

Ordinary Council Meeting

Notice of Meeting | 25th February 2021

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday 25th February 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: 19th February 2021

Disclaimer

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

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SHIRE OF QUAIRADING

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at _____ pm.

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr WMF Davies	Shire President
Cr JN Haythornthwaite	Deputy Shire President
Cr BR Cowcill	
Cr JW Haythornthwaite	
Cr JR 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

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Mrs Letty Mills will be presenting a petition to Council calling for further investigation into the future heating of the leisure pool.

Mr David Collard will be updating Council on the Nyoongar Pathways Program.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

ITEM 6 DECLARATIONS OF INTEREST

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

7.1 Confirmation of Minutes: Ordinary Council Meeting – 17th December 2020

RECOMMENDATION

MOVED _____ **SECONDED** _____

That the Minutes of the Ordinary Meeting of Council held on the 17th December 2020 be confirmed as a true and accurate.

CARRIED ___/___

7.2 Business Arising

SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 17th December 2020 commencing at 2.02 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The 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".

Cr Davies advised that Mr Chris Farmer and Professor Margaret Roper of Ausplow would be joining Council for Afternoon Tea and to make a Presentation on the Company's Activities prior to the commencement of Council's Information Session. Cr Davies advised that an Apology had been received from Mr John Ryan.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

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

Observers/Visitor

No Visitors/Public

Apologies

Mrs A Strauss	Executive Officer
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Leave of Absence Previously Granted

Nil

ITEM 3 PUBLIC QUESTION TIME

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

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

ITEM 6 DECLARATIONS OF INTEREST

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

Nil, at this time.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – 26th November 2020

RECOMMENDATION

RESOLUTION: 90-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

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

CARRIED 8/0

7.2 Business Arising

Nil.

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – November 2020

Meeting Date	17 th December 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	(i) November 2020 Payment List (ii) Transport Takings (iii) Credit Card Statement
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 91-20/21

MOVED Cr Cowcill SECONDED Cr McGuinness

That Council note the following:

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

CARRIED 8/0

IN BRIEF

Payments are per attached schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the Accounts paid during November 2020.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

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

Meeting Date	17 th December 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	(i) Financial Statements for November
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 92-20/21

MOVED Cr Jo Haythornthwaite **SECONDED** Cr Stacey

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

CARRIED 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements

BACKGROUND

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

STATUTORY ENVIRONMENT

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

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

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

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

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

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

9.3 Auditor's Report - Year Ended 30th June 2020

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

OFFICER RECOMMENDATION

RESOLUTION: 93-20/21

MOVED Cr Hippisley SECONDED Cr McGuinness

That Council: -

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

CARRIED 8/0

Council Discussion

Cr Smith commended the Administration on the Audit Report and that there was a continuation of the improving trend of the Financial Ratios.

IN BRIEF

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

MATTER FOR CONSIDERATION

Receipt of the Auditor's Report for the Year Ended 30th June 2020.

BACKGROUND'

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

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

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

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations

Local Government (Audit) Regulations

Australian Accounting Standards

International Financial Reporting Standards

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

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

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

CONSULTATION

Nil Public Consultation.

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

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

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

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

Health – Risk Matrix Rating is assessed as Low

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

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

Natural Environment – Risk Matrix Rating is assessed as Low.

9.4 Audit and Risk Committee Meeting Minutes – 8th December 2020

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

OFFICER'S RECOMMENDATION

RESOLUTION:94-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Stacey

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

CARRIED 8/0

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

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

RESOLUTION: 95-20/21

MOVED Cr Hippisley SECONDED Cr Stacey

RECOMMENDATION: AR7-20/21

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

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

CARRIED 8/0

2) Grant Funding Status Report

RESOLUTION: 96-20/21

MOVED Cr Cowcill SECONDED Cr Jo Haythornthwaite

RECOMMENDATION: AR8-20/21

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

Council notes the Grants Status Reports dated December 2020.

CARRIED 8/0

3) Policy Manual Review 2020

RESOLUTION: 97-20/21

MOVED Cr McGuinness SECONDED Cr Stacey

RECOMMENDATION: AR9-20/21

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

1. The policy amendments outlined in Attachment (i) specifically in relation to the following policies:
 - CS.2 Communication Policy
 - ENV.1 Town Treescape Policy
 - ENV.2 Road Reserve Weed Control Policy
 - FIN.5 Rates Collection Policy
 - GOV.7 Shire of Quairading Bush Fire Advisory Committee Terms of Reference
 - INF.2 Private Entrances Pipe Crossing (Rural Policy)
 - INF.3 Verge Improvement Policy
 - INF4. Urban Crossover Policy
 - INF.5 Rural Roadside Tree Planting Policy
 - ORG.5 Related Party Disclosure Policy
2. The revocation of the following policy (Attachment (ii):
 - FIN.3 Significant Accounting Policies
3. The following revised policy for inclusion in the Council Policy Manual:
 - FIN.3.1 Significant Accounting Policies

CARRIED 8/0

4) Report on Excess Annual Leave and Long Service Leave

RESOLUTION: 98-20/21

MOVED Cr Hippisley SECONDED Cr Cowcill

RECOMMENDATION: AR10-20/21

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

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

CARRIED 8/0

5) Review of Committee Terms of Reference and Performance

RESOLUTION: 99-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley

RECOMMENDATION: AR11-20/21

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

Council adopt the revised Audit and Risk Committee Terms of Reference.

CARRIED 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

Committee Recommendations to Council.

BACKGROUND

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

RECOMMENDATION: AR7-20/21

RECOMMENDATION: AR8-20/21

RECOMMENDATION: AR9-20/21

RECOMMENDATION: AR10-20/21

RECOMMENDATION: AR11-20/21

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit) Regulations 1996

POLICY IMPLICATION

Councils ORG.2 Leave Management Policy.

FINANCIAL IMPLICATIONS**AR7-20/21**

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

AR8-20/21

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

AR9-20/21

Nil

AR10-20/21

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

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

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

AR11-20/21

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

COMMUNITY CONSULTATION

N/A

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

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

Health – Risk Matrix Rating is considered Low.

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

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

Natural Environment – Risk Matrix Rating considered Low.

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 Proxy Council Delegate – Roe Tourism Association Committee

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

OFFICER RECOMMENDATION

RESOLUTION: 100-20/21

MOVED Cr Hippisley **SECONDED** Cr Smith

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

CARRIED BY ABSOLUTE MAJORITY 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

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

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

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

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

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

Cr Cowcill has accepted the foreshadowed Nomination to the Committee.

The CEO has been unable to attend RTA Meetings in other Towns since October 2019, due to his workload. The Appointment of another Councillor as a Proxy is recommended so that Council's representation is maximised in the event that Cr Smith is unable to attend a Meeting.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 5.10 (Appointment of committee members) provides that:

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

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

*Absolute majority required.

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

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

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

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

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

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

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

Economic Objective: Growing economy and employment opportunities

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

COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low

Health – Risk Matrix Rating is assessed as Low

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

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Extract from the Roe Tourism Association Constitution: -

6. MEMBERSHIP

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

10.2 Geographical Names Advisory Committee Nominations

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

OFFICER RECOMMENDATION

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

1. Council Delegates _____ and _____ ; and
2. Community Members _____ , _____ and _____ .

COUNCIL RECOMMENDATION

Geographical Names Advisory Committee – Variation to Terms of Reference

RESOLUTION: 101-20/21

MOVED Cr Hippisley SECONDED Cr Stacey

That Council approve the following Variation to the Geographic Names Advisory Committee's Terms of Reference: -

1. The reduction in the number of Elected Members from two (2) to one (1) with the total Committee Members remaining at five (5) persons.
2. The Chairperson of the Geographic Names Committee to be Council's Elected Member.

CARRIED ABSOLUTE MAJORITY 8/0

Reason for Variation from Officer's Recommendation

Council varied the composition of the Geographic Names Advisory to include 4 Community Members and 1 Elected Member, who would act as Committee Chairperson.

RESOLUTION: 102-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

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

1. Council Delegate Cr Stacey; and
2. Community Members Mr Russell Stacey , Mr Brian Caporn , Mr Murray Yarran and Ms Jill Hayes .

CARRIED BY ABSOLUTE MAJORITY 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

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

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

RESOLUTION: 87-20/21 - That Council:

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

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

5.8. Establishment of committees

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

** Absolute majority required.*

Section 5.9 of the Local Government Act 1995 states:

(1) In this section –

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

(2) A committee is to comprise –

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

Section 5.10 of the Local Government Act 1995 states:

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

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

** Absolute majority required.*

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

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

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

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

- (a) to be a member of the committee; or

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

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

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

Propose suggested Road Name for the new Light Industrial Subdivision

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

Dual Naming of the Quairading Community Nature Reserve

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

CONSULTATION

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

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

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

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

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

Health – Risk Matrix Rating is assessed as Low

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

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

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

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

Russell Stacey

Brian Caporn

Murray Yarran

Jill Hayes.

10.3 Annual Report for Year Ended 30th June 2020

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

OFFICER RECOMMENDATION

RESOLUTION: 103-20/21

MOVED Cr Smith SECONDED Cr Jo Haythornthwaite

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

CARRIED BY ABSOLUTE MAJORITY 8/0

Council Discussion

The Meeting commended the Administration on the preparation and presentation of the Annual Report.

IN BRIEF

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

MATTER FOR CONSIDERATION

Acceptance of Annual Report for the Year ended 30th June 2020.

BACKGROUND

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

STATUTORY ENVIRONMENT

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

5.53. Annual reports

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain –

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

5.54. Acceptance of annual reports

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

* *Absolute majority required.*

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

5.55. Notice of annual reports

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

5.55A. Publication of annual reports

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

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

No Community Consultation required in the preparation of this Report

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

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

Health – Risk Matrix Rating is considered as Low.

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

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

Natural Environment – Risk Matrix Rating is considered as Low.

COMMENT

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

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

10.4 Review of the Community Grants Process

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

OFFICER RECOMMENDATION

RESOLUTION: 104-20/21

MOVED Cr McGuinness SECONDED Cr Smith

1. Council adopt the revised Community Grants Policy and supporting documentation;
2. That the revised Funding Program be publicised to all Community Groups and Clubs with an application deadline of 31st March 2021 for Round 1.

CARRIED 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

Adoption of revised Community Grants Policy.

BACKGROUND

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

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

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

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Revisions to existing Community Grants Policy and supporting documentation

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 – 2027

Social Objective: Active, healthy, safe and inclusive community

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

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

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

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

Financial – Low Risk

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

Health – Low Risk

Reputation – Low Risk

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

Operation – Low Risk

Natural Environment – Low Risk.

COMMENT

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

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

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

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

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

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

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

OFFICER RECOMMENDATION

RESOLUTION: 105-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

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

CARRIED 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

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

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

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

- 1) Road Contractor Pty Ltd (1 Tender)

- | | |
|------------------------------------|------------|
| 2) Proform Civil Engineering Group | (1 Tender) |
| 3) WCP Civil | (1 Tender) |

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

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

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

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions & General) 1996 Reg. 11

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

ITEM	OUTCOMES AND STRATEGIES
B2	Enhanced and Sustainably Managed Assets and Infrastructure

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

COMMUNITY CONSULTATION

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

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

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

Health – Risk Rating is assessed as Low.

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

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

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

ITEM 13 URGENT COUNCILLORS' BUSINESS

Cr Smith enquired on the progress on the removal of the Unauthorised Structure at 54 Murphy Street. The CEO reported that the landowner had advised the Acting CEO Mr Cooper that there had been difficulty in engaging the removal contractor and that Mr Cooper had extended the deadline for removal to the 30th January 2020.

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

No matters for consideration.

ITEM 15 NEXT MEETING DATE

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

Cr Davies wished Councillors and Staff a happy and safe holiday.

ITEM 16 CLOSURE

There being no further business, the Chairperson closed the Meeting at 2.50 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 17th December 2020 were confirmed on 25th February 2021 as recorded on Resolution No. _____

Confirmed..... 25/02/21

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – December 2020

Meeting Date	25 th February 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	(i) December 2020 Payment List (ii) Transport Takings (iii) Credit Card Statement
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council note the following:

1. That Schedule of Accounts for December 2020 covering Municipal Vouchers 23775 to 23783, EFT 8687 to EFT 8810 \$708,425.16 be received and
2. That Police Licensing payments for the month of December 2020 totalling \$17,505.60 be received (Attachment ii); and
3. That fund transfers to Corporate Credit Card for December 2020 balance totalling \$1,667.36 be received (Attachment iii); and
4. That Net Payroll payments for the month December 2020 totalling \$108,779.88; and
5. That the Lease payment for the month of December 2020 on the CESM Vehicle totalling \$1,140.08.

CARRIED ____ / ____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

Payments are per attached schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the Accounts paid during December 2020.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

List of Accounts - December 2020

Chq/EFT	Date	Name	Description	Amount	Funded
EFT8687	04/12/2020	LANDGATE	PRODUCTION OF UN-SURVEYED DEPOSITED PLAN - SHIRE BOUNDARY	1,384.50	
EFT8688	04/12/2020	ARROW BRONZE	NICHE WALL PLAQUE (INC. DELIVERY)	234.57	FULLY
EFT8689	04/12/2020	SURGICAL HOUSE	COAGUCHEK XS BLOOD TEST STRIPS BOX 48	154.30	
EFT8690	04/12/2020	PERFECT COMPUTER SOLUTIONS PTY LTD	MONTHLY FEE (SEPTEMBER 2020)	85.00	
EFT8691	04/12/2020	STATE LIBRARY OF WA	DDS FREIGHT RECOUP FOR 2015-16 AND 2016-17 FIN YR - QUAIRADING PUBLIC LIBRARY	593.56	
EFT8692	04/12/2020	SHIRE OF CUNDERDIN	BASIC WORKSITE TRAFFIC MANAGEMENT AND TRAFFIC CONTROL TRAINING	846.36	
EFT8693	04/12/2020	BLOOMY'S NURSERY AND FLORIST	WREATH FOR REMEMBRANCE DAY 11/11/2020, INCLUDING DELIVERY	100.00	
EFT8694	04/12/2020	WATER CORPORATION	WATER USAGE AND CHARGES 1/11 TO 31/12/2020	115.81	
EFT8695	04/12/2020	LO-GO APPOINTMENTS	CONTRACTING SERVICES - HEAD GARDENER WEEK ENDING 21/11/2020	2,546.71	
EFT8696	04/12/2020	MARNHAM'S MECHANICAL SERVICES	500HR SERVICE PARTS AND LABOUR, REPAIR RIGHT HAND FRONT HYDRAULIC MOTOR FRAME AND REPAIR ROAD BOOM ENGINE GASKET	2,382.26	
EFT8697	04/12/2020	PETER ROBERT YORK	SUPPLY AND FIT AUTOMATIC HINGED DOOR SEAL TO STAFF STORE ROOM AT SWIMMING POOL	95.00	
EFT8698	04/12/2020	G J JONES PLUMBING	DRY HIRE EXCAVATOR FUNERAL PREPARATION	110.00	
EFT8699	04/12/2020	SUNNY INDUSTRIAL BRUSHWARE	TENNANT MAIN BROOM STREET SWEEPER	326.04	
EFT8700	04/12/2020	JODIE YARDLEY	EXPENSES FOR TRAINING IN PERTH	14.47	
EFT8701	04/12/2020	SOUTHERN CROSS AUSTEROE PTY LTD	AROUND THE TOWNS RADIO ADVERTISING - SEPTEMBER 2020	88.00	
EFT8702	04/12/2020	PROFORM CIVIL	SURVEY SET OUT QUAIRADING CUNDERDIN ROAD	7,931.00	PARTIAL
EFT8703	04/12/2020	ADVANCED TRAFFIC MANAGEMENT	20 DAYS AT 12HRS PER DAY 3 TRAFFIC CONTROLERS AND 2 UTES	11,476.85	PARTIAL
EFT8704	04/12/2020	LASER CORPS COMBAT ADVENTURES WEST AUSSIE	LASER EVENT - QUAIRADING 12/12/2020	1,000.00	FULLY
EFT8705	04/12/2020	QUAIRADING RAINMAKERS INC	2020/21 COMMUNITY GRANT	2,500.00	
EFT8706	04/12/2020	SHELLEYANNE RUSSELL	DESK FAN FOR ADMINISTRATION OFFICE	15.00	
EFT8707	04/12/2020	OFFICEWORKS	MASTERLOCK LARGE COMBINATION WALL MOUNT KEY SAFE	89.95	
EFT8708	04/12/2020	REED INC	PRORATA CCCF GRANT 158 DAYS AND SICK LEAVE BALANCES	18,375.94	FULLY
EFT8709	04/12/2020	QUAIRADING PLAYGROUP	2020/21 COMMUNITY GRANT	400.00	
EFT8710	09/12/2020	QUEST PERTH ASCOT	ACCOMMODATION FOR TRAINING - 26/11/2020	193.00	
EFT8711	09/12/2020	JULIE ANN BAVIN	BOND REFUND - EQUIPMENT HIRE	100.00	FULLY
EFT8712	09/12/2020	TOLL TRANSPORT PTY LTD	FREIGHT COSTS	10.73	
EFT8713	09/12/2020	QUAIRADING AGRI SERVICES	KINCROME 158 PIECE TOOL CHEST.	5,002.05	
EFT8714	09/12/2020	AWARD SECURITY	MONITORING OF SECURITY ALARMS AS OF 1ST JAN 2021 FOR 13 WKS	414.70	
EFT8715	09/12/2020	QUAIRADING COMMUNITY RESOURCE CENTRE	NOVEMBER 2020 SERVICES AND USAGE	1,294.74	
EFT8716	09/12/2020	SURGICAL HOUSE	1 BOX OF CRYOPEN CARTRIDGE 8G N2O FOR CRYOPEN	170.28	
EFT8717	09/12/2020	JANET COLBUNG	BOND REFUND - COMMUNITY BUILDING	625.00	FULLY
EFT8718	09/12/2020	PERFECT COMPUTER SOLUTIONS PTY LTD	MONTHLY MONITORING AND SERVICES NOV 2020	382.50	
EFT8719	09/12/2020	WREN OIL	WASTE OIL DISPOSAL	456.50	
EFT8720	09/12/2020	GRAEME ASHLEY FARDON	REIMBURSEMENT - WORKWEAR	79.89	
EFT8721	09/12/2020	BENT NAIL BUILDING & MAINTENANCE	REPAIRED RUSTED VALLEY ON ROOF, PUSHED UP AND FASTENED B/STAGE CEILINGS, REPAIRED TOILET DOOR	742.50	
EFT8722	09/12/2020	J.A. GIMBEL PAINTING	PAINTING OF TOWN HALL INCL CEILINGS, EXTERIOR, INTERIOR AND BACKSTAGE AREAS	27,874.00	FULLY
EFT8723	09/12/2020	G J JONES PLUMBING	SUPPLY AND INSTALL TWO CONCRETE SEPTIC TANKS WITH TRAFFICABLE LIDS AND TWO ALTERNATING 6M CONCRETE LEACH DRAINS, AND INSTALLATION OF DRAINS TO CONNECT EXISTING ABLUTION BLOCK - WRF	7,494.06	
EFT8724	09/12/2020	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2020/21 ESL QUARTER 2	20,648.99	FULLY
EFT8725	09/12/2020	GREAT SOUTHERN FUEL SUPPLIES	6000L DIESEL	6,371.38	
EFT8726	09/12/2020	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES NOVEMBER 2020	561.00	
EFT8727	09/12/2020	AG IMPLEMENTS QUAIRADING	HYDRAULIC HOSE REPAIR TO POST HOLE DIGGER	342.04	
EFT8728	09/12/2020	CQ WATER TRUCK HIRE	WET HIRE WATER CART FOR STABILISING ROAD WORKS - QUAIRADING-CUNDERDIN ROAD WORKS	37,329.05	PARTIALLY
EFT8729	09/12/2020	SOUTHERN CROSS AUSTEROE PTY LTD	AROUND THE TOWNS NOVEMBER 2020 RADIO ADVERTISING	88.00	

EFT8730	09/12/2020	PROFORM CIVIL	CIVIL DESIGN PAVEMENT WIDENING QUAIRADING AIRSTRIP	3,151.50	FULLY
EFT8731	09/12/2020	ADVANCED TRAFFIC MANAGEMENT	20 DAYS AT 12HRS PER DAY 3 TRAFFIC CONTROLERS AND 2 UTES - QUAIRADING-CUNDERDIN ROAD WORKS	10,843.53	PARTIALLY
EFT8732	09/12/2020	HILLS FIRE EQUIPMENT SERVICE - ELLENFIELD NOMINEES	FIRE EQUIPMENT SERVICING 2020	1,346.40	
EFT8733	09/12/2020	OFFICEWORKS	SIGNAGE AND STATIONERY	59.03	
EFT8734	09/12/2020	SHERRIN RENTALS PTY LTD	DRY HIRE OF 15 TONNE PADFOOT ROLLER	4,675.00	
EFT8735	09/12/2020	SHERIDANS SETTLEMENTS (CAPITAL LEGAL)	SETTLEMENT FEES AND LANDGATE COSTS FOR NEW TITLES ON ROAD WIDENINGS ON BULYEE ROAD	1,778.15	
EFT8736	09/12/2020	AUSTRALIA DAY COUNCIL OF SOUTH AUSTRALIA INC	AUSTRALIA DAY BRANDING MERCHANDISE	1,010.00	FULLY
EFT8737	09/12/2020	SLIMLINE WAREHOUSE	PIN UP BOARDS WITH 3 SWING DOORS. PRODUCT NO: TTTD63SVMR	686.90	
EFT8738	09/12/2020	ALFIE SORBELLO	BOND REIMBURSEMENT - COMMUNITY BUILDING	559.00	FULLY
EFT8739	09/12/2020	OFFICE OF REGIONAL ARCHITECTURE	DESIGN AND SOW FOR YOUTH CENTRE RENOVATION	4,576.00	FULLY
EFT8740	09/12/2020	BOC LIMITED	CONTAINER RENTAL 29/10 TO 27/11/2020	48.45	
EFT8741	09/12/2020	PLUMBERJ'S MOBILE PLUMBING	REPAIR 4X TOILETS CISTERNS AT HALL PUBLIC TOILETS	231.00	
EFT8742	18/12/2020	QUEST PERTH ASCOT	STAFF TRAINING ACCOMMODATION - 20/11/20	193.00	
EFT8743	18/12/2020	AVON WASTE	AVON WASTE SERVICES NOVEMBER 2020	9,263.09	PARTIAL
EFT8744	18/12/2020	QUAIRADING FARMERS CO-OP	CATERING FOR NAIDOC WEEK EVENT	1,229.65	
EFT8745	18/12/2020	LANDGATE	RURAL UV INTERIM VALUATION SHARED	256.38	
EFT8746	18/12/2020	QUAIRADING EARTHMOVING CO.	PUSH 1,000M3 GRAVEL, PUSH 5,000M3 GRAVEL AND MOBILISATION FOR STACEY BUS ROAD RESHEETING AND OLD BEVERLEY EAST ROAD WORKS	10,656.25	PARTIAL
EFT8747	18/12/2020	SURGICAL HOUSE	COAGUCHEK XS BLOOD TEST STRIPS BOX 48 AND ACCU-CHEK PERFORMA BSL TEST STRIPS BOX 100	428.89	
EFT8748	18/12/2020	SUNNY SIGN COMPANY PTY LTD	ALUMINIUM STAKE CEMETERY PLOT MARKERS	1,753.13	
EFT8749	18/12/2020	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	PETROL FOR COMMUNITY CAR NOVEMBER 2020	111.00	FULLY
EFT8750	18/12/2020	LO-GO APPOINTMENTS	CONTRACTING SERVICES HEAD GARDENER WEEK ENDING 28/11/2020	4,485.25	
EFT8751	18/12/2020	MARNHAM'S MECHANICAL SERVICES	GENERATOR SERVICING, BLADE CIRCLE REPAIRS GRADER REG. Q237, SLIDE RETAINERS FOR GRADER REG. Q240, SERVICE FOR BOBCAT REG.430	3,300.71	
EFT8752	18/12/2020	BENT NAIL BUILDING & MAINTENANCE	REPLACE DOORS AT UNIT 7 AND 8	1,773.75	
EFT8753	18/12/2020	J.A. GIMBEL PAINTING	PAINTING OF GAZEBO AND TWO LIGHT POLES TO MATCH TOWN HALL EXTERIOR	660.00	PARTIAL
EFT8754	18/12/2020	REDBACK CONFERENCING PTY LTD	TELECONFERENCING - 26/03/2020 COUNCIL MEETING DURING COVID-19	333.74	
EFT8755	18/12/2020	WESTERN STABILISERS PTY LTD	SUPPLY THE PROVISION AND STABILISATION SERVICES FOR QUAIRADIN-CUNDERDIN ROAD WORKS	165,167.29	PARTIAL
EFT8756	18/12/2020	BROWNLEY'S PLUMBING & GAS	BACKFLOW TESTING - YOTING/KELLERBERRIN-HAYES EAST ROAD	405.90	
EFT8757	18/12/2020	BIOMEDICAL ENGINEERING	SERVICING OF ELECTRICAL EQUIPMENT AT MEDICAL PRACTICE	385.00	
EFT8758	18/12/2020	HILTON BARR TRANSPORT	5 DAYS WET HIRE SEMI SIDE TIPPER QUAIRADING-CUNDERDIN ROAD WORKS	6,006.00	PARTIAL
EFT8759	18/12/2020	K2 AUDIOVISUAL	KRAMER SYSTEM PROGRAM MAINTENANCE / UPGRADE - HALL	1,320.00	
EFT8760	18/12/2020	QUAIRADING BOOK POST (2020)	MONTHLY FEE FOR PROVISION OF LIBRARY SERVICES - NOVEMBER 2020	2,512.75	
EFT8761	18/12/2020	KEEN BROS WA PTY LTD	4X WORKS STAFF HC LICENCES	5,400.00	
EFT8762	18/12/2020	UNOX AUSTRALIA PTY LTD	DOOR SEAL FOR TOWN HALL OVEN - UNOX OVEN	173.80	PARTIAL
EFT8763	18/12/2020	MARSH ADVISORY	INCIDENT INVESTIGATION MASTER CLASS - STAFF TRAINING	324.50	
EFT8764	18/12/2020	KP COAKLEY	BOND REFUND - SHIRE TOWN HALL	825.00	FULLY
EFT8765	18/12/2020	WA HINO SALES & SERVICE	REPLACE SEAT SWITCH REG. Q3870	432.30	
EFT8766	22/12/2020	QUAIRADING TYRE & BATTERY SUPPLIES	2 X 205/85R16 YOKI TYRES 2 STRIP & FIT LT TYRES REG. Q458, 1X STRIP, CLEAN AND FIT TYRE REQ. Q368	770.56	
EFT8767	22/12/2020	TOLL TRANSPORT PTY LTD	FREIGHT FROM SUNNY SIGNS	31.96	
EFT8768	22/12/2020	BURGESS RAWSON	WATER USAGE SERVICE AND CHARGES 14/10 TO 07/12/2020 - PTA LEASE	260.61	
EFT8769	22/12/2020	QUAIRADING COMMUNITY RESOURCE CENTRE	BOND REFUND - COMMUNITY BUILDING AND KEY	825.00	FULLY
EFT8770	22/12/2020	SURGICAL HOUSE	CRYOPEN CARTRIDGE 8G N20 FOR CRYOPEN M & X	56.76	
EFT8771	22/12/2020	SUNNY SIGN COMPANY PTY LTD	100 X PVC GUIDE POSTS AND DELINEATORS	2,750.00	
EFT8772	22/12/2020	WATER CORPORATION	WATER USAGE AND CHARGES FOR VARIOUS PROPERTIES 15/10 TO 08/12/2020	16,835.69	
EFT8773	22/12/2020	MARNHAM'S MECHANICAL SERVICES	12M GRADER 500HR SERVICE/CHANGE CIRCLE GEARBOX OIL @5974HRS	5,930.12	
EFT8774	22/12/2020	BENT NAIL BUILDING & MAINTENANCE	REMOVAL OF ASBESTOS TILES TO PREPARE FOR B'STAGE CARPET AT TOWN HALL	1,705.00	
EFT8775	22/12/2020	PORTER CONSULTING ENGINEERS	CIVIL ENGINEERING CONSULTANCY SERVICES FOR PROPOSED LIGHT INDUSTRIAL SUBDIVISION, QUAIRADING TOWNSITE	10,670.00	
EFT8776	22/12/2020	COMMERCIAL LOCKSMITHS	REPLACEMENT OF LOCKS TO MASTER KEY SET AT THE SHIRE HALL AND COMMUNITY BUILDING	8,073.30	
EFT8777	22/12/2020	3 MONKEYS AUDIOVISUAL	MIPRO MA708 PA SYSTEM - PORTABLE AUDIO UNIT	2,799.50	

EFT8778	22/12/2020	PETER ROBERT YORK	CARAVAN PARK COTTAGE - REPAIR CUPBOARD HINGE, UNIT 6 AKV - REPLACE TOILET SEAT UNIT 2 AKV - RE-ATTACH BLIND, NEW TOILET SEAT, REPLACE DAMAGED FLYSCREEN ON SECURITY DOOR, RE-ATTACH DOOR SHOCKER ON DOOR FRAME (AS DISCUSSED) UNIT 3 AKV - ADJUST/REPLACE DOOR CLOSER AS REQUIRED UNIT 4 AKC - ADJUST/REPLACE DOOR CLOSER AS REQUIRED	360.00	
EFT8779	22/12/2020	CONTRACT AQUATIC SERVICES	MONTHLY CONTRACT FEE - DECEMBER 2020	20,575.50	
EFT8780	22/12/2020	WESTERN STABILISERS PTY LTD	SUPPLY THE PROVISION AND STABILISATION SERVICES FOR DECEMBER 2020	90,373.36	PARTIAL
EFT8781	22/12/2020	QUICK CORPORATE	STATIONERY SUPPLIES DECEMBER 2020	504.06	
EFT8782	22/12/2020	WORKWEAR GROUP (PACIFIC BRANDS)	UNIFORM ORDER	507.15	
EFT8783	22/12/2020	SOLARGAIN PV PTY LTD	PURCHASE AND INSTALLATION OF SOLAR VOLTAIC SYSTEM FOR POOL	14,377.50	FULLY
EFT8784	22/12/2020	LGIS RISK MANAGEMENT	REGIONAL RISK CO-ORDINATOR FEE 2020-21 - 1ST INSTALMENT	5,442.76	
EFT8785	22/12/2020	R MUNNS ENGINEERING CONSULTING SERVICES	RFT DOCUMENTATION AND EVALUATION, ATTEND SITE MEETING	5,824.85	PARTIAL
EFT8786	22/12/2020	MARKETFORCE	TENDER NO. 3-20/21 QUAIRADING TOWNSITE PAVEMENT AND ANCILLARY WORKS 2X PROJECTS ADVERT - WEST AUSTRALIAN 21/11/2020	609.66	
EFT8787	22/12/2020	MOORE AUSTRALIA AUDIT (WA)	AUDIT FEES YEAR ENDING 30/06/20	13,440.17	
EFT8788	22/12/2020	FLEET FITNESS	REPLACEMENT CUP HOLDER FOR THE RECUMBENT BIKE AND GYM EQUIPMENT MAINTENANCE VISIT	360.80	
EFT8789	22/12/2020	DEPARTMENT OF MINES, INDUSTRY REGULATION &	NOVEMBER BUILDING SERVICES LEVY 2020	113.30	FULLY
EFT8790	22/12/2020	LOCAL GOVERNMENT PROFESSIONALS	2020-21 MEMBERSHIP SUBSCRIPTION - EMCS	531.00	
EFT8791	22/12/2020	ADVANCED TRAFFIC MANAGEMENT	13 DAYS @ 12HR PER DAY - 3 TRAFFIC CONTROLLERS AND 2 UTES -QUAIRADING-CUNDERDIN ROAD WORKS	24,989.81	PARTIAL
EFT8792	22/12/2020	BRITTANY HADLOW	KEY CUTTING	37.20	
EFT8793	22/12/2020	OFFICEWORKS	SANDLEFORD LADIES AND GENTLEMEN SIGN 300 X 225MM	33.11	
EFT8794	22/12/2020	EXURBAN RURAL & REGIONAL PLANNING	SUBDIVISION - TOWN PLANNING AND PROJECT MANAGEMENT SERVICES	1,993.77	
EFT8795	22/12/2020	CAROLYNNE THORNTON	UNIFORMS	404.85	
EFT8796	22/12/2020	FARMARAMA PTY LTD	2 X 1000KG PALLETS OF ECO EMERALD LAWNS GROWTH	3,527.51	
EFT8797	22/12/2020	ECOSCAPE	FINAL DESIGN & CONTRACT ADMINISTRATION SERVICES RELATING TO THE KWIRRADING KOORT COMMUNITY PARK	4,359.30	
EFT8798	23/12/2020	AUSTRALIAN TAXATION OFFICE	DECEMBER BAS 2020	7,187.00	
EFT8799	23/12/2020	PERFECT COMPUTER SOLUTIONS PTY LTD	TREND ANTI VIRUS SERVICES	1,155.00	
EFT8800	23/12/2020	QUAIRADING DISTRICT BOWLING CLUB	CHRISTMAS FUNCTION BAR SERVICES	280.00	
EFT8801	23/12/2020	STATE LIBRARY OF WA	DELIVERY OF BETTER BEGINNINGS PROGRAM 2020/21	44.00	
EFT8802	23/12/2020	LO-GO APPOINTMENTS	CONTRACTING SERVICES HEAD GARDENER WEEK ENDING 19/12/2020	2,546.71	
EFT8803	23/12/2020	BENT NAIL BUILDING & MAINTENANCE	REPAIR ROLLER DOOR AT WRF	288.75	
EFT8804	23/12/2020	YORK AUTO ELECTRICS & AIR CONDITIONING	SUPPLY AND FIT BEACONS FOR REG. Q272 AND Q5122	1,001.00	
EFT8805	23/12/2020	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES DECEMBER 2020	1,122.00	
EFT8806	23/12/2020	ENVIRONMENTAL HEALTH AUSTRALIA	IM ALERT FOOD SAFETY SUBSCRIPTION (SMALL COUNCIL) 01/07/2019- 31/07/2020	330.00	
EFT8807	23/12/2020	CQ WATER TRUCK HIRE	WET HIRE WATERCART 1/12/2020 TO 18/12/2020 AT 10 HRS PER DAY - QUAIRADING-CUNDERDIN ROAD WORKS	29,687.90	PARTIAL
EFT8808	23/12/2020	FLAVOUR TOWN CATERING	COUNCIL CHRISTMAS CATERING	1,935.00	
EFT8809	23/12/2020	AVON VALLEY ISUZU UTE	15000KM SERVICE REG. Q651	430.00	
EFT8810	23/12/2020	PLUMBER'S MOBILE PLUMBING	U2 INSTALL NEW SHOWER HEAD ON RAIL AND REPAIR HOT WATER FLOW TO TAPS INCL PARTS AND LABOUR	462.00	
23775	03/12/2020	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	82.80	FULLY
23776	07/12/2020	TELSTRA	PHONE USAGE AND CHARGES TO NOV 2020	616.00	
23777	07/12/2020	AUDREY PARKER	RATES REFUND FOR ASSESSMENT A6119 123 MCLENNAN STREET QUAIRADING 6383	60.50	FULLY
23778	07/12/2020	SYNERGY	POWER USAGE AND CHARGED 15/10 TO 11/11/2020	907.95	
23779	09/12/2020	SYNERGY	POWER USAGE AND CHARGES 09/09 TO 12/11/2020	8,395.98	
23780	09/12/2020	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	700.00	FULLY
23781	11/12/2020	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	700.00	FULLY
23782	22/12/2020	TELSTRA	PHONE USAGE AND CHARGES TO 19/11/20	1,513.19	
23783	22/12/2020	SYNERGY	POWER USAGE AND CHARGES 25/10/2020 TO 24/11/2020	2,497.15	
				708,425.16	

