

# Ordinary Council Meeting

## Notice of Meeting | 27<sup>th</sup> August 2020

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday 27<sup>th</sup> August 2020 commencing at 2.00 pm.

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

Public are able to attend this meeting.

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

Alternatively, Questions may be asked in Person.

MEETING AGENDA ATTACHED

Graeme Fardon

GRAEME FARDON  
CHIEF EXECUTIVE OFFICER

Date: 21<sup>st</sup> August 2020

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### Disclaimer

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

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# CONTENTS

Agenda Item	Page
ITEM 1	OPENING & ANNOUNCEMENTS.....3
ITEM 2	ATTENDANCE AND APOLOGIES .....3
ITEM 3	PUBLIC QUESTION TIME.....3
ITEM 4	DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS..... 4
ITEM 5	APPLICATIONS FOR LEAVE OF ABSENCE..... 4
ITEM 6	DECLARATIONS OF INTEREST..... 4
ITEM 7	CONFIRMATION OF MINUTES AND BUSINESS ARISING ..... 4
7.1	Confirmation of Minutes – 30 <sup>th</sup> July 2020 ..... 4
7.2	Business Arising..... 4
7.3	Confirmation of Minutes – 11 <sup>th</sup> August 2020.....41
7.4	Business Arising.....41
ITEM 8	MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING .....45
ITEM 9	MATTERS FOR CONSIDERATION – FINANCE & AUDIT ..... 46
9.1	Accounts for Payment – July 2020..... 54
9.2	Financial Information–Statements of Income and Expenditure for the Period Ending – 31 <sup>st</sup> July 2020
9.3	Budget Amendment - Caravan Park Cabins Retention Payment ..... 81
ITEM 10	MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION..... 84
10.1	Strategic Planning Committee Minutes – 11 <sup>th</sup> August 2020 ..... 84
	<i>1) Terms of Reference for Requests for Quotation – Sports and Recreation Masterplan, and Sports and Recreation Centre Options Study</i>
	<i>2) ICT Strategic Plan Progress Report</i>
10.2	Ageing in Place Working Group – Council Delegates..... 102
10.3	Bush Fire Advisory Committee Minutes – 23 <sup>rd</sup> July 2020..... 105
	<i>1) Burning Prohibition – Pursuant to Section 46 of the Bush Fires Act 1954</i>
10.4	Avon South Local Action Group (ASLAG) - Council Delegate..... 114
10.5	WALGA – Annual General Meeting: Executive and Member Motions..... 128
ITEM 11	MATTERS FOR CONSIDERATION – HEALTH AND BUILDING ..... 134
ITEM 12	MATTERS FOR CONSIDERATION – WORKS ..... 135
ITEM 13	URGENT COUNCILLORS’ BUSINESS ..... 136
ITEM 14	CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2) ..... 136
14.1	Valuation Reports for Factory Units and Light Industrial Land (Confidential Item)..... 136
14.2	Application to Section 91 License over unallocated Crown Land (Confidential Item)..... 136
14.3	Public Reading of Resolution..... 137
ITEM 15	NEXT MEETING DATE.....137
ITEM 16	CLOSURE ..... 137

## SHIRE OF QUAIRADING

### ITEM 1 OPENING & ANNOUNCEMENTS

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

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

Councillors are advised that WALGA President, Mayor Tracey Roberts and CEO Nick Sloan will be joining the Meeting, and that an Invitation has been extended to Mick Grage and Nicole Hargrave from the Quairading Book Post to join us for Afternoon Tea.

### ITEM 2 ATTENDANCE AND APOLOGIES

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#### Councillors

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

#### Council Officers

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

#### Observers/Visitor

#### Apologies

#### Leave of Absence Previously Granted

### ITEM 3 PUBLIC QUESTION TIME

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## ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

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## ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

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## ITEM 6 DECLARATIONS OF INTEREST

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

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

## ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 7.1 Confirmation of Minutes – 30<sup>th</sup> July 2020

#### Recommendation

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

That the Minutes of the Ordinary Meeting of Council held on the 30<sup>th</sup> July 2020 be confirmed as a true and accurate record of proceedings. (Attached).

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

### 7.2 Business Arising

## SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 30<sup>th</sup> July 2020 commencing at 2.01 pm.

### ITEM 1 OPENING & ANNOUNCEMENTS

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The Shire President opened the Meeting at 2.01 pm.

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

Cr Davies welcomed Councillors, Staff and the Members of the Public in the gallery to the meeting.

Cr Davies advised that Item 8.2 Application for Development Approval (Retrospective) – Proposed Outbuilding (i.e. Domestic Storage Shed) on Lot 288 (No.54) Murphy Street, Quairading has been withdrawn by the Applicant from the Agenda for this meeting.

Cr Davies invited Councillors and Senior Staff to attend a meeting with CRISP Wireless on Wednesday 5<sup>th</sup> August 2020.

Cr Davies informed the meeting that Mr Brian Caporn was successfully nominated for a Long and Loyal Service Award and that recipients of the 2020 Association Honours will be recognised at the WALGA AGM on the 25<sup>th</sup> September 2020 and encouraged Councillors to attend. Cr Davies further stated that Mr Caporn thanked Council for the nomination.

Councillors were advised that an Invitation had been extended to Cameron Johnston of Johnston Electrical & Communication Services, the new School Teachers, Magdalen Johnston – Deputy Principal, Amy Taylor and Kendra Baker - Education Assistants, Jaxon Johnston – Chaplain, Erin Dunne – Teacher Year 2/3, Brydie Wellham – Teacher Year 4/5/6 to be accompanied by Principal Mrs Pauline Wray to join Councillors for Afternoon Tea.

Cr Davies welcomed Council's Town Planning Consultant, Mr Joe Douglas to his first Council Meeting.

### ITEM 2 ATTENDANCE AND APOLOGIES

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#### Councillors

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

#### Council Officers

Mr GA Fardon	Chief Executive Officer
Mr N Gilfellow	Executive Manager of Corporate Services
Mr RM Bleakley	IPR & Strategic Projects Officer
Mrs A Strauss	Executive Officer (2.02 pm – 3.26 pm)
Mr Joe Douglas	Consultant Town Planner

**Observers/Visitor**

Mr Andrew Francis (2.02 pm to 2.56 pm)  
Ms Jill Hayes

**Apologies**

Mr A Rourke Executive Manager of Works & Services

**Leave of Absence Previously Granted**

Nil.

**ITEM 3 PUBLIC QUESTION TIME**

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No Questions asked by the Members of the Public in attendance.

**ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS**

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Nil.

**ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE**

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**5.1 Application for Leave of Absence – Cr McGuinness**

A written Application for Leave of Absence had been received from Cr McGuinness for the period Monday 21<sup>st</sup> September 2020 to Friday 9<sup>th</sup> October 2020 (inclusive).

**RESOLUTION: 01-20/21****MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley**

That Cr McGuinness be granted Leave of Absence from Council and Committee Meetings for the period of Monday 21<sup>st</sup> September 2020 to Friday 9<sup>th</sup> October 2020 (inclusive).

**CARRIED 8/0**

**ITEM 6 DECLARATIONS OF INTEREST**

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The following pro forma written declarations were received by the Chief Executive Officer and read aloud: -

- Cr Hippisley - Proximity Interest with Item 8.2 Application for Development Approval (Retrospective) – Proposed Outbuilding (i.e. Domestic Storage Shed) on Lot 288 (No.54) Murphy Street, Quairading
- Cr Smith - Impartiality Interest with Item 10.3 Quairading Agricultural Society – Community Grant Variation

## ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 7.1 Confirmation of Minutes – 25<sup>th</sup> June 2020

**RESOLUTION: 02-20/21**

**MOVED Cr Hippisley SECONDED Cr Stacey**

That the Minutes of the Ordinary Meeting of Council held on the 25<sup>th</sup> June 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

### 8.1 Application for Development Approval – Proposed Outbuilding (i.e. Domestic Storage Shed) on Lot 307 (No.14) Charlton Street, Quairading

<b>Meeting Date</b>	30 <sup>th</sup> July 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	Town Planning Consultant, Joe Douglas
<b>Attachments</b>	Attachment 1 – Application Documentation and Plans
<b>Owner/Applicant</b>	Mr Edward G. Edwards
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 03-20/21

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

That Council approve the development application submitted by Mr Edward G. Edwards for a proposed new outbuilding on Lot 307 (No.14) Charlton Street, Quairading subject to the following conditions and advice notes:

1. The proposed outbuilding (i.e. shed) shall be constructed strictly in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.
3. The proposed development shall be completed in its entirety within a period of one (1) year from the date of this approval. If the development is not completed within this period this approval shall lapse and have no further effect. Where an approval has so lapsed, the proposed development shall not be carried out without the further approval of Council having first being sought and obtained.
4. All external surfaces of the proposed new outbuilding shall be clad with new materials only with the exception of the existing access doors and trims located on the structure's eastern façade which shall be painted to match the structure's external walls.
5. All stormwater drainage generated by the proposed new outbuilding shall be managed and disposed of on-site (i.e. no stormwater is permitted to be directed and disposed of via any immediately adjoining property).
6. The existing mature tree located at the rear of the property which is proposed to be retained and contained within the confines of the proposed outbuilding shall at all times be maintained to the specifications and satisfaction of the Shire's Chief Executive Officer to minimise any potential risk of damage to the structure from falling tree branches.
7. The proposed new outbuilding shall only be used for domestic storage, maintenance and hobby purposes unless otherwise approved by Council.

*Continues on next page*



### Advice Notes

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement, memorial or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
2. This is a development approval of the Shire of Quairading under its Town Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. In accordance with the Building Act 2011 and Building Regulations 2012, a demolition permit for all existing structures proposed to be removed and a building permit application for the proposed new outbuilding must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any demolition, construction and/or earthworks on the land.
4. The removal of any asbestos from the land, including boundary fencing, may only be undertaken by an authorised asbestos removal licence holder in accordance with the specific requirements of the Occupational Safety and Health Act 1984, the Occupational Safety and Health Regulations 1996 and the National code of practice for the safe removal of asbestos 2nd edition [NOHSC:2002(2005)].
5. The proposed new outbuilding is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements must be submitted to the Shire with the building permit application.
6. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.
7. No construction works shall commence on the land prior to 7am without the Shire's written approval. No construction works are permitted to be undertaken on Sundays or Public Holidays.
8. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Quairading Town Planning Scheme No.2 and may result in legal action being initiated by the local government.
9. If the applicant/landowner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted within 28 days of the determination.

**CARRIED ON THE CASTING VOTE BY THE SHIRE PRESIDENT 5/4**

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### **IN BRIEF**

The applicant/landowner is seeking Council's development approval to construct a new outbuilding (i.e. shed) at the rear of Lot 307 (No.14) Charlton Street, Quairading for domestic storage purposes.

As the proposed outbuilding does not comply with the deemed-to-comply requirements of the Residential Design Codes of Western Australia, Council's development approval is required prior to issuance of a building permit.

## MATTER FOR CONSIDERATION

A development application for the construction and use of a new 148m<sup>2</sup> outbuilding at the rear of Lot 307 (No.14) Charlton Street, Quairading for domestic storage purposes.

## BACKGROUND

The subject land is located in the northern part of the Quairading townsite in a well-established, low density residential area. It comprises a total area of approximately 994m<sup>2</sup> and contains an older style dwelling in its northern half in good, habitable condition that is slowly being renovated by the applicant/landowner and his family.

The land is gently sloping from north to south with the natural ground level ranging from approximately 254 metres AHD in its northern part to 253 metres AHD along its southern boundary where the new outbuilding is proposed to be sited.

The land has direct frontage to Charlton Street along its northern boundary and Gillett Street along its eastern boundary, both of which are sealed and drained local roads under the care, control and management of the Shire. All vehicle access to/from the land is via an existing driveway crossover along its Gillett Street frontage.

Existing adjoining and other nearby land uses are predominantly residential in nature comprising single houses, including numerous similar sized outbuildings, on lots ranging in size from 900 to 5,600m<sup>2</sup>. The subject land also immediately abuts Crown Reserve 50706 which is an unmanaged 'C' class reserve owned by the State of Western Australia and controlled by the Department for Planning, Lands and Heritage for the designated purpose 'Residential Development'.

Under the terms of the application received the following is proposed:

- Placement of two (2) x 40 foot long x 8 foot wide x 8.5 foot high second-sea containers in good condition on galvanised support beams secured by concrete footings at the southern end of the property spaced approximately 7.33 metres apart with a setback of 0.6 metres to the land's western side boundary and 1.0 metre to its rear boundary to the south;
- Construction of a new steel framed, dome-style roof structure over the top of the two sea containers to a maximum height of 4.4 metres above the land's natural ground level with a centrally located cut-out to allow for the retention of an existing mature tree located at the rear of the property which has been extensively lopped and will be maintained thereafter to minimise the risk of damage from falling branches;
- Installation of painted steel (i.e. 'Surf Mist' colour being white with a grey tinge) and polycarbonate roof cladding on the dome-style roof structure;
- Installation of 'Surf Mist' coloured wall cladding on the proposed structure's northern, western and southern elevations to a height of approximately 2.59 metres to screen the external surfaces of the two (2) sea containers from public view;
- Painting of the two (2) eastward facing doors of the sea containers using 'Surf Mist' coloured paint to match the structure's wall and roof cladding;
- Installation of 'Surf Mist' coloured guttering around the edge of the proposed structure's roof as well as a suitable capacity rainwater tank on the northern side of the structure for stormwater drainage management purposes;
- Removal of all existing boundary fencing and installation of new replacement picket style and Colorbond fencing ranging in height from 0.9 to 1.8 metres to maintain visual surveillance to/from the street in the northern portion of the property and screen its southern half, including the proposed outbuilding, from public view; and

- Use of the proposed outbuilding for domestic storage and maintenance purposes following completion of construction.

### STATUTORY ENVIRONMENT

- Planning and Development Act 2005
- Planning and Development (Local Planning Schemes) Regulations 2015
- Shire of Quairading Town Planning Scheme No.2
- Shire of Quairading Local Planning Scheme No.3 (Draft)
- State Planning Policy 7.3: Residential Design Codes - Volume 1 (R-Codes)

### POLICY IMPLICATIONS

- Shire of Quairading Local Planning Policy – 'Sea Containers' (June 2015)
- Shire of Quairading Local Planning Policy – 'Outbuildings' (December 2015)

### FINANCIAL IMPLICATIONS

Nil immediate financial implications, aside from the administrative costs associated with processing the application. Town Planning expenses are provided for in Council's Budget.

All costs associated with the proposed development will be met by the applicant/landowner.

It is highlighted that should the applicant/landowner be aggrieved by Council's final decision, they may seek a review of that decision by the State Administrative Tribunal in which case the Shire would need to respond, the cost of which cannot be determined at this preliminary stage but could be expected to range anywhere from \$5,000 to \$60,000 excluding GST depending upon how far the matter proceeds through the review process.

### 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

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

ITEM	OUTCOMES AND STRATEGIES
B1	Responsive Land Use Planning

### COMMUNITY CONSULTATION

Details of the proposal, including plans, were forwarded to the owners/occupiers of nine (9) properties in the immediate locality for review and comment. Those people consulted were given fourteen (14) days to provide a formal response to the Shire. At the close of the consultation period only one (1) submission had been received by the Shire which confirmed the respondent has no objections to and is supportive of the proposal.

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

Financial - Risk Matrix Rating is assessed as Low. Risk Mitigated through Assessment Process and Recommendation to support the Application with Conditions. However, there is potential for increased Risk if the Applicant/Landowner is aggrieved by Council's final decision and applies for a review of the decision by the State Administrative Tribunal.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Application has been through a Public Consultation Process and no objections have been received. Application fully assessed by Council's Town Planning Consultant with recommendation to Council.

Operation – Risk Matrix Rating is assessed as Low. Application dealt within Council's current Organisational Structure and Council's Town Planning Consultant.

Natural Environment – Risk Matrix Rating is assessed as Low.

## **PLANNING ASSESSMENT**

The subject land is classified 'Residential' zone with a density coding of R10/20 in the Shire of Quairading Town Planning Scheme No.2 and is proposed to retain this zoning classification and density coding in the Shire's proposed new Local Planning Scheme No.3.

Council's stated objectives for the development and use of any land classified 'Residential' zone are as follows:

- a) to provide for the predominant form of residential development to be single houses;
- b) to provide for diversity of lifestyle choice with a range of residential densities;
- c) to achieve a high standard of residential development; and
- d) to allow for establishment of non-residential uses which are compatible with the predominant residential use and which will not adversely affect local amenities.

Clause 61(1)d in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (i.e. the Deemed Provisions for all local planning schemes in Western Australia) provides an express exemption to the need for development approval for the erection or extension of an outbuilding on the same lot as a single house if the R-Codes apply to the development and the development satisfies the deemed-to-comply requirements of the R-Codes unless the development is located in a place that is:

- (i) entered in the Register of Heritage Places under the Heritage of Western Australia Act 1990; or
- (ii) the subject of an order under the Heritage of Western Australia Act 1990 Part 6; or
- (iii) included on a heritage list prepared in accordance with this Scheme; or
- (iv) within an area designated under the Scheme as a heritage area; or
- (v) the subject of a heritage agreement entered into under the Heritage of Western Australia Act 1990 section 29.

Whilst the subject land and dwelling thereon are not identified, designated or registered as being of cultural heritage significance at local or State level, the proposed new outbuilding does not satisfy the deemed-to-comply requirements of the R-Codes. As such a development application is required in this particular instance and must be considered and determined by Council prior to the commencement of development.

The development application received has been assessed with due regard for the specific objectives, standards and guidance provided in the following documents:

- Planning and Development (Local Planning Schemes) Regulations 2015

- Shire of Quairading Town Planning Scheme No.2
- Shire of Quairading Local Planning Scheme No.3 (Draft)
- State Planning Policy 7.3: Residential Design Codes - Volume 1 (R-Codes)
- Shire of Quairading Local Planning Policy – 'Sea Containers' (June 2015)
- Shire of Quairading Local Planning Policy – 'Outbuildings' (December 2015)

This assessment has concluded the proposal is generally consistent with the relevant objectives and standards and is capable of being implemented in a proper and orderly manner. Notwithstanding this general conclusion, Council is required to consider and exercise its discretion in relation to the following matters when determining the application:

### 1. **Floor Area**

The proposed outbuilding will comprise a total floor area of 148m<sup>2</sup> in lieu of a maximum permitted floor area of 99.4m<sup>2</sup> as required by Council's 'Outbuildings' policy (i.e. 10% of the land's total site area).

In considering this non-compliant element Council is required to have due regard for the design principles prescribed in clause 5.4.3 P3 of the R-Codes which expressly states that any new outbuilding may be approved where it does not detract from the streetscape or the visual amenity of residents or neighbouring properties.

Having regard for:

- a) the location of the proposed outbuilding at the rear of the land;
- b) its proposed external finishes and colours;
- c) the fact it will be substantially screened from public view with the installation of a new 1.8 metre high Colorbond fencing along the land's side and rear boundaries where the structure is proposed to be sited; and
- d) the outcomes from the recently completed public advertising process in which no objections were raised,

it is contended the proposed structure will not detract from the local streetscape or the visual amenity of residents or neighbouring properties due to its floor area being greater than the maximum allowable under Council's 'Outbuildings' policy and is therefore acceptable.

### 2. **Ridge Height**

The proposed outbuilding will have a roof ridge height of 4.4 metres in lieu of a maximum permitted ridge height of 4.2 metres as required by Council's 'Outbuildings' policy.

In considering this non-compliant element Council is required to again have due regard for the design principles prescribed in clause 5.4.3 P3 of the R-Codes which expressly states that any new outbuilding may be approved where it does not detract from the streetscape or the visual amenity of residents or neighbouring properties.

As the proposed variation to the maximum allowable ridge height is only quite minor in nature (i.e. 200mm), it is contended the proposed structure will not detract from the local streetscape or the visual amenity of residents or neighbouring properties by virtue of its overall height and is therefore acceptable. This view is supported by the fact no objections were raised by any nearby landowners during public advertising.

Furthermore, Council should note clause 26(3) of the Shire's proposed new Local Planning Scheme No.3 specifies that all outbuildings on land with a density coding of R10 shall comprise a maximum building height of 4.5 metres which is slightly greater than that allowable under its current policy (i.e. when Local Planning Scheme No.3 is finally approved and gazetted the proposed structure would be compliant with Council's requirements in this matter).

### 3. **Boundary Setbacks**

The proposed outbuilding will have a setback of 0.6 metres from the land's western side boundary and a setback of one (1) metre from its rear boundary to the south in lieu of a minimum setback of 1.5 metres to both of these boundaries as required by the R-Codes and Council's 'Outbuildings' policy.

In considering this non-compliant element Council is required to again have due regard for the design principles prescribed in clause 5.4.3 P3 of the R-Codes which expressly states that any new outbuilding may be approved where it does not detract from the streetscape or the visual amenity of residents or neighbouring properties.

Having regard for:

- a) the location of the proposed outbuilding at the rear of the land;
- b) its proposed external finishes and colours;
- c) the fact it will be substantially screened from public view with the installation of a new 1.8 metre high Colorbond fencing along the land's side and rear boundaries where the structure is proposed to be sited;
- d) the outcomes from the recently completed public advertising process in which no objections were raised; and
- e) the fact the walls of the structure along the land's western and southern boundary will need to be suitably fire rated to ensure compliance with the specific requirements of the Building Code of Australia which is a matter that will be dealt with by the Shire during the building permit application stage of the approval process,

it is contended the proposed structure will not detract from the local streetscape or the visual amenity of residents or neighbouring properties or give rise to an unmanageable fire risk as a direct consequence of the reduced boundary setbacks and is therefore acceptable.

### 4. **Use of Sea Containers**

As the proposal involves the use of two (2) sea containers that will not be contained entirely within the confines of the proposed outbuilding, it must be considered in the context of the specific requirements of Council's 'Sea Containers' policy.

Council's 'Sea Containers' policy states that only one standard 20 foot long sea container is permitted per property and shall be fitted with a pitched roof.

The proposal involves the use of two (2) x 40 foot long sea containers under a dome style roof structure, the eastern ends of which will be visible given the applicant's intention to utilise the existing access doors in these locations.

Having regard for:

- a) the location of the proposed sea containers at the rear of the land with a 7.34 metre setback to the land's Gillett Street frontage with an additional 6 metre wide verge area to the road carriageway;
- b) the fact both sea containers are in good general condition;
- c) the applicant's intention to clad the majority portion of the external surfaces of both sea container with new Colorbond steel wall cladding to help improve their visual appearance;
- d) the applicant's intention to paint the eastern ends of both sea containers to match/complement the external colours of the proposed outbuilding as well as the existing dwelling on the land;
- e) the fact the eastern ends of the sea containers will be substantially screened from public view with the installation of a new 1.8 metre high Colorbond fencing along the land's side and rear boundaries where the containers are proposed to be sited;

- f) the applicant's intention to construct a suitably engineered dome style roof structure using materials that will improve the overall visual appearance of the outbuilding in its entirety; and
- g) the outcomes from the recently completed public advertising process in which no objections were raised,

it is contended the proposed outbuilding will not detract from the local streetscape or the visual amenity of residents or neighbouring properties through the use of two (2) sea containers as proposed and is therefore acceptable.

**In light of the above findings and conclusions it is recommended Council exercise its discretion and approve the application subject to a range of conditions to ensure the development proceeds in a proper and orderly manner.**

## **8.2 Application for Development Approval (Retrospective) – Proposed Outbuilding (i.e. Domestic Storage Shed) on Lot 288 (No.54) Murphy Street, Quairading**

*Item 10.2 Application for Development Approval (Retrospective) – Proposed Outbuilding (i.e. Domestic Storage Shed) on Lot 288 (No.54) Murphy Street, Quairading was formally withdrawn by the Applicant, Mr Les Eather prior to the Commencement of the Meeting.*

Council noted that the Application had been withdrawn by the Applicant and that the issue of the removal of the Structure from the property will be dealt with by the CEO under the existing Delegated Authority granted by Council.



## ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

### 9.1 Accounts for Payment – June 2020

<b>Meeting Date</b>	30 <sup>th</sup> July 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellow
<b>Attachments</b>	(i) June 2020 Payment List (ii) Transport Takings (iii) Credit Card Statement
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 04-20/21

#### MOVED Cr Stacey SECONDED Cr Cowcill

That Council note the following:

1. That Schedule of Accounts for June covering Municipal Vouchers 23723 to 23734 & EFT 7959 to EFT 8100 totalling \$480,419.24 be received and
2. That Police Licensing payments for the month of June 2020 totalling \$32,460.40 be received (Attachment ii); and
3. That fund transfers to Corporate Credit Card for March 2020 balance totalling \$1,158.19 be received (Attachment iii); and
4. That Net Payroll payments for the month June 2020 totalling \$112,549.00; and
5. That the Lease payment for the month of June 2020 on the CESM Vehicle totalling \$1,140.08; and
6. That Superannuation payments for June 2020 totalling \$32,531.74

**CARRIED 8/0**

### IN BRIEF

Payments are per attached schedules 9.1 1/2/3

### MATTER FOR CONSIDERATION

Note the accounts paid during June 2020.

### BACKGROUND

Accounts paid are required to be submitted each month.

### STATUTORY ENVIRONMENT

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

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

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

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

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

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

**COMMUNITY CONSULTATION**

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

**Comment**

The April Credit Card (Payments within the month of March) was skipped during the May Meeting and has therefore been presented to Council. The Credit Card statement due for the current meeting was the Payments from May and paid in June, however as these was presented to the June Meeting, these have been removed from the Agenda. The next Credit Card statement that will be presented to the August Meeting will be the June Payments, direct debited from the Shire Municipal Bank Account in July.

