, Sport and Cultural Industries, the Western Australian Local Government Association, Local Government Professionals WA and other interested individuals to provide information or submissions regarding developments across the sector.

Nineteen submissions were received. All submissions received were considered within the Tribunal's deliberations.

The Tribunal continues to apply the four Band allocation model. The model allows a number of measurable and non-measurable factors to be considered when assessing appropriate levels of remuneration. The model is adjusted annually to accommodate incremental increases experienced by all organisations.

The Tribunal notes that the remuneration ranges provide some flexibility to local governments to set remuneration within the Band to which they are allocated. The Tribunal will only adjust a Band classification when a local government or regional local government can demonstrate a substantial and sustained increase in functions, roles or scope of the organisation.

Elected members are provided these fees and allowances to recognise the commitment of their time and to ensure they are not out of pocket for expenses properly incurred in the fulfilment of their duties. The Tribunal's original 2013 determination stated that "fees and allowances provided to elected members are not intended to be full time salaries for members". The Tribunal continues to recognise the degree of voluntary community service in the role of elected members.

## **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 30<sup>th</sup> June 2021 will total \$32,013.

Subject to Council Resolution, the 2021/2022 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 Meeting Fees and the Shire President's Allowance to be within the stated range of Band 4 Councils.

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 2021/2022 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 (2020/2021) 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.

**WESTERN AUSTRALIA**  
**SALARIES AND ALLOWANCES ACT 1975**  
**DETERMINATION OF THE SALARIES AND ALLOWANCES TRIBUNAL**  
**ON LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS AND ELECTED MEMBERS**

**Pursuant to Section 7A and 7B**

**8 April 2021**

**PREAMBLE**

**Statutory Context**

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.
3. By issuing this Determination, the Tribunal discharges its obligations under Section 8 of the SA Act, which requires determinations under sections 7A and 7B to be issued at intervals of not more than 12 months.

**Considerations**

4. The Tribunal has considered sections 2.7 to 2.10 and section 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).
5. The Tribunal invited individual local governments, the Department of Local Government, Sport and Cultural Industries, the Western Australian Local Government Association, Local Government Professionals WA and other interested individuals to provide information or submissions regarding developments across the sector.

6. Nineteen submissions were received. All submissions received were considered within the Tribunal's deliberations.

### **Band allocation model**

7. The Tribunal continues to apply the four Band allocation model. The model allows a number of measurable and non-measurable factors to be considered when assessing appropriate levels of remuneration. The model is adjusted annually to accommodate incremental increases experienced by all organisations.
8. While some submissions argued for a change to the classification model, the Tribunal considers this model remains the best available for local government remuneration.
9. The Tribunal notes that the remuneration ranges provide some flexibility to local governments to set remuneration within the Band to which they are allocated. The Tribunal will only adjust a Band classification when a local government or regional local government can demonstrate a substantial and sustained increase in functions, roles or scope of the organisation.

### **Christmas and Cocos Islands**

10. In 2016, the Commonwealth and WA Governments entered an agreement under the *Christmas Island Act 1958* (Cth), the *Cocos (Keeling) Islands Act 1995* (Cth) and the *Indian Oceans Territories (Administration of Laws) Act 1992* (WA), by which the Tribunal has the power to determine the remuneration of local government CEOs and the fees, expenses and allowances for local government elected members of the Shires of Christmas Island and Cocos (Keeling) Islands.
11. This inquiry reviewed remuneration provided by the Shires of Christmas and Cocos (Keeling) Islands.

### **CONCLUSIONS**

12. The Tribunal has determined that remuneration, fees, expenses and allowance ranges provided to CEOs and elected members will be maintained at current levels. The ranges remain appropriate within the wider framework of senior public offices and the current economic climate.
13. The Tribunal notes that each local government can set remuneration within the band to which it is allocated. Any increase, within the bands, must be determined by each local government through its own assessment of whether changes are justified.
14. In reviewing the classification framework, band allocation model and all other relevant information, the Tribunal has examined local governments with potential to change classification. However, the Tribunal considers no change is warranted at this time to the classification of any local government.

15. The Tribunal received some submissions requesting changes to the specific levels of allowances, such as the Regional Isolation Allowance or the annual allowances provided to elected members in lieu of expenses. The Tribunal has reviewed these allowances and has determined that no change is necessary.
16. The Tribunal noted a number of submissions raised a variety of issues, such as performance management, governance standards, workplace culture, qualifications and training, among others. Such issues are outside the Tribunal's powers. The Tribunal's functions are narrow and strictly defined in the SA Act (as identified in paragraphs 1 and 2). The Tribunal sets the appropriate levels of remuneration for the offices within its jurisdiction, not the specific office holders.
17. It is emphasised that fees and allowances, in lieu of reimbursement of expenses, provided to elected members are not considered payment for work performed in a manner akin to regular employment arrangements. Elected members are provided these fees and allowances to recognise the commitment of their time and to ensure they are not out of pocket for expenses properly incurred in the fulfilment of their duties. The Tribunal's original 2013 determination stated that "fees and allowances provided to elected members are not intended to be full time salaries for members". The Tribunal continues to recognise the degree of voluntary community service in the role of elected members.

The Determination will now issue

**DETERMINATION FOR LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS  
AND ELECTED MEMBERS PURSUANT TO SECTION 7A AND 7B OF THE  
*SALARIES AND ALLOWANCES ACT 1975***

**PART 1: INTRODUCTORY MATTERS**

*This Part deals with some matters that are relevant to the determination generally.*

**1.1 Short title**

This determination may be cited as the *Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2021*.

**1.2 Commencement**

This determination comes into operation on 1 July 2021.

**1.3 Content and intent**

- (1) The remuneration listed in this determination comprises all remuneration as defined under the *Salaries and Allowances Act 1975* as including salary, allowances, fees, emoluments and benefits.
- (2) The determination applies to
  - a. Chief Executive Officers (CEOs);
  - b. Acting Chief Executive Officers; and
  - c. Elected Members
- (3) The remuneration specified in this determination for CEOs is based on a person being appointed to one local government CEO position only. In the case of a person appointed to undertake the duties of more than one CEO position simultaneously, the relevant local governments must seek a determination from the Tribunal for the multiple CEO positions held by that person.
- (4) If a local government undergoes an amalgamation or a rezoning of local government boundaries, the local government is required to seek a new determination from the Tribunal.
- (5) This determination provides for the amount of fees, expenses and allowances to be paid or reimbursed to elected council members under the *Local Government Act 1995* ('the LG Act') Part 5 Division 8. The determination applies to elected council members

who are members of the council of a local government, and under section 3.66 of the LG Act.

- (6) Where the Tribunal has determined a specific amount for a fee, expense or allowance for elected council members of a local government or regional local government, the amount determined by the Tribunal will be payable to an eligible elected council member.
- (7) Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for elected council members of a local government or regional local government, each local government or regional local government council will set an amount within the relevant range determined and the amount set will be payable to an eligible elected council member.
- (8) The fees, expenses and allowances determined are intended to recognise the responsibilities of elected council members, mayors and presidents of local governments and chairmen of regional local governments and to remunerate them for the performance of the duties associated with their office.

#### **1.4 Terms used**

In this determination, unless the contrary intention appears -

***chair*** means a person who is elected or appointed from among the members of a council of a regional local government as its chair;

***committee meeting*** means a meeting of a committee of a council where the committee comprises –

- (a) council members only; or
- (b) council members and employees of the local government or regional local government;

***council***, in relation to:

- (a) a local government, means the council of the local government;
- (b) a regional local government, means the council of the regional local government;

***council member***, in relation to:

- (a) a local government –

- (i) means a person elected under the LG Act as a member of the council of the local government; and
  - (ii) includes the mayor or president of the local government;
- (b) a regional local government –
- (i) means a person elected under the LG Act as a member of the council of a local government and who is a member of the council of the regional local government; and
  - (ii) includes the chair of the regional local government;

**LG Regulations** means the *Local Government (Administration) Regulations 1996*;

**mayor** means a council member holding the office of mayor, whether elected by the council from amongst its members or elected by the electors;

**president** means a council member holding the office of president, whether elected by the council from amongst its members or elected by the electors.

## **1.5 Pro rata payments**

- (1) The Total Reward Package specified in this determination for CEOs is based on a person serving in the office on a full-time basis. The relevant range shall be payable on a pro rata basis if the position is undertaken on a part time basis.
- (2) The amount of a person's entitlement to remuneration, annual attendance fee or annual allowance specified in this determination shall be apportioned on a pro rata basis according to the portion of a year that the person holds office.

## **1.6 Local government band allocations**

Unless the contrary intention appears, this determination allocates local governments to the bands set out in Schedule 1. Regional local governments (as constituted under Part 3 Division 4 of the LG Act) are allocated to a Band only with respect to CEOs.



## **PART 2: TOTAL REWARD PACKAGE**

*This Part deals with the remuneration payable to Chief Executive Officers.*

### **2.1 GENERAL**

- (1) Offices listed in this Part have been assigned by the Tribunal to one of four classifications designated Band 1 to Band 4.
- (2) Each classification (Band 1 to Band 4) has a commensurate Total Reward Package (TRP) range.
- (3) Typical components of a TRP include:
  - (a) Base salary;
  - (b) Annual leave loading;
  - (c) Associated FBT accrued (total annual amount of fringe benefits tax paid by the local government for all fringe benefits provided to a CEO);
  - (d) Association membership fees;
  - (e) Attraction/retention allowance, not being provided under Part 3;
  - (f) Personal benefit value of the provision of a motor vehicle for private use (if applicable) as defined under Part 5 of this determination;
  - (g) Cash bonus and performance incentives;
  - (h) Cash in lieu of a motor vehicle;
  - (i) Fitness club fees;
  - (j) Grooming/clothing allowance;
  - (k) Health insurance;
  - (l) School fees and/or child's uniform;
  - (m) Superannuation (all mandatory and non-mandatory employer superannuation contributions);
  - (n) Travel or any other benefit taken in lieu of salary;
  - (o) Travel for spouse or any other member of family;
  - (p) Unrestricted entertainment allowance;
  - (q) Utilities allowance (any water, power or other utility subsidy provided to the CEO); and
  - (r) Any other form of payment, in cash or not, in consideration as a reward or benefit of the CEOs duties.
- (4) The only exclusions from the TRP are:
  - (a) items listed in Parts 3, 4 and 5 of this determination (however, any superannuation guarantee associated with the payment of a Regional/Isolation Allowance and any associated FBT accrued from the

provision of a motor vehicle or accommodation are to be included as part of the TRP);

- (b) employer obligations such as professional development (restricted to the CEO), reimbursement for genuine work expenses or the cost of recruitment and relocation expenses; and
- (c) items considered by the local government to be a tool of trade (i.e. equipment needed to undertake the duties of a CEO) and which are not a direct or indirect reward or benefit for the performance of duties as a CEO.

## 2.2 LOCAL GOVERNMENT CLASSIFICATION

- (1) The ranges of TRP in Table 1 apply where a local government or regional local government has been classified into the relevant band.

**Table 1: Local government band classification – Total Reward Package range**

Band	Total Reward Package
1	\$250,375 - \$379,532
2	\$206,500 - \$319,752
3	\$157,920 - \$259,278
4	\$128,226 - \$200,192

- (2) Local governments have been classified in Schedule 1.
- (3) Regional local governments have been classified in Table 2 below.

**Table 2: Regional local government band classification**

Regional Local Government	Band
Bunbury-Harvey Regional Council	4
Eastern Metropolitan Regional Council	2
Mindarie Regional Council	3
Murchison Regional Vermin Council	4
Pilbara Regional Council	4
Rivers Regional Council	3
Southern Metropolitan Regional Council	2
Tamala Park Regional Council	2
Western Metropolitan Regional Council	4

- (4) A person who holds a dual appointment of the CEO of the Shire of Murray and the CEO of the Shire of Waroona, shall be entitled to receive a TRP range from the bottom

of Band 2 (\$206,500) to a maximum of \$351,727 (which represents the top of Band 2 plus 10%).

- (5) A person who holds a dual appointment of the CEO of the Shire of East Pilbara and the CEO of the Pilbara Regional Council, shall be entitled to receive a TRP range equivalent to the Band 2 range (\$206,500 - \$319,752).

## **PART 3: REGIONAL/ISOLATION ALLOWANCE**

*This Part deals with the Regional/Isolation Allowance that may be payable to Chief Executive Officers from local governments identified in this Part.*

### **3.1 GENERAL**

- (1) Local governments listed in Table 3 in this Part may provide a Regional/Isolation Allowance to a CEO, in addition to the CEO's Total Reward Package, in recognition of the regional and isolation factors which may affect the attraction and retention of the CEOs of those local governments.
- (2) There is no requirement to provide a Regional/Isolation Allowance to a CEO. Payment of this allowance is at the discretion of the local government, within the parameters set by the Tribunal.
- (3) When a local government chooses to use any or all of this allowance, the payment of the allowance should be properly justified and applied in a transparent manner considering the issues outlined in 3.2.
- (4) When a local government chooses to pay all or any of this allowance, it is to be paid to the CEO as salary.

### **3.2 DETERMINING APPROPRIATENESS AND RATE OF ALLOWANCE**

- (1) When assessing the appropriateness of providing a Regional/Isolation Allowance, an eligible local government must consider the impact of factors outlined in 3.2(3) on attraction and retention of a CEO. In the event these factors have little or no impact, the Local Government should not provide this Allowance.
- (2) In the event a Regional/Isolation Allowance is considered appropriate, the amount of the Allowance should be proportionate to the circumstances faced by the Local Government.
- (3) The following factors should be considered when determining whether to apply the Regional/Isolation Allowance:
  - a) *Remoteness* - Issues associated with the vast distances separating communities within a Local Government or the distance of the Local Government from Perth or a Regional Centre;
  - b) *Cost of living* - The increased cost of living highlighted specifically in the Regional Price Index.
  - c) *Social disadvantage*: Reduced specialist health services, schooling opportunities for children, employment opportunities for spouse, reduced

- lifestyle commodities when compared to Perth and regional centres, and access to professional and personal support networks;
- d) *Dominant industry*: The impact that a dominant industry such a mining or agriculture has on an area and the ability to attract and retain people in the face of a dominant industry;
  - e) *Attraction/retention*: The ability to recruit suitably qualified candidates and being able to retain them in light of the above concerns in competition with positions in Perth, regional centres and private industry;
  - f) *Community expectations*: The pressures on a CEO to meet expectations when professional or operational expertise is not readily available.

### 3.3 REGIONAL/ISOLATION ALLOWANCE

Local governments eligible for the Regional/Isolation Allowance are listed in Table 3.

**Table 3: Regional/Isolation Allowance**

Local Government	Maximum Regional/Isolation Allowance Per Annum
Ashburton Shire	\$45,000
Broome Shire	\$35,000
Carnamah Shire	\$30,000
Carnarvon Shire	\$30,000
Chapman Valley Shire	\$30,000
Christmas Island Shire	\$80,000
Cocos (Keeling) Islands Shire	\$80,000
Coolgardie Shire	\$30,000
Coorow Shire	\$30,000
Cue Shire	\$40,000
Derby-West Kimberley Shire	\$45,000
Dundas Shire	\$30,000
East Pilbara Shire	\$45,000
Esperance Shire	\$25,000
Exmouth Shire	\$35,000
Geraldton-Greenough City	\$25,000
Halls Creek Shire	\$65,000
Irwin Shire	\$30,000
Jerramungup Shire	\$25,000
Kalgoorlie-Boulder City	\$30,000
Karratha City	\$60,000

Local Government	Maximum Regional/Isolation Allowance Per Annum
Kent Shire	\$10,000
Kondinin Shire	\$10,000
Kulin Shire	\$10,000
Lake Grace Shire	\$10,000
Laverton Shire	\$40,000
Leonora Shire	\$40,000
Meekatharra Shire	\$40,000
Menzies Shire	\$30,000
Merredin Shire	\$10,000
Mingenew Shire	\$30,000
Morawa Shire	\$30,000
Mount Magnet Shire	\$30,000
Mount Marshall Shire	\$10,000
Mukinbudin Shire	\$25,000
Murchison Shire	\$30,000
Narembeen Shire	\$10,000
Ngaanyatjarraku Shire	\$40,000
Northampton Shire	\$30,000
Nungarin Shire	\$10,000
Perenjori Shire	\$30,000
Port Hedland Town	\$60,000
Ravensthorpe Shire	\$30,000
Sandstone Shire	\$30,000
Shark Bay Shire	\$35,000
Three Springs Shire	\$30,000
Upper Gascoyne Shire	\$35,000
Westonia Shire	\$25,000
Wiluna Shire	\$40,000
Wyndham-East Kimberley Shire	\$45,000
Yalgoo Shire	\$30,000
Yilgarn Shire	\$25,000

## **PART 4: HOUSING ALLOWANCE**

*This Part deals with the Housing Allowance that may be payable to Chief Executive Officers.*

### **4.1 GENERAL**

- (1) In recognition of the need for local governments to provide accommodation as a result of a lack of suitable housing or recruitment issues, on either a permanent or temporary basis, local governments are able to utilise this allowance as required.
- (2) When a local government utilises this allowance, the payment of the allowance should be properly justified and applied in a transparent manner.
- (3) Any accommodation provided under this Part must be located within or adjacent to the local government area in which the CEO is employed.
- (4) Local governments should tailor the provision of any housing allowance to suit their particular circumstances. This may include the CEO making contributions towards the cost of the accommodation.

### **4.2 APPLICABLE HOUSING ALLOWANCE**

- (1) Where a local government owns a property and provides that property to the CEO for accommodation, the value of this accommodation will not be included in the Total Reward Package.
- (2) For reporting purposes, the value of the local government owned property shall be valued at the annual Gross Rental Value of the property as determined by the Valuer General.
- (3) Where a local government leases accommodation for the use of the CEO, the lease costs will not be included in the Total Reward Package.
- (4) For reporting purposes, the value of the local government leased property shall be the annual actual costs of the accommodation lease.

## **PART 5: MOTOR VEHICLE**

*This Part deals with the provision of motor vehicles to Chief Executive Officers.*

### **5.1 GENERAL**

- (1) For local governments generally, except those listed in Table 3 under Part 3 of this determination, the private benefit value of any motor vehicle provided to the CEO by the local government is to be included in the Total Reward Package.
- (2) For local governments listed in Table 3 under Part 3 of this determination, any motor vehicle provided to the CEO or an allowance provided to a CEO for use of a private motor vehicle for work-related purposes, is to be considered a tool of trade (i.e. a tool needed to undertake the duties of a CEO in these local governments) and any private benefit will not be considered as part of the Total Reward Package.

### **5.2 PRIVATE BENEFIT VALUE**

- (1) The private benefit value of the motor vehicle will be dependent on the type of motor vehicle provided, method of ownership (i.e. local government owned or leased), maintenance and running costs, insurance, any applicable luxury car tax and the amount of private use of the vehicle (i.e. non-business use).
- (2) As a general rule, the private benefit value will be based upon the annual costs multiplied by the percentage of private use.
- (3) Local governments and CEOs will need to agree on the most appropriate way to record the amount of private use in order to calculate the private benefit value.



## **PART 6: MEETING ATTENDANCE FEES**

*This Part deals with fees payable to council members for attendance at council and other meetings*

### **6.1 GENERAL**

- (1) Pursuant to section 5.98(1)(b) of the LG Act, a council member who attends a council meeting is entitled to be paid the fee set by the local government or the regional local government within the range determined in section 6.2 of this Part for council meeting attendance fees.
- (2) Pursuant to section 5.98(1)(b) and (2A)(b) of the LG Act, a council member who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (3) Each of the following meetings is a type of meeting prescribed in regulation 30(3A) of the LG Regulations -
  - (a) meeting of a WALGA Zone, where the council member is representing a local government as a delegate elected or appointed by the local government;
  - (b) meeting of a Regional Road Group established by Main Roads Western Australia, where the council member is representing a local government as a delegate elected or appointed by the local government;
  - (c) council meeting of a regional local government where the council member is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government;
  - (d) meeting other than a council or committee meeting where the council member is attending at the request of a Minister of the Crown who is attending the meeting;
  - (e) meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.
- (4) Pursuant to section 5.99 of the LG Act, a local government or regional local government may decide by an absolute majority that instead of paying council

members an attendance fee referred to in section 5.98(1) of the LG Act, it will pay all council members who attend council or committee meetings a fee set within the range for annual fees determined in section 6.4 of this Part.

