

Ordinary Council Meeting

Notice of Meeting | 27th May 2021

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday 27th May 2021 commencing at 2.00 pm.

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

Public are able to attend this meeting.

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

Alternatively, Questions may be asked in Person.

MEETING AGENDA ATTACHED

Graeme Fardon

Graeme Fardon
CHIEF EXECUTIVE OFFICER

Date: 21st May 2021

Disclaimer

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

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SHIRE OF QUAIRADING

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at _____ pm.

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

Councillors are advised that an Invitation has been extended to Digby Nupen, John Simpson and Trevor Sandercock of Farmarama, to join us for Afternoon Tea.

Council Afternoon Tea will coincide with the Cancer Council's 'Biggest Morning Tea' fundraiser to assist the Cancer Council in raising much needed funds that go towards vital cancer research, support services and prevention programs. Councillors are reminded to offer donation.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

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

Observers/Visitor

Apologies

Leave of Absence Previously Granted

ITEM 3 PUBLIC QUESTION TIME

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

ITEM 6 DECLARATIONS OF INTEREST

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

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

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

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

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

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

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes: Ordinary Council Meeting – 29th April 2021

RECOMMENDATION

MOVED _____ **SECONDED** _____

That the Minutes of the Ordinary Meeting of Council held on the 29th April 2021 be confirmed as a true and accurate.

____/____

Voting Requirements – Simple Majority

7.2 Business Arising

SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 29th April 2021 commencing at 2.00 pm

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.00 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".

Cr Davies welcomed Councillors and Staff to the meeting.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

Mr GA Fardon	Chief Executive Officer
Mr N Gilfellow	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/Visitors

Nil.

Apologies

Nil.

Leave of Absence Previously Granted

Nil.

ITEM 3 PUBLIC QUESTION TIME

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

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Application for Leave of Absence – Cr Becky Cowcill

An Application for Leave of Absence has been received from Cr Cowcill for the period Friday 18th June 2021 to Saturday 10th July 2021 (inclusive), with a possible extra two weeks to follow, if quarantine applies.

RESOLUTION: 149-20/21

MOVED Cr Hippisley SECONDED Cr Stacey

That Cr Cowcill be granted Leave of Absence from Council and Committee Meetings for the period of Friday 18th June 2021 to Saturday 10th July 2021 (inclusive), with a possible extra two weeks to follow if quarantine applies.

CARRIED 8/0

ITEM 6 DECLARATIONS OF INTEREST

Cr Peter Smith - Declared an Impartiality Interest with Item 10.4 Community Grants Program (2021/22) – Round 1 – Executive Member of the Quairading Agricultural Society. President of the Quairading Agricultural Society.

Cr Peter Smith - Declared an Impartiality Interest with Item 10.4 Community Grants Program (2021/22) – Round 1 – Executive Member of the Doodenanning Sporting Club. Vice President of the Doodenanning Sporting Club.

Cr Becky Cowcill - Declared an Impartiality Interest with Item 10.4 Community Grants Program (2021/22) – Round 1 (10.4 (ii) Confidential Grant Application). President of the Wamenusking Sports Club.

Cr Trevor Stacey - Declared an Impartiality Interest with Item 10.4 Community Grants Program (2021/22) – Round 1 (10.4 (viii) Confidential Grant Application). Community Grants programme application by Quairading Football Club. Life Member of Quairading Football Club.

Cr Jonathan Hippisley - Declared an Impartiality Interest with Item 10.4 Community Grants Program (2021/22) – Round 1. Chairman of the School Council.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes: Ordinary Council Meeting – 25th March 2021

RESOLUTION: 150-20/21**MOVED C Jo Haythornthwaite SECONDED Cr Cowcill**

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

CARRIED 8/0

7.2 Business Arising

Cr Hippisley

Cr Hippisley enquired on the progress of the Garages/Outbuildings Town Planning issue raised.

The Chief Executive Officer advice that the Town Planning advice had been finalised however he had not yet relayed this to the landowner, but would do so.

Cr Jo Haythornthwaite

Page 6 –Cr Jo Haythornthwaite asked if the Community Elders had indicated that they will be attending a future meeting.

Mr Bleakley advised the meeting that he hasn't received any notification/feedback from the Elders.

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – March 2021

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

OFFICER RECOMMENDATION

RESOLUTION: 151-20/21

MOVED Cr Stacey SECONDED Cr McGuinness

That Council note the following:

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

CARRIED 8/0

IN BRIEF

Payments are per attached schedules 9.1/2/3

MATTER FOR CONSIDERATION

Note the Accounts paid during March 2021.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 31st March 2021

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

OFFICER RECOMMENDATION

RESOLUTION: 152-20/21

MOVED Cr Hippisley SECONDED Cr Cowcill

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

CARRIED 8/0

IN BRIEF

- Monthly Financial Statements for the period ending 31st March 2021 attached.
- Monthly Financial Statements have been updated based on the Moore Australia's Monthly Statements Model.
- The Monthly Financial Statements report include the Fund Balances Report and the Variance Report.

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements.

BACKGROUND

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

STATUTORY ENVIRONMENT

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

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

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

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

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

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

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

Meeting Date	29 th April 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Determination of the Salaries and Allowances Tribunal
Owner/Applicant	N/A
Disclosure of Interest	<p>Elected Members Exempt under Section 5.63 of the Local Government Act (1) Sections 5.65, 5.70 and 5.71 do not apply to a relevant person who has any of the following interests in a matter –</p> <p>(a) an interest common to a significant number of electors or ratepayers; or</p> <p>(b) an interest in the imposition of any rate, charge or fee by the local government; or</p> <p>(c) an interest relating to –</p> <p>(i) a fee, reimbursement of an expense or an allowance to which section 5.98, 5.98A, 5.99, 5.99A, 5.100 or 5.101(2) refers; or</p> <p>(ii) a gift permitted by section 5.100A; or</p> <p>(iii) reimbursement of an expense that is the subject of regulations made under section 5.101A;</p>

OFFICER RECOMMENDATION

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

RESOLUTION: 153-20/21

MOVED Cr McGuinness SECONDED Cr Jo Haythornthwaite

- That Council set the following Elected Members Meeting Fees and Allowances for the 2021/2022 Year in accordance with Band 4 of the Salaries and Allowances Tribunal Determination.
- | | |
|--------------------------------------|-----------------------|
| Shire President – Council Meeting | \$ 440.00 per Meeting |
| Shire President – Committee Meetings | \$ 76.00 per Meeting |
| Councillors – Council Meeting | \$ 214.00 per Meeting |
| Councillors – Committee Meetings | \$ 76.00 per Meeting |
- Shire President's Allowance be set at \$ 513.00

CARRIED 7/1

IN BRIEF

- The Salaries and Allowances Tribunal has determined there will be no increase in remuneration, fees, expenses and allowance ranges provided to CEOs and Elected Members.
- Council remains in Band 4
- Council in the past has supported a Meeting Fee be paid to Elected Members rather than paying an Annual Fee. An Absolute Majority Vote is required if Council were to determine that an Annual Fee be paid to Councillors.
- Council is required to pay the Prescribed Minimum Fee within Band 4 or determine a Meeting Fee within the Band 4 range.
- The Tribunal has determined that remuneration, fees, expenses and allowance ranges provided to CEOs and elected members will be maintained at current levels.

MATTER FOR CONSIDERATION

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

BACKGROUND

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

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

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

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

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

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

STATUTORY ENVIRONMENT

Salaries and Allowances Act 1975

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

2. Under Section 7B(2) of the SA Act, the Tribunal must inquire into and determine the amount of:
- fees, or the minimum and maximum amounts of fees, to be paid under the Local Government Act 1995 ('the LG Act') to elected council members for attendance at meetings;
 - expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and
 - allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.

Local Government Act 1995

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

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

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

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

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

It is projected that the Members Fees & Allowance Expense (GL0322) to the 30th June 2021 will total \$32,013.

Subject to Council Resolution, the 2021/2022 Budget will need to reflect the Meeting Fee Level and Shire President's Allowance determined by Council.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low. Councillor Meeting Fees and the Shire President's Annual Allowance are provided for in the Annual Budget based on an estimate of the number of Meetings to be conducted by Council during the forthcoming year.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. It is a legislative requirement for Elected Members Meeting Fees and the Shire President's Allowance to be within the stated range of Band 4 Councils.

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

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The Tribunal has determined there will be no increase in the ranges for remuneration, fees, expenses and allowance ranges provided to CEOs and elected members for the 2021/2022 Financial Year.

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

Prescribed Meeting Attendance fees per Meeting: -

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

The Current Meeting Fees (2020/2021) set by Council are as follows: -

Council Meetings

- Shire President \$440.00
- Councillors \$214.00

Committee Meetings (and Other Prescribed Meetings)

- All Councillors \$76.00

Shire President Annual Allowance

Shire President \$513.00

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

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

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

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

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

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

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

OFFICER RECOMMENDATION**RESOLUTION: 154-20/21****MOVED Cr Jo Haythornthwaite SECONDED Cr Stacey**

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

CARRIED 8/0**IN BRIEF**

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

MATTER FOR CONSIDERATION

To receive and note the OAG's Correspondence dated 19th April 2021.

BACKGROUND

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

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

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

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

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

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

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit) Regulations 1996

Local Government Amendment (Auditing) ACT 2017

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

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

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

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

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

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

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

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

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

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

Health – Risk Matrix Rating is assessed as Low

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

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

Natural Environment – Risk Matrix Rating is assessed as Low.

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 Bush Fire Advisory Committee Meeting Minutes – 15th April 2021

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

OFFICER'S RECOMMENDATION

RESOLUTION: 155-20/21

MOVED Cr Hippisley SECONDED Cr Stacey

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

CARRIED 8/0

That Council consider the Committee's following Recommendation: -

1) Amendment of the Prohibited Burning Period

RESOLUTION: 156-20/21

MOVED Cr Stacey SECONDED Cr McGuinness

RECOMMENDATION: BFAC9- 20/21

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

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

- 1st November to 28th February

In lieu of the current 1st November to 14th February.

CARRIED 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

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

BACKGROUND

The purpose of the Bush Fire Advisory Committee is to represent Volunteer Bush Fire Brigades within the Shire and to make recommendations to Council on various matters relating to bushfires, including

management and funding of the Bushfire organisations in accordance with Council's Bushfire Management Arrangements.

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

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

- RECOMMENDATION: BFAC9- 20/21

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995 Part 5, Division 2

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

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

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

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

Council's Administration Cost is fully borne by Council.

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

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

COMMUNITY CONSULTATION

N/A

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

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

Health – Risk Matrix Rating is considered as Low.

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

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

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

10.2 Strategic Planning Committee Minutes – 13th April 2021

Meeting Date	29 th April 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Minutes of SPC Meeting (ii) Final Draft Quairading WFP April 2021 – Under separate cover (iii) Final Draft CS.5 Business Support Grants Policy (iv) Final Draft Business Grants Application Form
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 157-20/21

MOVED Cr McGuinness SECONDED Cr Cowcill

That Council receive the Minutes of the Strategic Planning Committee for its Meeting of 13th April 2021.

CARRIED 8/0

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

1) Organisational Culture and Capacity Building – Reviewed Workforce Plan 2018 – 2022

RESOLUTION: 158-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

RECOMMENDATION: SP21-20/21

That the Strategic Planning Committee recommend to Council: -

1. That Council accept the Reviewed Workforce Plan 2018-2022 – April 2021 as presented, with the inclusion of Traineeships.
2. That the Findings and Recommendations of the Workforce Plan Review Report be included in the 2021/2022 Draft Budget Workshops.

CARRIED 8/0

2) "Free Camping" options in the District

RESOLUTION: 159-20/21

MOVED Cr McGuinness SECONDED Cr Hippisley

RECOMMENDATION: SP23-20/21

That the Strategic Planning Committee recommend to Council: -

That the Administration conduct further investigation into "Free Camping" options in the District and report back to Council with recommendations to the June 2021 Ordinary Council Meeting.

CARRIED 8/0

3) Review of Cuneata Rise Estate Land Prices and Strategy (Confidential Item)

RESOLUTION: 160-20/21

MOVED Cr Stacey SECONDED Cr McGuinness

RECOMMENDATION: SP25-20/21

That the Strategic Planning Committee recommend to Council: -

- 1 That the Sale Prices for each of the 12 Vacant Lots be reduced by \$6,000 on the current Sworn Valuations for the next 12 months, to reflect the current climate; and
- 2 Continue with the House and Land Package Promotion for a further 12 Months.
- 3 That Council budget for the sale of one (1) Lot in the 2021/2022 Budget to facilitate the Consideration of Purchasing Bids.
- 4 That Draft Budget consideration be given to providing funding for Land Sale Promotions.

CARRIED 6/2

4) Project Management Status Report

RESOLUTION: 161-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

RECOMMENDATION: SP27-20/21

That the Strategic Planning Committee recommend to Council: -

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

CARRIED 8/0

5) Future heating of the Quairading Leisure Pool

RESOLUTION: 162-20/21

MOVED Cr McGuinness SECONDED Cr Stacey

RECOMMENDATION: SP28-20/21

That the Strategic Planning Committee recommend to Council: -

1. That Council receive and support the Officer's Report on the feasibility of the installation of a heat pump system for the Leisure Pool at Quairading Memorial Swimming Pool.
2. That the Heating Proposal (Estimated Value of \$50,000) be included in Council's Draft Budget Workshops for the 2021/2022 Financial Year.
3. That the Shire prepare an application for the next round of CSRFF funding with the Department of Local Government, Sport and Cultural Industries.

CARRIED 8/0

6) Strategic Community Plan Review Report

RESOLUTION: 163-20/21

MOVED Cr McGuinness SECONDED Cr Cowcill

RECOMMENDATION: SP29-20/21

That the Strategic Planning Committee recommend to Council: -

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

CARRIED 8/0

7) Review of the Draft Business Support Grant Program

RESOLUTION: 164-20/21

MOVED Cr McGuinness SECONDED Cr Jo Haythornthwaite

RECOMMENDATION: SP30-20/21

That the Strategic Planning Committee recommend to Council: -

1. Council adopt the revised Business Support Grants Policy and supporting documentation, including amendments noted and recorded at the meeting;
2. Council consider Draft Budget allocation of \$20,000 for the 2021/2022 Financial Year; and
3. Subject to the inclusion in the Adopted Budget, the Business Support Grants Funding Program be publicised to all businesses in the District and the Program be open for the duration of the Financial Year 2021/22.

CARRIED 8/0

8) Community Grants Program (2021/22) – Round 1

RESOLUTION: 165-20/21

MOVED Cr Cowcill SECONDED Cr McGuinness

RECOMMENDATION: SP33-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Smith

That the Strategic Planning Committee recommend to Council: -

Further assessment by the Grants Team with relevant Community Groups, and the revised report be presented to the April 2021 Ordinary Council Meeting.

CARRIED 8/0

IN BRIEF

- Strategic Planning Committee Meeting held on the 13th April 2021.
- Eight (8) Recommendations for Council's Consideration.

MATTER FOR CONSIDERATION

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

BACKGROUND

The Strategic Planning Committee met on 13th April 2021 from which there are eight (8) recommendations for Council consideration, namely: -

- RESOLUTION: SP21-20/21
- RESOLUTION: SP23-20/21
- RESOLUTION: SP25-20/21
- RESOLUTION: SP27-20/21
- RESOLUTION: SP28-20/21
- RESOLUTION: SP29-20/21
- RESOLUTION: SP30-20/21
- RESOLUTION: SP33-20/21

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

SP21-20/21 – Future Budget implications have been outlined in the Draft Workforce Plan.

SP23-20/21 – Nil, the investigation will be undertaken with existing staff time.

SP25-20/21 – Council budgeted the amount of \$35,000 in the 2020/21 Year for the sale of one (1) Lot. Any Lot sold would become Rateable as a Minimum Rate property and then be revalued by the Valuer General once a Residence had been completed and occupied.

SP27-20/21 – Nil

SP28-20/21 – If Recommendation passed by Council, Proposal will be submitted for the Draft Budget Workshops at an estimated Cost of \$50,000. A 110KW unit costs \$35,000 to purchase outright. Local plumbing and electrical contractors can install the unit once it is delivered from the specialist supplier. Only other cost would be a concrete plinth giving a maximum total project cost of approximately \$50,000. Additional Operational costs are estimated to be \$3,600 over a 5-month Pool Season.

SP29-20/21 – Nil, within the current Budget Provision.

SP30-20/21 – Draft Budget provision of \$20,000 proposed. Actual implication will be subject to Applications received and supported during the next 12 months.

SP33-20/21 – Nil, The Grants Program will be the subject of a further Officers Report.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Not required as an operational matter.

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

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

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

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

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

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

10.3 Temporary Employment or Appointment of CEO Policy

Meeting Date	29 th April 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Draft ORG.9 Temporary Employment or Appointment of CEO Policy (ii) ORG.1 Senior Employees Policy
Owner/Applicant	N/A
Disclosure of Interest	The CEO as Author declares both an Impartiality and Financial Interest that requires disclosure as the officer is potentially impacted by adoption or variation of the policy.

OFFICER RECOMMENDATION

RESOLUTION: 166-20/21

MOVED Cr Hippisley SECONDED Cr Stacey

1. Pursuant to section 5.39C (1) of the Local Government Act 1995, Council: -
Adopt the Temporary Employment or Appointment of CEO Policy; and
2. Pursuant to Section 5.37 Council review its Senior Employees Policy to include the position of Executive Manager Community, Projects and Strategy (ex IPR&SPO) as a Senior Employee.

CARRIED BY ABSOLUTE MAJORITY 8/0

IN BRIEF

- The recent amendment to the Local Government Act, requires Council to adopt a Policy relating to the Temporary Employment or Appointment of the CEO.
- The *Local Government (Administration) Amendment Regulations 2021 (CEO Standards Regulations)* brings into effect section 5.39C of the *Local Government Act 1995*.
- A Draft Policy has been prepared for Council's consideration.
- The Policy outlines the process to be followed by Council in relation to when Council employs a person to be in the position of CEO for a term **not** exceeding one year and the appointment of a current Senior Employee to act in the position of CEO for a term **not** exceeding one year.
- The adoption of the draft policy will ensure compliance with the relevant sections of *the Local Government Act 1995* and provide clear direction on temporary arrangements for CEO employment.

MATTER FOR CONSIDERATION

The adoption of the Draft Policy for the Temporary Employment or Appointment of the CEO in ordinary and extraordinary circumstances.

BACKGROUND

In accordance with section 5.39C of the *Local Government Act 1995*, Council must adopt a policy that sets out the process to follow by the Shire in relation to the employment of a person in the position of Chief

Executive Officer (CEO) for a term not exceeding one year and the appointment of a Senior employee to act in the position of CEO for a term not exceeding one year.

STATUTORY ENVIRONMENT

Local Government (Administration) Amendment Regulations 2021

Local Government Act 1995

5.36. Local government employees

- (2) A person is not to be employed in the position of CEO unless the council –
 - (a) believes that the person is suitably qualified for the position; and
 - (b) is satisfied* with the provisions of the proposed employment contract.

** Absolute majority required.*

5.37. Senior employees

- (1) A local government may designate employees or persons belonging to a class of employee to be senior employees.
- (2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.

5.39. Contracts for CEO and senior employees

- (1) Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.
- (1a) Despite subsection (1) –
 - (a) an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting;

5.39C. Policy for temporary employment or appointment of CEO

- (1) A local government must prepare and adopt* a policy that sets out the process to be followed by the local government in relation to the following –
 - (a) the employment of a person in the position of CEO for a term not exceeding 1 year;
 - (b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

** Absolute majority required.*

- (2) A local government may amend* the policy.

** Absolute majority required.*

- (3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (4) The CEO must publish an up-to-date version of the policy on the local government's official website.

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

POLICY IMPLICATIONS

New Policy.

Local governments are required to adopt such a policy within a reasonable, but expeditious period of time.

In its guidance on the subject, the Department of Local Government, Sport and Cultural Industries (DLGSC) notes:

Where the role of CEO is not fulfilled for a significant period, this leads to increased risk to the operations and governance of the local government. Therefore, local governments are required to develop and implement a policy that outlines the arrangements to temporarily replace a CEO for any period less than twelve months, for example, when a CEO is on planned or unplanned leave. The policy should include the decision-maker(s) for appointing an Acting CEO. It is a requirement under 5.39C of the Local Government Act that local governments prepare and adopt a policy for temporary employment or appointment of an acting CEO.

FINANCIAL IMPLICATIONS

Council budgets for "Higher Duties" to be paid to the Executive Manager of Corporate Services or another Member of the Executive Management Team for known short Periods of Leave being taken by the CEO.

In the case of longer Periods of Leave, an experienced Local Government Practitioner has been employed to undertake the Acting CEO's position. There are financial implications if the CEO's Leave is unforeseen (i.e. Unexpected serious illness) when existing Executive Staff resources do not allow an Officer to undertake "Higher Duties" for a longer period.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low. Policy will document current practice of EMCS (or another EMT Officer, if EMCS Position vacant) undertaking Acting CEO higher duties for a short period of time and an external experienced Local Government being employed for longer period when the CEO is absent on Leave. Council budgets for most foreseen Periods of CEO's Leave.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Council not adopting the Acting CEO Policy would put Council in contravention of government legislation.

Operation – Risk Matrix Rating is assessed as Low. Adopting clear procedures for the filling of the CEO position will maintain continuity of the Shire's administrative leadership and decision making.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Under the draft policy, the CEO would be responsible for appointing an Acting CEO for periods of absence by the Chief Executive Officer of no longer than 4 weeks. This appointment would need to be in accordance with Council's historic intentions "that the of Executive Manager of Corporate Services (EMCS) is to provide assistance to and deputise for the Chief Executive Officer (when CEO on Leave) in carrying out the responsibilities of that office, as required." Should the position of EMCS be vacant or the Officer is not available to act as Acting CEO, the CEO would then appoint an Acting CEO from the other Designated Senior Employees. Such an appointment would be based on the Officer's experience, skill set and their workload at that time.

All other temporary arrangements for the CEO's position exceeding 4 weeks in duration would be the subject of a Report and Recommendation for Council's consideration and determination of the Appointment.

The Draft Policy also provides for the unforeseen circumstance where the CEO is unable appoint the Acting CEO, the Executive Manager of Corporate Services will be appointed as the acting CEO for a period of up to 4 weeks.

The Draft Policy also provides guidance if the CEO is unable to make the appointment and the position of EMCS is vacant or the Officer is unavailable, then another Designated Senior Employee may be appointed by Council to the Acting CEO position for a period of up to 4 weeks.

In preparing the draft policy, Officers have examined published policies of a number of urban and rural local governments. The Draft Policy is broadly consistent with that adopted by other local governments but importantly addresses circumstances for temporary appointments where the CEO is unable to exercise the delegation.

The DLGSC has not produced any regulations that stipulate the form or content of the required policy and WALGA have not developed a Model / Recommended Template.