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

<b>Meeting Date</b>	30 <sup>th</sup> July 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellow
<b>Attachments</b>	(i) Financial Statements for June
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 05-20/21

#### MOVED Cr Jo Haythornthwaite **SECONDED Cr Cowcill**

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

**CARRIED 8/0**

### IN BRIEF

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

### MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements

### BACKGROUND

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

### STATUTORY ENVIRONMENT

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

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

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

### POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

## COMMENT

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

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

### 9.3 Adoption of the 2020/2021 Statutory Budget

<b>Meeting Date</b>	30 <sup>th</sup> July 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellon
<b>Attachments</b>	(i) Statutory Budget 2020/2021 (ii) Fees and Charges 2020/2021 (iii) Capital Budget Appendix
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

##### RESOLUTION: 06-20/21

##### MOVED Cr Smith SECONDED Cr Hippisley

That: -

1. Council adopt the Budget in Attachment (i) for the 2020/2021 Financial Year.
2. Council notes that there is no increase in General Rates to be raised in the 2020/2021 Financial Year.
3. Council impose the following General Rates and Minimum Rates on Gross Rental and Unimproved Valued Properties:

##### General Rates

- GRV – Residential - 13.5696 cents in the dollar
- GRV – Industrial - 13.5696 cents in the dollar
- GRV – Commercial - 13.5696 cents in the dollar
- UV – Rural - 1.1765 cents in the dollar

##### Minimum Rates

- GRV – Residential - \$650
- GRV – Industrial - \$650
- GRV – Commercial - \$650
- UV – Rural - \$650

4. Council adopts the following payment option dates and fees:

**Option 1.** Payment in Full on or before 5.00pm on Friday 18th September 2020.

**Option 2.** Four Equal Instalments at intervals of two calendar months. Instalment due dates: -

- Friday 18th September 2020
- Wednesday 18th November 2020
- Monday 18th January 2021
- Thursday 18th March 2021

**Option 3.** Alternative payment arrangements as agreed to by the Chief Executive Officer and the Ratepayer.

*Continues on next page*

**Instalment Interest Charges**

That a 3.0% interest rate be imposed on instalments to apply to the second, third and fourth instalments \$6.45(3).

**Instalment Administration Fee**

That an Administration Fee of \$5.00 be charged for Instalment numbers 2, 3 and 4 under Payment Option No. 2.

**Alternative Payment Option Administration Fee**

Where Option 3 is selected and agreed to, an Administration Fee of \$25.00 be applied to that assessment to recover Administration and Management Costs.

**Interest Charges**

That a Penalty Interest Rate of 8% be imposed on Overdue Rates, Sundry Debtors and Legal Fees (excluding Rubbish Charges), where instalment Option 2 (Rates only) has not been taken up.

**Rubbish Charges**

The following Waste and Recycling Charges apply for the 2020/2021 year:

\$286.00 per annum per Rubbish Service which incorporates a weekly removal of one 240 litre Mobile Garbage Bin and fortnightly removal of one 240 litre Recycling Bin.

\$286.00 per annum Waste and Recycling Charge for Commercial Properties not serviced with a Mobile Garbage Bin.

5. Council adopt the Attachment (ii) Schedule of Fees and Charges.
6. Only Variations to Council's 2020/2021 Budget by 10% or Greater and \$10,000 or more as noted in the Monthly Financial Statements be reported to Council.

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**IN BRIEF**

- The 2020 / 2021 Statutory Budget documentation has been prepared in accordance with Council direction and taking into account the Community Strategic Plan and the Corporate Business Plan.
- The proposed rates in the dollar will raise \$1,839,628 on Unimproved Valued properties and \$459,920 on Gross Rental Value valued properties which totals \$2,299,548 in Gross Rates Levied. This compares with \$2,299,602 Raised in the 2019/2020 Budget.
- The split of UV/GRV is UV 80% / GRV 20% based on Gross Rates Levied has been maintained.
- Fees & Charges have been reviewed, with no overall increase in Fees & Charges, however the Bonds required by Minor Community Groups when hiring Council Buildings have been reviewed.

**MATTER FOR CONSIDERATION**

Council to formally adopt the Budgets for Municipal, Trust and Reserve Funds for the 2020/2021 Year.

**BACKGROUND**

Council has held two workshops to consider/amend and have input into the finalisation of the 2020/21 budget.

## STATUTORY ENVIRONMENT

### *Local Government Act 1995*

#### 6.2. Local government to prepare annual budget

- (1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt\*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

*\*Absolute majority required.*

- (2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of –
- (a) the expenditure by the local government; and
  - (b) the revenue and income, independent of general rates, of the local government; and
  - (c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.
- (3) For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.
- (4) The annual budget is to incorporate –
- (a) particulars of the estimated expenditure proposed to be incurred by the local government; and
  - (b) detailed information relating to the rates and service charges which will apply to land within the district including –
    - (i) the amount it is estimated will be yielded by the general rate; and
    - (ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;

and
  - (c) the fees and charges proposed to be imposed by the local government; and
  - (d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and
  - (e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and
  - (f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and
  - (g) such other matters as are prescribed.
- (5) Regulations may provide for –
- (a) the form of the annual budget; and
  - (b) the contents of the annual budget; and
  - (c) the information to be contained in or to accompany the annual budget.

In regard to the setting of Council Rates, Section 6.32 states: -

### 6.32 Rates and Service charges

When adopted the annual budget, a local government -

in order to make up the budget deficiency, is to impose\* a general rate on rateable land within its district, which rate may be imposed either -

- uniformly; or
- differentially;

may impose\* on rateable land within its district -

- a specified area rate; or
- a minimum payment;

and

may impose\* a service charge on land within its district.

\* *Absolute majority required.*

When a local government resolves to impose a rate it is required to -

- set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value;
- set a rate which is expressed as a rate in the dollar of the unimproved value of rateable within its district to be rated on unimproved value

the unimproved value of rateable within its district to be rated on unimproved value.

### POLICY IMPLICATIONS

N/A

### FINANCIAL IMPLICATIONS

Council's Adopted Budget underpins all Council's Projects and Programs for the 2020/2021 Year.

The 2020/21 Budget has worsening operating position over the previous budget however includes an overall no increase to rates and fees & charges. However, the budget includes a decrease in debt of \$98,717 and an additional \$163,223 in Reserves.

### 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

**Economic Objective: Growing economy and employment opportunities**

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience



## Governance Objective: Strong governance and community engagement

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

### COMMUNITY CONSULTATION

N/A

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

Financial - Low Risk. The budget outlines the expenditure and income for the 2020/21 Financial Year and has been developed following multiple workshops with Staff and Councillors.

Health – Low Risk

Reputation – Low Risk. All projected Expenditure & Income have been included in both the project and operational budgets.

Operation – Low Risk

Natural Environment – Low Risk.

### COMMENT

Following Workshop Two an additional \$150,000 figure was allocated to Reserves being the following:

- \$75,000 Rec Centre Multi-Purpose Precinct
- \$75,000 Independent Living

This was due to the surplus figure being on the high end of what was presented at the second Budget Workshop.

The actual Income and Expenditure used in the 2019/20 Budget are a snapshot as at the 30<sup>th</sup> June 2020 and may change once the Annual Financial Statements have been audited.

## ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

### 10.1 WALGA – Notice of Annual General Meeting

<b>Meeting Date</b>	30 <sup>th</sup> July 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Notice of Annual General Meeting WALGA
<b>Owner/Applicant</b>	Nick Sloan, CEO of WA Local Government Association (WALGA)
<b>Disclosure of Interest</b>	Nil

2.56 pm

Mr Francis left the Meeting.

#### OFFICER RECOMMENDATION

That Council: -

Nominate Cr \_\_\_\_\_ and Cr \_\_\_\_\_ as Voting Delegates, and Cr \_\_\_\_\_ and the Chief Executive Officer as proxy Voting Delegates for the Western Australian Local Government Association 2020 Annual General Meeting, to be held on Friday, 25<sup>th</sup> September 2020 at Crown Towers, Perth.

#### RESOLUTION: 07-20/21

**MOVED Cr Hippisley SECONDED Cr Stacey**

That Council: -

Nominate Shire President Cr Davies and Deputy Shire President Cr Jo Haythornthwaite as Voting Delegates, and Cr Smith and the Chief Executive Officer as proxy Voting Delegates for the Western Australian Local Government Association 2020 Annual General Meeting, to be held on Friday, 25<sup>th</sup> September 2020 at Crown Towers, Perth.

**CARRIED 8/0**

#### Council Discussion

Cr McGuinness advised that unfortunately he will not be able to attend the AGM and submitted his Apologies.

Cr Stacey advised of his intent to attend as an Observer.

#### IN BRIEF

- The Western Australian Local Government Association (WALGA) has requested Council to nominate two Voting Delegates and two Proxy Voting Delegates for the 2020 WALGA Annual General Meeting to be held on Friday, 25 September 2020 at Crown Towers Perth.
- Member Local Governments are also invited to submit motions for inclusion on the Agenda for consideration at the WALGA 2020 AGM.

## **MATTER FOR CONSIDERATION**

Registration of Voting Delegates and the submission of any Motions for the WALGA AGM Agenda.

### **BACKGROUND**

Due to the cancellation of the WA Local Government Convention and Trade Exhibition, WALGA will be holding a number of events alongside this year's AGM including a breakfast event with special guest speaker, a political forum available to Mayors, Presidents and CEOs and a sundowner at the end of the day's proceedings. A special lunch for WALGA award recipients will also be held by invitation only.

Council has been formally advised that the Nomination of ex-Councillor and Shire President Mr Brian Caporn for a Long and Loyal Service Award has been successful. WALGA has written to Mr Caporn advising of the Award and the Award Luncheon and Ceremony.

The Annual General Meeting of WALGA will be held from 1.30pm on Friday 25<sup>th</sup> September 2020 at Crown Towers.

All Member Local Governments are encouraged to have Voting Delegates attend the Annual General Meeting of the Association.

Attendance at the Annual General Meeting is free of charge to all Member Local Governments and lunch is not provided. Delegates must register their attendance in Advance.

Pursuant to the WALGA Constitution, all Member Councils are entitled to be represented by two Voting Delegates. Voting Delegates may be either Elected Members or serving Officers.

Council is requested to nominate two Voting Delegates to attend the WALGA 2020 Annual General Meeting, along with two Proxy Voting Delegates. Only registered delegates or registered proxy delegates will be permitted to exercise voting entitlements on behalf of the Member Council.

Voting Delegates and Proxy Voting Delegates must be appropriately registered with WALGA by Friday, 28<sup>th</sup> August 2020.

Council's WALGA/CCZ Delegates are: -

Voting Delegate 1, Cr Brett McGuinness (Current Chairperson of CCZ)

Voting Delegate 2, Deputy Shire President, Cr Jo Haythornthwaite

Proxy 1, Shire President, Cr Wayne Davies

Proxy 2, Chief Executive Officer, Mr Graeme Fardon.

Council's nomination of Voting Delegates will be dependent upon individual Elected Members availability to attend the AGM.

Council has not specifically listed any Matters during the past Year to be developed into Motions for the Annual General Meeting.

### **STATUTORY ENVIRONMENT**

Clause 24 of the WALGA Constitution details 'Representation and Voting at General Meetings'. This includes voting entitlements at the AGM.

Section 5.98 (2) of the Local Government Act 1995 provides for the payment of reimbursement of costs for Council Members.

Expenses that may be approved for reimbursement are covered under r.32 of the Local Government (Administration) Regulations 1996.

## POLICY IMPLICATIONS

Council's Policy ORG.7 Attendance at Events Policy Section 1 and Section 3: -

1.3 *A list of events and attendees authorised by the local government in advance of the event is at Annexure A – Pre-Approved Events*

3.1 *Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the Council determines attendance to be of public value.*

## FINANCIAL IMPLICATIONS

Nil – Council provides a Budget Allowance for Elected Members attendance at Conferences and Training.

WALGA advises that there is no Cost to attend the Annual General Meeting and the Political Forum. There may be costs associated with the other Events / Functions being conducted on the same day as the AGM.

## 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
G2.1	Partnerships with and advocacy to Federal and State Government to strengthen service provision within the Shire

## 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. If there are any costs associated with the WALGA AGM or associated Functions these will be provided for in Council's Elected Members Conferences and Training Budget Allocation.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Reputational Risk mitigated by Council's representation at the Annual General Meeting

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

## COMMENT

A draft schedule is provided below:

7:00am	Registration Desk open for <i>Breakfast</i>
7:30am – 9:00am	<b>WALGA Breakfast with Paul Hasleby</b> <i>Paul Hasleby appears by arrangement with Cheri Gardiner &amp; Associates</i> <i>This event is open to Elected Members, Local Government Officers and WALGA Preferred Suppliers.</i>
8:00am	Registration Desk open for <i>Political Forum</i> and AGM
9:15am – 12:00pm	<b>Political Forum</b>

*This event is open to Mayors, Presidents and Local Government CEOs*

11:30am – 1:30pm	2020 WALGA AWARDS Lunch - by invitation only
<b>1:30pm – 5:30pm</b>	<b>WALGA Annual General Meeting</b> (includes presentation of Honours Awards)
2:50pm – 3:20pm	Refreshments
<b>3:30pm – 5:15pm</b>	<b>WALGA Annual General Meeting</b> <i>continues</i>
5:30pm – 7:00pm	Sundowner

*Schedule correct as of 20 July 2020. Times are subject to change.*

## 10.2 Roe Tourism Association Memorandum of Understanding (MoU) 2020-2023

<b>Meeting Date</b>	30 <sup>th</sup> July 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) RTA MoU 2020 - 2023 (ii) Strategic Plan 'Forward Directions 2019-2021'
<b>Owner/Applicant</b>	Roe Tourism Association Inc.
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

That Council: -

**Authorise the Chief Executive Officer to sign the Roe Tourism Association Memorandum of Understanding from the 1<sup>st</sup> July 2020 to 30<sup>th</sup> June 2023.**

#### RESOLUTION: 08-20/21

#### MOVED Cr McGuinness SECONDED Cr Cowcill

That Council: -

1. Authorise the Chief Executive Officer to sign the Roe Tourism Association Memorandum of Understanding from the 1<sup>st</sup> July 2020 to 30<sup>th</sup> June 2023; and
2. That the Chief Executive Officer write to RTA suggesting that Clause 3.3 of the MoU be amended to "The Committee shall have the power to suggest levies to be paid by all members and to set the level of any such levy. Any such levy is to be ratified by each individual Council".

**CARRIED 7/1**

#### Reason for Variation from Officer's Recommendation

Meeting noted and supported the proposed amendment to Clause 3.1 put by the Roe Tourism Association and Council suggested that Clause 3.3 also be amended to require any levy to be ratified by each individual Council.

### IN BRIEF

- The seven (7) member Local Government Authorities of the Roe Tourism Association are working collaboratively on Tourism Development and Promotion in the Central Wheatbelt and in particular, on the "Pathway to Wave Rock".
- The purpose of the Memorandum of Understanding (MoU) is to establish a Membership and Financial contribution and commitment from the current seven (7) Member Councils that form the Roe Tourism Association.
- All Member Councils have been requested to place the MoU before the respective Council Meetings in July 2020.

### MATTER FOR CONSIDERATION

Support for the Roe Tourism Association Tourism MoU for the period 1<sup>st</sup> July 2020 to 30<sup>th</sup> June 2023.

## BACKGROUND

"Originally formed in 1998, the purpose of Roe Tourism is to work with the community and local business to promote the 'Pathways to Wave Rock' Self-Drive Trail and encourage visitors to come and see the many extraordinary and unique experiences which the region has to offer."

The Roe Tourism Association Inc was incorporated on the 16<sup>th</sup> January 2001.

At its Ordinary Council Meeting held on the 26<sup>th</sup> September 2019, Council resolved the following: -

*"RESOLUTION: 46-19/20*

1. *That Council apply for Council Membership of the Roe Tourism Association for the 2019/2020 Year;*
2. *Subject to the Outcome of Council's Application, a budget allocation of \$5,000 is to be made for the membership of the Roe Tourism Association to be funded from the Council's opening surplus.*

*CARRIED BY ABSOLUTE MAJORITY 7/0"*

Roe Tourism Association is a collaborative, non-for-profit partnership between 7-member Local Government Authorities, being the Shires of Bruce Rock, Corrigin, Kondinin, Kulin, Lake Grace, Narembeen and Quairading.

At the October 2019 General Meeting the Committee discussed and supported establishing and entering into a MoU with Member Shires to future-proof and provide a formal commitment to the Association. It was suggested the MoU timeframe could align with the RTA Forward Direction 2019-2021, or be considered for a longer period. The Executive Officer sent sample RTA MoU, with a copy of the Constitution to member Shire CEO's for review and request for any comments prior to the RTA Meeting on the 24<sup>th</sup> February 2020.

Following the February 2020 Meeting, the final draft of the RTA MoU was forwarded to member Shire CEO's with an established timeframe of a 3-year period, commencing 1<sup>st</sup> July 2020 to 30<sup>th</sup> June 2023.

## STATUTORY ENVIRONMENT

Local Government Act 1995

## POLICY IMPLICATIONS

N/A.

## FINANCIAL IMPLICATIONS

Council's Administration has provided an Allowance of \$6,000 for the Annual Membership to RTA in the 2020/2021 Budget submitted for Adoption by Council. This in accord with the written advice from RTA on the Full Council Membership for the 2020/2021 Year.

Member Councils are required to make an annual financial contribution towards the operation and promotion of the "Pathways to Wave Rock" determined by the Roe Tourism Association.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience
ED1.1	Economic and tourism development
ED2	Tourism facilities and services

## 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
G2	Strengthened Advocacy and Partnerships
G2.3	Regional and sub-regional partnerships to achieve better outcomes for the community

### COMMUNITY CONSULTATION

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

Council's Delegates (Cr Smith and Ms. Jill Hayes) have attended the Roe Tourism Association meetings where the MoU has been discussed.

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

Financial - Risk Matrix Rating is assessed as Low. Council's Administration has provided for the Annual Membership to RTA in the 2020/2021 Budget submitted for Adoption by Council.

The MOU provides for Member Councils to budget for Membership Subscriptions for each year for the 3 Financial Years. A Council that wishes to withdraw its membership during the Term of the MoU must provide 12 months' Notice of its Withdrawal.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Risk Mitigated by participating in the MoU. Council is the most recent Council to join the Roe Tourism Association.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.



### 10.3 Quairading Agricultural Society - Community Grant Variation

<b>Meeting Date</b>	30 <sup>th</sup> July 2020
<b>Responsible Officer</b>	GPO – Jen Green
<b>Reporting Officer</b>	GPO – Jen Green
<b>Attachments</b>	Nil
<b>Owner/Applicant</b>	Quairading Agricultural Society
<b>Disclosure of Interest</b>	Officer - Nil

Elected Member Declarations of Impartiality Interest

Declarations as made in Item 6 of the Meeting.

#### OFFICER RECOMMENDATION

##### RESOLUTION: 09-19/20

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

That Council support the Quairading Agricultural Society's request to change their 2020/2021 Community Grants Project activity valued at \$3,000 from Tent Hire to Site Preparation for the Asphaltting of the Shed.

**CARRIED 6/2**

Pursuant to Section 5.21 (4) of the Local Government Act, Cr Jo Haythornthwaite requested that the Vote of all Members be recorded in the Minutes.

FOR: Cr Davies, Cr McGuinness, Cr Smith, Cr Stacey, Cr Cowcill and Cr Hippisley.

AGAINST: Cr Jo Haythornthwaite, and Cr John Haythornthwaite.

#### IN BRIEF

- The Quairading Agricultural Society (QAS) was granted \$3000 by Council to spend on the hiring of Stretch Tents for the 2020 Ag Show to be held on the 12<sup>th</sup> of October 2020.
- The QAS recently announced that due to the Covid-19 Pandemic, the 2020 Ag Show has been officially postponed until October 2021.
- QAS was successful in obtaining \$81,700.00 through the Federal Government's Regional Agricultural Show Development Grants Program to provide sealed flooring for the covered entertainment space (the Ag Shed) at the Quairading Agricultural Showgrounds and Greater Sports Ground, purchase dome shelters, purpose built trailer to store and transport the shelters, purchase portable light towers, a mobile cool room, and portable tiered seating.
- QAS is required to provide an in-kind contribution, which includes preparing the Ag Society Shed floor to be sealed with asphalt. Their preferred supplier has quoted \$2,500-\$3,000 for this work.
- It is now proposed for the \$3,000 granted under the 2020/21 Shire Community Grants to be spent on the preparation of the Ag Shed floor instead of the original purpose of the hire of stretch tents.

## MATTER FOR CONSIDERATION

To approve the change of purpose of the 2020/21 Shire Community Grants towards the QAS's in-kind contribution to the Regional Agricultural Show Development Grants Program for the preparation of the Ag Society Shed floor to be sealed with asphalt.

## BACKGROUND

Round 1 of the Community Grant Program was opened on 7<sup>th</sup> January 2020 with Policy and Grant Application forms forwarded via Mail Chimp to all Sporting and Recreation Clubs.

Follow-up promotion of the Grants Program was circulated on the Shire's Facebook page on a weekly basis.

Closing date for the submission of applications for grant funding was on 31<sup>st</sup> March 2020.

Four categories of Grant Funding were promoted:

- Grant 1 - up to \$500 per annum – in-kind contributions from Council.
- Grant 2 – Minor Projects \$500 to \$2,500.
- Grant 3 – Major Projects over \$2,500.
- Grant 4 – Annual / Recurrent Funding.

A total of eight applications was received to the value \$21,150.00.

Grant Type	Number	Amount
1	0	\$0.00
2	2	\$1,650.00
3	1	\$3,000.00
4	5	\$16,500.00
<b>Grand Total</b>	<b>8</b>	<b>\$21,150.00</b>

The Quairading Agricultural Society were successful in the Grant 3 Category.

Grant 1 (in-Kind) funding will be open throughout the year and Approved by the CEO (sole discretion)

A second round of Grant 2 - (Minor projects) funding will be open from 1<sup>st</sup> July 2020 to 30<sup>th</sup> September 2020 and submitted to Council for Consideration.

The CEO does not have delegated authority to approve or vary Grants Categories 2,3 or 4.

## STATUTORY ENVIRONMENT

N/A

## POLICY IMPLICATIONS

Community Grants Policy

## FINANCIAL IMPLICATIONS

Nil - Cost Neutral. Grant provided for in the 2020/2021 Budget submitted to Council for Adoption.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

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

The CEO discussed the proposal with the President of the Quairading Agricultural Society, Mr Peter Smith prior to the variation proposal being lodged with Council.

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

Financial - Risk Matrix Rating is assessed as Low. Proposal is to vary the purpose of the approved Community Grant. The amount of \$3,000 already provided for in Council's 2020/2021 Budget Allocation for the Community Grants Program (GL3212)

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Council is still providing \$3000 support to the QAS in its improvements to the Showgrounds infrastructure and enables the QAS to comply with its In Kind commitment to the Federal Government Grant Funding.

Operation – Risk Matrix Rating is assessed as Low. No impact on Council's operations as the project will be fully undertaken by the Quairading Agricultural Society and its preferred Contractor.

Natural Environment – Risk Matrix Rating is assessed as Low.

## ITEM 11      MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

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*No matters for consideration.*

## ITEM 12      MATTERS FOR CONSIDERATION – WORKS

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*No matters for consideration.*

## ITEM 13 URGENT COUNCILLORS' BUSINESS

*No matters for consideration.*

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

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

- (a) "a matter affecting an employee or employees".
- (b) "the personal affairs of any person".

### **RESOLUTION: 10-20/21**

#### **MOVED Cr Stacey SECONDED Cr Smith**

That Council considers the confidential reports listed below in a meeting closed to the public at 3.26 pm in accordance with Section 5.23(2) of the Local Government Act 1995:

- 14.1 Long Service Leave Application and Appointment of Acting Chief Executive Officer
- 14.2 Chief Executive Officer's Annual Performance Review – Consultant's Report to Council

**CARRIED 8/0**

### **3.26 pm**

Mr Gilfellon, Mr Bleakley, Mrs Strauss, Mr Douglas and Ms Hayes left the meeting.

### **14.1 Long Service Leave Application and Appointment of Acting Chief Executive Officer (Confidential Item)**

### **RESOLUTION: 11-20/21**

#### **MOVED Cr Jo Haythornthwaite SECONDED Cr Cowcill**

That Council: -

1. Approve the Chief Executive Officer's Application for Long Service Leave and Annual Leave from Tuesday 29<sup>th</sup> September 2020 to Monday 30<sup>th</sup> November 2020 inclusive.
2. Approve of the Long Service Leave being taken at Double Pay, in accordance with Reg. 6B of the Local Government (Long Service Leave) Regulations.
3. Appoint Mr Allen Cooper as Acting Chief Executive Officer for the period from Tuesday 29<sup>th</sup> September 2020 to Friday 20<sup>th</sup> November 2020 inclusive;
4. Authorise the Shire President and Chief Executive Officer to negotiate the terms of employment in line with the current Terms of Employment for the Chief Executive Officer (in conformity with Band 4 of the SAT Determination).
5. Appoint Mr Nathan Gilfellon as Acting Chief Executive Officer for the period of from the Close of Business on Friday 20<sup>th</sup> November 2020 to 8.30 am on Monday 30<sup>th</sup> November 2020.

**CARRIED BY ABSOLUTE MAJORITY 8/0**

## 14.2 Chief Executive Officer's Annual Performance Review – Consultant's Report to Council (Confidential Item)

### RESOLUTION: 12-20/21

#### MOVED Cr McGuinness SECONDED Cr Smith

Subject to the Consideration of the Consultant's Report: -

That Council adopt the Report from Consultant, Margaret Hemsley of LG People | Culture and that Council: -

1. Notes that Mr Graeme Fardon's Performance Review in his role as Chief Executive Officer for the Shire of Quairading for the Period 1<sup>st</sup> July 2019 to 30<sup>th</sup> June 2020 has been undertaken.
2. Endorses the Key Focus Areas and Actions for the Review Period 1<sup>st</sup> July 2020 to 30<sup>th</sup> June 2021.
3. Supports a 1.5% Increase in Mr Fardon's Base Salary effective from the 1<sup>st</sup> July 2020 and notes that the Total Reward Package is within Band 4 of the 2020 Determination of the Salaries and Allowances Tribunal.
4. Schedule the 2020/21 Annual Performance Review to be conducted by the 31<sup>st</sup> August 2021.

**CARRIED 8/0**

### RESOLUTION: 13-20/21

#### MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley

That the meeting be open to members of the public at 3.29 pm.

**CARRIED 8/0**

## 14.3 Public Reading of Resolution

### 3.29 pm

Mr Gilfellon, Mr Bleakley, Mr Douglas and Ms Hayes returned to the meeting.

Having opened the meeting to the Public, the Shire President read aloud the decisions of Council for Item 14.1 and Item 14.2.

## ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 27<sup>th</sup> August 2020, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 16 CLOSURE

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There being no further business, the Chairman closed the Meeting at 3.33 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 30<sup>th</sup> July 2020 were confirmed on 27<sup>th</sup> August 2020 as recorded on Resolution No. \_\_\_\_\_

Confirmed..... 27/08/20



### 7.3 Confirmation of Minutes – 11<sup>th</sup> August 2020

#### Recommendation

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

That the Minutes of the Special Meeting of Council held on the 11<sup>th</sup> August 2020 be confirmed as a true and accurate record of proceedings. (Attached).

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

### 7.4 Business Arising

# SHIRE OF QUAIRADING

The Minutes of the Special Council Meeting held on Tuesday 11<sup>th</sup> August 2020 commencing at 6.40 pm.