- (5) Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a council member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if –
  - (a) the person who organises the meeting pays the council member a fee for attending the meeting; or
  - (b) the council member is paid an annual fee in accordance with section 5.99 of the LG Act; or
  - (c) the council member is deputising for a council member at a meeting of a regional local government and the member of the regional local government is paid an annual fee in accordance with section 5.99 of the LG Act.
- (6) In determining the fees set out in this Part, the Tribunal has taken into account a range of factors including –
  - (a) the time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with council staff and community members;
  - (b) the role of the council member, mayor or president including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation;
  - (c) particular responsibilities associated with the types of meetings attended;
  - (d) responsibilities of a mayor, president or chair to preside over meetings; and
  - (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model.
- (7) The Tribunal has not determined a specific meeting attendance fee for the purposes of section 5.98(1)(a) or (2A)(a) of the LG Act.

## **6.2 COUNCIL MEETING ATTENDANCE FEES – PER MEETING**

- (1) The ranges of fees in Table 4 and Table 5 apply where a local government or regional local government decides by an absolute majority to pay a council member a fee referred to in section 5.98(1)(b) of the LG Act for attendance at a council meeting.

**Table 4: Council meeting fees per meeting – local governments**

Band	For a council member other than the mayor or president		For a council member who holds the office of mayor or president	
	Minimum	Maximum	Minimum	Maximum
1	\$615	\$793	\$615	\$1,189
2	\$373	\$582	\$373	\$780
3	\$193	\$410	\$193	\$634
4	\$91	\$238	\$91	\$490

**Table 5: Council meeting fees per meeting – regional local governments**

	For a council member other than the chair		For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$91	\$238	\$91	\$490

**6.3 COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES – PER MEETING**

- (1) The ranges of fees in Table 6 and Table 7 apply where a local government or regional local government decides to pay a council member a fee referred to in –
  - (a) section 5.98(1)(b) of the LG Act for attendance at a committee meeting; or
  - (b) section 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

**Table 6: Committee meeting and prescribed meeting fees per meeting – local governments**

For a council member (including the mayor or president)		
Band	Minimum	Maximum
1	\$308	\$396
2	\$186	\$291
3	\$97	\$205
4	\$46	\$119

**Table 7: Committee meeting and prescribed meeting fees per meeting – regional local governments**

For a council member (including the chair)		
	Minimum	Maximum
All regional local governments	\$46	\$119

#### **6.4 ANNUAL ATTENDANCE FEES IN LIEU OF COUNCIL MEETING, COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES**

- (1) The ranges of fees in Table 8 and Table 9 apply where a local government or regional local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98 of the LG Act, it will pay an annual fee to all council members who attend council, committee or prescribed meetings.

**Table 8: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments**

Band	For a council member other than the mayor or president		For a council member who holds the office of mayor or president	
	Minimum	Maximum	Minimum	Maximum
1	\$24,604	\$31,678	\$24,604	\$47,516
2	\$14,865	\$23,230	\$14,865	\$31,149
3	\$7,688	\$16,367	\$7,688	\$25,342
4	\$3,589	\$9,504	\$3,589	\$19,534

**Table 9: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – regional local governments**

	For a council member other than the chair		For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$1,795	\$10,560	\$1,795	\$15,839

## **PART 7: ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT, CHAIR, DEPUTY MAYOR, DEPUTY PRESIDENT AND DEPUTY CHAIR**

*This Part deals with annual allowances payable to mayors, presidents, chair and their deputies, in addition to any entitlement to meeting attendance fees or the reimbursement of expenses.*

### **7.1 GENERAL**

- (1) Pursuant to section 5.98(5) of the LG Act, the mayor or president of a local government and the chair of a regional local government are entitled, in addition to any fees or reimbursement of expenses payable under section 5.98(1) or (2), to be paid the annual allowance set by the local government or regional local government within the range determined in section 7.2 of this Part.
- (2) Pursuant to section 5.98A(1) of the LG Act, a local government or regional local government may decide, by an absolute majority, to pay the deputy mayor or deputy president of the local government, or the deputy chair of the regional local government, an allowance of up to the percentage that is determined by the Tribunal of the annual allowance to which the mayor or president of the local government, or the chair of the regional local government, is entitled under section 5.98(5) of the LG Act. That percentage is determined in section 7.3 of this Part. This allowance is in addition to any fees or reimbursement of expenses payable to the deputy mayor, deputy president or deputy chair under section 5.98 of the LG Act.
- (3) In determining the allowances set out in this Part, the Tribunal has taken into account a range of factors including the following –
  - (a) the leadership role of the mayor, president or chair;
  - (b) the statutory functions for which the mayor, president or chair is accountable;
  - (c) the ceremonial and civic duties required of the mayor, president or chair, including local government business related entertainment;
  - (d) the responsibilities of the deputy mayor, deputy president or deputy chair when deputising;
  - (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model;
  - (f) the civic, ceremonial and representation duties particular to the Lord Mayor of Western Australia’s capital city.

## 7.2 ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT OR CHAIR

- (1) The ranges of allowances in Table 10 apply where a local government sets the amount of the annual local government allowance to which a mayor or president is entitled under section 5.98(5) of the LG Act.
- (2) The range of allowances in Table 11 apply where a regional local government sets the amount of the annual local government allowance to which a chair is entitled under section 5.98(5) of the LG Act.
- (3) Despite the provisions of subsection (1), the Perth City Council is to set the amount of the annual local government allowance to which the Lord Mayor is entitled within the range of \$61,509 to \$137,268.

**Table 10: Annual allowance for a mayor or president of a local government**

For a mayor or president		
Band	Minimum	Maximum
1	\$51,258	\$89,753
2	\$15,377	\$63,354
3	\$1,025	\$36,957
4	\$513	\$20,063

**Table 11: Annual allowance for a chair of a regional local government**

For a chair		
	Minimum	Maximum
All regional local governments	\$513	\$20,063

## 7.3 ANNUAL ALLOWANCE FOR A DEPUTY MAYOR, DEPUTY PRESIDENT OR DEPUTY CHAIR

- (1) The percentage determined for the purposes of section 5.98A(1) of the LG Act is 25 per cent.

## PART 8: EXPENSES TO BE REIMBURSED

*This Part deals with expenses for which council members are entitled to be reimbursed.*

### 8.1 GENERAL

- (1) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 31(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(1) to (5) of this Part.
- (2) Regulation 31(1) of the LG Regulations prescribes the following kinds of expenses that are to be reimbursed:
  - (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
  - (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.
- (3) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 32(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(6) to (8) of this Part.
- (4) Regulation 32(1) of the LG Regulations prescribes the following kinds of expenses that may be approved by a local government for reimbursement –
  - (a) an expense incurred by a council member in performing a function under the express authority of the local government;
  - (b) an expense incurred by a council member to whom paragraph (a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
  - (c) an expense incurred by a council member in performing a function in his or her capacity as a council member.



## 8.2 EXTENT OF EXPENSES TO BE REIMBURSED

- (1) The extent to which a council member can be reimbursed for rental charges in relation to one telephone and one facsimile machine is the actual expense incurred by the council member.
- (2) The extent to which a council member can be reimbursed for child care costs incurred because of attendance at a meeting referred to in regulation 31(1)(b) of the LG Regulations is the actual cost per hour or \$30 per hour, whichever is the lesser amount.
- (3) The extent to which a council member of a local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is:
  - (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
  - (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back:
    - (i) for the person to travel from the person's place of residence or work to the meeting and back; or
    - (ii) if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.
- (4) The extent to which a council member of a regional local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.
- (5) For the purposes of subsections (3) and (4), travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Interim Award 2011* as at the date of this determination.
- (6) The extent to which a council member can be reimbursed for child care costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is the actual cost per hour or \$30 per hour, whichever is the lesser amount.

- (7) The extent to which a council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission as at the date of this determination.
- (8) The extent to which a council member can be reimbursed for any other cost incurred under regulation 32(1) of the LG Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.

## **PART 9: ANNUAL ALLOWANCES IN LIEU OF REIMBURSEMENT OF EXPENSES**

*This Part deals with annual allowances that a local government or regional local government may decide to pay.*

### **9.1 GENERAL**

- (1) Pursuant to section 5.99A of the LG Act, a local government or regional local government may decide by absolute majority that instead of reimbursing council members under the LG Act section 5.98(2) for all of a particular type of expense, it will pay all council members, for that type of expense, the annual allowance determined in section 9.2 of this Part or, as the case requires, an annual allowance within the range determined in that section.
- (2) Where a local government or regional local government has decided to pay council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under section 5.98(2) of the LG Act, section 5.99A of the LG Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.
- (3) In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the following:
  - (a) the intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members;
  - (b) the capacity of local governments to set allowances appropriate to their varying operational needs;
  - (c) the particular practices of local governments in the use of information and communication technology (e.g. laptop computers, iPads); and
  - (d) the varying travel requirements of council members in local governments associated with geography, isolation and other factors.

### **9.2 ANNUAL ALLOWANCES DETERMINED INSTEAD OF REIMBURSEMENT FOR PARTICULAR TYPES OF EXPENSES**

- (1) In this section:

***ICT expenses*** means:

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or
- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations;

***travel and accommodation expenses*** means:

- (a) travel costs, as prescribed by regulation 31(1)(b) of the LG Regulations; or
  - (b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations.
- (2) For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.
- (3) For the purposes of section 5.99A(a) of the LG Act, the annual allowance for travel and accommodation expenses is \$50.

## SCHEDULE 1: LOCAL GOVERNMENT BAND ALLOCATIONS

Local Government	Band
Albany City	1
Armadale City	1
Ashburton Shire	2
Augusta-Margaret River Shire	2
Bassendean Town	3
Bayswater City	1
Belmont City	1
Beverley Shire	4
Boddington Shire	4
Boyup Brook Shire	4
Bridgetown-Greenbushes Shire	3
Brookton Shire	4
Broome Shire	2
Broomehill-Tambellup Shire	4
Bruce Rock Shire	4
Bunbury City	1
Busselton City	1
Cambridge Town	2
Canning City	1
Capel Shire	3
Carnamah Shire	4
Carnarvon Shire	2
Chapman Valley Shire	4
Chittering Shire	3
Christmas Island Shire	3
Claremont Town	3
Cocos (Keeling) Islands Shire	4
Cockburn City	1
Collie Shire	3
Coolgardie Shire	3
Coorow Shire	4
Corrigin Shire	4
Cottesloe Town	3
Cranbrook Shire	4
Cuballing Shire	4
Cue Shire	4

Local Government	Band
Cunderdin Shire	4
Dalwallinu Shire	3
Dandaragan Shire	3
Dardanup Shire	3
Denmark Shire	3
Derby-West Kimberley Shire	2
Donnybrook Balingup Shire	3
Dowerin Shire	4
Dumbleyung Shire	4
Dundas Shire	4
East Fremantle Town	3
East Pilbara Shire	2
Esperance Shire	2
Exmouth Shire	3
Fremantle City	1
Gingin Shire	3
Gnowangerup Shire	4
Goomalling Shire	4
Gosnells City	1
Greater Geraldton City	1
Halls Creek Shire	3
Harvey Shire	2
Irwin Shire	3
Jerramungup Shire	4
Joondalup City	1
Kalamunda Shire	2
Kalgoorlie-Boulder City	1
Karratha City	1
Katanning Shire	3
Kellerberrin Shire	4
Kent Shire	4
Kojonup Shire	3
Kondinin Shire	4
Koorda Shire	4
Kulin Shire	4
Kwinana City	1
Lake Grace Shire	4

Local Government	Band
Laverton Shire	3
Leonora Shire	3
Mandurah City	1
Manjimup Shire	2
Meekatharra Shire	3
Melville City	1
Menzies Shire	4
Merredin Shire	3
Mingenew Shire	4
Moora Shire	3
Morawa Shire	4
Mosman Park Town	3
Mount Magnet Shire	4
Mount Marshall Shire	4
Mukinbudin Shire	4
Mundaring Shire	2
Murchison Shire	4
Murray Shire	2
Nannup Shire	4
Narembeen Shire	4
Narrogin Shire	3
Nedlands City	2
Ngaanyatjarraku Shire	4
Northam Shire	2
Northampton Shire	3
Nungarin Shire	4
Peppermint Grove Shire	4
Perenjori Shire	4
Perth City	1
Pingelly Shire	4
Plantagenet Shire	3
Port Hedland Town	1
Quairading Shire	4
Ravensthorpe Shire	3
Rockingham City	1
Sandstone Shire	4
Serpentine-Jarrahdale Shire	2

Local Government	Band
Shark Bay Shire	4
South Perth City	2
Stirling City	1
Subiaco City	2
Swan City	1
Tammin Shire	4
Three Springs Shire	4
Toodyay Shire	3
Trayning Shire	4
Upper Gascoyne Shire	4
Victoria Park Town	2
Victoria Plains Shire	4
Vincent City	2
Wagin Shire	4
Wandering Shire	4
Wanneroo City	1
Waroon Shire	3
West Arthur Shire	4
Westonia Shire	4
Wickepin Shire	4
Williams Shire	4
Wiluna Shire	4
Wongan-Ballidu Shire	4
Woodanilling Shire	4
Wyalkatchem Shire	4
Wyndham-East Kimberley Shire	2
Yalgoo Shire	4
Yilgarn Shire	3
York Shire	3



Signed on 8 April 2021.

M Seares AO  
CHAIR

B A Sargeant PSM  
MEMBER

C P Murphy PSM  
MEMBER

**SALARIES AND ALLOWANCES TRIBUNAL**

## LOCAL GOVERNMENT ELECTED MEMBERS EXPLANATORY NOTES

*This section does not form part of the determination*

### **1. Entitlements**

The entitlement of a council member to a fee, allowance or reimbursement of an expense established under the LG Act, the LG Regulations and this determination, cannot be proscribed, limited or waived by a local government. Any eligible claim against those entitlements is to be paid in accordance with the applicable financial procedures of the local government.

### **2. Local governments to set amounts within the range determined**

Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for members of the council of a local government or a regional local government, each council is to set, by absolute majority, an amount within the relevant range determined and the amount set will be payable to elected council members.

### **3. Superannuation**

Nothing in this determination establishes a liability for the payment of superannuation by local governments. Elected council members are eligible for superannuation payments if their council has resolved unanimously to become an Eligible Local Governing Body (ELGB) pursuant to section 221A and section 221B of the *Income Tax Assessment Act 1936* (Cwlth). Where the council is an ELGB, it is deemed to have an employer/employee relationship with its elected council members and this attracts the application of a number of statutory obligations. Alternative arrangements described in Australian Taxation Office (ATO) Interpretative Decision ATO ID 2007/205 allow for elected council members and councils to agree for whole or part of meeting attendance fees to be paid into a superannuation fund. Where the council is an ELGB, fees for attendance at council, committee and prescribed meetings (whether paid via a per meeting fee or annual allowance) are to be inclusive of any superannuation guarantee liability. This information is not published by way of legal or financial advice.

#### 9.4 Office of the Auditor General (OAG) – Appointment of Audit Firm to conduct Financial Audit

Date	29 <sup>th</sup> April 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) OAG Correspondence
Owner/Applicant	Auditor General, Ms Caroline Spencer
Disclosure of Interest	

#### OFFICER RECOMMENDATION

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

That Council receive the correspondence from the Auditor General advising that AMD has been appointed to conduct Council's financial audit for a 3 Year Term commencing with the Financial Year ended 30<sup>th</sup> June 2021.

\_\_\_\_/\_\_\_\_

**VOTING REQUIREMENTS** –Simple Majority

#### IN BRIEF

- 2019/2020 was the last Year of Council's Audit Contract with Moore Australia (formerly Moore Stephens)
- The State Government determined that all local governments are to be audited by the Auditor General and this is the final year of the 3 Year transition to the OAG.
- The Auditor General has put the Audit tasks for all local governments out to a competitive Process by inviting Proposals from accredited Audit Firms.
- The Auditor General has advised Council that AMD has been appointed to perform the external financial audit of Council for a 3-year Period commencing with the Year ending 30 June 2021.

#### MATTER FOR CONSIDERATION

To receive and note the OAG's Correspondence dated 19<sup>th</sup> April 2021.

#### BACKGROUND

In November 2017, the Office of the Auditor General (OAG) advised that the [Local Government Amendment \(Auditing\) Act 2017](#) had been fully proclaimed making the Auditor General responsible for the financial and performance auditing of Local Governments.

Commencing for the 2017/2018 financial year, the OAG, being mandated to undertake the audits for all local governments in Western Australia has been doing the Audits either directly, or through third party contract to accredited Audit Firms. The OAG also committed to undertaking focus audits within the local government sector to provide best practice and improvement guidance.

Historically, the annual financial audits have been the only audits carried out under s.7.12 of the *Local Government Act 1995* through appointment of an appropriate Audit firm to carry out the audit.

In April 2021, the OAG has advised the appointment of AMD to conduct the Shire of Quairading's annual financial audit for a 3-year period, commencing with the audit for the year ended 30<sup>th</sup> June 2021.

AMD was established in 1982 is regionally based with Offices in Bunbury, Geraldton, Mandurah and Margaret River and the Firm has undertaken Financial Audits of a number of Councils in the ensuing years.

Some background on AMD is provided on the following link: -

<https://www.amdonline.com.au/services/audit/>

The audit fee is determined by the OAG on a Cost Recovery basis to recover the OAG's Costs of the audit delivery.

The OAG have committed to providing an estimate of the Audit Fees in the coming weeks.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government (Audit) Regulations 1996*

*Local Government Amendment (Auditing) ACT 2017*

## **POLICY IMPLICATIONS**

N/A.

## **FINANCIAL IMPLICATIONS**

The Audit Fee is determined by the OAG on a Cost Recovery basis.

The OAG will provide Council with an indicative Cost of the Audit Fees for the 2020/2021 Year in the coming weeks.

Council Officers are aware that Councils that have already come under the AGO, experienced increases in the range of 20-30% from their previous Audits Costs.

Council has budgeted the Amount of \$46,700 for Audits, Financial Management Review and the Compliance Return.

To date, \$28,882 has been expended or committed, leaving a Balance of \$17,818 in GL 0532 until the 30<sup>th</sup> June 2021.

There is a possibility that this amount will be exceeded depending upon the timing, extent and cost of the Interim Audit Visit.

Once the AGO advises of the likely Fees, Council will need to provide for this indicative amount in the 2021/2022 Budget as a minimum.

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

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

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

## **COMMUNITY CONSULTATION**

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

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

Financial - Risk Matrix Rating is assessed as Low. Audit Fees in the Current Budget. OAG Audit Fees to be included in the 2021/2022 Budget. Noting that the OAG has foreshadowed that the 2021/22 Audit Fee will be higher than Council's previous Audit Fees.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Legislative requirement for Council's Financial Statements to be Audited. There may be reputational impact upon the Organisation if the Audit task and Sign Off is protracted (as has occurred with many Councils) causing delays in the acceptance of the Annual Report to Council and the conduct of the Annual Electors Meeting.

Operation – Risk Matrix Rating is assessed as Low. Council Staff assist the Auditors by providing all Books of Accounts and Supporting documentation for Audit.

Natural Environment – Risk Matrix Rating is assessed as Low.



Our Ref: F21/69

Mr Graeme Fardon  
Chief Executive Officer  
Shire of Quairading

By email: [shire@quairading.wa.gov.au](mailto:shire@quairading.wa.gov.au)  
Cc: Wayne Davies, email: [springhills.farm@bigpond.com](mailto:springhills.farm@bigpond.com)

7th Floor, Albert Facey House  
469 Wellington Street, Perth

**Mail to:** Perth BC  
PO Box 8489  
PERTH WA 6849

**Tel:** 08 6557 7500  
**Fax:** 08 6557 7600

**Email:** [info@audit.wa.gov.au](mailto:info@audit.wa.gov.au)

Dear Mr Fardon

## **AUDIT FIRM APPROVED FOR AUDIT OF SHIRE OF QUAIRADING ANNUAL FINANCIAL REPORT**

Recently, my Office invited competitive proposals from accredited audit firms for the provision of professional services to conduct the annual financial audit of your local government on my behalf. I am pleased to advise that I have appointed AMD to conduct your annual financial audit for a 3 year period, commencing with the audit for the year ended 30 June 2021.

All Auditors General across Australia outsource a certain percentage of their audits to private firms. My Office currently outsources approximately 85% of local government sector financial audits and 65% of State sector financial audits. This brings many benefits to my Office and auditees including access to specialist knowledge and surge capacity to complete and report on all public sector audits in a timely manner. As you would be aware, my Office retains an active role in quality control and engagement throughout the audit process, and reports at a whole-of-sector level to the Parliament, community and other stakeholders.