TRANSPORT TAKINGS FOR THE MONTH ENDING		
DECEMBER 2020		Attachment 9.1.2
DATE	DESCRIPTION	AMOUNT \$
27.11.2020	TRANSPORT TAKINGS	253.65
30.11.2020	TRANSPORT TAKINGS	832.95
01.12.2020	TRANSPORT TAKINGS	1,962.30
02.12.2020	TRANSPORT TAKINGS	67.40
03.12.2020	TRANSPORT TAKINGS	490.80
04.12.2020	TRANSPORT TAKINGS	489.35
07.12.2020	TRANSPORT TAKINGS	1,274.55
08.12.2020	TRANSPORT TAKINGS	1,055.60
09.12.2020	TRANSPORT TAKINGS	2,245.60
10.12.2020	TRANSPORT TAKINGS	599.00
11.12.2020	TRANSPORT TAKINGS	670.75
14.12.2020	TRANSPORT TAKINGS	1,383.10
15.12.2020	TRANSPORT TAKINGS	571.70
16.12.2020	TRANSPORT TAKINGS	139.40
17.12.2020	TRANSPORT TAKINGS	1,758.85
18.12.2020	TRANSPORT TAKINGS	1,772.00
21.12.2020	TRANSPORT TAKINGS	1,533.90
22.12.2020	TRANSPORT TAKINGS	472.65
23.12.2020	TRANSPORT TAKINGS	1,018.65
		17,505.60
	TRANSPORT TAKINGS	-
	AMOUNTS YET TO BE DRAWN	-
		17,505.60

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
02 NOV	Purchases AU* SEEK 35395615 MELBOURNE AUS	0502 313.50	Advertising
10 NOV	ADVERTISING SERVICES SHIRE QUAIRADING QUAIRADING AUS	4972 49.90	Staff Training
11 NOV	GOVERNMENT SERVICES NOT ELSE SHIRE QUAIRADING QUAIRADING AUS	4972 49.90	Staff Training
11 NOV	GOVERNMENT SERVICES NOT ELSE VacuumSpot Tullamarine AUS	185.00 6442 358.64	Cabins - Cleaning
16 NOV	FURNITURE, HOME FURNISHINGS SHIRE QUAIRADING QUAIRADING AUS	173.64 4972 49.90	Depot - Cleaning
17 NOV	GOVERNMENT SERVICES NOT ELSE SHIRE QUAIRADING QUAIRADING AUS	4972 49.90	Staff Training
19 NOV	GOVERNMENT SERVICES NOT ELSE SHIRE QUAIRADING QUAIRADING AUS	R 5335 28.60	Licensing
19 NOV	GOVERNMENT SERVICES NOT ELSE SHIRE QUAIRADING QUAIRADING AUS	9702 102.70	Licensing
19 NOV	GOVERNMENT SERVICES NOT ELSE SHIRE QUAIRADING QUAIRADING AUS	9702 102.70	Licensing
19 NOV	GOVERNMENT SERVICES NOT ELSE SHIRE QUAIRADING QUAIRADING AUS	9702 102.70	Licensing
19 NOV	GOVERNMENT SERVICES NOT ELSE SHIRE QUAIRADING QUAIRADING AUS	R 5335 17.30	Cammy Licensing
19 NOV	TICKETS-WHEATBELT PLAC BELROSE CHARITABLE AND SOCIAL SERVIC AUS	4972 41.03	Staff Training
19 NOV	TICKETS-WHEATBELT PLAC BELROSE CHARITABLE AND SOCIAL SERVIC AUS	0792 41.03	" "
24 NOV	SurveyMonkey Dublin IRL INC FX FEE AUD <u>\$10.47</u> COMPUTER PROGRAMMING, INTEGR	0796 359.56	Annual Subscription

SU01856 / M000491 / 333 / CN1VPCP1




BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Sub Total:	1,667.36	
29 NOV	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	1,667.36 -	
	Sub Total:	1,667.36 -	
	Grand Total:	0.00	

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

Cardholder Signature  **Date** 9/12/2020

Transactions examined and approved.

Manager/Supervisor Signature  **Date** 06/01/2021

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



S001857 / M000491 / 333 / CN1VPCP1

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

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

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

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

CARRIED ____ / ____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Monthly Financial Statements for the period ending 31st December 2020 attached.
- Monthly Financial Statements have been updated based on the Moore Australia's Monthly Statements Model.
- The Monthly Financial Statements report include the Fund Balances Report and the Variance Report.

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements

BACKGROUND

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

STATUTORY ENVIRONMENT

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

They 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 December 2020

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

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

KEY INFORMATION

Items of Significance

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

	% Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance (Under)/Over
Capital Expenditure					
Land & Buildings					
Caretaker Cottage	0.10%	227,560	5,360	231	(5,129)
Town Hall Building Upgrades	45.87%	177,770	23,000	81,538	58,538
Industrial Lots Phase 1	11.53%	200,000	37,500	23,062	(14,438)
Plant & Equipment					
Grader	0.00%	380,000	380,000	-	(380,000)
Infrastructure - Roads					
Heal Street Parking	1.46%	170,000	170,000	2,477	(167,523)
AKV Road Upgrade	1.78%	139,500	2,000	2,477	477
Goldfields Road Reconstruction	6.19%	444,870	36,550	27,541	(9,009)
Old Beverley East Road	4.54%	373,742	19,290	16,981	(2,309)
Quairading-Cunderdin WSN	45.84%	1,325,852	1,310,500	607,784	(702,716)
Badjaling Nth Road Resheeting	13.37%	204,120	8,497	27,290	18,793
Pannell Road Resheeting	0.00%	131,150	1,500	-	(1,500)
Other Infrastructure					
Oval Floodlights	91.32%	123,150	123,150	112,466	(10,684)
Community Park	1.70%	620,000	-	10,531	10,531
Operational					
Medical Practice Expense	46.33%	206,737	103,369	95,788	(7,581)
Roads Maintenance	52.41%	615,908	307,953	322,772	14,819

% Compares current ytd actuals to annual budget

Financial Position	* Note	Prior Year 1 January 2020	Current Year 31 December 2020
Adjusted Net Current Assets	108%	\$ 2,648,706	\$ 2,864,414
Cash and Equivalent - Unrestricted	115%	\$ 2,520,295	\$ 2,908,659
Cash and Equivalent - Restricted	100%	\$ 3,558,263	\$ 3,554,289
Receivables - Rates	98%	\$ 401,088	\$ 391,184
Receivables - Other	33%	\$ 80,886	\$ 26,291
Payables	146%	\$ 266,153	\$ 388,300

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

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

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 9th February 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.

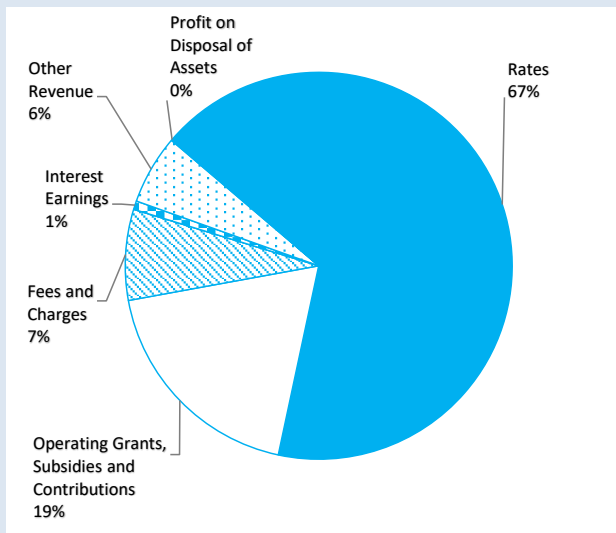
ROUNDING OFF FIGURES

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

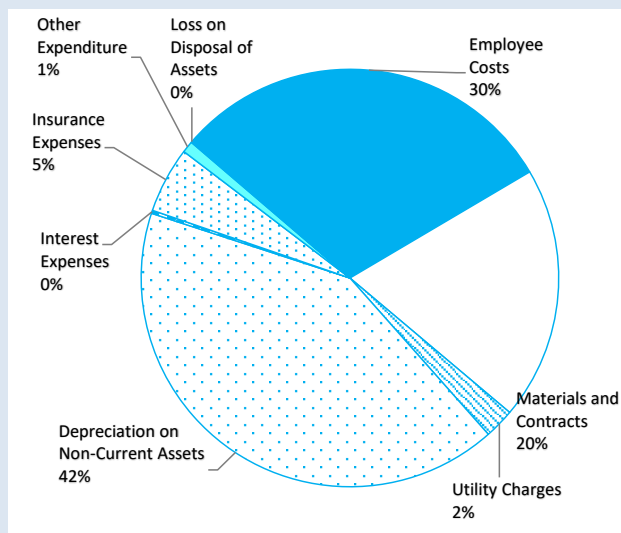
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 DECEMBER 2020**

SUMMARY GRAPHS

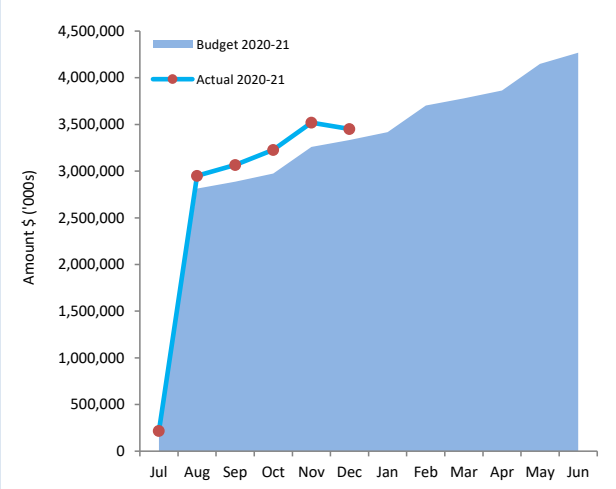
OPERATING REVENUE



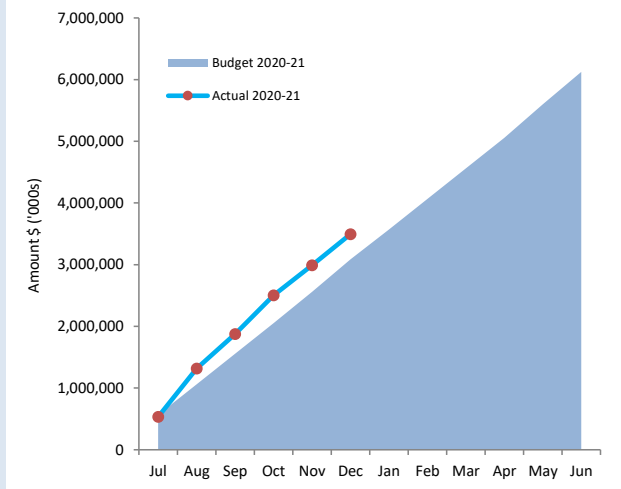
OPERATING EXPENSES



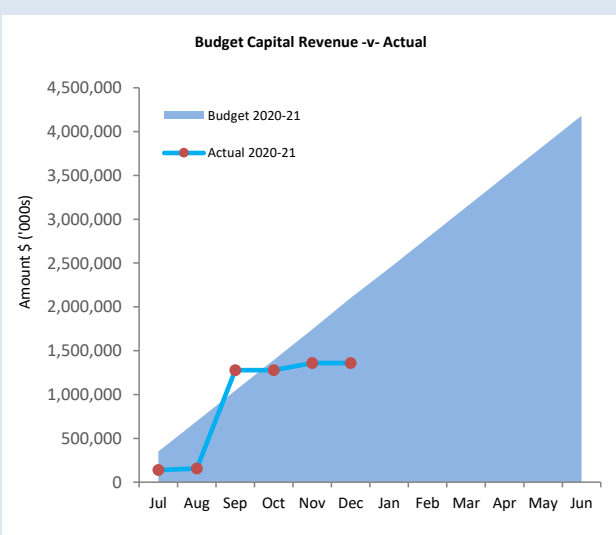
Budget Operating Revenues -v- Actual



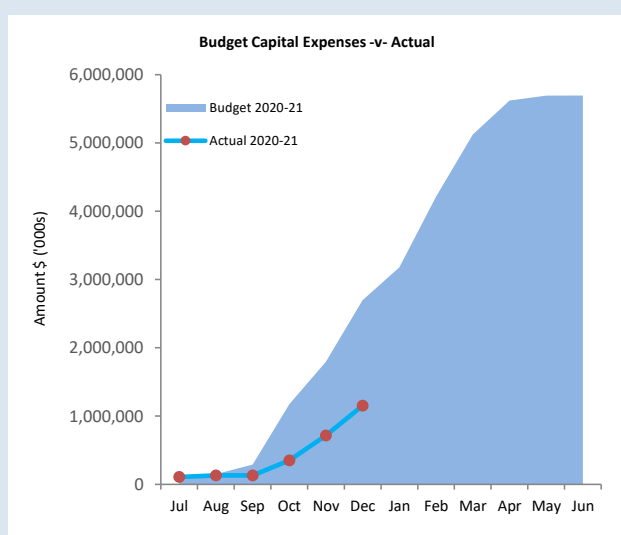
Budget Operating Expenses -v- YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



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

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

STATUTORY REPORTING PROGRAMS

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

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

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

STATUTORY REPORTING PROGRAMS

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	1(b)	1,836,054	1,836,054	1,749,307	(86,747)	(5%)	
Revenue from operating activities							
Governance		3,300	1,650	5,864	4,214	255%	
General Purpose Funding - Rates	5	2,311,004	2,305,276	2,310,732	5,456	0%	
General Purpose Funding - Other		897,614	451,157	456,048	4,891	1%	
Law, Order and Public Safety		218,797	109,398	102,190	(7,208)	(7%)	
Health		10,879	5,440	11,236	5,796	107%	
Education and Welfare		61,708	30,853	43,576	12,723	41%	▲
Housing		106,108	53,053	50,330	(2,723)	(5%)	
Community Amenities		174,554	87,279	86,768	(511)	(1%)	
Recreation and Culture		28,346	14,171	16,621	2,450	17%	
Transport		202,471	147,540	147,573	33	0%	
Economic Services		207,170	103,583	161,768	58,185	56%	▲
Other Property and Services		46,272	23,130	57,926	34,796	150%	▲
		4,268,223	3,332,530	3,450,632	118,102	4%	
Expenditure from operating activities							
Governance		(753,037)	(377,506)	(331,194)	46,312	12%	▲
General Purpose Funding		(82,738)	(32,719)	(39,259)	(6,540)	(20%)	
Law, Order and Public Safety		(382,689)	(191,343)	(159,969)	31,374	16%	▲
Health		(315,980)	(157,990)	(145,477)	12,513	8%	
Education and Welfare		(222,620)	(113,311)	(93,916)	19,395	17%	▲
Housing		(162,773)	(81,388)	(64,549)	16,839	21%	▲
Community Amenities		(522,815)	(261,408)	(234,035)	27,373	10%	▲
Recreation and Culture		(945,540)	(486,725)	(488,814)	(2,089)	(0%)	
Transport		(2,034,818)	(1,010,118)	(1,448,384)	(438,266)	(43%)	▼
Economic Services		(693,177)	(346,555)	(297,199)	49,356	14%	▲
Other Property and Services		(51,117)	(28,404)	(192,628)	(164,224)	(578%)	▼
		(6,167,304)	(3,087,467)	(3,495,424)	(407,957)	(13%)	▼
Operating activities excluded from budget							
Add Back Depreciation		1,982,450	165,204	1,452,361	1,287,157	779%	▲
Adjust (Profit)/Loss on Asset Disposal	6	(19,889)	(1,657)	(1,136)	521	(31%)	
Adjust Provisions and Accruals		(65,901)	(5,492)	618	6,110	(111%)	
Amount attributable to operating activities		(2,421)	403,118	1,407,051	1,003,933	(249%)	
Investing Activities							
Non-operating Grants, Subsidies and Contributions		3,923,765	1,961,883	1,278,973	(682,910)	(35%)	▼
Proceeds from Disposal of Assets	6	281,864	140,932	80,259	(60,673)	(43%)	▼
Capital Acquisitions	7	(5,740,920)	(2,696,626)	(1,153,409)	1,543,217	57%	▲
Amount attributable to investing activities		(1,535,291)	(593,812)	205,823	799,635	135%	▲
Financing Activities							
Proceeds from New Debentures		0	0	0	0		
Principal lease payments		(5,069)	(2,535)	(5,040)			
Self-Supporting Loan Principal		37,393	18,697	18,416	(281)	(2%)	
Transfer from Reserves	9	711,777	355,889	0	(355,889)	(100%)	▼
Repayment of Debentures	8	(98,717)	(49,359)	(48,585)	774	2%	
Transfer to Reserves	9	(875,000)	(437,500)	(462,558)	(25,058)	(6%)	
Amount attributable to financing activities		(229,616)	(114,808)	(497,767)	(380,454)	(334%)	
Closing Funding Surplus(Deficit)	1(b)	68,726	1,530,553	2,864,414	1,336,367	(87%)	

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 DECEMBER 2020

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

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

BY NATURE OR TYPE

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1(b)	1,836,054	1,836,054	1,749,307	(86,747)	(5%)	
Revenue from operating activities							
Rates	5	2,311,004	2,305,276	2,310,732	5,456	0%	
Operating Grants, Subsidies and Contributions		1,094,526	616,033	647,717	31,684	5%	
Fees and Charges		441,089	221,394	261,941	40,548	18%	▲
Interest Earnings		49,400	27,490	24,672	(2,818)	(10%)	
Other Revenue		327,273	162,337	200,198	37,861	23%	▲
Profit on Disposal of Assets	6	44,931	0	5,372	5,372		
		4,268,223	3,332,530	3,450,632	118,103	4%	
Expenditure from operating activities							
Employee Costs		(2,249,742)	(1,124,868)	(1,052,927)	71,941	6%	
Materials and Contracts		(1,407,423)	(707,934)	(685,929)	22,005	3%	
Utility Charges		(229,080)	(114,540)	(81,550)	32,990	29%	▲
Depreciation on Non-Current Assets		(1,982,450)	(991,225)	(1,452,361)	(461,136)	(47%)	▼
Interest Expenses		(20,191)	(7,786)	(8,363)	(577)	(7%)	
Insurance Expenses		(178,523)	(89,262)	(178,450)	(89,188)	(100%)	▼
Other Expenditure		(74,853)	(51,852)	(31,608)	20,244	39%	▲
Loss on Disposal of Assets	6	(25,042)	0	(4,236)	(4,236)		
		(6,167,304)	(3,087,467)	(3,495,424)	(407,958)	13%	
Operating activities excluded from budget							
Add back Depreciation		1,982,450	165,204	1,452,361	1,287,157	779%	▲
Adjust (Profit)/Loss on Asset Disposal	6	(19,889)	(1,657)	(1,136)	521	(31%)	
Adjust Provisions and Accruals		(65,901)	(5,492)	618	6,110	(111%)	
Amount attributable to operating activities		(2,421)	403,118	1,407,051	1,003,933	249%	
Investing activities							
Non-operating grants, subsidies and contributions		3,923,765	1,961,883	1,278,973	(682,910)	(35%)	▼
Proceeds from Disposal of Assets	6	281,864	140,932	80,259	(60,673)	(43%)	▼
Capital acquisitions	7	(5,740,920)	(2,696,626)	(1,153,409)	1,543,217	57%	▲
Amount attributable to investing activities		(1,535,291)	(593,812)	205,823	799,635	(135%)	
Financing Activities							
Proceeds from New Debentures		0	0	0	0		
Principal lease payments		(5,069)	(2,535)	(5,040)			
Self-Supporting Loan Principal		37,393	18,697	18,416	(281)	(2%)	
Transfer from Reserves	9	711,777	355,889	0	(355,889)	(100%)	▼
Repayment of Debentures	8	(98,717)	(49,359)	(48,585)	774	2%	
Transfer to Reserves	9	(875,000)	(437,500)	(462,558)	(25,058)	(6%)	
Amount attributable to financing activities		(229,616)	(114,808)	(497,767)	(380,454)	334%	
Closing Funding Surplus (Deficit)	1(b)	68,726	1,530,553	2,864,414	1,336,367	87%	

KEY INFORMATION

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

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

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

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

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

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

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

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

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

PROVISIONS

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

INVENTORIES

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

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

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

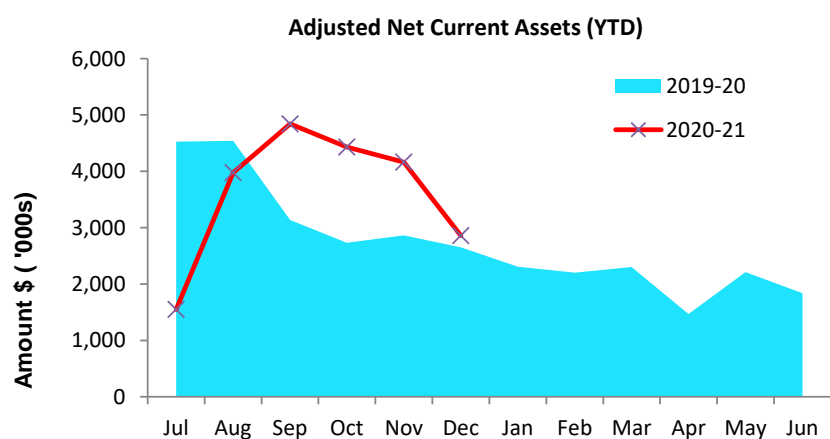
	Ref Note	Last Years Closing 30 June 2020	This Time Last Year 01 Jan 2020	Year to Date Actual 31 Dec 2020
		\$	\$	\$
Adjusted Net Current Assets				
Current Assets				
Cash Unrestricted	3	1,437,180	2,520,295	2,908,659
Cash Restricted	3	3,646,796	3,558,263	3,554,289
Receivables - Rates	4	233,550	401,088	391,184
Receivables - Other	4	20,244	80,886	26,291
Expected Credit Loss Allowance	4	(12,262)	(18,933)	(12,262)
Financial Assets		37,130	(1,277)	
Prepaid Expenses		18,663	0	3,226
Interest / ATO Receivable		29,928	37,020	58,733
Inventories		4,275	7,469	6,732
		5,415,504	6,584,811	6,936,852
Less: Current Liabilities				
Payables		(412,022)	(266,153)	(388,300)
Provisions - employee		(336,197)	(315,963)	(336,198)
Long term borrowings		(98,154)	(40,637)	(58,368)
		(846,373)	(622,753)	(782,866)
Unadjusted Net Current Assets		4,569,131	5,962,058	6,153,986
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(3,091,734)	(3,558,263)	(3,554,289)
Less: Loans receivable		(37,130)	0	0
Add: Lease Liabilities		5,155		
Add: Provisions - employee		205,731	204,274	206,349
Add: Long term borrowings		98,154	40,637	58,368
Adjusted Net Current Assets		1,749,307	2,648,706	2,864,414

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD

Surplus(Deficit)

\$2.86 M

Last Year YTD

Surplus(Deficit)

\$2.65 M

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

**NOTE 2
EXPLANATION OF MATERIAL VARIANCES**

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

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Education and Welfare	12,723	41%	▲	Timing	Profit on Sale of Asset and Timing of various Grants and Contributions
Economic Services	58,185	56%	▲	Timing	Timing of Skeleton Weed Reimbursement and Caravan Park and Cabins income higher than year to date budget
Other Property and Services	34,796	150%	▲	Permanent	Miscellaneous Materials, Private Works and Parental Leave reimbursement
Expenditure from operating activities					
Governance	46,312	12%	▲	Timing	Administration Allocated and Council Other Expenses Timing
Law, Order and Public Safety	31,374	16%	▲	Timing	Timing of CESM operating expenses and Adverse Event Plan
Education and Welfare	19,395	17%	▲	Timing	Timing of Independent Living Concept and AKV maintenance
Housing	16,839	21%	▲	Timing	Timing of Housing Allocated
Community Amenities	27,373	10%	▲	Timing	Administration Allocated and Timing of Town Planning and Badjalng Drain Engineering Advice
Transport	(438,266)	(43%)	▼	Permanent	Depreciation and Timing of Road Maintenance
Economic Services	49,356	14%	▲	Timing	Timing of Skeleton Weed expenses, Caravan Park and Standpipes
Other Property and Services	(164,224)	(578%)	▼	Timing	Payout of Leave, Parental Leave payments, Plants Costs, PWO Allocation lower than budgeted
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(682,910)	(35%)	▼	Timing	Timing of Grants
Proceeds from Disposal of Assets	(60,673)	(43%)	▼	Timing	Timing of Disposal of Assets
Capital Acquisitions	1,543,217	57%	▲	Timing	Timing of Capital Works

KEY INFORMATION

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

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

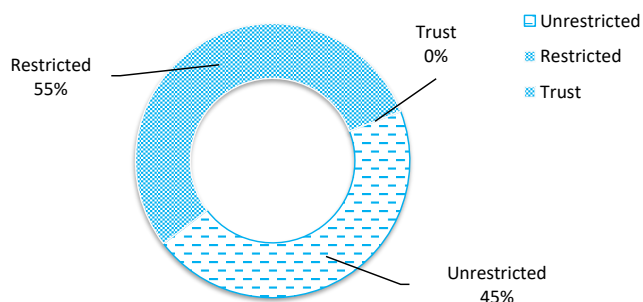
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	650			650			
At Call Deposits							
Municipal Fund	1,613,230			1,613,230	Westpac		
Medical Centre	554			554	Westpac		
Child Care Centre	20,354			20,354	Westpac		
Municipal On Call	720,000			720,000	Westpac	0.01%	
Reserve Fund On Call		54,536		54,536	Westpac	0.01%	
Trust Fund			0	0	Westpac		
Term Deposits							
Municipal Investment - Term Deposit	307,590			307,590	Westpac	0.20%	05-Mar-21
Municipal Investment - Term Deposit	304,131			304,131	Westpac	0.32%	03-Mar-21
Reserve Investment - Term Deposit		936,851		936,851	Westpac	0.32%	03-Mar-21
Reserve Investment - Term Deposit		982,317		982,317	Westpac	0.53%	12-Jan-21
Reserve Investment - Term Deposit		620,057		620,057	Westpac	0.37%	22-Feb-21
Reserve Investment - Term Deposit		960,528		960,528	Westpac	0.31%	23-Mar-20
Total	2,966,510	3,554,289	0	6,520,799			

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

\$6.52 M

Unrestricted

\$2.97 M

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

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates Receivable	30 June 2020	31 Dec 20
	\$	\$
Opening Arrears Previou Year	237,459	231,667
Levied this year	2,489,560	2,488,499
<u>Less</u> Collections to date	(2,495,352)	(2,328,982)
Equals Current Outstanding	231,667	391,184
Net Rates Collectable	231,667	391,184
% Collected	100.23%	93.59%

KEY INFORMATION

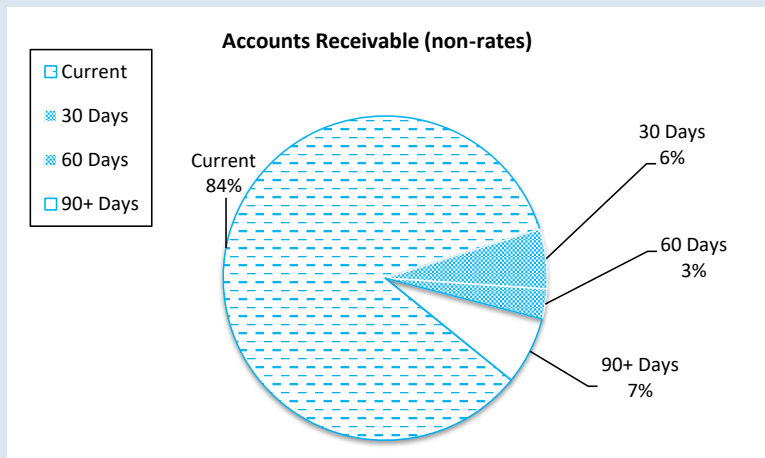
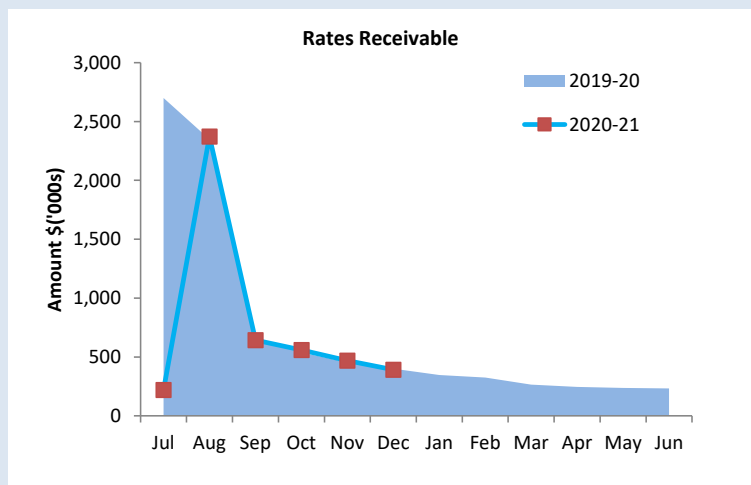
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	61,323	4,341	2,163	4,935	72,762
Percentage	84%	6%	3%	7%	
Balance per Trial Balance					
Sundry debtors					16,267
Loss Allowance					(12,262)
GST receivable					58,733
Pensioner Rebates					10,024
Total Receivables General Outstanding					72,762

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.