## ITEM 1 OPENING & ANNOUNCEMENTS

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The Shire President opened the Meeting at 6.40 pm.

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

## ITEM 2 ATTENDANCE AND APOLOGIES

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### Councillors

Cr WMF Davies	Shire President
Cr JN Haythornthwaite	Deputy Shire President
Cr BR Cowcill	
Cr JW Haythornthwaite	
Cr JR 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 RM Bleakley	IPR/Strategic Projects Officer

### Observers/Visitor

Nil.

### Apologies

Mr A Rourke	Executive Manager of Works & Services
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### Leave of Absence Previously Granted

Nil

## ITEM 3 PUBLIC QUESTION TIME

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Meeting closed to the public under *Part 5 Division, 2 Section, 5.23 (2)(b)(c)(e) of the Local Government Act 1995*.

## ITEM 4 DECLARATIONS OF INTEREST

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

Nil, at this time.

## ITEM 5 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

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

- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal –
  - (i) a trade secret; or
  - (ii) information that has a commercial value to a person; or
  - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;

### 5.1 Confidential: Lease of Council Property No 81 (Lot 29) Heal Street – Farmarama Pty Ltd

#### **RESOLUTION: 14-20/21**

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

That Council: -

1. Receive the Expression of Interest from Farmarama Pty Ltd to Lease the Factory Unit located at No 81 (Lot 29) Heal Street for Agricultural Retail purposes.
2. Subject to a successful Development Application for the Change of Land Use, Council lease the Factory Unit at No 81 (Lot 29) to Farmarama Pty Ltd for a period of 23 months.
3. Subject to Council Consideration, support the Concessional Rent of \$210.00 (incl. GST) per week for the first 12 months of the Tenancy and the Rent revert to \$275.00 (incl. GST) per week for the remainder of the Term of the Lease.
4. Authorise the Chief Executive Officer to prepare and Execute the Lease document with Farmarama Pty Ltd.
5. Support the relocation of Mr John Greenwood to the Factory Unit located at No.83 (Lot 80) Heal Street and continuation of the Lease (12 Months).

**CARRIED 8/0**

ITEM 6 CLOSURE

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There being no further business, the Chairman closed the Meeting at 6.49 pm.

I certify the Minutes of the Special Meeting of Council held on 11<sup>th</sup> August 2020 were confirmed on 27<sup>th</sup> August 2020 as recorded on Resolution No. \_\_\_\_\_

Confirmed..... 27/08/20

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

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*No matters for consideration.*

## ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

### 9.1 Accounts for Payment – July 2020

<b>Meeting Date</b>	27 <sup>th</sup> August 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellow
<b>Attachments</b>	(i) July 2020 Payment List (ii) Transport Takings (iii) Credit Card Statement
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

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

That Council note the following

1. That Schedule of Accounts for July covering Municipal Vouchers 23735 to 23741, EFT 8101 to EFT 8193 and Superannuation Direct Debit totalling \$400,638.96 be received and
2. That Police Licensing payments for the month of July 2020 totalling \$33,107.00 be received (Attachment ii); and
3. That fund transfers to Corporate Credit Card for July 2020 balance totalling \$463.58 be received (Attachment iii); and
4. That Net Payroll payments for the month July 2020 totalling \$125,716.74; and
5. That the Lease payment for the month of July 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 July 2020.

#### BACKGROUND

Accounts paid are required to be submitted each month.

#### STATUTORY ENVIRONMENT

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

#### POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

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

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

## Comment

Nil.

## JULY 2020 - LIST OF ACCOUNTS

Chq/EFT	Date	Name	Description	Amount	Funded
EFT8101	07/07/2020	QUAIRADING SMASH REPAIRS	Q450: REPAIR CHIP TO WINDSCREEN	93.50	
EFT8102	07/07/2020	TOLL TRANSPORT PTY LTD	FREIGHT OF FILLER CAP	10.73	
EFT8103	07/07/2020	EASTERN HILLS SAWS & MOWERS	1 ROLL @420M (2.4MM) STIHL WHIPPER SNIPPER CORD	11.00	
EFT8104	07/07/2020	QUAIRADING AGRI SERVICES	DEPOT PURCHASES FOR THE MONTH OF JUNE 2020	4,149.50	
EFT8105	07/07/2020	PERFECT COMPUTER SOLUTIONS PTY LTD	MAINTENANCE & IT SUPPORT: JUNE	467.50	
EFT8106	07/07/2020	BORAL CONSTRUCTION MATERIALS GROUP LTD	615LTS OF EMULSION	744.15	
EFT8107	07/07/2020	BENT NAIL BUILDING & MAINTENANCE	8 DALL STREET: REPAIR FRONT WINDOW	319.36	
EFT8108	07/07/2020	SARAH CAPORN	CONSULTANT SERVICES FOR COMMUNITY PARK PROJECT	10,920.00	
EFT8109	07/07/2020	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES: 27/06/20 & 29/06/20	420.75	
EFT8110	07/07/2020	NOBLE MEDICAL INVESTMENT PTY LTD	QUARTERLY MOTOR VEHICLE ALLOWANCE: 01/07/20 - 30/09/20	4,125.00	
EFT8111	07/07/2020	AG IMPLEMENTS QUAIRADING	Q450: WIPER BLADES	4.53	
EFT8112	07/07/2020	CQ WATER TRUCK HIRE	TOWN OVAL: 6 WHEELED WATER CART HIRE	968.00	
EFT8113	07/07/2020	DIGGA WEST & EARTHPARTS WA	1 SET ALUMINIUM LOADING RAMPS STOCK # SW3635PT 3.6T CAPACITY, 450MM WIDE	1,881.00	
EFT8114	07/07/2020	CWB ELECTRICAL & A/C	ELECTRICAL REPAIRS AT 7 LOCATIONS	2,090.89	
EFT8115	07/07/2020	QUAIRADING BOOK POST (2020)	ADMIN: POSTAGE	307.10	
EFT8116	07/07/2020	TOWER SECURITY	LOT 190 MCLENNAN STREET: PARTS AND REPAIR TO SECURITY DOOR	150.00	
EFT8117	09/07/2020	WA TREASURY CORPORATION	LOAN 115 CAPITAL AND INTEREST PAYMENT	9,374.84	FULLY
EFT8118	09/07/2020	DAVID GRAY & CO PTY LTD	2 X MGB KEYS T- KEY MALE SQUARE TAPERED	21.67	
EFT8119	09/07/2020	QUICK CORPORATE	MEDICAL CENTRE: TONER	16.20	
EFT8120	09/07/2020	RAMM SOFTWARE PTY LTD	RAMM ANNUAL SUPPORT, MAINTENANCE FEE 1/7/20 - 30/6/21 INCLUDES CPI	7,090.62	
EFT8121	17/07/2020	QUAIRADING SMASH REPAIRS	Q5122: SUPPLY AND FIT WINDSCREEN	495.00	
EFT8122	17/07/2020	QUAIRADING TYRE & BATTERY SUPPLIES	Q4818: SUPPLY AND FIT 2X BATTERIES	451.74	
EFT8123	17/07/2020	AVON WASTE	RUBBISH REMOVAL AND RECYCLING SERVICES	9,292.29	PARTIAL
EFT8124	17/07/2020	QUAIRADING FARMERS CO-OP	NEWSPAPERS, VARIOUS CLEANING & MAINTENANCE SUPPLIES FOR ADMIN, DEPOT,	615.31	
EFT8125	17/07/2020	SOUTH CAROLING SOCIAL CLUB	COMMUNITY GRANTS 20/21: INSURANCE & MAINTENANCE	1,650.00	
EFT8126	17/07/2020	QUAIRADING AGRI SERVICES	GENERAL SUPPLIES FOR YOUTH CENTRE	145.20	
EFT8127	17/07/2020	QUAIRADING CLUB INC.	COUNCIL REFRESHMENTS	249.00	
EFT8128	17/07/2020	QUAIRADING COMMUNITY RESOURCE CENTRE	WEBSITE/GYM MANAGEMENT, CLEANING, PHOTOCOPIING	1,095.14	
EFT8129	17/07/2020	SUNNY SIGN COMPANY PTY LTD	300 X POST PVC GUIDES	5,115.00	
EFT8130	17/07/2020	PANTAPIN HALL PROGRESS ASSOCIATION	COMMUNITY GRANTS 20/21: INSURANCE & MAINTENANCE	500.00	
EFT8131	17/07/2020	PERFECT COMPUTER SOLUTIONS PTY LTD	ADMIN: IT MAINTENANCE & SUPPORT	382.50	
EFT8132	17/07/2020	CLINICARE PHARMACY QUAIRADING	STAFF HEP A & B VACCINATION AND HAND SANITISER	287.95	
EFT8133	17/07/2020	QUAIRADING DISTRICT BOWLING CLUB	COMMUNITY GRANTS 20/21: LOAN REPAYMENT	10,000.00	
EFT8134	17/07/2020	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	FUEL FOR COMMUNITY CAR	32.00	FULLY
EFT8135	17/07/2020	QDG TOURIST & TIDY TOWN	COMMUNITY GRANTS 20/21: MAINTENANCE	3,500.00	
EFT8136	17/07/2020	DOODENANNING SPORTING CLUB INC	COMMUNITY GRANTS 20/21: AIR CONDITIONER PURCHASE	1,000.00	
EFT8137	17/07/2020	ERIC PETER HAYES	REIMBURSEMENT: CAT TRAP BOND	20.00	FULLY
EFT8138	17/07/2020	WESTRAC PTY LTD	SUPPLY & FIT GLASS DOORS TO Q237 & Q240	2,876.56	
EFT8139	17/07/2020	WAMENUSKING SPORTS CLUB	COMMUNITY GRANTS 20/21: ARCHERY TARGETS, ELECTRICITY & MAINTENANCE	1,650.00	



EFT8140	17/07/2020	REDFISH TECHNOLOGIES PTY LTD	YEARLY SUPPORT AND MAINTENANCE CONTRACT FOR CCTV	7,425.00	
EFT8141	17/07/2020	QUICK CORPORATE	STATIONERY FOR DEPOT, ADMIN & CABINS	389.75	
EFT8142	17/07/2020	COUNTRY FORD (WHEATBELT MOTORS)	Q458: ANNUAL INSPECTION FOR COMMUNITY BUS	187.75	
EFT8143	17/07/2020	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES: 01/07/20 & 07/07/20	654.50	
EFT8144	17/07/2020	NOBLE MEDICAL INVESTMENT PTY LTD	STAFF FLU VACCINATION	20.00	
EFT8145	17/07/2020	MARKETFORCE	WEST AUSTRALIAN DEATH NOTICE - RUTH LAYCOCK 25/06/2020	112.74	
EFT8146	17/07/2020	SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS TRIPLE M BROADCAST	88.00	
EFT8147	17/07/2020	FLAVOURTOWN CATERING	COUNCIL DINNER FOR 18 PEOPLE	450.00	
EFT8148	17/07/2020	DORMAKABA AUSTRALIA PTY LTD	ADMIN AUTOMATIC DOOR: PERIODIC INSPECTION / SERVICE	132.00	
EFT8149	17/07/2020	TRAFFIC BALCATT A KENNARDS HIRE PTY LTD	HIRE OF MOBILE LIGHTING INC TRANSPORTATION	5,600.00	
EFT8150	17/07/2020	EXURBAN RURAL & REGIONAL PLANNING	TOWN PLANNING & CONSULTANCY SERVICES	834.98	
EFT8151	17/07/2020	WESTERN HYDRAULICS CORRIGIN	Q4818: REPLACE HYDRAULIC COUPLING INCLUDING TRAVEL AND LABOUR	547.00	
EFT8152	17/07/2020	NUTRIEN AG SOLUTIONS	DAVEY PUMP XP25P W/PRESS SWITCH 8L TANK	505.71	
EFT8153	17/07/2020	QUAIRADING BOOK POST (2020)	LIBRARY CONTRACT	2,289.00	
EFT8154	17/07/2020	CATHY CUDINI	REIMBURSEMENT: COTTAGE BOND	200.00	FULLY
EFT8155	17/07/2020	H CLEMENTS-SHEPHERD	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT8156	17/07/2020	J & D GIELINGH	REIMBURSEMENT: CABIN BONDS X 2	400.00	FULLY
EFT8157	17/07/2020	JENNIFER SIMPSON	REIMBURSEMENT: COMMUNITY BUILDING & KEY BOND	625.00	FULLY
EFT8158	17/07/2020	RUTH DIXON	CABIN BOND REIMBURSEMENT	200.00	FULLY
EFT8159	17/07/2020	JEFF LANG	CARAVAN PARK REIMBURSEMENT 22/07/20- 27/07/20	142.50	FULLY
EFT8160	17/07/2020	DIGRITE SCALES	EFT CANCELLED DUE TO INCORRECT BANK DETAILS GIVEN; REPAID 4/8/2020	0.00	
EFT8161	17/07/2020	GLORIA NORRISH	CARAVAN PARK REIMBURSEMENT 23/07/20- 27/07/20	85.50	FULLY
EFT8162	17/07/2020	BOC LIMITED	CONTAINER RENTAL: DEPOT & MEDICAL CENTRE	48.45	
EFT8163	17/07/2020	CENTRAL COUNTRY ZONE OF WALGA	CENTRAL COUNTRY ZONE ANNUAL SUBSCRIPTION - 20/21	3,058.00	
EFT8164	24/07/2020	LASER CORPS COMBAT ADVENTURES WEST AUSSIE	DEPOSIT: MOBILE LASER COMBAT ADVENTURE - SATURDAY 15	800.00	FULLY
EFT8165	28/07/2020	AUSTRALIAN TAXATION OFFICE	JUNE BAS	20,631.00	
EFT8166	28/07/2020	TOLL TRANSPORT PTY LTD	FREIGHT OF PARTS & SIGNAGE	173.20	
EFT8167	28/07/2020	LANDGATE	RURAL UV INTERIM VALUATION SHARED	167.52	
EFT8168	28/07/2020	IT VISION	IT VISION ANNUAL LICENSE FEE - SYNERGY SOFT	24,601.50	
EFT8169	28/07/2020	WA TREASURY CORPORATION	GUARANTEE FEES ON LOANS 115/117/118 & 119	2,181.38	PARTIAL
EFT8170	28/07/2020	PERFECT COMPUTER SOLUTIONS PTY LTD	MEDICAL CENTRE: IT MAINTENANCE & SUPPORT: 01/07/20 - 31/12/20	255.00	
EFT8171	28/07/2020	SHIRE OF CUNDERDIN	VELPIC SOFTWARE ONLINE SUBSCRIPTION - OHS TRACKER	455.91	
EFT8172	28/07/2020	THE IT VISION USER GROUP (INC)	IT VISION USER GROUP: MEMBERSHIP SUBSCRIPTION 2020/2021	748.00	
EFT8173	28/07/2020	WATER CORPORATION	TRADE WASTE PERMIT 62057 ANNUAL CHARGE 01/07/2020- 30/06/2021	241.84	
EFT8174	28/07/2020	MARNHAM'S MECHANICAL SERVICES	HYDRAULIC REPAIRS ON CHERRY PICKER AND Q272; POST HOLE BORER AND DIGGER	5,995.84	
EFT8175	28/07/2020	J.A. GIMBEL PAINTING	PAINTING OF GRAFFITIED TOILETS AT AG HALL	104.50	
EFT8176	28/07/2020	CIVIC LEGAL	LANDGATE ADVERTISING FEE - 18 POWELL CRESCENT	376.70	PARTIAL
EFT8177	28/07/2020	CG & JT ANDERSON	COTTAGE BOND REIMBURSEMENT	200.00	FULLY
EFT8178	28/07/2020	LGISWA	PROPERTY INSURANCE - INSTALMENT 1 2020/2021	143,062.47	
EFT8179	28/07/2020	GREAT SOUTHERN FUEL SUPPLIES	5000LTS OF DIESEL	5,456.00	
EFT8180	28/07/2020	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES: 17/07/20 & 21/07/20	374.00	
EFT8181	28/07/2020	PRIMARIES	4 X 20LT ROUNDUP ULTRA MAX	1,610.84	

EFT8182	28/07/2020	DORMAKABA AUSTRALIA PTY LTD	MEDICAL CENTRE AND CRC AUTOMATIC DOOR: PERIODIC INSPECTION/SERVICE	242.00	
EFT8183	28/07/2020	LGIS	SALARY CONTINUANCE INSURANCE 2020/2021	4,312.63	
EFT8184	28/07/2020	IMPRINT PLASTIC	MEDICAL PRACTICE - DESK SIGN	77.55	
EFT8185	28/07/2020	SHERRIN RENTALS PTY LTD	DRY HIRE 1 X 24T MULTI TYRED ROLLER	3,960.00	
EFT8186	28/07/2020	CHRISTINE JOYCE	EFT CANCELLED DUE TO INCORRECT BANK DETAILS GIVEN; REPAID 4/8/2020	0.00	
EFT8187	28/07/2020	DIGRITE SALES	PURCHASE VERTICAL RAMMER - MAKE: WACKER NEUSON	3,685.00	
EFT8188	28/07/2020	KEN RAVENHILL	CABIN 1 BOND REIMBURSEMENT	200.00	FULLY
EFT8189	28/07/2020	ED & RT STONE	REIMBURSEMENT: COTTAGE & CABIN BOND	400.00	FULLY
EFT8190	28/07/2020	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	ANALYTICAL SERVICES - 2020/2021	198.00	
EFT8191	28/07/2020	PLUMBERJ'S MOBILE PLUMBING	UNIT 1 AKV: CLEAR TREE ROOTS FROM SHOWER & LAUNDRY DRAINS	143.00	FULLY
EFT8192	28/07/2020	CANNON HYGIENE AUSTRALIA	JUNE SANITARY SERVICE CHARGE - PREVIOUSLY CREDITED FOR COVID	119.44	
EFT8193	28/07/2020	SPECIALISED TREE SERVICE	WESTERN POWER TREE PRUNING	3,370.00	
23735	16/07/2020	TELSTRA	TELEPHONE USAGE CHARGES TO 13/07/2020	1,401.11	
23736	16/07/2020	SYNERGY	ELECTRICITY USAGE 14/05/20 - 11/06/20	3,603.66	
23737	17/07/2020	TELSTRA	PHONE CHARGES 01/06/2020- 01/07/2020	95.10	
23738	28/07/2020	SYNERGY	ELECTRICITY USAGE & CHARGES: 06/05/20 - 06/07/20	6,651.62	
23739	28/07/2020	RAC BUSINESS WISE	Q458: RENEWAL BUSINESSWISE ABSOLUTE	196.00	
23740	31/07/2020	TELSTRA	PHONE USAGE AND CHARGES TO 16/07/2020	490.09	
23741	31/07/2020	DEPARTMENT OF TRANSPORT	12MTH VEHICLE REGISTRATION - SHIRE FLEET	10,696.70	
Direct Debit	31/07/2020	PAYCLEAR SERVICES	SUPERANNUATIONS CONTRIBUTIONS	46,641.45	
				400,638.96	

<b>TRANSPORT TAKINGS FOR THE MONTH ENDING</b>		
<b>JULY 2020</b>		<b>Attachment 9.1.2</b>
<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT \$</b>
29/06/2020	TRANSPORT TAKINGS	1,887.90
30/06/2020	TRANSPORT TAKINGS	2,011.15
1/07/2020	TRANSPORT TAKINGS	832.85
2/07/2020	TRANSPORT TAKINGS	860.65
3/07/2020	TRANSPORT TAKINGS	1,337.45
6/07/2020	TRANSPORT TAKINGS	28.60
7/07/2020	TRANSPORT TAKINGS	985.50
8/07/2020	TRANSPORT TAKINGS	445.15
9/07/2020	TRANSPORT TAKINGS	2,020.90
10/07/2020	TRANSPORT TAKINGS	1,840.10
13/07/2020	TRANSPORT TAKINGS	4,554.25
14/07/2020	TRANSPORT TAKINGS	1,366.65
15/07/2020	TRANSPORT TAKINGS	343.55
16/07/2020	TRANSPORT TAKINGS	950.35
17/07/2020	TRANSPORT TAKINGS	3,340.20
20/07/2020	TRANSPORT TAKINGS	932.95
21/07/2020	TRANSPORT TAKINGS	1,945.30
22/07/2020	TRANSPORT TAKINGS	93.40
23/07/2020	TRANSPORT TAKINGS	946.30
24/07/2020	TRANSPORT TAKINGS	1,601.15
27/07/2020	TRANSPORT TAKINGS	2,636.85
28/07/2020	TRANSPORT TAKINGS	998.40
29/07/2020	TRANSPORT TAKINGS	1,147.40
		<b>33,107.00</b>
30/07/2020	TRANSPORT TAKINGS	4,380.55
31/07/2020	TRANSPORT TAKINGS	13,214.65
	<b>AMOUNTS YET TO BE DRAWN</b>	<b>17,595.20</b>
		<b>50,702.20</b>

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

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

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

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

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

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

**BusinessChoice Everyday VISA Card**

Date of Transaction	Description	Debits/Credits	Cardholder Comments
06 JUN	<b>Purchases</b> ZOOM.AUD 8887999666 US	0742 23.78	Computer Maint.
	INC FX FEE AUD \$0.69 DIRECT MARKETING CONTINUITY		
15 JUN	SHIRE OF QUAIRADING QUAIRADING AU	0 Q 27.70	Licensing
	GOVERNMENT SERVICES NOT ELSE		
16 JUN	SHIRE OF QUAIRADING QUAIRADING AU	0 Q 16.75	Licensing
	GOVERNMENT SERVICES NOT ELSE		
19 JUN	WA POLICE/POST MELBOURNE AU	1614 55.10	Police Clearance
	POSTAL SERVICES GOVERNMENT O		Child Care Exp.
19 JUN	DEPARTMENT OF COMMUN PERTH AU	1614 209.00	Child Care Exp.
	GOVERNMENT SERVICES NOT ELSE		
25 JUN	SHIRE OF QUAIRADING QUAIRADING AU	P430 56.25	Licensing
	GOVERNMENT SERVICES NOT ELSE		
	<b>Sub Total:</b>	<b>388.58</b>	
28 JUN	<b>Interest, Fees &amp; Government Charges</b> CARD FEE	75.00	
	<b>Sub Total:</b>	<b>75.00</b>	
28 JUN	<b>Miscellaneous Transactions</b> TRANSFER CLOSING BALANCE TO BILLING ACCT	463.58 -	
	<b>Sub Total:</b>	<b>463.58 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	

S002126 / M000529 / 179 / CNTVPCP1



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

Cardholder Signature

Date

3/7/2020

Transactions examined and approved.

Manager/Supervisor Signature

Date

17/07/2020

Remember to always keep your pass code secret - don't tell anyone or let them see it. Never write your pass code 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 pass code.

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



S002127 / M000529 / 179 / CM1VPCP1

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

<b>Meeting Date</b>	27 <sup>th</sup> August 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellon
<b>Attachments</b>	(i) Financial Statements for July
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

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

That Council receive the Monthly Financial Statements for the period ending 31<sup>st</sup> July 2020.

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

### VOTING REQUIREMENTS – Simple Majority

#### IN BRIEF

- Monthly Financial Statements for the period ending 31<sup>st</sup> July 2020 attached.
- Monthly Financial Statements have been updated based on the Moore Stephens Monthly Statements Model.
- The Monthly Financial Statements report include the Fund Balances Report and the Variance Report.
- Depreciation has not been calculated for the Month of July. Budget timing has been calculated evenly over the year, which will be readjusted once budget timings have been finalised.

#### MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements

#### BACKGROUND

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

#### STATUTORY ENVIRONMENT

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

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

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

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

## COMMENT

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

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

As the end of the year process has not yet been finalised, no depreciation has been recorded for the Month of July. As the timing of the budget line items has not been finalised, all year to date budgets have been calculated evenly over the 12 months. Once the timing of all projects and programs have been determined by Management, this will be shown as the accurate year to date budget for all future financial statements.

