



# Ordinary Council Meeting

## Minutes | 29<sup>th</sup> October 2020

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### **Disclaimer**

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## SHIRE OF QUAIRADING

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

### ITEM 1 OPENING & ANNOUNCEMENTS

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The Deputy Shire President opened the Meeting at 2.02 pm.

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

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

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

### ITEM 2 ATTENDANCE AND APOLOGIES

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#### Councillors

Cr JN Haythornthwaite Deputy Shire President

Cr BR Cowcill

Cr JW Haythornthwaite

Cr JR Hippiisley

Cr B McGuinness

Cr PD Smith

Cr TJ Stacey

#### Council Officers

Acting Chief Executive Officer

Mr A Cooper Executive Manager of Corporate Services

Mr N Gilfellow Executive Manager of Works & Services

Mr A Rourke IPR & Strategic Projects Officer

Mr RM Bleakley Executive Officer

Mrs A Strauss

#### Observers/Visitor

Mrs Liz Anderson

Ms Jill Hayes

Mrs Jo Hayes

#### Apologies

Nil.

#### Leave of Absence Previously Granted

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

### ITEM 3 PUBLIC QUESTION TIME

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

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

#### Question

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

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

#### Response

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

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

#### Question

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

#### Response

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

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

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Nil.

### ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

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Nil.

## ITEM 6 DECLARATIONS OF INTEREST

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

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

## ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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

**RESOLUTION: 60-20/21**

**MOVED Cr Cowcill SECONDED Cr Stacey**

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

**CARRIED 7/0**

### 7.2 Business Arising

Nil.

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

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

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

### OFFICER RECOMMENDATION

#### RESOLUTION: 61-20/21

#### MOVED Cr McGuinness SECONDED Cr Cowcill

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

**CARRIED 7/0**

### IN BRIEF

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

### MATTER FOR CONSIDERATION

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

### BACKGROUND

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

#### RESOLUTION: 38-20/21

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

## STATUTORY ENVIRONMENT

### *Local Government Act 1995 –*

#### 9.49A. Execution of documents

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

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

## POLICY IMPLICATIONS

N/A.

## FINANCIAL IMPLICATIONS

Nil.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

## **COMMUNITY CONSULTATION**

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

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

Financial - Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

## **COMMENT**

Nil.



## ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

### 9.1 Accounts for Payment –September 2020

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

### OFFICER RECOMMENDATION

#### RESOLUTION: 62-20/21

#### MOVED Cr McGuinness SECONDED Cr Stacey

That Council note the following:

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

**CARRIED 7/0**

### IN BRIEF

Payments are per attached schedules 9.1 1/2/3

### MATTER FOR CONSIDERATION

Note the accounts paid during September 2020.

### BACKGROUND

Accounts paid are required to be submitted each month.

### STATUTORY ENVIRONMENT

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

### POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

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

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

## Comment

Nil.

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

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

### OFFICER RECOMMENDATION

#### RESOLUTION: 63-20/21

#### MOVED Cr Stacey SECONDED Cr McGuinness

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

**CARRIED 7/0**

### IN BRIEF

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

### MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements

### BACKGROUND

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

### STATUTORY ENVIRONMENT

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

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

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

### POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

## COMMENT

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

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

### 9.3 Purchase of Hospital Auxiliary Community Car

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

#### OFFICER RECOMMENDATION

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

##### MOVED Cr Stacey SECONDED Cr Cowcill

That Council: -

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

**CARRIED BY ABSOLUTE MAJORITY 7/0**

#### IN BRIEF

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

#### MATTER FOR CONSIDERATION

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

#### BACKGROUND

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

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

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

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

## STATUTORY ENVIRONMENT

### *Local Government Act 1995*

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

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

*\* Absolute majority required.*

## POLICY IMPLICATIONS

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

## FINANCIAL IMPLICATIONS

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

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

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

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

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

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

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

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

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

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

### OFFICER RECOMMENDATION

#### RESOLUTION: 65-20/21

#### MOVED Cr Hippisley SECONDED Cr McGuinness

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

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

**CARRIED 7/0**

### IN BRIEF

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

### MATTER FOR CONSIDERATION

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



## BACKGROUND

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

The winter community sporting clubs impacted by this recommendation are:

Quairading Ladies Hockey Club

Quairading Football Club

Belles – Netball Club

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

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

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

### Phase two easing of restrictions

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

### Phase three easing of restrictions

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

### Phase four easing of restrictions

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

## STATUTORY ENVIRONMENT

### *Local Government Act 1995*

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

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

which is owed to the local government.