Debtors Due
\$72,762
Over 30 Days
16%
Over 90 Days
7%

Collected	Rates Due
94%	\$391,184

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

**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

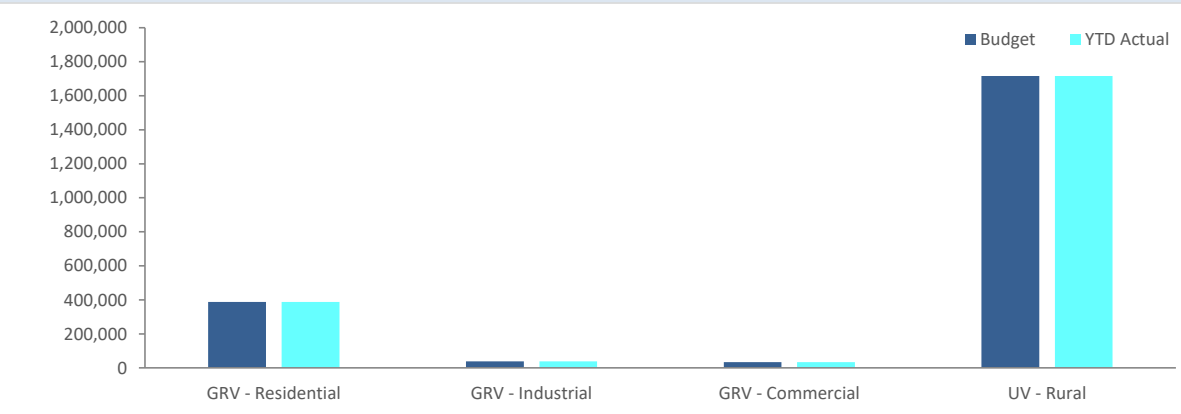
General Rate Revenue

RATE TYPE	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 \$
Differential General Rate											
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	(259)		1,818,570
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
Sub-Totals		805	158,783,788	2,299,548	0	0	2,299,548	2,299,549	(259)	0	2,299,290
Write Offs							(700)				(714)
Amount from General Rates							2,298,848	2,299,549			2,298,576
Ex-Gratia Rates							12,156	12,156			12,156
Total General Rates							2,311,004	2,311,705			2,310,732

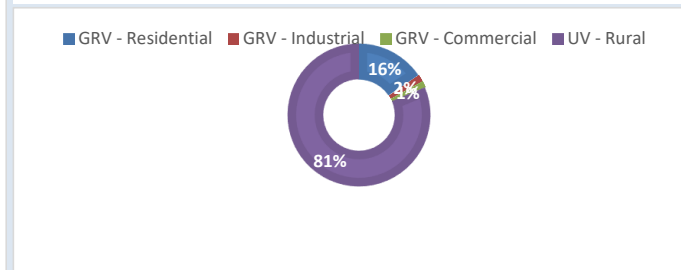
SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



General Rates		
Budget	YTD Actual	%
\$2.3 M	\$2.3 M	100%

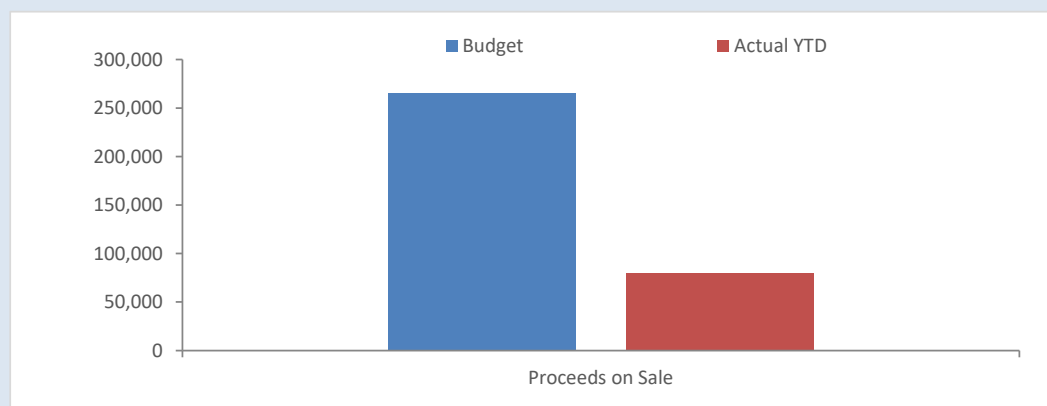


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2020**

**OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS**

Asset Description	Amended Budget				YTD Actual			
	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
	\$	\$	\$	\$	\$	\$	\$	\$
2018 Holden Acadia LTZ	35,664	32,000		(3,664)	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					
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	
	245,611	265,500	44,931	(25,042)	79,122	80,259	5,372	4,236

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$265,500	\$80,259	30%

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

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

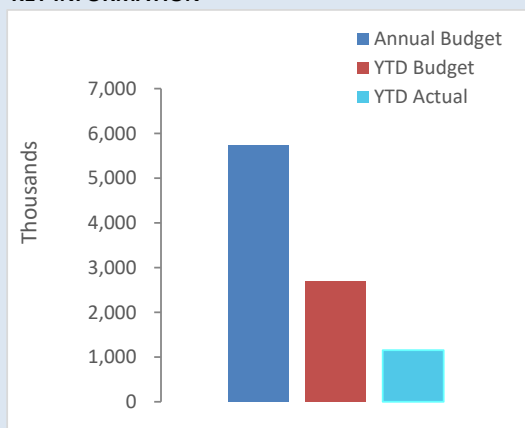
Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land	200,000	37,500	23,062	(14,438)
Buildings	693,319	175,729	111,416	(64,313)
Plant & Equipment	605,080	570,080	113,822	(456,258)
Furniture & Equipment	38,610	27,310	11,299	(16,011)
Infrastructure - Roads	3,071,701	1,549,837	688,126	(861,711)
Infrastructure - Footpaths	90,000	0	1,820	0
Infrastructure - Other	1,042,210	336,170	203,862	(132,308)
Capital Expenditure Totals	5,740,920	2,696,626	1,153,409	(1,545,037)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	3,923,765	1,961,883	1,278,973	(682,910)
Borrowings	0	150,000	0	(150,000)
Other (Disposals & C/Fwd)	281,864	140,932	80,259	(60,673)
Cash Backed Reserves				
Plant Reserve	0	0	0	0
Swimming Pool Reserve	0	0	0	0
Building Reserve	350,500	100,000	0	(100,000)
Health Reserve	200,000	0	0	0
Road Infrastructure Reserve	0	0	0	0
Contribution - operations	984,791	343,812	(205,823)	(549,635)
Capital Funding Total	5,740,920	2,696,626	1,153,409	(1,543,217)

SIGNIFICANT ACCOUNTING POLICIES

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

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

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$5.74 M	\$1.15 M	20%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$3.92 M	\$1.28 M	33%

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

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion		Amended				Variance
		Account Number	Annual Budget	YTD Budget	YTD Actual	(Under)/Over
	Capital Expenditure					
	Land					
12%	Industrial Lots Phase 1	2601	200,000	37,500	23,062	(14,438)
12%	Total		200,000	37,500	23,062	(14,438)
	Buildings					
0%	Caravan Park Units	9596	106,300	43,780	-	(43,780)
0%	Caretaker Cottage	9597	227,560	5,360	231	(5,129)
6%	Youth Centre Upgrades	9576	78,780	78,360	4,741	(73,619)
46%	Town Hall Building Upgrades	9531	177,770	23,000	81,538	58,538
1%	Arthur Kelly Roofing	9537	78,520	840	790	(50)
99%	Caravan Park Cabins Safety Works	9546	18,270	18,270	17,998	(272)
100%	Caravan Park Cabins Cabins Rentention	9546	6,119	6,119	6,119	0
16%	Total		693,319	175,729	111,416	(64,313)
	Plant & Equipment					
90%	CEO Vehicle	9000	50,000	50,000	44,891	(5,109)
99%	EMWS Vehicle	9702	45,000	45,000	44,542	(458)
0%	Grader	9007	380,000	380,000	-	(380,000)
0%	Second Hand Loader	9703	35,000	-	-	-
0%	Cherry Picker	9755	60,000	60,000	-	(60,000)
0%	Slasher	9756	11,000	11,000	-	(11,000)
101%	Hospital Auxillary Vehicle	9738	24,080	24,080	24,390	310
19%	Total		605,080	570,080	113,822	(456,258)
	Furniture & Equipment					
41%	Fire Brigade IT and other Equipment	9760	27,310	27,310	11,299	(16,011)
0%	New Computers	9306	11,300	-	-	-
0%	Total		38,610	27,310	11,299	(16,011)
	Infrastructure - Roads					
1%	Heal Street Parking	C196	170,000	170,000	2,477	(167,523)
0%	The Groves Access	C190	38,406	-	-	-
2%	AKV Road Upgrade	C195	139,500	2,000	2,477	477
0%	Balkuling North Road Resealing	C194	83,711	-	-	-
6%	Goldfields Road Reconstruction	C167	444,870	36,550	27,541	(9,009)
0%	Goldfields Road Reseal	1C167	78,750	-	355	355
0%	Mount Stirling Road Reseal	T012	27,900	-	-	-
5%	Old Beverley East Road	C006	373,742	19,290	16,981	(2,309)
0%	Quairading-Cunderdin WSNF Stg 2 Design	WSFN3	25,000	-	-	-
46%	Quairading-Cunderdin WSNF	WSFN2	1,325,852	1,310,500	607,784	(702,716)
11%	Stacey Bus Road Resheeting	C191	28,700	1,500	3,222	1,722
13%	Badjaling Nth Road Resheeting	C192	204,120	8,497	27,290	18,793
0%	Pannell Road Resheeting	C193	131,150	1,500	-	(1,500)
22%	Total		3,071,701	1,549,837	688,126	(861,711)
	Infrastructure - Footpaths					
2%	McLennan Street	F002	90,000	-	1,820	1,820
2%	Total		90,000	-	1,820	-
	Infrastructure - Other					
13%	Hockey Oval Lighting	9839	77,520	73,980	10,080	(63,900)
68%	Swimming Pool Solar System	9840	42,520	45,040	29,126	(15,914)
91%	Oval Floodlights	9837	123,150	123,150	112,466	(10,684)
2%	Community Park	9838	620,000	-	10,531	10,531
0%	Shire Hall - Lighting Upgrade	9531	23,000	23,000	-	(23,000)
56%	Boundary Signage	9598	10,500	10,500	5,847	(4,653)
0%	Generator - Parker House	9590	10,000	10,000	-	(10,000)
104%	Shade Sail Pool	9553	18,000	18,000	18,757	757
25%	Sub Meters	9554	10,000	10,000	2,500	(7,500)
0%	Hall Car Park Design	9829	10,000	10,000	-	(10,000)
94%	Pool Blankets	9841	12,500	12,500	11,690	(810)
3%	Airstrip	9820	85,020	-	2,865	2,865
20%	Total		1,042,210	336,170	203,862	(132,308)
20%	Total		5,740,920	2,696,626	1,153,409	(1,545,037)

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

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Information on Borrowings Particulars	2019/20	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport									
Loan 118 - Depot Building	388,767			23,271	46,896	365,496	341,871	5,910	15,292
Economic Services									
Loan 119 - Park Cottages	143,014			7,038	14,128	135,976	128,886	1,058	2,178
	531,781	0	0	30,309	61,024	501,472	470,757	6,968	17,470
Self supporting loans									
Recreation and Culture									
Loan 115 - Bowling Club	44,177			17,460	36,046	26,717	8,131	1,290	2,324
Loan 117 - Golf Club	4,899			816	1,647	4,083	3,252	105	257
	49,076	0	0	18,276	37,693	30,800	11,383	1,395	2,581
Total	580,857	0	0	48,585	98,717	532,272	482,140	8,363	20,051

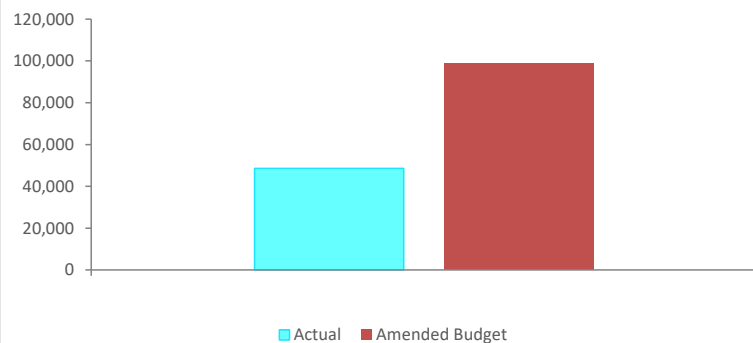
SIGNIFICANT ACCOUNTING POLICIES

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

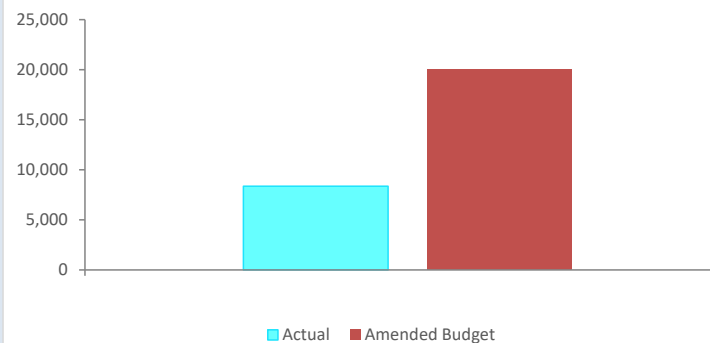
KEY INFORMATION

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

Borrowings - Principal Repaid



Borrowings - Interest Paid



Principal Repaid

\$48,585

Interest Expense

\$8,363

Loans Outstanding

\$0.53 M

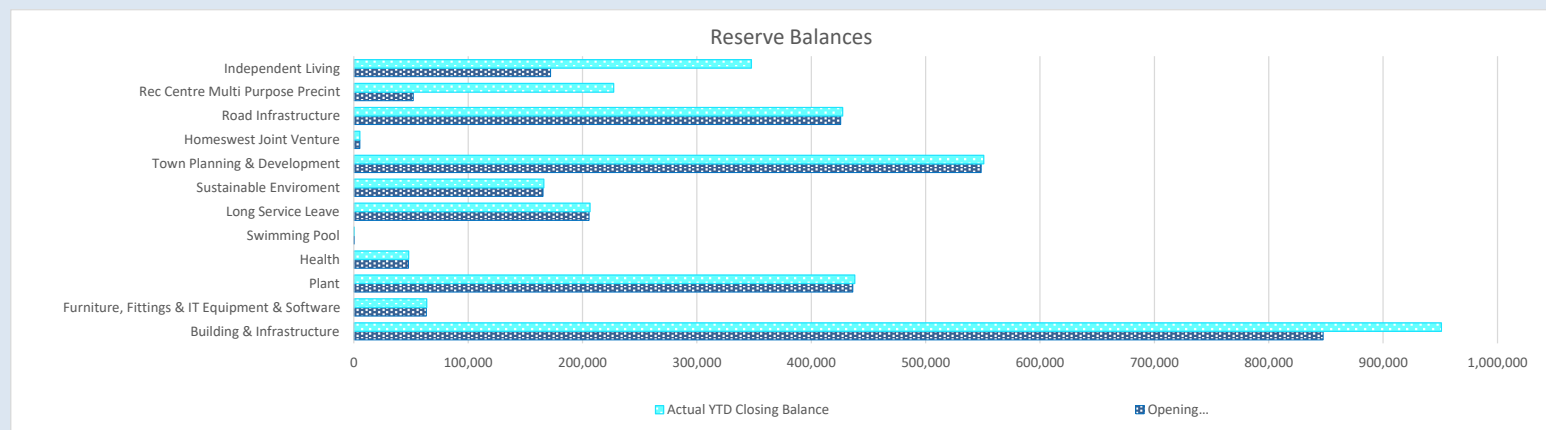
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2020**

**OPERATING ACTIVITIES
NOTE 9
RESERVES**

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Building & Infrastructure	847,541	6,894	3,440	100,000	100,000	(350,500)		603,935	950,981
Furniture, Fittings & IT Equipment & Software	63,451	516	257	50,000				113,967	63,708
Plant	436,314	3,501	1,778	350,000				789,815	438,092
Health	47,871	389	194					48,260	48,065
Swimming Pool	262	2	1					264	263
Long Service Leave	205,731	1,672	835			(40,527)		166,876	206,566
Sustainable Environment	165,520	1,345	672					166,865	166,192
Town Planning & Development	548,624	4,406	2,228			(200,000)		353,030	550,852
Homeswest Joint Venture	5,238	43	21					5,281	5,259
Road Infrastructure	425,771	3,448	1,729			(120,750)		308,469	427,500
Rec Centre Multi Purpose Precint	51,986	423	211	175,000	175,000			227,409	227,197
Building Renewal	121,416	977	493					122,393	121,909
Independent Living	172,006	1,384	699	175,000	175,000			348,390	347,705
	3,091,731	25,000	12,558	850,000	450,000	(711,777)	0	3,254,954	3,554,289

KEY INFORMATION



Interest Earned

\$12,558

Reserves Bal

\$3.55 M

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

NOTE 10
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	Amended			Variance (Under)/Over
	Annual Budget	YTD Budget	YTD Actual	
Operating grants, subsidies and contributions				
Federal Assistance Grants	842,014	421,007	427,373	6,366
MRWA Direct Road Grant	137,540	137,540	137,540	0
NRM Grant	17,020	8,510	0	(8,510)
Adverse Event Plan (Community Drought)	15,000	7,500	0	(7,500)
Fire Prevention Grants	47,480	23,740	56,033	32,293
Staff Contributions to Vehicle	17,472	8,736	6,923	(1,813)
Medical Practice Grants and Contributions	10,000	5,000	10,400	5,400
Youth Centre Grants	8,000	4,000	8,348	4,348
Australia Day Grant	0	0	1,100	1,100
Operating grants, subsidies and contributions Total	1,094,526	616,033	647,717	31,684
Non-operating grants, subsidies and contributions				
Roads to Recovery/ MRWA Regional Road Group	700,336	350,168	137,524	-212,644
WA Freight Network	1,241,949	620,975	489,253	-131,722
Community Roads and Infrastructure	393,970	196,985	180,158	-16,827
Community Drought Funding	981,500	490,750	454,545	-36,205
DFES Capital Grant	27,310	13,655	0	-13,655
Community Park Grants and Contributions	525,000	262,500	0	-262,500
Shire Lighting Upgrade Contribution	7,500	3,750	0	-3,750
Regional Airports Development Scheme	38,484	19,242	17,493	-1,749
Hospital Auxillary Vehicle	7,716	3,858	0	-3,858
Non-operating grants, subsidies and contributions Total	3,923,765	1,961,883	1,278,973	-682,910
Grand Total	5,018,291	2,577,916	1,926,690	(651,226)

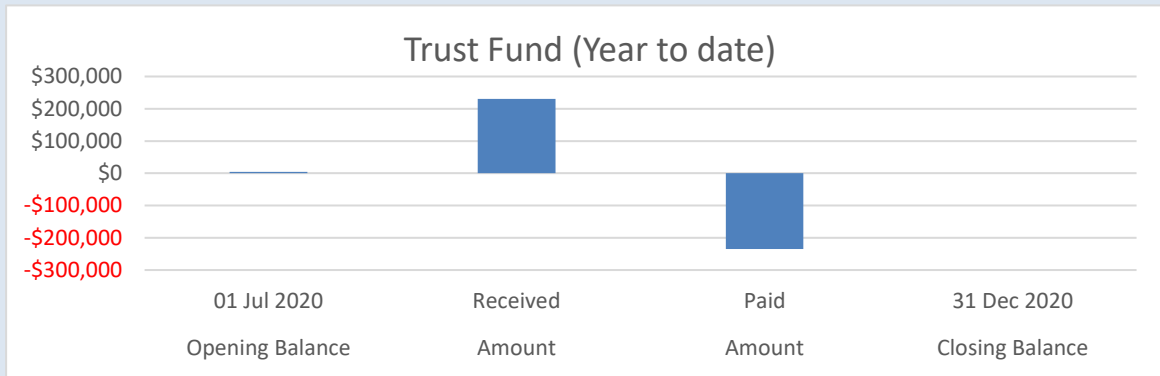
KEY INFORMATION

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

**NOTE 11
TRUST FUND**

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

Description	Opening Balance 01 Jul 2020	Amount Received	Amount Paid	Closing Balance 31 Dec 2020
Department of Transport	\$3,899	\$231,051	-\$234,950	\$0
	\$3,899	\$231,051	-\$234,950	\$0



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

**NOTE 12
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Opening Surplus				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
	Permanent Changes			0	24,080	83,499	68,726

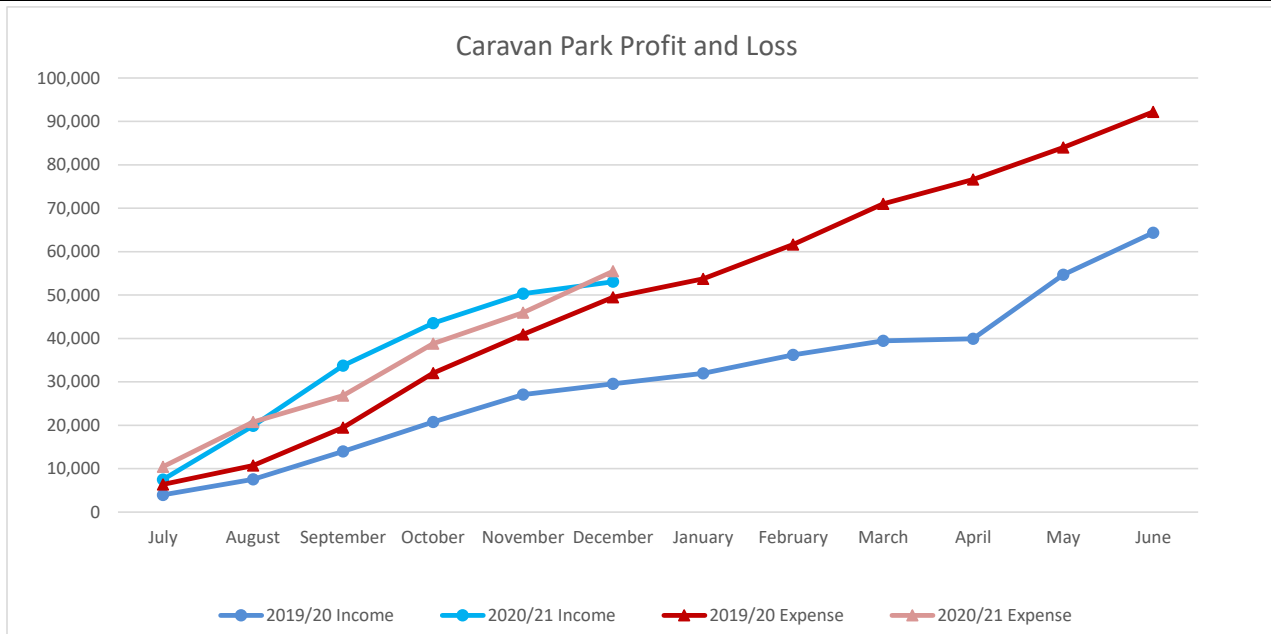
KEY INFORMATION

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

**NOTE 13
CARAVAN PARK**

Caravan Park Profit and Loss	YTD Bookings/ Stays	YTD Actual	Current Budget	VAR %
INCOME				
Caravan Park Charges	401	\$25,145	\$36,000	70%
Cottage Charges	22	\$3,941	\$3,000	131%
Cabins Charges	101	\$23,968	\$42,000	57%
TOTAL INCOME	524	\$53,054	\$81,000	65%
EXPENDITURE				
Caravan Park				
Wages inc O/H		\$21,820	\$63,668	34%
Materials & Insurance		\$7,796	\$7,691	101%
Utilities		\$4,900	\$13,000	38%
Caravan Park Total		\$34,516	\$84,359	41%
Cottage				
Wages inc O/H		\$3,768	\$2,964	127%
Materials & Insurance		\$1,526	\$2,507	61%
Utilities		\$630	\$1,500	42%
Cottage Total		\$5,924	\$6,971	85%
Cabins				
Wages inc O/H		\$11,050	\$45,314	24%
Materials & Insurance		\$2,095	\$9,000	23%
Utilities		\$1,889	\$7,032	27%
Cabins Total		\$15,034	\$61,346	25%
TOTAL EXPENDITURE		\$ 55,474	\$ 152,676	36%
Income		\$ 53,054	\$ 81,000	65%
Expenses		\$ 55,474	\$ 152,676	36%
		-\$ 2,420	-\$ 71,676	3%



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

**NOTE 14
RATIO'S**

	2021	This Time	2019	2018	2017	Target Range
	YTD	Last Year				
Current Ratio	5.87	17.10	6.00	0.93	1.29	≥1.00
Debt Service Cover Ratio	11.92	33.76	19.61	16.98	41.90	≥ 15.0
Operating Surplus Ratio	(0.02)	0.17	0.01	(0.24)	(0.43)	≥0.15
Own Source Revenue Coverage Ratio	0.80	1.13	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 Accounts for Payment – January 2021

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

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council note the following:

1. That Schedule of Accounts for January 2021 covering Municipal Vouchers 23784 to 23793, EFT 8811 to EFT 8916 \$582,781.14 be received and
2. That Police Licensing payments for the month of January 2021 totalling \$30,981.75 be received (Attachment ii); and
3. That fund transfers to Corporate Credit Card for January 2021 balance totalling \$0.00 be received (Attachment iii); and
4. That Net Payroll payments for the month January 2021 totalling \$109,022.30; and
5. That the Lease payment for the month of January 2021 on the CESM Vehicle totalling \$1,140.08.

CARRIED ____ / ____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

Payments are per attached schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the Accounts paid during January 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 - January 2021

Chq/EFT	Date	Name	Description	Amount	Funded
EFT8811	07/01/2021	JOHN WILLIAM HAYTHORNTHWAITE	COUNCIL SITTING FEES OCT-DEC 2020	794.00	
EFT8812	07/01/2021	QUAIRADING SMASH REPAIRS	FORD RANGER DUAL CAB UTE REG.1GDI253 - INSURANCE EXCESS	1,000.00	
EFT8813	07/01/2021	PETER DAVID SMITH	COUNCIL SITTING FEES OCT-DEC 2020	794.00	
EFT8814	07/01/2021	JONATHAN RICHARD HIPPLISLEY	COUNCIL SITTING FEES OCT-DEC 2020	794.00	
EFT8815	07/01/2021	TOLL TRANSPORT PTY LTD	FREIGHT OF GOODS	190.52	
EFT8816	07/01/2021	IT VISION	FIRST PAYMENT FOR SETUP AND IMPLEMENTATION OF ALTUS BANK RECONCILIATION AS PER QUOTE 6778	2,750.00	
EFT8817	07/01/2021	WATER CORPORATION	WATER USAGE AND CHARGES 1/11 TO 31/12/2020	3,328.20	
EFT8818	07/01/2021	BRETT MCGUINNESS	COUNCIL SITTING FEES OCT-DEC 2020	870.00	
EFT8819	07/01/2021	TREVOR STACEY	COUNCIL SITTING FEES OCT-DEC 2020	794.00	
EFT8820	07/01/2021	WAYNE M DAVIES	COUNCIL SITTING FEES OCT-DEC 2020	956.00	
EFT8821	07/01/2021	DEAN ROBERT MASTIN	REIMBURSEMENT - UNIFORMS	135.00	
EFT8822	07/01/2021	GREAT SOUTHERN FUEL SUPPLIES	6000L DIESEL	7,357.39	
EFT8823	07/01/2021	JO HAYTHORNTHWAITE	COUNCIL SITTING FEES OCT-DEC 2020	870.00	
EFT8824	07/01/2021	NOBLE MEDICAL INVESTMENT PTY LTD	QUARTERLY MOTOR VEHICLE ALLOWANCE 1/01 TO 31/03/2021	4,125.00	
EFT8825	07/01/2021	NORTHAM MAZDA	10,000KM SERVICE REG. 0Q	331.00	
EFT8826	07/01/2021	HISCONFIE	TOWN HALL KITCHEN SUPPLIES	4,810.80	
EFT8827	07/01/2021	BR COWCILL	COUNCIL SITTING FEES OCT-DEC 2020	718.00	
EFT8828	07/01/2021	FUTURE POWER WA PTY LTD	MANUFACTURE AND INSTALLATION OF HOCKEY TRAINING LIGHTING - CLAIM 1	20,725.01	FULLY
EFT8829	07/01/2021	SHERIDANS SETTLEMENTS (CAPITAL LEGAL)	SALE OF LOTS 29 & 80 HEAL STREET	3,804.00	
EFT8830	07/01/2021	GRAEME ROSS MORTON	BOND REFUND - CABIN 1	200.00	FULLY
EFT8831	07/01/2021	PLUMBERJ'S MOBILE PLUMBING	UNBLOCK PIPE AT EXTERNAL COMMUNITY BUILDING WATER FOUNTAIN	154.00	
EFT8832	13/01/2021	QUAIRADING FARMERS CO-OP	DECEMBER 2020 EXPENSES	915.27	
EFT8833	13/01/2021	QUAIRADING EARTHMOVING CO.	PUSHUP 8000M3 GRAVEL AT ROGERS PIT	28,710.00	FULLY
EFT8834	13/01/2021	WESFARMERS KLEENHEAT GAS PTY LTD	45KG VAP CYL- FACILITY FEE AND SERVICE CHARGE	69.48	
EFT8835	13/01/2021	WA TREASURY CORPORATION	LOAN 115 CAPITAL AND INTEREST PAYMENTS	9,374.84	
EFT8836	13/01/2021	QUAIRADING AGRI SERVICES	DEPOT WORKS PURCHASES FOR THE MONTHS OF NOVEMBER 2020 AND DECEMBER 2020	4,704.75	
EFT8837	13/01/2021	BURGESS RAWSON	WATER USAGE 14/10-7/12/2020 - PTA LEASE	213.76	
EFT8838	13/01/2021	SURGICAL HOUSE	COAGUCHEK XS BLOOD TEST STRIPS BOX 48	279.50	
EFT8839	13/01/2021	PERFECT COMPUTER SOLUTIONS PTY LTD	DECEMBER 2020 MONTHLY FEE	85.00	
EFT8840	13/01/2021	EDWARD AND MARGARET HADLOW	REFUND OVERPAYMENT OF DOT ACCOUNT	10.00	FULLY
EFT8841	13/01/2021	DON WOODCOCK	REPAIR OF LIGHTING FOR QDHS AWARDS DAY	99.00	
EFT8842	13/01/2021	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.	1,147.90	
EFT8843	13/01/2021	LO-GO APPOINTMENTS	CONTRACTING SERVICES - HEAD GARDENER WEEK ENDING 02/01/2021	4,105.15	
EFT8844	13/01/2021	PETER ROBERT YORK	REPLACE 2X FLYSCREENS AT 64 CORALING STREET AND ADJUST DOOR	268.80	
EFT8845	13/01/2021	DIGGING DOCKER	REPAIR BIN AT FRONT OF CO-OP	150.00	
EFT8846	13/01/2021	WORKWEAR GROUP (PACIFIC BRANDS)	REFUND - WORK UNIFORMS	16.50	
EFT8847	13/01/2021	SOLARGAIN PV PTY LTD	PURCHASE AND INSTALLATION OF SOLAR VOLTAIC SYSTEM FOR POOL	14,058.00	FULLY
EFT8848	13/01/2021	BROWNLEY'S PLUMBING & GAS	BACKFLOW TESTING - STANDPIPES	1,612.60	