**SHIRE OF QUAIRADING**

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

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

**TABLE OF CONTENTS**

Monthly Summary Information	3 - 6
Statement of Financial Activity by Program	7
Statement of Financial Activity by Nature or Type	8
Note 1      Net Current Assets	10
Note 2      Explanation of Material Variances	12
Note 3      Cash and Investments	13
Note 4      Receivables	14
Note 5      Rating Revenue	15
Note 6      Disposal of Assets	16
Note 7      Capital Acquisitions	17
Note 8      Borrowings	19
Note 9      Reserves	20
Note 10     Grants and Contributions	21
Note 11     Trust Fund	22
Note 12     Budget Amendments	23
Note 13     Caravan Park	24
Note 14     Ratios	25



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

**KEY INFORMATION**

**Items of Significance**

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

	% Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance (Under)/Over
<b>Capital Expenditure</b>					
<b>Land &amp; Buildings</b>					
Caretaker Cottage	0.00%	227,560	18,963	-	(18,963)
Town Hall Building Upgrades	0.00%	177,770	14,814	-	(14,814)
Industrial Lots Phase 1	0.07%	200,000	16,667	135	(16,532)
<b>Plant &amp; Equipment</b>					
Grader	0.00%	380,000	31,667	-	(31,667)
<b>Infrastructure - Roads</b>					
Heal Street Parking	0.00%	170,000	14,167	-	(14,167)
AKV Road Upgrade	0.00%	139,500	11,625	-	(11,625)
Goldfields Road Reconstruction	0.00%	444,870	37,072	-	(37,072)
Old Beverley East Road	0.00%	373,742	31,145	-	(31,145)
Quairading-Cunderdin WSN	0.00%	1,325,852	110,488	-	(110,488)
Badjaling Nth Road Resheeting	0.00%	204,120	17,010	-	(17,010)
Pannell Road Resheeting	0.00%	131,150	10,929	-	(10,929)
<b>Other Infrastructure</b>					
Oval Floodlights	87.91%	123,150	10,263	108,257	97,995
Community Park	0.00%	620,000	51,667	-	(51,667)
<b>Operational</b>					
Medical Practice Expense	11.77%	206,737	17,228	24,326	7,098
Roads Maintenance	15.83%	615,908	51,326	97,469	46,143

% Compares current ytd actuals to annual budget

Financial Position	* Note	Prior Year 1 August 2019	Current Year 31 July 2020
Adjusted Net Current Assets	34%	\$ 4,525,044	\$ 1,545,768
Cash and Equivalent - Unrestricted	98%	\$ 1,780,278	\$ 1,741,011
Cash and Equivalent - Restricted	134%	\$ 2,316,637	\$ 3,094,293
Receivables - Rates	8%	\$ 2,700,076	\$ 220,164
Receivables - Other	54%	\$ 383,725	\$ 205,477
Payables	251%	\$ 227,086	\$ 570,002

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

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

**INFORMATION**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 20th July 2020  
Prepared by: Executive Manager of Corporate Services  
Reviewed by: Chief Executive Officer

**BASIS OF PREPARATION**

**REPORT PURPOSE**

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

**BASIS OF ACCOUNTING**

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

**SIGNIFICANT ACCOUNTING POLICES**

**GOODS AND SERVICES TAX**

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

**CRITICAL ACCOUNTING ESTIMATES**

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

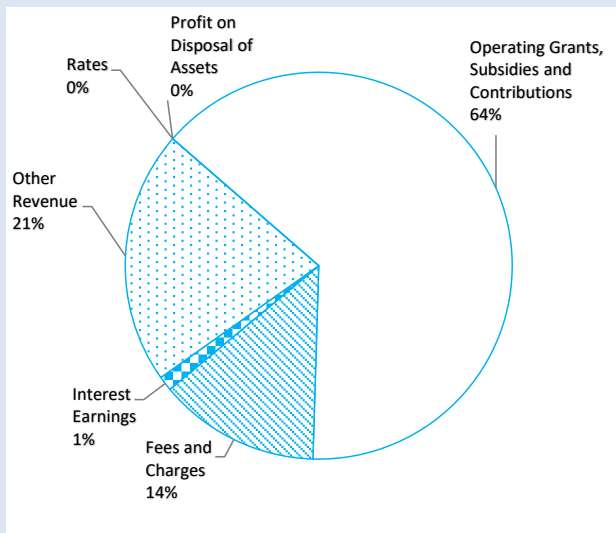
**ROUNDING OFF FIGURES**

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

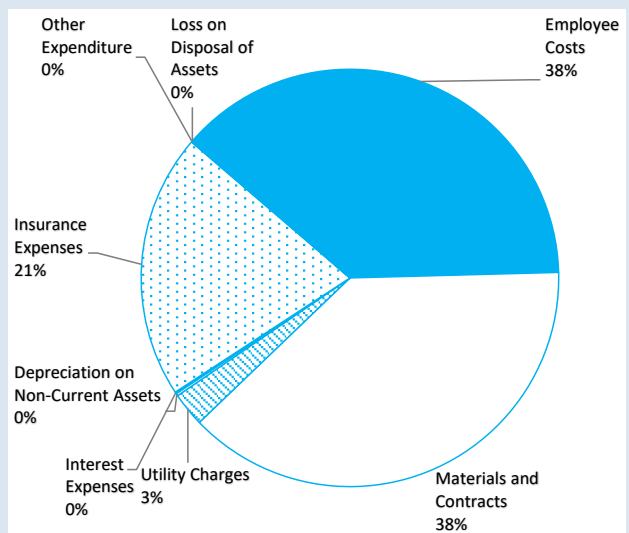
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 JULY 2020**

**SUMMARY GRAPHS**

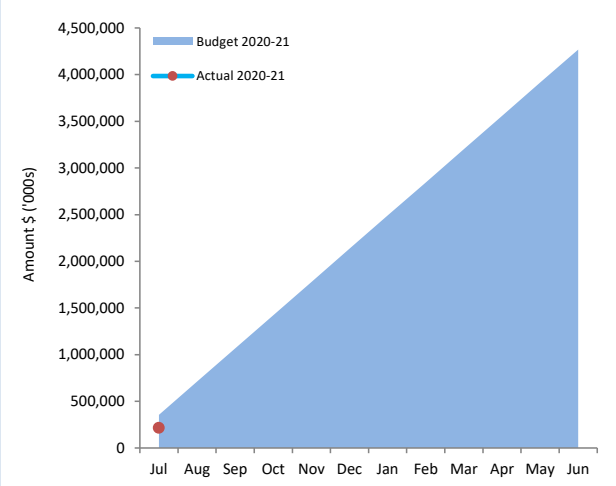
**OPERATING REVENUE**



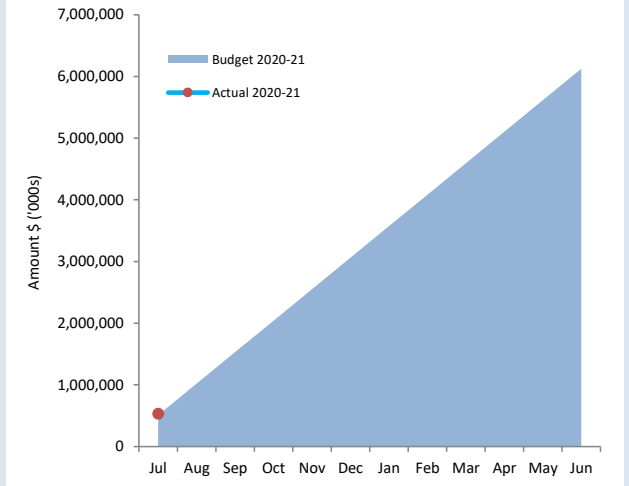
**OPERATING EXPENSES**



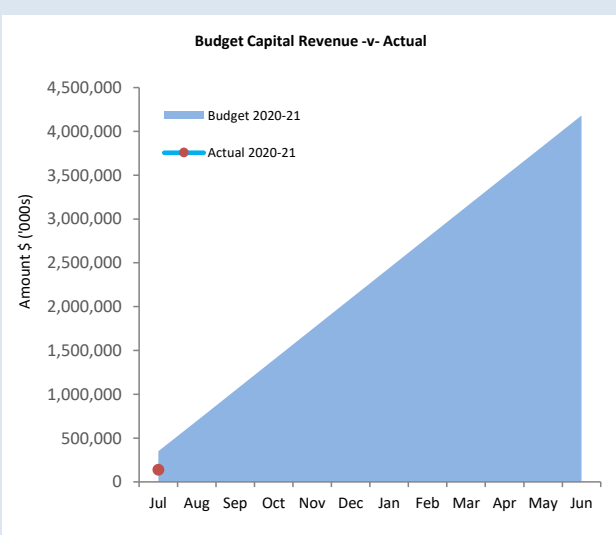
**Budget Operating Revenues -v- Actual**



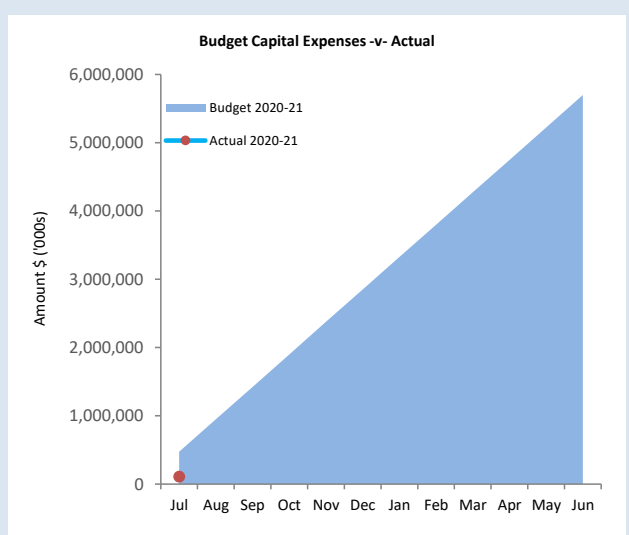
**Budget Operating Expenses -v-YTD Actual**



**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 JULY 2020**

**STATUTORY REPORTING PROGRAMS**

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

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

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

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	1(b)	1,836,054	1,836,054	1,836,054	0	0%	
<b>Revenue from operating activities</b>							
Governance		3,300	275	0	(275)	(100%)	
General Purpose Funding - Rates	5	2,311,004	192,584	0	(192,584)	(100%)	▼
General Purpose Funding - Other		897,614	74,801	3,213	(71,588)	(96%)	▼
Law, Order and Public Safety		218,797	18,233	37,014	18,781	103%	▲
Health		10,879	907	0	(907)	(100%)	
Education and Welfare		61,708	5,142	4,704	(438)	(9%)	
Housing		106,108	8,842	8,145	(697)	(8%)	
Community Amenities		174,554	14,546	1,230	(13,316)	(92%)	▼
Recreation and Culture		28,346	2,362	1,512	(850)	(36%)	
Transport		202,471	16,873	139,467	122,594	727%	▲
Economic Services		207,170	17,264	11,544	(5,720)	(33%)	
Other Property and Services		46,272	3,856	9,718	5,862	152%	
		<b>4,268,223</b>	<b>355,685</b>	<b>216,547</b>	<b>(139,138)</b>	<b>(39%)</b>	▼
<b>Expenditure from operating activities</b>							
Governance		(753,037)	(62,753)	(91,308)	(28,555)	(46%)	▼
General Purpose Funding		(82,738)	(6,895)	(6,827)	68	1%	
Law, Order and Public Safety		(382,689)	(31,891)	(39,952)	(8,061)	(25%)	
Health		(315,980)	(26,332)	(32,723)	(6,391)	(24%)	
Education and Welfare		(222,620)	(18,552)	(25,988)	(7,436)	(40%)	
Housing		(162,773)	(13,564)	(11,324)	2,240	17%	
Community Amenities		(522,815)	(43,568)	(42,039)	1,529	4%	
Recreation and Culture		(920,540)	(76,712)	(77,546)	(834)	(1%)	
Transport		(2,034,818)	(169,568)	(125,326)	44,242	26%	▲
Economic Services		(693,177)	(57,765)	(41,411)	16,354	28%	▲
Other Property and Services		(34,117)	(2,843)	(38,956)	(36,113)	(1270%)	▼
		<b>(6,125,304)</b>	<b>(510,442)</b>	<b>(533,400)</b>	<b>(22,958)</b>	<b>(4%)</b>	
<b>Operating activities excluded from budget</b>							
Add Back Depreciation		1,982,450	165,204	<b>1,006</b>	(164,198)	(99%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	(19,889)	(1,657)	<b>0</b>	1,657	(100%)	
Adjust Provisions and Accruals		(65,901)	(5,492)	<b>0</b>	5,492	(100%)	
<b>Amount attributable to operating activities</b>		<b>39,579</b>	<b>3,298</b>	<b>(315,847)</b>	<b>(319,145)</b>	<b>9676%</b>	
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions		3,916,049	326,337	<b>137,524</b>	(188,813)	(58%)	▼
Proceeds from Disposal of Assets	6	265,500	22,125	<b>0</b>	(22,125)	(100%)	▼
Capital Acquisitions	7	(5,699,421)	(474,952)	<b>(108,392)</b>	366,559	77%	▲
<b>Amount attributable to investing activities</b>		<b>(1,517,872)</b>	<b>(126,489)</b>	<b>29,132</b>	<b>155,621</b>	<b>123%</b>	▲
<b>Financing Activities</b>							
Proceeds from New Debentures		0	0	<b>0</b>	0		
Principal lease payments		(5,069)	(422)	<b>(1,008)</b>			
Self-Supporting Loan Principal		37,393	3,116	<b>8,661</b>	5,545	178%	
Transfer from Reserves	9	711,777	59,315	<b>0</b>	(59,315)	(100%)	▼
Repayment of Debentures	8	(98,717)	(8,226)	<b>(8,661)</b>	(435)	(5%)	
Transfer to Reserves	9	(875,000)	(72,917)	<b>(2,562)</b>	70,355	96%	▲
<b>Amount attributable to financing activities</b>		<b>(229,616)</b>	<b>(19,135)</b>	<b>(3,570)</b>	<b>16,150</b>	<b>81%</b>	
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>128,145</b>	<b>1,693,728</b>	<b>1,545,768</b>	<b>(147,374)</b>	<b>9%</b>	

**KEY INFORMATION**

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

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

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

## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 JULY 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 JULY 2020**

**BY NATURE OR TYPE**

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	1(b)	1,836,054	1,836,054	<b>1,836,054</b>	0	0%	
<b>Revenue from operating activities</b>							
Rates	5	2,311,004	192,584	0	(192,584)	(100%)	▼
Operating Grants, Subsidies and Contributions		1,094,526	91,211	138,783	47,573	52%	▲
Fees and Charges		441,089	36,757	29,209	(7,548)	(21%)	
Interest Earnings		49,400	4,117	2,654	(1,463)	(36%)	
Other Revenue		327,273	27,273	45,901	18,628	68%	▲
Profit on Disposal of Assets	6	44,931	3,744	0	(3,744)	(100%)	
		<b>4,268,223</b>	<b>355,685</b>	<b>216,547</b>	(139,138)	(39%)	▼
<b>Expenditure from operating activities</b>							
Employee Costs		(2,249,742)	(187,479)	(203,712)	(16,234)	(9%)	
Materials and Contracts		(1,365,423)	(113,785)	(204,007)	(90,222)	(79%)	▼
Utility Charges		(229,080)	(19,090)	(14,043)	5,047	26%	
Depreciation on Non-Current Assets		(1,982,450)	(165,204)	(1,006)	164,198	99%	▲
Interest Expenses		(20,191)	(1,683)	(714)	969	58%	
Insurance Expenses		(178,523)	(14,877)	(109,402)	(94,525)	(635%)	▼
Other Expenditure		(74,853)	(6,238)	(516)	5,722	92%	
Loss on Disposal of Assets	6	(25,042)	(2,087)	0	2,087	100%	
		<b>(6,125,304)</b>	<b>(510,442)</b>	<b>(533,400)</b>	(22,958)	4%	
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,982,450	165,204	<b>1,006</b>	(164,198)	(99%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	(19,889)	(1,657)	<b>0</b>	1,657	(100%)	
Adjust Provisions and Accruals		(65,901)	(5,492)	<b>0</b>	5,492	(100%)	
<b>Amount attributable to operating activities</b>		<b>39,579</b>	<b>3,298</b>	<b>(315,847)</b>	(319,145)	(9676%)	
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions		3,916,049	326,337	<b>137,524</b>	(188,813)	(58%)	▼
Proceeds from Disposal of Assets	6	265,500	22,125	<b>0</b>	(22,125)	(100%)	▼
Capital acquisitions	7	(5,699,421)	(474,952)	<b>(108,392)</b>	366,559	77%	▲
<b>Amount attributable to investing activities</b>		<b>(1,517,872)</b>	<b>(126,489)</b>	<b>29,132</b>	155,621	(123%)	
<b>Financing Activities</b>							
Proceeds from New Debentures		0	0	<b>0</b>	0		
Principal lease payments		(5,069)	(422)	<b>(1,008)</b>			
Self-Supporting Loan Principal		37,393	3,116	<b>8,661</b>	5,545	178%	
Transfer from Reserves	9	711,777	59,315	<b>0</b>	(59,315)	(100%)	▼
Repayment of Debentures	8	(98,717)	(8,226)	<b>(8,661)</b>	(435)	(5%)	
Transfer to Reserves	9	(875,000)	(72,917)	<b>(2,562)</b>	70,355	96%	▲
<b>Amount attributable to financing activities</b>		<b>(229,616)</b>	<b>(19,135)</b>	<b>(3,570)</b>	16,150	(81%)	
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>128,145</b>	<b>1,693,728</b>	<b>1,545,768</b>	(147,374)	(9%)	

**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 JULY 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 JULY 2020

OPERATING ACTIVITIES  
NOTE 1(b)  
ADJUSTED NET CURRENT ASSETS

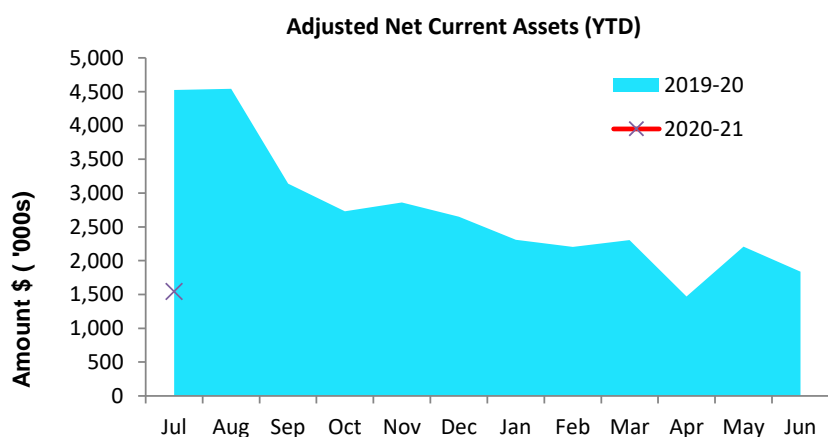
	Ref Note	Last Years Closing 30 June 2020	This Time Last Year 01 Aug 2019	Year to Date Actual 31 Jul 2020
<b>Adjusted Net Current Assets</b>		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	3	1,991,081	1,780,278	1,741,011
Cash Restricted	3	3,116,427	2,316,637	3,094,293
Receivables - Rates	4	231,667	2,700,076	220,164
Receivables - Other	4	36,657	383,725	205,477
Expected Credit Loss Allowance	4	(18,933)		(18,933)
Financial Assets		37,393	29,656	28,732
Interest / ATO Receivable		29,678		72,168
Inventories		4,275	4,049	6,116
		5,428,245	7,214,421	5,349,028
<b>Less: Current Liabilities</b>				
Payables		(355,211)	(227,086)	(570,002)
Provisions - employee		(315,964)	(393,660)	(315,964)
Long term borrowings		(98,717)	9,375	(90,056)
		(769,892)	(611,371)	(976,022)
<b>Unadjusted Net Current Assets</b>		<b>4,658,353</b>	<b>6,603,050</b>	<b>4,373,006</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Cash reserves	3	(3,089,381)	(2,316,637)	(3,094,293)
Less: Loans receivable		(37,393)		(28,732)
Add: Lease Liabilities		27		
Add: Provisions - employee		205,731	248,006	205,731
Add: Long term borrowings		98,717	(9,375)	90,056
<b>Adjusted Net Current Assets</b>		<b>1,836,054</b>	<b>4,525,044</b>	<b>1,545,768</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



**This Year YTD**

**Surplus(Deficit)**

**\$1.55 M**

**Last Year YTD**

**Surplus(Deficit)**

**\$4.53 M**

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

**NOTE 2  
EXPLANATION OF MATERIAL VARIANCES**

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

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
General Purpose Funding - Rates	(192,584)	(100%)	▼	Timing	Timing of Rates
General Purpose Funding - Other	(71,588)	(96%)	▼	Timing	Timing of FAGS
Law, Order and Public Safety	18,781	103%	▲	Timing	Timing of 2019/20 CESM Reimbursement
Community Amenities	(13,316)	(92%)	▼	Timing	Timing of Rubbish Charges
Transport	122,594	727%	▲	Timing	Timing of MRWA Direct Grants
<b>Expenditure from operating activities</b>					
Governance	(28,555)	(46%)	▼	Timing	Timing of Subscriptions
Transport	44,242	26%	▲	Timing	Timing of Roads Maintenance and Depreciation
Economic Services	16,354	28%	▲	Timing	Timing of Works
Other Property and Services	(36,113)	(1270%)	▼	Timing	Timing of Licences and Insurance
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	(188,813)	(58%)	▼	Timing	Timing of Grants
Proceeds from Disposal of Assets	(22,125)	(100%)	▼	Timing	Timing of Sale of Assets
Capital Acquisitions	366,559	77%	▲	Timing	Timing of Capital Works

**KEY INFORMATION**

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

**OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS**

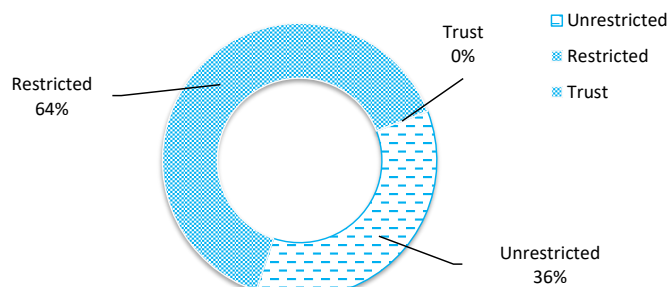
<b>Cash and Investments</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Trust</b>	<b>Total YTD Actual</b>	<b>Institution</b>	<b>Interest Rate</b>	<b>Maturity Date</b>
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	650			650			
<b>At Call Deposits</b>							
Municipal Fund	404,560			404,560	Westpac		
Medical Centre	272			272	Westpac		
Child Care Centre	1,945			1,945	Westpac		
Municipal On Call	720,000			720,000	Westpac	0.05%	
Reserve Fund On Call		54,525		54,525	Westpac	0.05%	
Trust Fund			0		Westpac		
<b>Term Deposits</b>							
Municipal Investment - Term Deposit	306,520			306,520	Westpac	0.85%	05-Sep-20
Municipal Investment - Term Deposit	303,065			303,065	Westpac	0.85%	03-Sep-20
Reserve Investment - Term Deposit		485,145		485,145	Westpac	0.85%	03-Sep-20
Reserve Investment - Term Deposit		979,279		979,279	Westpac	0.70%	12-Oct-20
Reserve Investment - Term Deposit		617,797		617,797	Westpac	0.85%	22-Aug-20
Reserve Investment - Term Deposit		957,547		957,547	Westpac	0.85%	23-Sep-20
<b>Total</b>	<b>1,737,012</b>	<b>3,094,293</b>	<b>0</b>	<b>4,831,305</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



**Total Cash**

**\$4.83 M**

**Unrestricted**

**\$1.74 M**

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

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Rates Receivable	30 June 2019	31 Jul 20
	\$	\$
Opening Arrears Previou Year	237,459	231,667
Levied this year	2,489,560	0
<u>Less</u> Collections to date	(2,495,352)	(11,503)
Equals Current Outstanding	<b>231,667</b>	<b>220,164</b>
<b>Net Rates Collectable</b>	<b>231,667</b>	<b>220,164</b>
% Collected	100.23%	

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	247,334	10,275	0	1,103	258,712
Percentage	96%	4%	0%	0%	
<b>Balance per Trial Balance</b>					
Sundry debtors					200,410
Loss Allowance					(18,933)
GST receivable					72,168
Pensioner Rebates					5,067
<b>Total Receivables General Outstanding</b>					<b>258,712</b>

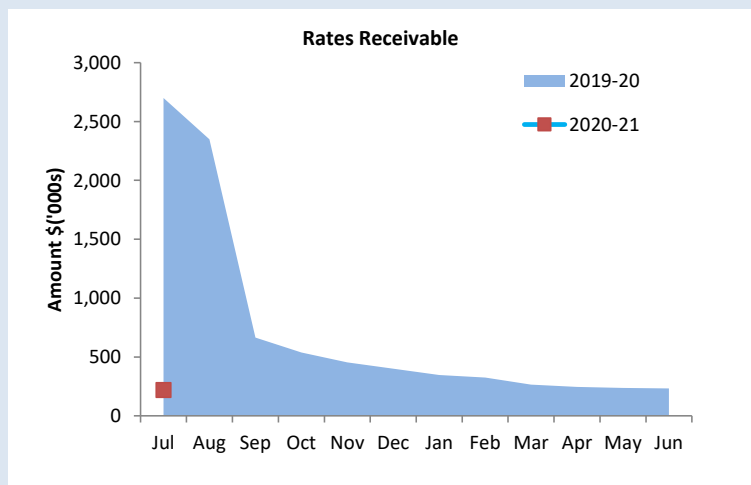
Amounts shown above include GST (where applicable)

**KEY INFORMATION**

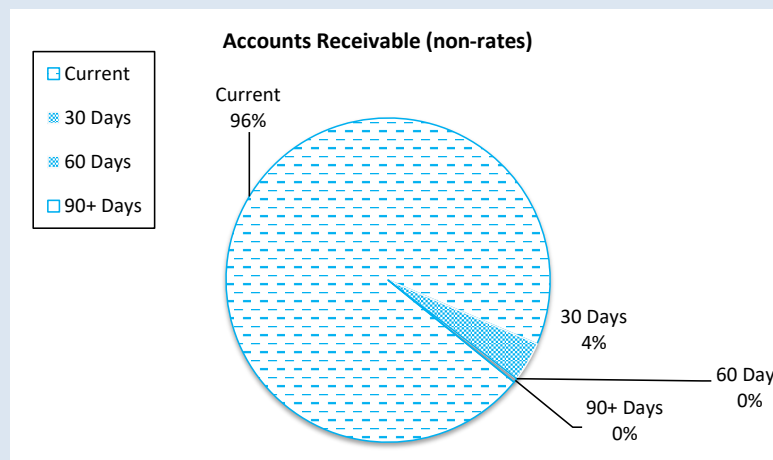
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

**SIGNIFICANT ACCOUNTING POLICIES**

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



Collected	Rates Due
<b>0%</b>	<b>\$220,164</b>



<b>Debtors Due</b>
<b>\$258,712</b>
<b>Over 30 Days</b>
<b>4%</b>
<b>Over 90 Days</b>
<b>0%</b>

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

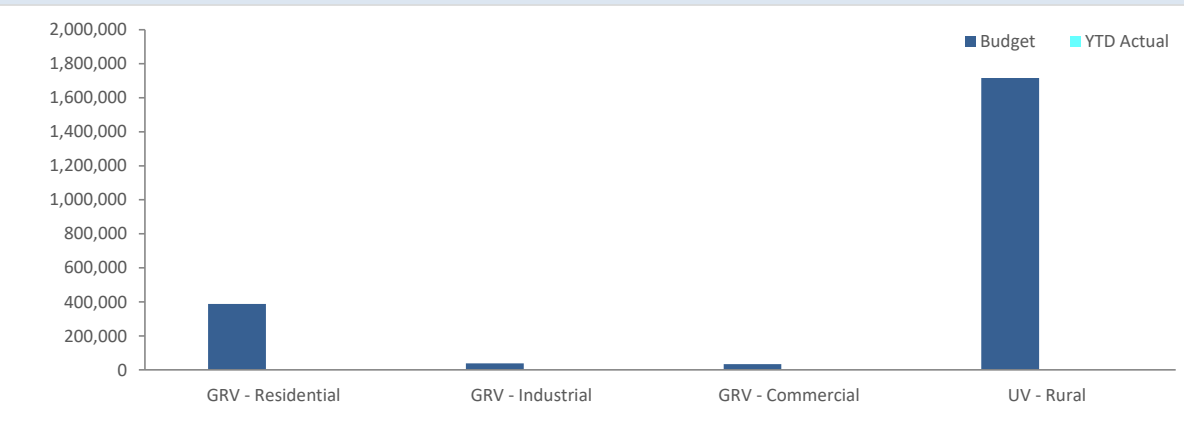
**OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE**