There is an expectation that the Council should adopt such a policy within a reasonable timeframe (no set date has been enshrined in legislation).

10.4 Community Grants Program (2021/22) – Round 1

Meeting Date	29 th April 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	GPO Jen Green
Attachments	(i) Community Grant Assessment – Under separate cover (ii) Grant Applications – Under separate cover
Owner/Applicant	N/A
Disclosure of Interest	<p>Cr Peter Smith - Declared an Impartiality Interest with Item 10.4 Community Grants Program (2021/22) – Round 1 – Executive Member of the Quairading Agricultural Society. President of the Quairading Agricultural Society.</p> <p>Cr Peter Smith - Declared an Impartiality Interest with Item 10.4 Community Grants Program (2021/22) – Round 1 – Executive Member of the Doodenanning Sporting Club. Vice President of the Doodenanning Sporting Club.</p> <p>Cr Becky Cowcill - Declared an Impartiality Interest with Item 10.4 Community Grants Program (2021/22) – Round 1 (10.4 (ii) Confidential Grant Application). President of the Wamenusking Sports Club.</p> <p>Cr Trevor Stacey - Declared an Impartiality Interest with Item 10.4 Community Grants Program (2021/22) – Round 1 (10.4 (viii) Confidential Grant Application). Community Grants programme application by Quairading Football Club. Life Member of Quairading Football Club.</p> <p>Cr Jonathan Hippisley - Declared an Impartiality Interest with Item 10.4 Community Grants Program (2021/22) – Round 1. Chairman of the School Council.</p>

OFFICER RECOMMENDATION

1. That Council accepts the Officer's Report on Round 1 of the 2020/21 Community Grants and supports the Grant Assessment Document submitted by the Grants and Project Officer;
2. That Council allocates funds and resources in the 2021/22 Budget for Round 1 to the value of \$27,845.18 to the Clubs listed in the Grant Assessment Document; and
3. That Council allocates the equivalent of 36% of the above figure (Rounded to \$10,000) in the 2021/22 Budget for Grant 1 In-Kind funding and Round 2 of the Community Grant Program 2021/22.

RESOLUTION: 167-20/21**MOVED Cr McGuinness SECONDED Cr Smith**

1. That Council accepts the Officer's Report on Round 1 of the 2020/21 Community Grants and supports the Grant Assessment Document submitted by the Grants and Project Officer;
2. That Council allocates funds and resources in the 2021/22 Budget for Round 1 to the value of \$26,845.18 to the Clubs listed in the Grant Assessment Document (with the exception of the South Caroling Social Club - Grant 2 Application for \$1,000); and
3. That Council allocates the equivalent of 36% of the above figure (Rounded to \$10,000) in the 2021/22 Budget for Grant 1 In-Kind funding and Round 2 of the Community Grant Program 2021/22.

CARRIED 7/1**Reason for Variation from Officer's Recommendation**

Council determined that all Grants are to comply with the Club Contribution Conditions of Council's Community Grant Program.

IN BRIEF

- Community Grant Process was reviewed, updated and endorsed by the Council in December 2020.
- Thirteen applications were received for Round 1 to the value of \$27,845.18.
- Details of each Application have been provided for Committee Consideration and Recommendation to Council.
- All applications were evaluated by the Grant Team based on criteria in the Grant Guidelines.
- The Grants Team revisited grant applications and engaged with a number of clubs.
- Grant assessment document has been revised and submitted to Council for consideration.

MATTER FOR CONSIDERATION

- Evaluation of Community Grant Applications received by Grants Project Officer on 31st March 2021.
- Allocation of financial resources in the 2021/22 Shire's Annual Budget.
- Allocation of financial resources in Round 1 of Community Grant Program.
- Allocation of financial resources for Grant 1 – In-Kind funding 2021/22.
- Allocation of financial resources for Round 2 of Community Grant Program 2021/22.

BACKGROUND

At the December 2020 Council Meeting the Council adopted a revised Community Grants Policy and supporting documentation.

Round 1 of the Community Grant Program was opened on 7th January 2021 with Policy and Grant Application forms forwarded to all Sporting and Recreation Clubs via email and regular advertising was conducted in the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook Page.

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

Closing date for the submission of applications for grant funding was on 31st March 2021.

Four categories of Grant Funding were promoted:

- Grant 1 - up to \$500 per annum – in-kind contributions from Council.
- Grant 2 – Minor Projects \$500 to \$2500.
- Grant 3 – Major Projects over \$2500.
- Grant 4 – Annual / Recurrent Funding.

A total of thirteen applications was received to the value **\$27,845.18**

Grant Type	Number	Amount
1	0	\$0.00
2	8	\$8,845.18
3	1	\$3,000.00
4	4	\$16,000.00
Grand Total	13	\$27,845.18

Grant 1 (in-Kind) funding will be open throughout the year

A second round of Grant 2 - (Minor projects) funding will be open from 1st July 2021 to 30th September 2021.

Report and assessment of applications were presented to the Strategic Planning Committee on the 13th April 2021.

Committee requested that there be further assessment of the Grant Applications against Council's Policy and the revised Officers Report be referred to the April 2021 Ordinary Council Meeting.

The Grants and Project Officer has engaged with clubs where clarification was requested (grant request versus club and external contribution) and incorporated their responses into the revised report.

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY IMPLICATIONS

Community Grant Policy.

FINANCIAL IMPLICATIONS

Nil – 2020/21 Financial year.

Submitted for 2021/22 Draft Budget deliberations.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES
S1	Active community
S1.1	Provide facilities and support participation in sport and recreational activities, facilities and clubs
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

ITEM	OUTCOMES AND STRATEGIES
G3	Community Engagement
G3.2	Collaborate with the community to achieve desired outcomes

COMMUNITY CONSULTATION

Policy and Grant Application forms were forwarded to all Sporting and Recreation Clubs via email and regular advertising was conducted in the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook Page.

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

Financial - Risk Matrix Rating is assessed as Low. Will reduce risk to Council and the Clubs / Organisations through better planning and delivery of Projects supported by the Shire.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. With the introduction of Policy and Scheme, this has increased transparency and accountability of Council, the clubs and organisations.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

- This year the Community Grants program demonstrated greater emphasis on:
 - Youth and Noongar activities;
 - Recognition of the Shire's historical heritage; and
 - Promotion of the Quairading community.
- Thirteen grant applications were received and assessed.
- Assistance was provided to a number of clubs to ensure the applications were completed correctly.
- All grant applications now meet the selection criteria outlined in the Grant Guidelines.
- One Application in Grants 2 and 3 is above the 1/3 Council, 2/3 Club/Other Funding Criteria. Grant level to be determined by Council.
- With COVID-19 affecting all recreational and sporting Clubs during 2020, there has been a marked increase of clubs engaging with the 2021/22 Community Grant Program as their regular club programming has gone back to normal this year. The number applications are significantly up on 2019/20.
- A Grant Writing Seminar was facilitated by the Shire during February (run by Tara Whitney from 'Whitney Grants' which helped build capacity for Clubs to complete competitive applications. It is planned to hold this workshop annually as part of the program.

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

12.1 RFT No.5-20/21 Construction of Stage 1- Light Industrial Subdivision at Lot 1 and Lot 75 Winmar Road

Meeting Date	29 th April 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Tender Assessment Reports - Under separate cover
Owner/Applicant	N/A
Disclosure of Interest	Council Officers & Porter Engineers Consultant, Brad Harris - Nil

OFFICER RECOMMENDATION

RESOLUTION: 168-20/21

MOVED Cr Jo Haythornthwaite **SECONDED** Cr Cowcill

1. That Council accept the Tender from Ringa Civil for RFT No.5-20/21 for Civil Works and Installation of Utilities at Lot 1 and Lot 75 Winmar Road for the amount of \$659,474.34 (exc GST)
2. That Council Budget for balance of the Construction and Development of Stage 1 in the 2021/2022 Capital Budget.

CARRIED 8/0

IN BRIEF

- WAPC approved the 6 Lot Subdivision (5 Saleable Lots plus the Layby / Ablutions Lot) on 22nd July 2020. Approval is Valid for 4 Years to 22nd July 2024.
- Council in February 2021 resolved to proceed with Stage 1 of the Light Industry Area Subdivision with the development of two (2) Lots and the Mains Power Substation at an indicative Project Cost of \$714,023 (including Costs to date).
- Council has retained the 2020/2021 Budget Provision of \$200,000 for Works to commence in the Current Financial Year.
- Tenders have been sought through a RFT process for the Civil Works including Earthworks, Sewer, Water, Power, Communications and Road Construction in accordance with the Specifications prepared by Council's Engineering Consultant, Porter Engineers.
- Tender Submissions received have been assessed by an Evaluation Committee comprising the Shire of Quairading's CEO and IPR& PO and Mr Brad Harris of Porter Engineers based on the Criteria outlined in the RFT.
- Council's Consulting Engineer provided an Indicative Development Cost of \$707,600 (exc GST) in December 2020. This included a Construction Estimated Cost of \$602,600.
- The Consultant has reported a significant upward trend in Tender Prices submitted since Christmas 2020 in the range of 20-30% above the then Indicative Construction Costs.

- Recommended Tender is +9.4% above the Indicative Construction Cost of December 2020 (which includes the Mains Power Substation).
- The Council Officers and Consultant believe that the Construction Costs will continue to remain high for the short to medium term due to the amount of Government Stimulus Funding Programs and Major Capital Works being undertaken in the State.

MATTER FOR CONSIDERATION

To consider the Tender Evaluation Report and to determine the Preferred Tenderer for the Civil Works and Utilities associated with Stage 1 of the Light Industrial Subdivision at Lot 1 and Lot 75 Winmar Road.

BACKGROUND

Council budgeted to proceed with the Subdivision of the Ex Saleyards Land and the development of Stage 1 in the 2020/2021 Year with an initial Capital Expenditure Budget of \$200,00.

Council, at its February 2021 Meeting resolved as follows: -

RESOLUTION: 116-20/21

That Council proceed with Stage 1 of the Light Industry Area Subdivision with the development of two (2) Lots and the Mains Power Substation at a Projected Total Cost of \$714,023 (including Costs to date)

The Project be staged over the 2020/2021 and 2021/2022 Financial Years.

That Council research External Grant opportunities for the funding of the development of Stage 2 of the Subdivision.

A Specification was prepared and the RFT was advertised in the West Australian on Saturday the 27th March 2021, the Shire of Quairading Website, Shire Facebook, Noticeboard and Passion Sheet.

The closing date of the RFT was Wednesday 14th April 2021 at 4.00pm.

The Tender opening was conducted at 11.00 am on Thursday 15th April 2021 and two (2) Tender submissions (all conforming and no alternative Tender submissions) were received from the following two companies: -

- | | |
|-------------------------|------------|
| 1) Ringa Civil, Toodyay | (1 Tender) |
| 2) Drumfada Pty Ltd | (1 Tender) |

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

The Scope of Works contained in the specification called for the submission of prices for the Civil Works including Earthworks, Sewer, Water, Power, Communications and Road Construction in accordance with the Specifications prepared by Council's Engineering Consultant, Porter Engineers being evaluated subject to the following qualitative criteria and weightings:

- | | |
|-------------------------------------|-----|
| (a) Price | 50% |
| (b) Resources and Company Structure | 10% |
| (c) Methodology | 15% |
| (d) Relevant Experience | 25% |

The Shire has adopted a best value for money approach to the evaluation of this tender. This means that, although price is considered and weighted, the Tender submission containing the lowest price will not necessarily be accepted, nor will the Tender submission ranked the highest on the qualitative criteria. The extent to which a submission demonstrates greater satisfaction of each of these will result in a greater score.

Both suppliers with compliant Tender submissions have addressed the qualitative criteria and are suitably qualified to perform the stated scope of works. The Evaluation Report attached provides all of the details of the advertising of tender, to the evaluation process, and eventual recommendation of the preferred tenderer.

The recommended Tenderer is Ringa Civil of Toodyay.

Council has not utilised Ringa Civil in the past, however the Company has the relevant experience in similar works and good testimonials have been received for their work in the Avon and Central Wheatbelt Region.

The Tender from Drumfada Pty Ltd well exceeded the indicative Project Costs and Industry Standard of Costs.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions & General) 1996 Reg. 11

POLICY IMPLICATIONS

Council's Purchasing Policy requires that for Projects / Services of a value over \$250,000 Council is to procure services via Public Tender or through the WALGA Preferred Supplier Scheme.

A Public Tender process has been used on this occasion to test the Civil Works market.

FINANCIAL IMPLICATIONS

The Current Budget for the project is \$200,000. Any remaining expense from the contract, not expensed in the current financial year will need to be carried forward into the next financial year.

The Current Budget was to be funded from the Town Planning and Development Reserve. Following the sale of the Shire's factory units, an additional \$230,000 will be added to this Reserve. This will increase the estimated year-end Reserve balance to \$783,030.

It is recommended to use this Reserve to fund the \$659,474.34 preferred tenderer works and the remaining \$105,000 of the project totalling \$764,474.34.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

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

All statutory Advertising and Public Notice was undertaken for this Public Tender Process.

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

Financial - Risk Matrix Rating is assessed as Low. Council has budgeted for the Project in 2020/2021 and the balance of the Project will need to be included in the 2021/2022 Budget. Proposed that the Project will be fully funded from the Town Planning & Development Reserve and is fully cash backed.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Light Industrial Development is in Council's Community Strategic Plan and Corporate Business Plan but Project Delivery was subject to Budget deliberations and adequate Funding Sources.

Operation – Risk Matrix Rating is assessed as Low. Project management will a combination of Council's Executive Management Team with Technical Supervision by Council's Consulting Engineer.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Drumfada:

- Metro-based company with background experience in the delivery of larger scale projects (\$3M to \$15M).
- Tender documents presented a high level of professionalism.
- Quoted price exceeded budget allocation by 75%.

Ringa Civil:

- Small / medium sized regional company with an extensive history of delivering similar scoped and sized projects (\$40K to \$900K).
- Documentation less well detailed.
- All referees contacted provided positive references on delivery of similar types of projects and indicated would be willing to reemploy or have employed multiple times.

12.2 RFT 6-20/21 Three (3) x Gravel Sheeting Projects Within the Shire of Quairading

Meeting Date	29 th April 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMWS Allan Rourke
Attachments	(i) Evaluation Report – Under separate cover
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 169-20/21

MOVED Cr McGuinness SECONDED Cr Cowcill

1. That Council award RFT (Request for Tender) 6-20/21 for the Three (3) Gravel Sheeting Projects within the Shire of Quairading to Quairading Earthmoving Co for the Tendered price of \$ 208,117.50 excluding GST.
2. That the CEO be delegated to finalise the additional Gravel Sheeting Works for the 2020/2021 Capital Works Program to fully utilise the Local Roads and Community Infrastructure Grant Funding.

CARRIED 8/0

IN BRIEF

- Tenders have been sought through an RFT process for the Three (3) Gravel Sheeting Projects within the Shire of Quairading.
- Tender Submissions received have been assessed by an Evaluation Committee comprising the Shire of Quairading's EMWS and Rod Munns from R Munns Engineering Consulting Services, based on the Criteria outlined in the RFT.
- Recommended Tendered Price is below Budget and provides an opportunity for Council to undertake further Gravel Sheeting works prior to the 30th June 2021 to fully utilise the External Grants funds.

MATTER FOR CONSIDERATION

For Council to consider the Tender submissions received for the Three (3) Gravel Sheeting Projects within the Shire of Quairading.

BACKGROUND

Council's 2020-21 budget includes an allocation for the procurement of a contractor to complete the Three (3) x Gravel Sheeting Projects within The Shire of Quairading.

As the cost of services may exceed \$250,000, a Request for Tender (RFT) was undertaken.

A Specification was prepared and the RFT was advertised in the West Australian on Saturday the 3rd April 2021, the Shire of Quairading Website, Shire Facebook, Noticeboard and Passion Sheet.

The closing date of the RFT was Tuesday 20th April 2021 at 4.00pm.

The Tender opening was conducted at 9.00 am on Wednesday 21st April 2021 and three (3) Tender submissions (two conforming and one non-conforming alternative Tender submissions) were received from two (2) companies, which are listed below:

- | | |
|------------------------------|---------------------------------------|
| 3) Quairading Earthmoving Co | (1 Tender) and (1 Alternative Tender) |
| 4) WCP Civil Pty Ltd | (1 Tender) |

Two (2) conforming Tender submissions were processed through to the qualitative/price evaluation phase on the basis that all compliance criteria had been met for these two (2) Tender submissions.

The Scope of Works contained in the specification called for the submission of prices for the Three (3) x Gravel Sheeting Projects within The Shire of Quairading, with Tender submissions being evaluated subject to the following qualitative criteria and weightings:

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

The Shire has adopted a best value for money approach to the evaluation of this tender. This means that, although price is considered, the Tender submission containing the lowest price will not necessarily be accepted, nor will the Tender submission ranked the highest on the qualitative criteria. The extent to which a submission demonstrates greater satisfaction of each of these will result in a greater score. The two (2) suppliers with compliant Tender submissions have addressed the qualitative criteria and are suitably qualified to perform the stated scope of works. The Evaluation Report attached provides all of the details of the advertising of tender, to the evaluation process, and eventual recommendation of the preferred tenderer.

Only one (1) compliant Tender submission had a Tender price below Council's Budget allocation for the Three (3) Gravel Sheeting Projects within the Shire of Quairading.

Council has utilised both Quairading Earthmoving Co and WCP Civil Pty Ltd in the past to complete similar civil works for the Shire, with good outcomes. However, WCP Civil have only completed urban civil works type projects for the Shire, but have completed similar type civil works for other Rural Wheatbelt Local Governments.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions & General) 1996 Reg. 11

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The procurement of a Contractor to complete the construction of the three (3) x Gravel Sheeting Projects within the Shire of Quairading, has been allocated in the 2020/2021 Budget. The Shire's budget provision for the completion of these three (3) Projects this financial year is \$358,347 ex GST and the recommended Tender submission is \$208,117.50 ex GST.

This Project (3 Roads) is to be fully funded under the Federal Government's Local Roads and Community Infrastructure Program with Grant Funding of \$358,347.

This provides Council and Management with the opportunity to research and undertake additional Gravel Sheetting Works to be completed by the 30th June 2021 (as a variation with the Preferred Tenderer) to fully utilise the Grant Funds, with a current balance of \$101,776.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

COMMUNITY CONSULTATION

Statutory Advertising and Public Notifications undertaken as part of the Tender Process.

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

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

Health – Risk Rating is assessed as Low.

Reputation – Risk Rating assessed as Low – Procurement follows Local Government Act and Council's Policy.

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

Natural Environment – Risk Rating is assessed as Low.

ITEM 13 URGENT COUNCILLORS' BUSINESS

Nil.

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

No matters for consideration.

ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 27th May 2021, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

Cr. Davies thanked Councillors and Staff for their attendance.

ITEM 16 CLOSURE

There being no further business, the Chairman closed the Meeting at 3.07 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 29th April 2021 were confirmed 27th May 2021 as recorded on Resolution No. _____

Confirmed..... 27/05/21

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

8.1 Quairading Agricultural Society Permanent Structure Proposal

Meeting Date	27 th May 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Quairading Agricultural Society Proposal (ii) Locality Plan and Proposed Structure (Photograph) (iii) Drawings
Owner/Applicant	Mrs Jo Hayes – Treasurer Quairading Agricultural Society
Disclosure of Interest	CEO - Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council approve the installation of the "Bird's Post and Truss Structure" on Reserve 15546 subject to the following: -

1. The Structure to be issued with a Certificate of Design Compliance by a Private Certifier
2. Building Licence be issued by the Shire of Quairading
3. The Structure to be located on the North East section of the caravan Park Overflow Area, in accordance with the Proposed Location Plan and to the satisfaction of the CEO.
4. That the Quairading Agricultural Society be fully responsible for the Purchase and Installation Costs and all Certification
5. That the Quairading Agricultural Society be responsible for Insurance Cover and all future maintenance of the Structure.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- The Quairading Agricultural Society received Federal Government Department of Agriculture Regional Agricultural Show Development Grants Program Fund of \$81,710 for the following projects:-
 - laying recycled asphalt in and around the Ag Shed
 - purchasing two Australian Light Towers
 - purchasing two Felton Select Grandstand tiered seating units
 - purchasing 24 folding tables
 - ordering a purpose built, tandem axle mobile cool room
 - provision of shelter kits.
- The Agricultural Society have a budget of \$22,500 for Shelters and have proposed a Bird's Post & Truss structure of 24 metres long x 10 metres wide x 5 metres high be purchased and installed. It would have a permanent fabric roof cover and one end and one side screens that could be attached as required.

- The Shelter would be used for Exhibits and Displays and replaces an assortment of temporary / portable shelters and marquees used for the annual Agricultural Show.
- Purchase of the Structure and Installation to be fully funded by the Agricultural Society
- Ongoing Insurance of the Structure to be the responsibility of the Agricultural Society.

MATTER FOR CONSIDERATION

Installation of Permanent Structure on the Showgrounds / North East of Caravan Park Overflow Area.

BACKGROUND

On the 27th April 2021, the Shire received a proposal from the Quairading Agricultural Society to install a permanent Bird's Post and Truss 10m x 24m x 5m structure at the north eastern end of the caravan overflow area. The Structure would have a permanent roof cover and one end, and one side that could be attached as required.

The Greater Sports Ground and the Showgrounds are located on Reserve No. 15546 which is vested in Council for the purpose of "Recreation & Showgrounds". Council has sole Management of the Reserve.

The Agricultural Society propose that the structure be located to the East of the Lighting Tower and West of the Bridge over the stormwater drain and abutting the Main Entry Road.

It is not envisaged that the Structure will cause any interference to the capacity or operation of the Caravan Overflow Area.

The Society has undertaken to obtain necessary local government permits and ensure Insurance Cover of the structure.

Council should also clarify that ongoing responsibility for Maintenance of the Structure should remain with the Society.

"The Society also understands that planning is ongoing for possible changes to the nearby recreation precinct and would be receptive to possible relocation of the structure in the future if required."

The Manufacturer will be required to supply Structural Engineering plans for both the Certification and the Building Permit.

Being on Shire land a Certificate of Design Compliance needs to be issued by a Private Building Surveyor first before a Building Licence can be issued.

A similar "Bird's Structure" has previously been Certified and erected within the Region.

STATUTORY ENVIRONMENT

Local Government Act 1995

Land Administration Act 1997

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Nil - to Council. The Agricultural Society have Grant Funding for the purchase and installation of the Shelter Structure. Ongoing Insurance and Maintenance Costs to be borne by the Society.

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

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

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

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

No Community consultation was in relation to this report.

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

Financial - Risk Matrix Rating is assessed as Low. Full cost of Structure to be borne by the Agricultural Society from the Federal Government Grant. Ongoing Costs to be borne by the Agricultural Society.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Council provided the Agricultural Society with a Letter of Support to accompany its Grant Application to the Federal Government's Regional Agricultural Show Development Grants Program Fund. Shelters / Shelter Structure is part of the Approved Projects.