EFT8849	13/01/2021	ADVANCED TRAFFIC MANAGEMENT	13 DAYS @ 12HR PER DAY - 3 TRAFFIC CONTROLLERS AND 2 UTES - QUAIRADING-CUNDERDIN ROAD WORKS	6,642.35	PARTIAL
EFT8850	13/01/2021	OFFICEWORKS	COMPUTER EQUIPMENT FOR NEW WORK STATIONS	776.95	
EFT8851	13/01/2021	SHERRIN RENTALS PTY LTD	DRY HIRE OF 24 TONNE MULTI TYRED ROLLER 19/11/2020 TO 18/12/2020 - QUAIRADING-CUNDERDIN ROAD WORKS	7,925.50	PARTIAL
EFT8852	13/01/2021	EXURBAN RURAL & REGIONAL PLANNING	TOWN PLANNING SERVICES FOR FINANCIAL YEAR 2020-2021	776.07	
EFT8853	13/01/2021	QUAIRADING BOOK POST (2020)	MONTHLY LIBRARY SERVICES - DECEMBER 2020	2,593.74	
EFT8854	13/01/2021	PARKLAND MAZDA	CORRECTION OF PURCHASE OF 2020 MAZDA CX9 TOURING PAYMENT	450.00	
EFT8855	13/01/2021	ECOSCAPE	FINAL DESIGN & CONTRACT ADMINISTRATION SERVICES RELATING TO THE KWIRRADING KOORT COMMUNITY PARK	5,340.50	
EFT8856	13/01/2021	DALE WILSON	BOND REFUND: EQUIPMENT HIRE	100.00	FULLY
EFT8857	13/01/2021	CAPITAL LEGAL TRUST ACCOUNT	LANDGATE REGISTRATION AND PRODUCTION FEES	286.50	
EFT8858	13/01/2021	BOC LIMITED	CONTAINER RENTAL 28/11/2020 TO 28/12/2020	50.07	
EFT8859	21/01/2021	QUALITY PRESS	VARIOUS FORMS FOR BRIGADE VEHICLES & CONTROL EQUIPMENT	1,177.00	FULLY
EFT8860	21/01/2021	QUAIRADING TYRE & BATTERY SUPPLIES	REPAIR TO GRADER TYRES AND TYRE INFLATOR	288.20	
EFT8861	21/01/2021	AVON WASTE	AVON WASTE SERVICES DECEMBER 2020	8,287.06	PARTIAL
EFT8862	21/01/2021	LANDGATE	PROPERTY TILE SEARCH	26.70	
EFT8863	21/01/2021	MEDICAL DIRECTOR AUSTRALIA	SUPPORT - CLINICAL STANDARD SUBSCRIPTION 12/03/2021 TO 11/03/2022	2,481.60	
EFT8864	21/01/2021	QUAIRADING FOOTBALL CLUB	BOND REFUND FOR 2020 SEASON - COMMUNITY BUILDING	875.00	FULLY
EFT8865	21/01/2021	CONSTRUCTION TRAINING FUND	DECEMBER 2020 BCITF LEVY	111.75	FULLY
EFT8866	21/01/2021	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER SERVICES FOR MEDICAL CENTRE DECEMBER 2020	42.50	
EFT8867	21/01/2021	CLINICARE PHARMACY QUAIRADING	EPIPEN AND VENTOLIN FOR SWIMMING POOL	110.90	
EFT8868	21/01/2021	QDG LADIES HOCKEY CLUB	BOND REFUND FOR 2020 SEASON - COMMUNITY BUILDING	875.00	FULLY
EFT8869	21/01/2021	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	FUEL FOR COMMUNITY CAR DECEMBER 2020	93.00	FULLY
EFT8870	21/01/2021	ST JOHN AMBULANCE AUSTRALIA - BELMONT	WORK VEHICLE SPECIFIC FIRST AID KIT	194.70	
EFT8871	21/01/2021	SAGE CONSULTING ENGINEERS PTY LTD	TENDER EVALUATION - HOCKEY LIGHTS	1,100.00	
EFT8872	21/01/2021	LO-GO APPOINTMENTS	CONTRACTING SERVICES HEAD GARDENER WEEK ENDING 09/01/2021	3,230.90	
EFT8873	21/01/2021	BORAL CONSTRUCTION MATERIALS GROUP LTD	COLD MIX AND EMULSION	919.60	
EFT8874	21/01/2021	MARNHAM'S MECHANICAL SERVICES	CHECK INTERMITTENT STEERING FAULT-REMOVE GOOSENECK COVERS AND TEST WIRING HARNESS' FROM ECM AND REPLACE HARNESS REG.Q240	3,205.56	
EFT8875	21/01/2021	SARAH CAPORN	PRIZES - SENIORS CHRISTMAS EVENT	236.83	
EFT8876	21/01/2021	PETER ROBERT YORK	UNIT 2 AKV REPAIR TAP WASHER IN SINK AND REPAIR GROUT IN KITCHEN AND UNIT 3 AKV REPLACE DOOR CLOSER AND SEAL	335.00	
EFT8877	21/01/2021	G J JONES PLUMBING	REPAIR LEAKING SOLAR HWS AT 14 REID STREET AND RETIC LEAK AT OVAL	1,216.66	
EFT8878	21/01/2021	BP ROADHOUSE QUAIRADING	CATERING FOR FIRE BRIGADE VOLUNTEERS DURING GREEN WASTE BURN	106.80	
EFT8879	21/01/2021	DIGGING DOCKER	REMOVE SOLENIOD PIT AT TOWN OVAL, RE-CONCRETE AND SUPPLY NEW LIDS	1,500.00	
EFT8880	21/01/2021	GREAT SOUTHERN FUEL SUPPLIES	1000L UNLEADED PETROL AND 5000L DIESEL	6,789.35	
EFT8881	21/01/2021	LG ASSIST	1X JOB VACANCY ADVERTISEMENT FOR HEAD GARDENER AND GENERAL HAND X2	660.00	
EFT8882	21/01/2021	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	DECEMBER 2020 BSL LEVY	358.86	FULLY
EFT8883	21/01/2021	SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS DECEMBER 2020 - RADIO ADVERTISING	88.00	
EFT8884	21/01/2021	ADVANCED TRAFFIC MANAGEMENT	17 DAYS @ 12HOURS PER DAY, 3 TRAFFIC CONTROLLERS AND 2 UTES - QUAIRADING-CUNDERDIN ROAD WORKS	17,431.98	PARTIAL
EFT8885	21/01/2021	CWB ELECTRICAL & A/C	MAINTENANCE AND REPAIRS: HALL, CARAVAN PARK, AKV, ADMIN, OVAL	1,447.32	
EFT8886	21/01/2021	NUTRIEN AG SOLUTIONS	FUSILADE FORTE 5L	379.50	
EFT8887	21/01/2021	DOWNER EDI WORKS PTY LTD	APPLY 14MM AND 10MM TWO COAT PRIMER SEAL QUAIRADING - CUNDERDIN ROAD. SLK 14.12 TO SLK 19.34. APPROXIMATELY 44,000M2	114,293.78	

EFT8888	21/01/2021	OEM GROUP PTY LTD	SERVICE AND REPAIR HP201S	859.98	
EFT8889	21/01/2021	BEVERLEY GAS AND PLUMBING	REPAIR AND FIT NEW COUPLING FOR OVAL PUMP AT PUMP SHED AT OVAL	250.80	
EFT8890	21/01/2021	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT RECOVERY	2,277.00	
EFT8891	21/01/2021	MD KAISER UDDIN	PRE-EMPLOYMENT MEDICAL	272.80	
EFT8892	21/01/2021	GREGORY BOYLE	BOND REFUND - PORTABLE TOILET	250.00	FULLY
EFT8893	21/01/2021	JESSICA GEORGE	BOND REFUND - COMMUNITY BUILDING	625.00	FULLY
EFT8894	21/01/2021	NORTHAM DISTRICT GLASS SERVICE	OBSCURE GLASS PANELS FOR TOWN HALL	55.00	
EFT8895	21/01/2021	CANNON HYGIENE AUSTRALIA	ANNUAL SANITARY SERVICE - 20/02/2021 TO 19/02/2022	437.48	
EFT8896	29/01/2021	QUAIRADING TYRE & BATTERY SUPPLIES	1 X 25" O RING 1 X STRIP, CLEAN AND REFIT LOADER TYRE	185.00	
EFT8897	29/01/2021	WA TREASURY CORPORATION	GOVERNMENT GUARANTEE FEE DECEMBER 2020 LOANS 115, 117, 118, 119	2,045.42	PARTIAL
EFT8898	29/01/2021	SURGICAL HOUSE	THERMOMETER PROBE COVERS GENIUS 2/3 (96)	28.71	
EFT8899	29/01/2021	HITACHI CONSTRUCTION MACHINERY	TRACK PADS	615.52	
EFT8900	29/01/2021	PERFECT COMPUTER SOLUTIONS PTY LTD	JANUARY 2021 COMPUTER SERVICES	212.50	
EFT8901	29/01/2021	GRAEME ASHLEY FARDON	AUSTRALIA DAY CUTLERY/CROCKERY	51.00	
EFT8902	29/01/2021	LAKE MEARS C/O GRANT MILLS	PURCHASE 4,500M3 GRAVEL @ \$1.826 FOR PANNELL ROAD RESHEETING	8,217.00	FULLY
EFT8903	29/01/2021	DON WOODCOCK	EMERGENCY REPAIR OF ELECTRIC GARAGE DOOR	110.00	
EFT8904	29/01/2021	BENT NAIL BUILDING & MAINTENANCE	LABOUR TO REMOVE OLD CARPET AND UNDERLAY; SCRAPE RESIDUE FROM FLOOR BOARDS; REMOVE STAPLES AND QUARTER ROUNDS; REPAIR DAMAGED FLOOR BOARDS; PLANE DOORWAYS PRIOR TO NEW CARPET INSTALLATION	1,775.14	FULLY
EFT8905	29/01/2021	SARAH CAPORN	SPRAY PAINT FOR AIR CON VENTS	25.00	
EFT8906	29/01/2021	PETER ROBERT YORK	REPAIR DOOR SEAL AT U2 GILLETT, CHAIR AT DOCTORS RESIDENCE AND TOILET ROLL HOLDER AT ADMIN BUILDING	145.00	
EFT8907	29/01/2021	QUICK CORPORATE	STATIONERY ORDER JAN 21	417.48	
EFT8908	29/01/2021	GREAT SOUTHERN FUEL SUPPLIES	5000 LTS OF DIESEL	5,794.47	
EFT8909	29/01/2021	MOORE AUSTRALIA AUDIT (WA)	AUDIT CERTIFICATION OF DEFERRED PENSIONER RATES FOR YR ENDING 30/06/20	550.00	
EFT8910	29/01/2021	QC ULTIMATE CLEAN	CARPET CLEANING OF 8 MURPHY ST	646.25	
EFT8911	29/01/2021	NORTH QUAIRADING CONTRACTORS PTY LTD	WET HIRE SEMI SIDE TIPPER GRAVEL CARTING	4,675.00	PARTIAL
EFT8912	29/01/2021	DAVES TREE SERVICE	TREE WORKS ON GOLDFIELDS ROAD - SLK 5.6 TO 6.09 AND 6.52 - 9.16 (TREE PRUNING).	10,054.00	PARTIAL
EFT8913	29/01/2021	BRITTANY HADLOW	REIMBURSEMENT - PERTH TRAINING COSTS	229.17	
EFT8914	29/01/2021	LORM PTY LTD T/AS SCORPION TRAINING SOLUTIONS	OHS REPRESENTATIVES 5 DAY COURSE FROM 18 - 22 JANUARY 2021	880.00	
EFT8915	29/01/2021	DOWNER EDI WORKS PTY LTD	RESEAL QUAIRADING-CUNDERDIN ROAD	206,780.92	PARTIAL
EFT8916	29/01/2021	BILL AND HELEN FRASER	BOND REFUND - TOWN HALL	875.00	FULLY
23784	07/01/2021	TELSTRA	MOBILE USAGE & CHARGES TO 15 DEC 20	616.30	
23785	07/01/2021	SYNERGY	POWER USAGE & CHARGES 12/11 TO 09/12/2020	517.00	
23786	07/01/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	500.00	FULLY
23787	11/01/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	300.00	FULLY
23788	13/01/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	700.00	FULLY
23789	20/01/2021	TELSTRA	PHONE USAGE AND CHARGES TO 19/12/2020	1,756.53	
23790	20/01/2021	SYNERGY	POWER USAGE AND CHARGES 13/11/2020-10/12/2020	13,310.85	
23791	20/01/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	500.00	FULLY
23792	28/01/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	500.00	FULLY
23793	29/01/2021	SYNERGY	POWER USAGE AND CHARGES 10/12/20 TO 12/01/2021	613.12	
				582,781.14	

TRANSPORT TAKINGS FOR THE MONTH ENDING		
JANUARY 2021		Attachment 9.1.2
DATE	DESCRIPTION	AMOUNT \$
04.1.2021	TRANSPORT TAKINGS	1657.35
05.1.2021	TRANSPORT TAKINGS	1217.7
06.1.2021	TRANSPORT TAKINGS	13,699.90
07.1.2021	TRANSPORT TAKINGS	807.65
08.1.2021	TRANSPORT TAKINGS	100.70
11.1.2021	TRANSPORT TAKINGS	769.35
12.1.2021	TRANSPORT TAKINGS	1,072.70
13.1.2021	TRANSPORT TAKINGS	931.65
14.1.2021	TRANSPORT TAKINGS	1,046.55
15.1.2021	TRANSPORT TAKINGS	2,091.60
18.1.2021	TRANSPORT TAKINGS	1,066.65
19.1.2021	TRANSPORT TAKINGS	1,551.65
20.1.2021	TRANSPORT TAKINGS	128.25
21.1.2021	TRANSPORT TAKINGS	1,042.45
22.1.2021	TRANSPORT TAKINGS	2,635.80
25.1.2021	TRANSPORT TAKINGS	134.75
27.1.2021	TRANSPORT TAKINGS	1,027.05
		30,981.75
JANUARY TAKINGS INTO FEBRUARY		
28.1.2021	TRANSPORT TAKINGS	34,229.90
29.1.2021	TRANSPORT TAKINGS	1,154.30
	AMOUNTS YET TO BE DRAWN	35,384.20
		66,365.95



Summary of Billing Account Transactions		
Date of Transaction	Description	Debits/Credits
24 DEC	Payments AUTOMATIC PAYMENT	
	Sub Total:	1,667.36 - 1,667.36 -
	Grand Total:	1,667.36 -

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

No transactions

[Signature]
Graeme Fordon
CEO 3/2/2021.

[Signature]
18/02/2021



S000303 / M000072 / 360 / CNTVPCPT

9.4 Financial Information–Statements of Income and Expenditure for the Period Ending – 31st January 2021

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

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council receive the Monthly Financial Statements for the period ending 31st January 2021.

CARRIED ____ / ____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Monthly Financial Statements for the period ending 31st January 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 31st March 2005 and effective from the 1st July 2005, have repealed the existing regulations (34 and 35) relating to monthly and quarterly / triannual financial reports.

They 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 January 2021

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

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2021**

KEY INFORMATION

Items of Significance

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

	% Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance (Under)/Over
Capital Expenditure					
Land & Buildings					
Caretaker Cottage	4.01%	227,560	41,620	9,122	(32,498)
Town Hall Building Upgrades	46.47%	177,770	500	82,613	82,113
Industrial Lots Phase 1	11.53%	200,000	87,500	23,062	(64,438)
Plant & Equipment					
Grader	0.00%	380,000	380,000	-	(380,000)
Infrastructure - Roads					
Heal Street Parking	1.46%	170,000	170,000	2,477	(167,523)
AKV Road Upgrade	1.78%	139,500	66,500	2,477	(64,023)
Goldfields Road Reconstruction	9.03%	444,870	125,590	40,177	(85,413)
Old Beverley East Road	4.54%	373,742	23,790	16,981	(6,809)
Quairading-Cunderdin WSN	66.96%	1,325,852	1,325,852	887,827	(438,025)
Badjaling Nth Road Resheeting	13.37%	204,120	8,497	27,290	18,793
Pannell Road Resheeting	5.70%	131,150	1,500	7,470	5,970
Other Infrastructure					
Oval Floodlights	91.32%	123,150	123,150	112,466	(10,684)
Community Park	1.70%	620,000	4,320	10,531	6,211
Operational					
Medical Practice Expense	54.97%	206,737	120,597	113,651	(6,946)
Roads Maintenance	53.87%	615,908	359,279	331,807	(27,472)

% Compares current ytd actuals to annual budget

Financial Position	* Note	Prior Year 1 February 2020	Current Year 31 January 2021
Adjusted Net Current Assets	291%	\$ 925,165	\$ 2,687,610
Cash and Equivalent - Unrestricted	263%	\$ 928,571	\$ 2,443,244
Cash and Equivalent - Restricted	132%	\$ 2,691,245	\$ 3,554,291
Receivables - Rates	114%	\$ 292,036	\$ 334,370
Receivables - Other	491%	\$ 122,514	\$ 601,919
Payables	260%	\$ 242,129	\$ 629,763

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2021**

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 15th February 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.

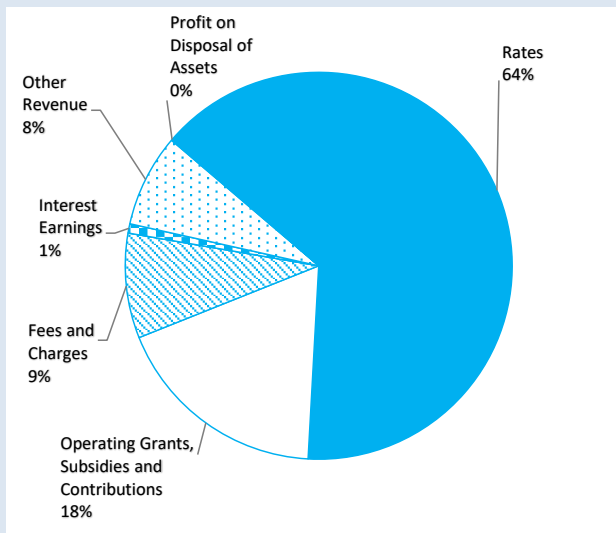
ROUNDING OFF FIGURES

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

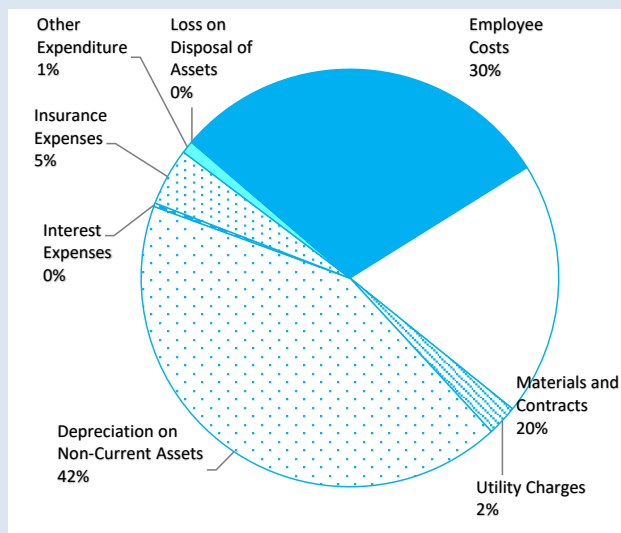
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2021**

SUMMARY GRAPHS

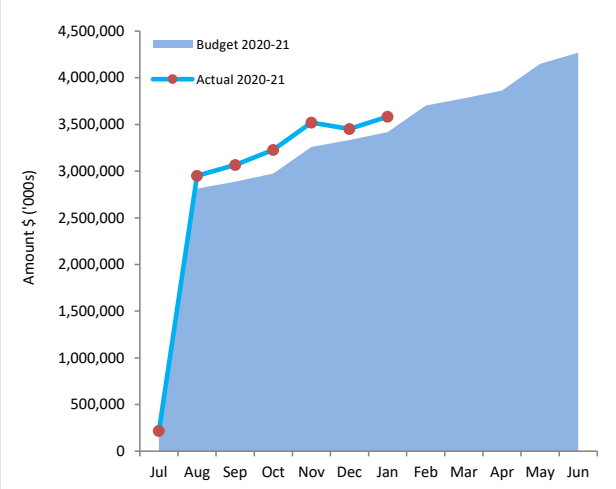
OPERATING REVENUE



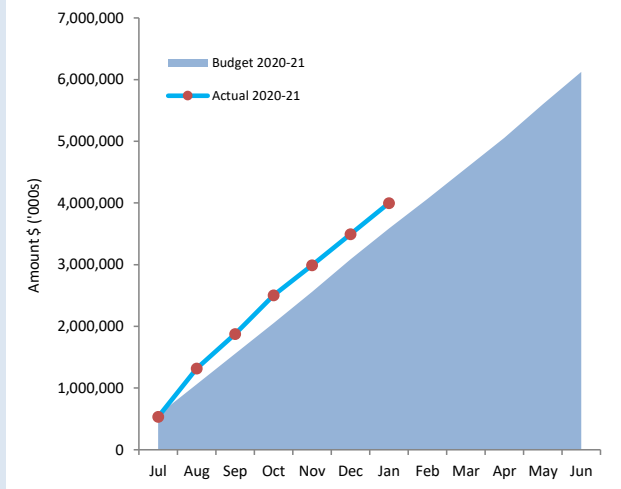
OPERATING EXPENSES



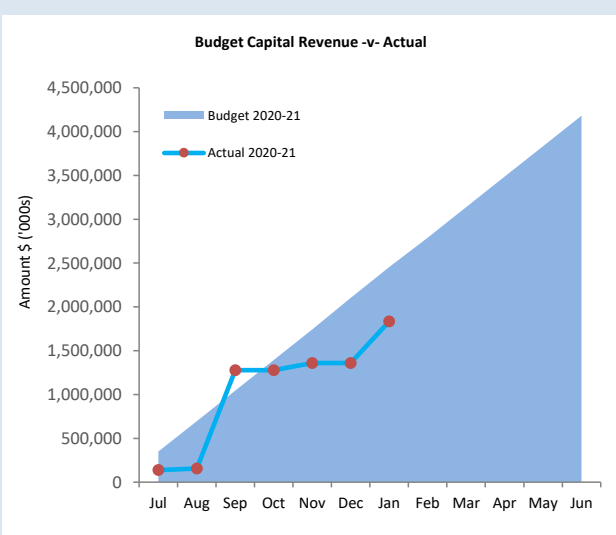
Budget Operating Revenues -v- Actual



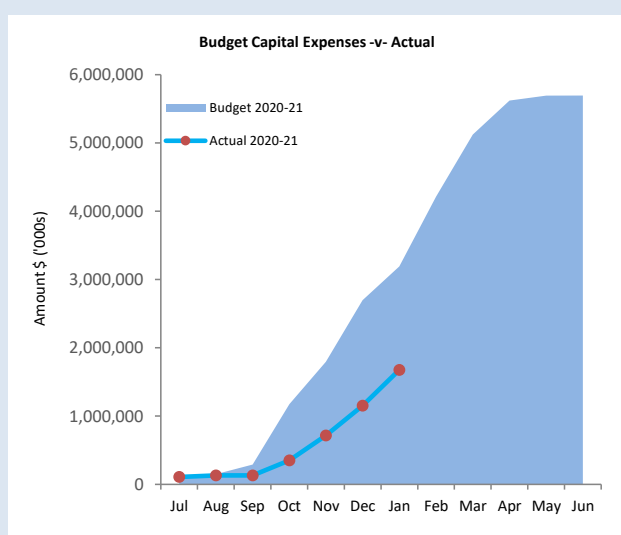
Budget Operating Expenses -v- YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



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

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

STATUTORY REPORTING PROGRAMS

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

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

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

STATUTORY REPORTING PROGRAMS

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	1(b)	1,836,054	1,836,054	1,749,307	(86,747)	(5%)	
Revenue from operating activities							
Governance		3,300	1,925	6,151	4,226	220%	
General Purpose Funding - Rates	5	2,311,004	2,306,231	2,310,624	4,393	0%	
General Purpose Funding - Other		897,614	455,398	461,155	5,757	1%	
Law, Order and Public Safety		218,797	135,544	184,063	48,519	36%	▲
Health		10,879	6,346	11,236	4,890	77%	
Education and Welfare		61,708	35,995	48,499	12,504	35%	▲
Housing		106,108	61,895	56,840	(5,055)	(8%)	
Community Amenities		174,554	101,826	98,894	(2,932)	(3%)	
Recreation and Culture		28,346	16,532	20,464	3,932	24%	
Transport		202,471	149,207	147,573	(1,634)	(1%)	
Economic Services		207,170	120,847	172,662	51,815	43%	▲
Other Property and Services		46,272	26,985	64,922	37,937	141%	▲
		4,268,223	3,418,731	3,583,083	164,352	5%	
Expenditure from operating activities							
Governance		(753,037)	(435,520)	(365,745)	69,775	16%	▲
General Purpose Funding		(82,738)	(38,172)	(46,840)	(8,668)	(23%)	
Law, Order and Public Safety		(382,689)	(223,233)	(190,681)	32,552	15%	▲
Health		(315,980)	(184,322)	(168,274)	16,048	9%	
Education and Welfare		(222,620)	(132,196)	(106,848)	25,348	19%	▲
Housing		(162,773)	(94,953)	(74,128)	20,825	22%	▲
Community Amenities		(522,815)	(304,976)	(263,252)	41,724	14%	▲
Recreation and Culture		(945,540)	(563,435)	(572,652)	(9,217)	(2%)	
Transport		(2,034,818)	(1,176,412)	(1,641,160)	(464,748)	(40%)	▼
Economic Services		(693,177)	(404,137)	(334,218)	69,919	17%	▲
Other Property and Services		(51,117)	(28,107)	(235,534)	(207,427)	(738%)	▼
		(6,167,304)	(3,585,463)	(3,999,332)	(413,869)	(12%)	▼
Operating activities excluded from budget							
Add Back Depreciation		1,982,450	165,204	1,696,869	1,531,665	927%	▲
Adjust (Profit)/Loss on Asset Disposal	6	(19,889)	(1,657)	(1,136)	521	(31%)	
Adjust Provisions and Accruals		(65,901)	(5,492)	825	6,317	(115%)	
Amount attributable to operating activities		(2,421)	(8,677)	1,280,309	1,288,986	14855%	
Investing Activities							
Non-operating Grants, Subsidies and Contributions		3,923,765	2,288,863	1,753,226	(535,637)	(23%)	▼
Proceeds from Disposal of Assets	6	281,864	164,421	80,259	(84,162)	(51%)	▼
Capital Acquisitions	7	(5,740,920)	(3,191,723)	(1,677,581)	1,514,143	47%	▲
Amount attributable to investing activities		(1,535,291)	(738,440)	155,904	894,344	121%	▲
Financing Activities							
Proceeds from New Debentures		0	0	0	0		
Principal lease payments		(5,069)	(2,957)	(5,040)			
Self-Supporting Loan Principal		37,393	21,813	18,416	(3,397)	(16%)	
Transfer from Reserves	9	711,777	415,203	0	(415,203)	(100%)	▼
Repayment of Debentures	8	(98,717)	(57,585)	(48,726)	8,859	15%	
Transfer to Reserves	9	(875,000)	(510,417)	(462,560)	47,857	9%	
Amount attributable to financing activities		(229,616)	(133,943)	(497,910)	(361,884)	(272%)	
Closing Funding Surplus(Deficit)	1(b)	68,726	954,995	2,687,610	1,734,699	(181%)	

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 JANUARY 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 JANUARY 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.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1(b)	1,836,054	1,836,054	1,749,307	(86,747)	(5%)	
Revenue from operating activities							
Rates	5	2,311,004	2,306,231	2,310,624	4,393	0%	
Operating Grants, Subsidies and Contributions		1,094,526	633,527	647,447	13,920	2%	
Fees and Charges		441,089	258,009	314,112	56,102	22%	▲
Interest Earnings		49,400	31,572	27,830	(3,742)	(12%)	
Other Revenue		327,273	189,391	277,698	88,307	47%	▲
Profit on Disposal of Assets	6	44,931	0	5,372	5,372		
		4,268,223	3,418,731	3,583,083	164,353	5%	
Expenditure from operating activities							
Employee Costs		(2,249,742)	(1,312,346)	(1,188,923)	123,423	9%	
Materials and Contracts		(1,407,423)	(814,914)	(786,569)	28,345	3%	
Utility Charges		(229,080)	(133,630)	(94,606)	39,024	29%	▲
Depreciation on Non-Current Assets		(1,982,450)	(1,156,429)	(1,696,869)	(540,440)	(47%)	▼
Interest Expenses		(20,191)	(8,362)	(10,843)	(2,481)	(30%)	
Insurance Expenses		(178,523)	(104,139)	(178,450)	(74,311)	(71%)	▼
Other Expenditure		(74,853)	(55,643)	(38,836)	16,807	30%	▲
Loss on Disposal of Assets	6	(25,042)	0	(4,236)	(4,236)		
		(6,167,304)	(3,585,463)	(3,999,332)	(413,870)	12%	
Operating activities excluded from budget							
Add back Depreciation		1,982,450	165,204	1,696,869	1,531,665	927%	▲
Adjust (Profit)/Loss on Asset Disposal	6	(19,889)	(1,657)	(1,136)	521	(31%)	
Adjust Provisions and Accruals		(65,901)	(5,492)	825	6,317	(115%)	
Amount attributable to operating activities		(2,421)	(8,677)	1,280,309	1,288,986	(14855%)	
Investing activities							
Non-operating grants, subsidies and contributions		3,923,765	2,288,863	1,753,226	(535,637)	(23%)	▼
Proceeds from Disposal of Assets	6	281,864	164,421	80,259	(84,162)	(51%)	▼
Capital acquisitions	7	(5,740,920)	(3,191,723)	(1,677,581)	1,514,143	47%	▲
Amount attributable to investing activities		(1,535,291)	(738,440)	155,904	894,344	(121%)	
Financing Activities							
Principal lease payments		(5,069)	(2,957)	(5,040)			
Self-Supporting Loan Principal		37,393	21,813	18,416	(3,397)	(16%)	
Transfer from Reserves	9	711,777	415,203	0	(415,203)	(100%)	▼
Repayment of Debentures	8	(98,717)	(57,585)	(48,726)	8,859	15%	
Transfer to Reserves	9	(875,000)	(510,417)	(462,560)	47,857	9%	
Amount attributable to financing activities		(229,616)	(133,943)	(497,910)	(361,884)	272%	
Closing Funding Surplus (Deficit)	1(b)	68,726	954,995	2,687,610	1,734,699	181%	

KEY INFORMATION

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

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

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

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

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

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

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

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

PROVISIONS

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

INVENTORIES

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

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

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

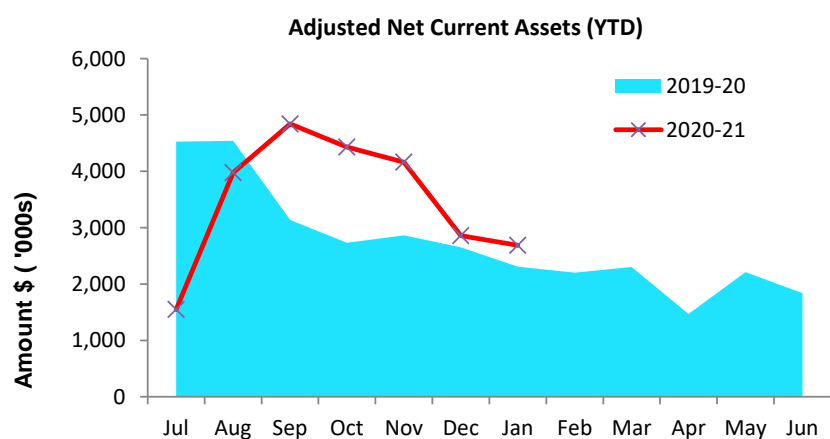
	Ref Note	Last Years Closing 30 June 2020	This Time Last Year 01 Feb 2020	Year to Date Actual 31 Jan 2021
Adjusted Net Current Assets		\$	\$	\$
Current Assets				
Cash Unrestricted	3	1,437,180	928,571	2,443,244
Cash Restricted	3	3,646,796	2,691,245	3,554,291
Receivables - Rates	4	233,550	292,036	334,370
Receivables - Other	4	20,244	122,514	601,919
Expected Credit Loss Allowance	4	(12,262)	0	(12,262)
Financial Assets		37,130	0	0
Prepaid Expenses		18,663	0	4,354
Interest / ATO Receivable		29,928	44,638	65,546
Inventories		4,275	(27,245)	9,844
		5,415,504	4,051,759	7,001,306
Less: Current Liabilities				
Payables		(412,022)	(242,129)	(629,763)
Provisions - employee		(336,197)	(393,660)	(336,198)
Long term borrowings		(98,154)	(30,417)	(49,429)
		(846,373)	(666,206)	(1,015,390)
Unadjusted Net Current Assets		4,569,131	3,385,553	5,985,916
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(3,091,734)	(2,691,245)	(3,554,291)
Less: Loans receivable		(37,130)	0	0
Add: Lease Liabilities		5,155		
Add: Provisions - employee		205,731	200,440	206,556
Add: Long term borrowings		98,154	30,417	49,429
Adjusted Net Current Assets		1,749,307	925,165	2,687,610

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD

Surplus(Deficit)

\$2.69 M

Last Year YTD

Surplus(Deficit)

\$.93 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 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
	\$	%			
Revenue from operating activities					
Law, Order and Public Safety	48,519	36%	▲	Timing	Timing of DFES Grants and CESM Income
Education and Welfare	12,504	35%	▲	Timing	Profit on Sale of Asset and Timing of various Grants and Contributions.
Economic Services	51,815	43%	▲	Timing	Timing of Skeleton Weed Reimbursement and Caravan Park and Cabins income higher than year to date budget.
Other Property and Services	37,937	141%	▲	Permanent	Miscellaneous Materials, Private Works and Parental Leave reimbursement
Expenditure from operating activities					
Governance	69,775	16%	▲	Timing	Administration Allocated and Council Other Expenses Timing
Law, Order and Public Safety	32,552	15%	▲	Timing	Timing of CESM operating expenses and Adverse Event Plan
Education and Welfare	25,348	19%	▲	Timing	Timing of Independent Living Concept and AKV maintenance
Housing	20,825	22%	▲	Timing	Timing of Housing Allocated and timing of works on other Housing
Community Amenities	41,724	14%	▲	Timing	Administration Allocated and Timing of Town Planning and Badjalung Drain Engineering Advice
Transport	(464,748)	(40%)	▼	Permanent	Depreciation reduced by the Timing of Road and Bridge Maintenance
Economic Services	69,919	17%	▲	Timing	Timing of Skeleton Weed expenses, Tourism Strategy, Caravan Park and Standpipes.
Other Property and Services	(207,427)	(738%)	▼	Timing	Payout of Leave, Parental Leave payments, Plants Costs, PWO Allocation lower than budgeted
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(535,637)	(23%)	▼	Timing	Timing of Grants
Proceeds from Disposal of Assets	(84,162)	(51%)	▼	Timing	Timing of Disposal of Assets
Capital Acquisitions	1,514,143	47%	▲	Timing	Timing of Capital Works

KEY INFORMATION

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

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

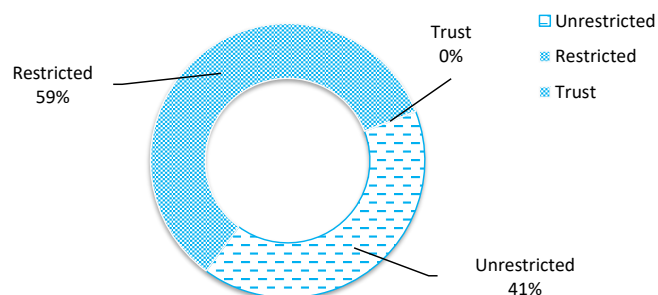
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	650			650			
At Call Deposits							
Municipal Fund	1,111,726			1,111,726	Westpac		
Medical Centre	501			501	Westpac		
Child Care Centre	20,354			20,354	Westpac		
Municipal On Call	720,000			720,000	Westpac	0.01%	
Reserve Fund On Call		54,538		54,538	Westpac	0.01%	
Trust Fund			0	0	Westpac		
Term Deposits							
Municipal Investment - Term Deposit	307,590			307,590	Westpac	0.20%	05-Mar-21
Municipal Investment - Term Deposit	304,131			304,131	Westpac	0.32%	03-Mar-21
Reserve Investment - Term Deposit		936,851		936,851	Westpac	0.32%	03-Mar-21
Reserve Investment - Term Deposit		982,317		982,317	Westpac	0.31%	12-Apr-21
Reserve Investment - Term Deposit		620,057		620,057	Westpac	0.37%	22-Feb-21
Reserve Investment - Term Deposit		960,528		960,528	Westpac	0.31%	23-Mar-20
Total	2,464,952	3,554,291	0	6,019,243			

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

\$6.02 M

Unrestricted

\$2.46 M

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

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates Receivable	30 June 2020	31 Jan 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)	(2,385,796)
Equals Current Outstanding	231,667	334,370
Net Rates Collectable	231,667	334,370
% Collected	100.23%	95.87%

KEY INFORMATION

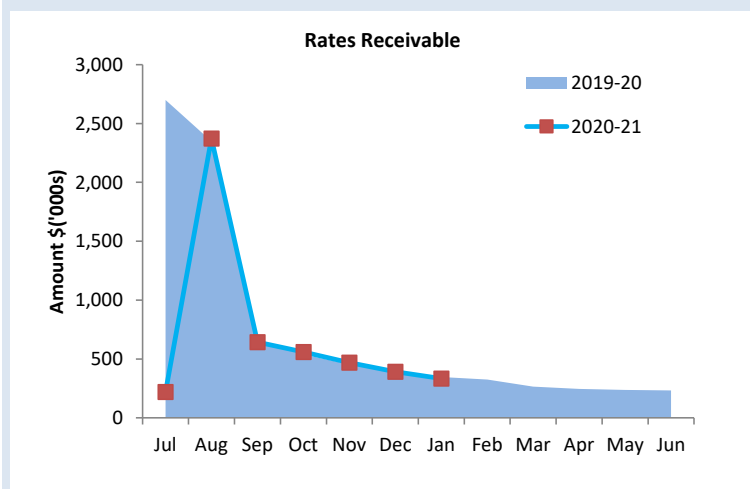
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	642,038	2,466	4,341	6,358	655,203
Percentage	98%	0%	1%	1%	
Balance per Trial Balance					
Sundry debtors					596,689
Loss Allowance					(12,262)
GST receivable					65,546
Pensioner Rebates					5,230
Total Receivables General Outstanding					655,203

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.