Please note that under the contract between the Auditor General and the contracted auditor, AMD may not seek or undertake any other work for your local government during the term of the contract without my prior written consent. Any approval for other services would generally be limited to other assurance services commonly provided by an auditor, such as grant acquittal certification. Audit firms could not, for example, discharge or deliver financial management functions, as these services cause a self-review threat to the independence of the auditor.

My Office will write again shortly to advise you of your local government's indicative audit fee. This fee is calculated to cost-recover my Office's expenses in audit delivery, and includes OAG staff hours on the audit plus any directly related costs such as contract fees and travel expenses. Local government entities that we have audited in the first 3 years of transition have generally found our audit fees to be higher than they had paid previously. This is primarily because our financial audits are much broader in scope than was previously received by most local government entities, and we do not provide other services that may subsidise the audit fee. In addition to giving assurance on your local government's annual financial report, the audit will also provide greater transparency about financial controls, probity and governance matters, and enables our whole-of-sector parliamentary reporting and stakeholder liaison across the sector.

We look forward to working with you to promote accountability and transparency in the local government sector for the benefit of the community we jointly serve.

The contracted auditor will report to Anna Liang. Please feel free to contact Anna Liang on 6557 7566 or [anna.liang@audit.wa.gov.au](mailto:anna.liang@audit.wa.gov.au) should you wish to discuss any matter in relation to your audit.

Yours sincerely

A handwritten signature in black ink, appearing to read 'C Spencer', written in a cursive style.

CAROLINE SPENCER  
AUDITOR GENERAL  
19 April 2021

## ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

### 10.1 Bush Fire Advisory Committee Meeting Minutes – 15<sup>th</sup> April 2021

<b>Meeting Date</b>	29 <sup>th</sup> April 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CESM Simon Bell
<b>Attachments</b>	(i) Minutes of the BFAC Meeting
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil.

#### OFFICER'S RECOMMENDATION

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

That Council receive the Minutes of the Bush Fire Advisory Committee for its Meeting of 15<sup>th</sup> April 2021

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

**That Council consider the Committee's following Recommendation: -**

#### 1) Amendment of the Prohibited Burning Period

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

*RECOMMENDATION: BFAC9– 20/21*

That the Bush Fire Advisory Committee Meeting recommend to Council that: -

That Council seek Approval for the permanent amendment of the Prohibited Burning Period to reflect the following dates:

- 1<sup>st</sup> November to 28<sup>th</sup> February

In lieu of the current 1<sup>st</sup> November to 14<sup>th</sup> February.

\_\_\_/\_\_\_

**VOTING REQUIREMENTS** – Simple Majority

#### IN BRIEF

Minutes of the 15<sup>th</sup> April 2021 meeting of the Bush Fire Advisory Committee include one (1) recommendations to Council for which the background of each recommendation is contained in the Minutes.

#### MATTER FOR CONSIDERATION

One (1) Recommendation from the Post Season Bushfire Advisory Committee Meeting.

#### BACKGROUND

The purpose of the Bush Fire Advisory Committee is to represent Volunteer Bush Fire Brigades within the Shire and to make recommendations to Council on various matters relating to bushfires, including management and funding of the Bushfire organisations in accordance with Council's Bushfire Management Arrangements.



This report presents the unconfirmed minutes of the Bushfire Advisory Committee (BFAC) Meeting held on the 15<sup>th</sup> April 2021 including relevant attachments. A copy of the draft minutes is attached.

The Bush Fire Advisory Committee Meeting was held on the 15<sup>th</sup> April 2021 from which there was one (1) recommendations for Council's Consideration, namely: -

- RECOMMENDATION: BFAC9- 20/21

The BFAC Meeting have recommended that Council seek Approval for the permanent change of the End date of the Prohibited Burning Period from the 14<sup>th</sup> February to the 28<sup>th</sup> February. This change (if approved) will reduce the Risk of a Permit Burn escaping during a period where higher temperatures are experienced. This proposal still provides for Permit Burns being undertaken for the whole month of March, before the Unrestricted Burning Period commences.

Recommendation responds to community concerns raised this year when Permit Burns commenced on the 15<sup>th</sup> February 2021.

The Prohibit Burning Period is extended by 7 or 14 days in most years due to hot and dry conditions that prevail in February.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995 Part 5, Division 2

Bush Fires Act 1954 Part 3 Section 17 relates to the Minister declaring Prohibited Burning Dates.

Gazetted Prohibited Burning Period for the Shire of Quairading (Zone 4) is the 1<sup>st</sup> November to the next following 14<sup>th</sup> February.

### **POLICY IMPLICATIONS**

N/A.

### **FINANCIAL IMPLICATIONS**

Nil – BFAC activity and Volunteer Bushfire Brigades are fully funded by the Local Government Grant Scheme funded from the State Government's Emergency Services Levy.

Council's Administration Cost is fully borne by Council.

No additional Cost to Council envisaged with the recommended Change to the End Date of the Prohibited Burning Period.

### **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**

N/A

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

Financial – Risk Matrix Rating is considered as Low. Bush Fire Management is within Council's Budget with most Expenditure covered by the Emergency Services Levy.

Health – Risk Matrix Rating is considered as Low.

Reputation – Risk Matrix Rating is considered as Low Risk. Risk Mitigated through having structured Volunteer Bushfire Brigades and Fire Control Officers in place. Volunteers supported through the Community Emergency Services Manager. Council and BFAC responding to Community concern that Permit Burns are being undertaken in mid to late February when the temperatures remain high.

Operation – Risk Matrix Rating considered Low. Management of Bush Fire Brigades within Council's Core Business and included in Council's Corporate Business Plan.

Natural Environment – Risk Matrix Rating is considered as Low Risk. Fire Control Officers and Brigades mitigate impact on both the Natural Environment, Built and Agricultural landscape.

# SHIRE OF QUAIRADING

## Bushfire Advisory Committee

The Bushfire Advisory Committee Minutes of Meeting held on Thursday 15<sup>th</sup> April 2021 commencing at 5:00 pm.

### ITEM 1 OPENING & ANNOUNCEMENTS

---

The Chairperson welcomed everyone to the Meeting and declared the Meeting open at 5:04 pm.

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

The Chairperson welcomed invited guests, Mr Brian Humfrey and Mr Gary Rowles to the meeting.

### ITEM 2 ATTENDANCE AND APOLOGIES

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#### 2.1 Attendance

Mr N Gelmi	Chief Bush Fire Control Officer / Chairperson
Mr J Smart	Deputy Chief Fire Control Officer
Mr M Whyte	Fire Control Officer (departed 6:00pm)
Mr B Wilson	Fire Control Officer / Quairading North BFB Captain
Mr C Anderson	Fire Control Officer (arrived 5:06pm)
Mr L Johnston	Fire Control Officer (arrived 5:32pm)
Mr A Duncan	Fire Control Officer / Quairading Central BFB Captain
Mr G Richards	Fire Weather Monitor
Mr G Fardon	Chief Executive Officer/FCO
Mr S Bell	Community Emergency Services Manager

#### 2.2 Observers / Visitors

Mr G Rowles	Department of Fire & Emergency Services, Bushfire Risk Management Officer
Mr B Humfrey	Bushfire Risk Planning Coordinator

#### 2.3 Apologies

Mr J Corrigan	Department of Fire and Emergency Services
Mr P Groves	Fire Control Officer
Mr S Hadlow	Fire Control Officer
Mr M Davies	Fire Control Officer
Cr W Davies	Shire President
Cr P Smith	Shire Councillor
Ms T Patton	Quairading Volunteer Fire and Rescue Captain
Mr P Hay	Department of Fire and Emergency Services

### ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

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Bushfire Risk Planning Coordinator Project (BRPC), Mr Brian Humfrey provided an update on the Project to date.

Mr Humfrey is currently working on the Shire of Kellerberrin's Bushfire Risk Management Plan (BRMP), although when requesting/sourcing information for Kellerberrin, also sourcing the same information for Quairading and Tammin and compiling the data.

Plan is to commence work on the Quairading's BRMP in approximately September / October 2021 for completion around April / May 2022.

Mr Humfrey advised that following the completion of the BRMP, the Shire of Quairading will be eligible to apply for Mitigation Activity Funding (MAF) to assist with undertaking mitigation activities on Shire owned land or Shire managed reserves.

Mr Gary Rowles informed that the MAF Funding comes out in 2 Rounds per year. The funding is fully allocated for the mitigation works and there is no requirement for Local Government to commit any funds towards the mitigation activities.

The Funding is State Government funding from Royalties for Regions and the Emergency Services Levy.

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## ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 4.1 Confirmation of Minutes – 9<sup>th</sup> September 2020

**RESOLUTION: BFAC8– 20/21****MOVED Mr Anderson SECONDED Mr Richards**

That the Minutes of the Bushfire Advisory Committee Meeting held on 9<sup>th</sup> September 2020 be confirmed as a true and correct record of that Meeting.

**CARRIED**

### 4.2 Business Arising

**Volunteer Fuel Cards**

Fuel Cards for active volunteers have been received. CESM has been in contact with all brigade officers requesting active member lists that should be entitled to receive the benefit of the fuel card entitlement. Once all brigade lists have been received, the same formula that has been used in previous years will be utilised again.

Currently only waiting on Quairading North BFB and South Caroling BFB.

Mr Gelmi advised that one or two weeks prior to the expiry of the fuel cards, Brigade Captains will be contacted regarding funds not drawn by their volunteers so full amount can be used.

## ITEM 5 CORRESPONDENCE

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### 5.1 Inward

There was no Inward Correspondence.

### 5.2 Outward

There has been no Outgoing Correspondence.

### 6.1      **CBFCO Report**

Mr Gelmi reported on the following: -

The bushfire season had been quiet, and he had attended the Wundowie incident.

Attended the District Operational Area Committee (DOAC) Meeting and reported on the following: -

Quairading is fortunate with current bush fire resourcing, some Shires such as Wongan Hills only have two appliances even though that Shire has a reasonably high bushfire risk.

Wongan Hills have also created a local policy that farmer trailer units are not to be utilised on the fire ground.

Mr Fardon advised that he understood that there is a proposal that slip-on units for farmers to utilise that will possibly be eligible under the LGGS. If approved under the LGGS, the units would remain as Shire assets and could be allocated out for the Fire Season.

### 6.2      **DCBFCO Report**

Mr Smart advised that there was not much to report due to it having been a quiet season.

He had assisted at a couple of fires on Goldfields Road in the Shire of Cunderdin.

### 6.3      **FCO Reports**

Mr Anderson informed that the South Caroling Brigade attended a fire in the Shire of Beverley. Communications at this incident were quite poor.

Mr Duncan informed that the Central Brigade only attended one local fire and multiple out of Shire/Regional incidents.

### 6.4      **CESM Report**

Mr Bell reported on the following: -

It has been a reasonably quiet local bushfire season with only a handful of turnouts in the Shire of Quairading.

- Balkuling / Doodenanning BFB – 4 turnout requests (all 4 out of Shire)
- Quairading Central BFB – 6 turnout requests (including 5 out of Shire)
- Quairading North BFB – 2 turnout requests (both out of Shire)
- South Caroling BFB – 1 turnout request (out of Shire)
- Wamenusking BFB – 1 turnout request (out of Shire)

The Out of Shire incidents included locations such as Beverley, York, Corrigin, Wundowie, Red Gully and Woorloo.

#### **Local Government Grant Scheme (LGGS)**

The LGGS Application was submitted on the 26<sup>th</sup> March 2021.

Other than the Standard operating grant received annually, extra funding was applied for: -

- New Facility for Balkuling / Doodenanning BFB
- New Facility for Quairading North BFB

The reasoning behind applying for the facilities is due to the Fire Appliances getting larger as the newer models are rolled out and the current facilities are not large enough to house them.

Failing the approval of the facility applications, Building Extension requests will be put through in the next funding round.

The installation of the CelFi-Go units (mobile reception boosters) on each Fire Appliance is expected to occur during May 2021.

### **Green Waste Pile at Quairading Waste Facility**

The Green Waste pile was burnt in October 2020, it will be requiring to be burnt again in April / May 2021

Quairading Central and Quairading VFRS have had a lot of involvement in undertaking this task biannually. Due to a decrease in volunteer numbers both in the Central BFB and Quairading VFRS, it is becoming increasingly hard to find volunteers who are willing and able to assist with this task due to the requirement for volunteers to "babysit" the fire for a minimum of six (6) hours.

The possibility of undertaking rotations by outlying brigades was discussed and supported.

Mr Duncan suggested digging a hole at the Waste Facility that the green waste could be placed in, allowing the pile to be burnt more frequently.

The current pile will be burnt in late May / early June.

The CEO and CESM to liaise with the Executive Manager of Works and Services to decide on a solution for future burns.

### **Truck Servicing**

All of the Bush Fire Appliances had two (2) services last calendar year, including a major service in June and a secondary service in September.

This will be taking place again this year, with the major service to be conducted in May and the secondary service in September.

Mr Allen Cowcill is the current service provider for these appliances.

### **WAERN Servicing**

If maintenance or installations are required, please let Mr Bell know in order to organise the radio technicians for May / June. They will be organised in conjunction with the neighbouring Shires as well.

Mr Fardon asked about the end of life on the WAERN radios.

Mr Bell advised that this will still be some years before this happens. Currently there has been funding committed by DFES for the development of an Emergency Services Radio Network, but there has been very little information given out so far about the progress on this project.

### **Incident Report Books**

All of the Bush Fire Appliances have now been given Incident report books. There are 3 different types of reports: -

- Structure / Mobile Property Fire Report
- Bushfire Report
- Attendance Report.

It is imperative that brigades begin to utilise these for any incidents that result in the appliance leaving the station. These records are required to be sent to DFES on an annual basis, for them to update the

system and log who turned out to an incident. If arriving in a personal vehicle, it is also important to ensure your name has been listed on the Attendance Report.

Should anyone develop severe illness that can be related to firefighting DFES will assist with covering costs for any treatments that may be required if it can be proven that the volunteer has been an active member and turning out to incidents through means of the DFES Incident Reporting System (IRS).

### **Vehicle Fault Report Books**

Fault report Books have been placed in each of the Appliances, these are to be filled out and given to the CESM so that there is a formal written record of any maintenance that is required to be carried out on the appliance. They can also be used for when the works have been completed.

### **Acting CESM**

Mr Bell also thanked Mr Duncan for filling in as Acting CESM during his secondment to Narrogin as an Area Officer for four weeks.

## **6.5 DFES Report**

Mr Rowles reported on the following: -

It was a reasonably quiet season for bushfire incidents this year, with only a couple of large scale fires taking place at the West end of the region and very little action in the Eastern end of the Goldfields-Midlands Region (GM).

There were also some large scale incidents that were required to be attended by GM staff and volunteers such as the Red Gully Fire and the Wooroloo Fire, due to the size, nature and location of these fires as well as the ones within the Region (Wundowie and York) they took up a lot of time for GM Regional staff.

Northam received quite a high level of flooding with a lot of damage specifically to residents and businesses in the lower lying areas of the town. Kalgoorlie also experienced some flash flooding with rains that occurred in January / February.

Currently some staff and volunteers have been deployed to the Midwest-Gascoyne Region to assist with clean-up following the destruction of Tropical Cyclone Seroja.

## **6.6 Shire Councillor / Staff Report(s)**

Mr Fardon reported on the following: -

Concurred that it had been a quiet season locally.

He was on LSL for most of the beginning of the Bush Fire season however Town Fire Hazard checks were conducted again by the VFRS, with some letters and follow-ups occurring upon his return to work. There were no reports received for rural firebreak breaches.

Mr Fardon briefly spoke about item 7.2 that had been discussed at a recent Council meeting and that Cr Davies requested the item be raised and discussed at the BFAC Meeting.



## ITEM 7 DISCUSSION POINTS

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### 7.1 Post Season Debrief

Mr Gelmi thanked Mr Duncan for attending many of the deployments that occurred this season and thought it was great to get the Shire's name out there due to having 6 appliances.

### 7.2 Restricted Burning Period/Prohibited Burning Period (RBT/PBT)

Mr Gelmi invited Mr Richards to commence discussion on the possible extension to the end of the Prohibited Burning Period, allowing permits to burn to be available from a later date than currently gazetted.

The Current Periods are as follows: -

Restricted Burning Period:

- 16<sup>th</sup> October 2021 – 31<sup>st</sup> October 2021

Prohibited Burning Period:

- 1<sup>st</sup> November 2021 – 14<sup>th</sup> February 2022

Restricted Burning Period:

- 15<sup>th</sup> February 2022 – 29<sup>th</sup> March 2022

In recent years the Shire of Quairading has extended the Prohibited Burning Period by a minimum of seven (7) days, extending from the 14<sup>th</sup> February to a minimum of the 21<sup>st</sup> February. Due to the change of seasonal conditions with hotter conditions in February, it has been noted by the Shire that the Prohibited Burning Period could be permanently extended by a minimum of seven (7) days and up the fourteen (14) days. This will mean that the Prohibited Burning Period would cease on the 21<sup>st</sup> February or the 28<sup>th</sup> annually.

Should these changes be supported, this will cause no changes to any of the other Periods. Should seasonal conditions warrant, there is always the possibility of modifying any of the dates by a maximum of fourteen (14) days.

The Meeting discussed the merits and disadvantages to changing the current end of Prohibited Burning Period date from the 14<sup>th</sup> February to a later date. There was broad consensus to seek the moving the Date out by 1 to 2 weeks, to the end of February and noting that there would be Burning Permits for all of March.

Mr Wilson expressed a concern that while he does not burn, some farmers with larger programs need the extra week or two of burning in order to complete their burn program prior to the commencement of Seeding.

#### **RECOMMENDATION: BFAC9 – 20/21**

#### **MOVED Mr Greg Richards SECONDED Mr John Smart**

That the Bushfire Advisory Committee Meeting recommend to Council: -

That Council seek Approval for the permanent amendment of the Prohibited Burning Period to reflect the following dates:

- 1<sup>st</sup> November to 28<sup>th</sup> February

In lieu of the current 1<sup>st</sup> November to 14<sup>th</sup> February.

**CARRIED 7/1**

Mr Ben Wilson requested that his name be recorded as having voted against the BFAC Motion.

## **7.3 Burning Prohibition – Pursuant to Section 46 of the Bush Fires Act 1954**

### **7.3.1 Prohibited Burning before 12pm, 25<sup>th</sup> April – ANZAC Day**

As per Recommendation BFAC2 – 20/21 in the Post Season Meeting held in July 2020, The BFAC Committee (and Council supported) had decided to prohibit the lighting of fires between the hours of 12am and 12pm (noon) on Sunday 25<sup>th</sup> April for ANZAC Day. Noted by the Meeting.

## **7.4 Bush Fire Exercise/Training**

### **Rural Firefighting Awareness Course**

A Pilot course titled "Rural Firefighting Awareness" was run in Quairading on Monday 29<sup>th</sup> March, with the majority of participants being CBFCO's or other senior ranking members of Bushfire Brigades from surrounding Local Governments. This course has been pushed for a matter of years now to encompass a target audience such as farmers and seasonal workers (including backpackers) to give an understanding and educate about fire line safety and awareness.

Unfortunately from many of the comments from those present on the day, it seems as though the course is still requiring some work due to going in to too much detail in some aspects such as suppression techniques, instead of focussing on basics such as safety.

The Bushfire Centre of Excellence (BCoE) is hoping to finalise this course by the end of April to be made available for delivery at a local level.

This course has the potential to assist the Local Governments in moving forward with some training for volunteers which in turn will satisfy the requirements of the new Occupational Health and Safety Legislation that is currently expected to come in to power later this year.

Mr Bell informed that once the course has been finalised by DFES all volunteers and farm responders will be encouraged to attend the course, it will be held locally and delivered by Mr Bell.

### **Fire Control Officer Course**

A review has been conducted by the CESM on current competencies / past training of the Fire Control Officers (FCO's).

The Meeting considered the List of FCO's Training. Mr Bell advised that there had previous agreement or understanding that FCO's should participate in a Refresher Course every five (5) years, in order to upskill and learn about new legislative changes.

Mr Bell advised that he is now able to deliver this course along with one other trainer assessor, making the course easier to plan and schedule.

The Meeting resolved that a FCO's course should be run in early September 2021 with a date to be finalised at a later date.

The meeting noted that 9 FCO's were due to attend a Refresher Course.