Operation – Risk Matrix Rating is assessed as Low. Project not being undertaken by Council. Issuing of Building Permit is part of Council's normal operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

On Show Day the shelter would be used for stall holders and exhibitors or live entertainment and demonstrations. When the area is being used as a caravan overflow space by clubs or groups it would provide the perfect meeting space. Its proximity to power is also beneficial.

From: [Graeme Fardon](#)
To: [gcjchayes@gcjchayes](#); quairadingagshow@outlook.com
Cc: [Anthea Strauss](#); [Cr Davies](#)
Subject: RE: Quairading Agricultural Society Request
Date: Thursday, 29 April 2021 11:36:07 AM

Good Morning Jo

I acknowledge your email received on Tuesday on behalf of the Quairading Agricultural Society regarding the proposed permanent Shed Shelter being considered by the Society as part of the "Regional Agricultural Show Development Grants Program".

I commend the Society for looking at a more permanent Structure which could be utilised by other Groups throughout the year.

I advise that I do not have delegated authority to approve such a Structure on Council owned or managed land and I will take the proposal to Council for determination.

Council does not accept Late Items tabled at Council Meetings (OCM today 29/4/21), however I will inform Councillors of the proposal and intend to prepare a Report for the May OCM, scheduled for 27/5/2021.

I do note the comments on the timing of acquitting the Grant Funds by the end of June 2021.

To assist in preparing the Report for Council, I request that a locality plan (mud map) on the proposed location on the Overflow Area be supplied.

Also do you have any images of the proposed structure?

There are a number of images on the "Bird's of Popanyinning" website but I was uncertain which image most reflects the one proposed to be purchased by the Ag Society.

I look forward to the additional information at the earliest opportunity.

Regards

Graeme

Graeme Fardon
CHIEF EXECUTIVE OFFICER
T: 9645 2400 | M: 0429 451 001 | E: ceo@quairading.wa.gov.au
PO Box 38, 10 Jennaberring Road, Quairading WA 6383



www.quairading.wa.gov.au



From: Jo Hayes [<mailto:gcjchayes@bigpond.com>]
Sent: Tuesday, 27 April 2021 10:04 AM
To: Anthea Strauss <anthea.strauss@quairading.wa.gov.au>
Cc: 'Quairading Ag Show' <quairadingagshow@outlook.com>
Subject: Quairading Agricultural Society Request

Quairading Agricultural Society
PO Box 143
QUAIRADING WA 6383

Chief Executive Officer
Shire of Quairading
PO Box 38
QUAIRADING WA 6383

27th April 2021

Dear Graeme,

The Quairading Agricultural Society was pleased to receive Federal Government Department of Agriculture Regional Agricultural Show Development Grants Program funds for the following projects: -

- laying recycled asphalt in and around the Ag Shed
- purchasing two Australian Light Towers
- purchasing two Felton Select Grandstand tiered seating units
- purchasing 24 folding tables
- ordering a purpose built, tandem axle mobile coolroom
- provision of shelter kits.

We are also pleased that most of the above will be available for our wider community to use or hire, rather than being used just on Show day and all but the shelter kits are in our possession or in hand.

Our committee has spent much time deliberating our best options for utilising the \$22 500 earmarked for shelter kits and at our most recent committee meeting on 20/04/2021 we unanimously voted to request Council permission to instal a permanent Bird's post and truss 10m x 24m x 5m structure at the north eastern end of the caravan overflow area. It would have a permanent roof cover and one end and one side that could be attached as required.

On Show day the shelter would be used for stall holders and exhibitors or live entertainment and demonstrations. When the area is being used as a caravan overflow space by clubs or groups it would provide the perfect meeting space. Its proximity to power would also be beneficial.

The Society would obtain necessary local government permits and cover insurance of the structure. The Society understands that planning is ongoing for possible changes to the nearby recreation precinct and would be receptive to possible relocation of the structure in the future if required.

We seek Council's permission as soon as practicable as our grant funds are to be acquitted by end June 2021 and the date of our 100th Ag Show is fast approaching. We thank Council for the financial support provided towards the sealing of the Ag Shed

floor and their ongoing support of the Quairading Agricultural Society committee, members and volunteers.

Yours sincerely

Jo

JO HAYES | Treasurer
QUAIRADING AGRICULTURAL SOCIETY

Email: quairadingagshow@outlook.com

Email: gcjhayes@bigpond.com

Post: PO Box 143, Quairading WA 6383

Call / Text: 0428 466 219

PROUDLY CELEBRATING 100 YEARS IN 2021

[LIKE US ON FACEBOOK!](#)

Bird's Post & Truss Shelter

Pictured: 12m x 24m

Ag Society proposed size:

Length: 24m

Width: 10m

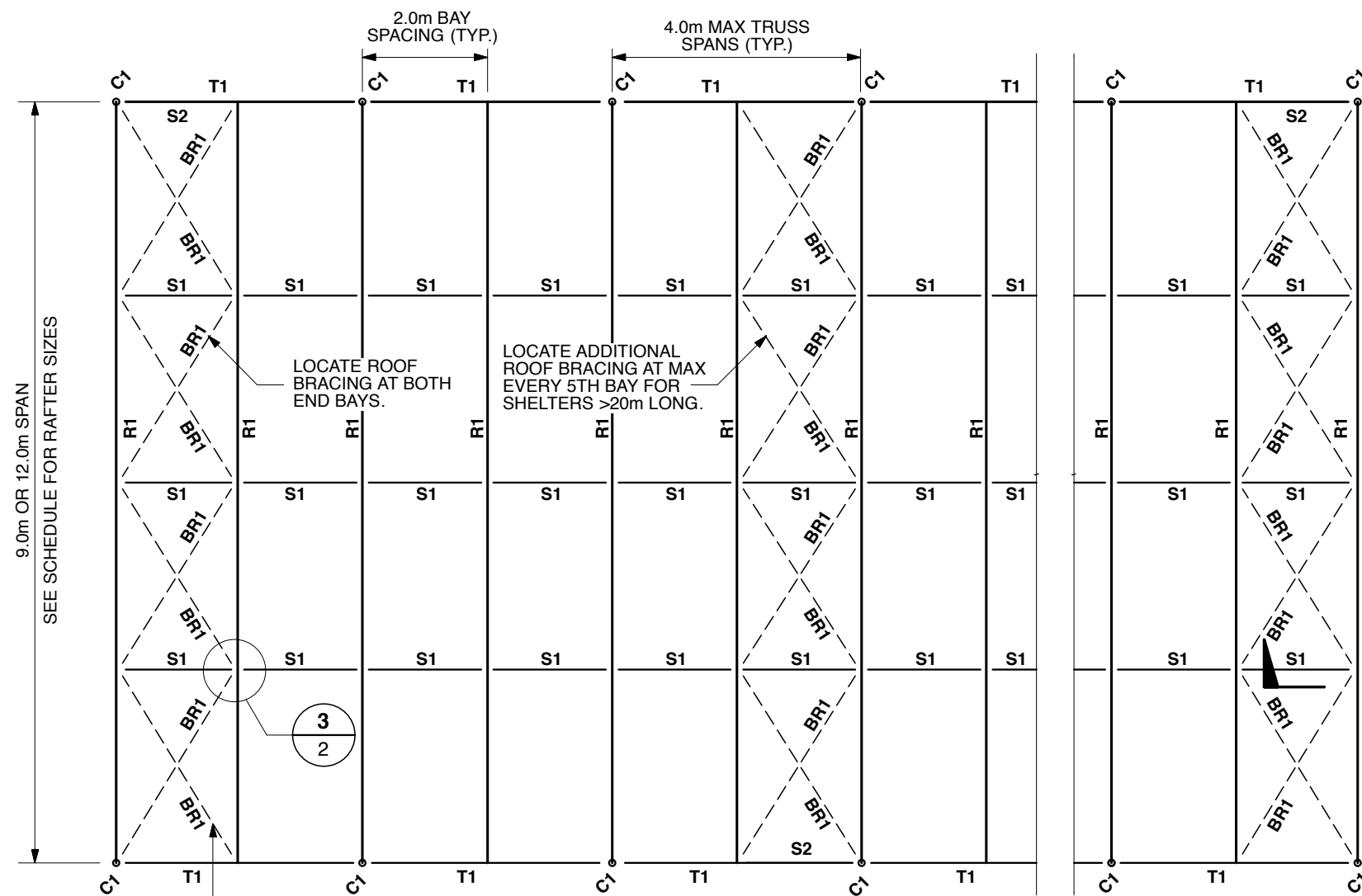
Height 5m

Not quite as wide as shelter pictured, and without yards inside it. Will have removable canvas walls and an end.



Proposed location (to scale): Running almost north-south, between the creek bed and the windmill (power source)





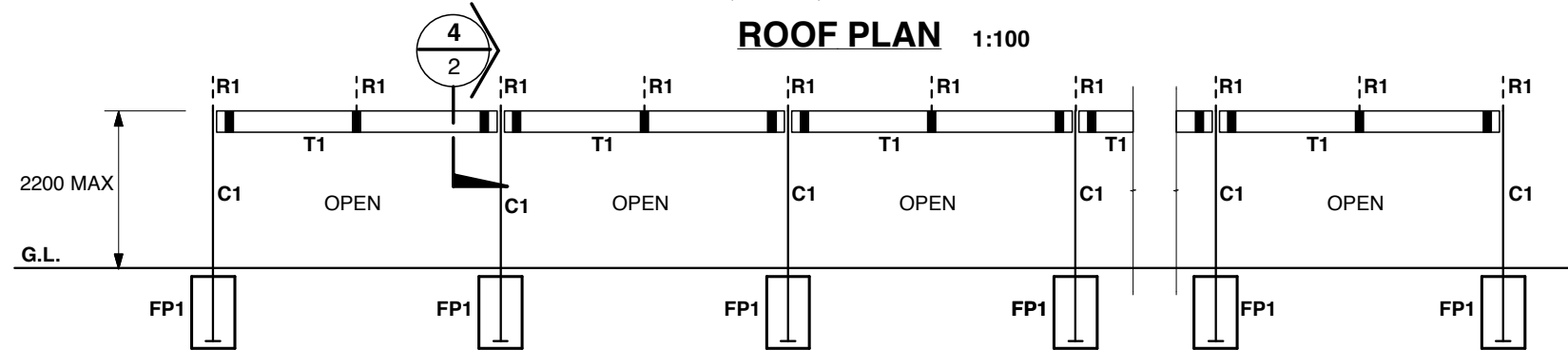
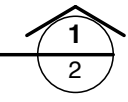
MEMBER SCHEDULE		
MEMBER	9m SPAN SHELTER	12m SPAN SHELTER
C1	Ø114.3 x 4.8 CHS OR Ø139.7 x 3.0 CHS	Ø165.1 x 5.4 CHS or Ø168.3 x 4.8 CHS.
R1	Ø60.3 x 2.3 CHS (10.0m pipe length)	Ø76.1 x 2.3 CHS (13.0m pipe length)
S1	Ø33.7 x 2.0 CHS	Ø33.7 x 2.0 CHS
BR1	Ø4.8 GALV. WIRE ROPE	Ø4.8 GALV. WIRE ROPE

'T1' TRUSS MEMBER SCHEDULE		
MEMBER	9m SPAN SHELTER	12m SPAN SHELTER
TRUSS CHORDS	Ø60.3 x 2.3 CHS	Ø76.1 x 2.3 CHS
WEB MEMBERS	100 x 5PL (3 off)	100 x 5PL (3 off)
TRUSS DEPTH	250	250

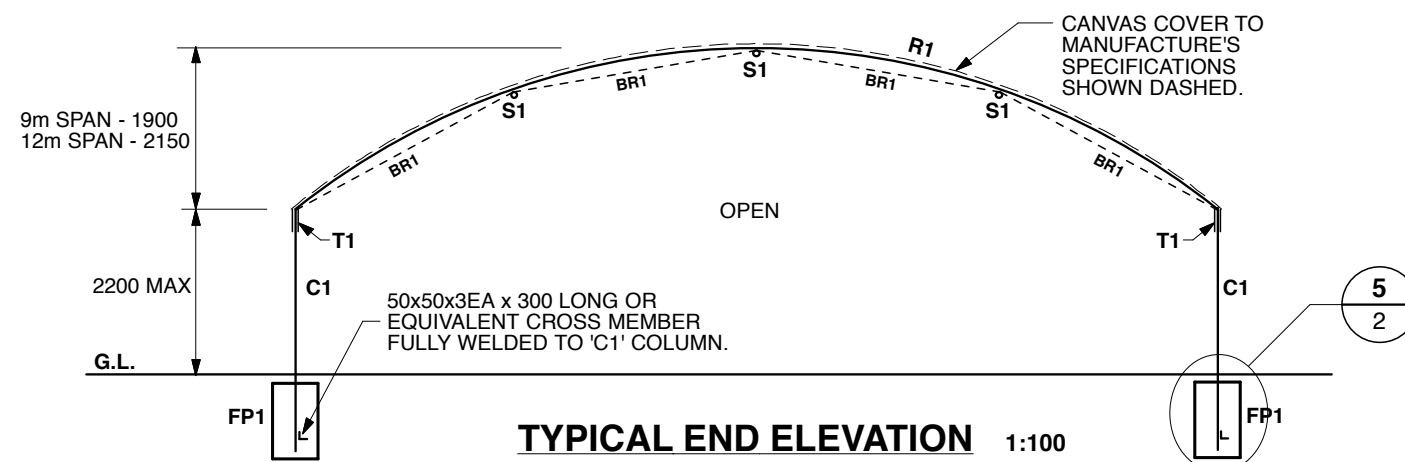
DESIGN CRITERIA:

1. DEAD LOAD = SELFWEIGHT
2. WIND REGION A. TERRAIN CATEGORY 3 (TOWN) OR TERRAIN CATEGORY 2 (FARM).
3. Ms = 1.0 (NO SHIELDING), Mt = 1.0 (NOT LOCATED ON WINDWARD SIDE OR CREST OF A HILL).
4. DESIGNED IN ACCORDENCE WITH AS1170 PART 2 - WIND LOADS.

FIX 'BR1' WIRE ROPE TO 'R1' RAFTERS VIA FULLY WELDED Ø8 GALV. 'U' SHAPED LUGS. THREAD CONTINUOUS WIRE ROPE THROUGH LUGS & CLAMP EACH SIDE OF LUG VIA 1No. WIRE ROPE GRIP. FIX AT END VIA TURNBUCKLE & 2No. WIRE ROPE GRIPS.(TYPICAL).



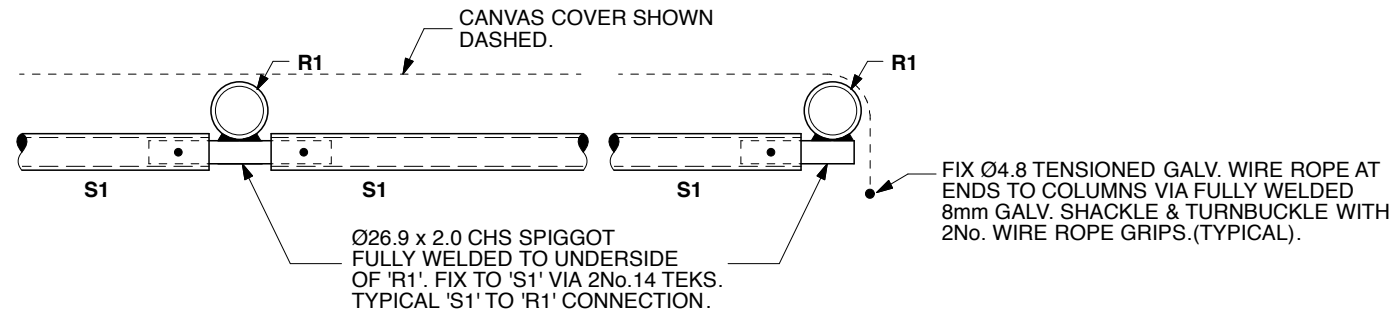
TYPICAL SIDE ELEVATION 1:100



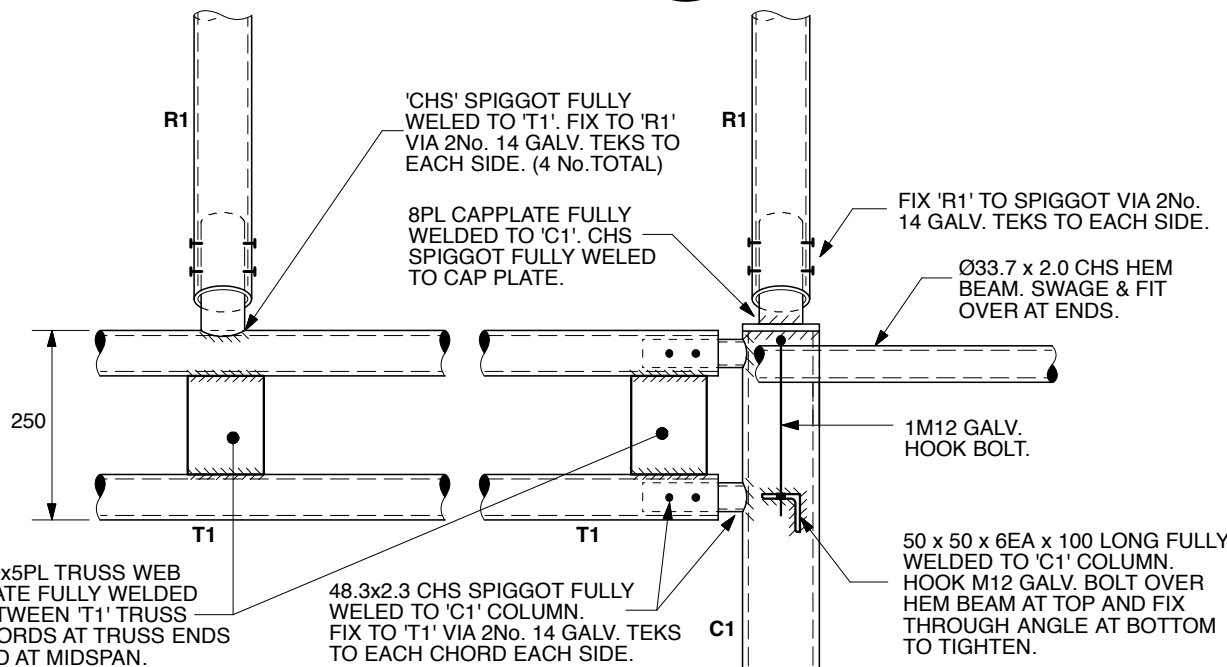
TYPICAL END ELEVATION 1:100

9.0m & 12.0m CURVED ROOF SHELTERS (Wind Region A, Terrain Category 2/3)

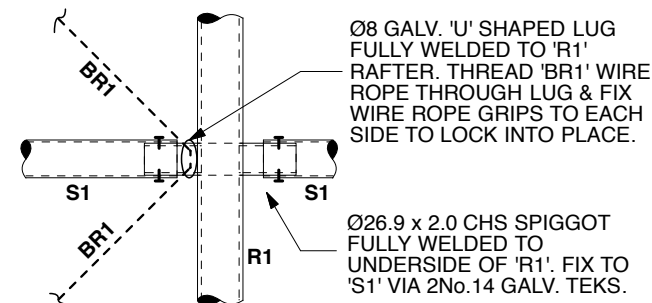
PROJECT	XXXXXX			
CLIENT	XXXXXX			
Zemia Pty Ltd (ABN 71 349 772 837) ATF the Young Purich and Higham Unit Trust trading as StrucTerre Consulting Engineers 1 ERINDALE ROAD, BALCATTA W.A. 6021 TEL 9205 4500 FAX 9205 4501 EMAIL: commercial@strucTerre.com.au				
APPROVED FOR ISSUE				
APPROVED				
B.E. M.I.E. (AUST)				
JOB N°	SCALES ON A3	DATE	SHEET N°	PROJECT N°
JXXXXXX	1:100	XX/XX/XX	1 of 2	DXXXXX



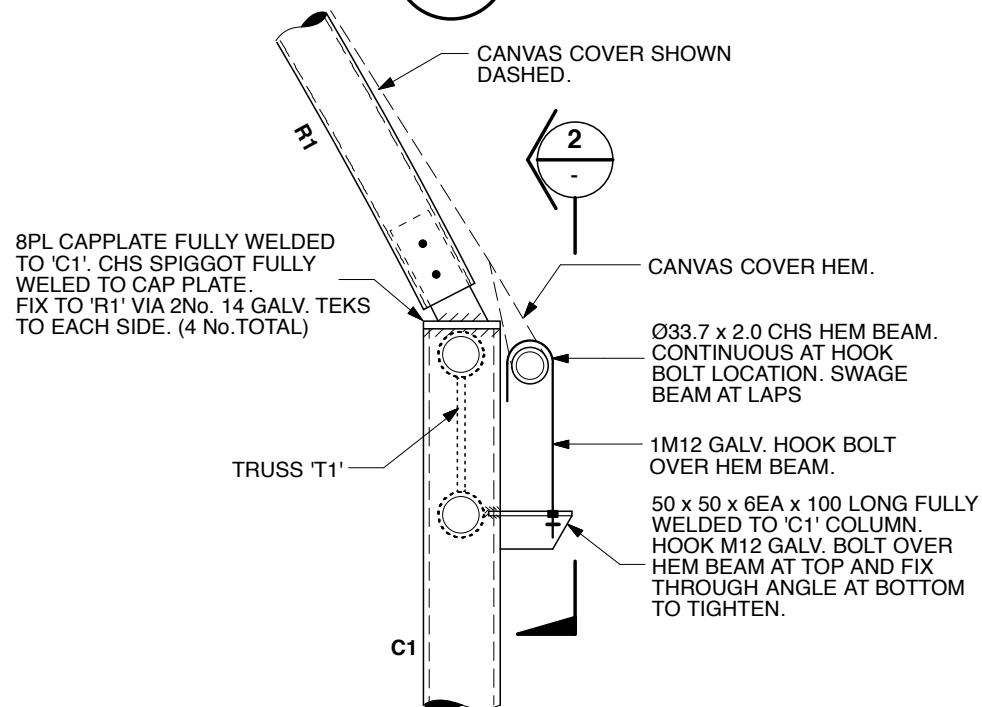
1 SECTION
1:10



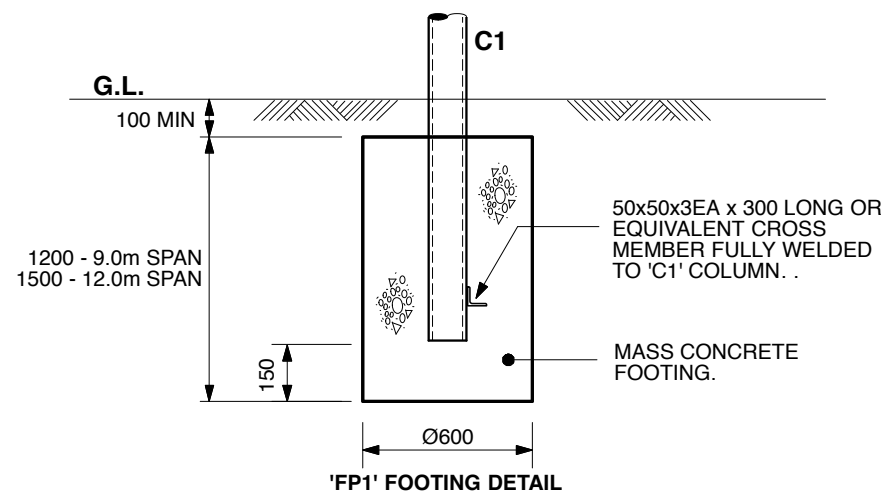
2 SECTION
1:10



3 DETAIL
1:10



4 SECTION
1:10



5 DETAIL
1:20

CONCRETE NOTES

- CHECK ALL DIMENSIONS ON SITE
- READ ALL ENGINEERING DRAWINGS IN CONJUNCTION WITH ARCHITECTURAL DRAWINGS. ANY DISCREPANCIES BETWEEN ENGINEERING AND ARCHITECTURAL DRAWINGS SHALL BE CONFIRMED PRIOR TO COMPLETING TENDER. DO NOT SCALE FROM THIS DRAWING.
- ALL CONCRETE SHALL BE IN ACCORDANCE WITH THE S.A.A. CODE FOR CONCRETE IN BUILDINGS. A.S.3600 BLENDED CEMENT SHALL CONFORM WITH A.S. 1317
- REFER TABLE FOR CONCRETE STRENGTH.
- ALL GALVANIZED ITEMS WHICH ARE CAST INTO CONCRETE ARE TO BE PASSIVATED IN A 0.2% SODIUM DICHROMATE SOLUTION OR EQUIVALENT.
- ALL CONCRETE SHALL BE CURED BY APPROVED METHODS FOR AT LEAST THE PERIOD SHOWN IN THE TABLE BELOW