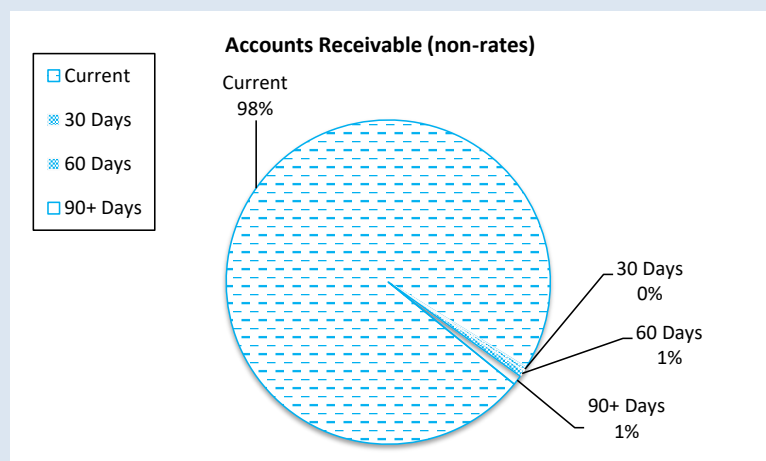


Collected

96%

Rates Due

\$334,370



Debtors Due

\$655,203

Over 30 Days

2%

Over 90 Days

1%

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

**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

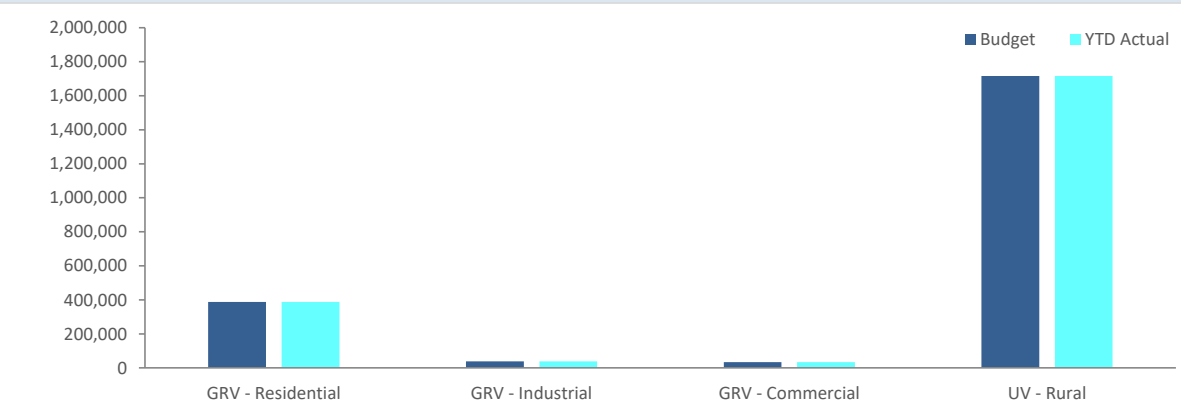
General Rate Revenue

RATE TYPE	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 \$
Differential General Rate											
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	(359)		1,818,470
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
Sub-Totals		805	158,783,788	2,299,548	0	0	2,299,548	2,299,549	(359)	0	2,299,190
Write Offs							(700)				(722)
Amount from General Rates							2,298,848	2,299,549			2,298,468
Ex-Gratia Rates							12,156	12,156			12,156
Total General Rates							2,311,004	2,311,705			2,310,624

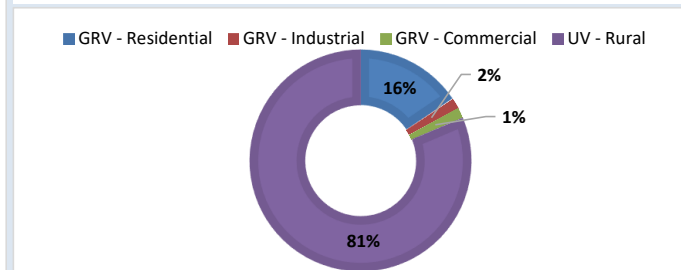
SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



General Rates		
Budget	YTD Actual	%
\$2.3 M	\$2.3 M	100%

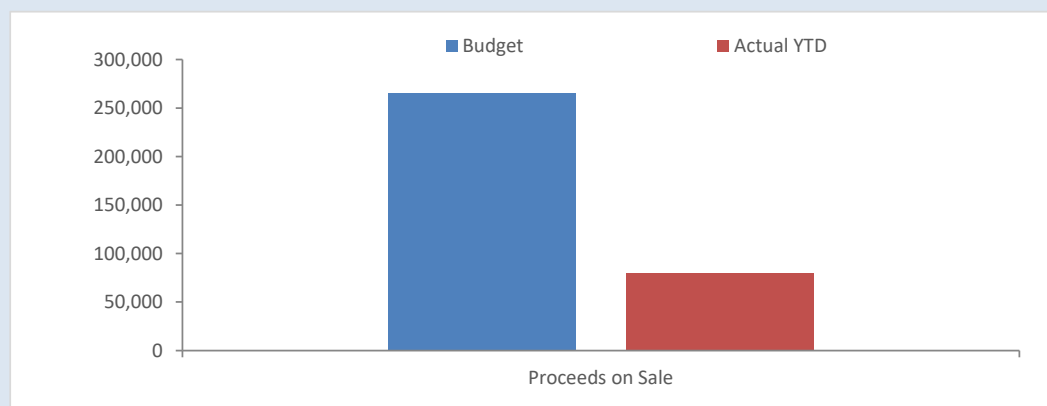


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021**

**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					
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	
	245,611	265,500	44,931	(25,042)	79,122	80,259	5,372	4,236

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$265,500	\$80,259	30%

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

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

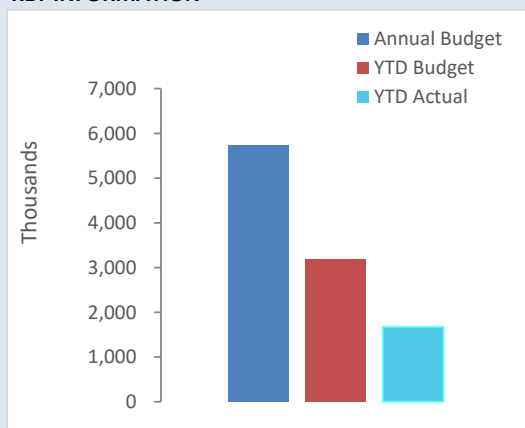
Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land	200,000	87,500	23,062	(64,438)
Buildings	693,319	231,434	121,524	(109,910)
Plant & Equipment	605,080	570,080	114,232	(455,848)
Furniture & Equipment	38,610	38,610	11,299	(27,311)
Infrastructure - Roads	3,071,701	1,806,940	1,130,254	(676,686)
Infrastructure - Footpaths	90,000	85,000	1,820	0
Infrastructure - Other	1,042,210	372,159	275,390	(96,770)
Capital Expenditure Totals	5,740,920	3,191,723	1,677,581	(1,430,963)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	3,923,765	2,288,863	1,753,226	(535,637)
Borrowings	0	150,000	0	(150,000)
Other (Disposals & C/Fwd)	281,864	164,421	80,259	(84,162)
Cash Backed Reserves				
Plant Reserve	0	0	0	0
Swimming Pool Reserve	0	0	0	0
Building Reserve	350,500	100,000	0	(100,000)
Health Reserve	200,000	0	0	0
Road Infrastructure Reserve	0	0	0	0
Contribution - operations	984,791	488,440	(155,904)	(644,344)
Capital Funding Total	5,740,920	3,191,723	1,677,581	(1,514,143)

SIGNIFICANT ACCOUNTING POLICIES

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

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




















































KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$5.74 M	\$1.68 M	29%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$3.92 M	\$1.75 M	45%

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

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion		Amended				Variance (Under)/Over
		Account Number	Annual Budget	YTD Budget	YTD Actual	
	Capital Expenditure					
	Land					
12%	 Industrial Lots Phase 1	2601	200,000	87,500	23,062	(64,438)
12%	 Total		200,000	87,500	23,062	(64,438)
	Buildings					
0%	 Caravan Park Units	9596	106,300	64,780	142	(64,638)
4%	 Caretaker Cottage	9597	227,560	41,620	9,122	(32,498)
6%	 Youth Centre Upgrades	9576	78,780	78,780	4,741	(74,039)
46%	 Town Hall Building Upgrades	9531	177,770	500	82,613	82,113
1%	 Arthur Kelly Roofing	9537	78,520	21,365	790	(20,575)
99%	 Caravan Park Cabins Safety Works	9546	18,270	18,270	17,998	(272)
100%	 Caravan Park Cabins Cabins Rentention Payment	9546	6,119	6,119	6,119	0
18%	 Total		693,319	231,434	121,524	(109,910)
	Plant & Equipment					
91%	 CEO Vehicle	9000	50,000	50,000	45,300	(4,700)
99%	 EMWS Vehicle	9702	45,000	45,000	44,542	(458)
0%	 Grader	9007	380,000	380,000	-	(380,000)
0%	 Second Hand Loader	9703	35,000	-	-	-
0%	 Cherry Picker	9755	60,000	60,000	-	(60,000)
0%	 Slasher	9756	11,000	11,000	-	(11,000)
101%	 Hospital Auxillary Vehicle	9738	24,080	24,080	24,390	310
19%	 Total		605,080	570,080	114,232	(455,848)
	Furniture & Equipment					
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%	 Total		38,610	38,610	11,299	(27,311)
	Infrastructure - Roads					
1%	 Heal Street Parking	C196	170,000	170,000	2,477	(167,523)
0%	 The Groves Access	C190	38,406	-	-	-
2%	 AKV Road Upgrade	C195	139,500	66,500	2,477	(64,023)
75%	 Balkuling North Road Resealing	C194	83,711	83,711	63,185	(20,526)
9%	 Goldfields Road Reconstruction	C167	444,870	125,590	40,177	(85,413)
101%	 Goldfields Road Reseal	1C167	78,750	-	79,150	79,150
0%	 Mount Stirling Road Reseal	T012	27,900	-	-	-
5%	 Old Beverley East Road	C006	373,742	23,790	16,981	(6,809)
0%	 Quairading-Cunderdin WSNF Stg 2 Design	WSFN3	25,000	-	-	-
67%	 Quairading-Cunderdin WSNF	WSFN2	1,325,852	1,325,852	887,827	(438,025)
11%	 Stacey Bus Road Resheeting	C191	28,700	1,500	3,222	1,722
13%	 Badjaling Nth Road Resheeting	C192	204,120	8,497	27,290	18,793
6%	 Pannell Road Resheeting	C193	131,150	1,500	7,470	5,970
37%	 Total		3,071,701	1,806,940	1,130,254	(676,686)
	Infrastructure - Footpaths					
2%	 McLennan Street	F002	90,000	85,000	1,820	(83,180)
2%	 Total		90,000	85,000	1,820	-
	Infrastructure - Other					
105%	 Hockey Oval Lighting	9839	77,520	75,000	81,510	6,510
68%	 Swimming Pool Solar System	9840	42,520	45,040	29,126	(15,914)
91%	 Oval Floodlights	9837	123,150	123,150	112,466	(10,684)
2%	 Community Park	9838	620,000	4,320	10,531	6,211
0%	 Shire Hall - Lighting Upgrade	9531	23,000	23,000	-	(23,000)
56%	 Boundary Signage	9598	10,500	10,500	5,847	(4,653)
0%	 Generator - Parker House	9590	10,000	10,000	-	(10,000)
104%	 Shade Sail Pool	9553	18,000	18,000	18,757	757
25%	 Sub Meters	9554	10,000	10,000	2,500	(7,500)
0%	 Hall Car Park Design	9829	10,000	10,000	-	(10,000)
94%	 Pool Blankets	9841	12,500	12,500	11,788	(712)
3%	 Airstrip	9820	85,020	30,649	2,865	(27,784)
26%	 Total		1,042,210	372,159	275,390	(96,770)
29%	 Total		5,740,920	3,191,723	1,677,581	(1,430,963)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport									
Loan 118 - Depot Building	388,767			23,271	46,896	365,496	341,871	7,261	15,292
Economic Services									
Loan 119 - Park Cottages	143,014			7,038	14,128	135,976	128,886	1,547	2,178
	531,781	0	0	30,309	61,024	501,472	470,757	8,808	17,470
Self supporting loans									
Recreation and Culture									
Loan 115 - Bowling Club	44,177			17,601	36,046	26,576	8,131	1,744	2,324
Loan 117 - Golf Club	4,899			816	1,647	4,083	3,252	291	257
	49,076	0	0	18,417	37,693	30,659	11,383	2,035	2,581
Total	580,857	0	0	48,726	98,717	532,131	482,140	10,843	20,051

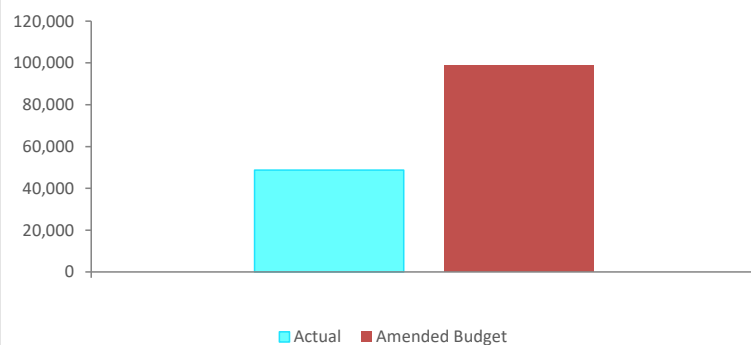
SIGNIFICANT ACCOUNTING POLICIES

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

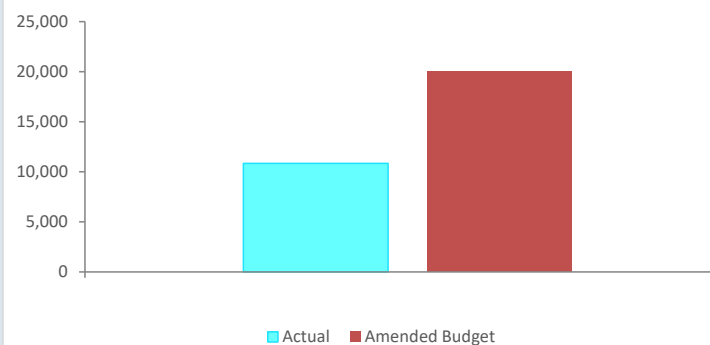
KEY INFORMATION

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

Borrowings - Principal Repaid



Borrowings - Interest Paid



Principal Repaid

\$48,726

Interest Expense

\$10,843

Loans Outstanding

\$0.53 M

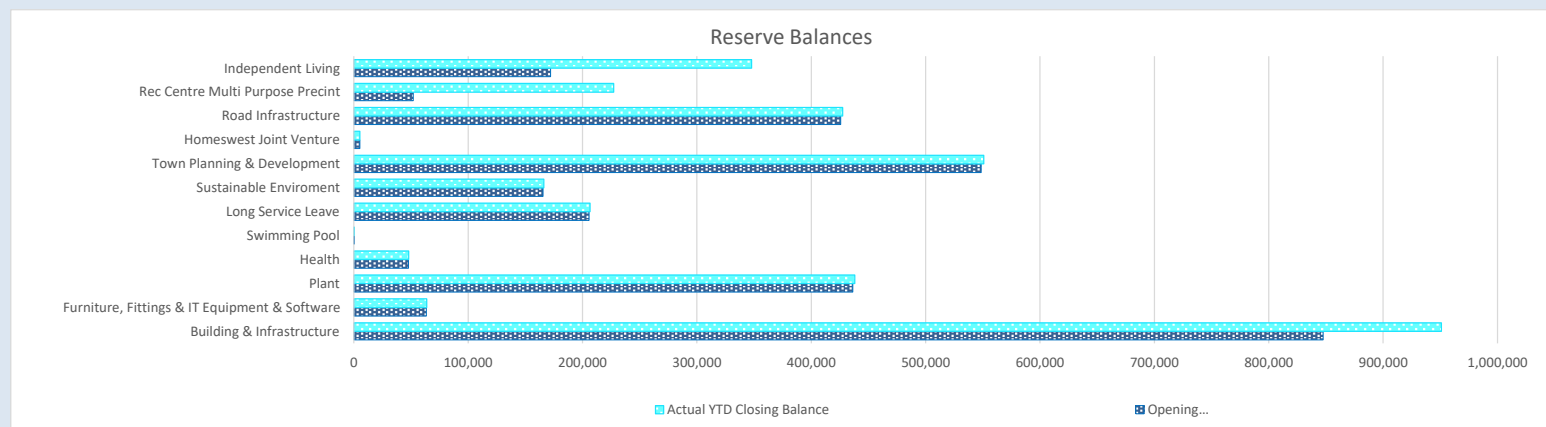
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021**

**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	3,436	100,000	100,000	(350,500)		603,935	950,977
Furniture, Fittings & IT Equipment & Software	63,451	516	254	50,000				113,967	63,705
Plant	436,314	3,501	1,749	350,000				789,815	438,063
Health	47,871	389	192					48,260	48,063
Swimming Pool	262	2	1					264	263
Long Service Leave	205,731	1,672	825			(40,527)		166,876	206,556
Sustainable Environment	165,520	1,345	663					166,865	166,183
Town Planning & Development	548,624	4,406	2,199			(200,000)		353,030	550,823
Homeswest Joint Venture	5,238	43	21					5,281	5,259
Road Infrastructure	425,771	3,448	1,706			(120,750)		308,469	427,477
Rec Centre Multi Purpose Precint	51,986	423	273		175,000			52,409	227,259
Building Renewal	121,416	977	487	175,000				297,393	121,903
Independent Living	172,006	1,384	754	175,000	175,000			348,390	347,760
	3,091,731	25,000	12,560	850,000	450,000	(711,777)	0	3,254,954	3,554,291

KEY INFORMATION



Interest Earned

\$12,560

Reserves Bal

\$3.55 M

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

NOTE 10
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	Amended			Variance (Under)/Over
	Annual Budget	YTD Budget	YTD Actual	
Operating grants, subsidies and contributions				
Federal Assistance Grants	842,014	421,007	427,373	6,366
MRWA Direct Road Grant	137,540	137,540	137,540	0
NRM Grant	17,020	9,928	0	(9,928)
Adverse Event Plan (Community Drought)	15,000	8,750	0	(8,750)
Fire Prevention Grants	47,480	35,610	52,649	17,039
Staff Contributions to Vehicle	17,472	10,192	6,923	(3,269)
Medical Practice Grants and Contributions	10,000	5,833	10,400	4,567
Youth Centre Grants	8,000	4,667	8,348	3,681
Australia Day Grant	0	0	1,100	1,100
Childcare Centre Grants	0	0	3,114	3,114
Operating grants, subsidies and contributions Total	1,094,526	633,527	647,447	13,920
Non-operating grants, subsidies and contributions				
Roads to Recovery/ MRWA Regional Road Group	700,336	408,529	137,524	-271,005
WA Freight Network	1,241,949	724,470	978,506	254,036
Community Roads and Infrastructure	393,970	229,816	165,158	-64,658
Community Drought Funding	981,500	572,542	454,545	-117,997
DFES Capital Grant	27,310	15,931	0	-15,931
Community Park Grants and Contributions	525,000	306,250	0	-306,250
Shire Lighting Upgrade Contribution	7,500	4,375	0	-4,375
Regional Airports Development Scheme	38,484	22,449	17,493	-4,956
Hospital Auxillary Vehicle	7,716	4,501	0	-4,501
Non-operating grants, subsidies and contributions Total	3,923,765	2,288,863	1,753,226	-535,637
Grand Total	5,018,291	2,922,390	2,400,673	(521,717)

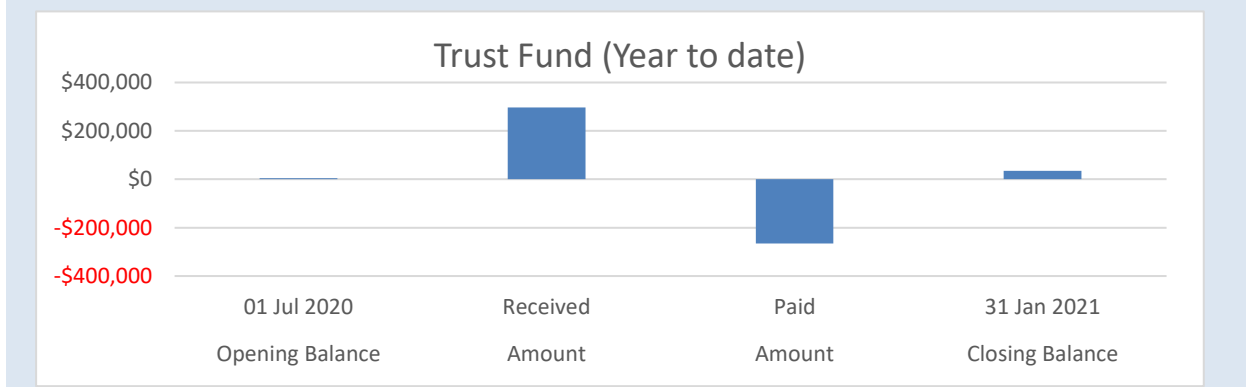
KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 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 Jan 2021
Department of Transport	\$3,899	\$297,417	-\$265,932	\$35,384
	\$3,899	\$297,417	-\$265,932	\$35,384



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

**NOTE 12
BUDGET AMENDMENTS**

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

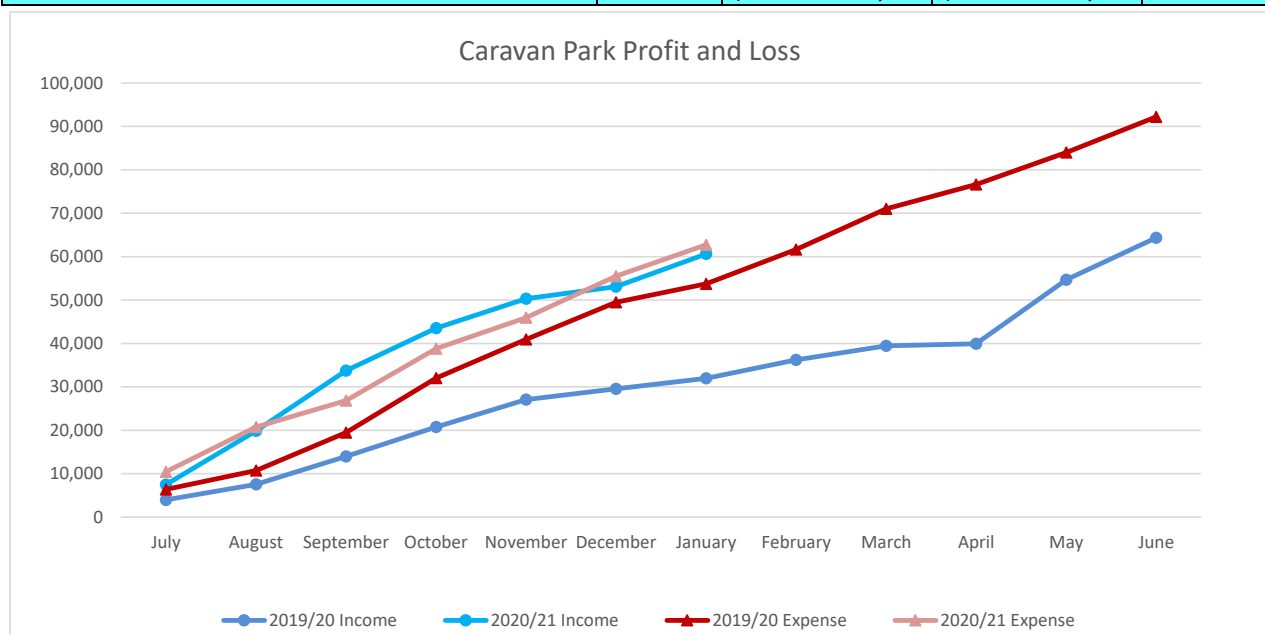
GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Opening Surplus				128,145
	Caravan Park Cabins Retention	19-20/21	Capital Expenses			6,119	122,026
	Purchase 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
	Permanent Changes			0	24,080	83,499	68,726

KEY INFORMATION

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

**NOTE 13
CARAVAN PARK**

Caravan Park Profit and Loss	YTD Bookings/ Stays	YTD Actual	Current Budget	VAR %
INCOME				
Caravan Park Charges	417	\$27,131	\$36,000	75%
Cottage Charges	22	\$3,941	\$3,000	131%
Cabins Charges	116	\$29,532	\$42,000	70%
TOTAL INCOME	555	\$60,604	\$81,000	75%
EXPENDITURE		YTD Actual	Current Budget	VAR %
Caravan Park				
Wages inc O/H		\$25,101	\$63,668	39%
Materials & Insurance		\$8,905	\$7,691	116%
Utilities		\$4,993	\$13,000	38%
Caravan Park Total		\$38,999	\$84,359	46%
Cottage				
Wages inc O/H		\$3,768	\$2,964	127%
Materials & Insurance		\$1,526	\$2,507	61%
Utilities		\$723	\$1,500	48%
Cottage Total		\$6,017	\$6,971	86%
Cabins				
Wages inc O/H		\$12,238	\$45,314	27%
Materials & Insurance		\$3,295	\$9,000	37%
Utilities		\$2,168	\$7,032	31%
Cabins Total		\$17,701	\$61,346	29%
TOTAL EXPENDITURE		\$ 62,717	\$ 152,676	41%
Income		\$ 60,604	\$ 81,000	75%
Expenses		\$ 62,717	\$ 152,676	41%
		-\$ 2,113	-\$ 71,676	3%



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

**NOTE 14
RATIO'S**

	2021	This Time	2019	2018	2017	Target
	YTD	Last Year				Range
Current Ratio	4.26	7.52	6.00	0.93	1.29	≥1.00
Debt Service Cover Ratio	10.87	21.81	19.61	16.98	41.90	≥ 15.0
Operating Surplus Ratio	(0.14)	0.03	0.01	(0.24)	(0.43)	≥0.15
Own Source Revenue Coverage Ratio	0.74	0.98	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	$\frac{\text{Own Source Operating Revenue}}{\text{Operating Expenses}}$

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 Geographical Names Advisory Committee Minutes – 27th January 2021

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

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council receive the Minutes of the Geographical Names Advisory Committee Minutes held on the 27th January 2021.

CARRIED ___/___

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

1) Light Industrial Subdivision Road Name

MOVED _____ **SECONDED** _____

RECOMMENDATION: GEO1-20/21

That the Geographical Names Advisory Committee Recommend to Council that: -

1. That Council support the Road Name "Hinkley Way" for the Road within the new Light Industrial Subdivision.
2. That the CEO be authorised to finalise the Submission for lodgement with Landgate for consideration by the State Geographic Names Committee.

CARRIED ___/___

2) Naming of Quairading Community Nature Reserve

MOVED _____ **SECONDED** _____

RECOMMENDATION: GEO2-20/21

That the Geographical Names Advisory Committee Recommend to Council that: -

1. The Proposal to rename the Quairading Community Nature Reserve to "Nookaminnie Rock Nature Reserve" and the naming of the Walk Trails as the "Rowlie Mellor Walk Trails" be listed for Consideration at the next meeting of the RAP Committee.
2. Subject to Support from the RAP Committee, Council support the renaming of Reserve No.16405 from the Quairading Community Nature Reserve to the Nookaminnie Rock Nature Reserve.
3. That the CEO be authorised to finalise the Submission for lodgement with Landgate for consideration by the State Geographic Names Committee.
4. Council support the naming of the Walk Trail Network as the Rowlie Mellor Walk Trails.

CARRIED ___/___

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Council's Geographical Names Advisory Committee held its first Meeting on 27th January 2021.
- The Terms of Reference of the Geographical Names Advisory Committee required the Committee to consider and propose a name for the new LIA road to the February 2021 Ordinary Council Meeting.
- Committee was also to consider the renaming of the Quairading Community Nature Reserve and then to submit a proposal for Council's consideration.
- There has been a strong push by the State Government for the Dual / Indigenous Naming of Geographical features and places.
- Consultation with relevant Noongar Elders is a Condition of any renaming or proposed Indigenous Name.
- Landgate have advised that Council's Reconciliation Action Plan (RAP) Committee is an appropriate Consultation structure to satisfy the Consultation requirements.
- State Government Approval will be required for any change to the current name of the Reserve and for the new Road name.

MATTER FOR CONSIDERATION

Minutes of the 27th January 2021 Meeting of the Geographical Names Advisory Committee include two (2) Recommendations to Council.

BACKGROUND

In Western Australia the practice of officially naming features, localities and roads is covered under Section 26 and 26A of the Land Administration Act 1997. Adherence with the policies and standards set out in Landgate's "Policies and Standards for Geographic Naming in Western Australia" is mandatory.

The Geographic Names Committee, based at Landgate, has the responsibility of collecting, approving and registering place and road names in Western Australia.

In respect to the naming of new roads, topographical features, points of interest, administrative boundaries and localities, the Geographic Names Committee (GNC) requires that the Local Authority provides endorsement for any names submitted.

STATUTORY ENVIRONMENT

Policies and Standards for Geographical Naming in Western Australia Version 03:2017

Land Administration Act 1997

26. Land districts and townsites, constitution etc. of

(1) In this section –

townsite –

- (a) means townsite constituted under subsection (2); and
- (b) except in subsection (2)(a), includes land referred to in clause 37 of Schedule 9.3 to the *Local Government Act 1995*.