### **Off-Season Training for Deployments**

Mr Duncan commented that it has been noted by those that attended deployments over the 2020/21 bush fire season that some training should be conducted for those that are interested in attending future deployments, whether they be a single shift deployment or a multi-shift deployment.

This is due to the possibility of volunteers being placed on a truck that they may not be familiar with, more specifically the pump panels on the appliances.

It was suggested that those who are interested in attending future deployments attend some form of training session locally with the CESM and Mr Duncan who will organise some different appliances to be brought to Quairading so the difference between the appliances can be highlighted to those volunteers.

There was concern expressed at the meeting that volunteers who go away on deployment are not given an induction on a fire appliance they are unfamiliar with, before being dispatched on duty.

Mr Fardon suggested that Mr Gelmi raise this matter at the next DOAC meeting as a major Volunteer OHS Risk.

## **7.5 Shire Firebreak Order**

Mr Fardon spoke to the proposed 2020/2021 Firebreak Order and sought any comments or changes to any Fire Control Officers so it could be printed and included in the Rate Notice envelopes.

Mr Fardon informed that Mr Hudson should be removed from the list of FCO's due to having not yet completed the FCO course.

It was also noted that should Council accept the new Prohibited burning dates from Recommendation: BFAC9 – 20/21 and the change is approved and gazetted, the Firebreak notice will be amended to reflect the amended dates.

All members present were happy with the content and images of the Firebreak Notice and offered no further changes to the Notice.

## **ITEM 8 URGENT MATTERS FOR DISCUSSION**

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### **8.1 Deputy Chief Bush Fire Control Officer Position**

Due to currently having only one DCBFCO, there is a need to identify a second DCBFCO for the election of positions in the Pre-Season meeting to be held in September 2021.

The Shire of Quairading has in the past appointed two (2) Deputy Chiefs so there is a higher chance of one of the three (3) Deputies/Chief being in the Shire at any time. The main reasoning for the Dual Deputies is to have one incoming, that will then step up to Chief, and one outgoing, that has been Chief and stepping down to Deputy to assist the incoming Chief in their role.

Mr Smart also indicated that he would like to be stepping down as Deputy Chief FCO in the coming year, which will leave no Deputies for the District unless someone or several FCO's nominated for the DCFCO positions.

Mr Bell and Mr Fardon requested that if an FCO was interested in taking on a Deputy role to put their name forward to Mr Gelmi or themselves prior to the September BFAC meeting.

### **8.2 Personal Protective Clothing / Equipment**

Mr Bell explained that many volunteers in surrounding Local Governments are now wanting to go away from the gold tunic and pants and move over to the blue cargo pants and lime green tunic for volunteers.

Helmets will slowly be ordered for FCO's and Brigade Captains as per DFES Directive 1.3 – Dress and Grooming, Standard Administration Procedure 1.3.D – Dress standards.

The meeting discussed Dress and decided that there should be no changes to the current PPE that is being used and to remain with the Gold.

Mr Bell informed that Fire Control Officers will begin to be given new helmets representative to their role, following Council's appointment of FCO's for the next Fire Season.

### **8.3 Bush Fire Brigade T-Shirts**

Mr Bell informed Bushfire Brigade Volunteers are now eligible for T-Shirts under the LGGS there has been some questions raised as to who is eligible for these and when they will be ordered.

While all volunteers are eligible to receive these if they are listed as a brigade member, there has been some arguments regarding many listed volunteers have not been actively involved with the brigade for some time and should not be eligible for these shirts.

The Meeting to hold this matter over to a future meeting.

### **8.4 Foam Induction Systems**

Mr Bell informed that there have been many issues with the Foam Systems on the Appliances.

Most of the unreliability issue results from volunteers not correctly flushing out the systems once they have completed using foam at incidents.

The CESM has been requesting brigade put a drum of water on the appliance that the spear can be put in following the conclusion of Foam operations in order to flush the whole system.

Unfortunately, this has not been well received and again there has been many complications around the Foam induction systems.

Mr Bell is to follow up again with brigades and specifically those that have continuous issues at their respective AGM's.

The CESM undertook to flush out the foam system on all trucks during the low threat period to ensure they will be working at the commencement of the 2021/22 high threat period.

### **8.5 Fire Appliance Swap**

The Proposal is to swap the fire appliances between Quairading North and Quairading Central BFB's.

Mr Bell asked Mr Wilson as Captain of the Quairading North Brigade, if he would be willing to accept a 4.4B appliance from Quairading Central and return the 2.4B to Central.

Mr Bell advised that a new 3.4Urban appliance has been requested to replace the current 2.4, which will be of most benefit at the Central Brigade due to its structural capability and the Central Brigade being mobilised to most if not all incidents within the District.

It would also be of great value to have 4 x 4.4Broadacre units in the outlying brigades and have a 3.4 Urban (structural capabilities) and a 2.4 Broadacre (faster response and more useful for deployments) in the Central Brigade.

All members present at the Meeting agreed this was a good proposal and the CESM committed to undertake the relocation and arrange the modification of vehicle stickers for the two appliances being swapped.

### **8.6 Online Permits**

Mr Duncan asked about the purpose and effectiveness of the online permit system as it is understood that only one person currently utilises the system and that there are difficulties with the Form depending on which Browser is used.

Mr Bell informed that this is a more utilised system for other local governments where only the Shire Administration issue permits.

The Meeting concurred that the existing manual Burning Permit System with the FCO's is effective and that the online Form be ceased due to its ineffectiveness.

Mr Bell to have the Form removed from the website.

## ITEM 9      NEXT MEETING DATE

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The next Bush Fire Advisory Committee Meeting is scheduled to take place in September 2021 (date to be finalised), commencing at 5:00pm in the Shire Council Chambers.

## ITEM 10      CLOSURE

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There being no further business, the Chairperson closed the meeting at 6:24 pm.

I certify the Minutes of the Bush Fire Advisory Committee of Council held on 15<sup>th</sup> April 2021 were confirmed on \_\_\_\_\_ as recorded.

Confirmed.....\_/\_/2021

## 10.2 Strategic Planning Committee Minutes – 13<sup>th</sup> April 2021

<b>Meeting Date</b>	29 <sup>th</sup> April 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Minutes of Meeting (ii) Final Draft Quairading WFP April 2021 – Under separate cover (iii) Final Draft CS.5 Business Support Grants Policy (iv) Final Draft Business Grants Application Form
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

### OFFICER RECOMMENDATION

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

That Council receive the Minutes of the Strategic Planning Committee for its Meeting of 13<sup>th</sup> April 2021.

\_\_\_/\_\_\_

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

#### 1) Organisational Culture and Capacity Building – Reviewed Workforce Plan 2018 – 2022

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

*RECOMMENDATION: SP21-20/21*

That the Strategic Planning Committee recommend to Council: -

The Strategic Planning Committee recommend to Council: -

1. That Council accept the Reviewed Workforce Plan 2018-2022 – April 2021 as presented, with the inclusion of Traineeships.
2. That the Findings and Recommendations of the Workforce Plan Review Report be included in the 2021/2022 Draft Budget Workshops.

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#### 2) "Free Camping" options in the District

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

*RECOMMENDATION: SP23-20/21*

That the Strategic Planning Committee recommend to Council: -

That the Administration conduct further investigation into "Free Camping" options in the District and report back to Council with recommendations to the June 2021 Ordinary Council Meeting.

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### 3) Review of Cuneata Rise Estate Land Prices and Strategy (Confidential tem)

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

RECOMMENDATION: SP25-20/21

That the Strategic Planning Committee recommend to Council: -

- 1 That the Sale Prices for each of the 12 Vacant Lots be reduced by \$6,000 on the current Sworn Valuations for the next 12 months, to reflect the current climate; 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 2021/2022 Budget to facilitate the Consideration of Purchasing Bids.
- 4 That Draft Budget consideration be given to providing funding for Land Sale Promotions.

\_\_\_/\_\_\_

### 4) Project Management Status Report

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

RECOMMENDATION: SP27-20/21

That the Strategic Planning Committee recommend to Council: -

That Council receive the Project Management Status Report for April 2021.

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### 5) Future heating of the Quairading Leisure Pool

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

RECOMMENDATION: SP28-20/21

That the Strategic Planning Committee recommend to Council: -

1. That Council receive and support the Officer's Report on the feasibility of the installation of a heat pump system for the Leisure Pool at Quairading Memorial Swimming Pool.
2. That the Heating Proposal (Estimated Value of \$50,000) be included in Council's Draft Budget Workshops for the 2021/2022 Financial Year.
3. That the Shire prepare an application for the next round of CSRFF funding with the Department of Local Government, Sport and Cultural Industries.

\_\_\_/\_\_\_

### 6) Strategic Community Plan Review Report

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

RECOMMENDATION: SP29-20/21

That the Strategic Planning Committee recommend to Council: -

That Council receive the Strategic Community Plan Review Report for April 2021.

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## 7) Review of the Draft Business Support Grant Program

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

RECOMMENDATION: SP30-20/21

That the Strategic Planning Committee recommend to Council: -

1. Council adopt the revised Business Support Grants Policy and supporting documentation, including amendments noted and recorded at the meeting;
2. Council consider Draft Budget allocation of \$20,000 for the 2021/2022 Financial Year; and
3. Subject to the inclusion in the Adopted Budget, the Business Support Grants Funding Program be publicised to all businesses in the District and the Program be open for the duration of the Financial Year 2021/22.

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## 8) Community Grants Program (2021/22) – Round 1

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

RECOMMENDATION: SP33-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Smith

That the Strategic Planning Committee recommend to Council: -

Further assessment by the Grants Team with relevant Community Groups, and the revised report be presented to the April 2021 Ordinary Council Meeting.

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**VOTING REQUIREMENTS** – Simple Majority

### IN BRIEF

- Strategic Planning Committee Meeting held on the 13<sup>th</sup> April 2021.
- Eight (8) Recommendations for Council's Consideration.

### MATTER FOR CONSIDERATION

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

### BACKGROUND

The Strategic Planning Committee met on 13<sup>th</sup> April 2021 from which there are eight (8) recommendations for Council consideration, namely: -

- RESOLUTION: SP21-20/21
- RESOLUTION: SP23-20/21
- RESOLUTION: SP25-20/21
- RESOLUTION: SP27-20/21
- RESOLUTION: SP28-20/21
- RESOLUTION: SP29-20/21
- RESOLUTION: SP30-20/21
- RESOLUTION: SP33-20/21



## STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

## POLICY IMPLICATIONS

N/A.

## FINANCIAL IMPLICATIONS

**SP21-20/21** – Future Budget implications have been outlined in the Draft Workforce Plan.

**SP23-20/21** – Nil, the investigation will be undertaken with existing staff time.

**SP25-20/21** – Council budgeted the amount of \$35,000 in the 2020/21 Year for the sale of one (1) Lot. Any Lot sold would become Rateable as a Minimum Rate property and then be revalued by the Valuer General once a Residence had been completed and occupied.

**SP27-20/21** – Nil

**SP28-20/21** – If Recommendation passed by Council, Proposal will be submitted for the Draft Budget Workshops at an estimated Cost of \$50,000. A 110KW unit costs \$35,000 to purchase outright. Local plumbing and electrical contractors can install the unit once it is delivered from the specialist supplier. Only other cost would be a concrete plinth giving a maximum total project cost of approximately \$50,000. Additional Operational costs are estimated to be \$3,600 over a 5-month Pool Season.

**SP29-20/21** – Nil, within the current Budget Provision.

**SP30-20/21** – Draft Budget provision of \$20,000 proposed. Actual implication will be subject to Applications received and supported during the next 12 months.

**SP33-20/21** – Nil, The Grants Program will be the subject of a further Officers Report.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

Not required as an operational matter.

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

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

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

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

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

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

# SHIRE OF QUAIRADING

## Strategic Planning Committee

The Minutes of the Strategic Planning Committee Meeting held on Tuesday 13<sup>th</sup> April 2021 commencing at 5.13 pm.

### ITEM 1 OPENING & ANNOUNCEMENTS

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The Chairperson opened the Meeting at 5.13 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 McGuinness welcomed Council's Consultant Mrs Hemsley to the meeting and advised that *Item 9.3 Organisational Culture and Capacity Building - Reviewed Workforce Plan 2018 - 2022* would be brought forward to the commencement of the meeting.

### ITEM 2 ATTENDANCE AND APOLOGIES

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#### Councillors

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

#### Council Officers

Mr Graeme Fardon	Chief Executive Officer
Mr N Gilfellon	Executive Manager of Corporate Services
Mr RM Bleakley	IPR/Strategic Projects Officer

#### Consultant

Mrs Marg Hemsley	LG People   Culture (left the meeting at 6.20 pm)
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#### Apologies

Cr JR Hippisley	
Mr A Rourke	Executive Manager of Works & Services

#### Leave of Absence Previously Granted

Nil.

### ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

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Nil.

## ITEM 4 DISCLOSURE OF INTEREST

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### 4.1 Disclosure of Impartiality Interest

Cr Becky Cowcill - Declared an Impartiality Interest with Item 9.5 Community Grants Program (2021/22) - Round 1 - President of the Wamenusking Sports Club

Cr Peter Smith - Declared an Impartiality Interest with Item 9.4 Review of the Draft Business Support Grant Program -Eligibility as a future grant applicant. Small business owner within the Shire.

Cr Peter Smith - Declared an Impartiality Interest with Item 9.5 Community Grants Program (2021/22) - Round 1 - President Ag Society, Vice President Doodenanning Sporting Club. Executive member of applicant Clubs.

Cr Trevor Stacey - Declared an Impartiality Interest with Item 9.5 Community Grants Program (2021/22) - Round 1 - Quairading Football Club (QFC) application for Grant Funding. Life member of the Quairading Football Club.

Shire President Cr Wayne Davies - Declared an Impartiality Interest with Item 9.5 Community Grants Program (2021/22) - Round 1 - Doodenanning Sporting Club Member.

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### 9.3 Organisational Culture and Capacity Building – Reviewed Workforce Plan 2018 – 2022

*Briefing/report on the culture, capacity and opportunities for improvement and efficiency six (6) monthly.*

*Completion of the reviewed Workforce Plan and presentation scheduled for the April 2021.*

*Consultant Mrs Marg Hemsley (LG People Culture) in attendance and made Presentation on the Review Report.*

<b>Meeting Date</b>	13 <sup>th</sup> April 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	Consultant Marg Hemsley
<b>Attachments</b>	(i) Reviewed Workforce Plan 2018 – 2022 (Confidential – Under Separate Cover) (ii) CEO's WFP Issues Paper (Confidential – Under Separate Cover)
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	CEO – Nil Marg Hemsley – LG People and Culture engaged by Council.

#### OFFICER RECOMMENDATION

##### RECOMMENDATION: SP21-20/21

##### MOVED Cr Davies SECONDED Cr Cowcill

The Strategic Planning Committee recommend to Council: -

1. That Council accept the Reviewed Workforce Plan 2018-2022 – April 2021 as presented, with the inclusion of Traineeships.
2. That the Findings and Recommendations of the Workforce Plan Review Report be included in the 2021/2022 Draft Budget Workshops.

**CARRIED 7/0**

#### IN BRIEF

- Consultant Marg Hemsley of LG People and Culture was engaged to review the current organisational culture, structure and workforce.
- A major review of the Shire's Workforce Plan was undertaken 2017/2018 and adopted by Council at its June 2018 Ordinary Council Meeting.
- The Workforce Plan is intended to be a rolling document that is formally reviewed every 4 years but may be updated to align with changes to the Strategic Community Plan or Corporate Business Plan as required.
- The current Plan covers the Period 2018-2022.
- Review undertaken from July / August 2020 until April 2021. This has enabled multiple inputs from the Consultant, Executive Staff, relevant Staff and also the then Acting CEO, Mr Allen Cooper during September and October 2020.
- The CEO has undertaken further work with the Consultant and Staff since returning from Long Service Leave.

- Significant Changes have occurred in the Workforce, the Organisation and the Local Government industry during the life of the Current WFP.
- Council's Consultant will be present at the Committee Meeting to further elaborate on Findings, LG Industry trends and Recommendations.

## **MATTER FOR CONSIDERATION**

Updated Workforce Plan – April 2021.

## **BACKGROUND**

Workforce Planning is a key component of the Integrated Planning and Reporting Framework which was introduced to Western Australian local governments in 2011, underpinned by regulatory amendments.

Together with Strategic Community Planning, Asset Management and Long-Term Financial Planning, it forms part of the Integrated Planning and Reporting Framework.

The Workforce Plan is an internal planning tool that enables the Shire to determine the workforce requirements in relation to its operational priorities. Specifically, the Plan Review details the workforce requirements to support the services, operations and projects the local government plans to deliver over the next 2 years.

Having a Workforce Plan allows the organisation to maximise the capacity of the workforce and better respond to challenges, as well as ensuring that a consistent and integrated approach is taken into account when making decisions that relate to the workforce or will have an impact on workforce capacity.

The Workforce Plan has been reviewed to determine workforce strategies that will allow the Shire to achieve its Strategic Community Plan and Corporate Business Plan objectives through consideration of:

- how the workforce will need to change over the short term to achieve immediate strategic priorities of Council
- who is responsible for managing key Shire projects and expected service levels;
- external factors that may influence the workforce;
- data about the current workforce and trends.
- Identifying "pressure points" where further Capacity needs to be funded and directed.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

### 5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

*[Section 5.56 inserted: No. 49 of 2004 s. 42(6).]*

*Local Government (Administration) Regulations 1996*

### 19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.

- (3) A corporate business plan for a district is to –
- (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and
  - (b) govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and
  - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

Extract from Integrated Planning and Reporting Framework and Guidelines September 2016

*Note that it is not a requirement for Councils to adopt the Workforce Plan, although some do by agreement with their Chief Executive Officer. The Council has a legislative role in some aspects of the workforce, notably the appointment and performance management of the Chief Executive Officer, responsibility for ensuring that there is an appropriate structure for administering the local government, and some specific provisions regarding designated senior employees.*

*Other than those exceptions, the Workforce Plan is in the domain of the Chief Executive Officer’s authority. Therefore, while the resourcing of the Workforce Plan is essentially an outcome of the Council’s IPR decisions, it is for the Chief Executive Officer to ensure that the Workforce Plan enables the organisation’s objectives to be achieved in the most efficient and effective manner.*

*Typically, the Chief Executive Officer provides the Workforce Plan for the information of the Council.*

## **POLICY IMPLICATIONS**

N/A.

## **FINANCIAL IMPLICATIONS**

The Budget implications are outlined within the Plan. However, it is critical to note that these are projections based on information which is currently known. Approved additional Employee Costs are determined as part of the Draft Budget Workshops and the adoption of the Annual Budget.

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

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

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

## **COMMUNITY CONSULTATION**

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

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

Financial - Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low

Operation – Risk Matrix Rating is assessed as Low. An effective WFP which is then utilised to develop each year's Annual Budget mitigates level of Operational Risk.

The Review process has identified "Pressure points" in Customer Service, Administration, Compliance, Recordkeeping and Program Delivery. Further issues have been identified in succession planning, staff development and Cover for Staff when on Leave, RDO's or away due to training.

Natural Environment – Risk Matrix Rating is assessed as Low.

**COMMENT**

Nil Further Comment

Consultant and CEO to present further to the Meeting.

**6.20pm**

Mrs Marg Hemsley left the Meeting

## ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 5.1 Confirmation of Minutes – 9<sup>th</sup> February 2021

#### RECOMMENDATION

**RECOMMENDATION: SP22-20/21****MOVED Cr Stacey SECONDED Cr Jo Haythornthwaite**

That the Minutes of the Strategic Planning Committee Meeting held on the 9<sup>th</sup> February 2021 be confirmed as a true and accurate record.

**CARRIED 7/0**

### 5.2 Business Arising

#### Mr Fardon

The CEO provided an update on the dialogue that he has had with the School Principal and Council's Insurer and reported that discussions were continuing to ascertain what sort of Shared Used arrangement and insurance requirements would be being sought of Council by the Education Department.

Mr Fardon provided commentary on work that the Shire of Brookton had recently done with the LGIS Risk Assessment Team to identify and minimise Risks associated with leasing and use of the PTA/Railway land in Brookton. The Meeting was advised that any transferred Responsibility and Risk from the Lessor would not be covered by the LG Insurance Scheme.

Mr Fardon commented that Council's existing Licences to Occupy/Use with the Public Transport Authority and Water Corporation would be researched to ascertain if the same Transfer of Public Liability clauses were in place, as at the Shire of Brookton.