LOCATION	CONCRETE	TYPE OF CEMENT	COVER TO REINF.	MIN CURING TIME
FOOTINGS	N25/20/80	GB OR GP	70	3 DAYS

FOOTING NOTES :

- SITE ASSUMED TO BE CLASS 'A' (STABLE SITE) OR CLASS 'S' (SLIGHTLY REACTIVE), AS DEFINED IN AS 2870 "RESIDENTIAL SLABS AND FOOTINGS".
- PRIOR TO CUTTING BASE, REMOVE ALL VEGETATION, TOPSOIL AND DELETERIOUS FILL MATERIAL.
- NOTIFY THE ENGINEER OF ANY UNUSUAL FEATURES, DISCREPANCIES OR SIGNIFICANT VARIATIONS IN SOIL TYPE OVER THE BUILDING AREA WHICH MAY BECOME EVIDENT DURING EARTHWORKS.
- PLACE FOOTINGS IN UNDISTURBED NATURAL GROUND.
- ROOF WATER TO BE TAKEN AWAY AND NOT ALLOWED TO PERCOLATE UNDER FOOTINGS. IF NECESSARY CONNECT INTO SUBSOIL DRAIN SYSTEM.
- SURFACE WATER NOT TO POND IMMEDIATELY ADJACENT TO FOOTINGS.
- WHERE PLUMBING PIPES PASS THROUGH THE FOOTINGS, INCREASE FOOTING DEPTH LOCALLY BY AN AMOUNT AT LEAST EQUAL TO THE PIPE DIAMETER.
- BUILDER TO ENSURE THAT CLIENT BE INFORMED OF NECESSITY TO MAINTAIN DRAINS IN GOOD WORKING ORDER AT ALL TIMES.

STEEL NOTES

- CHECK ALL DIMENSIONS ON SITE.
- READ ENGINEERING DRAWINGS IN CONJUNCTION WITH ARCHITECTURAL DRAWINGS AND SPECIFICATIONS. ANY DISCREPANCIES BETWEEN ENGINEERING AND ARCHITECTURAL DRAWINGS SHALL BE CONFIRMED PRIOR TO COMMENCING CONSTRUCTION. DO NOT SCALE FROM THIS DRAWING.
- a) ALL FABRICATION OF STEEL WORK AND TOLERANCES SHALL BE IN ACCORDANCE WITH A.S. 4100 - STEEL STRUCTURES CODE. MINIMUM WELD TO BE 6mm FILLET.
b) ALL HOLLOW SECTIONS (CHS, RHS AND SHS) SHALL COMPLY WITH AS1163 - STRUCTURAL STEEL HOLLOW SECTIONS.
- ALL 'CHS' MEMBERS TO BE C350LO (350 MPa MIN) GALTUBE OR C250LO (250 MPa MIN) GALTUBE.
- ALL WELDING SHALL BE IN ACCORDANCE WITH THE S.A.A. CODE FOR WELDING IN BUILDING A.S. 1554 PART 1.
- EXCEPT WHERE OTHERWISE SHOWN IN THE DETAILS ALL STEEL TO STEEL CONNECTIONS SHALL BE Ex. 8 PL CLEAT AND SHALL HAVE A MINIMUM OF 2M16 (4.6/S) BOLTS.
- ALL BOLTS SHALL BE GALVANIZED UNLESS OTHERWISE NOTED.
- SEAL ALL OPEN ENDS OF PIPES OR RHS MEMBERS. GRIND OFF ALL VISIBLE WELDS AND BRAND MARKS TO NEAT APPEARANCE WHERE SPECIFIED.
- a) THE CONTRACTOR SHALL REMAIN RESPONSIBLE AT ALL TIMES FOR PROVIDING ALL NECESSARY TEMPORARY BRACING AND OTHER SUPPORTS DURING ERECTION, TO STABILISE THE PARTIALLY CONSTRUCTED BUILDING.
b) PARTICULAR ATTENTION MUST BE PAID TO THE BUCKLING STABILITY OF RAFTERS AND COLUMNS PRIOR TO THE CONNECTION OF STRUTS & BRACES.
- TREATMENT: CLASS '2.5' ABRASIVE BLAST. 1 COAT INORGANIC ZINC. SILICATE. MINIMUM TOTAL DRY THICKNESS 75µm OR HOT DIP GALVANIZE.
- ALL STEEL IN CONTACT WITH GROUND TO HAVE EPOXY COAT OVER THE PAINTED FINISH.

**9.0m & 12.0m CURVED ROOF SHELTERS
(Wind Region A, Terrain Category 2/3)**

PROJECT XXXXX

CLIENT XXXXX



Zemla Pty Ltd (ABN 71 349 772 837)
ATF the Young Purich and Higham Unit Trust
trading as StrucTerre Consulting Engineers
1 ERINDALE ROAD, BALCATT A W.A. 6021
TEL 9205 4500 FAX 9205 4501
EMAIL: commercial@strucTerre.com.au

APPROVED FOR ISSUE

APPROVED

B.E. M.I.E. (AUST)

TYPE 'A'

JOB N°	SCALES ON A3	DATE	SHEET N°	PROJECT N°
JXXXXXX	1:10, 1:20	XX/XX/XX	2 of 2	DXXXXX

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – April 2021

Meeting Date	27 th May 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	(i) April 2021 Payment List (ii) Transport Takings (iii) Credit Card Statement
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVED _____ SECONDED _____

That Council note the following:

1. That Schedule of Accounts for April 2021 covering Municipal Vouchers 23820 to 23832, EFT 9166 to EFT 9280 \$701,427.60 be received and
2. That Police Licensing payments for the month of April 2021 totalling \$30,286.80 be received (Attachment ii); and
3. That fund transfers to Corporate Credit Card for April 2021 balance totalling \$0.00 be received (Attachment iii); and
4. That Net Payroll payments for the month April 2021 totalling \$114,420.17; and
5. That the Lease payment for the month of April 2021 on the CESM Vehicle totalling \$3,097.16.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

Payments are per attached schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the Accounts paid during April 2021.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

List of Accounts - April 2021

Chq/EFT	Date	Name	Description	Amount	Funded
EFT9166	01/04/2021	JOHN WILLIAM HAYTHORNTHWAITE	COUNCIL SITTING FEES JAN TO MARCH 2021	580.00	
EFT9167	01/04/2021	MARY MARGARET WELLS	REFUND OVERPAYMENT OF RENT - VACATED 04.02.2021	468.00	FULLY
EFT9168	01/04/2021	PETER DAVID SMITH	COUNCIL SITTING FEES JAN TO MARCH 2021	580.00	
EFT9169	01/04/2021	JONATHAN RICHARD HIPPISEY	COUNCIL SITTING FEES JAN TO MARCH 2021	580.00	
EFT9170	01/04/2021	QUAIRADING TYRE & BATTERY SUPPLIES	2 GAS BOTTLES	250.00	
EFT9171	01/04/2021	TOLL TRANSPORT PTY LTD	FREIGHT	22.66	
EFT9172	01/04/2021	WATER CORPORATION	WATER USAGE AND CHARGES 27/01/2021 TO 17/03/2021	392.66	
EFT9173	01/04/2021	WESTRAC PTY LTD	REPLACE FAILED CLUTCH AND STOP CLUTCH, OIL AND FILTER. EXTERNAL ITEMS CLUTCH FORK, SKIM FLYWHEEL AND GENERAL TRUCK INSPECTION REG. Q450	7,444.29	
EFT9174	01/04/2021	BRETT MCGUINNESS	COUNCIL SITTING FEES JAN TO MARCH 2021	366.00	
EFT9175	01/04/2021	SUNNY INDUSTRIAL BRUSHWARE	TENNANT BROOM - BRUSHES	871.42	
EFT9176	01/04/2021	TREVOR STACEY	COUNCIL SITTING FEES JAN TO MARCH 2021	732.00	
EFT9177	01/04/2021	WAYNE M DAVIES	COUNCIL SITTING FEES JAN TO MARCH 2021	1,032.00	
EFT9178	01/04/2021	QUICK CORPORATE	MARCH 2021 STATIONERY ORDER	172.25	
EFT9179	01/04/2021	GREAT SOUTHERN FUEL SUPPLIES	TRAVEL TO QUAIRADING DEPOT TO REPAIR DIESEL FUEL BOWSER	440.00	
EFT9180		EFT CANCELLED			
EFT9181	01/04/2021	NORTHAM MAZDA	15 000KM SERVICE REQ. Q0	326.46	
EFT9182	01/04/2021	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC CONTROL - VARIOUS	6,924.50	PARTIAL
EFT9183	01/04/2021	AJ & BR COWCILL	COUNCIL SITTING FEES JAN TO MARCH 2021	580.00	
EFT9184	01/04/2021	CWB ELECTRICAL & A/C	REPAIR ANTENNA AT LOT 190 MCLENNAN STREET	312.50	
EFT9185	01/04/2021	JOHNSTON ELECTRICAL & COMMUNICATION SERVICES	INSTALL NEW OVEN IN SHIRE ADMIN OFFICE	2,906.20	
EFT9186	01/04/2021	BRIAN KIMBER	VARIOUS EXPENSES - SKELETON WEED PROGRAM	563.67	FULLY
EFT9187	01/04/2021	FARMARAMA PTY LTD	BLACK FIRE REEL HOSE 20MM	57.91	
EFT9188	01/04/2021	PORTERS PTY LTD, R.T SIMPSON & SM SIMPSON	WET HIRE OF 8 WHEEL AND 6 WHEEL WATER TRUCKS	12,512.50	PARTIAL
EFT9189	01/04/2021	AVON VALLEY GLASS	REPLACE WINDOW AT SINGLE PERSON UNIT 1/19 GILLET STREET	485.90	
EFT9190	01/04/2021	ROYAL LIFE SAVING SOCIETY AUSTRALIA	ONSITE CODE OF PRACTICE SAFETY ASSESSMENT SERVICE OF QUAIRADING SWIMMING POOL	440.00	
EFT9191	01/04/2021	JO HAYTHORNTHWAITE	COUNCIL SITTING FEES JAN TO MARCH 2021	580.00	
EFT9192	08/04/2021	FORPARK AUSTRALIA	REPLACEMENT BOLTS FOR CHILDCARE CENTRE PLAYGROUND	40.37	
EFT9193	08/04/2021	QUAIRADING AGRI SERVICES	VARIOUS SUPPLIES MARCH 2021	2,984.93	
EFT9194	08/04/2021	QUAIRADING COMMUNITY RESOURCE CENTRE	CRC MONTHLY SERVICES MARCH 2021	1,581.79	
EFT9195	08/04/2021	SURGICAL HOUSE	MEDICAL SUPPLIES	882.80	
EFT9196	08/04/2021	PERFECT COMPUTER SOLUTIONS PTY LTD	MARCH 2021 COMPUTER MAINTENANCE AND SERVICES	680.00	
EFT9197	08/04/2021	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	COMMUNITY CAR PETROL MARCH 2021	220.00	FULLY
EFT9198	08/04/2021	SHIRE OF CUNDERDIN	REFUND OF LANDGATE FEES - BOUNDARY ADJUSTMENT	692.25	FULLY

EFT9199	08/04/2021	MARNHAM'S MECHANICAL SERVICES	REPAIR BRAKES AND ADJUST, REPAC WHEEL BEARINGS. AND FIT NEW FUEL TRANSFER PUMP Q15034, 250HR SERVICE Q240, DIAGNOSE AND REPLACE CLUTCH Q450, MONTHLY GENERATOR CHECKS, REPAIR PINTLE HITCH AND FIT NEW BRAKE CHAMBER Q5122, CHECK FAULTS Q368, SUPPLY AND REPLACE FAULTY SOLENOID Q272, FABRICATE HYDRAULIC FITTINGS Q960.	4,374.98	
EFT9200	08/04/2021	PORTER CONSULTING ENGINEERS	CIVIL ENGINEERING CONSULTANCY SERVICES FOR PROPOSED LIGHT INDUSTRIAL SUBDIVISION, QUAIRADING TOWN SITE	3,850.00	
EFT9201	08/04/2021	PETER ROBERT YORK	WORKS COMPLETED AT VARIOUS SHIRE PROPERTIES	85.00	
EFT9202	08/04/2021	HARVEY NORMAN	1X GARMIN OVERLANDER 7 GPS NAVIGATOR FOR CESM VEHICLE	999.00	PARTIAL
EFT9203	08/04/2021	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES MARCH 2021	1,122.00	
EFT9204	08/04/2021	NOBLE MEDICAL INVESTMENT PTY LTD	QUARTERLY MOTOR VEHICLE ALLOWANCE FOR 1/04/2021 TO 30/06/2021	4,125.00	
EFT9205	08/04/2021	PROFORM CIVIL	OLD BEVERLEY EAST ROAD SURVEY & DESIGN SLK 8.92 TO SLK 12.12	10,675.50	PARTIAL
EFT9206	08/04/2021	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC CONTROL - VARIOUS	4,562.25	PARTIAL
EFT9207	08/04/2021	SHERRIN RENTALS PTY LTD	MULTI TYRE ROLLER DRY HIRE	4,070.00	PARTIAL
EFT9208	08/04/2021	EXURBAN RURAL & REGIONAL PLANNING	TOWN PLANNING SERVICES MARCH 2021	774.01	
EFT9209	08/04/2021	IAN THOMPSON	REFUND BOND - TOWN HALL	875.00	FULLY
EFT9210	08/04/2021	RESONLINE PTY LTD	MARCH 2021 ROOM MANAGER FEE	220.00	
EFT9211	08/04/2021	DONEGAN ENTERPRISED PTY LTD	TECHNICIAN TO INSTALL AND REPAIR PARTS TO COMMUNITY BUILDING PLAY GROUND	1,628.00	
EFT9212	08/04/2021	ERGOLINK	4X OFFICE CHAIRS	1,152.62	FULLY
EFT9213	08/04/2021	AUSTRALIA PACIFIC VALUERS PTY LTD	REVALUATION OF LAND, BUILDING, ROAD, FOOTPATH, BRIDGES AND OTHER INFRASTRUCTURE	5,531.63	
EFT9214	08/04/2021	BOC LIMITED	CONTAINER RENTAL 26.02.2021 TO 28.03.2021	50.72	
EFT9215	16/04/2021	QUAIRADING TYRE & BATTERY SUPPLIES	2 X 265/70R16 TOYO OPAT2'S TYRES Q551	804.95	
EFT9216	16/04/2021	AVON WASTE	AVON WASTE SERVICE MARCH 2021	10,919.96	
EFT9217	16/04/2021	QUAIRADING FARMERS CO-OP	MARCH 2021 EXPENSES	848.89	
EFT9218	16/04/2021	WESFARMERS KLEENHEAT GAS PTY LTD	GAS CYLINDER HIRE - VARIOUS	514.80	
EFT9219	16/04/2021	QUAIRADING COMMUNITY RESOURCE CENTRE	DECEMBER 2020 CRC SERVICES	1,309.75	
EFT9220	16/04/2021	SURGICAL HOUSE	MEDICAL SUPPLIES	501.82	
EFT9221	16/04/2021	SUNNY SIGN COMPANY PTY LTD	300 X PVC GUIDE POSTS	4,125.00	
EFT9222	16/04/2021	CONSTRUCTION TRAINING FUND	MARCH 2021 BCITF	337.15	FULLY
EFT9223	16/04/2021	FOUR SQUARE CHURCH	BOND REFUND - HALL HIRE EASTER WEEKEND	200.00	FULLY
EFT9224	16/04/2021	RENEE CARLINA FALTYN	SUPPLIES FOR CARAVAN PARK CABINS	46.60	
EFT9225	16/04/2021	BENT NAIL BUILDING & MAINTENANCE	DRY HIRE OF MINI EXCAVATOR 2 DAYS	440.00	
EFT9226	16/04/2021	WESTRAC PTY LTD	BOLTS AND NUTS FOR GRADER BLADES - Q237	489.50	
EFT9227	16/04/2021	WESTERN STABILISERS PTY LTD	CEMENT STABILISATION - GOLDFIELDS ROAD	114,424.63	PARTIAL
EFT9228	16/04/2021	DEBRA WINMAR	BOND REFUND: COMMUNITY BUILDING	625.00	FULLY
EFT9229	16/04/2021	DEPARTMENT OF MINES, INDUSTRY REGULATION &	MARCH 2021 BSL	231.60	FULLY
EFT9230	16/04/2021	SOUTHERN CROSS AUSTERO PTY LTD	AROUND THE TOWNS 2020/2021 RADIO ADVERTISING - MARCH 2021	88.00	
EFT9231	16/04/2021	NORTH QUAIRADING CONTRACTORS PTY LTD	WET HIRE ONE SEMI SIDE TIPPER - GOLDFIELDS ROAD	6,909.38	PARTIAL
EFT9232	16/04/2021	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC CONTROL - VARIOUS	6,675.91	PARTIAL
EFT9233	16/04/2021	LGIS	WORKERS COMPENSATION ENDORSEMENT 30/06/18 TO 30/06/19	1,231.88	
EFT9234	16/04/2021	FUTURE POWER WA PTY LTD	50% OF RETENTION MONIES - HOCKEY TRAINING LIGHTS	2,768.05	PARTIAL

EFT9235	16/04/2021	JOHNSTON ELECTRICAL & COMMUNICATION SERVICES	REPLACE CARTRIDGE ON SURGE PROTECTOR IN SWITCH BOARD AT ADMIN OFFICE	297.00	
EFT9236	16/04/2021	QUAIRADING BOOK POST (2020)	LIBRARY SERVICES FEE MARCH 2021	2,539.79	
EFT9237	16/04/2021	PLUMBERJ'S MOBILE PLUMBING	RENEW MEN'S TOILET SUITE AND TAPS AT TOWN HALL, REPAIR LEAKING TOILET AND TAPS COMMUNITY BUILDING, REPAIR AND CLEAR BLOCKAGE AT PUBLIC TOILETS, REPAIR DRINKING FOUNTAIN AT FRONT OF CO-OP	1,837.00	
EFT9238		EFT CANCELLED			
EFT9239		EFT CANCELLED			
EFT9240		EFT CANCELLED			
EFT9241	28/04/2021	QUAIRADING TYRE & BATTERY SUPPLIES	3X GAS BOTTLES AND DELIVERY TO COMMUNITY BUILDING	375.00	
EFT9242	28/04/2021	TOLL TRANSPORT PTY LTD	FREIGHT COSTS	151.64	
EFT9243	28/04/2021	LANDGATE	GROSS RENTAL VALUATION SCHEDULE NO. M2021/3 - 17/02/2021 TO 24/03/2021	40.60	
EFT9244	28/04/2021	CRENDON MACHINERY	1 X CAMPAGNOLA PNEUMATIC CHAIN PRUNER SND FIXED EXTENSION POLE, 1X SEATBELT AND 2X LEVER/KNOB FOR Q5426	1,640.32	
EFT9245	28/04/2021	PIANO MAGIC	SHIRE HALL - PIANO TUNING	300.00	
EFT9246	28/04/2021	QUAIRADING CLUB INC.	REFRESHMENTS FOR COUNCIL	192.00	
EFT9247	28/04/2021	HITACHI CONSTRUCTION MACHINERY	1X 4651654L LOWER FOOT GLASS - EXCAVATOR Q4818	415.64	
EFT9248	28/04/2021	GRAEME ASHLEY FARDON	REIMBURSEMENT: WORK WEAR	83.93	
EFT9249	28/04/2021	NEU-TECH AUTO ELECTRICS	2 X 100 AMP FUSES - Q960	48.40	
EFT9250	28/04/2021	WATER CORPORATION	WATER USAGE AND CHARGES 10/02/2021 TO 08/04/2021	15,375.38	
EFT9251	28/04/2021	MARNHAM'S MECHANICAL SERVICES	EVAC AND GAS AIRCON-REMOVE ROOF AND TEST ELECTRICS TO CONDENSER FANS AND SWITCHES Q960, SITE CHECK ENGINE Q439	1,040.60	
EFT9252	28/04/2021	COMMERCIAL LOCKSMITHS	5X HIRE SETS OF KEYS FOR THE COMMUNITY BUILDING	110.00	
EFT9253	28/04/2021	WESTRAC PTY LTD	1 X GLASS DOOR PART Q237	1,027.36	
EFT9254	28/04/2021	DAVID GRAY & CO PTY LTD	6X MGB 120LT DARK GREEN BIN, MGB SECURITY LOCK (WITH BAR) (X1 EACH), MGB POST INGROUND (GALV) TO SUIT SECURITY STAND (X1 EACH), MGB KEY T-KEY MALE SQUARE TAPERED	1,701.76	
EFT9255	28/04/2021	GREAT SOUTHERN FUEL SUPPLIES	5000L DIESEL	6,120.68	
EFT9256	28/04/2021	LG ASSIST	EXECUTIVE MANAGER CORPORATE SERVICES ONLINE ADVERTISEMENT	330.00	
EFT9257	28/04/2021	COMBINED PEST CONTROL	ANT TREATMENT TO LIGHT POLES SURROUNDING OVAL	132.00	
EFT9258	28/04/2021	C & D CUTRI	REPAIR OF BRIDGE 0715 AS PER DETAILED INSPECTION REPORT FROM MRWA	44,000.00	
EFT9259	28/04/2021	BROWNLEY'S PLUMBING & GAS	REPAIRS TO THE COMMERCIAL BACKFLOW VALVE TO THE STANDPIPE ON THE INTERSECTION OF WINMAR RD AND THE QUAIRADING-YORK RD	341.00	
EFT9260	28/04/2021	WCP CIVIL PTY LTD	ARTHUR KELLY VILLAGE ROAD UPGRADE	158,341.53	PARTIAL
EFT9261	28/04/2021	THE ROOF & WALL DOCTOR	REROOFING OF ARTHUR KELLY UNITS	77,493.00	PARTIAL
EFT9262	28/04/2021	R MUNNS ENGINEERING CONSULTING SERVICES	ENGINEERING CONSULTANCY SERVICES - VARIOUS	7,838.16	PARTIAL
EFT9263	28/04/2021	TODD JOHNSTON SIGNWRITING	SIGNAGE AT POST OFFICE	762.47	
EFT9264	28/04/2021	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC CONTROL - VARIOUS	4,756.40	PARTIAL
EFT9265	28/04/2021	AVON VALLEY ISUZU UTE	15000KM SERVICE REG. Q190	436.29	
EFT9266	28/04/2021	TOODYAY TRENCHERS	LOCATE SERVICES OLD BEVERLEY EAST ROAD	750.00	PARTIAL
EFT9267		EFT CANCELLED			
EFT9268	28/04/2021	OFFICEWORKS	COMPUTER SUPPLIES FOR ADMIN AND NO SMOKING SIGNS	427.33	