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

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**



General Rates		
Budget	YTD Actual	%
<b>\$2.3 M</b>	<b>\$. M</b>	<b>0%</b>

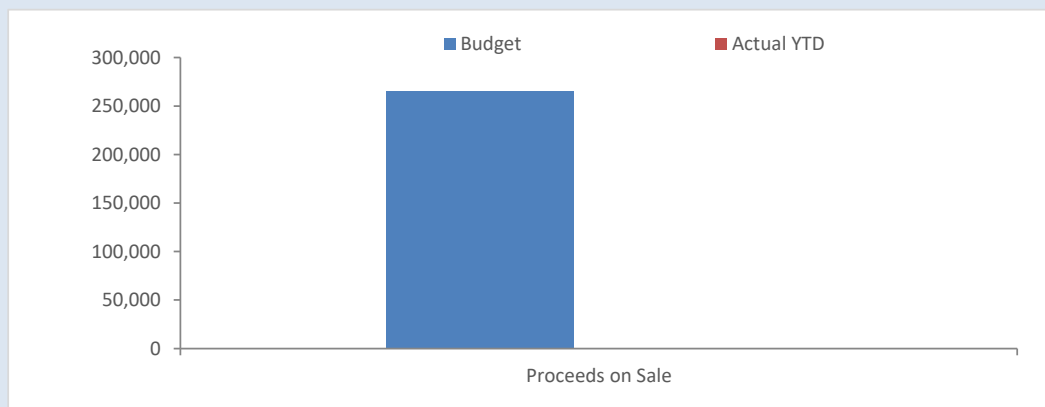
■ GRV - Residential ■ GRV - Industrial ■ GRV - Commercial ■ UV - Rural

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

**OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS**

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

**KEY INFORMATION**



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

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

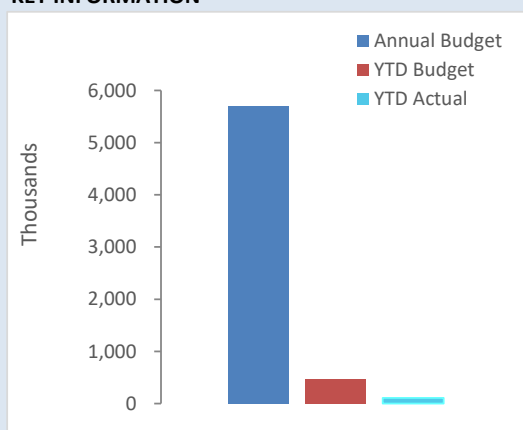
INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS

Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land	200,000	16,667	135	(16,532)
Buildings	687,200	57,267	0	(57,267)
Plant & Equipment	581,000	48,417	0	(48,417)
Furniture & Equipment	27,310	2,276	0	(2,276)
Infrastructure - Roads	3,071,701	255,975	0	(255,975)
Infrastructure - Footpaths	90,000	7,500	0	0
Infrastructure - Other	1,042,210	86,851	108,257	21,407
<b>Capital Expenditure Totals</b>	<b>5,699,421</b>	<b>474,952</b>	<b>108,392</b>	<b>(359,059)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	3,916,049	326,337	137,524	(188,813)
Borrowings	0	150,000	0	(150,000)
Other (Disposals & C/Fwd)	265,500	22,125	0	(22,125)
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	967,372	-123,511	(29,132)	94,379
<b>Capital Funding Total</b>	<b>5,699,421</b>	<b>474,952</b>	<b>108,392</b>	<b>(366,559)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**



Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$5.7 M</b>	<b>\$0.11 M</b>	<b>2%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$3.92 M</b>	<b>\$0.14 M</b>	<b>4%</b>



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

INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion		Amended				Variance (Under)/Over
		Account Number	Annual Budget	YTD Budget	YTD Actual	
	<b>Capital Expenditure</b>					
	<b>Land</b>					
0%	Industrial Lots Phase 1	2601	200,000	16,667	135	(16,532)
0%	<b>Total</b>		200,000	16,667	135	(16,532)
	<b>Buildings</b>					
0%	Caravan Park Units	9596	106,300	8,858	-	(8,858)
0%	Caretaker Cottage	9597	227,560	18,963	-	(18,963)
0%	Youth Centre Upgrades	9576	78,780	6,565	-	(6,565)
0%	Town Hall Building Upgrades	9531	177,770	14,814	-	(14,814)
0%	Arthur Kelly Roofing	9537	78,520	6,543	-	(6,543)
0%	Caravan Park Cabins Safety Works	9546	18,270	1,523	-	(1,523)
0%	<b>Total</b>		687,200	57,267	-	(57,267)
	<b>Plant &amp; Equipment</b>					
0%	CEO Vehicle	9000	50,000	4,167	-	(4,167)
0%	EMWS Vehicle	9702	45,000	3,750	-	(3,750)
0%	Grader	9007	380,000	31,667	-	(31,667)
0%	Second Hand Loader	9703	35,000	2,917	-	(2,917)
0%	Cherry Picker	9755	60,000	5,000	-	(5,000)
0%	Slasher	9756	11,000	917	-	(917)
0%	<b>Total</b>		581,000	48,417	-	(48,417)
	<b>Furniture &amp; Equipment</b>					
0%	Fire Brigade IT and other Equipment	9760	27,310	2,276	-	(2,276)
0%	<b>Total</b>		27,310	2,276	-	(2,276)
	<b>Infrastructure - Roads</b>					
0%	Heal Street Parking	C196	170,000	14,167	-	(14,167)
0%	The Groves Access	C190	38,406	3,200	-	(3,200)
0%	AKV Road Upgrade	C195	139,500	11,625	-	(11,625)
0%	Balkuling North Road Resealing	C194	83,711	6,976	-	(6,976)
0%	Goldfields Road Reconstruction	C167	444,870	37,072	-	(37,072)
0%	Goldfields Road Reseal	1C167	78,750	6,563	-	(6,563)
0%	Mount Stirling Road Reseal	T012	27,900	2,325	-	(2,325)
0%	Old Beverley East Road	C006	373,742	31,145	-	(31,145)
0%	Quairading-Cunderdin WSNF Stg 2 Design	WSFN3	25,000	2,083	-	(2,083)
0%	Quairading-Cunderdin WSNF	WSFN2	1,325,852	110,488	-	(110,488)
0%	Stacey Bus Road Resheeting	C191	28,700	2,392	-	(2,392)
0%	Badjaling Nth Road Resheeting	C192	204,120	17,010	-	(17,010)
0%	Pannell Road Resheeting	C193	131,150	10,929	-	(10,929)
0%	<b>Total</b>		3,071,701	255,975	-	(255,975)
	<b>Infrastructure - Footpaths</b>					
0%	McLennan Street	F002	90,000	7,500	-	(7,500)
0%	<b>Total</b>		90,000	7,500	-	-
	<b>Infrastructure - Other</b>					
0%	Hockey Oval Lighting	9839	77,520	6,460	-	(6,460)
0%	Swimming Pool Solar System	9840	42,520	3,543	-	(3,543)
88%	Oval Floodlights	9837	123,150	10,263	108,257	97,995
0%	Community Park	9838	620,000	51,667	-	(51,667)
0%	Shire Hall - Lighting Upgrade	9531	23,000	1,917	-	(1,917)
0%	Boundary Signage	9598	10,500	875	-	(875)
0%	Generator - Parker House	9590	10,000	833	-	(833)
0%	Shade Sail Pool	9553	18,000	1,500	-	(1,500)
0%	Sub Meters	9554	10,000	833	-	(833)
0%	Hall Car Park Design	9829	10,000	833	-	(833)
0%	Pool Blankets	9841	12,500	1,042	-	(1,042)
0%	Airstrip	9820	85,020	7,085	-	(7,085)
10%	<b>Total</b>		1,042,210	86,851	108,257	21,407

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

**FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS**

Information on Borrowings Particulars	2019/20	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Transport</b>									
Loan 118 - Depot Building	388,767				46,896	388,767	341,871		15,292
<b>Economic Services</b>									
Loan 119 - Park Cottages	143,014				14,128	143,014	128,886		2,178
	531,781	0	0	0	61,024	531,781	470,757	0	17,470
<b>Self supporting loans</b>									
<b>Recreation and Culture</b>									
Loan 115 - Bowling Club	44,177			8,661	36,046	35,516	8,131	714	2,324
Loan 117 - Golf Club	4,899				1,647	4,899	3,252		257
	49,076	0	0	8,661	37,693	40,415	11,383	714	2,581
<b>Total</b>	580,857	0	0	8,661	98,717	572,196	482,140	714	20,051

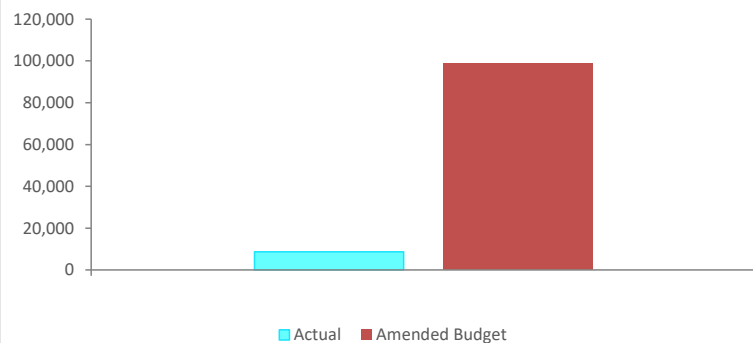
**SIGNIFICANT ACCOUNTING POLICIES**

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.

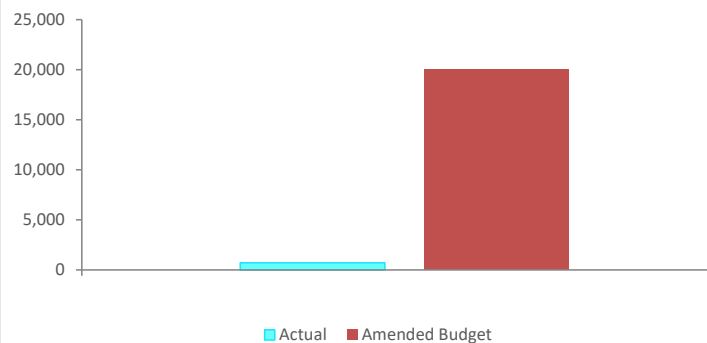
**KEY INFORMATION**

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**

**\$8,661**

**Interest Expense**

**\$714**

**Loans Outstanding**

**\$0.57 M**

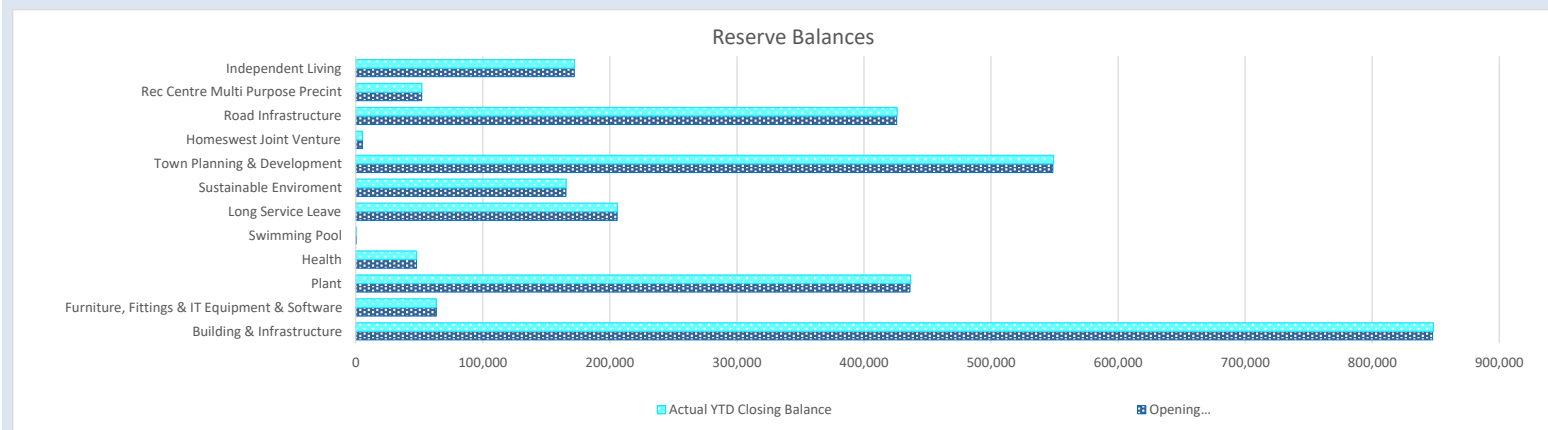
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020**

**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	706	100,000		(350,500)		603,935	848,247
Furniture, Fittings & IT Equipment & Software	63,451	516	53	50,000				113,967	63,504
Plant	436,314	3,501	361	350,000				789,815	436,675
Health	47,871	389	40					48,260	47,911
Swimming Pool	262	2	0					264	262
Long Service Leave	205,731	1,672	170			(40,527)		166,876	205,901
Sustainable Environment	165,520	1,345	137					166,865	165,657
Town Planning & Development	548,624	4,406	454			(200,000)		353,030	549,078
Homeswest Joint Venture	5,238	43	4					5,281	5,242
Road Infrastructure	425,771	3,448	352			(120,750)		308,469	426,123
Rec Centre Multi Purpose Precint	51,986	423	43					52,409	52,029
Building Renewal	121,416	977	100	175,000				297,393	121,516
Independent Living	172,006	1,384	142	175,000				348,390	172,148
	<b>3,091,731</b>	<b>25,000</b>	<b>2,562</b>	<b>850,000</b>	<b>0</b>	<b>(711,777)</b>	<b>0</b>	<b>3,254,954</b>	<b>3,094,293</b>

**KEY INFORMATION**



**Interest Earned**

**\$2,562**

**Reserves Bal**

**\$3.09 M**

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

NOTE 10  
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	Amended		YTD Actual	Variance (Under)/Over
	Annual Budget	YTD Budget		
<b>Operating grants, subsidies and contributions</b>				
Federal Assistance Grants	842,014	70,168		(70,168)
MRWA Direct Road Grant	137,540	11,462	137,540	126,078
NRM Grant	17,020	1,418		(1,418)
Adverse Event Plan (Community Drought)	15,000	1,250		(1,250)
Fire Prevention Grants	47,480	3,957		(3,957)
Staff Contributions to Vehicle	17,472	1,456	1,243	(213)
Medical Practice Grants and Contributions	10,000	833		(833)
Youth Centre Grants	8,000	667		(667)
<b>Operating grants, subsidies and contributions Total</b>	<b>1,094,526</b>	<b>91,211</b>	<b>138,783</b>	<b>47,573</b>
<b>Non-operating grants, subsidies and contributions</b>				
Roads to Recovery/ MRWA Regional Road Group	700,336	58,361	137,524	79,163
WA Freight Network	1,241,949	103,496		-103,496
Community Roads and Infrastructure	393,970	32,831		-32,831
Community Drought Funding	981,500	81,792		-81,792
DFES Capital Grant	27,310	2,276		-2,276
Community Park Grants and Contributions	525,000	43,750		-43,750
Shire Lighting Upgrade Contribution	7,500	625		-625
Regional Airports Development Scheme	38,484	3,207		-3,207
<b>Non-operating grants, subsidies and contributions Total</b>	<b>3,916,049</b>	<b>326,337</b>	<b>137,524</b>	<b>-188,813</b>
<b>Grand Total</b>	<b>5,010,575</b>	<b>417,548</b>	<b>276,307</b>	<b>(141,241)</b>

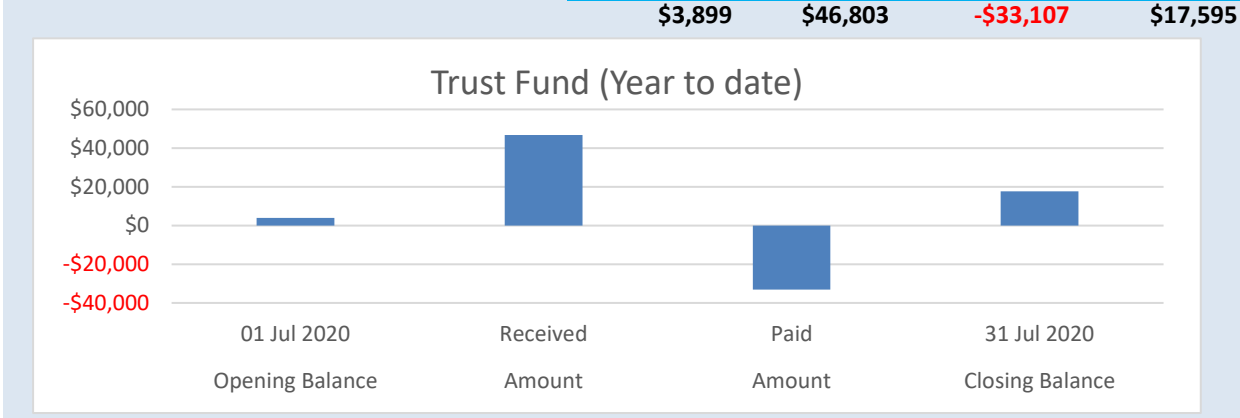
KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 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 Jul 2020
Department of Transport	\$3,899	\$46,803	-\$33,107	\$17,595
	<b>\$3,899</b>	<b>\$46,803</b>	<b>-\$33,107</b>	<b>\$17,595</b>



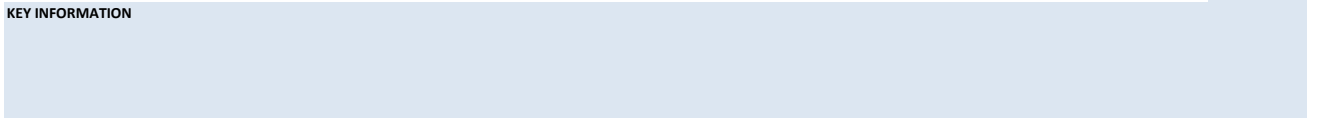
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020**

**NOTE 12  
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
Budget Adoption			Opening Surplus				130,308
Permanent Changes				0	0	0	130,308

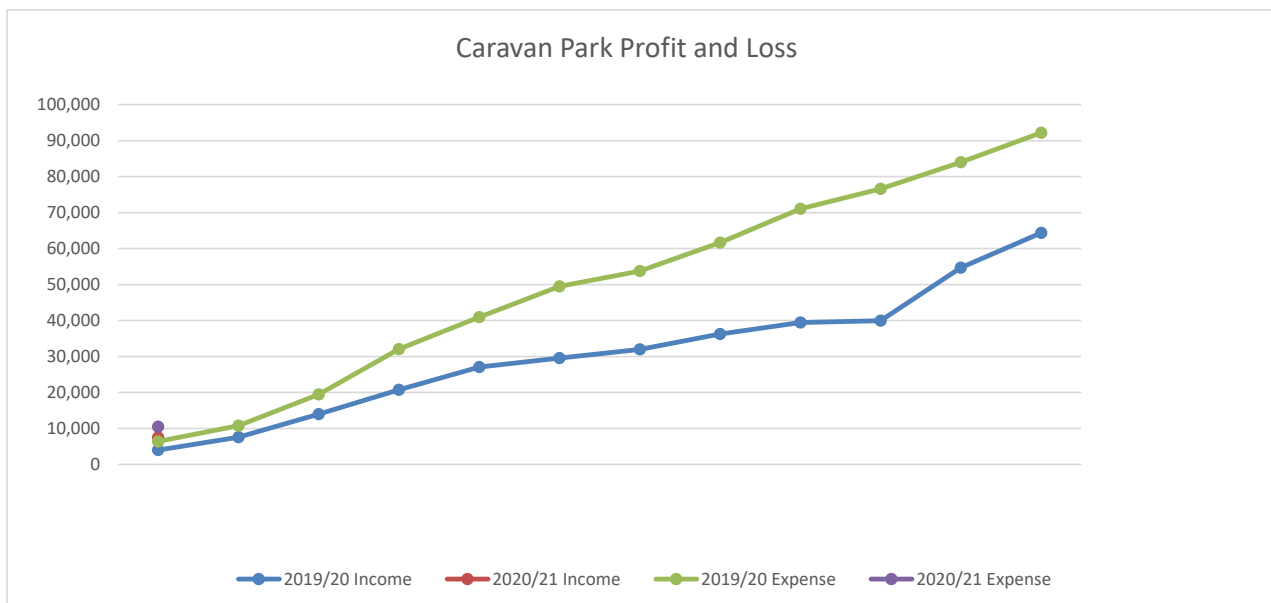
**KEY INFORMATION**



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

**NOTE 13  
CARAVAN PARK**

Caravan Park Profit and Loss	YTD Bookings/ Stays	YTD Actual	Current Budget	VAR %
<b>INCOME</b>				
Caravan Park Charges	40	\$1,965	\$36,000	5%
Cottage Charges	5	\$1,177	\$3,000	39%
Cabins Charges	16	\$4,350	\$42,000	10%
<b>TOTAL INCOME</b>		<b>\$7,492</b>	<b>\$81,000</b>	<b>9%</b>
<b>EXPENDITURE</b>				
<b>Caravan Park</b>				
Wages inc O/H		\$3,287	\$63,668	5%
Materials & Insurance		\$1,190	\$7,691	15%
Utilities		\$1,195	\$13,000	9%
<b>Caravan Park Total</b>		<b>\$5,672</b>	<b>\$84,359</b>	<b>7%</b>
<b>Cottage</b>				
Wages inc O/H		\$601	\$2,964	20%
Materials & Insurance		\$711	\$2,507	28%
Utilities		\$117	\$1,500	8%
<b>Cottage Total</b>		<b>\$1,429</b>	<b>\$6,971</b>	<b>20%</b>
<b>Cabins</b>				
Wages inc O/H		\$2,624	\$45,314	6%
Materials & Insurance		\$378	\$9,000	4%
Utilities		\$351	\$7,032	5%
<b>Cabins Total</b>		<b>\$3,353</b>	<b>\$61,346</b>	<b>5%</b>
<b>TOTAL EXPENDITURE</b>		<b>\$ 10,454</b>	<b>\$ 152,676</b>	<b>7%</b>
<b>Income</b>		<b>\$ 7,492</b>	<b>\$ 81,000</b>	<b>9%</b>
<b>Expenses</b>		<b>\$ 10,454</b>	<b>\$ 152,676</b>	<b>7%</b>
		<b>-\$ 2,962</b>	<b>-\$ 71,676</b>	<b>4%</b>



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

**NOTE 14  
RATIO'S**

	2021	This Time	2019	2018	2017	Target Range
	YTD	Last Year				
Current Ratio	2.93	10.87	6.00	0.93	1.29	≥1.00
Debt Service Cover Ratio	(2.65)	226.56	19.61	16.98	41.90	≥ 15.0
Operating Surplus Ratio	(4.07)	0.81	0.01	(0.24)	(0.43)	≥0.15
Own Source Revenue Coverage Ratio	0.15	4.90	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 Budget Amendment - Caravan Park Cabins Retention Payment

<b>Meeting Date</b>	27 <sup>th</sup> August 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellow
<b>Attachments</b>	Nil
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

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

That Council authorise the Budget Amendment of \$6,119 ex GST from the Current Surplus to the Caravan Park Cabins Capital Works Budget.

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

#### VOTING REQUIREMENTS - Absolute Majority

#### IN BRIEF

- As part of the Caravan Park Cabin project, a retention payment amount of \$6,119.09 was required.
- This amount has not been included into the 2020/21 budget and it is recommended to be funded from the Current Surplus.
- A Budget Amendment is recommended to correct this oversight and to enable the payment to the Contractor upon successful completion of any identified defects following the 12 Month Defect Period.

#### MATTER FOR CONSIDERATION

The allocation of funds for the Caravan Park Cabin Retention Payment due under the Contract.

#### BACKGROUND

Following a comprehensive planning and design period, the redevelopment of the Quairading Caravan Park commenced in 2015/16 with Phase 1 – Park internal layout, the upgrading of camping and caravanning facilities, and upgrading and compliance of service utilities.

Construction of the Park Cabins was designated as Phase 2 of the Park Redevelopment Program.

Design and tendering process went to the market in 2018/19.

Modular WA was selected as the preferred contractor commencing the construction of the three cabins in April 2019.

Cabins were installed on site in August 2019 with project completion and handover on 22th August 2019.

A Condition within the Contract was that a 5% Retention Fee be deducted from Claim Payments and be reimbursed in 2 Tranches:

- Tranche 1 – upon completion and handover of cabins following a quality control inspection; and

- Tranche 2 – reimbursement following a twelve-month defect period, an inspection of cabins, identification of issues and rectification actions.

Upon completion of Project and resolving of identified defect issues, Tranche 1 was disbursed on 19<sup>th</sup> August 2019.

The twelve-month defect inspection was conducted by Bent Nail Builder on the 18<sup>th</sup> August 2020 and the Defect Report will be forwarded to Modular WA.

A further joint inspection by Bent Nail, Modular WA and a Council Officer will be conducted to confirm defects, means of rectifying and a timeframe for their completion.

Disbursement of 2<sup>nd</sup> Tranche will be upon completion of these identified tasks.

## STATUTORY ENVIRONMENT

### Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

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

*\* Absolute majority required.*

## POLICY IMPLICATIONS

N/A.

## FINANCIAL IMPLICATIONS

The cost of the retention payment is \$6,119.09 ex GST. No amount was allocated within the 2020/21-year budget. As the nature of the work is capital, the budget must be placed into capital works.

To enable the retention payment to be paid by Council a Budget Amendment needs to be authorised by an Absolute Majority Vote of Council.

The current Budget Surplus for the 2020/21 year is \$128,145.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### 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. This payment is not included in our current budget, however, it is considered to be of a low value with an adequate amount of surplus funds available to be used.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. This Budget Amendment will enable the authorised payment of the Retention Amount which is part of the Contractual Agreement for the construction of the Caravan Park Cabins.

Operation – Risk Matrix Rating is assessed as Low. The allocation of funds to make this payment will not impact any other Council operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

**COMMENT**

Nil.

## ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

### 10.1 Strategic Planning Committee Minutes – 11<sup>th</sup> August 2020

<b>Meeting Date</b>	27 <sup>th</sup> August 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	Minutes of Meeting
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

#### OFFICER RECOMMENDATION

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

That Council receive the Minutes of the Strategic Planning Committee for its Meeting of 11<sup>th</sup> August 2020.

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

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

#### 1) Terms of Reference for Requests for Quotation – Sports and Recreation Masterplan, and Sports and Recreation Centre Options Study

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

*RECOMMENDATION: SP2-20/21*

That the Strategic Planning Committee recommend to Council: -

1. That Council accept the Terms of Reference
  - i) Quairading Sport & Rec Strategic Plan 2021-2031; and
  - ii) Quairading Sport & Rec Centre Options
2. That the Chief Executive Officer proceed to advertise for submissions to deliver the two (2) consultancies projects.