#### Cr Jo Haythornthwaite

Cr Jo Haythornthwaite enquired whether the building maintenance items at the Community Building on Australia Day had been attended to. The CEO confirmed that the minor maintenance items had been attended to and the overloading of the electrical circuit was being investigated.

Cr Jo Haythornthwaite enquired of Cr Smith's progress with the Local Government Course. Cr Smith advised that he had not yet started studies due to other commitments.



ITEM 6 REFERRED STRATEGIC PROPOSALS

6.1 Referred Strategic Proposals/Matters Report April 2021

**REFERRED STRATEGIC PROPOSALS/MATTERS REPORT APRIL 2021**

#	MATTER	SCP	CBP	LTFP	20/21 BUDGET
1	Building Strategy	G1, B2.1, B2.2	Y	Y	Y - Condition / Inspection Reports inputted to Building Programme. Strategy to be referred to Draft Budget Workshops.
2	Progressing the potential bituminising of the airstrip	B2.2	Y	N	N Matter remains with SJA Quairading
3	Community Trail/Walk	S1.1, S1.2, NE2.2, S2.2, S4.5, B2.2, G3.2	Y	Y	N Matter of Feasibility of Use of Reserve No. 36774 (Purpose - "Wildlife Park") adjoining the Town Dam referred from SPC Feb 2021 for further discussion and Consideration. Reserve bounded by Harris Street, Ashton Street, Parker Street and McDonald Street is 10.4117 hectares. Vested in Shire in 1980. Issue of "Free" Camping Areas available to be discussed by Committee.
4	Business Attraction Strategy	ED1.1, ED2.1	Y	Y	N/A - Completed and Adopted by Council in March 2020 To be reviewed prior to March 2022
5	Energy Efficient Street Lighting	NE1.1	Y	Y	N
6	Pink Lake Layby Concept (Western side of the Lake)	NE2, NE2.1, NE2.2	N	N	N - Construction Concept submitted back to Main Roads Previous Cost Estimates provided to Council 19/03/2020 - Main Roads supports the proposal to develop and our preference would be option 1, the off road Option. Given the vertical geometry of York Merredin Road (M041) at this location, the design will need to ensure that safe sightlines are

#	MATTER	SCP	CBP	LTFP	20/21 BUDGET
					<p>available from the two proposed accesses from M041.</p> <p>This will also be considered a Shire asset, for the purposes of construction and on-going maintenance.</p> <p>Main Roads does not have a source of funding that would be suitable for this. The Shire may have ability to source some type of Tourism funding.</p> <p>Potential Project</p> <p>Item retained on List for future reference.</p>
7	Tourism Strategy	ED1.1, ED2, ED2.1,	Y	Y	<p>Y</p> <p>Tourism Development Strategy 2020-2022 – Adopted by Council Feb 2020.</p> <p>Last Meeting of the Tourism Steering Group held 10<sup>th</sup> March 2021.</p> <p>Next Meeting scheduled for 21<sup>st</sup> March 2021.</p> <p>Tourism Budget Submission to come forward for Council's Budget Workshops</p>
8	Waste Management Strategy Plan	NE1.1, NE1.2	Y	Y	<p>N – The Waste and Recycling Strategy was placed on hold until June 2021 (3 Years) RESOLUTION: 191-17/18</p> <p>Matter to be discussed in Draft Budget Workshops as External Technical expertise will be required to prepare Waste Management Strategy in 2021/2022 Year.</p>
9	Silo Art	ED2	N	N	<p>N</p> <p>CBH have provided In-Principle Support for Silo Art.</p> <p>Shire contact has been made with the Silo Mural Artists (FORM).</p> <p>Currently no Funding identified for Planning or Implementation.</p> <p>Matter to be discussed by Grants Team with CRC to determine a way forward on the Mural Concept / Proposal.</p> <p>Matter to be discussed at Draft Budget Workshops.</p>

#	MATTER	SCP	CBP	LTFP	20/21 BUDGET
10	Streetscape / Signage Improvement request Quairading Clinicare Pharmacy Business Grants Draft Policy	S2.2, G3.2	N	N	N Refer to Officer's Report on Second Draft of the Business Assistance Grants Scheme - April SPC

### COMMITTEE RECOMMENDATION

**RECOMMENDATION: SP23-20/21**

**MOVED Cr Smith SECONDED Cr Davies**

That the Strategic Planning Committee recommend to Council: -

That the Administration conduct further investigation into "Free Camping" options in the District and report back to Council with recommendations to the June 2021 Ordinary Council Meeting.

**CARRIED 7/0**

## ITEM 7 STRATEGIC COMMUNITY PLAN PRIORTIES

### 7.1 Ageing in Place

#### Aged Accommodation Strategy - 2020/21

Step	Activity	Timeframe	Status
Step 1	Preliminary discussion with Murray Slavin, Architect	15 <sup>th</sup> October 2020	Completed
Step 2	Reconvene working group - review of "where we're at"	20 <sup>th</sup> October 2020	Completed
Step 3	Workshop with Slavin Architect - Aged accommodation options: <ul style="list-style-type: none"> <li>• Existing facilities at Arthur Kelly;</li> <li>• Vacant accommodation in town;</li> <li>• Upgrading of existing homes;</li> <li>• Noongar accommodation; and</li> <li>• Suburban Rd concept - layout etc.</li> </ul>	November 2020	Completed (Step 2 & 3 - combined activity)
Step 4	Review session with Slavin Architect	12 <sup>th</sup> April 2021	In progress
Step 5	Report & preliminary concept for Suburban Rd (Lot 501)	Mid-May 2021	Rescheduled
Step 6	Workshop - review of preliminary concept	Late May 2021	Rescheduled
Step 7	Workshop - review and endorsement of draft concept design for Suburban Rd	July 2021	Rescheduled
Step 8	Concept design for Suburban Rd precinct <ul style="list-style-type: none"> <li>• Architectural drawings inc utilities</li> <li>• Probable costings for program</li> <li>• Modelling of Life costings.; and</li> <li>• Program schedule - Phasing</li> </ul>	August 2021	Rescheduled
Step 9	Presentation to Council	26 <sup>th</sup> August 2021	Rescheduled

#### Comment:

With the current workload linked to the Drought Community Program, and the commencement of the Integrated Planning Review Process, the program been rescheduled.

## 7.2 Multi-Purpose Sports Precinct

MCG was the preferred Architectural Consultancy to deliver the Multi-Purpose Precinct Design Concepts.

Preliminary induction meeting was held with MCG and the Working Group on 7<sup>th</sup> December 2020. It entailed a Review of the Scope of Works-Timeframe, processes and outputs.

The agenda included:

- Discussion between Focus Group and MCG on basic parameters for the precinct; and
- Sites inspections.

Draft concept plans were received on 27<sup>th</sup> January 2021.

Two concepts were provided:

- Concept 1 - Redevelopment of existing facilities
- Concept 2 - Redeveloped new facilities.

Concepts were circulated to the Working Group for comments and a Working Group meeting was held on 8<sup>th</sup> March 2021. Feedback from the meeting was provided to MCG for revision of Concepts.

Revised concept designs are due in second week of April 2021.

### 7.3 Review of Cuneata Rise Estate Land Prices and Strategy (Confidential tem)

#### **RECOMMENDATION: SP24-20/21**

#### **MOVED Cr Cowcill SECONDED Cr Stacey**

That the Committee move to In camera at 7.00 pm to discuss Item 7.3 due to the information being of a commercial nature.

**CARRIED 7/0**

#### **OFFICER RECOMMENDATION**

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

That the Strategic Planning Committee recommend to Council: -

- 1 That the Sale Prices for each of the 12 Vacant Lots be reduced by \$6,000 on the current Sworn Valuations for the next 12 Months, to reflect the current climate; 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 2021/2022 Budget to facilitate the Consideration of Purchasing Bids.
- 4 That Draft Budget consideration be given to providing funding for Land Sale Promotions.

\_\_\_/\_\_\_

**VOTING REQUIREMENTS** - Simple Majority

#### **RECOMMENDATION: SP25-20/21**

#### **AMENDMENT MOVED Cr Smith**

- 1 That the Sale Prices for the 12 Vacant Lots be adjusted to reflect the current Sworn Valuation 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 2021/2022 Budget to facilitate the Consideration of Purchasing Bids.
- 4 That Draft Budget consideration be given for Town Promotion including Land Sale Promotions.

#### **AMENDMENT LAPSED DUE TO LACK OF SECONDER**

#### **MOVED Cr Davies SECONDED Cr Stacey**

That the Strategic Planning Committee recommend to Council: -

- 1 That the Sale Prices for the 12 Vacant Lots be reduced by \$6,000 to reflect the current climate 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 2021/2022 Budget to facilitate the Consideration of Purchasing Bids.
- 4 That Draft Budget consideration be given to providing funding for Land Sale Promotions.

**CARRIED 5/2**

**RECOMMENDATION: SP26-20/21**

**MOVED Cr Davies SECONDED Cr Stacey**

That the Committee move out of camera at 7.19 pm

**CARRIED 7/0**

**Reason for Variation to Officers Recommendation**

Committee considered it prudent to adjust the Sale prices as part of the Promotion of the Land Sale.

### 8.1 Project Management Status Report

*Quarterly reporting on all adopted Projects and Programs to the Committee (February 2021, April 2021 and August 2021)*

<b>Meeting Date</b>	13 <sup>th</sup> April 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Project Status Report
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

### OFFICER RECOMMENDATION

**RECOMMENDATION: SP27-20/21**

**MOVED Cr Jo Haythornthwaite SECONDED Cr Cowcill**

That the Strategic Planning Committee recommend to Council: -

That Council receive the Project Management Status Report for April 2021.

**CARRIED 7/0**

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### IN BRIEF

- A Project Management Tracking System is maintained to track the progress of Council Projects and Compliance issues for the 2020/2021 Year.
- Update the Strategic Committee and Council on all major projects being undertaken.
- Quarterly Status Report to the Strategic Planning Committee
- Status Report has been filtered for this Meeting to only Report on Projects and Tasks that are not 100% Complete by the 31<sup>st</sup> March 2021.

### MATTER FOR CONSIDERATION

That Council receive the Project Management Status Report for April 2021.

### BACKGROUND

A Project Management Tracking Program was developed in house in June/July 2020 and records all Council Projects and Key Compliance Requirements, Timeframes, Tasks and progress to date.

The Project Status Report has a few key objectives, including:

- Making communication across the organization seamless
- Keeping Team members informed as the project moves forward to meet time frames
- Delivering the right information, to the right stakeholders, at the right time
- Enhancing organizational support for everyone involved



- Accurate and timely reporting to Committee and Council

Project monitoring, tracking and reporting is a highly-collaborative process. The Project Tracker keeps each team member focused on the status of their individual tasks, while also keeping the Executive Team and Council up to date on the overall project status and project timeline.

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

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

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

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

**CONSULTATION**

No external Community Consultation required in the preparation of this Report.

Staff are required to input and update the tracker to maintain focus and to meet deadlines. Ensures communication between departments and the CEO to meet timeframes.

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

Financial - Risk Matrix Rating is assessed as Low

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low.

## 8.2 Future heating of the Quairading Leisure Pool

Meeting Date	13 <sup>th</sup> April 2021
Responsible Officer	Chief Executive Officer
Reporting Officer	Sarah Caporn, Special Projects Officer
Attachments	Nil
Owner/Applicant	N/A
Disclosure of Interest	Nil

### OFFICER RECOMMENDATION

#### RECOMMENDATION: SP28-20/21

#### MOVED Cr Davies SECONDED Cr Cowcill

That the Strategic Planning Committee recommend to Council: -

1. That Council receive and support the Officer's Report on the feasibility of the installation of a heat pump system for the Leisure Pool at Quairading Memorial Swimming Pool.
2. That the Heating Proposal (Estimated Value of \$50,000) be included in Council's Draft Budget Workshops for the 2021/2022 Financial Year.
3. That the Shire prepare an application for the next round of CSRFF funding with the Department of Local Government, Sport and Cultural Industries.

**CARRIED 7/0**

### IN BRIEF

- Council received a Petition from the community at the March 2021 OCM – it was signed by 171 persons.
- The Petition was a request from members of the Community for Council to research and consider the installation of heating for the leisure pool.
- Council requested that the Grants Team conduct a preliminary study on options and costing of a heating system.
- Two heating options were considered for the Leisure Pool, being rigid solar tubing panels or a heat pump.
- Solar panels will require significant additional infrastructure including a purpose built support structure, pump system and underground piping to the treatment plant. Approx. 220m<sup>2</sup> of panels will be required (to meet the surface area of the pool).
- A heat pump can be mounted on a cement plinth within existing plant room compound and easily connected to existing plumbing and electrics.
- Staff are seeking further technical advice on best sized Heat Pump unit that will heat the water to approx. 28°C without excessive running times or energy costs.
- There will be a slight increase in chemical usage with water at higher temperatures regardless of the heating method used (+20% on chlorine).

## MATTER FOR CONSIDERATION

Report on the Feasibility of the installation of Heating to the Leisure Pool at the Quairading Memorial Swimming Pool.

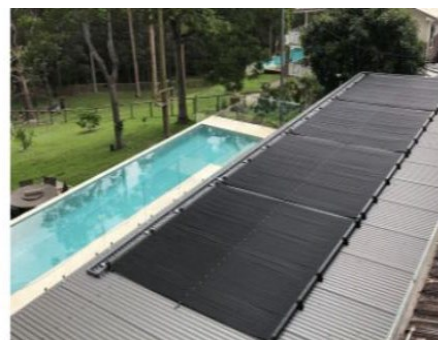
### BACKGROUND

Council has received strong feedback from the community that the Leisure Pool has been considerably colder this season with the return of the large shade sail. The main demographic group that use this pool are the Seniors exercise group and families with young children in Learn to Swim programs.

The Leisure Pool specifications are a surface area of 222m<sup>2</sup> and volume of 150,000 litres.

Shire staff have explored two main options for heating the Leisure Pool. Heating largely depends on the surface area of the pool rather than overall volume.

**Option 1 – Solar:** The first option considered was a rigid panel system through which water is pumped and passively heated by solar radiation. Other towns have experienced a high level of damage by corellas and other birdlife using the cheaper flexible nylon tubing – Northam Rec. Centre are retrofitting mesh over their panels at a cost of \$50,000. Rhino Black rigid panels, developed in Western NSW specifically to withstand the birds, will cost approx. \$23,000 for the Shire pool. This does not include the support structure or installation costs.



This option has been discounted as the viable option due to the difficulties in locating the panels within the Quairading Pool.

**Option 2 – Heat Pump:** Heat pumps use electricity to capture heat and move it from one place to another. As the pump circulates the water, it passes across the heat pump heater that draws in the heat from the outside air and directs it over the evaporator coil.

A heat pump will be a far easier install as it can be placed on a plinth outside the existing treatment room and plumbed into existing lines. It also has a thermostat that will turn on and off the unit as the water reaches the required temperature. The unit will work hardest during November as it brings the water up to temperature after winter; hardly at all during the peak summer months; and more again towards the end of the season.

The existing thermal blankets which cover 70% of the surface area will trap any heat in the water overnight and further reduce overall running costs.

### STATUTORY ENVIRONMENT

The pool meets all necessary regulatory compliance requirements.

### POLICY IMPLICATIONS

Nil.

### FINANCIAL IMPLICATIONS

#### 2021/22 Budget

**Capital costs:** A 110KW unit costs \$35,000 to purchase outright. Local plumbing and electrical contractors can install the unit once it is delivered from the specialist supplier. Only other cost would be a concrete plinth giving a maximum total project cost of approximately \$50,000.

**Operating costs:** Preliminary estimates are provided below:

ELECTRICAL SUPPLY COSTS	kW / day average over season	Cost
kW per day required to maintain temp at 28°C	275 kW	275 x \$0.32 = <b>\$88 / day</b>
kW production from solar PV system (35kW)	200kW	200 x \$0.32 = <b>\$64 / day</b>
<b>Additional cost to Shire</b>		= \$720 / month
<i>Assumption is all power from solar PV system is going towards heating of pool</i>		X 5 mths = <b>\$3,600</b>

With the introduction of the new Synergy tariff rates (Peak / Off-peak) there has been a significant reduction in electricity costs at the Pool Facility. This has saved approximately \$15,000 / year in operating costs.

Detailed maintenance and replacement costs have still to be determined. However, heat pumps require very little maintenance through its lifetime. There is a 25-year warranty on the heat exchanger and extensive warranty on all other parts. The units are also increasingly more efficient than they were just some years ago.

Although not an identified high priority area by Department of Local Government, Sport and Cultural Industries, the project is eligible for funding under the *Community Sporting and Recreation Facilities Fund (CSRFF)* Small Grants Program. The next round will open on 1 July 2021 and close on 31 August 2021. Staff have made initial enquiries with Department staff in the Wheatbelt office.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

ITEM	OUTCOMES AND STRATEGIES
S1	Active community
S1.1	Provide facilities and support participation in sport and recreational activities, facilities and clubs
S4	Inclusive community
S4.2	Actively support youth development
S4.4	Actively support 'Ageing in Place' services, housing and infrastructure
S4.5	Actively support the access and inclusion of people with disability, their families and carers

## COMMUNITY CONSULTATION

Council has received the petition from local residents and presentation from Mrs Letty Mills at their March Council Meeting.

The SPO has undertaken consultation with the Quairading Pool Manager, Ms Trista Fontana, and Mr Mat Mildwater, Principal from Contract Aquatic Services for their technical expertise and experience of preferred options. There has also been further informal discussion with the Seniors Group members 'The Wallowers'. There is great support from these parties for installing a heat pump for the simplicity of installation and operation while achieving the aim of warmer water.

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

Financial – Risk Matrix Rating is assessed as Low – Grants Team is currently conducting a detailed feasibility study on the project for heating of the leisure pool which will include capital costs and Life Costings of the program for Budget and Corporate Business Plan purposes.

Health – Risk Matrix Rating is assessed as Low – Heating of the leisure pool will greatly increase physical activity within the Community.

Reputation – Risk Matrix Rating is assessed as Medium – Swimming pool is the most used Shire facility during the Summer Season. The heating of the leisure pool will be greatly appreciated by the Community and may increase attendance figures and will mitigate the reputational risk.

Operation – Risk Matrix Rating is assessed as Low – Proposed heating system (heat pumps) technology has advanced significantly in the past few years becoming both more reliable and more energy efficient.

Natural Environment – Risk Matrix Rating is assessed as Low. Proposal will fully utilise Solar PV System installed at the Swimming Pool facility.

### **COMMENT**

- Pool seasonal temperatures.

<b>Month</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Average</b>
Temperature of Leisure Pool (C)	23.1	23.8	25.0	25.1	24.9	24.5

- Temperature at start and end of season is a deterrent for particular demographics to use the pool –young families, and seniors.

## ITEM 9 GOVERNANCE

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### 9.1 Long-Term Financial Plan and Corporate Business Plan Progress Report

*Report on progress of CBP and LTFP performance against targets six (6) monthly (April 2021)*

*Included as part of Item 9.2*

## 9.2 Strategic Community Plan Review Report

*Report on the Major Review of the Shire's Strategic Community Plan Project (October 2020)*

*Implementation of the Strategic Community Plan Review scheduled for February to April 2021*

<b>Meeting Date</b>	13 <sup>th</sup> April 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	IPR&SPO Richard Bleakley
<b>Attachments</b>	Nil
<b>Owner/Applicant</b>	n/a
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

**RECOMMENDATION: SP29-20/21**

**MOVED Cr Jo Haythornthwaite SECONDED Cr Stacey**

That the Strategic Planning Committee recommend to Council: -

That Council receive the Strategic Community Plan Review Report for April 2021.

**CARRIED 7/0**

### IN BRIEF

- This Report outlines the timeframe and progress for major review of Strategic Community Plan.

### MATTER FOR CONSIDERATION

That Council receive the Strategic Community Plan Review Report for April 2021.

### BACKGROUND

Extensive community engagement commenced in February 2021 in conjunction with the running of the Community Survey with six targeted consultation sessions and one community drop-in session.

One hundred and thirty-four (134) community survey responses were received.

A draft of the engagement report was presented to Councillors for Information on the 25<sup>th</sup> March 2021.

Draft of the Strategic Community Plan to be presented to CEO and IPR&SPO on the 13<sup>th</sup> April 2021.

Scheduled completion date is in June 2021 with the endorsement by Council of the Shire's Community Plan Vision, Community Aspirations and Strategic Objectives (2021-2031) at the June OCM.