EFT9269	28/04/2021	JOHNSTON ELECTRICAL & COMMUNICATION SERVICES	REPLACE 1 RCD THAT PROTECTS 3 POWER CIRCUITS WITH 3 INDIVIDUAL RCD'S AT FOOTY CHANGE ROOMS	385.00	
EFT9270	28/04/2021	FARMARAMA PTY LTD	METAL CABINETS FOR QUAIRADING FIRE SHEDS, 3X PACKETS OF THORTS HYDRATION SACHETS, FIRE UNIT FITTINGS	1,626.93	FULLY
EFT9271	28/04/2021	DOWNER EDI WORKS PTY LTD	RE-SURFACING GOLDFIELDS ROAD	74,634.56	PARTIAL
EFT9272	28/04/2021	HUFCOR	2 X OPERABLE PARTITION WALLS FOR TOWN HALL (REPLACE CONCERTINA DOORS)	19,184.00	PARTIAL
EFT9273	28/04/2021	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT RECOVERY PERIOD ENDING 19.03.2021	473.00	
EFT9274	28/04/2021	PORTERS PTY LTD, R.T SIMPSON & SM SIMPSON	WET HIRE OF 6 AND 8 WHEELED WATER CART GOLDFIELDS ROAD	8,397.13	PARTIAL
EFT9275	28/04/2021	SIGMA	NO DIVE PLATFORM COVER WHITE ACRYLIC	671.00	
EFT9276	28/04/2021	BUNZL BRANDS & OPERATIONS PTY LTD	5X WHITE VEST AND 5X WHITE CAPS FOR FIRE WARDENS AT THE DEPOT, ADMIN OFFICE, MEDICAL PRACTICE, YOUTH CENTRE, CARAVAN PARK.	289.78	
EFT9277	28/04/2021	BEILBY DOWNING TEAL	BEILBY DOWNING TEAL - FIRST INSTALLMENT RECRUITMENT SERVICES	3,630.00	
EFT9278	28/04/2021	GRAHAM MCHENRY	REIMBURSEMENT: WORK PANTS	130.15	
EFT9279	30/04/2021	AUSTRALIAN TAXATION OFFICE	APRIL BAS 2021	21,939.00	
EFT9280	30/04/2021	BENT NAIL BUILDING & MAINTENANCE	REPAIR THE GAZEBO WALL AT THE LAYBY AREA, REPLACE THE HARDI-PLANK WITH COLOURBOND	1,171.50	
23820	07/04/2021	SYNERGY	POWER USAGE AND CHARGES 12/01/2021 TO 02/03/2021	131.94	
23821	07/04/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	503.20	FULLY
23822	15/04/2021	TELSTRA	PHONE USAGE AND CHARGES TO MARCH 2021	1,471.48	
23823	15/04/2021	SYNERGY	POWER USAGE AND CHARGES 25/02/2021 TO 24/03/2021	2,377.64	
23824	15/04/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	288.60	FULLY
23825		CHEQUE CANCELLED			
23826		CHEQUE CANCELLED			
23827		CHEQUE CANCELLED			
23828	21/04/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	762.70	FULLY
23829		CHEQUE CANCELLED			
23830		CHEQUE CANCELLED			
23831	28/04/2021	SYNERGY	POWER USAGE AND CHARGES 11/02/2021 TO 10/03/2021	963.30	
23832	28/04/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	754.80	FULLY
				701,427.60	

TRANSPORT TAKINGS FOR THE MONTH ENDING		
APRIL 2021		Attachment 9.1.2
DATE	DESCRIPTION	AMOUNT \$
30/03/2021	TRANSPORT TAKINGS	3,125.85
31/03/2021	TRANSPORT TAKINGS	595.55
1/04/2021	TRANSPORT TAKINGS	1,953.35
6/04/2021	TRANSPORT TAKINGS	2,550.70
7/04/2021	TRANSPORT TAKINGS	506.25
8/04/2021	TRANSPORT TAKINGS	760.70
9/04/2021	TRANSPORT TAKINGS	4,723.45
12/04/2021	TRANSPORT TAKINGS	545.10
13/04/2021	TRANSPORT TAKINGS	1,478.50
14/04/2021	TRANSPORT TAKINGS	839.40
15/04/2021	TRANSPORT TAKINGS	1,403.20
16/04/2021	TRANSPORT TAKINGS	1,071.90
19/04/2021	TRANSPORT TAKINGS	609.45
20/04/2021	TRANSPORT TAKINGS	2,923.30
21/04/2021	TRANSPORT TAKINGS	1,480.35
22/04/2021	TRANSPORT TAKINGS	1,678.00
23/04/2021	TRANSPORT TAKINGS	836.65
27/04/2021	TRANSPORT TAKINGS	1,690.30
28/04/2021	TRANSPORT TAKINGS	1,514.80
ACTUAL TAKINGS FROM BANK IN APRIL		30,286.80
APRIL TAKINGS INTO MAY		
29/04/2021	TRANSPORT TAKINGS	1,889.35
30/04/2021	TRANSPORT TAKINGS	1,192.85
AMOUNTS YET TO BE DRAWN		3,082.20
		33,369.00



Summary of Billing Account Transactions		
Date of Transaction	Description	Debits/Credits
25 MAR	Payments AUTOMATIC PAYMENT	169.35 -
	Sub Total:	169.35 -
	Grand Total:	169.35 -

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

To help you learn how you can protect your card against unauthorised transactions, you can find more information at westpac.com.au/businessdispute


Graeme Fordon
CEO 20/5/2021



S001681 / M000486 / 066 / CN1 VPCP1

9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 30th April 2021

Meeting Date	27 th May 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	(i) Financial Statements for April 2021
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council receive the Monthly Financial Statements for the period ending 30th April 2021.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Monthly Financial Statements for the period ending 30th April 2021 attached.
- Monthly Financial Statements have been updated based on the Moore Australia's Monthly Statements Model.
- The Monthly Financial Statements report include the Fund Balances Report and the Variance Report.

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements.

BACKGROUND

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

STATUTORY ENVIRONMENT

Amendments to the regulations, gazetted on the 30th April 2005 and effective from the 1st July 2005, have repealed the existing regulations (34 and 35) relating to monthly and quarterly / triannual financial reports.

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

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

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

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

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

SHIRE OF QUAIRADING

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 April 2021

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

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2021**

KEY INFORMATION

Items of Significance

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

	% Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance (Under)/Over
Capital Expenditure					
Land & Buildings					
Caretaker Cottage	9.71%	273,310	171,300	26,539	(144,761)
Town Hall Building Upgrades	98.59%	132,020	107,100	130,162	23,062
Industrial Lots Phase 1	16.41%	200,000	200,000	32,810	(167,190)
Plant & Equipment					
Grader	0.00%	360,000	360,000	-	(360,000)
Infrastructure - Roads					
Heal Street Parking	84.35%	170,000	170,000	143,392	(26,608)
AKV Road Upgrade	107.22%	139,500	139,500	149,573	10,073
Goldfields Road Reconstruction	93.37%	444,870	444,870	415,392	(29,478)
Old Beverley East Road	39.30%	373,742	373,742	146,881	(226,861)
Quairading-Cunderdin WSN	84.44%	1,325,852	1,325,852	1,119,582	(206,270)
Badjaling Nth Road Resheeting	14.05%	204,120	204,120	28,682	(175,438)
Pannell Road Resheeting	10.78%	131,150	131,150	14,137	(117,013)
Other Infrastructure					
Oval Floodlights	91.32%	123,150	123,150	112,466	(10,684)
Community Park	2.31%	620,000	606,480	14,352	(592,128)
Operational					
Medical Practice Expense	77.67%	206,737	172,281	160,567	(11,714)
Roads Maintenance	67.37%	615,908	513,255	414,953	(98,302)

% Compares current ytd actuals to annual budget

Financial Position	* Note	Prior Year 30 April 2020	Current Year 30 April 2021
Adjusted Net Current Assets	142%	\$ 1,469,753	\$ 2,083,271
Cash and Equivalent - Unrestricted	105%	\$ 2,050,215	\$ 2,143,859
Cash and Equivalent - Restricted	125%	\$ 2,933,635	\$ 3,660,195
Receivables - Rates	95%	\$ 244,815	\$ 232,741
Receivables - Other	170%	\$ 156,643	\$ 266,208
Payables	51%	\$ 929,680	\$ 475,553

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2021**

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 18th May 2021
Prepared by: Executive Manager of Corporate Services
Reviewed by: Chief Executive Officer

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

CRITICAL ACCOUNTING ESTIMATES

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

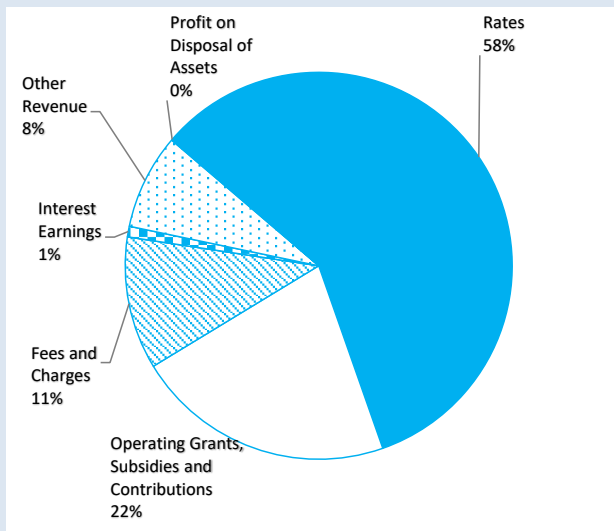
ROUNDING OFF FIGURES

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

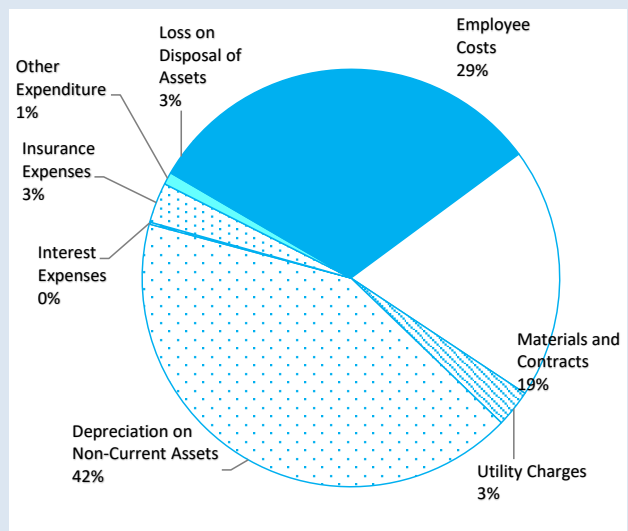
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2021**

SUMMARY GRAPHS

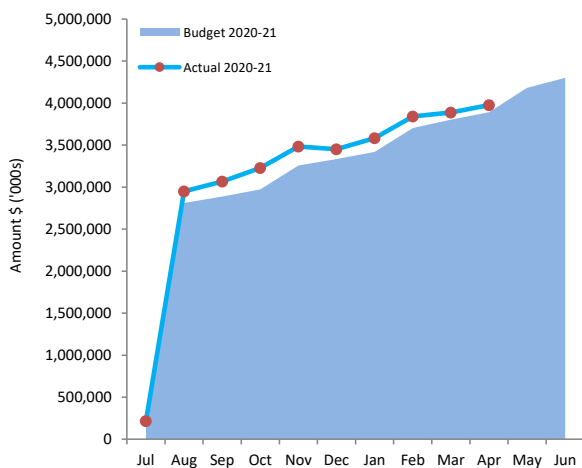
OPERATING REVENUE



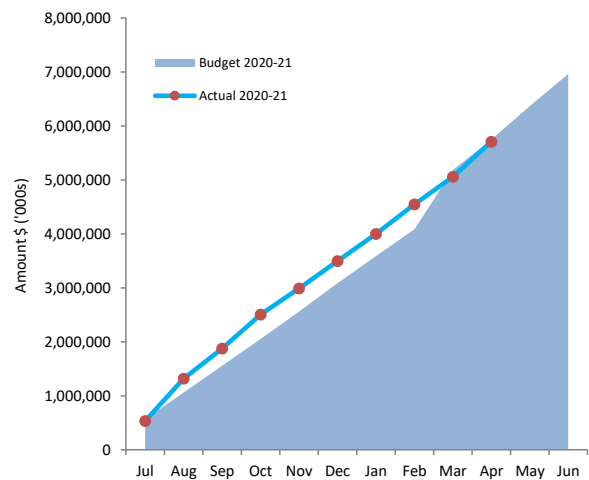
OPERATING EXPENSES



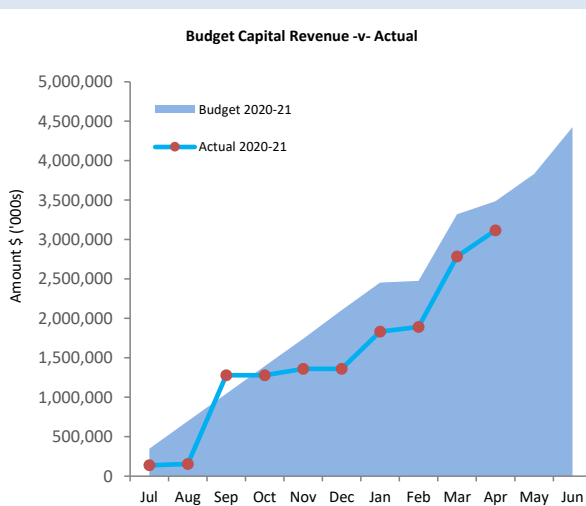
Budget Operating Revenues -v- Actual



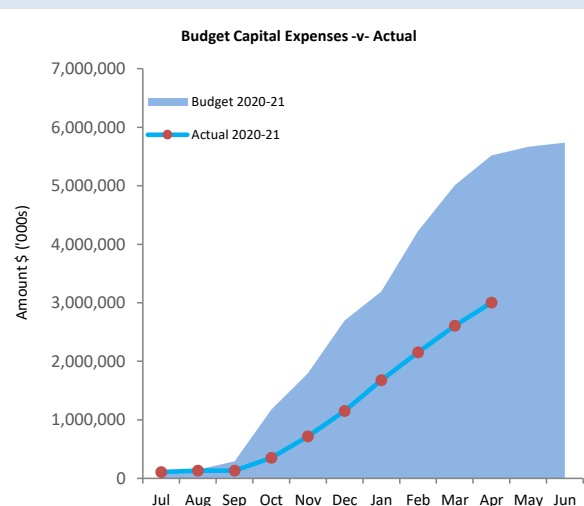
Budget Operating Expenses -v-YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 APRIL 2021**

STATUTORY REPORTING PROGRAMS

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

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

STATUTORY REPORTING PROGRAMS

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	1(b)	1,749,307	1,749,307	1,749,307	0	0%	
Revenue from operating activities							
Governance		3,300	2,750	6,336	3,586	130%	
General Purpose Funding - Rates	5	2,311,004	2,309,095	2,315,669	6,574	0%	
General Purpose Funding - Other		910,346	688,177	682,196	(5,981)	(1%)	
Law, Order and Public Safety		218,797	190,243	184,892	(5,351)	(3%)	
Health		15,879	13,233	16,918	3,685	28%	
Education and Welfare		61,708	51,421	67,213	15,792	31%	▲
Housing		106,108	88,422	83,979	(4,443)	(5%)	
Community Amenities		174,554	145,465	139,588	(5,877)	(4%)	
Recreation and Culture		26,346	21,951	27,763	5,812	26%	
Transport		202,471	154,207	153,461	(746)	(0%)	
Economic Services		209,170	174,312	218,070	43,758	25%	▲
Other Property and Services		61,272	51,050	80,101	29,051	57%	▲
		4,300,955	3,890,326	3,976,186	85,860	2%	
Expenditure from operating activities							
Governance		(712,537)	(575,816)	(512,556)	63,260	11%	▲
General Purpose Funding		(82,738)	(54,532)	(74,468)	(19,936)	(37%)	▼
Law, Order and Public Safety		(372,689)	(310,574)	(267,888)	42,686	14%	▲
Health		(315,980)	(263,317)	(239,889)	23,428	9%	
Education and Welfare		(222,620)	(186,852)	(148,927)	37,925	20%	▲
Housing		(162,773)	(135,647)	(108,310)	27,337	20%	▲
Community Amenities		(512,815)	(427,343)	(365,147)	62,196	15%	▲
Recreation and Culture		(955,540)	(798,256)	(783,621)	14,635	2%	
Transport		(2,880,818)	(2,380,304)	(2,281,189)	99,115	4%	
Economic Services		(683,177)	(568,952)	(645,000)	(76,048)	(13%)	▼
Other Property and Services		(60,117)	(44,912)	(281,116)	(236,204)	(526%)	▼
		(6,961,804)	(5,746,505)	(5,708,111)	38,394	1%	
Operating activities excluded from budget							
Add Back Depreciation		2,822,450	2,352,042	2,395,513	43,471	2%	
Adjust (Profit)/Loss on Asset Disposal	6	(19,889)	(1,657)	164,916	166,573	(10050%)	
Adjust Provisions and Accruals		(65,901)	(5,492)	987	6,479	(118%)	
Amount attributable to operating activities		75,811	488,714	829,491	340,777	(70%)	
Investing Activities							
Non-operating Grants, Subsidies and Contributions		3,923,765	3,269,804	2,647,549	(622,255)	(19%)	▼
Proceeds from Disposal of Assets	6	501,864	418,220	470,259	52,039	12%	▲
Capital Acquisitions	7	(5,736,120)	(5,497,769)	(3,002,432)	2,495,337	45%	▲
Amount attributable to investing activities		(1,310,491)	(1,809,745)	115,376	1,925,121	106%	▲
Financing Activities							
Proceeds from New Debentures		0	0	0	0		
Principal lease payments		(5,069)	(4,224)	(5,040)			
Self-Supporting Loan Principal		37,393	31,161	36,297	5,136	16%	
Transfer from Reserves	9	689,177	574,314	526,900	(47,414)	(8%)	
Repayment of Debentures	8	(98,717)	(82,264)	(73,696)	8,568	10%	
Transfer to Reserves	9	(1,105,000)	(920,833)	(1,095,364)	(174,531)	(19%)	▼
Amount attributable to financing activities		(482,216)	(401,847)	(610,903)	(208,240)	(52%)	
Closing Funding Surplus(Deficit)	1(b)	32,411	26,429	2,083,271	2,057,658	(7783%)	

KEY INFORMATION

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

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

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 30 APRIL 2021

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

BY NATURE OR TYPE

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1(b)	1,749,307	1,749,307	1,749,307	0	0%	
Revenue from operating activities							
Rates	5	2,311,004	2,309,095	2,315,669	6,574	0%	
Operating Grants, Subsidies and Contributions		1,112,258	874,621	862,102	(12,519)	(1%)	
Fees and Charges		456,089	392,233	440,641	48,408	12%	▲
Interest Earnings		49,400	43,817	35,203	(8,614)	(20%)	
Other Revenue		327,273	270,560	317,199	46,639	17%	▲
Profit on Disposal of Assets	6	44,931	0	5,372	5,372		
		4,300,955	3,890,326	3,976,186	85,861	2%	
Expenditure from operating activities							
Employee Costs		(2,234,742)	(1,863,071)	(1,626,096)	236,975	13%	▲
Materials and Contracts		(1,376,923)	(1,114,845)	(1,109,633)	5,212	0%	
Utility Charges		(229,080)	(190,900)	(164,394)	26,506	14%	▲
Depreciation on Non-Current Assets		(2,822,450)	(2,352,047)	(2,395,513)	(43,466)	(2%)	
Interest Expenses		(20,191)	(9,803)	(9,215)	588	6%	
Insurance Expenses		(178,523)	(148,770)	(178,450)	(29,680)	(20%)	▼
Other Expenditure		(74,853)	(67,069)	(54,523)	12,546	19%	▲
Loss on Disposal of Assets	6	(25,042)	0	(170,288)	(170,288)		
		(6,961,804)	(5,746,505)	(5,708,111)	38,394	(1%)	
Operating activities excluded from budget							
Add back Depreciation		2,822,450	2,352,042	2,395,513	43,471	2%	
Adjust (Profit)/Loss on Asset Disposal	6	(19,889)	(1,657)	164,916	166,573	(10050%)	
Adjust Provisions and Accruals		(65,901)	(5,492)	987	6,479	(118%)	
Amount attributable to operating activities		75,811	488,714	829,491	340,778	70%	
Investing activities							
Non-operating grants, subsidies and contributions		3,923,765	3,269,804	2,647,549	(622,255)	(19%)	▼
Proceeds from Disposal of Assets	6	501,864	418,220	470,259	52,039	12%	▲
Capital acquisitions	7	(5,736,120)	(5,497,769)	(3,002,432)	2,495,337	45%	▲
Amount attributable to investing activities		(1,310,491)	(1,809,745)	115,376	1,925,121	(106%)	
Financing Activities							
Principal lease payments		(5,069)	(4,224)	(5,040)			
Self-Supporting Loan Principal		37,393	31,161	36,297	5,136	16%	
Transfer from Reserves	9	689,177	574,314	526,900	(47,414)	(8%)	
Repayment of Debentures	8	(98,717)	(82,264)	(73,696)	8,568	10%	
Transfer to Reserves	9	(1,105,000)	(920,833)	(1,095,364)	(174,531)	(19%)	▼
Amount attributable to financing activities		(482,216)	(401,847)	(610,903)	(208,240)	52%	
Closing Funding Surplus (Deficit)	1(b)	32,411	26,429	2,083,271	2,057,658	7783%	