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

#### 2) ICT Strategic Plan Progress Report

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

*RECOMMENDATION: SP3-20/21*

That the Strategic Planning Committee recommend to Council: -

That Council notes the progress of the ICT Strategic Plan.

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

**VOTING REQUIREMENTS – Simple Majority**

## IN BRIEF

- Strategic Planning Committee Meeting held on the 11<sup>th</sup> August 2020
- Two 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 11<sup>th</sup> August 2020 from which there are two (2) recommendations for Council consideration, namely: -

- RESOLUTION: SP2-20/21
- RESOLUTION: SP3-20/21

## STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

## POLICY IMPLICATIONS

N/A.

## FINANCIAL IMPLICATIONS

SP2-20/21 – Council has budgeted an amount of \$25,000 for Recreation Consultancies in the 2020/2021 Year. Actual Cost of the Projects will be determined when the Request for Quotation Submissions are received and considered.

SP3-20/21 – Preparation of the ICT Strategy by Focus Networks has been provided for in the Council's Adopted Budget. The Draft ITC Strategy is due to be presented to Council in September 2020 with a Presentation being made by a Focus Network representative at the Audit & Risk Committee Meeting on the 8<sup>th</sup> September 2020. Subject to the Adoption of the Strategy, it is expected that there will need to be a Budget Review item to Council in coming months to fund any identified priority expenditure of Hardware and Software.

## 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

SP2-20/21 – The Recreation Precinct Working Group Chairperson has been advised of the preparation of the Terms of Reference and that Council will widely circulate the Request for Quotations in the open market. Extensive Working Group and Community Consultation is required under the Terms of Reference as part of the two Projects.

SP3-20/21 – Nil

## SHIRE OF QUAIRADING

The Minutes of the Strategic Planning Committee Meeting held on Tuesday 11<sup>th</sup> August 2020 commencing at 5.00 pm.

### ITEM 1 OPENING & ANNOUNCEMENTS

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The Chairperson opened the Meeting at 5.00 pm.

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

### ITEM 2 ATTENDANCE AND APOLOGIES

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#### Councillors

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

#### Council Officers

Mr GA Fardon	Chief Executive Officer
Mr N Gilfellon	Executive Manager of Corporate Services
Mr RM Bleakley	IPR/Strategic Projects Officer

#### Apologies

Mr A Rourke	Executive Manager of Works & Services
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#### Leave of Absence Previously Granted

Nil

### ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

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#### Drought Communities Extension Programme

The Chief Executive Officer reported to the meeting that he had received written confirmation from the Federal Minister for Agriculture, Drought and Emergency Management that funding of \$1.0 M had been approved for Council under the Drought Communities Extension Programme and was awaiting the receipt of the Grant Funding Agreement for signing.

## ITEM 4 DECLARATIONS OF INTEREST

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

- Cr Jo Haythornthwaite - Impartiality Interest with Item 10.1 ICT Strategic Plan Progress Report
- C John Haythornthwaite - Impartiality Interest with Item 10.1 ICT Strategic Plan Progress Report.
- Cr Hippisley – Proximity Interest with Item 6.1 Referred Strategic Proposals (17) LIA Subdivision

## ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 5.1 Confirmation of Minutes – 15<sup>th</sup> April 2020

**RECOMMENDATION: SP1-20/21**

**MOVED Cr Hippisley SECONDED Cr Cowcill**

That the Minutes of the Strategic Planning Committee Meeting held on the 15<sup>th</sup> April 2020 be confirmed as a true and accurate record.

**CARRIED 8/0**

### 5.2 Business Arising

#### **District Bus Tour**

The proposed District Bus Tour has been tentatively scheduled for Friday the 11<sup>th</sup> September 2020 departing 9.00 am from the Shire Administration Centre returning 1.00 pm for Lunch.

Cr Jo Haythornthwaite and Cr Davies advised that they were unable to attend on this day.

The CEO is to continue to liaise with Councillors on the scheduling of the District Bus Tour.

#### **District Promotion**

The CEO reported that the District Promotion advertisements were now screening on GWN7. Comment was made on the "shortness" of the advertisements and that the Tagline was at the end of the advertisements.

#### **Change of Agenda Format**

The Chairperson and the CEO outlined changes to the format of the Agenda to better reflect the more Strategic Issues the Committee is considering.

Cr McGuinness sought Councillors' feedback on the format and that the format can be modified over time to ensure that the Committee is working effectively.

The general consensus of the meeting was that there was satisfaction with the revised format.

## ITEM 6 REFERRED STRATEGIC PROPOSALS

## 6.1 Referred Strategic Proposals/Matters Report August 2020

#	MATTER	SCP	CBP	LTFP	20/21 BUDGET
1	Building Strategy	G1, B2.1, B2.2	Y	Y	Y – On track for inclusion within Asset Management Plan to be completed by 31 <sup>st</sup> December 2020.
3	Progressing the potential bituminising of the airstrip	B2.2	Y	N	N Matter remains with SJA Quairading Y - Expansion of Bitumen Setdown Area in the 20/212 Budget Project Cost \$85,003 Successful Grant Amount \$38,484
4	Community Park / Trail	S1.1, S1.2, NE2.2, S2.2, S4.5, B2.2, G3.2	Y	Y	Y – Grant Application and Construction in 20/21. \$620K Budget EOI to Lotterywest for Funding prepared for submission. \$73,227 - Rural Youth Donation \$75,000 from Building & Infrastructure Reserve Fund. \$20K Municipal Funding
5	Business Attraction Strategy	ED1.1, ED2.1	Y	Y	N/A – Completed and Adopted by Council in March 2020
6	Energy Efficient Street Lighting	NE1.1	Y	Y	N
7	Tourist Layby, Opposite the Shopping Precinct Carpark in Heal Street	B2.1, B2.2, S4.5	Y	Y	Y – Detailed Design Completed. Main Roads Approval Granted. Awaiting outcome of the Drought Funding before Project Scheduling and Implementation.
8	Configuration of Entry Western End Heal Street	B2.1, B2.2, S4.5	N	N	Y – Detailed Design Completed. Main Roads Approval Granted. Awaiting outcome of the Drought Funding before Project Scheduling and Implementation.
9	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



#	MATTER	SCP	CBP	LTFP	20/21 BUDGET
					<p>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.</p> <p>This will also be considered a Shire asset, for the purposes of construction and on-going maintenance.</p> <p>Main Roads does not have a source of funding that would be suitable for this. The Shire may have ability to source some type of Tourism funding. Potential Project.</p>
10	Tourism Strategy	ED1.1, ED2, ED2.1,	Y	Y	<p>Y</p> <p>Tourism Development Strategy - Adopted by Council Feb 2020.</p> <p>Tourism Promotion budget of \$58,270</p> <p>Next Tourism Steering Committee Meeting is to be held on the 25<sup>th</sup> August to schedule and to allocate resources to deliver the identified Tourism Promotional Projects.</p>
11	Solar Power for Caravan Park/ Swimming Pool / Oval Alternative Power	ED2.1, S1.1, NE1.1 NE1.1, NE1.2	N	N	<p>Y</p> <p>Electricity Tariff Change has seen significant reduction in Power Charges. Solar Power Project at the Swimming Pool - Budgeted for Delivery and Commissioning in 20/21 year.</p> <p>Project Estimated Cost \$42,520</p> <p>Drought Grant \$40K</p> <p>Municipal \$2,520</p>
12	Waste Strategy Plan	NE1.1, NE1.2	Y	Y	<p>N - The Waste and Recycling Strategy was placed on hold until June 2021 (3 Years) RESOLUTION: 191-17/18</p>
14	Asset Management Plans	B2, G1.1, G4	Y	Y	<p>Y</p> <p>AMP scheduled to be completed by 31<sup>st</sup> December 2020</p>

#	MATTER	SCP	CBP	LTFP	20/21 BUDGET
15	Review of Strategic Community Plan, Long Term Financial Plan and Corporate Business Plan	G4, G4.3	Y	Y	Y CBP reviewed in May 2020 prior to Annual Budget Cycle LTFP to be reviewed upon completion of the Roads and Buildings Asset Plan SCP - Major Review to be undertaken Feb - Apr 2021.
16	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.
17	LIA Subdivision	ED1, ED1.1, B1, B1.1	Y	Y	Y WAPC Approval received on 22 <sup>nd</sup> July for 5 Lots. Funding provided from Council's Town Planning and Development Reserve Fund for the development of 1 Lot in the 2020/21 Year. Copy of Plan and WAPC Approval attached for Committee discussion on latest interest in LIA Lots. A Sworn Valuation has been sought for "as if developed" lots for future Sale discussion.

## **6.2 Confidential: CRISP Wireless Introductory Meeting**

Information provided under separate cover in accordance with the *Local Government Act S5.23 (e)(ii)*

The EMCS Mr Gilfellon provided an update on the Presentation made to Councillors and Senior Staff by CRISP Wireless on the 5<sup>th</sup> August 2020.

The Meeting noted that CRISP was to be encouraged to undertake their research of the feasibility and then provide more information to Council in September 2020.

The Meeting noted that a Cost Benefit Analysis Report would be required to progress the Proposal further.

## ITEM 7 STRATEGIC COMMUNITY PLAN PRIORTIES

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### 7.1 Ageing in Place

Council has identified this as a Key Focus Area for 2020/2021 requiring a review and re-setting of the Strategy and an Officer's Report to the October 2020 Committee Meeting proposing the Scope and Methodology to achieve Potential Models of Accommodation and facilities, Estimated Costs and Project timelines.

The IPR & Strategic Projects Officer, Mr Bleakley provided a brief background on the Ageing in Place Project and in particular the intent to reconvene the Working Group to consult on this Project.

The Meeting was informed that the Working Group had previously consisted of: -

2x Councillors

Minimum of 4 x Community Members, who had self nominated and would be asked if they wish to participate in the reconvened Working Group.

1x Council Officer (Mr Bleakley)

The Meeting noted that Cr Smith remained on the Working Group.

Cr Hippisley and Cr John Haythornthwaite put forward their names for consideration as a Councillor Delegate.

The Meeting noted that finalisation of the Councillor Delegates would be undertaken at the Council Meeting.

## 7.2 Terms of Reference for Requests for Quotation – Sports and Recreation Masterplan, and Sports and Recreation Centre Options Study

<b>Meeting Date</b>	11 <sup>th</sup> August 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	IPR&SPO Richard Bleakley
<b>Attachments</b>	(i) Sports and Recreation Facility Recommendation Summary. (ii) Quairading Sport & Rec Strategic Plan 2021-2031 Terms of Reference. (iii) Quairading Sport & Rec Centre Options Terms of Reference.
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RECOMMENDATION: SP2-20/21

#### MOVED Cr Davies SECONDED Cr Smith

That the Strategic Planning Committee recommend to Council: -

1. That Council accept the Terms of Reference
  - i) Quairading Sport & Rec Strategic Plan 2021-2031; and
  - ii) Quairading Sport & Rec Centre Options
2. That the Chief Executive Officer proceed to advertise for submissions to deliver the two (2) consultancies projects.

**CARRIED 8/0**

### Committee Discussion

The Meeting discussed the timing of the Working Group and Community Group Consultations taking into account Harvest and the January School Holidays.

### IN BRIEF

- Council is reviewing the Sports and Recreation (S&R) Master Plan which has driven the development of Sports and Recreational Facilities in the Shire over the last 10 years.
- A revised and updated Sports and Recreation Masterplan will provide new direction as well as facilitate the sourcing of external funding.
- Office of Regional Architecture (ORA) was contracted by the Chief Executive Officer (CEO) to develop Terms of Reference for the following Consultancies: -
  - Review and updating of the Shire's Sports and Recreational Masterplan; and
  - Sports and Recreation Centre Options Study.
- Projects are scheduled to commence in late September 2020
- Completion is scheduled for
  - Quairading Sport & Rec Strategic Plan 2021-2031 – April 2021

- Quairading Sport & Rec Centre Options – February 2021

## MATTER FOR CONSIDERATION

To endorse the two Terms of Reference for a revised and updated Sports and Recreation Master Plan for 2021 to 2031; and a Quairading Sport & Rec Centre Options Report.

## BACKGROUND

The Council's Sports and Recreation Master Plan was prepared in 2011 with 23 recommendations.

To date 15 of these recommendations have been addressed with a number being deferred. (See attachment)

The existing S&R Masterplan has reached end of life and is due for review and update,

One of the outstanding recommendations (#23) is *"to conduct a feasibility study examining the development and concept design for a multi-purpose sport facility"*

A Working Group was formed in 2016 to move the process forward. The Group has narrowed the Options down to two:-

Option 1: Additions & Alterations to Existing Buildings; and

Option 2: New Purpose-Built Building

To progress forward on the development of the Shire has initiated a three phased program.

- Step 1. Drafting of Terms of Reference for the development of Concept Design and Probable Costings for the Request for Quotation (RfQ) in the market place
- Step 2. Contracting of consultancy to develop Concept Design and Probable Costings for the two options; and
- Step 3. Upon acceptance by Council of the outcome of Step 2, progression to the development of detailed architectural design and costings including Life Costings in preparation for submission for external funding.

ORA was identified as the architectural consultancy to deliver Step 1 for both Projects.

The Terms of Reference will be the basis for inviting Consultancies to submit proposals for consideration and procurement.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

## POLICY IMPLICATIONS

FIN.2 PURCHASING POLICY

## FINANCIAL IMPLICATIONS

A Budget allocation of \$25,000 has been provided in the 2020/2021 Year for the delivery of the two projects.

## 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

## 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

Previous Consultation was conducted with the Sports and Recreation Precinct Working Group.

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

#### Financial - Risk Matrix Rating is assessed as Low.

Project has been provided for in Council 2020/2021 Budget.

Process for selection of the Consultancy will comply with Shire's Purchasing Policy.

#### Health – Risk Matrix Rating is assessed as Low

#### Reputation – Risk Matrix Rating is assessed as Low

Due diligence will be in place to ensure the Shire minimises its risk through the selection process of the Consultancy.

#### Operation – Risk Matrix Rating is assessed as Low,

Procurement and management of the project will be conducted within Council's current structure and resources.

#### Natural Environment – Risk Matrix Rating is assessed as Low.

### COMMENT

Following the withdrawal of the Agenda Item in the February Council Meeting, the process for selection of consultant was reviewed.

Process has been revised to create greater accountability and transparency in the selection of successful candidate. This will minimise risk to Council reputation.

#### Step take:

- Step 1. Development of Terms of Reference by a recognised and qualified adviser prior to advertising in the market place.
- Step 2. Request for Quotations sought from suitably qualified and experienced candidates
- Step 3. Evaluation and selection of candidate by Selection Committee.

## ITEM 8 PROJECTS

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*Quarterly reporting on all adopted Projects and Programs to the Committee (October 2020, February 2021, April 2021 and August 2021)*

## ITEM 9 GOVERNANCE

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### **9.1 Long-Term Financial Plan and Corporate Business Plan**

*Report on progress of CBP and LTFP performance against targets six (6) monthly (October 2020 and April 2021)*

### **9.2 Strategic Community Plan**

*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)*

### **9.3 Organisational Culture and Capacity Building**

*Briefing/report on the culture, capacity and opportunities for improvement and efficiency six (6) monthly (February 2021)*

*Completion of the reviewed Workforce Plan and presentation scheduled for the February 2021 Strategic Planning Committee Meeting.*



## ITEM 10 ASSET MANAGEMENT PLAN

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

### 10.1 ICT Strategic Plan Progress Report

<b>Meeting Date</b>	11 <sup>th</sup> August 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellow
<b>Attachments</b>	(i) Extract from the Draft IT Strategy (ii) Information Systems Audit Report 2020 (OAG)
<b>Owner/Applicant</b>	Focus Networks
<b>Disclosure of Interest</b>	Nil – Council Officers

Elected Members Declarations of Impartiality Interest

Declarations as made in Item 4 of the Meeting.

#### OFFICER RECOMMENDATION

**RECOMMENDATION: SP3-20/21**

**MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley**

That the Strategic Planning Committee recommend to Council: -

That Council notes the progress of the ICT Strategic Plan.

**CARRIED 8/0**

#### Committee Discussion

The Meeting noted that a Focus Network representative would be making a Presentation on the Draft ITC Strategy to the next Audit & Risk Committee Meeting in September 2020.

#### IN BRIEF

- The Shire engaged Focus Networks in May 2020 to assist in developing an ICT Strategy.
- The ICT Strategic Plan is a resource that the Shire can use to plan for, manage and review their Information, Communication and Technology assets.
- The key themes, being explored within the Strategic Plan have been taken from the Gartner IT Reports and are used to underpin the Goals of the Plan.

#### MATTER FOR CONSIDERATION

That Council notes the progress of the ICT Strategic Plan.

#### BACKGROUND

In August 2018, Focus Networks provided an IT Audit Service Report on the Shire of Quairading Network and IT Systems to gain a snapshot of the Shire's IT environment.

The Office of the Auditor General published an Information Systems Audit Report 2020 – Local Government Entities (Report 27: 2019-20). The report covered system audits of 10 Local Governments in Western Australia and found “significant shortcomings” in their information security practices.

In an interview with ALGA, Ms Spencer said, “All local government entities, including those not sampled in this audit, need to carefully consider the standards and the recommendations in this report to improve information security practices and protect the confidentiality, integrity and availability of information and systems.”

The Shire engaged Focus Networks in May 2020 to assist in developing an ICT Strategy that will: -

- assist the Chief Executive Officer, Executive Team and Elected Members to better understand the complexity of managing information and technology within the local government sphere.
- improve the Shire’s ICT capability.
- enable the Shire to operate at or above the ICT Baseline Standard/benchmark set by the OAG.
- ensure ICT is adequately managed to support all aspects of local government operations, and
- investigate the future ICT trends and how they relate to the Shire of Quairading.
- support all related elements of the Integrated Planning and Reporting Framework.

This document will be the action plan for guiding Council’s strategic direction in ICT over the next 4 years for the effective management of information and communications technology and to ensure that the Shire’s ICT systems are controlled and maintained in line with corporate objectives and emerging trends.

This document establishes a baseline which identifies the minimum requirements for the effective provision of information and communications technologies, as well as information management services, and solutions to effectively support the Shire’s operations. Understanding the complexity of information and communications technology management within local government is the first step in applying the necessary measures to ensure that the baseline ICT standards are being met.

This document also aims to provide true value to the community by enhancing and supporting all the services we deliver.

## **STATUTORY ENVIRONMENT**

Nil

## **POLICY IMPLICATIONS**

N/A.

## **FINANCIAL IMPLICATIONS**

The ICT Strategic Plan has a cost of \$5,100. It is expected to keep the ICT Strategic Plan current, a review will be required every 2-4 years.

The recommendation and pricing from the Strategic Plan will be presented in detail to Council for Consideration and Adoption. However, it is expected that there will be increases in the budget required due to the likely recommendations within the ICT Strategic Plan.

Any identified priority expenditure on Hardware/Software will be the subject of a Budget Review Item to Council.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability
G3	Community Engagement
G4	Sound Organisation
G4.3	Ensure optimum organisational capacity and efficiency

### COMMUNITY CONSULTATION

Nil.

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

Financial - Risk Matrix Rating is assessed as Low. The costs of preparing the Strategy are within Council's Budget Allowance for the Strategy.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Reputational Risk will be escalated if Council's IT and Communications are compromised, including potential of loss of business continuity and reduced ability to provide accurate and timely services.

Operation – Risk Matrix Rating is assessed as Low. The plan is being developed with consideration of Council's ICT operations and will include goals to decrease current and emerging digital risks.

Natural Environment – Risk Matrix Rating is assessed as Low.

### COMMENT

Information is a strategic resource that underpins the key functions, decision making processes and service delivery of local government. The way information is managed, including the technology used to support it, is therefore central to local government business practices. Alongside its physical, human and financial resources, a local government must manage its information in a way that enables services to be delivered that best meet community needs and the priorities set by Council.

The ICT Strategic Plan is being developed with an expanded view of the impact of ICT on the Organisation. In this way it is being developed with the view to be 'many things to many people'.

The key themes, being explored within the Strategic Plan have been taken from the Gartner IT Reports and are used to underpin the Goals of the Plan. They are:

1. Intelligent Apps and Analytics – utilising 'smarter' software that automate many of the simple manual computer tasks. This will free up the organisation to focus on customer experience and more complex tasks. Goals for this are the move to IT Vision Altus software, Office 365 and other software and applications.
2. Cloud to the Edge – Understanding the emergence of 'Cloud' technologies, this is focused on the improvement of our Internet and allowing us to utilize newer cloud based Intelligent Apps and being able to use the 'Cloud' to secure and improve access to our information and data.
3. Continuous Adaptive Risk and trust – Improving the security of our systems and improving our capacity to react to the emergence of digital risk our organisation.

4. Digital Workplace – Changing the organisations relationship to information by utilisation current technology. This includes our use of more modern software, removing the need to be paper based or solely centralised, improving security for working outside of the office and allowing better processes for the emergence of working from home trend.
5. Multichannel Citizen Engagements – This is to improve the movement of information within and outside of the organisation, by implementing new collaboration and record keeping tools, and by improving engagement outside of the organisation, by creating a more informative and interactive website.

Goals have been outlined in attachment (i), with each goal relating to a theme above.

The next step in developing the plan will be to look-at how the organisation will be able to implement the identified goals. This will involve creating a timeframe of when to implement each goal, combining what is recommended by Focus Networks and what can be practically accomplished by the Shire. This will be then added to the goals attached, details collected by Focus Networks and presented to Council.

**ITEM 11 RISK MANAGEMENT**

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*Quarterly progress and tracking report on issues identified as high risk to Council (October 2020 and February 2021)*

**ITEM 12 EMERGING ISSUES**

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The Meeting requested that "Emerging Issues" remain as a Standing Item on the Committee Agenda.

**Cr Stacey**

Cr Stacey commented on the recent detailed information provided by HSM Ms Ellison on the funding of Aged Care beds at Parker House and the Cuneata Wing.

The Meeting expressed concern that if Parker House was not fully occupied, despite a Waiting List it could be argued by other Parties that the facility was not viable or not required in the future.

The Meeting requested that Mrs Ellison be invited to attend the September 2020 Ordinary Council Meeting to further clarify the funding issue.

**ITEM 13 NEXT MEETING DATE**

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The next Strategic Planning Committee Meeting is scheduled to take place on Tuesday 13<sup>th</sup> October 2020, commencing at 5.00 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

**ITEM 14 CLOSURE**

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There being no further business, the Chairman closed the Meeting at 6.36 pm.

I certify the Minutes of the Strategic Planning Committee Meeting held on 11<sup>th</sup> August 2020 were confirmed on the 13<sup>th</sup> October 2020 as recorded.

Confirmed.....13/10/2020

## 10.2 Ageing in Place Working Group – Council Delegates

<b>Meeting Date</b>	27 <sup>th</sup> August 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	IPR&SPO Richard Bleakley
<b>Attachments</b>	Nil
<b>Owner/Applicant</b>	n/a
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

<p><b>MOVED Cr _____ SECONDED Cr _____</b></p> <p>1. That Council appoint Cr _____ and Cr _____ to the Ageing in Place Working Group.</p> <p>2. That the Appointments be for the Term concluding with the October 2021 Election.</p> <p style="text-align: right;"><b>CARRIED ___ / ___</b></p>
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### VOTING REQUIREMENTS – Simple Majority

#### IN BRIEF

- The Working Group was initiated in early 2019 to provide direction to Council in the development of Lot 501 as a housing complex of aged friendly Independent Living Units (ILU).
- The Working Group is being to be reconvened after the Covid-19 Pandemic Restrictions.
- Council to elect 2 Delegates to the Ageing in Place Working Group.
- Membership consisted of:
  - 2x Councillors - (Cr Smith and then Cr McRae)
  - Key stakeholders from the Community (previously a minimum of four volunteers)
  - 1x Council Officer (Mr Bleakley)

#### MATTER FOR CONSIDERATION

Appointment of two Councillors to the Ageing in Place Working Group.

#### BACKGROUND

In 2106, Council in association with the Shires of Cunderdin and Tammin, submitted an application for grant funding for the construction of 11 Independent Living Units across the three Shires under the Regional Aged Accommodation Program (Royalties for Regions). This application initially proved successful. However, a change in political climate resulted in the Program Funding being withdrawn.

A further opportunity arose and in 2018 Shire of Quairading applied, with continuing regional support from the Shires of Cunderdin and Tammin, for the construction of four Independent Living Units (ILU). On this occasion the application proved unsuccessful. Reasoning – Shire was deemed to be not “shovel ready” to deliver the project.

The Working Group was established to provide direction to the Council on the needs of the community for appropriate aged accommodation within the townsite.

The scope of the Working Group was to:

- Assess existing facilities (Arthur Kelly Village)
- Determine future needs of the community
- Pathway forward
  - Future of Arthur Kelly Village;
  - Development of Land (Lot 501) vested in the Council for the purpose of "Independent Living/Aged Accommodation"
    - Number of ILU units;
    - Layout of Complex;
    - Specifications for design of ILUs; and
    - Phasing.

The Committee have held two (2) meetings and a field visit to inspect aged accommodation facilities at York Ballardong Village and the newly constructed ILUs adjacent to the Health Centre at Cunderdin was conducted in 2019.

Outcomes to date from the Working Group are:

- Establishment by Council of an Aged Accommodation Reserve Fund
- Land survey of Lot 501
- Preliminary discussions with Slavin Architects regarding work towards a Project Concept, design and layout on Lot 501.

Engagement with Slavin Architects was put on hold during the COVID-19 pandemic restrictions but is being recommenced.

#### **STATUTORY ENVIRONMENT**

N/A

#### **POLICY IMPLICATIONS**

N/A

#### **FINANCIAL IMPLICATIONS**

Nil

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

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

ITEM	OUTCOMES AND STRATEGIES
S4	Inclusive community
S4.4	Actively support 'Ageing in Place' services, housing and infrastructure

## 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

### COMMUNITY CONSULTATION

No consultation was required or undertaken in relation to this report. The matter of the appointment of Council's Delegates to the reconvened Working Group was discussed at the Strategic Planning Committee Meeting on the 11<sup>th</sup> August 2020.

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

Financial - Risk Matrix Rating is assessed as Low. No financial risk identified.

Health – Risk Matrix Rating is assessed as Low. Councillors participation in the Working Group will enable Council to provide input into the development of an appropriate aged accommodation concept and report on progress of the Working Group back to Council.

Reputation – Risk Matrix Rating is assessed as Low. Council initiated the Working Group.

Operation – Risk Matrix Rating is assessed as Low. Attendance at the Working Group meetings will be within Council's normal operations and Structure and will be held in Business hours.

Natural Environment – Risk Matrix Rating is assessed as Low.