(2) Subject to section 26A, the Minister may by order –

- (a) constitute land districts and townsites; and
- (b) define and redefine the boundaries of, name, rename and cancel the names of, and, subject to this section, abolish land districts and townsites; and

- (c) name, rename and cancel the name of any topographical feature, road or reserve.
- (3) An order made under subsection (2) may include such matters enabled to be effected under an order made under another provision of this Act as the Minister thinks fit.

[Section 26 amended: No. 38 of 2005 s. 8.]

26A. New subdivisions, names of roads and areas in

- (1) If a person delivers a diagram or plan of survey of a subdivision of land approved by the Planning Commission to a local government, and the proposed subdivision includes the provision of a road for use by the public, that person must also deliver to the local government the name proposed to be given to the road.
- (2) The local government may require the person so subdividing the land –
- (a) to propose a name for the proposed road or, if a name has already been proposed, to alter that name; and
 - (b) to propose a name for the area the subject of the proposed subdivision, or if a name has already been proposed, to alter that name.
- (3) If the local government approves a name proposed under subsection (1) or (2), the local government is to forward the proposal to the Minister.
- (4) The Minister may –
- (a) approve the proposed name; or
 - (b) direct the local government to reconsider the proposed name, having regard to such matters as the Minister may mention in the direction; or
 - (c) refuse to approve the proposed name.
- (5) A person must not –
- (a) assign a name to the area or road unless the name is first approved by the Minister;
 - (b) alter or change a name that has been so assigned, whether initially or from time to time, to the area or road unless the Minister first approves of the alteration or change of that name.

Penalty: \$1 000 and a daily penalty of \$100.

[Section 26A inserted: No. 38 of 2005 s. 9.]

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Nil – at this time. If Approval granted Signage Costs would be accommodated for in the 2021/2022 Budget.

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

Proposed Consultation through the RAP Committee, prior to the Nature Reserve proposal being lodged with Landgate for Consideration by the GNC.

Recommended by Landgate that the renaming of the Walk Trails also be considered through the RAP Committee.

Public Consultation not required for the Street Name for the new Road in the LIA Development.

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. Council is following the State Government's Policies and Standards for Geographic Naming in Western Australia. Failure to follow the Guidelines and advice from Landgate Officers may lead to increased Reputational Risk.

Operation - Risk Matrix Rating is assessed as Low.

Natural Environment - Risk Matrix Rating is assessed as Low.

COMMENT

Nil, Further Comment

SHIRE OF QUAIRADING

The Geographical Names Advisory Committee Minutes of the Meeting held on Wednesday 27th January 2021 commencing at 5.00 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chief Executive Officer opened the Meeting at 5.00 pm and welcomed everyone to the first Meeting. In accordance with the Terms of Reference for the Advisory Committee, Cr Stacey assumed the role of the Committee Chairperson.

"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

Committee

Cr Trevor Stacey	Chairperson
Mr Brian Caporn	
Ms Jill Hayes	
Mr Russell Stacey	

Council Officer

Mr GA Fardon	Chief Executive Officer
Mr R Bleakley	IPR& Strategic Projects Officer (arrived at 5.03 pm)

Apologies

Mr Murray Yarran

ITEM 3 TERMS OF REFERENCE

Council's Terms of Reference for the Committee were established at the November 2020 Ordinary Council Meeting as follows: -

RESOLUTION: 84-20/21 That Council: -

1. *Approve the establishment of a Geographical Names Advisory Committee to consist of two (2) Councillors and three (3) Community Members;*
2. *Authorise the Chief Executive Officer to advertise for Expressions of Interest (EOI) from interested persons to be considered for inclusion on the Geographical Names Advisory Committee.*
3. *Consider the Terms of Reference (TOR) for the Committee to be the following: -*
 1. *The Committee to consist of Five (5) members with a quorum of three (3);*
 2. *To create a list of suitable names for the naming of roads and geographical features for use and consideration by Council as required; and*

3. *The Committee shall cease at the 30th June 2021 or prior upon acceptance of the list of suitable names by Council.*
4. *Consider a name for the new Light Industrial Subdivision road name as a priority for the Committee.*

Council at its December 2020 Ordinary Council Meeting determined that: -

RESOLUTION: 101-20/21 That Council approve the following Variation to the Geographical Names Advisory Committee's Terms of Reference: -

1. *The reduction in the number of Elected Members from two (2) to one (1) with the total Committee Members remaining at five (5) persons.*
2. *The Chairperson of the Geographic Names Committee to be Council's Elected Member.*

Council varied the composition of the Geographical Names Advisory to include 4 Community Members and 1 Elected Member, who would act as Committee Chairperson.

RESOLUTION: 102-20/21 That Council appoint the following five (5) nominated persons to the Geographical Names Advisory Committee: -

1. *Council Delegate Cr Stacey; and*
2. *Community Members Mr Russell Stacey, Mr Brian Caporn, Mr Murray Yarran and Ms Jill Hayes.*

ITEM 4 MATTER FOR CONSIDERATION – LIGHT INDUSTRIAL SUBDIVISION ROAD NAME

4.1 **Background Information**

IN BRIEF

- Council's Consulting Engineers have requested that Council consider Road Names for the Light Industrial Subdivision.
- There is only one (1) Road proposed in the Subdivision with access to the York – Merredin Road and Winmar Road. A Plan of the approved Subdivision is attached for Members reference.
- That the Shire advertise EOI for the establishment of the Geographical Names Advisory Committee in the interest of naming the new road with the Light Industrial Subdivision (LIA) at Lots 1 & 75 Winmar Road.
- That the Geographical Names Advisory Committee submit their proposed names for the new LIA road to the February 2021 Ordinary Council Meeting.

Council previously (2013) had a Geographic Names Committee consisting of two Councillors and four members of the public. As considerable time has passed since this Committee has been formed and met it is recommended to reform the Geographical Names Advisory Committee for a limited period of time. The role of the Committee is to prepare a list of suitable names in accordance with the Policies and Standards for Geographical Naming in Western Australia as administered by the Geographic Names Committee.

The first priority for the Committee should be the naming of the new road for the proposed LIA area. The Light Industrial Subdivision is a development taking place at the previously the Old Saleyards area. With

the development now within the planning phase, the Shire has received email correspondence from Council's Consulting Engineers in relation to the formal naming of the road within the new Light Industrial Subdivision. [\(Plan \(i\) attached\)](#)

In Western Australia, the practice of officially naming roads is covered under Section 26 and 26A of the Land Administration Act 1997. The legislation is supported by policies and processes which provide the necessary information for any person or group interested in the naming and the determination of extents for roads, topographical features, points of interest, administrative boundaries and localities.

Adherence with the policies and standards set out in Landgate's "Policies and Standards for Geographic Naming in Western Australia" is mandatory. Copies of the Policies and Standards have previously been circulated to Committee Members for pre-reading.

The Geographic Names Committee, based at Landgate, has the responsibility of collecting, approving and registering place names in Western Australia.

The Local Authority's role in the process is to endorse the suggested names prior to them being submitted to the Geographic Names Committee for approval.

In respect to the naming of new roads, the Geographic Names Committee requires that the Local Authority provides endorsement for any names submitted.

4.2 Previous Committee suggested list of Names

In September 2013 the then Geographic Name Committee minuted the following names for consideration for future Road Names: -

McRae - David McRae

Fraser (Don - Farming/Hospital/Aged Care/Council)

Laycock (Mick Laycock - Business/Hospital/Aged Care/Council/Shire Freeman)

Hinkley Road (future proposed Clemens Subdivision, off Winmar Road)

Argus Family

Blurton Family

Yarran Family

Tom & George Ettridge

4.3 Committee Consideration

List possible alternative Road names and refined to preferred two (2) Options

PROPOSED NAME	ORIGIN
1. Hinkley Way	Longstanding Farming Family in the District and Contributors to Sport and Community.
2. Ettridge Way	Longstanding Business Owners in the District 1950 - 70's, WW1 and WW2 Veterans (Tom WW1 & George WW2)

4.4 Conclusion & Recommendation

RECOMMENDATION: GEO1-20/21

MOVED Mr Caporn SECONDED Ms Hayes

That the Geographical Names Advisory Committee Recommend to Council that: -

1. That Council support the Road Name "Hinkley Way" for the Road within the new Light Industrial Subdivision.
2. That the CEO be authorised to finalise the Submission for lodgement with Landgate for consideration by the State Geographic Names Committee.

CARRIED 4/0

ITEM 5 MATTER FOR CONSIDERATION – NAMING OF QUAIRADING COMMUNITY NATURE RESERVE

5.1 Background Information

IN BRIEF

- The Quairading Community Nature Reserve is a 527-hectare parcel of diverse bushland located on the Western boundary of the Quairading Townsite and is on both sides of the York – Merredin Road.
- The Reserve was Vested (Management Order) in the Shire of Quairading in 1995 with the current Approved Purpose of "Water Catchment and Landscape Protection".
- The whole Reserve is subject of a Management Plan approved by the Minister for Lands which was prepared at that time following extensive consultation in Quairading with local Noongar Elders and SWALSC Officers of the day. The Management Order provides for "The Groves" Area which consists of the land in the previous Reserve 27973 as a Camping Zone. Other Zones are listed as "Dam" and "Bushland" where camping is prohibited. Copy of the Management Plan attached for information and familiarisation on the extent of the whole Reserve.
- The Shire has received a letter from a Community Member suggesting the renaming of the Quairading Community Nature Reserve to the Rowlie Mellor Nature Reserve.
- Mr Mellor was a Founding Member and Chairperson of the Friends of the Quairading Community Nature Reserve Group and conducted tours of the Reserve during the months of April to October for a many years.
- There has been a strong push by the State Government for the Dual naming of Geographical features and places.
- State Government Approval will be required for any change to the current name of the Reserve.
- The Quairading Reconciliation Action Plan 2017-19 refers to "source potential funding for permanent Noongar focussed displays, as well as bilingual signage around the Town and District".

Council at its November 2020 Ordinary Council Meeting resolved as follows: -

RESOLUTION: 87-20/21 - That Council:

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

5.2 Committee Consideration

PROPOSED NAME	ORIGIN
1. Nookaminnie Rock Nature Reserve	Main Granite Rock Feature within Reserve No. 16405
2. Rowlie Mellor	Be recognised by the naming of the trails network

The Meeting noted that Consultation will need to occur with the Friends of the Quairading Nature Reserve Committee and the Reconciliation Action Plan Committee.

5.3 Conclusion & Recommendation

RECOMMENDATION: GEO2-20/21

MOVED Ms Hayes SECONDED Mr Stacey

That the Geographical Names Advisory Committee Recommend to Council that: -

1. The Proposal to rename the Quairading Community Nature Reserve to "Nookaminnie Rock Nature Reserve" and the naming of the Walk Trails as the "Rowlie Mellor Walk Trails" be listed for consideration at the next meeting of the RAP Committee.
2. Subject to Support from the RAP Committee, Council support the renaming of Reserve No.16405 from the Quairading Community Nature Reserve to the Nookaminnie Rock Nature Reserve.
3. That the CEO be authorised to finalise the Submission for lodgement with Landgate for consideration by the State Geographic Names Committee.
4. Council support the naming of the Walk Trail Network as the Rowlie Mellor Walk Trails.

CARRIED 4/0

ITEM 6 FUTURE ITEMS

6.1 Naming of the Community Park

The CEO raised the issue that the Community Park Project Name has been known as "Kwirradig Koort" and that this name would need to be formalised and submitted to the State Geographic Names Committee.

The Meeting noted that the spelling of the proposed Park had been discussed and supported by the Reconciliation Action Plan Committee.

6.2 Other Names for Roads/ Features

The Committee to consider listing any other Names for future consideration.

The CEO advised that he understood that "Visa Road" was originally incorrectly spelt or mis-interpreted and should have been "Vischer Road". This historical fact to be further investigated and verified.

6.3 Naming of Caravan Park Cabins

Ms Hayes raised the issue of naming the Caravan Park Cabins after local flora or fauna rather than numbers.

The CEO suggested that a list of suggested names for the existing Cabins and the future Single Persons Cabins be compiled for consideration and recommendation to Council.

ITEM 7 NEXT MEETING DATE

The next Geographical Names Advisory Committee Meeting has been scheduled for Wednesday 3rd March 2021, commencing at 5 pm in the Council Reception Room, 10 Jennaberring Road, Quairading.

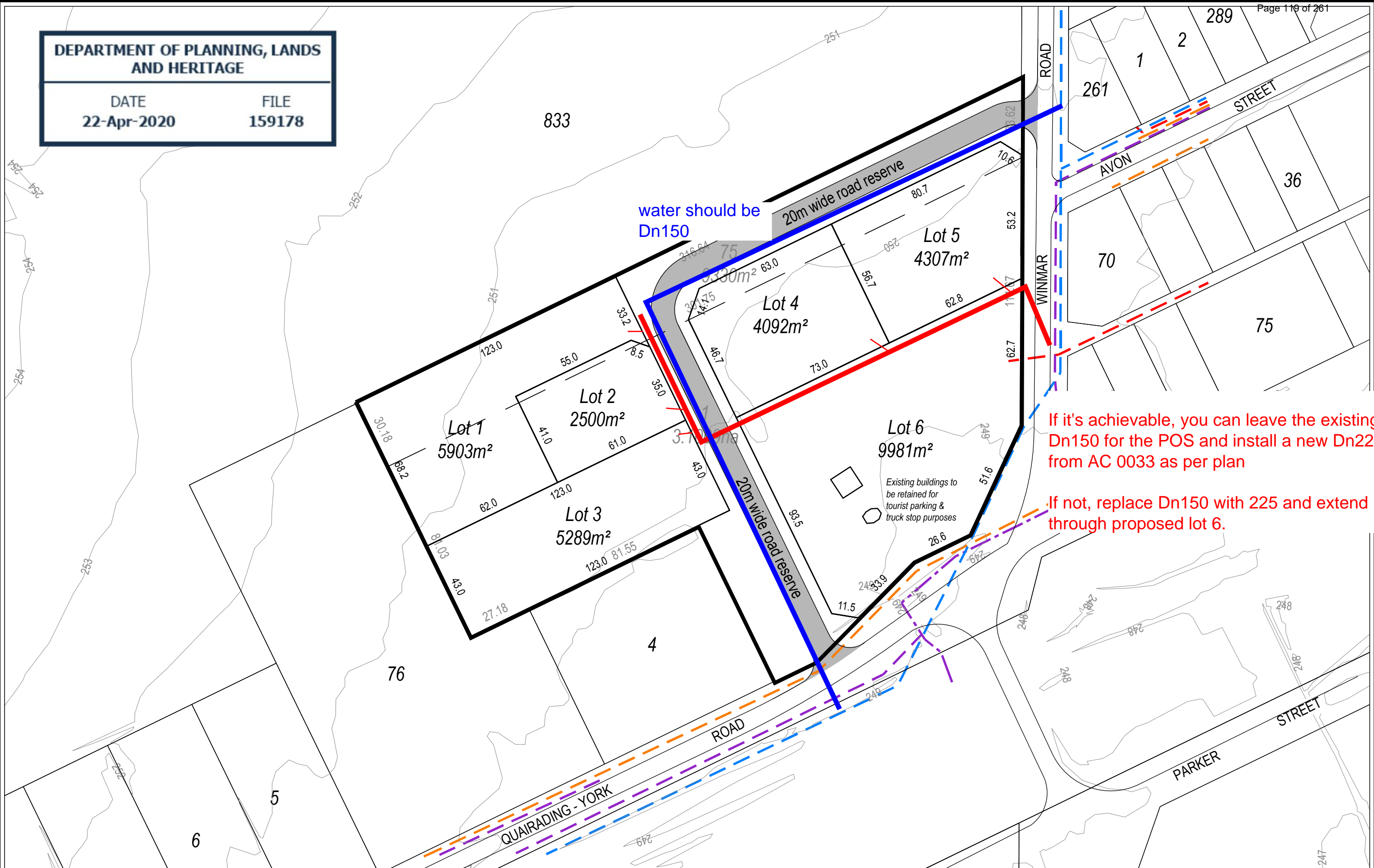
ITEM 8 CLOSURE

There being no further business, the Chairperson closed the Meeting at 6.11 pm.

Confirmed.....03/03/2021

DEPARTMENT OF PLANNING, LANDS AND HERITAGE

DATE	FILE
22-Apr-2020	159178



If it's achievable, you can leave the existing Dn150 for the POS and install a new Dn225 from AC 0033 as per plan

If not, replace Dn150 with 225 and extend through proposed lot 6.

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0 10 20 30 40 50 60m

SCALE 1:1500 @ A3
DATE: 20.04.2020

LEGEND:

Subject land	Western Power underground power
Existing lot boundaries	Water
Telstra	Sewer
Western Power overhead powerlines	

NOTES:

- All proposed lot boundaries are indicative & subject to survey.
- All new road carriageways will be 10 metres wide.
- All corner truncations will be 10 metres x 10 metres

Plan 4
PROPOSED SUBDIVISION PLAN
LIGHT INDUSTRIAL SUBDIVISION

LOT 1 (No.1) & LOT 75 (No.15) WINMAR ROAD,
QUAIRADING
Shire of Quairading

10.2 Annual Electors Meeting Minutes – 2nd February 2021

Meeting Date	25 th February 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Annual Electors Meeting Minutes
Owner/Applicant	Shire of Quairading
Disclosure of Interest	n/a

OFFICER RECOMMENDATION

MOVED _____ SECONDED _____ That Council receive the Minutes of the Annual Electors Meeting held on the 2 nd February 2021. <div style="text-align: right;">CARRIED ___/___</div>
--

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Annual Electors Meeting held on 2nd February 2021
- No Decisions made at the Electors Meeting
- Various Issues were raised by Electors and recorded in the Minutes.

MATTER FOR CONSIDERATION

Minutes of the 2nd February 2021 Meeting of the Annual Electors Meeting be received by Council.

BACKGROUND

The Annual Meeting of Electors was held on the 2nd February 2021 in accordance with Section 5.27 of the Local Government Act.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.27. Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

5.29. Convening electors' meetings

- (1) The CEO is to convene an electors' meeting by giving –
 - (a) at least 14 days' local public notice; and
 - (b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.

- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

5.30. Who presides at electors' meetings

- (1) The mayor or president is to preside at electors' meetings.
- (2) If the circumstances mentioned in section 5.34(a) or (b) apply the deputy mayor or deputy president may preside at an electors' meeting in accordance with that section.
- (3) If the circumstances mentioned in section 5.34(a) or (b) apply and –
 - (a) the office of deputy mayor or deputy president is vacant; or
 - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,
 then the electors present are to choose one of the councillors present to preside at the meeting but if there is no councillor present, able and willing to preside, then the electors present are to choose one of themselves to preside.

5.31. Procedure for electors' meetings

The procedure to be followed at, and in respect of, electors' meetings and the methods of voting at electors' meetings are to be in accordance with regulations.

5.32. Minutes of electors' meetings

The CEO is to –

- (a) cause minutes of the proceedings at an electors' meeting to be kept and preserved; and
- (b) ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors' meeting are first considered.

5.33. Decisions made at electors' meetings

- (1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable –
 - (a) at the first ordinary council meeting after that meeting; or
 - (b) at a special meeting called for that purpose,
 whichever happens first.

(2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting

Local Government (Administration) Regulations 1996.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability
G3	Community Engagement

COMMUNITY CONSULTATION

The Annual Electors Meeting was publicised in the Community through various Media. Minimum Notice of the Annual Electors Meeting is prescribed by the Local Government Act.

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

Financial - Risk Matrix Rating is assessed as Low. Council's Annual Financial Statements were submitted for External Audit and received an Unqualified Audit Report.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. The Annual Report provides Community with an overview of the Year's Operations, Projects and Statutory Reporting obligations. Council has completed its Statutory Requirements. Annual Report is on Council's Website as per legislative requirements.

Operation – Risk Matrix Rating is assessed as Low. Annual Report and conduct of the Electors Meeting undertaken as part of Council's Operations and within Adopted Budget.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The Local Government Act requires that all Decisions made at an Electors' Meeting are to be considered at the next Ordinary Council Meeting.

Council is informed that whilst various issues were raised by Electors there were no formal Decisions made at the Meeting.

SHIRE OF QUAIRADING

The Minutes of the Annual Electors Meeting held in the Quairading Lesser Hall on Tuesday 2nd February 2021 commencing at 7.05 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chief Executive Officer opened the Meeting at 7.05 pm.

Presiding Member

In the absence of the Shire President Cr Davies and Deputy Shire President Cr Jo Haythornthwaite, the Chief Executive Officer conducted proceedings for the Call for Nominations and the choosing of a Presiding Member in accordance with Section 5.30 of the Local Government Act 1995.

Cr Stacey nominated Cr McGuinness

Cr McGuinness verbally accepted the Nomination.

There were no further Nominations received.

The Meeting supported Cr McGuinness acting as the Presiding Member.

Cr McGuinness took the Chair.

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr B McGuinness Presiding Member

Cr JR Hippisley

Cr PD Smith

Cr TJ Stacey

Council Officers

Mr GA Fardon Chief Executive Officer

Mr A Rourke Executive Manager of Works & Services

Mr N Gilfellow Executive Manager of Corporate Services

Mr RM Bleakley IPR/Strategic Projects Officer

Name of Electors in attendance

Mr Brian Caporn

Mrs Annie Hayes

Mrs Jodie Yardley

Apologies

Cr BR Cowcill
 Cr WMF Davies Shire President
 Cr JN Haythornthwaite Deputy Shire President
 Cr JW Haythornthwaite
 Mr Greg Richards
 Mrs Liz Smith

Leave of Absence Previously Granted

Nil.

ITEM 3 CONFIRMATION OF MINUTES AND BUSINESS ARISING

3.1 Confirmation of Minutes – 4th February 2020

MOVED Cr Hippisley SECONDED Cr Stacey

That the Minutes of the Annual Electors Meeting held on the 4th February 2020 be confirmed as a true and accurate record.

CARRIED

3.2 Business Arising

Mr Caporn

Mr Caporn enquired on the progress of the River Gum planting in the Dieback Area.

The CEO advised that Mr Caporn's suggestion had been passed onto the relevant State Department and commented that he believed the Area was still being monitored for waterlogging and spread of dieback rather than a replanting Program.

The CEO undertook to raise the suggestion with the Regional Officers of the Department of Conservation and Biodiversity again.

ITEM 4 ANNUAL REPORT

4.1 2019/2020 Annual Report

The 2019/2020 Annual Report includes the following: -

Governance

Elected Representatives

Council Meeting Attendance

Executive Team

Statistics Snapshot 2019/2020

Presidents Annual Report

CEO's Report

Compliance

National Competition Policy

Public Interest Disclosure

Register of Complaints

State Records Act 2000

Disability Access and Inclusion Plan

Freedom of Information

Strategic Reporting

Strategic Community Plan

Finance Statements

Annual Financial Report (Includes Auditor's Report).

The 2019/2020 Annual Report was formally received by Council at its Ordinary Meeting on Thursday 17th December 2020.

RECOMMENDATION

MOVED Cr Hippisley SECONDED Mr Caporn

That the Annual Report for the Financial Year ended 30th June 2020, be received.

CARRIED

4.2 Questions on Annual Report

Mr Caporn

Mr Caporn commented on the high quality of the Annual Report and congratulated all Council Staff involved in the preparation of this year's Annual Report.

Mr Caporn queried the raising of a Loan to fund the construction of the Caravan Park Caretakers Residence.

The CEO confirmed that the new Caretaker’s Residence would be funded from the Drought Assistance Funding in the 2020/2021 Year.

Mr Fardon clarified that a Loan for \$150,000 had been raised in the 2019/2020 Year towards the construction of the 3 Park Cottages. The CEO further explained that Council had utilised Loan Funds with the low Interest Rate of 1.49% rather than utilising existing Reserve Funds that had been raised from Council Rates. The CEO highlighted that the Business Case for the Cottages supported by Council had identified that the Nett Revenue from the projected Occupancy of the Cabins would be sufficient to fund the Loan Debt Service over the Term of the fixed Interest Loan from the WA Treasury Corporation.

Mr Caporn sought clarification on the Health Income – Operating Grants (page 12 of the Financial Statements) with Actual Income less than Budgeted. The CEO commented that the Operating Grant was for several Government Practice Programs such as Practice Nurse Incentive Scheme. Mr Fardon also highlighted that the deficiency in Operating Grant figure was offset by the higher than budget amount received for Health Fees & Charges.

Mr Fardon further clarified that the Actual figures were for the first Quarter of the Financial Year and from the 1st October 2019, all Health Income (except Practice Nurse Incentives) were raised and accounted for by the Private Practice GP.

Mr Caporn queried whether the Shire still got a SiHi Practice Incentive and the CEO confirmed that that Grant had ceased in the previous year.

Mr Caporn made comment on the effectiveness of the Telehealth facility at the Hospital and commented that he hoped that this facility and service would not be cut given the end of SiHi Funding. The Presiding Member and the CEO both commented that the Telehealth facility had been rolled out to all Regional Hospitals in the Wheatbelt and understood it to be part of the WACHS Operational Budget.

ITEM 5 CONSIDERATION OF OTHER GENERAL BUSINESS

Nil.

ITEM 6 CLOSURE

There being no further business, the Chairperson closed the Meeting at 7.23 pm.

Confirmed.....

10.3 Strategic Planning Committee Minutes – 9th February 2021

Meeting Date	25 th February 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Minutes of Meeting
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

MOVED _____ SECONDED _____
 That Council receive the Minutes of the Strategic Planning Committee for its Meeting of 9th February 2021.
CARRIED ___/___

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

1) Light Industrial Area (LIA) - Land Development (Confidential Item)

MOVED _____ SECONDED _____
RECOMMENDATION: SP15-20/21
 That the Strategic Planning Committee recommend to Council: -

1. 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)
2. The Project be staged over the 2020/2021 and 2021/2022 Financial Years.
3. That Council research External Grant opportunities for the funding of the development of Stage 2 of the Subdivision.

CARRIED ___/___

2) Project Management Status Report

MOVED _____ SECONDED _____
RECOMMENDATION: SP16-20/21
 That the Strategic Planning Committee recommend to Council: -
 That Council receive the Project Management Status Report for February 2021.
CARRIED ___/___

3) Strategic Community Plan Review Report

MOVED _____ **SECONDED** _____

RECOMMENDATION: SP17-20/21

That the Strategic Planning Committee recommend to Council: -

That Council receive the Strategic Community Plan Review Report for February 2021.

CARRIED ___/___

4) Review of the Community Grants Process – Business Support Grant Program

MOVED _____ **SECONDED** _____

RECOMMENDATION: SP18-20/21

That the Strategic Planning Committee recommend to Council: -

That the matter be held over for the next Strategic Planning Committee Meeting 13th April 2021.

CARRIED ___/___

5) Asset Management Plan Progress Report

MOVED _____ **SECONDED** _____

RECOMMENDATION: SP19-20/21

That the Strategic Planning Committee recommend to Council: -

1. That Council receive the Asset Management Plan Progress Report for February 2021.
2. That the Building Asset Management Plan be included for consideration in the Review of the Long Term Financial Plan and Community Strategic Plan.

CARRIED ___/___

6) Risk Management Quarterly Report

MOVED _____ **SECONDED** _____

RECOMMENDATION: SP20-20/21

That the Strategic Planning Committee recommend to Council: -

That Council receive the Risk Management Quarterly Report for February 2021.

CARRIED ___/___

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Strategic Planning Committee Meeting held on the 9th February 2021
- Six 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 9th February 2021 from which there are six (6) recommendations for Council consideration, namely: -

- RESOLUTION: SP15-20/21
- RESOLUTION: SP16-20/21
- RESOLUTION: SP17-20/21
- RESOLUTION: SP18-20/21
- RESOLUTION: SP19-20/21
- RESOLUTION: SP20-20/21

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

SP15-20/21 – Due to timing of the Subdivisional On ground works it is expected that the expenditure for 2020/2021 will be within the Current Budget. Additional Income will also be received from the successful sale of 81 and 83 Heal Street Factory Units.

Budget Provision from the Town Planning and Development Reserve Fund will need to be made in 2021/2022 Year to complete the Subdivision.

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

The Minutes of the Strategic Planning Committee Meeting held on Tuesday 9th February 2021 commencing at 4.34 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson opened the Meeting at 4.34 pm.

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr B McGuinness	Chairperson
Cr WMF Davies	Shire President
Cr JN Haythornthwaite	Deputy Shire President
Cr BR Cowcill	(left the meeting at 6.24 pm)
Cr JW Haythornthwaite	
Cr JR Hippiisley	
Cr PD Smith	
Cr TJ Stacey	

Council Officers

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

Apologies

Nil.

Leave of Absence Previously Granted

Nil

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 4 DISCLOSURE OF INTEREST

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.

Nil Declarations, at this time.

ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

5.1 Confirmation of Minutes – 13th October 2020

RECOMMENDATION: SP14-20/21

MOVED Cr Hippiisley SECONDED Cr Davies

That the Minutes of the Strategic Planning Committee Meeting held on the 13th October 2020 be confirmed as a true and accurate record subject to the amendment of the date on Reports for Item 9.4 & 9.5.

CARRIED 8/0

5.2 Business Arising

Cr Davies

Cr Davies enquired on the progress of Cr Smith's Scholarship Award Training.

Cr Smith reported that WALGA had advised that the Training Organisation had been through Accreditation / Approval and that the Course can commence in March.

ITEM 6 REFERRED STRATEGIC PROPOSALS

6.1 Referred Strategic Proposals/Matters Report February 2021

REFERRED STRATEGIC PROPOSALS/MATTERS REPORT FEBRUARY 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. Refer to Building Strategy (Item 10.1) in the Agenda
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 use of Town Reserve Area (surrounding Dam) for Free Camping (self-contained) was raised. List for next meeting – Free camping areas
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 available from the two proposed accesses from M041. This will also be considered a Shire asset, for the purposes of construction and on-going maintenance.

#	MATTER	SCP	CBP	LTFP	20/21 BUDGET
					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. Potential Project
7	Tourism Strategy	ED1.1, ED2, ED2.1,	Y	Y	Y Tourism Development Strategy 2020-2022 – Adopted by Council Feb 2020. Last Meeting of the Tourism Steering Group held 4 th November 2020 Next Meeting scheduled for 10 th February 2021.
8	Waste Strategy Plan	NE1.1, NE1.2	Y	Y	N – The Waste and Recycling Strategy was placed on hold until June 2021 (3 Years) RESOLUTION: 191-17/18
9	Silo Art	ED2	N	N	N CBH have provided In Principle Support for Silo Art. Shire contact has been made with the Silo Mural Artists. No Funding identified for Planning or Implementation.
10	Streetscape / Signage Improvement request Quairading Clinicare Pharmacy Business Grants Policy	S2.2, G3.2	N	N	N Refer to Officer's Report (Item 9.4)

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 th October 2020	Completed
Step 2	Reconvene working group - review of "where we're at"	20 th October 2020	Completed
Step 3	Workshop with Slavin Architect - Aged accommodation options: <ul style="list-style-type: none"> • Existing facilities at Arthur Kelly; • Vacant accommodation in town; • Upgrading of existing homes; • Noongar accommodation; and • Suburban Rd concept - layout etc. 	November 2020	Completed (Step 2 & 3 - combined activity)
Step 4	Report & preliminary concept for Suburban Rd (Lot 501)	January 2021	On hold - rescheduled to March 2021
Step 5	Workshop - review of preliminary concept	February 2021	On hold - rescheduled to March 2021
Step 6	Workshop - review and endorsement of final design for Suburban Rd	March 2021	Rescheduled to April 2021
Step 7	Final design for Suburban Rd precinct (shovel ready) <ul style="list-style-type: none"> • Architectural drawings inc utilities • Probable costings for program • Modelling of Life costings.; and • Program schedule - Phasing 	April 2021	Rescheduled to May 2021
Step 8	Presentation to Council	22 nd April 2021	Rescheduled to 27 th May 2021

Comment

With the current workload linked to the Drought Community Program, and the commencement of the Integrated Planning Review Process, the program has been rescheduled by Management.

Noted.

7.2 Light Industrial Area (LIA) - Land Development (Confidential Item)

The CEO has deemed this report as a confidential item as the Item relates to: -

- 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;
- 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.

OFFICER RECOMMENDATION

RECOMMENDATION: SP15-20/21

MOVED Cr Smith SECONDED Cr Davies

That the Strategic Planning Committee recommend to Council: -

1. 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)
2. The Project be staged over the 2020/2021 and 2021/2022 Financial Years.
3. That Council research External Grant opportunities for the funding of the development of Stage 2 of the Subdivision.

CARRIED 8/0

ITEM 8 PROJECTS

8.1 Project Management Status Report

Quarterly reporting on all adopted Projects and Programs to the Committee (February 2021, April 2021 and August 2021)

Meeting Date	9 th February 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Project Status Report
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RECOMMENDATION: SP16-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley

That the Strategic Planning Committee recommend to Council: -

That Council receive the Project Management Status Report for February 2021.