Step	Activity	Timeframe	Status
Step 1a	Terms of reference and advertising for consultancy	December 2020	Complete
Step 1b	Recruitment of Consultant	January 2021	Complete
Step 2	Familiarise consultant with existing SCP and Desktop Review conducted in 2019	February 2021	Complete

Step 3	Community Survey	Feb-Mar 2021	Complete
Step 4	IPR Refresher and Process Design	February 2021	Complete
Step 5	Preparation for engagement	February 2021	Complete
Step 6	Community Engagement	Feb-Mar 2021	Complete
Step 7	Strategic Community Plan/Corporate Business Plan Revisions – first cut; draft four-year budget – corporate challenge	April 2021	Pending
Step 8	Draft Strategic Community Plan/Corporate Business Plan – second cut; draft four-year budget – Council challenge	April / May 2021	Pending
Step 9	Public Consultation and Finish LTFP	May 2021	Pending
Step 10	Adoption by Council	June 2021	Pending

### STATUTORY ENVIRONMENT

The *Local Government Act (1995)* Sect 5.56 requires each local government 'to plan for the future of the district', by developing plans in accordance with the regulations.

### POLICY IMPLICATIONS

CS.4 Community Engagement Policy.

### FINANCIAL IMPLICATIONS

\$15,000 is allocated in the 2020/21 Current Budget for the Review of both the Strategic Community Plan, Corporate Business Plan and the Long Term Financial Plan.

Provisional costing for the consultancy is \$7,636 (ex GST) leaving a balance of \$7,364 as a contingency for minor variations.

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

### CONSULTATION

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

Extensive Public Consultation undertaken to date and will continue as part of the Review of the Strategic Community Plan.

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



Financial - Risk Matrix Rating is assessed as Low. Sufficient resources have been allocated to the 2020/21 budget to ensure that the review can be delivered. Successful candidate costing comes under budget provision with a buffer for minor program variations.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Review of the current Strategic Community Plan and Corporate Business Plan including Community engagement and the revision of both plans will ensure that the Council vision and direction aligns with the expectations of the Community. Statutory Compliance requirement.

Operation – Risk Matrix Rating is assessed as Low. Following the pro-forma guidelines of the Department of Local Government and Communities provides a framework for the delivery of the review of both the Strategic Community Plan and the Corporate Business Plan.

Natural Environment – Risk Matrix Rating is assessed as Low.

### **COMMENT**

150 Square is a Wheatbelt based organisation with a history of engagement with rural LGAs in Integrated Planning Process and a sound understanding of regional issues.

### 9.3 Organisational Culture and Capacity Building – Reviewed Workforce Plan 2018 – 2022

Matter already considered earlier in the Meeting.

## 9.4 Review of the Draft Business Support Grant Program

<b>Meeting Date</b>	13 <sup>th</sup> April 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	GPO Jen Green
<b>Attachments</b>	(i) Business Support Grants 2021 Policy (ii) Business Support Grants Application Form
<b>Owner/Applicant</b>	n/a Council Officers - Nil
<b>Disclosure of Interest</b>	Cr Peter Smith - Declared an Impartiality Interest with Item 9.4 Review of the Draft Business Support Grant Program - Eligibility as a future grant applicant. Small business owner within the Shire.

### OFFICER RECOMMENDATION

#### RECOMMENDATION: SP30-20/21

#### MOVED Cr Jo Haythornthwaite ~~SECONDED~~ Cr Cowcill

That the Strategic Planning Committee recommend to Council: -

1. Council adopt the revised Business Support Grants Policy and supporting documentation, including amendments noted and recorded at the meeting;
2. Council consider Draft Budget allocation of \$20,000 for the 2021/2022 Financial Year; and
3. Subject to the inclusion in the Adopted Budget, the Business Support Grants Funding Program be publicised to all businesses in the District and the Program be open for the duration of the Financial Year 2021/22.

**CARRIED 7/0**

#### Amendments noted: -

Grant of \$5000 per Application per Year.

Deletion of proposed CEO Delegation.

Business can only apply for either Business Support or Community Grant in one Financial year.

### IN BRIEF

- A proposed 'Business Support Grants' Program Policy and Application Form has been developed by the Grants Team and was presented at the Strategic Planning Committee Meeting in February 2021.
- The Draft Policy and Forms were debated by the Committee and a number of issues and recommendations were raised by Councillors including: -
  - Clear separation of eligibility for the 'Community Grants Program' and 'Business Support Grants Program'
  - Quantum of proposed Budget allocation - currently proposed at \$20,000 per year
  - Concern over potential disclosure of Business finances (confidentiality)
  - Program opening times - currently proposed to be all year round

- Revised Policy and Application Form were forwarded to Councillors on the 25<sup>th</sup> February 2021 for additional feedback.
- A second revision of the documents is now being presented at the Strategic Planning Committee for endorsement and then to be able to proceed to the resourcing and promotion the Business Grant Program to the Community.

## **MATTER FOR CONSIDERATION**

Shire of Quairading Business Support Grants Policy and Application Form

### **BACKGROUND**

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

Annual reviews of the Grant Documentation and Application Forms have been conducted which have significantly streamlined the process and assisted Community Groups with their Grant Application Proposals.

During the review process it has become apparent that there is a significant sector of the community including local businesses, who have a great impact on the quality of life of the Quairading community and are currently ineligible for Shire funding.

Recently, Shire have received a number of requests from non-sporting/recreation bodies for funding. This is an opportunity to establish an additional funding stream to the Community Grants Scheme for local businesses for projects that value-add to the community i.e. Shop front improvements, capital works, training etc.

It is proposed that Council introduce a 'Business Support Grants' Programme that encourages investment in local enterprises and recognise the important role local commercial outlets provide for the betterment of and improvement to the quality of life within our Community.

A thriving business sector will help sustain local employment for residents. Not only will the economic benefits provided by the Grant Program help sustain local business, it will drive local visitation and tourism into Quairading, having the potential to enhance vibrancy and activation within the Town.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

### **POLICY IMPLICATIONS**

Development of new Business Support Grants Policy and supporting documentation

### **FINANCIAL IMPLICATIONS**

2020/2021 Budget - Nil

2021/2022 Budget - Draft Budget provision of \$20,000 proposed. Actual implication will be subject to Applications received and supported during the next 12 months. Proposed that the Programme be limited to the Budget Allocation.

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

#### **Economic Objective: Growing economy and employment opportunities**

<b>ITEM</b>	<b>OUTCOMES AND STRATEGIES</b>
ED1	Economic diversity and resilience
ED1.1	Economic and tourism development, including:

ITEM	OUTCOMES AND STRATEGIES
	<ul style="list-style-type: none"> <li>-adopt "Small Business Friendly Local Governments" program</li> <li>-review potential of the community's existing assets and facilities to drive improved economic outcomes</li> <li>-leverage Federal and State Government priorities and programs (e.g. building the capacity of local industry to undertake Local and State Government contracts)</li> <li>-work with stakeholders to determine facilitation approach to business and jobs growth</li> </ul>
ED2	Tourism facilities and services
ED2.1	Contribute to readily accessible visitor information and services, including good quality, affordable visitor accommodation

### 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

Several requests for funding from ineligible entities to the existing Community Grants Program have come through the Shire Administration and through the Grants Team.

The Grants Team consulted the Small Business Development Corporation through the Friendly Business Network and gathered helpful examples of existing Business Grants Programs currently being run in other Western Australian Shires.

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

Financial – Risk Matrix Rating is assessed as Low. Further refinements through reviews to the Grant Process will reduce risk to Council and the Businesses through better planning, budgeting and delivery of Projects supported by the Shire.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Risk will be mitigated if Council is seen to be actively engaging with and supporting local enterprises who apply under the Program.

Operation – Risk Matrix Rating is assessed as Low. Management of the Program will be undertaken with Council's existing Organisational Structure and resources.

Natural Environment – Risk Matrix rating assessed as Low

### COMMENT

The addition of the Business Support Grant Program to the Shire's Community Grant Process addresses the grant funding opportunities for Small Business, but still leaves a vacuum for individuals and non-sporting/recreation bodies.

## 9.5 Community Grants Program (2021/22) – Round 1

<b>Meeting Date</b>	15 <sup>th</sup> April 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	GPO Jen Green
<b>Attachments</b>	(i) Community Grant Assessment- Under separate cover (ii) Grant Applications – Under separate cover
<b>Owner/Applicant</b>	n/a Council Officers – Nil Cr Becky Cowcill – Declared an Impartiality Interest with Item 9.5 Community Grants Program (2021/22) – Round 1 – President of the Wamenusking Sports Club Cr Peter Smith – Declared an Impartiality Interest with Item 9.5 Community Grants Program (2021/22) – Round 1 – President Ag Society, Vice President Doodenanning Sporting Club. Executive member of applicant Clubs.
<b>Disclosure of Interest</b>	Cr Trevor Stacey – Declared an Impartiality Interest with Item 9.5 Community Grants Program (2021/22) – Round 1 – Quairading Football Club (QFC) application for Grant Funding. Life member of the Quairading Football Club. Shire President Cr Wayne Davies – Declared an Impartiality Interest with Item 9.5 Community Grants Program (2021/22) – Round 1 – Doodenanning Sporting Club Member.

### RECOMMENDATION: SP31-20/21

#### MOVED Cr Stacey SECONDED Cr Smith

That the Committee move to In camera at 7.52 pm to discuss Item 9.5 (Community Grant Applications) in detail.

**CARRIED 7/0**

### OFFICER RECOMMENDATION

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

That the Strategic Planning Committee recommend to Council: -

1. That Council accepts the Officer's Report and supports the Grant Assessment Recommendations on Round 1 of the 2021/22 Community Grants Program.
2. That Council allocates funds and resources in the 2021/22 Budget for Round 1 to the value of \$29,106.68 to the Clubs listed in the Grant Assessment Document; and
3. That Council allocates the equivalent of 33% of the above figure (\$10,000) in the 2021/22 Budget for Grant 1 In-Kind funding and Round 2 of the 2021/22 Community Grant Program.

\_\_\_\_/\_\_\_\_

**VOTING REQUIREMENTS – Simple Majority**

## Committee Discussion and Reason for Variation of Officers Report

Officer Recommendation not supported. Committee requested that there be further assessment of the Grant Applications against Council's Policy and the revised Officers Report be referred to the April 2021 Ordinary Council Meeting.

### **RECOMMENDATION: SP32-20/21**

#### **MOVED Cr Davies SECONDED Cr Smith**

That the Committee move out of camera at 8.02 pm.

**CARRIED 7/0**

## COMMITTEE RECOMMENDATION

### **RECOMMENDATION: SP33-20/21**

#### **MOVED Cr Jo Haythornthwaite SECONDED Cr Smith**

That the Strategic Planning Committee recommend to Council: -

Further assessment by the Grants Team with relevant Community Groups, and the revised report be presented to the April 2021 Ordinary Council Meeting.

**CARRIED 7/0**

## IN BRIEF

- Community Grant Process was reviewed, updated and endorsed by Council in December 2020.
- Thirteen applications were received for Round 1 to the value of \$29,106.68.
- Details of each Application have been provided for Committee Consideration and Recommendation to Council.
- All applications were evaluated by the Grants Team based on criteria in the Grant Guidelines.

## MATTER FOR CONSIDERATION

- Evaluation of Community Grant Applications received by the 31<sup>st</sup> March 2021.
- Allocation of financial resources in the 2021/22 Shire's Annual Budget.
- Allocation of financial resources in Round 1 of Community Grant Program.
- Allocation of financial resources for Grant 1 – In-Kind funding in 2021/22.
- Allocation of financial resources for Round 2 of Community Grant Program in 2021/22.

## BACKGROUND

At the December 2020 Council Meeting the Council adopted a revised Community Grants Policy and supporting documentation.

Round 1 of the Community Grant Program was opened on 7<sup>th</sup> January 2021 with Policy and Grant Application forms forwarded to all Sporting and Recreation Clubs via email and regular advertising was conducted in the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook Page.

Follow-up promotion of the Grants Program was circulated on the Shire's Facebook page on a regular basis.

Closing date for the submission of applications for grant funding was on 31<sup>st</sup> March 2021.

Four categories of Grant Funding were promoted:

- Grant 1 - up to \$500 per annum – in-kind contributions from Council.
- Grant 2 – Minor Projects \$500 to \$2500.
- Grant 3 – Major Projects over \$2500.
- Grant 4 – Annual / Recurrent Funding.

A total of thirteen applications was received to the value \$29,106.68.

Grant Type	Number	Amount
1	0	\$0.00
2	8	\$10,106.68
3	1	\$3,000.00
4	4	\$16,000.00
<b>Grand Total</b>	<b>13</b>	<b>\$29,106.68</b>

Grant 1 (in-Kind) funding will be open throughout the year

A second round of Grant 2 - (Minor projects) funding will be open from 1<sup>st</sup> July 2021 to 30<sup>th</sup> September 2021.

## STATUTORY ENVIRONMENT

*Local Government Act 1995.*

## POLICY IMPLICATIONS

CS.3 Community Grants Policy

## FINANCIAL IMPLICATIONS

Nil – 2020/21 Financial year

Submitted for 2021/22 Budget deliberations

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

### Governance Objective: Strong governance and community engagement

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



## **COMMUNITY CONSULTATION**

Policy and Grant Application forms were forwarded to all Sporting and Recreation Clubs via email and regular advertising was conducted in the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook Page.

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

Financial - Risk Matrix Rating is assessed as Low. Will reduce risk to Council and the Clubs / Organisations through better planning and delivery of Projects supported by the Shire.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. With the introduction of Policy and Scheme, this has increased transparency and accountability of Council, the clubs and organisations.

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low.

## **COMMENT**

- This year the Community Grants program demonstrated greater emphasis on:
  - Youth and Noongar activities;
  - Recognition of the Shire’s historical heritage; and
  - Promotion of the Quairading community.
- Thirteen grant applications were received and assessed.
- Assistance was provided to a number of clubs to ensure the applications were completed correctly.
- All grant applications met the selection criteria outlined in the Grant Guidelines.
- With COVID-19 affecting all recreational and Sporting Clubs during 2020, there has been a marked increase of clubs engaging with the 2021/22 Community Grant Program as their regular club programming has gone back to normal this year. The number applications are significantly increased on 2020/21.
- A Grant Writing Seminar was facilitated by the Shire during February (run by Tara Whitney from ‘Whitney Grants’ which helped build capacity for Clubs to complete competitive applications. It is planned to hold this workshop annually as part of the program.

## ITEM 10 ASSET MANAGEMENT PLAN

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### 10.1 Asset Management Plan Progress Report

*Progress Report on the finalisation of the Asset Management.*

The Chief Executive Officer has approached Mr Stephen Grimmer to assist Council's Executive Management Team with finalising a consolidated Asset Management Plan following the completion of the Strategic Community Plan.

**11.1 Risk Management Quarterly Report**

*Quarterly progress and tracking report on issues identified as high risk to Council*

LGIS Risk Management Dashboard Workshop with Shire Management Team is scheduled for 25<sup>th</sup> May 2021.

Workshop Objective is to review and assess the Shire's operational risks and update the existing Risk Profile for future Quarterly reporting to Council Committee.

CEO recommends that future Monitoring Risk Reports be listed for the Audit & Risk Committee rather than the Strategic Planning Committee to more align with the respective Committees' Terms of Reference.

## ITEM 12 EMERGING ISSUES

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### 12.1 The Groves – Investigation into Future Infrastructure

Extract from the March 2021 Ordinary Council Meeting: -

*The Groves - Installation of ablutions and basic facilities*

*RESOLUTION: 139-20/21*

*That the Reconciliation Action Plan Committee Recommend to Council that: -*

*The installation of ablutions and basic facilities be investigated for "The Groves" area due to its historical and cultural significance to the Nyoongar Community in Quairading.*

Noted by the Meeting, for future research and Officers Report.

### 12.2 Electric Vehicle Charge Point

The CEO advised that in discussion with the Chairperson, it was recommended that the feasibility and Cost of an electric vehicle charging outlet in Town be researched as there is an increasing number of electric vehicles on the road and there is a Charge Point in Bruce Rock and a number of other Towns.

### 12.3 Resignation of the EMCS

Cr Smith sought details on the timing for the recruitment of a new Executive Manager of Corporate Services. The CEO advised that the Position Description was being reviewed and Recruitment process would commence with advertising this weekend.

### 12.4 Review of the Number of Elected members

Cr Cowcill raised the issue of whether Council had considered reducing the number of Councillors from 8 to 7.

The Meeting requested that this Matter be listed as a Future Issue for post the 2021 Local Government Election.

ITEM 13      NEXT MEETING DATE

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The next Strategic Planning Committee Meeting is scheduled to take place on Tuesday 10<sup>th</sup> August 2021, commencing at 5.00 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 14      CLOSURE

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There being no further business, the Chairman closed the Meeting at 8.16 pm.

I certify the Minutes of the Strategic Planning Committee Meeting held on 13<sup>th</sup> April 2021 were confirmed on 10<sup>th</sup> August 2021 as recorded.

Confirmed..... 10/08/2021

# CS.5 BUSINESS SUPPORT GRANTS POLICY

<b>Document Status</b>	New Policy
<b>Statutory Environment</b>	Local Government Act (1995)

<b>Record of Policy Review</b>					
<i>Version</i>	<i>Author</i>	<i>Council Adoption</i>	<i>Resolution</i>	<i>Reason for Review</i>	<i>Review Date</i>
01	Jen Green			New Policy	

## PURPOSE

Council's Annual Business Support Grants Program is a strategic tool for supporting and encouraging the growth of small business and business innovation.

The program will recognise the important role commercial enterprises play in achieving the Shire's vision – "A place of welcome for all, where we work together, with thriving industry creating jobs, a bright future for our young people, and a bustling town in a beautiful and productive rural setting".

## OBJECTIVES

- Enhance local business capacity to invest to improve their streetscape presence.
- Encourage individual businesses to invest in online and e-commerce activities.
- Encourage local enterprises to invest in professional development and training.
- Assist local business in their ability to increase business opportunity and sustainability.
- Provide businesses with support for capital works projects to adapt to changes in business structure and/or conditions.
- Assist new enterprises that are establishing in Quairading.

## POLICY

Funding up to \$5000 (per Application) is available to assist local businesses to encourage the growth and sustainability of their enterprise which will in turn improve local employment opportunities for residents, and help achieve thriving local industry and community.

### Allocation of Resources

Council will review and confirm allocation of resources annually as part of their Annual Budget processes.

Resources will be allocated to a specific General Ledger Account.

A single tranche will be allocated and available to Local Businesses upon the adoption of the Annual Budget.

Applications will be open all year round. Businesses will be allowed to apply once per year. Organisations may not apply for funding under the Business Support Grants Program if they have also received funding under the Shire Community Grants Program in the same year, and Grant Allocations will be limited by the Total Budget available for the Year.

There is a requirement to provide an Acquittal Report back to the Shire to show where funds have been spent at the end of each financial year.

### Eligibility Conditions

- Applicant must be based within the Shire of Quairading and hold an Australian Business Number.
- All successful projects are to be completed within 12 months of the funding being awarded.
- Verification by applicant that request is not covered by Insurance.
- The program will not support organisations that are political or that have a political purpose, government departments or agencies, grant making bodies or have a primary focus on fundraising.
- Requests for funding or support cannot be for a project / activity that has already occurred.

- The Grant will not fund operational costs such as marketing and wages or maintenance costs.
- The Applicant must have all insurances, permits and licences for business operation.

### **General Conditions**

- Projects that will be considered, but not limited to, include:
  - Training and Professional Development.
  - Investing in e-commerce activities.
  - Projects that increase business opportunity and sustainability.
  - Capital works projects including major projects and streetscape and aesthetic/amenity improvements.
- Budget allocation for the Business Support Program will be determined during the Council's Annual Budgeting Process.
- Funding is available all year round.
- Allocation of grant funding, partial or entire, will be at the sole discretion of the Council.
- Council's position is to fund to a maximum of one half of the total project cost and applicants are encouraged to contribute their own funding and/or obtain grant or loan funding for the remaining project costs.
- In-kind labour and equipment may be included in the applicant's contribution but may not exceed one third of the completed value of the project.
- Council may opt to use their employees or equipment in lieu of a cash contribution.
- Council reserves the right to carry out a Progress Inspection or request a Progress Report at any stage of the project.
- The Chief Executive Officer is given delegated authority to approve or reject minor variations to the Applicant's Project Budget following approval of the grant from Council.