### COMMENT

The Aging in Place Working Group is a forum for discussion on a number of issues relating to "ageing in place" within the Quairading Community including: -

- Appropriate scale and design of the ILU "Village" on Lot 501 based on demographic trends;
- Appropriate scale and design of ILUs;
- The longer term future of the Arthur Kelly Village – 8 Units
- Current housing in town – modification to existing housing to make more "Aged Friendly";
- Guidelines / Criteria for access to Aged Housing; and
- Ageing in Place within the Noongar community.

The immediate goal is to determine a Scope of Works for the design and layout of Lot 501 for a contracted architect to draft a design and probable costings for the program to be incorporated into the Shire's revised Strategic Community Plan and Long Term Financial Plan.



### 10.3 Bush Fire Advisory Committee Minutes – 23<sup>rd</sup> July 2020

<b>Meeting Date</b>	27 <sup>th</sup> August 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CESM Simon Bell
<b>Attachments</b>	Minutes of BFAC Meeting
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

That Council consider each of the Committee's following recommendations

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

That Council receive the Minutes of the Bush Fire Advisory Committee for its Meeting of 23<sup>rd</sup> July 2020.

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

#### 1) Burning Prohibition – Pursuant to Section 46 of the Bush Fires Act 1954

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

*RECOMMENDATION: BFAC2-20/21*

That the Bush Fire Advisory Committee recommend to Council: -

That the following dates and times for the Prohibition of Burning be supported by Council: -

1. Prohibited Burning on the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> April 2021 (Easter Weekend); and
2. Prohibited Burning from 12am until 12pm on the 25<sup>th</sup> April 2021 (ANZAC Day).

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

#### VOTING REQUIREMENTS – Simple Majority

#### IN BRIEF

- The Bush Fire Advisory Committee (BFAC) met on the 23<sup>rd</sup> July 2020 to review the past Bush Fire Season and to prepare for the 2020/2021 Fire Season.
- The BFAC proposes that selected dates over Easter 2021 and the morning of ANZAC Day be listed for the Prohibition of lighting fires.

#### MATTER FOR CONSIDERATION

Proposed Dates for the Prohibition of Burning over Easter 2021 and on ANZAC Day 2021.

#### BACKGROUND

The Strategic Planning Committee met on 23<sup>rd</sup> July 2020 from which there is one (1) recommendation for Council consideration, namely: -

- RECOMMEDATION: BFAC2-20/21 relating to the proposed dates for Prohibition of Burning for Easter 2021 and ANZAC Day 2021.

#### STATUTORY ENVIRONMENT

### Section 46 of the Bush Fires Act 1954

46. Bush fire control officer or forest officer may postpone lighting fire
- (1A) Notwithstanding any other provision of this Act –
- (a) subject to subsection (1B) a bush fire control officer, or the local government in whose district the land is situated may prohibit, or from time to time postpone the lighting of a fire, where in his or its opinion the fire, if lit, would be or become a source of danger by escaping from the land on which it is proposed to be lit;
  - (b) where a fire is burning on land and the bush fire control officer or the local government as the case may be is of the opinion that the fire is in danger of escaping from that land, he or it may direct that all reasonable steps be taken by the owner or occupier of the land to extinguish the fire or to prevent the fire from spreading.
- (1B) Where it is proposed to light a fire within 3 km of a boundary of forest land, an authorised CALM Act officer may exercise the powers conferred by the last preceding paragraph to the exclusion of the exercise of those powers by a bush fire control officer or the local government but if an authorised CALM Act officer fails to exercise the powers a bush fire control officer or local government may exercise those powers.
- (2) A person who lights a fire contrary to the provisions of this section or who fails to carry out any direction given to him pursuant to this section is guilty of an offence.
- Penalty: \$10 000.
- (3) If, as a result of the exercise of any power conferred by subsection (1A) or (1B), a person, who has paid a fee to a local government for a permit to light a fire, is precluded from doing so in such circumstances that the permit is of no use to him the local government shall, on being requested to do so, refund the fee to him.

### POLICY IMPLICATIONS

Council's existing Bush Fire Policy and Procedures Standard Operating Procedure (SOP20) states that "no Burning during the Easter Period (If Easter falls outside the Restricted Burning Period)".

It is highlighted that the Bush Fire Policy and Procedures need to be listed for Review in the next 12 months, as they were not part of the Policy Review Project in 2018.

In 2021, all of Easter and ANZAC Day fall outside the Restricted Burning Period, therefore in the Unrestricted Burning Period.

Council and the Fire Control Officers have historically prohibited the lighting of Fires on Good Friday, Easter Saturday, Easter Sunday and the morning of ANZAC Day due to the likelihood of reduced number of volunteer bush firefighters being available due to Easter Holiday commitments and also attendance at ANZAC Day Services until midday.

### FINANCIAL IMPLICATIONS

BFAC2-20/21 – Nil

**STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 – 2027****Social Objective: Active, healthy, safe and inclusive community**

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

**COMMUNITY CONSULTATION**

BFAC2-20/21 – Matter raised on the BFAC Agenda for the Consideration and discussion by the Fire Control Officers. No Public Consultation undertaken.

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

Financial – Risk Matrix Rating assessed as Low.

Health – Risk Matrix Rating assessed as Low.

Reputation – Risk Matrix Rating assessed as Low. The proposed dates for the Prohibition of Burning are the dates historically prohibited by Council and the Bush Fire Control Officers.

Operation – Risk Matrix Rating assessed as Low. No impact upon Council's operations.

Natural Environment – Risk Matrix Rating assessed as Low.

# SHIRE OF QUAIRADING

The Bush Fire Advisory Committee Minutes of Meeting held on Thursday 23<sup>rd</sup> July 2020 commencing at 5:00 pm.

## ITEM 1 OPENING & ANNOUNCEMENTS

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The Chairperson welcomed everyone to the Meeting and declared the Meeting open at 5:00 pm.

## ITEM 2 ATTENDANCE AND APOLOGIES

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### 2.1 Attendance

Mr N Gelmi	Chief Bush Fire Control Officer / Chairperson
Mr P Groves	Fire Control Officer
Mr S Hadlow	Fire Control Officer
Mr M Davies	Fire Control Officer
Mr M Whyte	Fire Control Officer
Mr B Wilson	Fire Control Officer (Arrived 5.17 pm)
Mr B Rutter	Department of Fire and Emergency Services
Cr W Davies	Shire President
Cr P Smith	Shire Councillor
Mr G Fardon	Chief Executive Officer
Mr S Bell	Community Emergency Services Manager
Ms T Patton	Quairading Volunteer Fire and Rescue Captain

### 2.2 Observers / Visitors

Nil.

### 2.3 Apologies

Mr J Corrigan	Department of Fire and Emergency Services
Mr J Smart	Deputy Chief Fire Control Officer
Mr C Anderson	Fire Control Officer
Mr L Johnston	Fire Control Officer
Mr G Hughes	Fire Control Officer
Mr A Duncan	Fire Control Officer

## ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

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Nil

## ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 4.1 Confirmation of Minutes – 18<sup>th</sup> September 2019

**RESOLUTION: BFAC1– 20/21****MOVED Mr M Whyte SECONDED Mr P Groves**

That the minutes of the Bush Fire Advisory Committee Meeting held on 18<sup>th</sup> September 2019 be confirmed as a true and correct record of that Meeting.

**CARRIED**

### 4.2 Business Arising

Mr Gelmi asked if all of the bush fire appliances had been serviced by Allen Cowcill. Mr Bell reported that the appliances have recently been serviced, and all of the appliances' auxiliary motors (pumps) will be serviced in September.

Mr Groves asked if any further information had been received in regard to defibrillators for the appliances. Mr Bell advised that the defibrillators have now been received and will be distributed to brigades at their AGM's. Training will also be conducted at this time.

Mr Fardon informed that the Generator for any of the Emergency Welfare Centres has been commissioned and tested on a monthly basis. The meeting noted that the generator does not have an automatic switch due to it being capable of being transported and connected to various buildings.

Mr Fardon also informed that the Telstra reception issue previously raised by the LEMC has been communicated to several different parties including Members of Parliament and Telstra direct, and there has been some correspondence received back from politicians supporting the Community's call for improved reliability of communication in the District.

## ITEM 5 CORRESPONDENCE

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### 5.1 Inward

There was no inward correspondence.

### 5.2 Outward

There has been no outgoing correspondence.

## ITEM 6      CBFCO / DCBFCO / FCO / CESM REPORTS

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### 6.1      CBFCO Report

Mr Gelmi reported on the following: -

Volunteer Fuel cards were late to be organised but it is believed that most volunteers received their fuel.

There have been some minor fires recently out near Yoting CBH in the area which was listed for a controlled burn this year. The controlled burn is still in the planning phase.

Thank you to those that helped with a small burn up at the Golf Club.

### 6.2      DCBFCO Report

Nil

### 6.3      FCO Reports

Mr Wilson asked if anyone was aware of the Coles vouchers available to all volunteer brigades and what they were planning to do with the funds.

No one was aware of the vouchers but will look into them for each of the Brigades.

Mr Fardon reported that permits were well managed over the Restricted Burning Period (RBP), given the circumstances of the extension of the RBP. Permits were not available to those that reside within the Townsite and this had generally been well received. Mr Fardon commented that there had been some confusion due to the extension of the RBP by DFES, resulting in several people unaware of the Extension of the RBP and commenced burning.

Mr Fardon commented that most landholders had complied with the fire break order this year, with only two infringements being issued.

Cr Davies commented that the Shire of Quairading's permit system is working well and that it is a lot faster to obtain a permit in Quairading. Several of the surrounding Local Governments have now gone to online systems with processing delays due to only one person managing all of the Permit applications.

Mr Groves reported that due to the extension of the RBP, he had issued a lot more permits than usual but there were no real issues and very few complaints.

Mr Hadlow reported that three new members are due to join the Quairading North BFB which will greatly increase the numbers.

### 6.4      CESM Report

Mr Bell reported that there were many large fires at a regional level during the Season resulting in major highways being closed for a period of around two weeks.

Locally, it was a reasonably quiet season with only two fires requiring the turnout of multiple brigades to be bring the fires under control. One fire brought to light the fact that there is a requirement for training of BFB's in regard to structural fires (i.e. Solar Power Systems on Sheds).

ESL Capital Funding has been approved for Celfi-Go units to be installed within each of the Bush Fire Appliances which will improve mobile communications on fire grounds. In addition, Council had received funding for computers and accessories for each of the brigades.

Mr Bell reported that DFES has now returned to modules for the lower level training courses with the aim of the modules being delivered in a shorter time frame, such as an evening. However due to the number of modules and the recommended delivery times it is taking longer to complete the modules than the full day courses did. In addition, there have been issues with the content of some of the courses.

## ITEM 7 DISCUSSION POINTS

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### 7.1 Post Season Debrief

Previously reported

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

The Meeting noted the current dates for the Restricted Burning period are 16<sup>th</sup> October until 29<sup>th</sup> March, and the Prohibited Burning Period being 1<sup>st</sup> November until 14<sup>th</sup> February, all dates inclusive.

The above dates were discussed and it was decided that at this point in time, no changes are required to any of the dates, although they will be reassessed should it be required due to seasonal conditions.

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

#### 7.3.1 Prohibited Burning for 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> April 2021 – Proposed

- The above dates are, Good Friday, Saturday and Easter Sunday respectively, Easter Monday has not been listed for prohibited burning in the past.

#### 7.3.2 Prohibited Burning before 12pm, 25<sup>th</sup> April 2021 – Proposed

- The above date is ANZAC Day, previously it has been determined okay to light fires after all Services in the area have been completed.
- In recent years it has been noticed that not many people will conduct burn off procedures on ANZAC Day afternoon, although many do like to have small fires for recreational purposes.

#### **RECOMMENDATION: BFAC2– 20/21**

#### **MOVED Mr S Hadlow SECONDED Mr M Davies**

That the Bush Fire Advisory Committee recommend to Council: -

That the dates and times for the prohibition of burning be supported by Council

1. Prohibited Burning for the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> April 2021 (Easter Weekend); and
2. Prohibited Burning from 12am until 12pm on the 25<sup>th</sup> April 2021 (ANZAC Day).

**CARRIED**

## 7.4 Bush Fire Exercise/Training

A short training session is scheduled to be held at the Central Brigade Station on Friday 16<sup>th</sup> October 2020 including: -

- Use of the Pumping trailer
- Hose lays for structural Firefighting
- Relay pumping from truck to truck.

The Meeting noted that the Training Session will be well advertised from early September.

Noted that defibrillator training will be held in conjunction with each of the Brigades AGM's.

## 7.5 Shire Firebreak Order

Mr Fardon spoke to the proposed 2020/2021 Firebreak Order and sought any comments or changes from any Fire Control Officers so it can be printed and included in the Rate Notice envelopes.

There were no changes recommended to the Firebreak Order Notice.

Mr Fardon commented that Mr Hudson is required to complete the Fire Control Officers course prior to FCO nominations for the coming Fire Season or it will be recommended that he not be reappointed as a FCO.

## ITEM 8 URGENT MATTERS FOR DISCUSSION

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Mr Gelmi enquired about the status of all WAERN radios and any needing relocating or repairs.

General discussion was held on the radios and the CESM was requested to send out an email requesting all FCO's to report on the status of their WAERN radios.

Cr Davies asked about the CelFi-Go units and if they are available for private purchase?

Mr Bell informed about the units and their capabilities.

Contact below for further information: -

PK Technology:           1/5 Blackburn Dr, Port Kennedy WA 6172  
                                  (08) 9524 5977

Mr Rutter commented that he thought there was a supplier/installer for the CelFi-Go units within the Region and would provide details if this was the case.

Mr Rutter reported the Government had approved the commencement of the drafting of the proposed new Act amalgamating the three Emergency Services Acts (Fire Brigades act 1942, Bush Fires Act 1954 and the Fire and Emergency Services Act 1998).

Mr Fardon advised of the burn that was conducted within the Dangin Townsite that was not approved, and now the land had been put into seed. Council Officers have been in liaison with DPLH and DFES in relation to this matter, and the Shire will be spraying out the crop growth when permissible.

Mr Bell asked if anyone was interested in adopting vehicle Identifier stickers which would allow Farmer Units to pass through road blocks to gain access to fires.

The general consensus of the meeting was that they are not really required for the Quairading District.



ITEM 9      NEXT MEETING DATE

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The next Bush Fire Advisory Committee Meeting is scheduled to take place on the 9<sup>th</sup> September 2020, commencing at 5:00pm at the Shire Council Chambers.

ITEM 10      CLOSURE

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There being no further business, the Chairperson closed the meeting at 6:00 pm.

I certify the Minutes of the Bush Fire Advisory Committee Meeting held on 23<sup>rd</sup> July 2020 were confirmed on 9<sup>th</sup> September 2020 as recorded.

Confirmed.....09/09/2020

#### 10.4 Avon South Local Action Group (ASLAG) - Council Delegate

<b>Meeting Date</b>	27 <sup>th</sup> August 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Charter of the Avon South Local Action Group
<b>Owner/Applicant</b>	Avon South Local Action Group
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

<p><b>MOVED Cr _____ SECONDED Cr _____</b></p> <p>1. That Council nominate Cr _____ as Delegate and Cr _____ as Proxy Delegate to the Avon South Local Action Group.</p> <p>2. That the Appointments be for the Term concluding with the October 2021 Election.</p> <p style="text-align: right;"><b>CARRIED ___ / ___</b></p>
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#### VOTING REQUIREMENTS – Simple Majority

#### IN BRIEF

- As part of Council's governance and representation obligations, individual Councillors represent Council on a range of Community and Organisations' 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 or Groups.
- The Group has been formally established through the Department of Primary Industries and Regional Development and has received its full funding allocation of \$81,000 for its Operation and Activities for the 2020/2021 Year.
- The Group's Coordinator, Mr Brian Kimber commences employment on Monday 24<sup>th</sup> August 2020.
- Charter for the operation of the ASLAG is attached for Councillors' reference.
- The ASLAG, through the Coordinator Mr Brian Kimber has invited Council as the Host Council to elect a Delegate and a Proxy Delegate to the Committee.
- ASLAG Committee meet an estimated 4 times a year and hold an Annual General Meeting. Most meetings are held at Greenhills as a central location for the 4 LG Districts.

#### MATTER FOR CONSIDERATION

Council is invited to appoint a Council Delegate and a Proxy Delegate to the Avon South Local Action Group.

## BACKGROUND

Council at its Meeting on the 28<sup>th</sup> May 2020 resolved: -

**RESOLUTION: 161-19/20**

That: -

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

## STATUTORY ENVIRONMENT

N/A

## POLICY IMPLICATIONS

N/A

## FINANCIAL IMPLICATIONS

Nil – Council has budgeted for the Activities of the Avon South LAG in the 2020/2021 Adopted Budget and the DPIRD Funding of \$81,000 was been included as Revenue in the Budget.

Council receives an Administration Allowance of \$2,000 per Year in recognition of being Host Council for the Funds.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

ITEM	OUTCOMES AND STRATEGIES
NE1	Demonstrated Sustainable Practices
NE2	Protected and valued natural areas

### Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G2	Strengthened Advocacy and Partnerships
G2.3	Regional and sub-regional partnerships to achieve better outcomes for the community
G3	Community Engagement
G3.2	Collaborate with the community to achieve desired outcomes

## 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. No financial risk identified.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. It is considered prudent for Council's reputation and community perception that Council accept the invitation to have a Delegate and a proxy Delegate to the ASLAG. Council's representation on the ASLAG will enable Council to be kept informed by its Delegate on the Group's Activities and financial position.

Operation – Risk Matrix Rating is assessed as Low. Attendance at ASLAG Meetings will be within Council's normal operations and Structure. Council as the Host Council will be required to have Officers prepare and present Financial Activity Statements on a regular basis to the LAG Committee.

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

## CHARTER OF THE AVON SOUTH LOCAL ACTION GROUP

### Name of the Local Action Group

1 The name of the Local Action Group is The Avon South Local Action Group.

### Definitions

2 In this charter, unless the contrary intention appears-

"**Annual general meeting**" is the meeting convened under paragraph (b) of rule 5 (1);

"**Committee meeting**" means a meeting referred to in rule 5;

"**Committee member**" means person referred to in paragraph (a), (b), (c), (d) or (e) of rule 4 (1);

"**Convene**" means to call together for a formal meeting;

"**financial year**" means a period not exceeding 15 months fixed by the Committee, being a period commencing on the date of inception of the Local Action Group and ending on 30 June; and thereafter each period commencing 1 July and ending on 30 June in the following year;

"**General meeting**" means a meeting to which all members are invited;

"**Member**" means member of the Local Action Group;

"**Ordinary resolution**" means resolution other than a special resolution;

"**Poll**" means voting conducted in written form (as opposed to a show of hands);

"**Special general meeting**" means a general meeting other than the annual general meeting;

"**Special resolution**" has the meaning given by, that is-

A resolution is a special resolution if it is passed by a majority of not less than three-fourths of the members of the Local Action Group who are entitled under the rules of the Local Action Group to vote and vote in person or, where proxies or postal votes are allowed by the rules of the Local Action Group by proxy or postal vote, at a general meeting of which notice specifying the intention to propose the resolution as a special resolution was given in accordance with those rules.

At a meeting at which a resolution proposed as a special resolution is submitted, a declaration by the person presiding that the resolution has been passed as a special resolution shall be evidence of the fact unless, during the meeting at which the resolution is submitted, a poll is demanded in accordance with the rules of the Local Action Group or, if the rules do not make provision as to the manner in which a poll may be demanded, by at least 3 members of the Local Action Group present in person or, where proxies are allowed, by proxy.

If a poll is held, a declaration by the person presiding as to the result of a poll is evidence of the matter so declared.

"**The Local Action Group**" means the Local Action Group referred to in rule 1;

**"The Chairperson"** means

- (a) in relation to the proceedings at a Committee meeting or general meeting, the person presiding at the Committee meeting or general meeting in accordance with rule 4; or
- (b) otherwise than in relation to the proceedings referred to in paragraph (a), the person referred to in paragraph (a) of rule 4 (1) or, if that person is unable to perform his or her functions, the Vice Chairperson;

**"The Committee"** means the Committee of Management of the Local Action Group referred to in rule 4(1);

**"The Secretary"** means the Secretary referred to in paragraph (c) of rule 4 (1);

**"The Treasurer/or Local Shire employee conducting the LAG's financial governance.**

**"Means** the Treasurer referred to in paragraph (d) of rule 4 (1);

**"The Vice-Chairperson"** means the Vice-Chairperson referred to in paragraph (b) of rule 4 (1).

### **Objects of the Local Action Group**

**3 (1)** The objects of the Local Action Group are-

*Objects are to be decided by members of the Local Action Group*

(2) The property and income of the Local Action Group shall be applied solely towards the promotion of the objects of the Local Action Group and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objects.

### **Committee of Management**

**4 (1)** Subject to sub-rule (9), the affairs of the Local Action Group will be managed exclusively by a Committee of Management consisting of-

- (a) A Chairperson;
- (b) A Vice-Chairperson;
- (c) A Secretary/Co coordinator;
- (d) A Treasurer; and/or Local Shire employee conducting the LAG's financial governance.
- (e) Not less than seven other persons.

(2) Committee members must be elected to membership of the Committee at an annual general meeting or appointed under sub-rule (8).

(3) Subject to sub-rule (8), a Committee member's term will be from his or her election at an annual general meeting until the election referred to in sub-rule (2) at the next annual general meeting after his or her election, but he or she is eligible for re-election to membership of the Committee.

(4) Except for nominees under sub-rule (7), a person is not eligible for election to membership of the Committee unless a member has nominated him or her for election by delivering notice in writing of that nomination, signed by-

- (a) The nominator; and
- (b) The nominee to signify his or her willingness to stand for election,

To the Secretary not less than 7 days before the day on which the annual general meeting concerned is to be held.

- (5) A person who is eligible for election or re-election under this rule may -
  - (a) Propose or second himself or herself for election or re-election; and
  - (b) Vote for himself or herself.
- (6) If the number of persons nominated in accordance with sub-rule (4) for election to membership of the Committee does not exceed the number of vacancies in that membership to be filled-
  - (a) The Secretary must report accordingly to; and
  - (b) The Chairperson must declare those persons to be duly elected as members of the Committee at,

The annual general meeting concerned.

(7) If vacancies remain on the Committee after the declaration under sub-rule (6), additional nominations of Committee members may be accepted from the floor of the annual general meeting. If such nominations from the floor do not exceed the number of vacancies the Chairperson must declare those persons to be duly elected as members of Committee. Where the number of nominations from the floor exceeds the remaining number of vacancies on the Committee, elections for those positions must be conducted.

(8) If a vacancy remains on the Committee after the application of sub-rule (7), or when a casual vacancy within the meaning of rule 14 occurs in the membership of the Committee-

- (a) The Committee may appoint a member to fill that vacancy; and
- (b) A member appointed under this sub-rule will -
  - (i) hold office until the election referred to in sub-rule (2); and
  - (ii) Be eligible for election to membership of the Committee,

At the next following annual general meeting.

(9) The Committee may delegate, in writing, to one to more sub-committees (consisting of such member or members of the Local Action Group as the Committee\_thinks fit) the exercise of such functions of the Committee as are specified in the delegation other than-

- (a) the power of delegation; and
- (b) A function which is a duty imposed on the Committee by the Act or any other law.

(10) Any delegation under sub-rule (9) may be subject to such conditions and limitations as to the exercise of that function or as to time and circumstances as are specified in the written delegation and the Committee may continue to exercise any function delegated.

(11) The Committee may, in writing, revoke wholly or in part any delegation under sub-rule (9).

### **Chairperson and Vice-Chairperson**

(11) (1) Subject to this rule, the Chairperson must preside at all general meetings and Committee meetings.

- (2) In the event of the absence from a general meeting of-
  - (a) The Chairperson, the Vice-Chairperson; or

(b) Both the Chairperson and the Vice-Chairperson, a member elected by the other members present at the general meeting,

Must preside at the general meeting.

(3) In the event of the absence from a Committee meeting of-

(a) The Chairperson, the Vice-Chairperson; or

(b) Both the Chairperson and the Vice-Chairperson, a Committee member elected by the other Committee members present at the Committee meeting,

Must preside at the Committee meeting.

### **Secretary/Co Coordinator;**

(12) The Secretary/Co coordinator must-

(a) co-ordinate the correspondence of the Local Action Group;

(b) keep full and correct minutes of the proceedings of the Committee and of the Local Action Group;

(c) comply on behalf of the Local Action Group with-

(i) respect to the register of members of the Local Action Group

(ii) by keeping and maintaining in an up to date condition the rules of the Local Action Group and, upon the request of a member of the Local Action Group, must make available those rules for the inspection of the member and the member may make a copy of or take an extract from the rules but will have no right to remove the rules for that purpose; and

(iii) by maintaining a record of -

(a) the names and residential or postal addresses of the persons who hold the offices of the Local Action Group provided for by these rules; and

(b) the names and residential or postal addresses of any persons who are appointed or act as trustees on behalf of the Local Action Group,

and the Secretary must, upon the request of a member of the Local Action Group, make available the record for the inspection of the member and the member may make a copy of or take an extract from the record but will have no right to remove the record for that purpose;

(d) unless the members resolve otherwise at a general meeting, have custody of all books, documents, records and registers of the Local Action Group, including those referred to in paragraph (c) but other than those required by rule 11 to be kept and maintained by, or in the custody of, the Treasurer; and

(e) perform such other duties as are imposed by these rules on the Secretary.

### **Treasurer/or Local Shire employee conducting the LAG's financial governance**

(13) The Treasurer must-

(a) be responsible for the receipt of all moneys paid to or received by, or by him or her on behalf of, the Local Action Group and must issue receipts for those moneys in the name of the Local Action Group;

(b) pay all moneys referred to in paragraph (a) into such account or accounts of the Local Action Group as the Committee may from time to time direct;

(c) make payments from the funds of the Local Action Group with the authority of a general meeting or of the Committee and in so doing ensure that all cheques are signed by



himself or herself and at least one other authorised Committee member, or by any two others as are authorised by the Committee;

- (d) comply on behalf of the Local Action Group with respect to the accounting records of the Local Action Group by-
- (i) keeping such accounting records as a correct record and explain the financial transactions and financial position of the Local Action Group;
  - (ii) keeping its accounting records in such manner as will enable true and fair accounts of the Local Action Group to be prepared from time to time;
  - (iii) keeping its accounting records in such manner as will enable true and fair accounts of the Local Action Group to be conveniently and properly audited; and
  - (iv) submitting to members at each annual general meeting of the Local Action Group accounts of the Local Action Group showing the financial position of the Local Action Group at the end of the immediately preceding financial year.
- (e) whenever directed to do so by the Chairperson, submit to the Committee a report, balance sheet or financial statement in accordance with that direction;
- (f) unless the members resolve otherwise at a general meeting, have custody of all securities, books and documents of a financial nature and accounting records of the Local Action Group, including those referred to in paragraphs (d) and (e); and perform such other duties as are imposed by these rules on the Treasurer.