CARRIED 8/0

IN BRIEF

- A Project Management Tracking System was developed in house in June/July 2020 to track the progress of Council Projects and Compliance issues.
- Update Council on all major projects being undertaken.
- Ensure adequate resources are allocated to meet timeframes and funding bodies acquittal requirements.
- Quarterly Status Report to the Strategic Planning Committee

MATTER FOR CONSIDERATION

That Council receive the Project Management Status Report for February 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 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 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.

ITEM 9 GOVERNANCE

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 (Report to the Feb 2021 SPC Meeting)

Meeting Date	9 th February 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	IPR&SPO Richard Bleakley
Attachments	Nil
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: SP17-20/21

MOVED Cr Hippisley SECONDED Cr Stacey

That the Strategic Planning Committee recommend to Council: -

That Council receive the Strategic Community Plan Review Report for February 2021.

CARRIED 8/0

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 February 2021.

BACKGROUND

The major review process commenced in mid-December 2020 with advertising for the recruitment of a Consultant to facilitate the review.

Requests for Quotations were made to four Consultancies.

- Localise
- LG People and Culture;
- Conway Highbury Pty Ltd
- 150 Square

Two applications were received.

- Localise (Alison Dalziel)
- 150 Square (Caroline Robinson)

Both parties are familiar to the Shire.

Localise was the consultancy that delivered the current set of Integrated Planning documents and has a comprehensive history of similar programs.

150 Square is a regional consultancy. Caroline Robinson, its Director has facilitated a number of community and business initiatives within both the Region and in Quairading. Caroline Robinson, previously under the Solum Consultancy, was engaged in the facilitation of a number of LGA Strategic Plans and Corporate Business Plans in the Wheatbelt. 150 Square is currently engaged in a number of IPRs within the Wheatbelt Region. Mr Stephen Grimmer is employed as an external consultant and was the leading IPR officer at the City of Albany and has been assisting North Eastern Wheatbelt Regional Organisation with a Regional Strategic Plan linked to IPR Plans at the Member Council level.

150 Square has been selected as the preferred candidate based on:

- Comprehensive knowledge and understanding of local small regional communities – social, economic, geographical and historical;
- A history of both the development of initial Strategic Community Plans and Corporate Business Plans, and the subsequent review process within the Wheatbelt; and
- Competitive price to deliver the desired outcomes. (\$8,400 vrs \$59,972)

Extensive community engagement will commence in February 2021 in conjunction with the running of the Community Survey.

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
Step1b	Recruitment of Consultant	January 2021	Complete
Step 2	Familiarise consultant with existing SCP and Desktop Review conducted in 2019	February 2021	Ongoing
Step 3	Community Survey	Feb-Mar 2021	Pending
Step 4	IPR Refresher and Process Design	February 2021	Ongoing
Step 5	Preparation for engagement	February 2021	Pending
Step 6	Community Engagement	Feb-Mar 2021	Pending
Step 7	Strategic Community Plan/Corporate Business Plan Revisions – first cut; draft four-year budget – corporate challenge	March 2021	Pending
Step 8	Draft Strategic Community Plan/Corporate Business Plan – second cut; draft four-year budget – Council challenge	April 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

\$22,500 has been allocated in the 2020/21 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 \$8,400 (inc GST) leaving a balance of \$14,864 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.

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 sound understanding of regional issues
- Localise in its previous engagement with the Shire did provide an outstanding compilation of documents, however their quotation for the review went well beyond the threshold of the Shire's budget allocation

9.3 Organisational Culture and Capacity Building

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 February/March 2021.

9.4 Review of the Community Grants Process – Business Support Grant Program

Meeting Date	9 th February 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	GPO Jen Green
Attachments	(i) Business Support Grants 2021 Policy (ii) Business Support Grants Application Form
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That the Strategic Planning Committee recommend to Council: -

1. Council adopt the Business Support Grants Policy and supporting documentation;
2. Council consider budget allocation of \$20,000 in the 2021/2022 Year; and
3. That the Funding Program be publicised to all businesses from July 1st and will be open for the duration of the Financial Year 2021/22.
4. That the CEO be granted Delegated Authority to approve or reject minor amendments to the successful Applicant's Project Budget / Scope following the Approval of the Grant by Council.

VOTING REQUIREMENTS: Simple Majority (Committee)

Absolute Majority (Council)

COMMITTEE RECOMMENDATION

RECOMMENDATION: SP18-20/21

MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite

That the Strategic Planning Committee recommend to Council: -

That the matter be held over for the next Strategic Planning Committee Meeting 13th April 2021.

CARRIED 8/0

Reason for Variation from Officer's Recommendation

The Committee considered that the Draft Business Support Grant Program be further considered at the next Strategic Planning Committee Meeting.

The CEO is to seek feedback from Councillors on the Draft Program as part of the research in the preparation of the Officer's Report. All Councillors are to be provided with the Submissions and Responses.

IN BRIEF

- Shire have received a number of requests from non-sporting/recreation bodies for funding. There is an opportunity to run 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, signage, capital works, training etc.

- Grants Team has engaged with the Small Business Development Corporation and a number of LGAs to familiarise themselves with a number of Business Support Grant models.
- A proposed "Business Support Grants Program" Policy and Application Form has been developed by the Grants Team and is attached for consideration and recommendation to Council.

MATTER FOR CONSIDERATION

Shire of Quairading Business Support Grants Policy and Application Form.

BACKGROUND

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

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 business, who have a great impact on the quality of life of the Quairading community and are currently ineligible for Shire funding under the Community Grants Scheme.

In recent times, Council has received a number of requests from non-sporting/recreation bodies for funding. This is an opportunity to run 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 the Shire introduce a "Business Support Grants Program" that encourages investment in local enterprises and recognise the important part 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

Proposed Delegation Authority to the CEO to consider and approve any minor amendments to the Applicant's Project Budget following the Grant being approved by Council. This delegation would assist in the management of the successful Grant if there was a minor change in the scope of the Project, without referring the matter back to Full Council.

FINANCIAL IMPLICATIONS

2021/2022 Budget – Subject to Applications received and supported.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 – 2027

Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience

ITEM	OUTCOMES AND STRATEGIES
ED1.1	Economic and tourism development, including: -adopt "Small Business Friendly Local Governments" program -review potential of the community's existing assets and facilities to drive improved economic outcomes -leverage Federal and State Government priorities and programs (e.g. building the capacity of local industry to undertake Local and State Government contracts) -work with stakeholders to determine facilitation approach to business and jobs growth
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 Programme have come through the Shire Administration and 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 Councils.

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

Financial – Risk Matrix Rating considered Low - Further refinements through reviews to the Grant Process will reduce risk to Council and the Businesses through better planning and delivery of Projects supported by the Shire. Proposal is for the inclusion of the Business Support Grants

Health – Risk Matrix Rating considered Low

Reputation – Risk Matrix Rating considered Low. Council will be seen to be actively engaging with and supporting local enterprises through the Grants Program.

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered 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.

ITEM 10 ASSET MANAGEMENT PLAN

10.1 Asset Management Plan Progress Report

Progress Report on the finalisation of the Asset Management Plan submitted to the October 2020 Meeting of the Strategic Planning Committee.

Meeting Date	9 th February 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	(i) Buildings Asset Management Discussion Paper (Under separate cover)
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: SP19-20/21

MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite

That the Strategic Planning Committee recommend to Council: -

1. That Council receive the Asset Management Plan Progress Report for February 2021.
2. That the Building Asset Management Plan be included for consideration in the Review of the Long Term Financial Plan and Community Strategic Plan.

CARRIED 8/0

IN BRIEF

- Asset Management Planning assists Council to improve Council's asset management maintenance, enhancement and the delivery of services from infrastructure, furniture and equipment, land and buildings.
- Asset management practices play a crucial role in ensuring that such investment decisions are well informed, evidence-based and, most importantly, directly aligned to the current and future service needs of the community.
- A Discussion Paper is attached to consider qualitative factors such as the need for and quality of Staff Housing and the future functions of Council Facilities.

MATTER FOR CONSIDERATION

That Council receive the Asset Management Plan Progress Report for February 2021.

BACKGROUND

A key issue facing local governments throughout Australia is the management of ageing assets in need of renewal and replacement.

Infrastructure assets such as roads, drains, bridges, furniture and equipment and buildings present particular challenges. Their condition and longevity can vary significantly based on local environments.

Financing needs can be large, requiring planning in expenditure for renewing and replacing such assets. The demand for new and improved services adds to the planning and financing complexity.

A Property Maintenance/Renewal Register was developed in-house to manage building assets to meet the required level of service in the most cost effective manner.

Asset Management Condition Assessments – Buildings

Asset management condition assessments are undertaken on a regular basis, however each year in the lead up to the annual budget preparation certain buildings will receive a detailed condition inspection.

These buildings are those noted as being poorer condition, high use, or reaching the end of their useful lives.

The asset management condition assessments also generate a Guiding Plan for required building renewal works over a 20-year period. This is required as a means of linking the anticipated works with Long Term Financial Planning.

Using the Building Register, the Administration have outlined a proposed list of actions for the renewal and reconstruction of Assets over the next 10 years.

Roads and Associated Infrastructure

Asset Management Plan for Roads and Associated Infrastructure was presented to the Strategic Planning Committee meeting in April 2020.

Community and user group requests

As regular users of the buildings, community and user groups often provide feedback on the current functionality and condition of buildings. This information is taken into account when deciding upon upcoming budget priorities.

STATUTORY ENVIRONMENT

Asset management plans are part of suite of documents required for the integrated planning process.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

The Asset Management Plans combine multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset in the most cost effective manner to provide specified levels of service. They are long term plans (10 years) that address the asset activities and programs required for each service area, with related financial projections being a critical component. These projections are crucial to informing and setting the Long Term Financial Strategy. They are 'living' plans, to be updated frequently over their lifespan.

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

Executive Management have been consulted and provided progress reports attached to this report.

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

Financial - Risk Matrix Rating is assessed as Medium as the failure of assets could be a financial burden and disruptive to the organisation. Asset Management mitigates these risks.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Medium. Rated medium as failure of community assets could cause community backlash from lack of service delivery. Asset Management mitigates these risks.

Operational – Risk Matrix Rating is assessed as Medium. Rated medium failure of assets could reduce and delay service delivery.

Natural Environment – Risk Matrix Rating is assessed as Low.

ITEM 11 RISK MANAGEMENT

11.1 Risk Management Quarterly Report

Quarterly progress and tracking report on issues identified as high risk to Council (February 2021)

Meeting Date	9 th February 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Risk Dashboard Report (Under separate cover)
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: SP20-20/21

MOVED Cr Hippisley SECONDED Cr Cowcill

That the Strategic Planning Committee recommend to Council: -

That Council receive the Risk Management Quarterly Report for February 2021.

CARRIED 8/0

IN BRIEF

- Council has requested that the Chief Executive Officer conduct a review of its Risk Management and report progress on issues identified as High Risk.
- Council reviewed its Risk Management Policy in December 2020.
- The Risk Management Governance Framework was reviewed by Local Government Insurance Services in 2017.
- The Management Team last formally reviewed the Risk Dashboard Report in July 2019.
- This Dashboard Report supersedes the Dashboard Report September 2017 which was presented at the October 2020 Strategic Planning Committee Meeting.
- Risk Dashboard Review required by July 2021, that being a formal Review every 2 Years.
- LGIS has been requested to assist Council Staff with the Review Process to ensure that all contemporary LG Industry Risks have been identified and assessed.

MATTER FOR CONSIDERATION

That Council receive the Risk Management Quarterly Report for February 2021.

BACKGROUND

The Shire of Quairading Council recognises that risk management is an integral part of good governance and management practice.

The Risk Management Governance Framework requires that:

- Risk management is performed consistently throughout the whole organisation
- Risks are assessed and managed in a context that is relevant to each part of the organisation.

All levels of staff have a role to play in adopting risk management awareness and integrating risk management activities within their business unit environments.

As part of the Risk Management Governance Framework, a relationship between Strategic and Operational risks exists, allowing risk oversight to occur at both of these contexts. (i.e. at an Executive or Operational level). In particular, there is potential for risk to be escalated and/or de-escalated between Strategic and Operational Risk as a result of risk changing either through increased controls effectiveness or an emerging or changing Operational risks requiring Executive Management Team oversight.

Council's Risk Management Governance Framework provides the foundations for designing, developing, implementing, monitoring, reviewing, and communicating risk management and continuous improvement of performance associated with Council strategy, operations and routine tasks.

The items identified as "high risk" in the Framework Review in July 2019 (and subsequent CEO desktop Review) were:

- Document Management
- External Theft and Fraud (including Cyber)
- Project / Change Management
- IT or Communication systems and infrastructure

Risk profiles are included in all agenda items and the Risk Matrix is used to identify known perceived risk causes. Currently the following headings are utilised to assess risk:

- Financial
- Health
- Reputation
- Operation
- Natural environment

Risks are to be assessed at the following levels within the organisation:

LEVEL	DESCRIPTION
Strategic Risks	<p>Strategic Level Risks for Council are associated with achieving the organisation's long term objectives. These risks can be of an internal or external nature. They are usually owned and managed by Council and/or the Executive Team.</p> <p>In the context of Integrated Planning and Reporting, Strategic Level Risks may include: -</p> <ul style="list-style-type: none"> • Risks associated with achieving the objectives of the Strategic Community Plan; and • Risk associated with delivering the Corporate Business Plan.
Operational Risks	<p>Operational Level Risks are associated with developing or delivering the operational plans, functions or activities of the local government. These risks have day to day impacts on the organisation. These risks are owned and managed by the person who has responsibility for the activity or function to the level of their delegated authority or capacity.</p>

LEVEL	DESCRIPTION
	<p>In the context of Integrated Planning and Reporting, Operational Level Risks may include: -</p> <ul style="list-style-type: none"> • Risks associated with the development or delivery of the Long Term Financial Plan • Risks associated with the development or delivery of the Asset Management Plan. • Risks associated with the development or delivery of the Workforce plan.
Project Risks	Project Level Risks are associated with developing or delivering projects or discrete activities. Project risks should be managed at each stage of the project by the person who has responsibility for that project.

Risk Appetite

The Shire quantified its Risk Appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. See the Risk Matrix Page 1 of the Risk Dashboard Report.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and acceptance Criteria to allow consistency and informed decision making.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 2.7 – Role of Council

Implications of Section 3.18(3) *Local Government Act 1995*

Local Government (Audit) Regulations 1996, Regulation 17 – CEO to review certain systems and procedures

AS/NZS ISO 3100:2009 Risk Management – Principles and guidelines.

POLICY IMPLICATIONS

ORG.3 Risk management Policy – Reviewed and confirmed in December 2020.

Shire of Quairading – Risk Management Governance Framework.

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

Contact has been made with LGIS to schedule the Risk Dashboard Review before 31st July 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.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Actions are continually being undertaken to reduce levels of acceptable risk, whether through planning, allocation of resources, training or identifying risk.

ITEM 12 EMERGING ISSUES

6.24 pm

Cr Cowcill left the Meeting.

Cr Smith

Cr Smith commented that Council should be considering Traineeships as Council has an objective of local employment and skills development. Cr Smith further commented on the Grants / Incentives available to Employers for taking on Trainees.

The CEO commented that the opportunity for Trainees to be placed across the organisation was being considered as part of the Review of the Work Force Plan which would be submitted to Council in March 2021.

Cr Hippisley

Cr Hippisley commented on the Community request / petition for heating of the Learn to Swim Pool and that the presentation of the petition would be made to the February 2021 OCM. Cr Hippisley commented that possibly Council could investigate whether the excess electricity generated from the solar panels which is fed back into the Grid, without compensation could be used to power heat pumps.

The CEO commented that he was aware that Mrs Letty Mills was arranging to make Presentation of the Petition / letter to the Council Meeting.

Cr Hippisley reported that he had recently met with the School Principal in regard to the feasibility of sharing the School Recreation assets thereby providing public access out of school hours. Cr Hippisley commented that Mrs Wray had indicated support for the proposal in principle subject to the matter of Public Liability Cover being in place out of School hours.

Prior to further investigation with Council's Insurer, the CEO is to seek formal confirmation that the Education Department and the School are in agreement with the proposal being further investigated and assessed.

Cr McGuinness

Cr McGuinness commented on a number of building maintenance issues observed during the set up for the Australia Day Function including: -

Overload or RCD / Appliance fault on the Building's electrical circuit (long known issue)

Roof gutters need cleaning

Air-conditioning in the Kitchen Area

Comment was made on the need for the maintenance effort on Council's Buildings to be maintained and the importance of regular Condition and Compliance inspections.

ITEM 13 NEXT MEETING DATE

The next Strategic Planning Committee Meeting is scheduled to take place on Tuesday 13th April 2021, commencing at 5.00 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 14 CLOSURE

There being no further business, the Chairman closed the Meeting at 6.37 pm.

I certify the Minutes of the Strategic Planning Committee Meeting held on 9th February 2021 were confirmed on 13th April 2021 as recorded.

Confirmed..... 13/04/2021

10.4 Review of the Shire of Quairading Delegations

Meeting Date	25 th February 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Delegation Register for Review (ii) Delegations – Schedule of Authority – under separate cover.
Owner/Applicant	Shire of Quairading
Disclosure of Interest	CEO – Council delegates certain Powers to the CEO

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council: -

1. Approves the Delegations made to the Shire President, Chief Bush Fire Control Officer, Chief Executive Officer, Audit & Risk Committee and the Manager of Health and Building as contained in the amended Register of Delegations;
2. Notes the Sub-Delegations from the Chief Executive Officer in the amended Register of Delegations; and
3. Notes the Delegations from other Agencies and Instruments of Delegation or other Acts to the Chief Executive Officer.

CARRIED ___/___

VOTING REQUIREMENTS – Absolute Majority

IN BRIEF

Legislative Requirement and Good Governance Practice to review the Delegation of Power to the Chief Executive Officer and to Committees (if any) on an Annual basis.

MATTER FOR CONSIDERATION

Annual review and Adoption of the Shire’s Delegation Authority Register.

BACKGROUND

Delegations by Council are an effective way to reduce red tape and improve customer satisfaction through prompt decision-making processes. Using the power of delegation appropriately assists local governments to efficiently deal with a wide range of operational matters that are minor, administrative in nature and potentially time consuming.

Certain safeguards are incorporated into delegations such as limiting the use of when a delegation can be exercised as well as granting appeal rights to the Council when an impacted individual is aggrieved with an officer’s decision, as set out in Part 9 – Division 1 of the Act.

It is important to note that officers are not obliged to use a delegation; where a matter is determined to be of a contentious nature, the matter can be referred to Council.

As is required by section 5.46 of the Local Government Act 1995, a review of the current delegations has been undertaken by the CEO and the Executive Officer with recommendations on proposed amendments to the Delegations from Council. This review has been based upon a best practice approach

to delegations in local government, referencing the WALGA Delegations template and Guidelines issued by the Department.

Additional guidance has also been sought from Council's Compliance Audit Consultant, Mr Niel Mitchell of Conway Highbury P/L.

STATUTORY ENVIRONMENT

Local Government Act 1995

Building Act 2011

Bush Fires Act 1954

Cat Act 2011

Caravan Parks and Camping Grounds Act 1995

Control of Vehicles (Off-road Areas) Act 1978

Dog Act 1976

Environmental Protection Act 1986

Food Act 2008

Health (Miscellaneous Provisions) Act 1911

Litter Act 1979

Public Health Act 2016

Planning and Development Act 2005

Schedule 2 clause 82(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*

State Administrative Tribunal Act 2004

POLICY IMPLICATIONS

Yes – Review of the current Delegations in place.

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

COMMUNITY CONSULTATION

N/A

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

Financial – Risk Matrix Rating assessed as Low. Financial risk mitigated through annual review of all Delegations granted by Council.

Health – Risk Matrix Rating assessed as Low.

Reputation – Risk Matrix Rating assessed as Low. Reputational Risk mitigated through the annual review of the approved Delegations from Council. Failure to conduct a Review would be a non-compliance with the Local Government Act and Regulations and would lead to increased Reputational Risk.

Operation – Risk Matrix Rating assessed as Low. Delegations provide for orderly conduct of Council's Operations and streamlines decision making processes. Review has been conducted in house.

Natural Environment – Risk Matrix Rating assessed as Low.

REVIEW COMMENTS

It has been proposed that there be an amendment to each Delegation be made to clarify that Authority remains with Council and that it is a "Delegation of Power to the CEO".

The following individual Delegations have proposed amendments: -

Delegation A.6 – Payments from Municipal Fund and Trust Fund Bank Accounts

Section 1.0 removed based on Governance Advice that the Management of the Ordering and Procurement is a Function of the role of the CEO as defined in Section 5.41(C)&(D) of the Local Government Act 1995. All procurements must comply with Council's Purchasing Policies and Procedures and must be in the Council's Adopted/Reviewed Annual Budget or by a Council Resolution.

Section 2.0 (renumbered 1.0) remains the same – Only signatories for Council Payments are the CEO, EMCS and the EO. Two signatures or electronic approvals are required for each transaction.

Review proposes that all Cheques be co-signed by two Authorised Signatories. The Current Delegation enables Cheques under \$5000 in value to be signed by only one Authorised Signatory.

Council's Authorised Signatories have already implemented this Practice for all Cheque Payments.

Rates Delegations

Minor Changes in Rates Delegations to reflect that Council's Rates Officer is currently on Paternity Leave and the Rates Function is being undertaken by the Senior Finance Officer.

Delegations from other Agencies and Instruments of Delegation or other Acts remain in effect and are unaltered: -

Delegation 52 – Noise Control – Environmental Protection Notices [Reg.65(1)]

Delegation 112 – Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events

Delegation 119 – Noise Management Plans – Construction Sites

Delegation 1738/2002v8; 858/2001 v9 – Instrument of Authorisation - Sign Development Applications for Crown Land as Owner.

Delegation Register

Shire of Quairading



Description of Review	Council Resolution Number
Delegation 32 – Certain Planning Functions Relating to the Town Planning Scheme	85-15/16: 25 th November 2015
Annual Delegation Review	63-16/17: 20 th October 2016
Annual Delegation Review	134-17/18: 22 nd February 2018
Annual Delegation Review	132-18/19: 28 th February 2019
Delegation A.14 – In-Kind Community Requests	195-18/19 30 th May 2019
Annual Delegation Review	114-19/20 27 th February 2020
Delegation F.3 – Tendering for Goods and Services	83-20/21 – 26 th November 2020
Annual Delegation Review	

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Administration

Delegation A.1 – Administration of Local Laws

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

<p>Legal (Parent):</p> <ol style="list-style-type: none"> 1. <i>Local Government Act 1995, Section 5.42</i> 2. <i>Local Government Act 1995, Section 3.18(1)</i> 	<p>Legal (Subsidiary):</p> <ol style="list-style-type: none"> 1. <i>Local Government Act 1995, Sections 9.1 and 9.4</i>
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Council delegates ~~its authority and~~ power to the Chief Executive Officer, to administer its Local Laws, and initiate legal action if considered necessary, subject to:

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

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

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

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

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

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

Delegation A.3 – Long Service Leave Applications

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

Legal (Parent): <ol style="list-style-type: none"> 1. <i>Local Government Act 1995, Section 5.42</i> 2. <i>Local Government Act 1995, Section 5.48</i> 	Legal (Subsidiary): <ol style="list-style-type: none"> 1. Local Government (Long Service Leave) Regulations
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Council delegates ~~its authority and~~ power to the Chief Executive Officer to consider and decide on applications received from employees under the Local Government (Long Service Leave) Regulations, subject to:

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

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

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

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

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

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

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

Delegation A.5 – Tenders: Minor Variation to Contracts

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

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

Legal (Subsidiary): 1. Local Government (Functions and General) Regulations, Regulation 20
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Council delegates ~~its authority and~~ power to the Chief Executive Officer to –

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

Delegation A.6 – Payments from Municipal Fund and Trust Fund Bank Account

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	27/02/2020	Sub-Delegated:	1.0: EMCS, EMW&S, EO, TOWN GARDENER,, IPR&SPO 2.0: CEO, EMCS and/or EO
Policy Reference:		Chief Executive Instruction/Procedure:	

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

~~1.0 — Sign and issue purchase orders to incur liabilities from the Municipal Fund or the Trust Fund on behalf of the Shire, subject to:~~

~~(a) — Compliance with Council Purchasing Policy; and~~

~~(b)(a) — Purchase orders only being issued for items of expenditure detailed within the adopted annual budget, or for payments that have been authorised by a resolution of Council in advance, or authorised in advance by the president in an emergency.~~

2.0 Authorise and make payments by cheque or electronic funds transfer (EFT) from the Municipal Fund or the Trust Fund, subject to:

- (a) The payment(s) only being for items of expenditure detailed within the adopted annual budget, or for payments that have been authorised by a resolution of Council in advance, or authorised in advance by the President in an emergency; and
- (b) The Chief Executive Officer, Executive Manager Corporate Services or Executive Officer (2 Signatories for EFT or ~~over \$5,000~~ Cheque Payments) jointly signing payments made by cheque, or jointly authorising payments made by EFT; and
- (c) Compliance with the requirements of Regulation 13 of the Local Government (Financial Management) Regulations 1996.

Delegation A.7 – Performing Functions Outside Own District

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

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

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

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

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

<p>Legal (Parent):</p> <ol style="list-style-type: none"> 1. <i>Local Government Act 1995, Section 5.42</i> 2. <i>Local Government Act 1995, Section 5.25(1)(i)</i> 	<p>Legal (Subsidiary):</p> <ol style="list-style-type: none"> 1. <i>Local Government (Administration) Regulations, Regulation 14(1)</i> 2. <i>Local Government Act 1995, Section 5.95</i> 3. <i>Local Government (Administration) Regulations, Regulations 29A and 29B</i>
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Council delegates ~~its authority and~~ power to the Chief Executive Officer to make available for inspection by the public notice papers and agendas relating to any Council or Committee Meeting that is open to the public, subject to:

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

Delegation A.9 – Use of Shire Vehicles by Employees

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

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

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

Delegation A.10 – Bank Authorities

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

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

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

Delegation A.11 – Liquor Permits

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

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

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

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

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

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

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

Conditions and Exceptions:

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

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

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

<p>Legal (Parent):</p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>

<p>Legal (Subsidiary):</p> <p><i>Local Government Act 1995:</i></p> <p>s.3.58(3) Disposing of Property</p>

Council delegate ~~its authority and~~ power to the Chief Executive Officer to:

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

Conditions and Exceptions:

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

Delegation applies to:

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

Delegation A.14 – In-Kind Community Requests

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

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

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

Conditions and Exceptions:

- 2.0 Subject to a Maximum Limit of \$500 per annum per organisation.
- 2.1 In accordance with CS.3 Community Grants Policy, ⁷ that “each community group can apply to the CEO for in-kind contributions towards events or projects throughout the year. CEO has delegated authority to approve/reject applications”.

Delegation A.15 – Powers of Entry

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

<p>Legal (Parent):</p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>

<p>Legal (Subsidiary):</p> <p><i>Local Government Act 1995:</i></p> <p>s.3.28 When this Subdivision applies</p> <p>s.3.32 Notice of entry</p> <p>s.3.33 Entry under warrant</p> <p>s.3.34 Entry in an emergency</p> <p>s.3.36 Opening fences</p>

Council delegate ~~its authority and~~ power to the Chief Executive Officer to:

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

Conditions and Exceptions:

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

Building

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

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

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

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

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

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

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

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

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

Legal (Subsidiary):
1. <i>Building Act 2011</i> , Section 58
2. <i>Building Act 2011</i> , Section 62

Council delegates ~~its authority and~~ power to the Manager of Health & Building to approve, modify or refuse to approve applications submitted under Section 58 of the Act, and may impose conditions in accordance with Section 62 of the *Building Act 2011*.

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

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

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

Legal (Subsidiary): Building Regulations 2012, Regulation 61
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Council delegates ~~its authority and~~ power to the Manager of Health & Building to approve or refuse to approve an application for the use of battery powered smoke alarms within a dwelling, or a part of a dwelling, subject to:

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

Delegation B.4 – Issue of Demolition Permits

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

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

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

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

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

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

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

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

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

Legal (Parent): 1. <i>Building Act 2011</i> , Section 133	Legal (Subsidiary): 1. <i>Building Act 2011</i> , Section 96 2. <i>Building Regulations 2012</i>
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Council delegates ~~its authority and~~ power to the Chief Executive Officer to commence proceedings for an alleged offence under the *Building Act 2011* and *Building Regulations 2012*.

Delegation B.7 – Issue and Revocation of Building Orders

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

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

- 1.0 Make a building order in respect of one or more of the following:
 - (a) Particular building work;
 - (b) Particular demolition work; or
 - (c) A particular building or incidental structure.

- 2.0 Revoke a building order, subject to compliance with Section 117(1) of the *Building Act 2011* by serving written notice to each person to whom the order is directed.

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

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

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

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

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

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

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

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

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

Council delegates ~~its authority and~~ power to the Chief Executive Officer to: -

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

Delegation B.10 – Referrals and Issuing Certificates

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

<p>Legal (Parent):</p> <p><i>Building Act 2011:</i></p> <p>s.127(1) & (3) Delegation: special permit authorities and local government</p>
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<p>Legal (Subsidiary):</p> <p><i>Building Act 2011:</i></p> <p>s.145A Local Government functions</p> <p>s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)</p>

Council delegates ~~its authority and~~ power to the Chief Executive Officer to: -

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

Bushfire

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

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

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

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

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

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

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

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

Delegation FIR.3 – Prohibited and Restricted Burning Times Variation

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

Legal (Parent):

Bush Fires Act 1954:

s.48 Delegation by local government

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

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

Legal (Subsidiary):

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

Bush Fire Regulations 1954:

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

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

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

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

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

Finance

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

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

<p>Legal (Parent):</p> <p><i>Local Government Act 1995:</i></p> <p>s.5.16 Delegation of some powers and duties to certain committees</p> <p>s.7.1B Delegation of some powers and duties to audit committees</p>
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<p>Legal (Subsidiary):</p> <p><i>Local Government Act 1995:</i></p> <p>s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits</p> <p>Local Government (Administration) Regulation 18G</p>

- 1.0 Council delegates ~~its authority and~~ power to the Risk & Audit Committee to meet with the local governments' Auditor at least once per year.
- 2.0 Authority to:
 - i. examine the report of the Auditor and determine matters that require action to be taken by the Shire; and
 - ii. ensure that appropriate action is taken in respect of those matters [s.7.12A(3)].
- 2.1 Authority to review and endorse the Shire's report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].