### **Acquittal**

All Businesses that receive funding will have to provide the following after their project's completion within 12 months of the funding being awarded:

- Completed Acquittal Form (to be provided);
- Proof the project, activity or event took place (e.g. photographs etc.);
- Proof of expenditure (e.g. copy of financial records and invoices paid); and
- Evaluation of project, activity or event (e.g. copy of participant feedback, surveys etc.).

### **Assessment Process**

- Applications will be assessed by the Grants Team based on Grant Criteria and a recommendation made to Council.
- Applications will be presented to Council and assessed based on eligibility and merit.
- Allocation of grant funding is at the discretion of the Council.
- All applicants will be contacted in writing regarding the outcome of their application.
- Applicants are encouraged to seek feedback on the outcome of their application.

### **Submission Information**

Applications can be received via mail, email or printed copies dropped into the Front Counter at Shire Administration Office.



## ANNEXURE

**Annexure A** - Assessment Criteria (Attached)

**Annexure B** - Shire of Quairading Business Support Grants Process

**Application Form** - (Separate Document)

### Annexure A

#### Assessment Criteria

Each Grant Submission will be assessed based on the following criteria

##### Criteria 1 – Benefit:

- Is the project part of an overall Business Strategy?
- Is there identified and demonstrated business need?
- What are the benefits (value adding) to the business and the Community?
- Does the project align with outcomes in the Strategic Community Plan?

##### Criteria 2 – Organisation:

- ABN? Y/N
- Business type and purpose

##### Criteria 3 – Project Cycle:

- Planning and design of project
- Management and delivery of project (incl. milestones and works schedule)
- Project Budget
- Financial contribution - \$; In-Kind, External
- Evaluation of project
- Sustainability of project
- Use of local suppliers for capital works

#### Score

Each Grant Application will be assessed based on these criteria

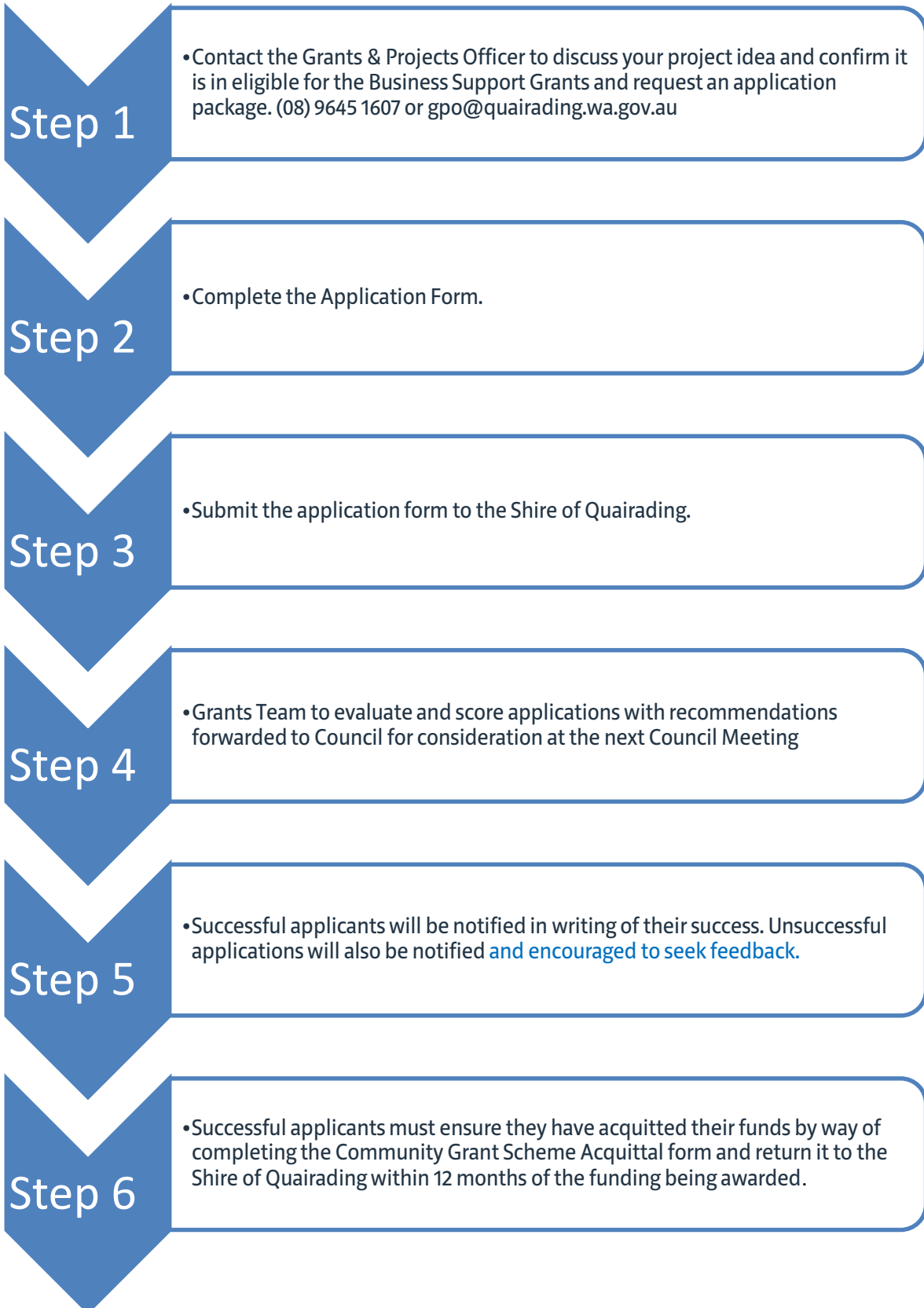
Each criteria will be evaluated and given a score between 1 (Poor) and 5 (Excellent).

#### Weighting

Weighting for each criteria to be determined by the Council.

Proposed weighting is: -	
Community Benefit -	40%
Organisation -	20%
Project Planning -	40%

A minimum weighted score of 3 out of 5 (60%) will receive a positive recommendation.

**Annexure B****Shire of Quairading Business Support Grants Process**



# Business Support Grants 2021/22

## Application Form

### Up to \$5000

#### DESCRIPTION:

This grant is to cover requests from local businesses for financial assistance from Council for up to \$5000. Funding is open all year round. Eligible businesses can apply for one Grant per financial year.

#### WHO IS ELIGIBLE:

Only businesses undertaking activities within the Shire of Quairading and that hold and Australia Business Number are eligible to apply.

#### FUNDING CONDITIONS:

- All successful project activities and events are to be completed within 12 months of the funding being awarded.
- Verification by applicant that request is not covered by insurance.
- The program will not support organisations that are political or that have a political purpose, government departments or agencies, grant making bodies or have a primary focus on fundraising.
- Requests for funding or support cannot be for a project / activity that has already occurred.
- Projects that will be considered, but not limited to, include:
  - Training and Professional Development; or
  - Investing in e-commerce activities; or
  - Projects that increase business opportunity and sustainability; or
  - Events that promote and stimulate the local economy; or
  - Capital works projects including major projects and streetscape and aesthetic/amenity improvements
- The Grant will not fund operational costs such as marketing, utilities and wages.
- The Applicant must have all insurances, permits and licences for business operation.
- Council's position is to fund to a maximum of one half of the total project cost and applicants are encouraged to contribute their own funding and/or obtain grant or loan funding for the remaining project costs.
- In-kind labour and equipment may be included in the applicant's contribution but may not exceed one third of the total value of the project.

## HOW TO APPLY:

1. Contact the Shire's Grants & Project Officer to discuss your project and eligibility.
2. Applications must be completed in full and signed by the Director / Manager of the Business.
3. Lodge your application form with the Shire's Administration Office either in person or via email [shire@quairading.wa.gov.au](mailto:shire@quairading.wa.gov.au)
4. Organisations may provide additional relevant material where they feel that this will aid in the decision-making process.
5. You will be notified in writing on the outcome of your application.

## SUBMISSION INFORMATION:

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: [shire@quairading.wa.gov.au](mailto:shire@quairading.wa.gov.au) or post to: PO Box 38, Quairading WA 6383

## CONTACT:

For further information or assistance with the Application Form, please contact the Shire's Grants & Projects Officer on ph. 9645 1607 or email [gpo@quairading.wa.gov.au](mailto:gpo@quairading.wa.gov.au)

## Business Support Grants 2021/22

### Application Form

### Up to \$5000

### APPLICANT DETAILS

Name of Business	Click or tap here to enter text.
Contact Person	Click or tap here to enter text.
Position	Click or tap here to enter text.
Contact Phone Number	Click or tap here to enter text.
Email Address	Click or tap here to enter text.
Postal Address	Click or tap here to enter text.
ABN:	Click or tap here to enter text.
Are you registered for GST?	Choose an item.
Please provide your Bank BSB and Account Number	Click or tap here to enter text.

*The Grant referred to in this Agreement is exclusive of GST. If the Organisation is registered for GST, the Grant will be 'grossed up' by 10% of the grant amount.*

Please provide Employee numbers for the previous financial year.			
Part-Time		Full-Time	
Casual		Volunteer	
Have you received support from Council previously?		Choose an item.	
Year: Click or tap here to enter text.		Amount: Click or tap here to enter text.	

## PROJECT DETAILS

**PROJECT TITLE:** [Click or tap here to enter text.](#)

**Please provide a description of the project or event for which you are seeking financial assistance.**

**You should also include:-**

- The main services your business provides;
- Why the funding assistance from the Shire is necessary (i.e. have you explored other funding bodies?);
- How your business is going to manage and deliver your project;
- How will your organisation fund or maintain your event or project on an ongoing basis (if relevant)
- Attach any supporting documentation such as meeting minutes, quotes, project plans, photos or diagrams to illustrate your request.

**Describe how your event or project will deliver benefit to your business and the Quairading community. How does your proposal contribute to the betterment of quality of life of local residents/customers?**

**[The Strategic Community Plan 2017-2027 provides long-term vision for the community, and the key strategies and outcomes Council and wider Quairading community will focus on. Include whether your project should complement one of the outcomes listed in the Plan \(starting on Page 25\).](#)**



[Click Here to view the Shire's Strategic Community Plan](#)

## MILESTONES & TIMEFRAME

Please list the tasks needed to achieve your event or project. Who will be responsible for completing them and by when?

Item / Activity	Completed By Who?	Start Date	Completion Date

## PROJECT BUDGET & COSTINGS

*Please ensure all relevant quotes/plans are attached to your application. Employee costs may only be used as an 'in-kind' contribution if the project implementation requires an increase of employee hours or the employment of a new staff member. Volunteer labour can be included at a cost of \$20/hour. Please ensure all relevant quotes are attached to your application. Volunteer labour can be included at a cost of \$20/hour.*

Item/Activity	Supplier	Council Funding (ex GST)	Business Funding (Ex GST)	External Funding (ex GST)
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
<b>Sub-Total Budget</b>		\$	\$	\$
<b>Total Budget</b>		\$		

### External Funding - Grants / Loans / Donations

Please provide details of any other funding your group has applied for or received that will contribute to this project:

Name of organisation/funding source/type	Status (e.g. Received, pending)

--	--

<b>BUDGET BREAKDOWN:</b>		
<b>Description</b>	<b>Funding amount (ex GST)</b>	<b>Percentage (%)</b>
Business	\$	
External Funding (Grants / Loans / Donations)	\$	
Council	\$	
<b>Total</b>	<b>\$</b>	<b>100%</b>

How will you acknowledge the support received from the Shire of Quairading?	Click or tap here to enter text.
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## DECLARATION

I acknowledge that:

- I am authorised to make this application on behalf of the organisation.
- The information provided is true and correct.
- I may be required to supply further information to enable consideration of this application.

I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.

Name:

Signed: .....

Date:

## SUBMISSION INFORMATION

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: [shire@quairading.wa.gov.au](mailto:shire@quairading.wa.gov.au) or post to: PO Box 38, Quairading WA 6383

## CONTACT

For further information or assistance with the Application Form, please contact the Shire's Grants & Projects Officer on ph. 9645 1607 or email [gpo@quairading.wa.gov.au](mailto:gpo@quairading.wa.gov.au)



### 10.3 Temporary Employment or Appointment of CEO Policy

Meeting Date	29 <sup>th</sup> April 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Draft ORG.9 Temporary Employment or Appointment of CEO Policy (ii) ORG.1 Senior Employees Policy
Owner/Applicant	N/A
Disclosure of Interest	The CEO as Author declares both an Impartiality and Financial Interest that requires disclosure as the officer is potentially impacted by adoption or variation of the policy.

#### OFFICER RECOMMENDATION

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

1. Pursuant to section 5.39C (1) of the Local Government Act 1995, Council: -  
Adopt the Temporary Employment or Appointment of CEO Policy; and
2. Pursuant to Section 5.37 Council review its Senior Employees Policy to include the position of Executive Manager Community, Projects and Strategy (ex IPR&SPO) as a Senior Employee.

\_\_\_\_/\_\_\_\_

**VOTING REQUIREMENTS** – Absolute Majority point 1, Simple Majority point 2

#### IN BRIEF

- The recent amendment to the Local Government Act, requires Council to adopt a Policy relating to the Temporary Employment or Appointment of the CEO.
- The *Local Government (Administration) Amendment Regulations 2021 (CEO Standards Regulations)* brings into effect section 5.39C of the *Local Government Act 1995*.
- A Draft Policy has been prepared for Council's consideration.
- The Policy outlines the process to be followed by Council in relation to when Council employs a person to be in the position of CEO for a term **not** exceeding one year and the appointment of a current Senior Employee to act in the position of CEO for a term **not** exceeding one year.
- The adoption of the draft policy will ensure compliance with the relevant sections of *the Local Government Act 1995* and provide clear direction on temporary arrangements for CEO employment.

#### MATTER FOR CONSIDERATION

The adoption of the Draft Policy for the Temporary Employment or Appointment of the CEO in ordinary and extraordinary circumstances.

#### BACKGROUND

In accordance with section 5.39C of the *Local Government Act 1995*, Council must adopt a policy that sets out the process to follow by the Shire in relation to the employment of a person in the position of Chief Executive Officer (CEO) for a term not exceeding one year and the appointment of a Senior employee to act in the position of CEO for a term not exceeding one year.

## STATUTORY ENVIRONMENT

*Local Government (Administration) Amendment Regulations 2021*

*Local Government Act 1995*

### 5.36. Local government employees

- (2) A person is not to be employed in the position of CEO unless the council –
  - (a) believes that the person is suitably qualified for the position; and
  - (b) is satisfied\* with the provisions of the proposed employment contract.

*\* Absolute majority required.*

### 5.37. Senior employees

- (1) A local government may designate employees or persons belonging to a class of employee to be senior employees.
- (2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.

### 5.39. Contracts for CEO and senior employees

- (1) Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.
- (1a) Despite subsection (1) –
  - (a) an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting;

### 5.39C. Policy for temporary employment or appointment of CEO

- (1) A local government must prepare and adopt\* a policy that sets out the process to be followed by the local government in relation to the following –
  - (a) the employment of a person in the position of CEO for a term not exceeding 1 year;
  - (b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

*\* Absolute majority required.*

- (2) A local government may amend\* the policy.

*\* Absolute majority required.*

- (3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (4) The CEO must publish an up-to-date version of the policy on the local government's official website.

*[Section 5.39C inserted: No. 16 of 2019 s. 22.]*

## POLICY IMPLICATIONS

New Policy.

Local governments are required to adopt such a policy within a reasonable, but expeditious period of time.

In its guidance on the subject, the Department of Local Government, Sport and Cultural Industries (DLGSC) notes:

*Where the role of CEO is not fulfilled for a significant period, this leads to increased risk to the operations and governance of the local government. Therefore, local governments are required to develop and implement a policy that outlines the arrangements to temporarily replace a CEO for any period less than twelve months, for example, when a CEO is on planned or unplanned leave. The policy should include the decision-maker(s) for appointing an Acting CEO. It is a requirement under 5.39C of the Local Government Act that local governments prepare and adopt a policy for temporary employment or appointment of an acting CEO.*

## FINANCIAL IMPLICATIONS

Council budgets for "Higher Duties" to be paid to the Executive Manager of Corporate Services or another Member of the Executive Management Team for known short Periods of Leave being taken by the CEO.

In the case of longer Periods of Leave, an experienced Local Government Practitioner has been employed to undertake the Acting CEO's position. There are financial implications if the CEO's Leave is unforeseen (i.e. Unexpected serious illness) when existing Executive Staff resources do not allow an Officer to undertake "Higher Duties" for a longer period.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

No Community 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. Policy will document current practice of EMCS (or another EMT Officer, if EMCS Position vacant) undertaking Acting CEO higher duties for a short period of time and an external experienced Local Government being employed for longer period when the CEO is absent on Leave. Council budgets for most foreseen Periods of CEO's Leave.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Council not adopting the Acting CEO Policy would put Council in contravention of government legislation.

Operation – Risk Matrix Rating is assessed as Low. Adopting clear procedures for the filling of the CEO position will maintain continuity of the Shire's administrative leadership and decision making.

Natural Environment – Risk Matrix Rating is assessed as Low.

## COMMENT

Under the draft policy, the CEO would be responsible for appointing an Acting CEO for periods of absence by the Chief Executive Officer of no longer than 4 weeks. This appointment would need to be in accordance with Council's historic intentions "that the of Executive Manager of Corporate Services (EMCS) is to provide assistance to and deputise for the Chief Executive Officer (when CEO on Leave) in carrying out the responsibilities of that office, as required." Should the position of EMCS be vacant or the Officer is not available to act as Acting CEO, the CEO would then appoint an Acting CEO from the other Designated Senior Employees. Such an appointment would be based on the Officer's experience, skill set and their workload at that time.

All other temporary arrangements for the CEO's position exceeding 4 weeks in duration would be the subject of a Report and Recommendation for Council's consideration and determination of the Appointment.

The Draft Policy also provides for the unforeseen circumstance where the CEO is unable appoint the Acting CEO, the Executive Manager of Corporate Services will be appointed as the acting CEO for a period of up to 4 weeks.

The Draft Policy also provides guidance if the CEO is unable to make the appointment and the position of EMCS is vacant or the Officer is unavailable, then another Designated Senior Employee may be appointed by Council to the Acting CEO position for a period of up to 4 weeks.

In preparing the draft policy, Officers have examined published policies of a number of urban and rural local governments. The Draft Policy is broadly consistent with that adopted by other local governments but importantly addresses circumstances for temporary appointments where the CEO is unable to exercise the delegation.

The DLGSC has not produced any regulations that stipulate the form or content of the required policy and WALGA have not developed a Model / Recommended Template.

There is an expectation that the Council should adopt such a policy within a reasonable timeframe (no set date has been enshrined in legislation).

# ORGANISATIONAL

## ORG.9 TEMPORARY EMPLOYMENT OR APPOINTMENT OF CEO POLICY

<b>Document Status</b>	New Policy
<b>Statutory Environment</b>	Local Government Act (1995)

<b>Record of Policy Review</b>					
<i>Version</i>	<i>Author</i>	<i>Council Adoption</i>	<i>Resolution</i>	<i>Reason for Review</i>	<i>Review Date</i>
01	CEO Graeme Fardon			New legislation	

## PURPOSE

To ensure compliance with the Local Government Act 1995 s5.39C by having a policy regarding the employment of an Acting Chief Executive Officer.

## OBJECTIVE

The Policy objective is to outline the process to be followed by the Shire of Quairading in relation to when the Council employs a person to be in the position of Chief Executive Officer (CEO) for a term not exceeding one year and the appointment of an employee to act in the position of CEO for a term not exceeding one year.

## POLICY

### 1. Employment of a person in the position of CEO for a term not exceeding one year

- a) Appointment for any term less than one-year Council must approve, by Council resolution, of any person that is not already a designated Senior Employee identified in section 3 of the Policy, to be appointed in the position of CEO for a term not exceeding one year.

In accordance with section 5.36(2)(b) and 5.41 of the *Local Government Act 1995*, Council must believe the person is suitably qualified for the position and can carry out the functions of a CEO and is satisfied with the provision of the proposed employment contract\*.

\*Absolute Majority required.

### 2. Appointment of an employee to act in the position of CEO for a term not exceeding one year

- a) Appointment for 4 weeks and less: -

The CEO will appoint, in writing, the Executive Manager of Corporate Services (EMCS) to act in the position of Acting CEO for a term of a maximum of 4 weeks. Should the position of EMCS not be filled or the incumbent unavailable, the CEO will appoint another Designated Senior Employee to be Acting CEO.