*\* Absolute majority required.*

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

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

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

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

## **POLICY IMPLICATIONS**

N/A.

## **FINANCIAL IMPLICATIONS**

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

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

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

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

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

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

## **COMMUNITY CONSULTATION**

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

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

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

Health – Risk Matrix Rating is assessed as Low

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

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low

**COMMENT**

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

## ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

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

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

#### OFFICER RECOMMENDATION

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

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

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

**CARRIED 7/0**

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

#### 1) Project Management Status Report

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

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

*RECOMMENDATION: SP5-20/21*

That the Strategic Planning Committee recommend to Council: -

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

**CARRIED 7/0**

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

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

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

*RECOMMENDATION: SP6-20/21*

That the Strategic Planning Committee recommend to Council: -

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

**CARRIED 7/0**

### 3) Strategic Community Plan Review Report

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

*RECOMMENDATION: SP7-20/21*

That the Strategic Planning Committee recommend to Council: -

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

**CARRIED 6/1**

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

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

*RECOMMENDATION: SP8-20/21*

That the Strategic Planning Committee recommend to Council that: -

Council adopt the ICT Disaster Recovery Plan.

**CARRIED 6/1**

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

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

*RECOMMENDATION: SP9-20/21*

That the Strategic Planning Committee recommend to Council that: -

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

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

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

*Continues on next page*

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

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

That the Strategic Planning Committee recommend to Council that: -

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

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

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

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

That the Strategic Planning Committee recommend to Council: -

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

**CARRIED 7/0**

## 6) Asset Management Plan Progress Report

### RESOLUTION: 74-20/21

#### MOVED Cr Hippisley SECONDED Cr McGuinness

RECOMMENDATION: SP12-20/21

That the Strategic Planning Committee recommend to Council: -

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

**CARRIED 7/0**

## 7) Risk Management Quarterly Report

### RESOLUTION: 75-20/21

#### MOVED Cr Hippisley SECONDED Cr Stacey

RECOMMENDATION: SP13-20/21

That the Strategic Planning Committee recommend to Council: -

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

**CARRIED 7/0**

\*Absolute Majority will be needed for Council adoption.

## IN BRIEF

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

## MATTER FOR CONSIDERATION

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

## BACKGROUND

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

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

## STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.



**POLICY IMPLICATIONS**

N/A.

**FINANCIAL IMPLICATIONS**

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

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

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

**COMMUNITY CONSULTATION**

Not required as an operational matter.

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

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

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

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

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

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



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

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

### OFFICER RECOMMENDATION

#### RESOLUTION: 76-20/21

#### MOVED Cr Smith SECONDED Cr Hippisley

That Council:

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

**CARRIED BY ABSOLUTE MAJORITY 7/0**

### IN BRIEF

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

### MATTER FOR CONSIDERATION

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

### BACKGROUND

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

#### RESOLUTION: 29 -20/21

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

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

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

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

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

## STATUTORY ENVIRONMENT

### *Local Government Act 1995*

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

- (1) In this section –

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

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

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

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

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

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

and

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

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

(5) This section does not apply to –

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

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

## POLICY IMPLICATIONS

N/A.

## FINANCIAL IMPLICATIONS

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

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Economic Objective: Growing economy and employment opportunities

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

## **COMMUNITY CONSULTATION**

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

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

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

Health – Risk Matrix Rating is assessed as Low

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

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low.

### **COMMENT**

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

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

## ITEM 11      MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

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*No matters for consideration.*

## ITEM 12      MATTERS FOR CONSIDERATION – WORKS

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*No matters for consideration.*

ITEM 13 URGENT COUNCILLORS' BUSINESS

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Nil.

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

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*No matters for consideration.*

ITEM 15 NEXT MEETING DATE

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

ITEM 16 CLOSURE

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

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

Confirmed..... 26/11/20