KEY INFORMATION

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

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

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

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

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

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

PROVISIONS

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

INVENTORIES

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

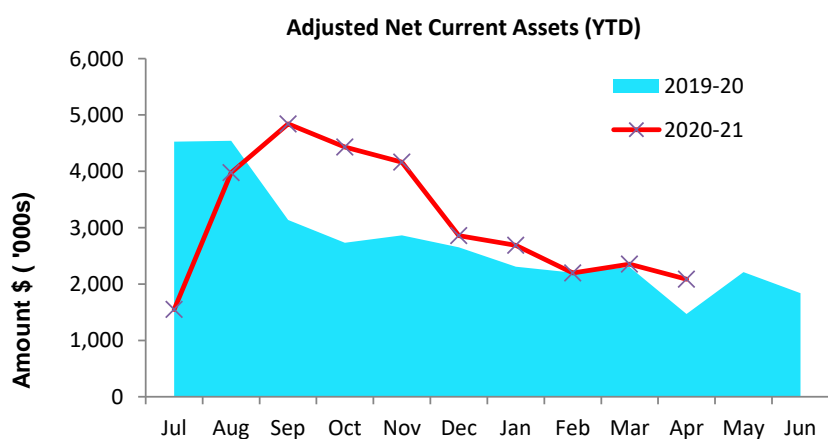
	Ref Note	Last Years Closing 30 June 2020	This Time Last Year 30 Apr 2020	Year to Date Actual 30 Apr 2021
Adjusted Net Current Assets		\$	\$	\$
Current Assets				
Cash Unrestricted	3	1,437,180	2,050,215	2,143,859
Cash Restricted	3	3,646,796	2,933,635	3,660,195
Receivables - Rates	4	233,550	244,815	232,741
Receivables - Other	4	20,244	156,643	266,208
Expected Credit Loss Allowance	4	(12,262)	(18,933)	(12,262)
Financial Assets		37,130	0	0
Prepaid Expenses		18,663	0	4,354
Interest / ATO Receivable		29,928	74,811	45,972
Inventories		4,275	4,514	7,432
		5,415,504	5,445,700	6,348,499
Less: Current Liabilities				
Payables		(412,022)	(929,680)	(475,553)
Provisions - employee		(336,197)	(315,963)	(336,198)
Long term borrowings		(98,154)	(16,736)	(24,457)
		(846,373)	(1,262,379)	(836,208)
Unadjusted Net Current Assets		4,569,131	4,183,321	5,512,291
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(3,091,734)	(2,933,635)	(3,660,195)
Less: Loans receivable		(37,130)	0	0
Add: Lease Liabilities		5,155		
Add: Provisions - employee		205,731	203,331	206,718
Add: Long term borrowings		98,154	16,736	24,457
Adjusted Net Current Assets		1,749,307	1,469,753	2,083,271

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD

Surplus(Deficit)

\$2.08 M

Last Year YTD

Surplus(Deficit)

\$1.47 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**NOTE 2
EXPLANATION OF MATERIAL VARIANCES**

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

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Education and Welfare	15,792	31%	▲	Timing	Profit on Sale of Asset and timing of various Grants and Contributions.
Economic Services	43,758	25%	▲	Timing	Timing of Skeleton Weed Reimbursement and Caravan Park income higher than year to date budget. Standpipes income higher than Budgeted.
Other Property and Services	29,051	57%	▲	Permanent	Parental Leave reimbursement.
Expenditure from operating activities					
Governance	63,260	11%	▲	Timing	Administration Allocated, Integrated Planning and Council Other Expenses Timing.
General Purpose Funding	(19,936)	(37%)	▼	Timing	Administration Allocated.
Law, Order and Public Safety	42,686	14%	▲	Timing	Timing of CESM operating expenses.
Education and Welfare	37,925	20%	▲	Timing	Timing of Independent Living Concept and AKV maintenance. Youth program vacancies.
Housing	27,337	20%	▲	Timing	Timing of Housing Allocated and timing of works on other Housing.
Community Amenities	62,196	15%	▲	Timing	Timing of Town Planning and Badjaling Drain Engineering Advice.
Economic Services	(76,048)	(13%)	▼	Timing	Loss on the Sale of the Factory Units was unbudgeted. Offset by the timing of Skeleton Weed expenses, Tourism Strategy, Caravan Park and Standpipes.
Other Property and Services	(236,204)	(526%)	▼	Timing	Payout of Leave, Parental Leave payments, Plants Costs, PWO Allocation lower than budgeted.
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(622,255)	(19%)	▼	Timing	Timing of Grants.
Proceeds from Disposal of Assets	52,039	12%	▲	Timing	Timing of Disposal of Assets.
Capital Acquisitions	2,495,337	45%	▲	Timing	Timing of Capital Works.

KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

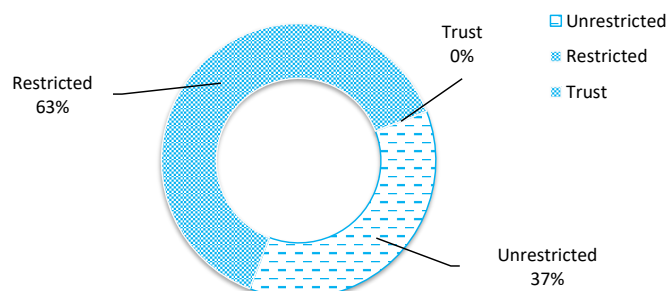
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	650			650			
At Call Deposits							
Municipal Fund	761,587			761,587	Westpac		
Medical Centre	688			688	Westpac		
Child Care Centre	20,354			20,354	Westpac		
Municipal On Call	720,000			720,000	Westpac	0.01%	
Reserve Fund On Call		54,539		54,539	Westpac	0.01%	
Trust Fund			0	0	Westpac		
Term Deposits							
Municipal Investment - Term Deposit	307,833			307,833	Westpac	0.24%	05-Jun-21
Municipal Investment - Term Deposit	304,371			304,371	Westpac	0.23%	03-Jun-21
Reserve Investment - Term Deposit		987,590		987,590	Westpac	0.23%	03-Jun-21
Reserve Investment - Term Deposit		1,036,168		1,036,168	Westpac	0.24%	12-Jul-21
Reserve Investment - Term Deposit		620,635		620,635	Westpac	0.30%	22-May-21
Reserve Investment - Term Deposit		961,262		961,262	Westpac	0.23%	23-Jun-21
Total	2,115,483	3,660,195	0	5,775,677			

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

\$5.78 M

Unrestricted

\$2.12 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates Receivable	30 June 2020	30 Apr 21
	\$	\$
Opening Arrears Previou Year	237,459	231,667
Levied this year	2,489,560	2,488,499
<u>Less</u> Collections to date	(2,495,352)	(2,487,424)
Equals Current Outstanding	231,667	232,741
Net Rates Collectable	231,667	232,741
% Collected	100.23%	99.96%

KEY INFORMATION

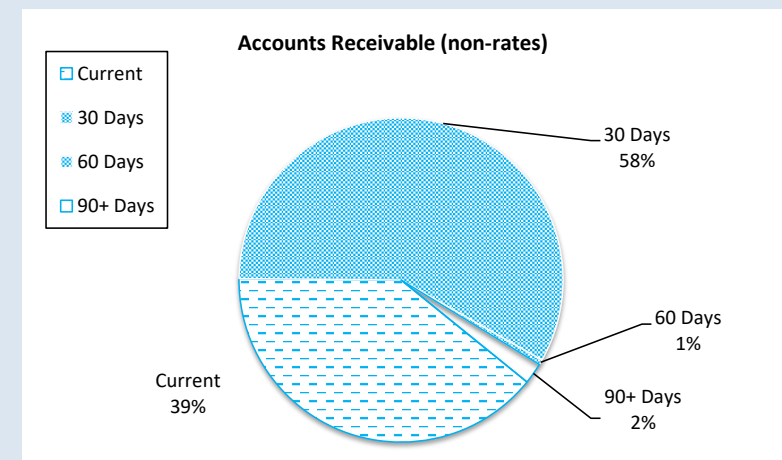
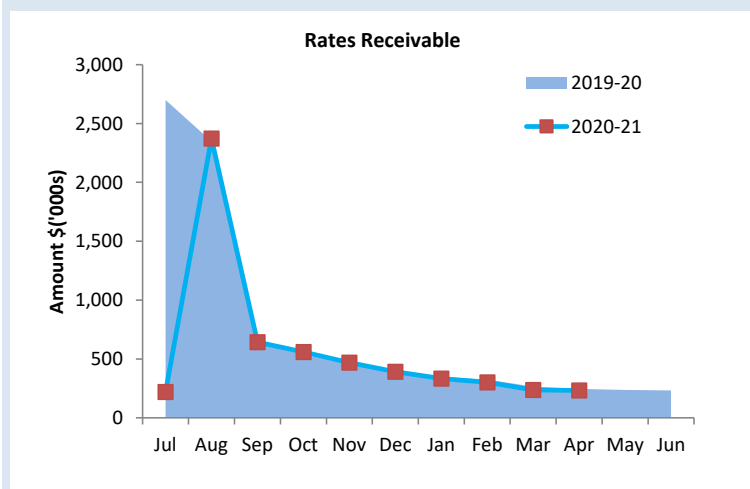
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	117,903	174,192	1,491	6,332	299,918
Percentage	39%	58%	0%	2%	
Balance per Trial Balance					
Sundry debtors					260,479
Loss Allowance					(12,262)
GST receivable					45,972
Pensioner Rebates					5,730
Total Receivables General Outstanding					299,918

Amounts shown above include GST (where applicable)

SIGNIFICANT ACCOUNTING POLICIES

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



Debtors Due
\$299,918
Over 30 Days
61%
Over 90 Days
2%

Collected	Rates Due
100%	\$232,741

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

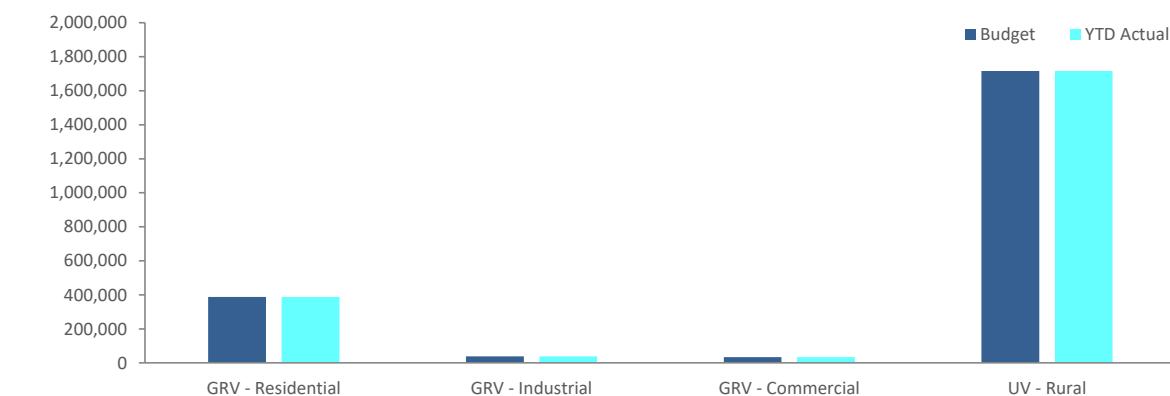
General Rate Revenue

RATE TYPE	Amended Budget						YTD Actual				
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV - Residential	0.135696	315	2,563,032	347,793			347,793	347,793			347,793
GRV - Industrial	0.135696	20	261,785	35,523			35,523	35,523			35,523
GRV - Commercial	0.135696	11	248,376	33,704			33,704	33,704			33,704
UV - Rural	0.011765	361	154,596,500	1,818,828			1,818,828	1,818,829	4,700		1,823,529
GRV - Residential	650	61	66,044	39,650			39,650	39,650			39,650
GRV - Industrial	650	5	6,315	3,250			3,250	3,250			3,250
GRV - Commercial	650	0	0	0			0	0			0
UV - Rural	650	32	1,041,736	20,800			20,800	20,800			20,800
Sub-Totals		805	158,783,788	2,299,548	0	0	2,299,548	2,299,549	4,700	0	2,304,249
Write Offs							(700)				(736)
Amount from General Rates							2,298,848	2,299,549			2,303,513
Ex-Gratia Rates							12,156	12,156			12,156
Total General Rates							2,311,004	2,311,705			2,315,669

SIGNIFICANT ACCOUNTING POLICIES

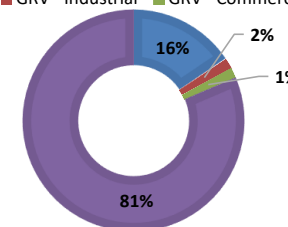
Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

KEY INFORMATION



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

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

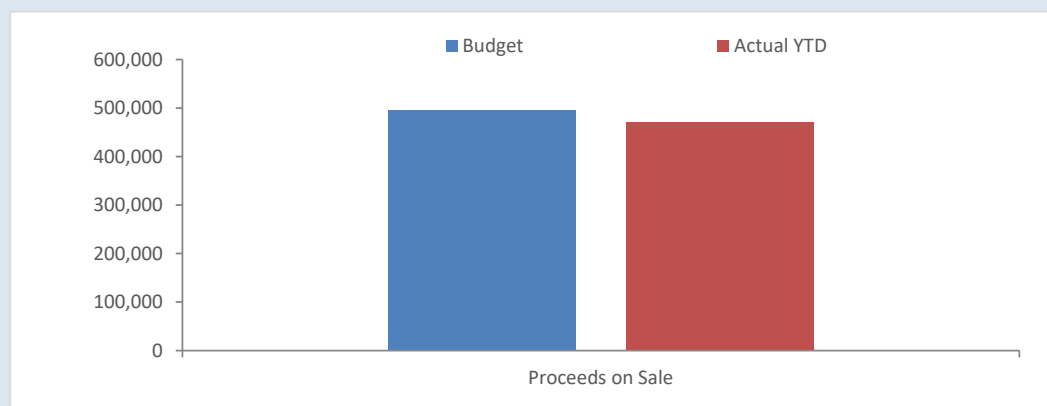


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS**

Asset Description	Amended Budget				YTD Actual			
	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
	\$	\$	\$	\$	\$	\$	\$	\$
2018 Holden Acadia LTZ	35,664	32,000		(3,664)	34,894	36,364	1,469	
2018 Holden Colorado P/Up 4x4	32,328	28,500		(3,828)	31,767	27,531		4,236
Caterpillar 12M	117,191	160,000	42,809			150,000		
Case 580SK Backhoe	22,550	5,000		(17,550)				
Cherry Picker	2,878	5,000	2,122					
Land held for resale	35,000	35,000						
Community Car					12,461	16,364	3,903	
Factory Units	230,000	230,000	0		406,052	240,000		166,052
	475,611	495,500	44,931	(25,042)	485,174	470,259	5,372	170,288

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$495,500	\$470,259	95%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

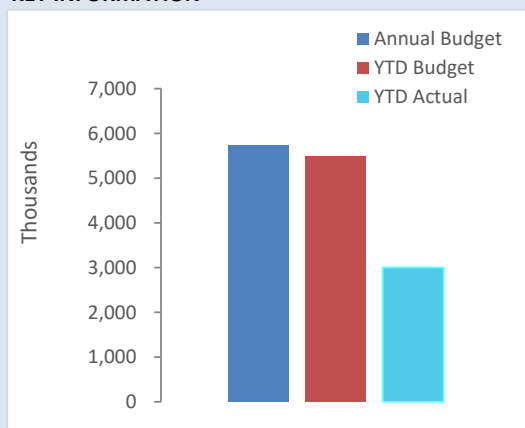
Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land	200,000	200,000	32,810	(167,190)
Buildings	754,319	572,389	279,667	(292,722)
Plant & Equipment	567,780	567,780	159,939	(407,841)
Furniture & Equipment	38,610	38,610	11,299	(27,311)
Infrastructure - Roads	3,049,301	3,021,401	2,164,619	(856,782)
Infrastructure - Footpaths	90,000	75,000	4,739	0
Infrastructure - Other	1,036,110	1,022,589	349,359	(673,230)
Capital Expenditure Totals	5,736,120	5,497,769	3,002,432	(2,425,076)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	3,923,765	3,269,804	2,647,549	(622,255)
Borrowings	0	150,000	0	(150,000)
Other (Disposals & C/Fwd)	501,864	418,220	470,259	52,039
Cash Backed Reserves				
Plant Reserve	327,900	326,900	326,900	0
Swimming Pool Reserve	0	0	0	0
Building Reserve	120,750	100,000	0	(100,000)
Health Reserve	200,000	0	-200,000	(200,000)
Road Infrastructure Reserve	0	0	0	0
Contribution - operations	661,841	1,232,845	(242,276)	(1,475,121)
Capital Funding Total	5,736,120	5,497,769	3,002,432	(2,495,337)

SIGNIFICANT ACCOUNTING POLICIES

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

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











KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$5.74 M	\$3.00 M	52%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$3.92 M	\$2.65 M	67%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion		Amended				Variance (Under)/Over
		Account Number	Annual Budget	YTD Budget	YTD Actual	
	Capital Expenditure					
	Land					
16%	 Industrial Lots Phase 1	2601	200,000	200,000	32,810	(167,190)
16%	 Total		200,000	200,000	32,810	(167,190)
	Buildings					
15%	 Caravan Park Units	9596	106,300	106,300	15,560	(90,740)
10%	 Caretaker Cottage	9597	273,310	171,300	26,539	(144,761)
9%	 Youth Centre Upgrades	9576	133,780	78,780	11,907	(66,873)
99%	 Town Hall Building Upgrades	9531	132,020	107,100	130,162	23,062
91%	 Arthur Kelly Roofing	9537	78,520	78,520	71,383	(7,137)
74%	 Caravan Park Cabins Safety Works	9546	24,270	24,270	17,998	(6,272)
100%	 Caravan Park Cabins Cabins Rentention Payment	9546	6,119	6,119	6,119	0
37%	 Total		754,319	572,389	279,667	(292,722)
	Plant & Equipment					
99%	 CEO Vehicle	9000	45,300	45,300	44,891	(409)
98%	 EMWS Vehicle	9702	45,000	45,000	44,258	(742)
0%	 Grader	9007	360,000	360,000	-	(360,000)
0%	 Second Hand Loader	9703	35,000	35,000	-	(35,000)
100%	 Cherry Picker	9755	46,400	46,400	46,400	-
0%	 Slasher	9756	12,000	12,000	-	(12,000)
101%	 Hospital Auxillary Vehicle	9738	24,080	24,080	24,390	310
28%	 Total		567,780	567,780	159,939	(407,841)
	Furniture & Equipment					
41%	 Fire Brigade IT and other Equipment	9760	27,310	27,310	11,299	(16,011)
0%	 New Computers	9306	11,300	11,300	-	(11,300)
0%	 Total		38,610	38,610	11,299	(27,311)
	Infrastructure - Roads					
84%	 Heal Street Parking	C196	170,000	170,000	143,392	(26,608)
0%	 The Groves Access	C190	18,006	18,006	-	(18,006)
107%	 AKV Road Upgrade	C195	139,500	139,500	149,573	10,073
77%	 Balkuling North Road Resealing	C194	81,711	81,711	63,185	(18,526)
93%	 Goldfields Road Reconstruction	C167	444,870	444,870	415,392	(29,478)
101%	 Goldfields Road Reseal	1C167	78,750	78,750	79,150	400
0%	 Mount Stirling Road Reseal	T012	27,900	-	-	-
39%	 Old Beverley East Road	C006	373,742	373,742	146,881	(226,861)
0%	 Quairading-Cunderdin WSNF Stg 2 Design	WSFN3	25,000	25,000	-	(25,000)
84%	 Quairading-Cunderdin WSNF	WSFN2	1,325,852	1,325,852	1,119,582	(206,270)
16%	 Stacey Bus Road Resheeting	C191	28,700	28,700	4,645	(24,055)
14%	 Badjaling Nth Road Resheeting	C192	204,120	204,120	28,682	(175,438)
11%	 Pannell Road Resheeting	C193	131,150	131,150	14,137	(117,013)
71%	 Total		3,049,301	3,021,401	2,164,619	(856,782)
	Infrastructure - Footpaths					
5%	 McLennan Street	F002	90,000	75,000	4,739	(70,261)
5%	 Total		90,000	75,000	4,739	-
	Infrastructure - Other					
104%	 Hockey Oval Lighting	9839	84,020	81,500	87,085	5,585
74%	 Swimming Pool Solar System	9840	42,520	45,040	31,521	(13,519)
91%	 Oval Floodlights	9837	123,150	123,150	112,466	(10,684)
2%	 Community Park	9838	620,000	606,480	14,352	(592,128)
86%	 Shire Hall - Lighting Upgrade	9531	20,000	20,000	17,255	(2,745)
99%	 Boundary Signage	9598	5,900	5,900	5,847	(53)
0%	 Generator - Parker House	9590	10,000	10,000	-	(10,000)
104%	 Shade Sail Pool	9553	18,000	18,000	18,757	757
50%	 Sub Meters	9554	5,000	5,000	2,500	(2,500)
72%	 Hall Car Park Design	9829	10,000	10,000	7,180	(2,820)
94%	 Pool Blankets	9841	12,500	12,500	11,788	(712)
48%	 Airstrip	9820	85,020	85,019	40,609	(44,410)
34%	 Total		1,036,110	1,022,589	349,359	(673,230)
52%	 Total		5,736,120	5,497,769	3,002,432	(2,425,076)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Information on Borrowings Particulars	2019/20	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport									
Loan 118 - Depot Building	388,767			23,271	46,896	365,496	341,871	5,751	15,292
Economic Services									
Loan 119 - Park Cottages	143,014			14,128	14,128	128,886	128,886	1,881	2,178
	531,781	0	0	37,399	61,024	494,382	470,757	7,632	17,470
Self supporting loans									
Recreation and Culture									
Loan 115 - Bowling Club	44,177			35,481	36,046	8,696	8,131	1,323	2,324
Loan 117 - Golf Club	4,899			816	1,647	4,083	3,252	260	257
	49,076	0	0	36,297	37,693	12,779	11,383	1,583	2,581
Total	580,857	0	0	73,696	98,717	507,161	482,140	9,215	20,051

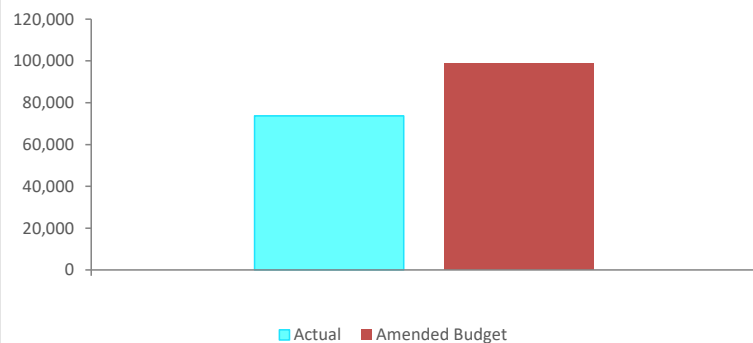
SIGNIFICANT ACCOUNTING POLICIES

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.