## Proceedings of Committee

5 (1) The Committee must meet together for the dispatch of business not less than 3 times in each year and the Chairperson, or at least half the members of the Committee, May at any time convene a meeting of the Committee.

(2) Each Committee member has a deliberative vote.

(3) A question arising at a Committee meeting must be decided by a majority of votes, but, if there no majority, the person presiding at the Committee meeting will have a casting vote in addition to his or her deliberative vote.

(4) At a Committee meeting 5 Committee members constitute a quorum.

(5) Subject to these rules, the procedure and order of business to be followed at a Committee Meeting must be determined by the Committee members present at the Committee meeting.

(6) a Committee member having any direct or indirect pecuniary interest in a contract, or proposed contract, made by, or in the contemplation of, the Committee (except if that pecuniary interest exists only by virtue of the fact that the member of the Committee is a member of a class of persons for whose benefit the Association is established), must-

- (a) as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Committee; and
- (b) Not take part in any deliberations or decision of the Committee with respect to that contract.

(7) Sub-rule (6) (a) does not apply with respect to a pecuniary interest that exists only by virtue of the fact that the member of the Committee is an employee of the Local Action Group.

(8) The Secretary must cause every disclosure made under sub-rule (6) (a) by a member of the Committee to be recorded in the minutes of the meeting of the Committee at which it is made.

## General meetings of The Local Action Group

### 6 (1) the Committee-

- (a) May at any time convene a special general meeting;
- (b) must convene an annual general meeting, that is, in every calendar year within 4 months after the end of the Association's financial year or such longer period as may in a particular case be; and
- (c) must, within 30 days of-
  - (i) receiving a request in writing to do so from not less than 5 members, convene a special general meeting for the purpose specified in that request; or
  - (ii) the Secretary receiving a notice under rule 9 (4), convene a general meeting to deal with the appeal to which that notice relates.
- (d) must, after receiving a notice under rule 5 (4), convene a general meeting, no later than the next annual general meeting, at which the appeal referred to in the notice will be dealt with. Failing that, the applicant is entitled to address the Association at that next annual general meeting in relation to the Committee's rejection of his or her application and the Local Action Group at that meeting must confirm or set aside the decision of the Committee.

### (2) The members making a request referred to in sub-rule (1) (c) (i) must-

- (a) state in that request the purpose for which the special general meeting concerned is required; and
- (b) sign that request.

### (3) If a special general meeting is not convened within the relevant period of 30 days referred to-

- (a) in sub-rule (1) (c) (i), the members who made the request concerned may themselves convene a special general meeting as if they were the Committee; or
- (b) in sub-rule (1) (c) (ii), the member who gave the notice concerned may him or herself convene a special general meeting as if he or she were the Committee.

### (4) When a special general meeting is convened under sub-rule (3) (a) or (b) the Local Action Group must pay the reasonable expenses of convening and holding the special general meeting.

### (5) Subject to sub-rule (7), the Secretary must give to all members not less than 14 days notice of a special general meeting and that notice must specify-

- (a) when and where the general meeting concerned is to be held; and
- (b) particulars of the business to be transacted at the general meeting concerned and of the order in which that business is to be transacted.

### (6) Subject to sub-rule (7), the Secretary must give to all members not less than 21 days notice of an annual general meeting and that notice must specify-

- (a) when and where the annual general meeting is to be held;
- (b) the particulars and order in which business is to be transacted, as follows-
  - (i) first, the consideration of the accounts and reports of the Committee;
  - (ii) second, the election of Committee members to replace outgoing Committee members; and
  - (iii) third, any other business requiring consideration by the Association at the general meeting.

### (7) A special resolution may be moved either at a special general meeting or at an annual general meeting, however the Secretary must give to all members not less than 21 days notice of the meeting at which a special resolution is to be proposed. In addition to those matters specified in sub-rule (5)

or (6), as relevant, the notice must also include the resolution to be proposed and the intention to propose the resolution as a special resolution.

(8) The Secretary must give a notice under sub-rule (5), (6) or (7) by-

- (a) serving it on a member personally; or
- (b) sending it by post to a member at the address of the member appearing in the register of members kept and maintained under rule 6.

(9) When a notice is sent by post under sub-rule (8) (b), sending of the notice will be deemed to be properly effected if the notice is sufficiently addressed and posted to the member concerned by ordinary prepaid mail.

## **Termination of membership of the Local Action Group**

7 Membership of the Local Action Group may be terminated upon-

- (a) receipt by the Secretary or another Committee member of a notice in writing from a member of his or her resignation from the Local Action Group.  
; or
- (b) expulsion of a member in accordance with rule 8.

## **Suspension or expulsion of members of The Local Action Group**

8 (1) If the Committee considers that a member should be suspended or expelled from membership of the Local Action Group because his or her conduct is detrimental to the interests of the Local Action Group, the Committee must communicate, either orally or in writing, to the member-

- (a) notice of the proposed suspension or expulsion and of the time, date and place of the Committee meeting at which the question of that suspension or expulsion will be decided; and
- (b) particulars of that conduct,

not less than 30 days before the date of the Committee meeting referred to in paragraph (a).

(2) At the Committee meeting referred to in a notice communicated under sub-rule (1), the Committee may, having afforded the member concerned a reasonable opportunity to be heard by, or to make representations in writing to, the Committee, suspend or expel or decline to suspend or expel that member from membership of the Local Action Group and must, forthwith after deciding whether or not to suspend or expel that member, communicate that decision in writing to that member.

(3) Subject to sub-rule (5), a member has his or her membership suspended or ceases to be a member 14 days after the day on which the decision to suspend or expel a member is communicated to him or her under sub-rule (2).

(4) A member who is suspended or expelled under sub-rule (2) must, if he or she wishes to appeal against that suspension or expulsion, give notice to the Secretary of his or her intention to do so within the period of 14 days referred to in sub-rule (3).

(5) When notice is given under sub-rule (4)-

- (a) the Local Action Group in a general meeting, must either confirm or set aside the decision of the Committee to suspend or expel the member, after having afforded the member who gave that notice a reasonable opportunity to be heard by, or to make representations in writing to, the Local Action Group in the general meeting; and

(b) the member who gave that notice is not suspended or does not cease to be a member unless and until the decision of the Committee to suspend or expel him or her is confirmed under this sub-rule.

### Casual vacancies in membership of Committee

9 A casual vacancy occurs in the office of a Committee member and that office becomes vacant if the Committee member-

- (a) dies;
- (b) resigns by notice in writing delivered to the Chairperson or, if the Committee member is the Chairperson, to the Vice-Chairperson and that resignation is accepted by resolution of the Committee;
- (c) is convicted of a criminal act offence;
- (d) is permanently incapacitated by mental or physical ill-health;
- (e) is absent from more than-
  - (i) 3 consecutive Committee meetings; or
  - (ii) 3 Committee meetings in the same financial year without tendering an apology to the person presiding at each of those Committee meetings of which meetings the member received notice, and the Committee has resolved to declare the office vacant;
- (f) ceases to be a member of the Local Action Group; or
- (g) is the subject of a resolution passed by a general meeting of members terminating his or her appointment as a Committee member.

### Quorum and proceedings at general meetings of The Local Action Group

10 (1) At a general meeting 5 members present in person constitute a quorum.

(2) If within 30 minutes after the time specified for the holding of a general meeting in a notice given under rule 6 (5) or (6)-

- (a) as a result of a request or notice referred to in rule 6 (1) (c) or as a result of action taken under rule 6 (3) a quorum is not present, the general meeting lapses; or
- (b) otherwise than as a result of a request, notice or action referred to in paragraph (a), the general meeting stands adjourned to the same time on the same day in the following week and to the same venue.

(3) If within 30 minutes of the time appointed by sub-rule (2) (b) for the resumption of an adjourned general meeting a quorum is not present, the members who are present in person or by proxy may nevertheless proceed with the business of that general meeting as if a quorum were present.

(4) The Chairperson may, with the consent of a general meeting at which a quorum is present, and must, if so directed by such a general meeting, adjourn that general meeting from time to time and from place to place.

(5) There must not be transacted at an adjourned general meeting any business other than business left unfinished or on the agenda at the time when the general meeting was adjourned.

(6) When a general meeting is adjourned for a period of 30 days or more, the Secretary must give notice under rule 16 of the adjourned general meeting as if that general meeting were a fresh general meeting.

(7) At a general meeting-

- (a) an ordinary resolution put to the vote will be decided by a majority of votes cast on a show of hands, subject to sub-rule (9); and

(b) a special resolution put to the vote will be decided in accordance with section 24 of the Act as defined in rule 2, and, if a poll is demanded, in accordance with sub-rules (9) and (11).

(8) A declaration by the Chairperson of a general meeting that a resolution has been passed as an ordinary resolution at the meeting will be evidence of that fact unless, during the general meeting at which the resolution is submitted, a poll is demanded in accordance with sub-rule (9).

(9) At a general meeting, a poll may be demanded by the Chairperson or by three or more members present in person or by proxy and, if so demanded, must be taken in such manner as the Chairperson directs.

(10) If a poll is demanded and taken under sub-rule (9) in respect of an ordinary resolution, a declaration by the Chairperson of the result of the poll is evidence of the matter so declared.

(11) A poll demanded under sub-rule (9) must be taken immediately on that demand being made.

### **Minutes of meetings of The Local Action Group**

**11 (1)** The Secretary must cause proper minutes of all proceedings of all general meetings and Committee meetings to be taken and then to be entered within 30 days after the holding of each general meeting or Committee meeting, as the case requires, in a minute book kept for that purpose.

(2) The Chairperson must ensure that the minutes taken of a general meeting or Committee meeting under sub-rule (1) are checked and signed as correct by the Chairperson of the general meeting or Committee meeting to which those minutes relate or by the Chairperson of the next succeeding general meeting or Committee meeting, as the case requires.

(3) When minutes have been entered and signed as correct under this rule, they are, until the contrary is proved, evidence that-

- (a) the general meeting or Committee meeting to which they relate (in this sub-rule called "the meeting") was duly convened and held;
- (b) all proceedings recorded as having taken place at the meeting did in fact take place at the meeting; and
- (c) all appointments or elections purporting to have been made at the meeting have been validly made.

### **Voting rights of members of The Local Action Group**

**12 (1)** Subject to these rules, each member present in person or by proxy at a general meeting is entitled to a deliberative vote.

(2) A member which is a body corporate may appoint in writing a natural person, whether or not he or she is a member, to represent it at a particular general meeting or at all general meetings.

(3) An appointment made under sub-rule (2) must be made by a resolution of the board or other governing body of the body corporate concerned-

- (a) which resolution is authenticated under the common seal of that body corporate; and
- (b) a copy of which resolution is lodged with the Secretary.

(4) A person appointed under sub-rule (2) to represent a member which is a body corporate is deemed for all purposes to be a member until that appointment is revoked by the body corporate or, in the case of an appointment in respect of a particular general meeting, which appointment is not so revoked, the conclusion of that general meeting.

## Proxies of members of The Local Action Group

**13** A member (in this rule called "the appointing member") may appoint in writing another member who is a natural person to be the proxy of the appointing member and to attend, and vote on behalf of the appointing member at, any general meeting.

## Rules of the Local Action Group

**14** (1) The Local Action Group may alter or rescind these rules, or make rules additional to these rules,

(2) These rules bind every member and the Association to the same extent as if every member of the Local Action Group had signed and sealed these rules and agreed to be bound by all their provisions.

## Inspection of records of The Local Action Group

**15** A member may at any reasonable time inspect without charge the books, documents, records and securities of the Association.

## Disputes and mediation of The Local Action Group

**16** (1) The grievance procedure set out in this rule applies to disputes under these rules between-

- (a) a member and another member; or
- (b) a member and the Local Action Group; or
- (c) if the Local Action Group provides services to non-members, those non-members who receive services from the Association, and the Local Action Group.

(2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

(3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

(4) The mediator must be-

- (a) a person chosen by agreement between the parties; or
- (b) in the absence of agreement-
  - (i) in the case of a dispute between a member and another member, a person appointed by the Committee of the Association;
  - (ii) in the case of a dispute between a member or relevant non-member (as defined by sub-rule (1) (c)) and the Association, a person who is a mediator appointed to, or employed with, a not for profit organisation.

(5) A member of the Local Action Group can be a mediator.

(6) The mediator cannot be a member who is a party to the dispute.

(7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

(8) The mediator, in conducting the mediation, must-

- (a) give the parties to the mediation process every opportunity to be heard;
- (b) allow due consideration by all parties of any written statement submitted by any party; and
- (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

(9) The mediator must not determine the dispute.

(10) The mediation must be confidential and without prejudice.

(11) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance or otherwise lawful means or process.

### **Distribution of surplus property on winding up of Association**

**17** If upon the winding up or dissolution of the Local Action Group, there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred to the Grains, Seeds and Hay Industry Funding committee, which has similar objects and which is not carried out for the purposes of profit or gain to its individual members, and which association shall be determined by resolution of the members.

## 10.5 WALGA – Annual General Meeting: Executive and Member Motions

<b>Meeting Date</b>	27 <sup>th</sup> August 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Extract: WALGA Annual General Meeting
<b>Owner/Applicant</b>	WALGA
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

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

Council to provide direction to Council's voting delegates for the WALGA Annual General Meeting.

Motion #	Title	Support	Not support
3.1	<b>Drought in Western Australia</b>		
3.2	<b>State Owned Unallocated Crown Land (UCL) House Blocks</b>		

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

### VOTING REQUIREMENTS – Simple Majority

#### IN BRIEF

- The Annual General Meeting of the Western Australian Local Government Association will be held on Friday 25<sup>th</sup> September 2020.
- Two Motions will be discussed and voted upon at this meeting. Council is requested to provide Council's two (2) voting delegates with voting directions on any Motions relevant to Council.
- Council's Nominated Voting Delegates for the AGM are: -
  - Shire President Cr Wayne Davies
  - Deputy Shire President Cr Jo Haythornthwaite
  - Proxy 1 – Cr Peter Smith
  - Proxy 2 – CEO Graeme Fardon.

#### MATTER FOR CONSIDERATION

Motions submitted for consideration by Council.

#### BACKGROUND

The detailed wording of the Motions, Member Council Comment and WALGA Secretariat Comments are provided in the AGM Agenda Papers Extract provided with this Report.

Each Consideration of Executive and Member Motions (Item 3 in the AGM Agenda) are as follows: -

- 3.1 *Drought in Western Australia*
- 3.2 *State Owned Unallocated Crown Land (UCL) House Blocks*



**STATUTORY ENVIRONMENT**

Annual General Meeting convened in accordance with WALGA Constitution.

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

N/A

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

ITEM	OUTCOMES AND STRATEGIES
G2	Strengthened Advocacy and Partnerships
G2.1	Partnerships with and advocacy to Federal and State Government to strengthen service provision within the Shire

**COMMUNITY CONSULTATION**

N/A

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

Financial – Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating is assessed as Low. Council is a Member Council of WALGA and active Participant at Central Country Zone level and the Annual General Meeting.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

## 3. Consideration of Executive and Member Motions

### 3.1 Drought in Western Australia

*Shire of Dundas Delegate to move*

#### MOTION

**That WALGA:**

1. **Requests assistance from the Federal Minister for Agriculture, Water and Environment, to reconsider the Federal Government's approach when determining the criteria on what areas are eligible and the whole of the Pastoral Range Lands be reconsidered for inclusion; and,**
2. **Requests the State Minister for Agriculture and Food, to reconsider the State Government approach of not assisting with the drought situation, and if the State cannot help under their Water Deficiency Program that is implemented to cart water, then an alternative assistance package be considered.**

#### ***IN BRIEF***

The Australian Government has released a drought response, resilience and preparedness plan.

The plan is focused on three themes:

- Immediate action for those in drought.
- Support for the wider communities affected by drought.
- Long-term resilience and preparedness.

Read the detail in the:

[Australian Government's Drought Response, Resilience and Preparedness Plan.](#)

Most regions in WA did not form part of the Drought Program

#### MEMBER COMMENT

In relation to the above the Hon David Littleproud MP, Minister for Agriculture, Drought and Emergency Management announced on 1 July 2020 that the Australian Government was investing \$3.9 billion (growing to \$5 billion) in the Future Drought Fund.

This long-term, sustainable investment will make \$100 million available each year to help farmers and communities become more prepared for, and resilient to, the impacts of drought. The first of the Future Drought Funds Programs were announced and began to roll out from July 2020, funding farm business planning, greater access to information for decision-making, adoption of research and technologies, and building the drought resilience of natural resources such as soil and vegetation in agricultural landscapes.

Communities will also benefit through improved regional planning, strengthening networks, leadership and community capabilities and small-scale infrastructure projects.

The eight programs, totalling \$89.5 million, are:

1. The \$20m Farm Business Resilience program will provide farm businesses with training to strengthen their strategic business management skills and develop a farm business plan to build risk management capacity and drought resilience.
2. The \$10m Climate Services for Agriculture program will fund the development and delivery of interactive digital 'climate information services' for the agriculture sector to assist farmers to make real-time decisions.



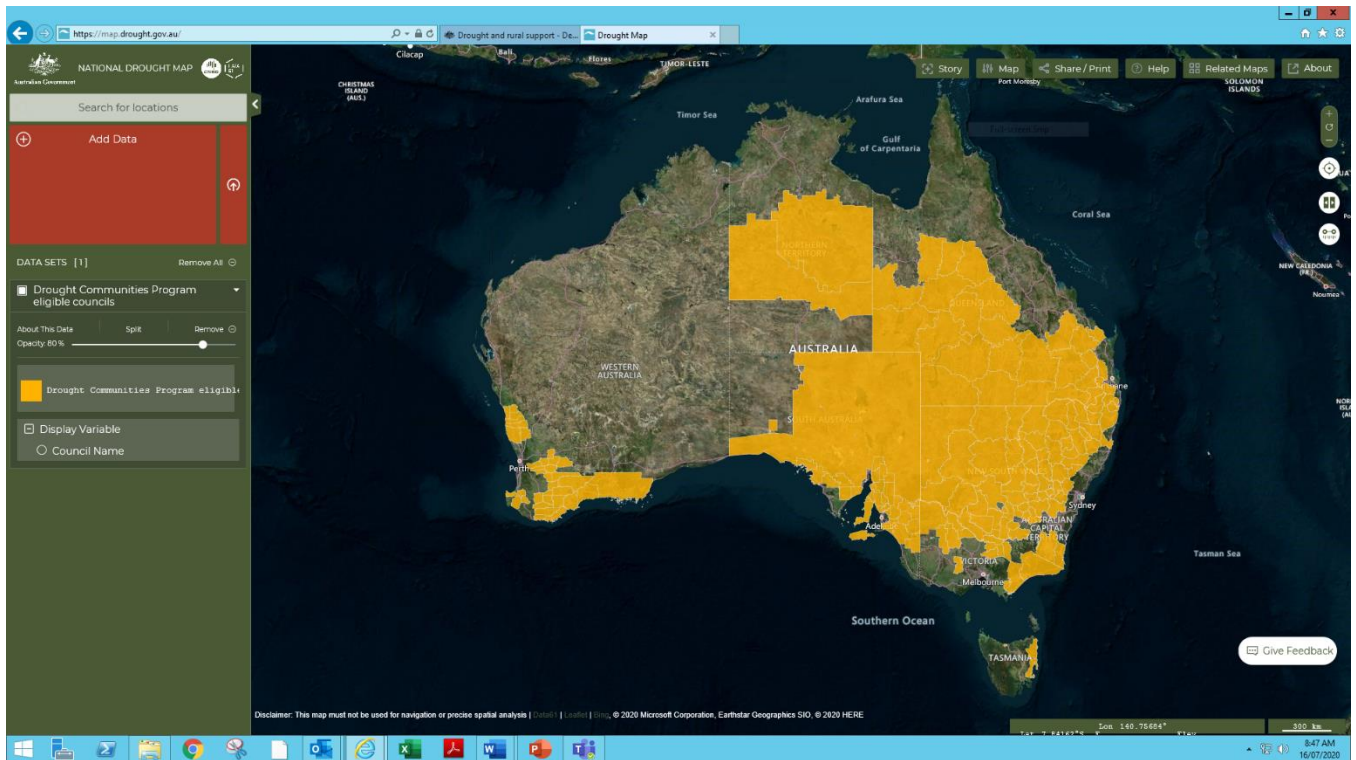
3. The \$3m Drought Resilience Self-Assessment Tool will provide an online self-assessment tool for farmers to self-identify drought risks based on a range of social, economic and environmental indicators, and take action to build the drought resilience of their farm business.
4. The \$20.3m Drought Resilience Research and Adoption program will establish two regionally located Drought Resilience Adoption and Innovation Hubs, and Innovation Grants will become available to research organisations, private sector, industry, not-for-profit organisations and community groups.
5. The \$15m Natural Resource Management (NRM) Drought Resilience program will fund regional NRM bodies to undertake projects to build drought resilience of natural resources on agricultural landscapes, and there will also be grants available to organisations, farmer groups and individuals to undertake NRM projects to build the drought resilience of natural resources on small scales.
6. The \$3.75m Networks for Building Drought Resilience program will support community-driven projects that enhance drought resilience and strengthen networks, including small-scale infrastructure projects to make community facilities drought resilient.
7. The \$7.45m Drought Resilience Leaders program will develop leadership capability in communities and include a mentoring component to foster uptake of innovative practices to build drought resilience of farmers and their businesses.
8. The \$10m Regional Drought Resilience Planning will provide funding to consortia of local councils or equivalent entities to develop Regional Drought Resilience Plans for agriculture and allied industries.

In response to the above announcements on the 1 July 2020, the Western Australian Government was critical of these as they had bypassed critical WA projects that had been presented in a WA Government submission. WA's submission included research and development projects to regenerate degraded and dehydrated lands, projects to prove and promote on-farm desalination, a boost to Strategic Community Water Supplies in the grainbelt and support for horticulture on the Gnangara Mound. While any Federal drought funding is welcomed by the State Government, they felt that this program represents a lost opportunity for WA farmers in need of long-term drought support.

Despite its disappointment with the outcome, the McGowan Government stated it will work with the Federal Government to deliver programs in WA and will continue to push for projects to deal with systemic dry conditions in WA.

Recently the State Government has also declared a water deficiency in another area of the Goldfields Esperance Region in the Shire of Esperance - Cascade area. This is the 12<sup>th</sup> declaration since May 2019. A declaration is made as a last resort, after continued dry conditions due to climate change have depleted on-farm and State Government managed community water supplies.

<https://map.drought.gov.au/>



The above map identifies the Shires or Regions eligible for this funding. Unfortunately most areas in WA are excluded from any assistance for these programs, and it is important to highlight the Western Australian position as severely impacted with a lack of understanding or support from both Federal and State Governments.

## SECRETARIAT COMMENT

The motion is in keeping with the State Council resolution of March 2020, requesting WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate issues and access to the Drought Communities Funding Program. RESOLUTION 37.1/2020

## 3.2 State Owned Unallocated Crown Land (UCL) House Blocks

*Shire of Dundas Delegate to move*

### MOTION

**That WALGA request the Minister for Local Government, Hon. David Templeman to consider a review into the justification and fairness of the State Government not paying rates on Unallocated Crown Land (UCL).**

### MEMBER COMMENT

The Shire of Dundas is concerned that the State Government does not pay rates on Unallocated Crown Land. What is not considered is the roads in front of these properties still need to be sealed every ten years, the drains need repairs and verges need to be mowed, not to mention the portion of rates that contribute to the landfill, footy grounds, town-hall, public amenities, swimming pool and the general beautification of the Town.

The Shire of Dundas has 679 Town-site Properties.

The Shire of Dundas has 352 lots of Crown Land within the Town Boundary not paying rates or not vested to anyone to pay rates.

This is just over 50% of blocks in our community that does not pay rates while the infrastructure in-front of these blocks of land has to be maintained by the rest of our community. This equates to \$158,400.00 per year that the community has to find to maintain the infrastructure in front of these properties, which is 16% of the Shire's rates revenue.

The Shire of Dundas believes that the State should review the rate exemption provisions into the justification and fairness of the State Government not paying rates on Unallocated Crown Land (UCL).

An alternative may be for the State to pay a minimum annual maintenance charge on each block to Local Governments to mitigate fire risk and asset management costs for roads, footpaths, drainage etc.

### SECRETARIAT COMMENT

The above motion is consistent with WALGA's current policy of requesting for a broad review to be conducted into the justification and fairness of all rating exemption categories currently prescribed under Section 6.26 of the Local Government Act. This would include the current exemption for State Government Unallocated Crown Land (UCL).

It is also worth noting that the Local Government Review Panel have recommended that "*The Economic Regulation Authority (ERA) should be asked to undertake a review of the rating system, including a thorough examination of the case for the current wide range of exemptions*".

### **IN BRIEF**

Local Governments impose rates to raise revenue to fund the services and facilities.

The State Government do not pay rates on unallocated crown land.

Request a review into the justification and fairness of the State not paying rates on UCL land.

## ITEM 11      MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

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*No matters for consideration.*

## ITEM 12      MATTERS FOR CONSIDERATION – WORKS

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*No matters for consideration.*

## ITEM 13 URGENT COUNCILLORS' BUSINESS

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

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

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

### RECOMMENDATION

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

That Council considers the confidential reports listed below in a meeting closed to the public at \_\_\_\_\_pm in accordance with Section 5.23(2) of the *Local Government Act 1995*:

- 14.1 Valuation Reports for Factory Units and Light Industrial Land
- 14.2 Application to Section 91 License over unallocated Crown Land

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

**VOTING REQUIREMENTS** – Simple Majority

### 14.1 Valuation Reports for Factory Units and Light Industrial Land (Confidential Item)

*Valuation Reports for Factory Units and Light Industrial Land – Report provided under separate cover.*

Section 5.23(2)(c)(e) of the *Local Government Act 1995*

### 14.2 Application to Section 91 License over unallocated Crown Land (Confidential Item)

*Application to Section 91 License over unallocated Crown Land – report provided under separate cover.*

Section 5.23(2)(a)(c) of the *Local Government Act 1995*



## RECOMMENDATION

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

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

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

**VOTING REQUIREMENTS - Simple Majority**

### 14.3 Public Reading of Resolution

#### ITEM 15 NEXT MEETING DATE

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The next Ordinary Meeting of Council is scheduled to take place on Thursday 24<sup>th</sup> September 2020, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

#### ITEM 16 CLOSURE

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