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

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

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

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

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

Delegation F.3 – Tendering for Goods and Services

Date Adopted:	28/05/2015
Date Last Reviewed:	26/11/2020
Policy Reference:	

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

<p>Legal (Parent):</p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>

<p>Legal (Subsidiary):</p> <p><i>Local Government Act 1995:</i></p> <p>s.3.57 Tenders for providing goods or services</p> <p><i>Local Government (Functions and General) Regulations 1996:</i></p> <p>r.11 When tenders have to be publicly invited</p> <p>r.13 Requirements when local government invites tenders though not required to do so</p> <p>r.14 Publicly inviting tenders, requirements for</p> <p>r.18 Rejecting and accepting tenders</p> <p>r.20 Variation of requirements before entry into contract</p> <p>r.21A Varying a contract for the supply of goods or services</p>

Council delegates ~~its authority and~~ power to the Chief Executive Officer to:

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

Subject to:

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

Delegation F.4 – Investment of Surplus Funds

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

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

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

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

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

Legal (Parent): <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO
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Legal (Subsidiary): 1. <i>Local Government Act 1995, Section 5.101(2)</i>

Council delegates ~~its authority and~~ power to the Chief Executive Officer to reimburse an employee for an expense incurred in relation to a matter affecting the local government, subject to:

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

Delegation F.6 – Reimbursement of Expenses Incurred by Councillors

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

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

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

<p>Legal (Subsidiary):</p> <ol style="list-style-type: none"> 1. <i>Local Government Act 1995, Section 5.98(2)(b)</i> 2. <i>Local Government Act 1995, Section 5.98(4)</i>

Council delegates ~~its authority and~~ power to the Chief Executive Officer to approve the reimbursement of expenses to Councillors, subject to:

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

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

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

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

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

Subject to:

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

Health

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

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

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

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

Delegation H.2 – Food Act 2008: Administration

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

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

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

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

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

Legal (Parent):
<ol style="list-style-type: none"> 1. <i>Local Government Act 1995</i>, Sections 5.42 and 5.46(3) 2. <i>Health (Miscellaneous Provisions) Act 1911</i>, Part IV, V, VI and VII 3. <i>Public Health Act 2016</i>

Legal (Subsidiary):
<p><i>Local Government (Administration) Regulations 1996:</i> Delegates to keep certain records (Act s. 5.46(3))</p> <p><i>Public Health Act 2016:</i> s.24(1) and (3) Designation of authorised officers</p>

Council delegates its authority, powers and functions under:

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

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

Subject to the conditions of –

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

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

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

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

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

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

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

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

Planning

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

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

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

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

Subject to:

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

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

4.0 Advertising Extension for Town Planning Scheme Amendments

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

Subject to:

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

5.0 Directions regarding unauthorised development

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

Subject to:

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

6.0 Structure Plans, Activity Centre Plans and Local Development Plans

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

7.0 Responsible Authority Reports to the Development Assessment Panel

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

Subject to:

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

NOTES:

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

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

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

Legal (Parent):
<ol style="list-style-type: none"> 1. <i>Planning and Development Act 2005</i> 2. <i>Quairading Local Planning Scheme No. 2</i>

Legal (Subsidiary):
<ol style="list-style-type: none"> 1. <i>State Planning Policy 3.1 – Residential Design Codes</i>

Council delegates ~~its authority and~~ power to the Chief Executive Officer to:

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

Subject to:

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

Subject to:

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

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

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

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

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

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

Legal (Parent): <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO
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Legal (Subsidiary): 1. <i>Land Administration Act 1997</i> 2. <i>Native Title Act 1993</i>

Council delegates ~~its authority and~~ power to the Chief Executive Officer to advise the Department of Land Services that the Shire has no interest in a proposed taking of land under the *Land Administration Act 1997* or the *Native Title Act 1993*, subject to:

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

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

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

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

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

Rangers

Delegation RNG.1 – Control of Vehicles (Off-road Areas) Act: Authorised Officer

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

Legal (Parent): <ol style="list-style-type: none"> 1. <i>Local Government Act 1995</i> – Section 5.42 2. <i>Control of Vehicles (Off-road Areas) Act 1978</i>, Section 38(3) 	Legal (Subsidiary): <ol style="list-style-type: none"> 1. <i>Control of Vehicles (Off-road Areas) Regulations 1979</i>.
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Council delegates ~~its authority and~~ power to the Chief Executive Officer to appoint authorised officers under the *Control of Vehicles (Off-road Areas) Act 1978*, for the whole of the district of the Shire of Quairading, subject to:

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

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

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

Legal (Parent): <i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties	Legal (Subsidiary): 1. <i>Dog Act 1976</i> , Sections 11, 12, 29, 33 and 44(2) 2. Dog Regulations 2013
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Council delegates ~~its authority and~~ power to the Chief Executive Officer to appoint persons as Registration Officers and Authorised Officers under the *Dog Act 1976*, subject to:

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

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

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

<p>Legal (No Parent): <i>Cat Act 2011</i>: s.44 Delegation by local government</p>

<p>Legal (Subsidiary): <i>Cat Act 2011</i>: s. 48 Authorised persons <i>Cat (Uniform Local Provisions) Regulations 2013</i> <i>Cat Regulations 2012</i></p>
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Council delegates ~~its authority and~~ power to the Chief Executive Officer to appoint persons as Registration Officers and Authorised Officers under the *Cat Act 2011*, subject to:

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

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

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

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

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

Delegation RNG.5 – *Litter Act 1979*: Authorised Officers and Withdrawal of Infringement Notices

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

<p>Legal (Parent):</p> <p><i>Litter Act 1979:</i></p> <p>s.26 Authorised officers, appointment and jurisdiction of etc.</p> <p><i>Litter Act 1979, Section 30(4a).</i></p>

<p>Legal (Subsidiary):</p> <p><i>Litter Regulations 1981.</i></p>
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Council delegates ~~its authority and~~ power to the Chief Executive Officer to appoint authorised person/s to administer and enforce the Litter Act and to withdraw infringement notices under the Litter Act, subject to:

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

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

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

Legal (Parent): 1. <i>Local Government Act 1995</i> , Sections 3.24, 9.10 and 9.23 2. <i>Local Government Act 1995</i> , Section 5.42	Legal (Subsidiary): 1. Shire of Quairading Local Laws
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1.0 Council delegate ~~its authority and~~ power to the Chief Executive Officer to appoint authorised persons to exercise the:

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

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

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

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

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

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

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

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

Subject to:

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

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

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

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

Legal (Parent):
<ol style="list-style-type: none"> 1. <i>Local Government Act 1995, Section 5.42</i> 2. <i>Local Government Act 1995, Section 3.25</i> 3. <i>Local Government Act 1995, Section 3.26</i>

Legal (Subsidiary):

Council delegates ~~its authority and~~ power to the Chief Executive Officer to:

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

Rates

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

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

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

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

Delegation R.2 – Amending the Rate Record

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

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

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

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

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

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

Legal (Parent): Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO

Legal (Subsidiary): Local Government Act 1995: s.6.50 Rates or service charges due and payable 1.

Council delegates ~~its authority and~~ power to the Chief Executive Officer to determine the date a rate or service charge becomes due and payable, subject to:

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

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

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

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

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

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

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

Legal (Parent): <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO	Legal (Subsidiary): <i>Local Government Act 1995, Section 9.68(5)</i>
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Council delegates ~~its authority and~~ power to the CEO to recover rates accruing on land, from a person, whether principal or agent, until such time the required notice of the sale or disposal of the land is given.

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

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

<p>Legal (Parent):</p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>

<p>Legal (Subsidiary):</p> <p>Local Government Act 1995:</p> <p>s.6.56 Rates or service charges recoverable in court</p> <p>s.6.64(3) Actions to be taken</p> <p style="text-align: center;"><i>Local Government Act 1995, Section 6.60(2)</i></p>

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

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

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

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

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

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

Works

Delegation W.1 – Altering Thoroughfare Alignments

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

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

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

<p>Legal (Subsidiary):</p> <p><i>Local Government Act 1995, Section 3.51(3)</i></p>
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Council delegates ~~its authority and~~ power to the Chief Executive Officer to give notice of any proposal to:

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

Subject to:

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

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

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

<p>Legal (Parent):</p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>	<p>Legal (Subsidiary):</p> <ol style="list-style-type: none"> 1. Local Government (Uniform Provisions) Regulations, Regulations 12, 13 and 14 2. <i>Local Government Act 1995</i>, Section 3.25(1)(b), Section 3.26(2) and (3) 3. <i>Local Government Act 1995</i>, Schedule 9.1(7)
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Council delegates ~~its authority and~~ power to the Chief Executive Officer to:

- 1.0 Approve or refuse an application from an owner of land, to construct a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land, and impose conditions in respect to the approval, subject to:
 - (a) The requirements of Regulation 14(2) of the Local Government (Uniform Provisions) Regulations 1996.

- 2.0 Issue a notice under Section 3.25(1)(b) to a person who has not complied with a condition imposed on a permission given under (1) above.

- 3.0 Do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given under (2) above.

- 4.0 Recover the cost of anything done under (3) above as a debt due from the person who failed to comply with the notice issued, subject to:
 - (a) Notification being given to Council prior to legal action commencing.

- 5.0 Issue a notice under Regulation 13(1) of the Local Government (Uniform Provisions) Regulations 1996 to the owner or occupier of private land to construct or repair a crossing from a public thoroughfare to the land, or a private thoroughfare serving the land, subject to:
 - (a) The requirements of Regulation 14(2) of the Local Government (Uniform Provisions) Regulations 1996.

Delegation W.3 – Entry to Any Land in an Emergency

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

Legal (Parent): 1. <i>Local Government Act 1995, Section 5.42</i> 2. <i>Local Government Act 1995, Section 3.34</i>	Legal (Subsidiary):
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Council delegates ~~its authority and~~ power to the Chief Executive Officer to enter any land in an emergency and perform any of the local governments functions considered appropriate to deal with the emergency subject to the following conditions:

- 1.0 The Chief Executive Officer is to give notice of intended entry of land where it is practicable to do so, as required by Section 3.34(5).

Delegation W.4 – Excavation on Public Thoroughfares

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

<p>Legal (Parent):</p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>	<p>Legal (Subsidiary):</p> <ol style="list-style-type: none"> 1. <i>Local Government Act 1995, Section 3.25(1)(b), Section 3.26(2) and (3)</i> 2. <i>Local Government Act 1995, Schedule 9.1(6)</i> 3. <i>Local Government (Uniform Provisions) Regulations, Regulation 11</i>
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Council delegates ~~its authority and~~ power to the Chief Executive Officer to:

- 1.0 Grant permission to a person to make or make and leave, an excavation of specified dimensions and in a specified way in a specified part of a public thoroughfare or on a specified part of land adjoining a public thoroughfare, and impose conditions in respect to the permission, subject to-
 - (a) The requirements of Regulation 11 of the Local Government (Uniform Provisions) Regulations 1996.
- 2.0 Issue a notice under Section 3.25(1)(b) to a person who has not complied with a condition imposed on a permission given under (1) above.
- 3.0 Do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given under (2) above.
- 4.0 Recover the cost of anything done under (3) above as a debt due from the person who failed to comply with the notice issued subject to notification being given to Council prior to legal action commencing.

Delegation W.5 – Gates and Other Devices Across Thoroughfares

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

<p>Legal (Parent):</p> <p>Local Government Act 1995:</p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>
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<p>Legal (Subsidiary):</p> <ol style="list-style-type: none"> 1. <i>Local Government Act 1995</i>, Section 3.25(1)(b), Section 3.26(2) and (3) 2. <i>Local Government Act 1995</i>, Schedule 9.1(5) 3. <i>Local Government Act 1995</i>, Schedule 3.1 4. <i>Local Government (Uniform Provisions) Regulations</i>, Regulation 9
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Council delegates ~~its authority and~~ power to the Chief Executive Officer to –

- 1.0 Grant permission to a person to have a gate or other device across a public thoroughfare under the care, control and management of the Shire, and impose conditions in respect to the permission, subject to:
 - (a) The requirements of Regulation 9 of the *Local Government (Uniform Provisions) Regulations 1996*; and
 - (b) A register of gates and other devices being kept in accordance with Clause 9(8) of the *Local Government (Uniform Provisions) Regulations 1996*.
- 2.0 Issue a notice under Section 3.25(1)(b) to a person who has not complied with a condition imposed on a permission given under (1) above.
- 3.0 Do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given under (2) above.
- 4.0 Recover the cost of anything done under (3) above as a debt due from the person who failed to comply with the notice issued subject to notification being given to Council prior to legal action commencing.

Delegation W.6 – Permits for Heavy Haulage Vehicles

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

<p>Legal (Parent):</p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p>	<p>Legal (Subsidiary):</p>
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Council delegate ~~its authority and~~ power to the Chief Executive Officer to recommend to Main Roads WA approval or refusal of any heavy haulage application.

Delegation W.7 – Private Works On, Over or Under Public Places

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

<p>Legal (Parent):</p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p>	<p>Legal (Subsidiary):</p> <ol style="list-style-type: none"> 1. <i>Local Government Act 1995, Section 3.25(1)(b), Section 3.26(2) and (3)</i> 2. <i>Local Government Act 1995, Schedule 9.1(8)</i> 3. <i>Local Government (Uniform Provisions) Regulations, Regulation 17</i> 4. <i>Shire of Quairading Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law</i>
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Council delegates ~~its authority and~~ power to the Chief Executive Officer to –

- 1.0 Grant permission to a person to construct anything on, over, or under a public thoroughfare or other public place that is Local Government property, and impose conditions in respect to the permission, subject to:
 - (a) The requirements of Regulation 17 of the Local Government (Uniform Provisions) Regulations 1996; and
 - (b) Having regard for the requirements contained in the Shire of Quairading Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law.
- 2.0 Issue a notice under Section 3.25(1)(b) to a person who has not complied with a condition imposed on a permission given under (1) above.
- 3.0 Do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given under (2) above.
- 4.0 Recover the cost of anything done under (3) above as a debt due from the person who failed to comply with the notice issued subject to notification being given to Council prior to legal action commencing.

Delegation W.8 – Regulatory Sign Applications (Stop, Give-Way, Speed, etc.)

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	27/02/2020	Sub-Delegated:	Yes EMW&S
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO	Legal (Subsidiary):
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Council delegate ~~its authority and~~ power to the Chief Executive Officer to make applications to the Main Roads WA for the installation of regulatory signs and markings at such places as the Chief Executive Officer considers warranted.

Delegation W.9 – Temporary Road Closures

Date Adopted:	28/05/2015	Delegate:	CEO
Date Last Reviewed:	27/02/2020	Sub-Delegated:	EMW&S
Policy Reference:		Chief Executive Instruction/Procedure:	

<p>Legal (Parent):</p> <p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>	<p>Legal (Subsidiary):</p> <p><i>Local Government Act 1995:</i></p> <p>s.3.50 Closing certain thoroughfares to vehicles</p> <p>s.3.50A Partial closure of thoroughfare for repairs or maintenance</p> <p>s.3.51 Affected owners to be notified of certain proposals</p> <p><i>Local Government Functions and General Regulations 1996, Regulations 4, 5 and 6</i></p> <p><i>Road Traffic (Events on Roads) Regulations 1991</i></p>
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Council delegate ~~its authority and~~ power to the Chief Executive Officer to determine applications for the temporary closure of a thoroughfare, and to undertake the necessary action for the closure of thoroughfares to vehicles –

- 1.0 In cases of emergency; or
- 2.0 Where in the opinion of the CEO that due to heavy rain a thoroughfare is likely to be damaged by the passage of traffic of a particular class, or by the passage of traffic generally; or
- 3.0 For the conduct of an Event in accordance with the Road Traffic (Events on Roads) Regulations 1991;
- 4.0 Where the Council is undertaking repair and maintenance works to a thoroughfare;

Subject to:

- (a) Having regard for the requirements of Sections 3.50 and 3.50A of the *Local Government Act 1995*, and Clauses 4, 5 and 6 of the *Local Government (Functions and General) Regulations 1996*.

Delegation W.10 – Revocation of Temporary Road Closure to Vehicles

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

Delegate:	CEO
Sub-Delegated:	EMW&S
Chief Executive Instruction/Procedure:	

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

Legal (Subsidiary): <i>Local Government Act 1995, Sections 3.50(6)</i>
--

Council delegate ~~its authority and~~ power to the Chief Executive Officer to revoke an order to close a thoroughfare subject to the provisions of Section 3.50(6) of the *Local Government Act 1995*.

Statutory Authorisations and Delegations to Local Government from State Government Entities

Delegations from other Agencies and Instruments of Delegation or other Acts

Where legislation provides for the direct delegation to authorise a person or a member of a class of persons by other agencies or decision makers, no delegation is required from the local government.

The authorisation is dealt with in the relevant legislation and, where required, the Instrument of Delegation or Notice of the Appointment is advertised in the Government Gazette.

Delegation 52 – Noise Control – Environmental Protection Notices [Reg.65(1)]

Date Gazetted:	19/03/2014	Delegate:	CEO
Date Last Reviewed:	19/03/2014	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO <i>Environmental Protection Act 1986</i>	Legal (Subsidiary):
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EV401

ENVIRONMENTAL PROTECTION ACT 1986

Section 20

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

Delegation 112 – Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events

Date Gazetted:	20/12/2013	Delegate:	CEO
Date Last Reviewed:	20/12/2013	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): <i>Environmental Protection Act 1986</i>	Legal (Subsidiary):
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EV402

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to--

- (a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B;
- (b) bellringing or amplified calls to worship--the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) community activities--noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) sporting, cultural and entertainment events--approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation--
 - (i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

JOHN DAY, Acting Minister for Environment; Heritage.

Delegation 119 – Noise Management Plans – Construction Sites

Date Gazetted:	16/05/2014	Delegate:	CEO
Date Last Reviewed:	16/05/2014	Sub-Delegated:	No
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): <i>Local Government Act 1995</i> <i>Environmental Protection Act 1986</i>
--

Legal (Subsidiary): <i>Environmental Protection (Noise) Regulations 1997</i> r.13 Construction sites

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EV405

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of--

- (a) Chief Executive Officer under the *Local Government Act 1995*; and
- (b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

Delegation 1738/2002v8; 858/2001 v9 – Instrument of Authorisation - Sign Development Applications for Crown Land as Owner

Date Authorised:	2/06/2016
Date Last Reviewed:	2/06/2016
Policy Reference:	

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

Legal (Parent): <i>Planning and Development Act 2005</i> <i>Land Administration Act 1997, section 7(1)</i> <i>Local Government Act 1995, section 267(A)</i>

Legal (Subsidiary):

DoL FILE 1738/2002v8; 858/2001v9

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF AUTHORISATION

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the 2nd day of June 2016



**HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS**

SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005*

Column 1	Column 2	Column 3
<p>The power to sign as owner in respect of Crown land that is:</p> <ul style="list-style-type: none"> a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the Building Regulations 2012 (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road, <p>in respect of development applications being made under or referred to in:</p> <p>(i) section 99(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act);</p> <p>(ii) section 103(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a local interim development order (as that term is defined in that Act);</p> <p>(iii) section 115 of the <i>Planning and Development Act 2005</i> in respect of development within a planning control area (as that term is defined in that Act);</p> <p>(iv) section 122A of the <i>Planning and Development Act 2005</i> in respect of which approval is required under an improvement scheme (as that term is defined in that Act);</p> <p>(v) section 162 of the <i>Planning and Development Act 2005</i> in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);</p>	<p>City of Albany City of Armadale Shire of Ashburton Shire of Augusta-Margaret River Town of Bassendean City of Bayswater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brookton Shire of Broome Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Canning Shire of Capel Shire of Carnamah Shire of Carnarvon Shire of Chapman Valley Shire of Chittering Shire of Christmas Island Town of Claremont City of Cockburn Shire of Cocos (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Coorow Shire of Corrigin Town of Cottesloe Shire of Cranbrook Shire of Cuballing Shire of Cue Shire of Cunderdin Shire of Dalwallinu Shire of Dandaragan Shire of Dardanup Shire of Denmark Shire of Derby/West Kimberley Shire of Donnybrook-Balingup Shire of Downer Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Exmouth City of Fremantle City of Greater Geraldton</p> <p>Shire of Nannup Shire of Narembeen Shire of Narrogin Town of Narrogin City of Nedlands Shire of Ngaanyatjaraku Shire of Northam Shire of Northampton Shire of Nungarin Shire of Peppermint Grove Shire of Perenjori City of Perth Shire of Pingelly Shire of Plantagenet Town of Port Hedland Shire of Quairading Shire of Ravensthorpe City of Rockingham Shire of Roebourne Shire of Sandstone Shire of Serpentine Jarrahdale Shire of Shark Bay City of South Perth City of Stirling City of Subiaco City of Swan</p> <p>Shire of Nannup Shire of Narembeen Shire of Narrogin Town of Narrogin City of Nedlands Shire of Ngaanyatjaraku Shire of Northam Shire of Northampton Shire of Nungarin Shire of Peppermint Grove Shire of Perenjori City of Perth Shire of Pingelly Shire of Plantagenet Town of Port Hedland Shire of Quairading Shire of Ravensthorpe City of Rockingham Shire of Roebourne Shire of Sandstone Shire of Serpentine Jarrahdale Shire of Shark Bay City of South Perth City of Stirling City of Subiaco City of Swan</p>	<p>In accordance with and subject to approved Government Land policies.</p> <p>Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the <i>Planning and Development Act 2005</i> (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</p>

Shire of Tammin
Shire of Three Springs
Shire of Toodyay
Shire of Trayning
Shire of Upper Gascoyne
Town of Victoria Park
Shire of Victoria Plains
Town of Vincent
Shire of Wagin
Shire of Wandering
City of Wanneroo
Shire of Waroona
Shire of West Arthur
Shire of Westonia
Shire of Wickepin
Shire of Williams
Shire of Wiluna
Shire of Wongan-Ballidu
Shire of Woodanilling
Shire of Wyalkatchem
Shire of Wyndham-East Kimberley
Shire of Yalgoo
Shire of Yilgarn
Shire of York



**HON DONALD TERENCE REDMAN MLA
MINISTER FOR LANDS**

2nd day of *June* 2016

10.5 Appointment of Complaints Officer and Adoption of Complaints Form

Meeting Date	25 th February 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	i. Complaint About Alleged Breach Form ii. Local Government (Model Code of Conduct) Regulations 2021 (Web Link)
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council:

1. Authorise the Chief Executive Officer to be the Shire's Complaints Officer in accordance with cl. 11(3) of the *Local Government (Model Code of Conduct) Regulations 2021*.
2. Delegates the power of appointment of additional complaints officer(s) to the Chief Executive Officer in accordance with *the Local Government (Model Code of Conduct) Regulations 2021*.
3. Approves the attached Complaint About Alleged Breach Form in accordance with cl. 11(2)(a) of the *Local Government (Model Code of Conduct) Regulations 2021*.

CARRIED BY ABSOLUTE ___/___

VOTING REQUIREMENTS –Absolute Majority

IN BRIEF

- The *Local Government (Model Code of Conduct) Regulations 2021*, was gazetted on Tuesday 2nd February 2021 and took effect on the 3rd February 2021.
- This report seeks to inform the Council on recent changes made to legislation and enact some of those changes in accordance with deadlines provided by the State Government.
- Council is required to appoint a Complaints Officer for the Shire of Quairading to be able to receive complaints and withdrawal of complaints in accordance with cl. 11(3) of the Regulations, and to approve a standard form to be used by complainants in accordance with cl. 11(2)(a) of the Regulations.
- Section 5.104 of the *Local Government Act 1995* (Act) requires that local governments adopt a Code of Conduct for Council Members, Committee Members and candidates that incorporates the Model Code of Conduct within three months (by 3rd May 2021).
- Until such time as a local government adopts a new Code of Conduct, the Model Code of Conduct outlined within the *Local Government (Model Code of Conduct) Regulations 2021* will apply.
- To account for any breaches occurring on the first day that the Regulations take effect, local governments must authorise at least one person within three weeks of the Regulations taking effect (being by 24th February 2021).

MATTER FOR CONSIDERATION

Council appointment of a complaints officer for the Shire of Quairading to be able to receive complaints and withdrawals of complaints in accordance with cl. 11(3) of the *Local Government (Model Code of Conduct) Regulations 2021*.

Secondly, Council to approve a standard form to be used by complainants to make a complaint regarding a Council Member, Committee Member or Candidate in accordance with cl. 11(2)(a) of the new Regulations.

Thirdly, Approval is also sought to allow the Chief Executive Officer to be able to authorise additional complaints officer(s) for the purposes of receiving complaints and withdrawals of complaints in accordance with the Regulations.

BACKGROUND

Council's previous Code of Conduct did not have an appointed Complaints Officer or Complaints / Resolution process.

Each local government was previously required to develop their own Code of Conduct and manage behaviour in accordance with that Code.

The new Regulations have been developed to replace these individual Codes by introducing a Model Code of Conduct that applies to Council Members, Committee Members and Candidates for Elections.

The *Local Government (Model Code of Conduct) Regulations 2021*, was gazetted on Tuesday 2nd February 2021 and took effect on the 3rd February 2021.

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 Council Member.

Council is required to adopt a Code of Conduct for Council Members, Committee Members and Candidates that incorporates the Model Code of Conduct within three months, in accordance with section 5.104 of the Act. Until that time, the Model Code of Conduct will be taken to be Council's Code of Conduct.

The Department of Local Government, Sports and Cultural Industries (Department) requires all local governments to appoint a Complaints Officer and approve a Complaint Form by the 24th February 2021 to account for any breaches occurring on the first day that the Regulations take effect. Council will consider this Item on the 25th February 2021, the first opportunity for a Full Council Meeting.

In accordance with the *Local Government (Model Code of Conduct) Regulations 2021*, Council is also required to approve a standard form to lodge complaints of breaches of Division 3 of the Model Code of Conduct. It is recommended that Council adopts the attached Complaint About Alleged Breach Form.

STATUTORY ENVIRONMENT

Local Government Act 1995

Sections 5.103 and 5.104

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.

[Section 5.103 inserted: No. 16 of 2019 s. 50.]

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

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

N/A.

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. It is low risk for Council to appoint the CEO as Complaints Officer and approve the Complaint Form in accordance with the requirements of the Regulations and the Department.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The *Local Government (Model Code of Conduct) Regulations 2021* bring into effect sections 48 to 51 of the Amendment Act by introducing a mandatory code of conduct for Council Members, Committee Members and Candidates.

Until such time as a local government adopts a new Code of Conduct, the Model Code of Conduct outlined within *the Local Government (Model Code of Conduct) Regulations 2021* will apply.

To enable the Shire to be compliant with the legislation changes and be able to process complaints made under Division 3 of the Model Code of Conduct the Shire must:

- appoint a person to receive and withdraw complaints and
- approve a form for complaints to be lodged.

The form that is proposed to be used (Attachment 1) has been created using a template provided by the Department of Local Government, Sport and Cultural Industries.

The Model Code of Conduct Regulations outline:

- Division 2 General Principles - This section of the Regulations set out the fundamental rules that Council Members, Committee Members and Candidates are expected to adhere to, promote and support. Adhering to these rules will assist individuals to comply with the behaviours outlined in Division 3 and 4.
- Division 3 Behaviour – sets out requirements relating to the behaviour of Council Members, Committee Members and Candidates and the mechanism for dealing with alleged breaches of those requirements. Behaviours are to be managed by Local Governments and complaints of alleged breaches of behavioural requirements must be dealt with by the Local Government. The Shire Administration will develop further guidance on dealing with complaints through the introduction of a complementary policy or procedure on complaints management in accordance with Division 3 of the Model Code of Conduct.
- Division 4 Rules of conduct – Under section 5.105(1) of the Act a Council Member commits a minor breach if the Council Member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the Council Member was a Candidate. The rules of conduct are specific rules for which alleged breaches (minor breaches) are referred to the Standards Panel. The Rules of Conduct Regulations are being repealed and replaced by Division 4.

Local governments are required to prepare and adopt a new Code of Conduct by the 3rd May 2021.

Next Steps

CEO and Executive Officer to draft a new Code of Conduct for Council Members, Committee Members and Candidates and present to Council for Adoption prior to the deadline date of the 3rd May 2021.

COMPLAINT ABOUT ALLEGED BREACH FORM

Code of Conduct for Council Members, Committee Members and Candidates



Schedule 1, Division 3 of the Local Government (Model Code of Conduct) Regulations 2021

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the code of conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

The signed complaint form is to be forwarded to the Chief Executive Officer via email, ceo@quairading.wa.gov.au or PO Box 38 Quairading WA 6383 and marked "Confidential".

NOTE: A complaint about an alleged breach must be made –

- (a) in writing on the form approved by the local government
- (b) to the authorised person (CEO)
- (c) within one month after the occurrence of the alleged breach.

Full Name of person who is making the complaint	
Name: _____	
<u>Given Name(s)</u>	<u>Family Name</u>

Contact details of person making the complaint	
Address	
Email	
Contact number	

Name of the local government (city, town, shire) concerned
Shire of Quairading

Name of council member, committee member, candidate alleged to have committed the breach

State the full details of the alleged breach. Attach any supporting evidence to your complaint form	
Date of alleged breach	
_____ / _____ / 20_____	

SIGNED	
Complainant's signature	
Date of signing	_____ / _____ / 20_____

RECEIVED BY AUTHORISED OFFICER	
Authorised Officer's Name	
Authorised Officer's Signature	
Date received	_____ / _____ / 20_____

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

12.1 RFT 4-20/21 Supply and Delivery of 1 x New Road Grader and the Trade or Outright purchase of 1 x 12M Caterpillar Grader

Meeting Date	25 th February 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMWS Allan Rourke
Attachments	X7 Confidential attachments under separate cover
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council: -

1. Accept the Tender received for the Supply and Delivery of one (1) New Road Grader from WesTrac Pty Ltd for a Caterpillar 140 L3 for the cost of \$360,000 (ex GST).
2. Accept the Tender received from KCA Sales Pty Ltd for the outright purchase of Council's 2011 Caterpillar 12M Grader for \$150,000 (ex GST).
3. That the Changeover Amount of \$210,000 (ex GST) be fully funded from Council's Plant Replacement Reserve Fund.

CARRIED ___/___

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- RFT advertised for the Supply and Delivery of new machine and the Trade or Outright Purchase of Council's 12M Caterpillar Grader.
- Whole of life costing based on 8 year replacement was prepared by UNIQCO.
- Three Tender Submissions received for the supply, delivery with trade.
- One Tender Submission received for the supply only no trade
- Four Tender Submissions received for the outright purchase.
- Operator assessment on short listed machines.

MATTER FOR CONSIDERATION

For Council to consider Tender submissions received for the Supply and Delivery of one (1) new Road Grader and Trade or Outright Purchase of Council's 12M Caterpillar Grader.

BACKGROUND

A Request for Tender (RFT) 4-20/21 for the Supply and Delivery one (1) new Road Grader and Trade or Outright Purchase of Council's 12M Caterpillar Grader was advertised in the West Australian on the 16th January 2021, Council's Website, Banksia Bulletin, Passion Sheet and Facebook.

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions & General) 1996 Reg. 11

POLICY IMPLICATIONS

The Shire of Quairading Purchasing Policy requires that for prices over \$250,000 Council is to procure services via public tender or by WALGA Preferred Suppliers Program.

FINANCIAL IMPLICATIONS

In the Shire of Quairading 2020/2021 Adopted Budget an allowance has been made of \$220,000 (ex GST) changeover cost. The changeover cost would be \$210,000 (ex GST) should Council accept the Officer's Recommendation.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

ITEM	OUTCOMES AND STRATEGIES
B2	Enhanced and Sustainably Managed Assets and Infrastructure

COMMUNITY CONSULTATION

N/A.

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

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

Health – Risk Matrix Rating is considered Low.

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

Operation – Risk Matrix Rating is considered Low – As per the Ten Year Plant Replacement Program. Purchase and changeover of the Grader will not impact upon Council's operations.

Natural Environment – Risk Matrix Rating is considered Low.

COMMENT

Tender submissions closed on Wednesday 5th February 2020 at 4.00pm. Tender opening was conducted on Monday 8th February 2021 at 12.00pm three (3) submissions had been received from three (3) companies for the supply and trade, one (1) submission for supply only, and four (4) submissions of outright purchase via RFT 04-20/21: -

Supply and trade submissions received from:

- WesTrac Pty Ltd
- McIntosh & Son
- AFGRI Equipment Australia Pty Ltd

Supply only submission from:

- Komatsu Australia Pty Ltd

Outright purchase submissions from:

- KCA Sales Pty Ltd
- WA Machinery Brokers Pty Ltd
- Allused Pty Ltd
- Manheim Australia

The three (3) Tender Submissions for supply and trade have been assessed, ranked with Price considerations and Qualitative Criteria Totals is as follows:

Company	Make	Model	Weighted Score (100%)	Ranking
WesTrac Pty Ltd	Caterpillar	140 L3	88.05	1
McIntosh & Son	Case	865B	82.28	3
AFGRI Equipment	John Deere	620GP	84.72	2

The one (1) Tender Submission for supply only has been assessed, ranked with Price considerations and Qualitative Criteria Totals is as follows:

Company	Make	Model	Weighted Score (100%)	Ranking
*Komatsu Australia Pty Ltd	Komatsu	GD655-7	0	N/A

* Komatsu Australia Pty Ltd was not considered as the changeover is over budget.

The three (3) Tender Submissions for supply and outright purchase have been assessed, ranked with Price considerations and Qualitative Criteria Totals is as follows:

Company	Make	Model	Weighted Score (100%)	Ranking
WesTrac Pty Ltd	Caterpillar	140 L3	89.25	1
McIntosh & Son	Case	865B	78.21	3
AFGRI Equipment	John Deere	620GP	86.44	2

The four (4) Tender Submissions for the outright purchase have been assessed as follows (1 being the highest offer and 4 being the lowest offer) ranking is on price only.

Company	Weighted Score
KCA Sales Pty Ltd	1
WA Machinery Brokers Pty Ltd	3
Allused Pty Ltd	4
Manheim Australia	2

- From the above tables, the Tenderer to receive the highest score against the Qualitative Criteria and Price Consideration is WesTrac Pty Ltd for the Caterpillar 140L3.
- Komatsu Australia Pty Ltd Tender submission offered no trade and was assessed against the highest outright purchase price submitted by KCA Sales. The changeover amount was over budget therefore this submission was no longer considered for further evaluation.
- Regarding the sale of Council's 2011 Caterpillar 12M Grader the Officer recommends that it is sold to KCA Sales Pty Ltd as per their Tender submission for outright purchase.

The Executive Manager of Works and Services and Mr Andrew Marnham (Marnham Mechanical) have undertaken an operational and visual assessment of shortlisted machines being the Caterpillar 140 L3 and the John Deere 620GP. The Case 865B was included in the shortlist but the machine was not available in WA to be inspected. The two shortlisted machines inspected were based on the suitability of Council's operational requirements.

Assessment areas that were covered included access to maintenance service points, cab layout, operator comfort, safety and overall suitability for Council's requirements.

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

Results from the evaluation against the Qualitative Criteria and Price Consideration scores the Caterpillar 140 L3 highest at 89.25 out of 100 for the supply and the outright purchase.

In conclusion, the tender submission from WesTrac Pty Ltd for the Caterpillar 140 L3 delivers the best value to Council in regard to whole of life costings based on an 8 year replacement and demonstrates the suitability for Council's operational requirements.

ITEM 13 URGENT COUNCILLORS' BUSINESS

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

No matters for consideration.

ITEM 15 NEXT MEETING DATE

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

ITEM 16 CLOSURE

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