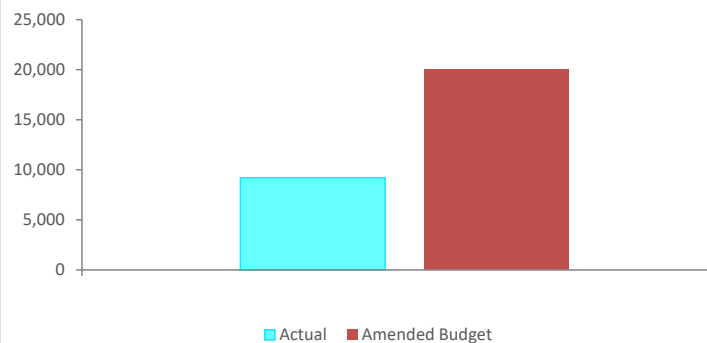
KEY INFORMATION

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

\$73,696

Interest Expense

\$9,215

Loans Outstanding

\$0.51 M

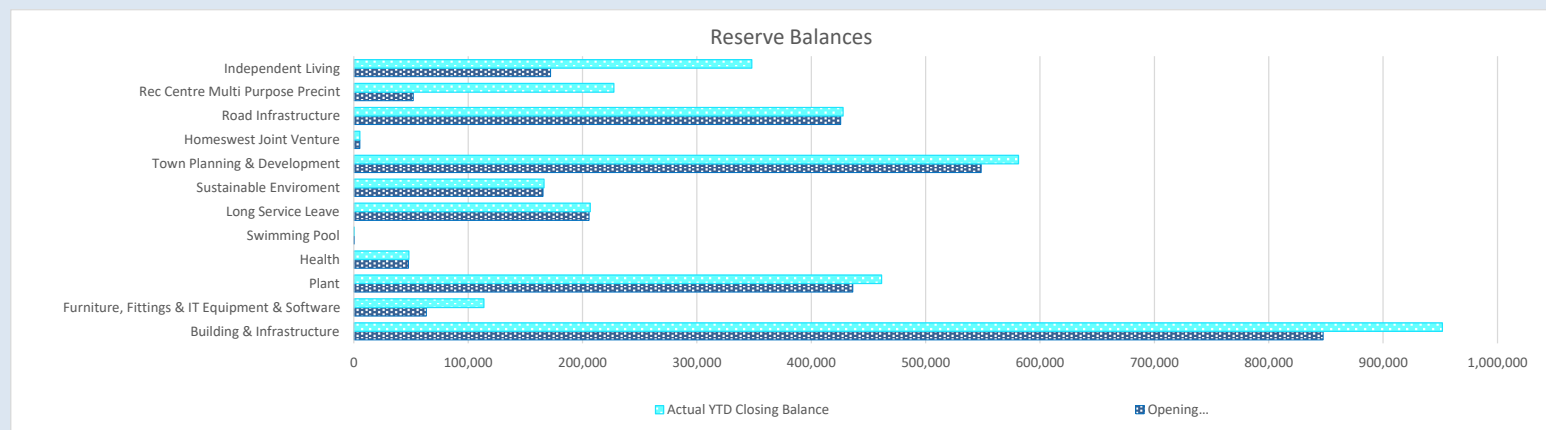
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**OPERATING ACTIVITIES
NOTE 9
RESERVES**

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Building & Infrastructure	847,541	6,894	4,184	100,000	100,000	(120,750)		833,685	951,725
Furniture, Fittings & IT Equipment & Software	63,451	516	315	50,000	50,000			113,967	113,766
Plant	436,314	3,501	2,093	350,000	350,000	(327,900)	(326,900)	461,915	461,507
Health	47,871	389	230					48,260	48,101
Swimming Pool	262	2	1					264	263
Long Service Leave	205,731	1,672	987			(40,527)		166,876	206,718
Sustainable Environment	165,520	1,345	794					166,865	166,314
Town Planning & Development	548,624	4,406	2,632	230,000	230,000	(200,000)	(200,000)	583,030	581,256
Homeswest Joint Venture	5,238	43	25					5,281	5,263
Road Infrastructure	425,771	3,448	2,042					429,219	427,813
Rec Centre Multi Purpose Precint	51,986	423	452	175,000	175,000			227,409	227,438
Building Renewal	121,416	977	582					122,393	121,998
Independent Living	172,006	1,384	1,027	175,000	175,000			348,390	348,033
	3,091,731	25,000	15,364	1,080,000	1,080,000	(689,177)	(526,900)	3,507,554	3,660,195

KEY INFORMATION



Interest Earned

\$15,364

Reserves Bal

\$3.66 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

NOTE 10
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	Amended			Variance (Under)/Over
	Annual Budget	YTD Budget	YTD Actual	
Operating grants, subsidies and contributions				
Federal Assistance Grants	854,746	641,061	641,059	(2)
MRWA Direct Road Grant	137,540	137,540	137,540	0
NRM Grant	17,020	14,183	0	(14,183)
Adverse Event Plan (Community Drought)	15,000	12,500	0	(12,500)
Fire Prevention Grants	47,480	35,610	44,037	8,427
Staff Contributions to Vehicle	17,472	14,560	12,048	(2,512)
Medical Practice Grants and Contributions	15,000	12,500	15,356	2,856
Youth Centre Grants	8,000	6,667	8,348	1,681
Australia Day Grant	0	0	1,100	1,100
Childcare Centre Grants	0	0	2,614	2,614
Operating grants, subsidies and contributions Total	1,112,258	874,621	862,102	-12,519
Non-operating grants, subsidies and contributions				
Roads to Recovery/ MRWA Regional Road Group	700,336	583,613	642,078	58,465
WA Freight Network	1,241,949	1,034,958	1,044,949	9,992
Community Roads and Infrastructure	393,970	328,308	196,674	-131,634
Community Drought Funding	981,500	817,917	700,000	-117,917
DFES Capital Grant	27,310	22,758	27,310	4,552
Community Park Grants and Contributions	525,000	437,500	0	-437,500
Shire Lighting Upgrade Contribution	7,500	6,250	7,500	1,250
Regional Airports Development Scheme	38,484	32,070	29,038	-3,032
Hospital Auxillary Vehicle	7,716	6,430	0	-6,430
Non-operating grants, subsidies and contributions Total	3,923,765	3,269,804	2,647,549	-622,255
Grand Total	5,036,023	4,144,425	3,509,651	(634,774)

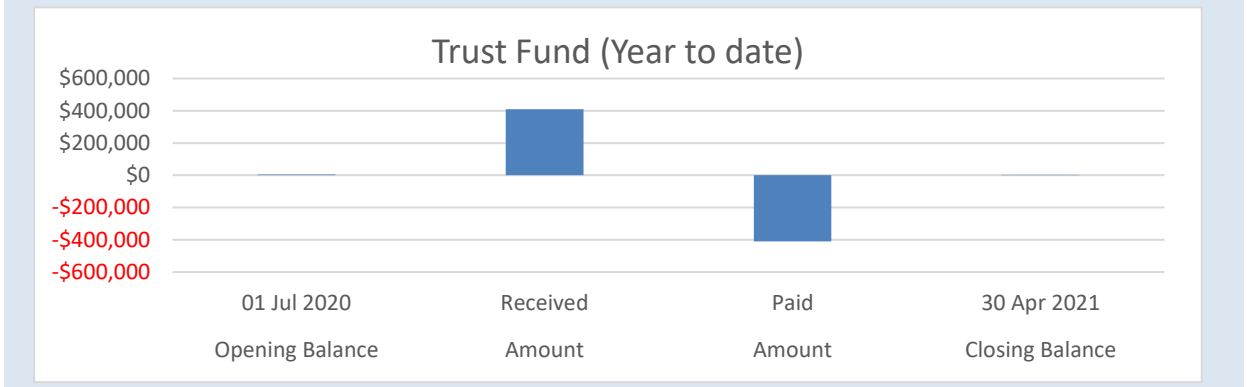
KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**NOTE 11
TRUST FUND**

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

Description	Opening Balance 01 Jul 2020	Amount Received	Amount Paid	Closing Balance 30 Apr 2021
Department of Transport	\$3,899	\$410,077	-\$410,893	\$3,082
	\$3,899	\$410,077	-\$410,893	\$3,082



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**NOTE 12
BUDGET AMENDMENTS**

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

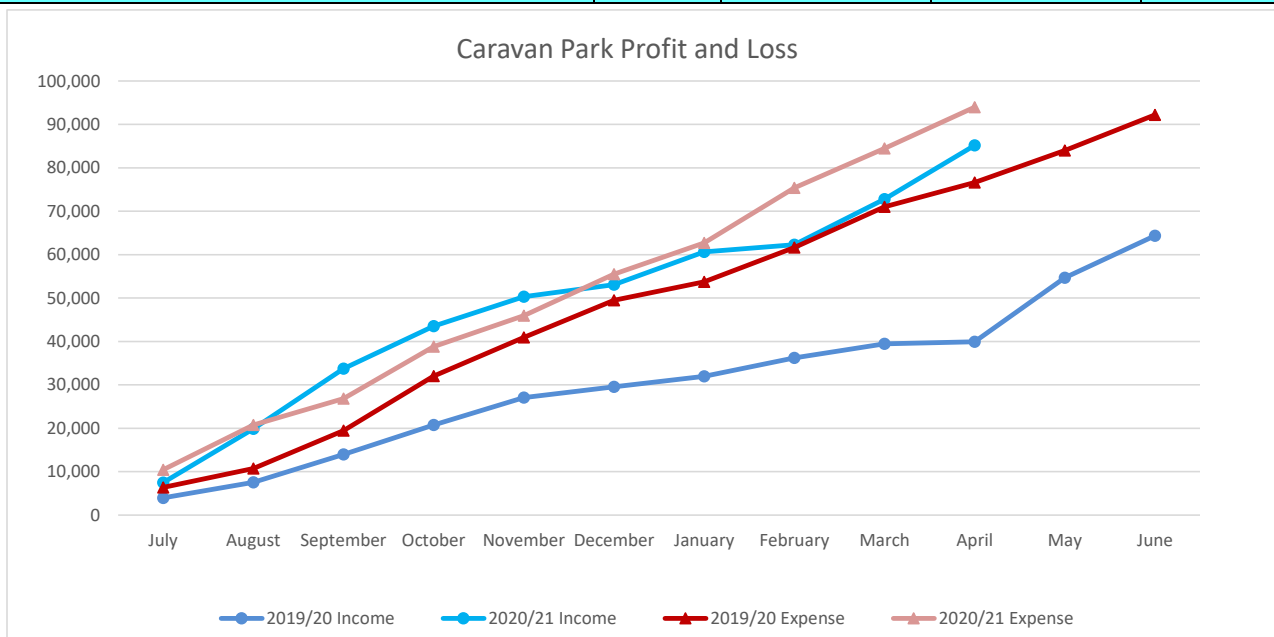
GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Opening Surplus				128,145
	Caravan Park Cabins Retention	19-20/21	Capital Expenses			6,119	122,026
	Purchase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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**NOTE 13
CARAVAN PARK**

Caravan Park Profit and Loss	YTD Bookings/ Stays	YTD Actual	Current Budget	VAR %
INCOME				
Caravan Park Charges	533	\$34,918	\$36,000	97%
Cottage Charges	22	\$3,941	\$3,000	131%
Cabins Charges	183	\$46,300	\$47,000	99%
TOTAL INCOME	738	\$85,159	\$86,000	99%
EXPENDITURE		YTD Actual	Current Budget	VAR %
Caravan Park				
Wages inc O/H		\$40,662	\$53,668	76%
Materials & Insurance		\$11,156	\$7,691	145%
Utilities		\$9,107	\$13,000	70%
Caravan Park Total		\$60,925	\$74,359	82%
Cottage				
Wages inc O/H		\$3,831	\$2,964	129%
Materials & Insurance		\$1,726	\$2,507	69%
Utilities		\$886	\$1,500	59%
Cottage Total		\$6,443	\$6,971	92%
Cabins				
Wages inc O/H		\$18,384	\$45,314	41%
Materials & Insurance		\$4,526	\$9,000	50%
Utilities		\$3,678	\$7,032	52%
Cabins Total		\$26,588	\$61,346	43%
TOTAL EXPENDITURE		\$ 93,956	\$ 142,676	66%
Income		\$ 85,159	\$ 86,000	99%
Expenses		\$ 93,956	\$ 142,676	66%
		-\$ 8,797	-\$ 56,676	16%



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**NOTE 14
RATIO'S**

	2021	This Time	2020	2019	2018	2017	Target Range
	YTD	Last Year					
Current Ratio	4.27	2.55	4.71	6.00	0.93	1.29	≥1.00
Debt Service Cover Ratio	5.66	12.02	15.02	19.61	16.98	41.90	≥ 15.0
Operating Surplus Ratio	(0.56)	(0.19)	(0.36)	0.01	(0.24)	(0.43)	≥0.15
Own Source Revenue Coverage Ratio	0.55	0.83	0.50	0.77	0.69	0.46	≥0.90

The above ratios are calculated as follows:

Current Ratio equals	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$
Debt Service Cover Ratio	$\frac{\text{Annual Operating Surplus before Interest and Depreciation}}{\text{Principal and Interest}}$
Operating Surplus Ratio	$\frac{\text{Operating Revenue minus Operating Expenses}}{\text{Own Source Operating Revenue}}$
Own Source Revenue Coverage Ratio	$\frac{\text{Own Source Operating Revenue}}{\text{Operating Expenses}}$

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 Proposed Rectification of Boundaries of Reserve 14171 –Pikaring West Nature Reserve

Meeting Date	27 th May 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Letter from Shire of Quairading supporting proposal 2012 (ii) Inquiry Map - Option 1 (Land Exchange) (iii) Inquiry Map - Option 2 (Purchase only) (iv) Inquiry Map - Option 3 (re-fence)
Owner/Applicant	Department of Planning, Lands and Heritage
Disclosure of Interest	CEO - Nil

OFFICER RECOMMENDATION

MOVED _____ SECONDED _____

That Council: -

- Note the Advice from the Department of Planning, Lands and Heritage on its intention to adjust the Boundaries of Reserve 14171 – Pikaring West Nature Reserve and to include it with A Class Reserve 23141.
- Reaffirm its support from March 2012 for the proposed amalgamation of the 2 Conservation Reserves as proposed by the Department of Biodiversity, Conservation and Attractions (DBCA)
- Notes the DPLH are negotiating with the Owners of Location 25371 on the adjustment of the Western boundary of Reserve 14171 which, depending on the outcome, may result in a joint proposal with the Shire of Bruce Rock to the Local Government Advisory Board to adjust the Shire Boundary with the Shire of Bruce Rock.
- Notes that the constructed Old Beverley East Road is within Reserve 14171 and declares that the section of the Old Beverley East Road (shaded in Blue in the DPLH Plan dated 3/3/2021) as a Road under Section 56 of the Land Administration Act 1997
- Pursuant to Section 56(4) of the Land Administration Act 1997 Council indemnify the State of WA and the Minister for Lands for any claims of compensation as result of the Road Dedication.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Reserve 14171 lies both in the Shire of Bruce Rock and the Shire of Quairading.
- The Department of Biodiversity, Conservation and Attractions proposes to amalgamate Reserve 14171 (in both the Shires of Bruce Rock and Quairading) with A Class Reserve 23141 (fully in the Shire of Quairading).
- Council previously supported the two Reserves being amalgamated.

- In the process of the amalgamation, DBCA and DPLH wish to correct historic incursions into Reserve 14171, being Cropping from the adjoining Location 25371 to the West and the constructed Old Beverley East Road in the Northern section of the Reserve.
- The Shire Boundary with the Shire of Bruce Rock will be impacted by the adjustments to Reserve 14171 and potentially the removal of Old Beverley East Road Reserve from the Conservation Reserve.
- DPLH is liaising with the adjoining landowner who holds land in both Shires.
- Both Councils to dedicate the land on which Old Beverley East Road sits as a Road under the Land Administration Act.
- Subject to the outcome of the Department's negotiations with the adjoining landowner, an adjustment to the Shire Boundary will be required.

MATTER FOR CONSIDERATION

Proposal to amalgamate Reserve 14171 into A Class Reserve 23141 (in the Shire of Quairading).

Correction of Reserve Boundary.

Dedication of Land as "Road".

BACKGROUND

The Department of Planning, Lands & Heritage (DPLH) recently contacted the Shire advising that it is currently considering a proposal from the Department of Biodiversity, Conservation and Attractions (DBCA) for the rectification of the boundaries of the Water and Rivers Commission Surplus Reserve 14171 which is located within the Shires of Quairading and Bruce Rock.

It is eventually proposed to add Reserve 14171 into the 'A Class' Reserve 23141, known as Pikaring West Nature Reserve, located to the north of Reserve 14171.

Reserve 23141 is located entirely within the Shire of Quairading and is managed by the Conservation Commission of Western Australia for the purpose of 'Conservation of Flora and Fauna'.

Council at its March 2012 Ordinary Council Meeting resolved as follows: -

Council advise the Department of Environment and Conservation that Council has no objections to Reserve No 14171 (40.5 hectares in Area) being incorporated into the existing Pikaring West Nature Reserve (Reserve No 23141).

DPLH advise "that before progressing with the 'A Class' amendment it is first proposed to resolve issues with the Reserve boundary, including the dedication of a constructed road and the rectification of lot boundaries with the adjoining freehold lots being Lot 25371 on Deposited Plan 164836 and Lot 23845 on Deposited Plan 151246.

At this stage, the Department is considering three options to rectify the freehold boundary with Reserve 14171:

Option 1 – Entering into a Land Exchange Agreement with the Landowner of Lots 25371 and 23845.

- Approximately 1.7435ha will be excised from Reserve 14171 and added into Lot 25371 on Deposited Plan 164836 pursuant to section 87 of the *Land Administration Act 1997* (LAA).
- Approximately 4.5910ha will be excised from Lot 23845 on Deposited Plan 151246 and back to the State pursuant to section 152 of the *Planning and Development Act 2005* (P&D Act). This land will be added into Reserve 14171.
- The Land Exchange option will require a Form 1A Freehold Subdivision process.

Option 2 – The Landowner of Lot 25371 purchasing portion of Reserve 14171.

- Approximately 1.7435ha will be excised from Reserve 14171 and added into Lot 25371 on Deposited Plan 164836 pursuant to section 87 of the LAA.
- This option will not require a Form 1A Freehold Subdivision process.

Option 3 – The Landowner of Lot 25371 re-fences Lot 25371 to the correct lot boundary

- No actions will be involved other than those involving purely crown land.

Further advice will be provided to the Shire when DPLH has more clarity on how it is decided to proceed."

In addition to the above issue, DBCA has proposed to dedicate the constructed road located in the north of Reserve 14171, which is partially located within the Shire of Quairading and partially in the Shire of Bruce Rock. The portion within the Shire of Quairading is shown in blue on the attached Inquiry Maps.

The road will be dedicated under section 56 of the LAA, meaning that both Local Governments will be required to meet the requirements of section 56 of the LAA. This includes:

1. A Council Resolution where Council resolves to dedicate the road under section 56 of the LAA.
2. A statement of indemnifying the State of WA and the Minister for Lands under section 56(4) of the LAA for any claims of compensation as result of the Road Dedication.

"As well as providing undertaking the required sections under section 56 of the LAA (assuming the Shire wishes to proceed with road dedication), it would be greatly appreciated if the Shire could advise whether they have any further comments on the proposed changes to Reserve 14171 and the surrounding lot boundaries."

DPLH notes that Council previously advised DBCA (then DEC) in 2012, that Council supported the proposal to transfer the management of Reserve 14171 (see attachment), however the Department considers this consent out of date and it also it does not appear that the road dedication was addressed in 2012.

STATUTORY ENVIRONMENT

Local Government Act 1995

Schedule 2.1 – Provisions about creating, changing the boundaries of, and abolishing districts

Land Administration Act 1997

56. Dedication of land as road

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

- (a) land is reserved or acquired for use by the public, or is used by the public, as a road under the care, control and management of the local government; or
- (b) in the case of land comprising a private road constructed and maintained to the satisfaction of the local government –

(i) the holder of the freehold in that land applies to the local government, requesting it to do so; or

(ii) those holders of the freehold in rateable land abutting the private road, the aggregate of the rateable value of whose land is greater than one half of the rateable value of all the rateable land abutting the private road, apply to the local government, requesting it to do so;

or

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

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

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

POLICY IMPLICATIONS

There are no policy implications with this report.

FINANCIAL IMPLICATIONS

No Financial implication for the Road Dedication process however there may be minor expenses for the drafting of Boundary adjustment plans. This can be accommodated on a shared basis with the Shire of Bruce Rock.

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

Natural Environment Objective: To preserve and sustain our natural environment

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

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

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

DPLH are liaising with the relevant landholder and the Shire of Bruce Rock.

CEO has corresponded with the CEO of the Shire of Bruce Rock on the issue to ensure a uniform approach is being taken by both local governments.

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

Financial - Risk Matrix Rating is assessed as Low

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. State Government Departments have approached Council on the amendment to Reserve No 14171 and for the Reserve to be incorporated into A Class Reserve 23141. Correction of a historical situation where Old Beverley East Road is constructed within Reserve 14171 in both Shires.

Operation – Risk Matrix Rating is assessed as Low. The proposal and any future Shire Boundary adjustment will be administered within Council's current structure and resources.

Natural Environment – Risk Matrix Rating is assessed as Low. The proposal from DBCA to combine the two Reserves into one A Class Reserve will strengthen the Conversation Value of the Reserves. Road dedication will not impact any further on the Reserves.

COMMENT

Larger versions of the Plans will be displayed at the meeting.



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Page 95 of 150
c.s.
eA67170

Shire of Quairading

10 Jennaberring Road, Quairading WA 6383 ~ P.O. Box 38, Quairading WA 6383
Telephone (08) 9645 1001 ~ Fax (08) 9645 1126

All correspondence to be addressed to Chief Executive Officer

Your Ref:

Our Ref:

RESERVE 14171

GAF: CAS

2nd April 2012

Ms Nicola Mincham
Department of Environment & Conservation
Parks and Visitor Services Division
Locked Bag 104
BENTLEY DELIVERY CENTRE WA 6983

Dear Nicola

Proposed Management of Reserve 14171 – Shire of Quairading

I refer to your letter dated 14th March 2012 requesting Council support for the addition of Reserve 14171 to Pikaring West Nature Reserve (Class A, Reserve no. 231141).