The CEO will notify Council of the period and the Senior Employee that is acting in the position.

- b) Appointment for greater than 4 weeks

The CEO will prepare a report for consideration by Council at the next Council Meeting to appoint a designated Senior Employee or an experienced Local Government Practitioner to act in the position of CEO for a term not exceeding one year.

- c) Appointment in Urgent and Exceptional Circumstances for 4 Weeks and less.

If the Chief Executive Officer cannot appoint the EMCS or another Senior Employee due to unforeseen circumstances, the Executive Manager of Corporate Services will be appointed as the Acting CEO:

- i. If the term will be 4 weeks or less, for the term required.
- ii. If the term is expected to be greater than 4 weeks or greater, the term will be up until the day of the next Council meeting. The Acting CEO will prepare a report for the upcoming Council meeting for Council to appoint the Acting CEO for the period required.
- iii. If the CEO cannot confirm the appointment in writing due to unforeseen circumstances, the Shire President, will provide in writing the appointment, in accordance with this Policy.

In the event that the CEO is unable to appoint the Acting CEO and the Executive Manager of Corporate Services position is vacant or the Officer is not available to act, the Shire President is to convene a Special Meeting of the Council to determine the appointment of the Acting CEO.

**Remuneration:** 100% of the approved CEO's base salary will be paid for the term of the appointment. All other conditions remain in accordance with the Senior Employee's contract.

### 3. Approved Senior Employees to act in the position of CEO

The employees of the Shire of Quairading that are suitably qualified to perform the role of Acting Chief Executive Officer are the following designated Senior Employees in accordance with section 5.36 of the *Local Government Act 1995*:

- Executive Manager of Corporate Services
- Executive Manager of Works & Services
- Executive Manager of Community, Projects and Strategy

## GUIDELINES

Section 5.39C of the *Local Government Act 1995*

# ORGANISATIONAL

## ORG.1 SENIOR EMPLOYEES POLICY

<b>Document Status</b>	Under Review
<b>Statutory Environment</b>	Local Government Act (1995)

<b>Record of Policy Review</b>					
<i>Version</i>	<i>Author</i>	<i>Council Adoption</i>	<i>Resolution</i>	<i>Reason for Review</i>	<i>Review Date</i>
01	Graeme Fardon	August 1996	071-96/97	New Policy	Adopted
02	Graeme Fardon	26 February 1998	315-97/98	Reviewed	
03	Graeme Fardon	27 September 2018	41-18/19	<i>Policy Review Project - 6/09/2018</i>	
04	Graeme Fardon	17 December 2020	97-20/21	Biennial Policy Review	December 2020
05	Graeme Fardon			Amendment	



## PURPOSE

To ensure the Shire of Quairading complies with the Local Government Act 1995 in relation to Employee appointments.

## OBJECTIVE

To recognise the Senior Employee designations under the current Organisation Structure.

## POLICY

Under the provisions of Sections 5.37 (1) of the Local Government Act 1995, Council has designated the following positions to be classified as 'Senior Employees' for the purpose of the Act: -

- Chief Executive Officer
- Executive Manager of Corporate Services
- Executive Manager of Works & Services
- Executive Manager Community, Projects and Strategy

## GUIDELINES

Sections 5.37 of the Local Government Act 1995.

## 10.4 Community Grants Program (2021/22) – Round 1

<b>Meeting Date</b>	29 <sup>th</sup> April 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	GPO Jen Green
<b>Attachments</b>	(i) Community Grant Assessment – Under separate cover (ii) Grant Applications – Under separate cover
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

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

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 2021/22 Budget for Round 1 to the value of \$27,845.18 to the Clubs listed in the Grant Assessment Document; and
3. That Council allocates the equivalent of 36% of the above figure (Rounded to \$10,000) in the 2021/22 Budget for Grant 1 In-Kind funding and Round 2 of the Community Grant Program 2021/22.

**VOTING REQUIREMENTS** – Simple Majority

### IN BRIEF

- Community Grant Process was reviewed, updated and endorsed by the Council in December 2020.
- Thirteen applications were received for Round 1 to the value of \$27,845.18.
- Details of each Application have been provided for Committee Consideration and Recommendation to Council.
- All applications were evaluated by the Grant Team based on criteria in the Grant Guidelines.
- The Grants Team revisited grant applications and engaged with a number of clubs.
- Grant assessment document has been revised and submitted to Council for consideration.

### MATTER FOR CONSIDERATION

- Evaluation of Community Grant Applications received by Grants Project Officer on 31<sup>st</sup> March 2021.
- Allocation of financial resources in the 2021/22 Shire's Annual Budget.
- Allocation of financial resources in Round 1 of Community Grant Program.
- Allocation of financial resources for Grant 1 – In-Kind funding 2021/22.
- Allocation of financial resources for Round 2 of Community Grant Program 2021/22.

### BACKGROUND

At the December 2020 Council Meeting the Council adopted a revised Community Grants Policy and supporting documentation.

Round 1 of the Community Grant Program was opened on 7<sup>th</sup> January 2021 with Policy and Grant Application forms forwarded to all Sporting and Recreation Clubs via email and regular advertising was conducted in the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook Page.

Follow-up promotion of the Grants Program was circulated on the Shire's Facebook page on a regular basis.

Closing date for the submission of applications for grant funding was on 31<sup>st</sup> March 2021.

Four categories of Grant Funding were promoted:

- Grant 1 - up to \$500 per annum – in-kind contributions from Council.
- Grant 2 – Minor Projects \$500 to \$2500.
- Grant 3 – Major Projects over \$2500.
- Grant 4 – Annual / Recurrent Funding.

A total of thirteen applications was received to the value **\$27,845.18**

Grant Type	Number	Amount
1	0	\$0.00
2	8	\$8,845.18
3	1	\$3,000.00
4	4	\$16,000.00
<b>Grand Total</b>	<b>13</b>	<b>\$27,845.18</b>

Grant 1 (in-Kind) funding will be open throughout the year

A second round of Grant 2 - (Minor projects) funding will be open from 1<sup>st</sup> July 2021 to 30<sup>th</sup> September 2021.

Report and assessment of applications were presented to the Strategic Planning Committee on the 13<sup>th</sup> April 2021.

Committee requested that there be further assessment of the Grant Applications against Council's Policy and the revised Officers Report be referred to the April 2021 Ordinary Council Meeting.

The Grants and Project Officer has engaged with clubs where clarification was requested (grant request versus club and external contribution) and incorporated their responses into the revised report.

## STATUTORY ENVIRONMENT

*Local Government Act 1995.*

## POLICY IMPLICATIONS

Community Grant Policy.

## FINANCIAL IMPLICATIONS

Nil – 2020/21 Financial year.

Submitted for 2021/22 Draft Budget deliberations.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

ITEM	OUTCOMES AND STRATEGIES
S1	Active community
S1.1	Provide facilities and support participation in sport and recreational activities, facilities and clubs

ITEM	OUTCOMES AND STRATEGIES
S1.2	Promote increased participation in the social and cultural life of the community

### Governance Objective: Strong governance and community engagement

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

### COMMUNITY CONSULTATION

Policy and Grant Application forms were forwarded to all Sporting and Recreation Clubs via email and regular advertising was conducted in the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook Page.

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

Financial - Risk Matrix Rating is assessed as Low. Will reduce risk to Council and the Clubs / Organisations through better planning and delivery of Projects supported by the Shire.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. With the introduction of Policy and Scheme, this has increased transparency and accountability of Council, the clubs and organisations.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

### COMMENT

- This year the Community Grants program demonstrated greater emphasis on:
  - Youth and Noongar activities;
  - Recognition of the Shire’s historical heritage; and
  - Promotion of the Quairading community.
- Thirteen grant applications were received and assessed.
- Assistance was provided to a number of clubs to ensure the applications were completed correctly.
- All grant applications now meet the selection criteria outlined in the Grant Guidelines.
- One Application in Grants 2 and 3 is above the 1/3 Council, 2/3 Club/Other Funding Criteria. Grant level to be determined by Council.
- With COVID-19 affecting all recreational and sporting Clubs during 2020, there has been a marked increase of clubs engaging with the 2021/22 Community Grant Program as their regular club programming has gone back to normal this year. The number applications are significantly up on 2019/20.
- A Grant Writing Seminar was facilitated by the Shire during February (run by Tara Whitney from ‘Whitney Grants’ which helped build capacity for Clubs to complete competitive applications. It is planned to hold this workshop annually as part of the program.

ITEM 11      MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

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*No matters for consideration.*

## ITEM 12 MATTERS FOR CONSIDERATION – WORKS

### 12.1 RFT No.5-20/21 Construction of Stage 1- Light Industrial Subdivision at Lot 1 and Lot 75 Winmar Road

<b>Meeting Date</b>	29 <sup>th</sup> April 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	Tender Assessment Reports - Under separate cover
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Council Officers & Porter Engineers Consultant, Brad Harris - Nil

#### OFFICER RECOMMENDATION

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

1. That Council accept the Tender from Ringa Civil for RFT No.5-20/21 for Civil Works and Installation of Utilities at Lot 1 and Lot 75 Winmar Road for the amount of \$659,474.34 (exc GST)
2. That Council Budget for balance of the Construction and Development of Stage 1 in the 2021/2022 Capital Budget.

**VOTING REQUIREMENTS** – Simple Majority

#### IN BRIEF

- WAPC approved the 6 Lot Subdivision (5 Saleable Lots plus Layby / Ablutions Lot) on 22nd July 2020. Approval is Valid for 4 Years to 22<sup>nd</sup> July 2024.
- Council in February 2021 resolved to proceed with Stage 1 of the Light Industry Area Subdivision with the development of two (2) Lots and the Mains Power Substation at an indicative Project Cost of \$714,023 (including Costs to date).
- Council has retained the 2020/2021 Budget Provision of \$200,000 for Works to commence in the Current Financial Year.
- Tenders have been sought through a RFT process for the Civil Works including Earthworks, Sewer, Water, Power, Communications and Road Construction in accordance with the Specifications prepared by Council's Engineering Consultant, Porter Engineers.
- Tender Submissions received have been assessed by an Evaluation Committee comprising the Shire of Quairading's CEO and IPR& PO and Mr Brad Harris of Porter Engineers based on the Criteria outlined in the RFT.
- Council's Consulting Engineer provided an Indicative Development Cost of \$707,600 (exc GST) in December 2020. This included a Construction Estimated Cost of \$602,600.
- The Consultant has reported a significant upward trend in Tender Prices submitted since Christmas 2020 in the range of 20-30% above the then Indicative Construction Costs.
- Recommended Tender is +9.4% above the Indicative Construction Cost of December 2020 (which includes the Mains Power Substation).

- The Council Officers and Consultant believe that the Construction Costs will continue to remain high for the short to medium term due to the amount of Government Stimulus Funding Programs and Major Capital Works being undertaken in the State.

## **MATTER FOR CONSIDERATION**

To consider the Tender Evaluation Report and to determine the Preferred Tenderer for the Civil Works and Utilities associated with Stage 1 of the Light Industrial Subdivision at Lot 1 and Lot 75 Winmar Road.

## **BACKGROUND**

Council budgeted to proceed with the Subdivision of the Ex Saleyards Land and the development of Stage 1 in the 2020/2021 Year with an initial Capital Expenditure Budget of \$200,00.

Council, at its February 2021 Meeting resolved as follows: -

*RESOLUTION: 116-20/21*

*That Council proceed with Stage 1 of the Light Industry Area Subdivision with the development of two (2) Lots and the Mains Power Substation at a Projected Total Cost of \$714,023 (including Costs to date)*

*The Project be staged over the 2020/2021 and 2021/2022 Financial Years.*

*That Council research External Grant opportunities for the funding of the development of Stage 2 of the Subdivision.*

A Specification was prepared and the RFT was advertised in the West Australian on Saturday the 27<sup>th</sup> March 2021, the Shire of Quairading Website, Shire Facebook, Noticeboard and Passion Sheet.

The closing date of the RFT was Wednesday 14<sup>th</sup> April 2021 at 4.00pm.

The Tender opening was conducted at 11.00 am on Thursday 15<sup>th</sup> April 2021 and two (2) Tender submissions (all conforming and no alternative Tender submissions) were received from the following two companies: -

- |                         |            |
|-------------------------|------------|
| 1) Ringa Civil, Toodyay | (1 Tender) |
| 2) Drumfada Pty Ltd     | (1 Tender) |

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

The Scope of Works contained in the specification called for the submission of prices for the Civil Works including Earthworks, Sewer, Water, Power, Communications and Road Construction in accordance with the Specifications prepared by Council's Engineering Consultant, Porter Engineers being evaluated subject to the following qualitative criteria and weightings:

- |                                     |     |
|-------------------------------------|-----|
| (a) Price                           | 50% |
| (b) Resources and Company Structure | 10% |
| (c) Methodology                     | 15% |
| (d) Relevant Experience             | 25% |

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

Both suppliers with compliant Tender submissions have addressed the qualitative criteria and are suitably qualified to perform the stated scope of works. The Evaluation Report attached provides all of the details of the advertising of tender, to the evaluation process, and eventual recommendation of the preferred tenderer.

The recommended Tenderer is Ringa Civil of Toodyay.

Council has not utilised Ringa Civil in the past, however the Company has the relevant experience in similar works and good testimonials have been received for their work in the Avon and Central Wheatbelt Region.

The Tender from Drumfada Pty Ltd well exceeded the indicative Project Costs and Industry Standard of Costs.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

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

## POLICY IMPLICATIONS

Council's Purchasing Policy requires that for Projects / Services of a value over \$250,000 Council is to procure services via Public Tender or through the WALGA Preferred Supplier Scheme.

A Public Tender process has been used on this occasion to test the Civil Works market.

## FINANCIAL IMPLICATIONS

The Current Budget for the project is \$200,000. Any remaining expense from the contract, not expensed in the current financial year will need to be carried forward into the next financial year.

The Current Budget was to be funded from the Town Planning and Development Reserve. Following the sale of the Shire's factory units, an additional \$230,000 will be added to this Reserve. This will increase the estimated year-end Reserve balance to \$783,030.

It is recommended to use this Reserve to fund the \$659,474.34 preferred tenderer works and the remaining \$105,000 of the project totalling \$764,474.34.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

### 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.

All statutory Advertising and Public Notice was undertaken for this Public Tender Process.



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

Financial - Risk Matrix Rating is assessed as Low. Council has budgeted for the Project in 2020/2021 and the balance of the Project will need to be included in the 2021/2022 Budget. Proposed that the Project will be fully funded from the Town Planning & Development Reserve and is fully cash backed.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Light Industrial Development is in Council's Community Strategic Plan and Corporate Business Plan but Project Delivery was subject to Budget deliberations and adequate Funding Sources.

Operation – Risk Matrix Rating is assessed as Low. Project management will a combination of Council's Executive Management Team with Technical Supervision by Council's Consulting Engineer.

Natural Environment – Risk Matrix Rating is assessed as Low.

### **COMMENT**

Drumfada:

- Metro-based company with background experience in the delivery of larger scale projects (\$3M to \$15M).
- Tender documents presented a high level of professionalism.
- Quoted price exceeded budget allocation by 75%.

Ringa Civil:

- Small / medium sized regional company with an extensive history of delivering similar scoped and sized projects (\$40K to \$900K).
- Documentation less well detailed.
- All referees contacted provided positive references on delivery of similar types of projects and indicated would be willing to reemploy or have employed multiple times.

## 12.2 RFT 6-20/21 Three (3) x Gravel Sheeting Projects Within the Shire of Quairading

<b>Meeting Date</b>	29 <sup>th</sup> April 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMWS Allan Rourke
<b>Attachments</b>	(i) Evaluation Report – Under separate cover
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

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

1. That Council award RFT (Request for Tender) 6-20/21 for the Three (3) Gravel Sheeting Projects within the Shire of Quairading to Quairading Earthmoving Co for the Tendered price of \$ 208,117.50 excluding GST.
2. That the CEO be delegated to finalise the additional Gravel Sheeting Works for the 2020/2021 Capital Works Program to fully utilise the Local Roads and Community Infrastructure Grant Funding.

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**VOTING REQUIREMENTS** – Simple Majority

### IN BRIEF

- Tenders have been sought through an RFT process for the Three (3) Gravel Sheeting Projects within the Shire of Quairading.
- Tender Submissions received have been assessed by an Evaluation Committee comprising the Shire of Quairading's EMWS and Rod Munns from R Munns Engineering Consulting Services, based on the Criteria outlined in the RFT.
- Recommended Tendered Price is below Budget and provides an opportunity for Council to undertake further Gravel Sheeting works prior to the 30<sup>th</sup> June 2021 to fully utilise the External Grants funds.

### MATTER FOR CONSIDERATION

For Council to consider the Tender submissions received for the Three (3) Gravel Sheeting Projects within the Shire of Quairading.

### BACKGROUND

Council's 2020-21 budget includes an allocation for the procurement of a contractor to complete the Three (3) x Gravel Sheeting Projects within The Shire of Quairading.

As the cost of services may exceed \$250,000, a Request for Tender (RFT) was undertaken.

A Specification was prepared and the RFT was advertised in the West Australian on Saturday the 3<sup>rd</sup> April 2021, the Shire of Quairading Website, Shire Facebook, Noticeboard and Passion Sheet.

The closing date of the RFT was Tuesday 20<sup>th</sup> April 2021 at 4.00pm.

The Tender opening was conducted at 9.00 am on Wednesday 21<sup>st</sup> April 2021 and three (3) Tender submissions (two conforming and one non-conforming alternative Tender submissions) were received from two (2) companies, which are listed below:

- |                              |                                       |
|------------------------------|---------------------------------------|
| 3) Quairading Earthmoving Co | (1 Tender) and (1 Alternative Tender) |
| 4) WCP Civil Pty Ltd         | (1 Tender)                            |

Two (2) conforming Tender submissions were processed through to the qualitative/price evaluation phase on the basis that all compliance criteria had been met for these two (2) Tender submissions.

The Scope of Works contained in the specification called for the submission of prices for the Three (3) x Gravel Sheeting Projects within The Shire of Quairading, with Tender submissions being evaluated subject to the following qualitative criteria and weightings:

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

The Shire has adopted a best value for money approach to the evaluation of this tender. This means that, although price is considered, the Tender submission containing the lowest price will not necessarily be accepted, nor will the Tender submission ranked the highest on the qualitative criteria. The extent to which a submission demonstrates greater satisfaction of each of these will result in a greater score. The two (2) suppliers with compliant Tender submissions have addressed the qualitative criteria and are suitably qualified to perform the stated scope of works. The Evaluation Report attached provides all of the details of the advertising of tender, to the evaluation process, and eventual recommendation of the preferred tenderer.

Only one (1) compliant Tender submission had a Tender price below Council's Budget allocation for the Three (3) Gravel Sheeting Projects within the Shire of Quairading.

Council has utilised both Quairading Earthmoving Co and WCP Civil Pty Ltd in the past to complete similar civil works for the Shire, with good outcomes. However, WCP Civil have only completed urban civil works type projects for the Shire, but have completed similar type civil works for other Rural Wheatbelt Local Governments.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

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

## **POLICY IMPLICATIONS**

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

## **FINANCIAL IMPLICATIONS**

The procurement of a Contractor to complete the construction of the three (3) x Gravel Sheeting Projects within the Shire of Quairading, has been allocated in the 2020/2021 Budget. The Shire's budget provision for the completion of these three (3) Projects this financial year is \$358,347 ex GST and the recommended Tender submission is \$208,117.50 ex GST.

This Project (3 Roads) is to be fully funded under the Federal Government's Local Roads and Community Infrastructure Program with Grant Funding of \$358,347.

This provides Council and Management with the opportunity to research and undertake additional Gravel Sheetting Works to be completed by the 30<sup>th</sup> June 2021 (as a variation with the Preferred Tenderer) to fully utilise the Grant Funds, with a current balance of \$101,776.

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

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

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

**COMMUNITY CONSULTATION**

Statutory Advertising and Public Notifications undertaken as part of the Tender Process.

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

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

Health – Risk Rating is assessed as Low.

Reputation – Risk Rating assessed as Low – Procurement follows Local Government Act and Council's Policy.

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

Natural Environment – Risk Rating is assessed as Low.

ITEM 13 URGENT COUNCILLORS' BUSINESS

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

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*No matters for consideration.*

## ITEM 15      NEXT MEETING DATE

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The next Ordinary Meeting of Council is scheduled to take place on Thursday 27<sup>th</sup> May 2021, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

## ITEM 16      CLOSURE

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