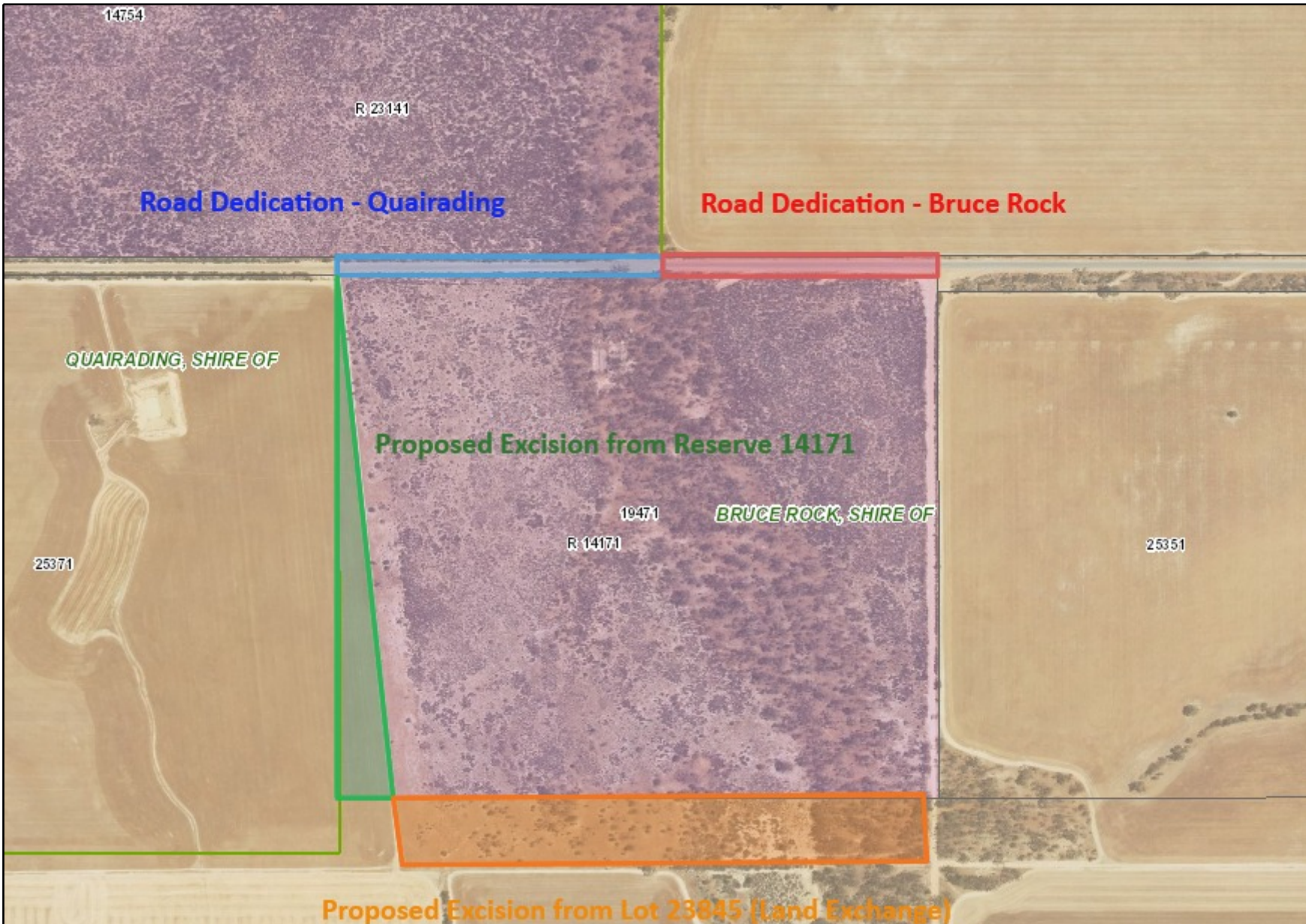
Council wishes to advise that it has resolved to support your request to transfer Reserve 14171 to the Conservation Commission of Western Australia for addition to Pikaring West Nature Reserve (Class A, Reserve No. 23141).

Should you require any further information, please feel free to contact this office.

Yours faithfully

GRAEME A FARDON
Chief Executive Officer





- Legend**
- Local Government Area
 - Cadastre (View 1)
 - Land Tenure Small Scale ALL
 - Crown Allotment (Type 2)
 - Land Tenure Small Scale 64K
 - Crown Allotment (Type 2)
 - Public Road
 - Reserve
 - Land Tenure Small Scale 16K
 - Public Road

Notes:

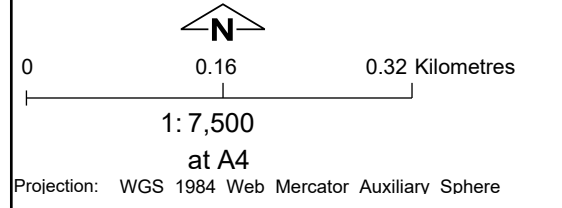
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* This map is not intended for measurement purposes.

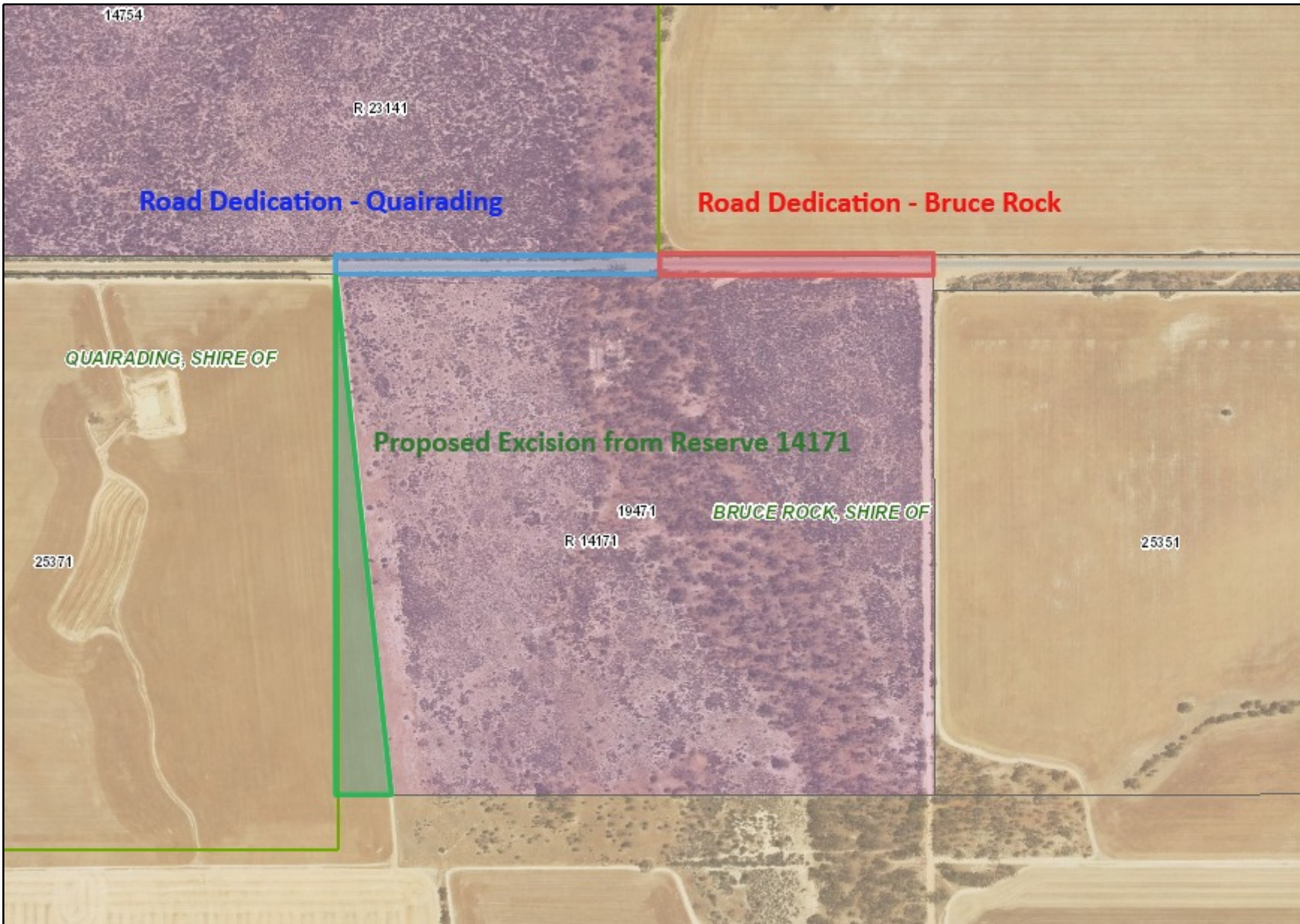
Proposed Tenure Arrangements - Option 1

DPLH BUSINESS USE ONLY

Internal Spatial Viewer



Date produced: **03-Mar-2021**



Legend

- Local Government Area
- Cadastre (View 1)
- Land Tenure Small Scale ALL
 - Crown Allotment (Type 2)
- Land Tenure Small Scale 64K
 - Crown Allotment (Type 2)
 - Public Road
 - Reserve
- Land Tenure Small Scale 16K
 - Public Road

Notes:

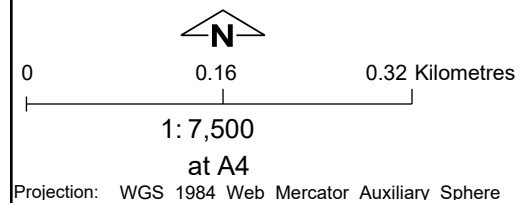
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* This map is not intended for measurement purposes.

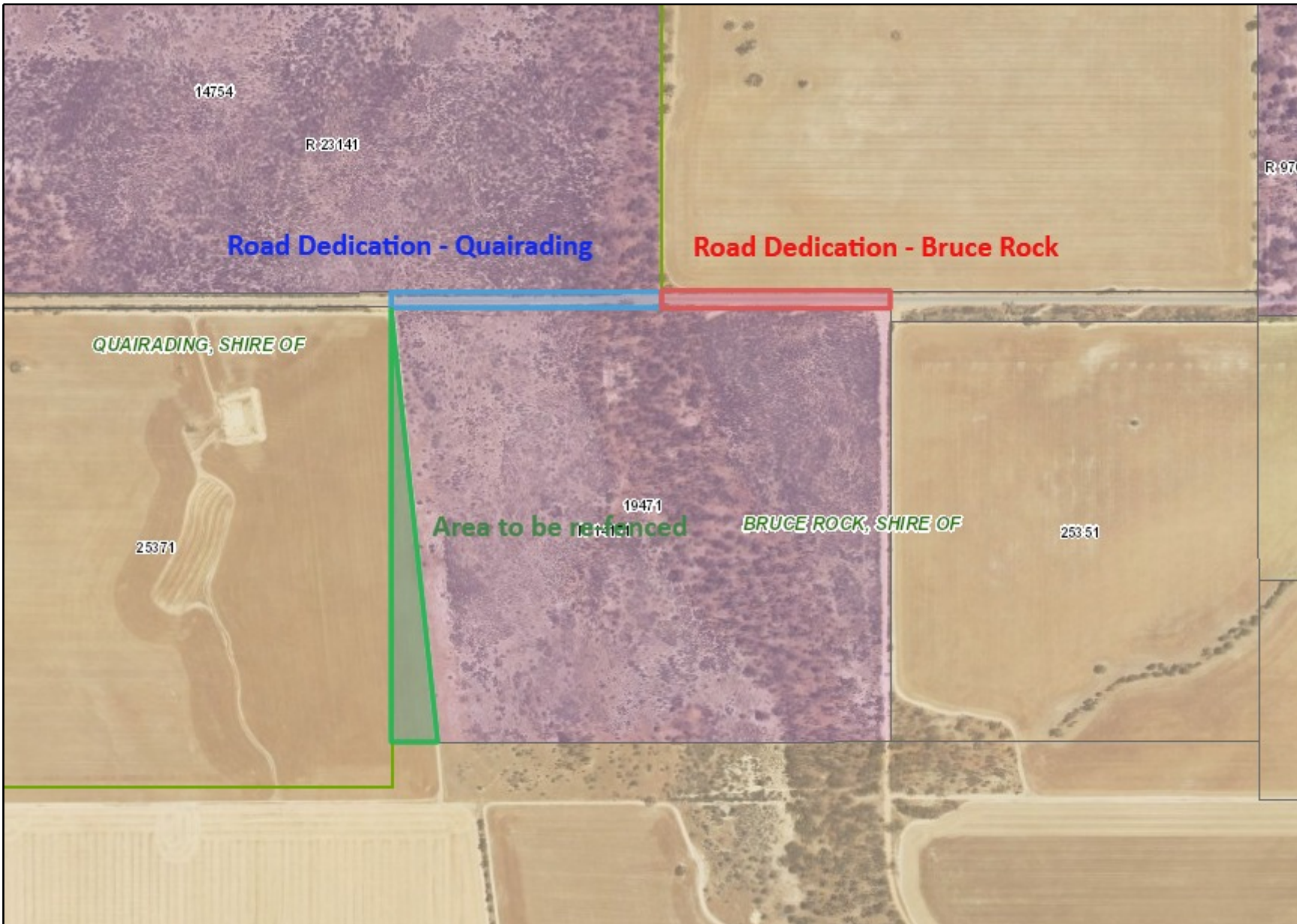
Proposed Tenure Arrangements - Option 2

DPLH BUSINESS USE ONLY

Internal Spatial Viewer



Date produced: **03-Mar-2021**



Legend

- Local Government Area
- Cadastre (View 1)
- Land Tenure Small Scale ALL**
 - Crown Allotment (Type 2)
- Land Tenure Small Scale 256K**
 - Crown Allotment (Type 2)
 - Lot on Survey (Type 1)
 - Reserve
- Land Tenure Small Scale 64K**
 - Crown Allotment (Type 2)
 - Public Road
 - Reserve
- Land Tenure Small Scale 16K**
 - Public Road

Notes:

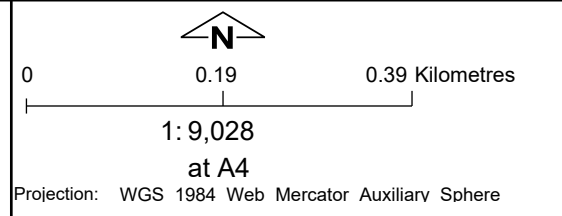
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* This map is not intended for measurement purposes.

Proposed Tenure Arrangements - Option 3

DPLH BUSINESS USE ONLY

Internal Spatial Viewer



Date produced: **03-Mar-2021**

10.2 CEO Recruitment and Selection Advisory Panel

Meeting Date	27 th May 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) CEO Recruitment Schedule (ii) CEO Recruitment and Selection Advisory Panel Terms of Reference (iii) Draft Chief Executive Officer Position Description (iv) CEO Survey Report - Shire of Quairading – Under separate cover
Owner/Applicant	CEO & Shire President
Disclosure of Interest	CEO - Nil

OFFICER RECOMMENDATION

MOVED _____ SECONDED _____

That Council: -

1. Endorse the proposed timelines for the CEO's recruitment process;
2. Appoint the Shire President Cr Wayne Davies, Deputy Shire President Cr Jo Haythornthwaite, Cr Brett McGuinness and Cr Peter Smith to the CEO Recruitment Selection Advisory Panel, the Presiding Member being the Shire President;
3. Appoint Mrs Lyn Baker to the selection panel as the independent person, pursuant to Schedule 2 clause 8(3)(b) of the *Local Government (Administration) Regulations 1996*.
4. Adopt the Terms of Reference for a CEO Recruitment and Selection Advisory Panel as attached
5. Approve the attached Position Description for the position of Chief Executive Officer, pursuant to Pursuant to Schedule 2 clause 5(2) of the *Local Government (Administration) Regulations Act 1996*. *

____/____

VOTING REQUIREMENTS – *Absolute/Simple Majority

IN BRIEF

- Council at its Ordinary Council Meeting held on 25th March 2021, resolved to initiate the recruitment process to appoint a new Chief Executive Officer and appointed HR Consultant, Beilby Downing Teal to provide Recruitment Services.
- Councillors were invited to nominate themselves for consideration for the Recruitment and Selection Panel. The Shire President and 3 Councillors nominated themselves for the Panel.
- It is recommended that the Panel consist of the Shire President plus 3 Councillors and 1 Independent Person with the Shire President to act as Presiding Member.
- Councillors offered suggested names of Persons for the Independent Person to sit on the Panel.
- Mrs Lyn Baker, ex Shire President and Shire Freeman of the Shire of Corrigin was determined by consensus as a suitable Independent Person with local government CEO recruitment experience and also a past Chair of the Wheatbelt South Regional Road Group, recent Board member of Rural Health West and current Board Member of Wheatbelt RDA.

- Mrs Baker has indicated her willingness to be considered for the appointment to the CEO Recruitment and Selection Panel.
- Draft Terms of Reference for the Recruitment and Selection Panel have been developed for Council's Consideration.
- Council is to consider and approve the Position Description for the CEO's Position before the Position can be advertised.
- Draft Position Description has been developed following consultation by the Recruitment Consultant with all Councillors and the 3 Executive Managers (see Attachment iii).
- CEO's Position Description to include Total Rewards Package that complies within Band 4 of the Salaries & Allowances Tribunal Determination.

MATTER FOR CONSIDERATION

- Endorsement of the Proposed Timelines for the Recruitment & Selection Process.
- Establishment of a CEO Recruitment and Selection Advisory Panel
- Appointment of the Panel Members
- Adoption of the Terms of Reference for the Recruitment and Selection Advisory Panel
- Council is to consider and approve the Position Description and Selection Criteria for the CEO's Position before the Position can be advertised.

BACKGROUND

At the March 2021 Ordinary Council Meeting, the resignation of CEO Graeme Fardon was accepted by Council, and resolved to initiate the recruitment process to appoint a new Chief Executive Officer and appointed HR Consultant, Beilby Downing Teal to provide Recruitment Services.

RESOLUTION: 147-20/21, That Council:

1. *Acknowledge the written Notice of Resignation as provided to the Shire President on 1st March 2021 from Mr Graeme Fardon, Chief Executive Officer, with a final working day being 17th December 2021;*
2. *Accept the proposal from HR Consultant, Beilby Downing Teal to provide professional recruitment services for the recruitment of a new Chief Executive Officer for the amount for \$12,400.*
3. *Increase the 2020/2021 Budget for Governance Other Expenditure (GL 0372) by \$4000 to \$36,000.*
4. *Provide for the balance of the Estimated Recruitment Cost of \$18,400 in the 2021/2022 Draft Budget.*
5. *The Shire President and the CEO be delegated Authority to act on behalf of Council in the liaison with the HR Consultant.*

On Thursday 29th April 2021, Beilby Downing Teal Consultant Ms Emily Bulloch invited Councillors and Senior Staff to complete a 10-minute survey as part of development of the position description for the recruitment process.

Council at its April 2021 Information Session was briefed on the Recruitment Process and Councillors were invited to put their names forward for consideration for the Recruitment & Selection Panel.

The Shire President and 3 Councillors submitted their interest in sitting on the Panel.

Names were also submitted by Councillors of persons to be considered for the Independent Person's position on the Panel, which is required by law.

In conjunction and agreement with the Shire President, Mrs Lyn Baker the immediate ex-Shire President of the Shire of Corrigin and now Shire Freeman of Corrigin was determined as a preferred Independent Person.

Mrs Baker was approached by the CEO on 12th May 2021 inviting her to consider putting her name forward for Council's consideration. Mrs Baker has accepted the invitation and is willing to sit on the Panel if appointed by Council.

Mrs Baker has extensive Local Government and Regional Board level experience and will bring this experience and skills to the Recruitment Process. Mrs Baker has overseen the recruitment of 2 CEO's for the Shire of Corrigin in her time as the Shire President.

The draft Terms of Reference for the Recruitment and Selection Panel have been prepared and are submitted for Council's Adoption. The Panel does not have delegated authority from Council and therefore is only able to make Recommendations to Council on the Selection and Recruitment of the CEO.

The Council is required to be satisfied with the provisions of the Position Description and the broad Terms of Employment before proceeding to advertise the position.

Council is advised that the Employment Contract negotiated with the successful Applicant must be within Band 4 of the Salaries & Allowances Tribunal.

To facilitate this, a Draft Position Description has been prepared by the CEO in consultation with the Shire President and the Recruitment Consultant. The Draft has been prepared taking into account feedback from Councillors and Executive Management Team members to the Recruitment Consultant.

A Schedule of proposed Timetable for the Recruitment & Selection Process has been prepared for Council's information and endorsement - Attachment (i)

STATUTORY ENVIRONMENT

Local Government (Administration) Regulations 1996 as Amended

Part 4 – Local government employees

[Heading inserted: Gazette 26 Aug 2011 p. 3482.]

18A. Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))

- (1) If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government must give Statewide public notice of the position unless it is proposed that the position be filled by –
 - (a) a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or
 - (b) a person who will be acting in the position for a term not exceeding one year.
- (2) The Statewide public notice must contain –
 - (a) the details of the remuneration and benefits offered; and
 - (b) details of the place where applications for the position are to be submitted; and
 - (c) the date and time for the closing of applications for the position; and
 - (d) the duration of the proposed contract; and
 - (da) a website address where the job description form for the position can be accessed; and
 - (e) contact details for a person who can provide further information about the position; and

- (f) any other information that the local government considers is relevant.

[Regulation 18A inserted: Gazette 31 Mar 2005 p. 1037-8; amended: Gazette 19 Aug 2005 p. 3872; 3 May 2011 p. 1594; SL 2021/14 r. 4.]

18F. Remuneration and benefits of CEO to be as advertised

The remuneration and other benefits paid to a CEO on the appointment of the CEO are not to differ from the remuneration and benefits advertised for the position under section 5.36(4).

[Regulation 18F inserted: Gazette 31 Mar 2005 p. 1039.]

18FA. Model standards for CEO recruitment, performance and termination (Act s. 5.39A(1))

Schedule 2 sets out model standards for local governments in relation to the following –

- (a) the recruitment of CEOs;
- (b) the review of the performance of CEOs;
- (c) the termination of the employment of CEOs.

Local Government (Administration) Amendment Regulations 2021 – Schedule 2

5. Determination of selection criteria and approval of job description form

- 1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- 2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out –
 - (a) the duties and responsibilities of the position; and
 - (b) the selection criteria for the position determined in accordance with subclause (1).

8. Establishment of selection panel for employment of CEO

- 1) In this clause –

independent person means a person other than any of the following –

- (a) a council member;
 - (b) an employee of the local government;
 - (c) a human resources consultant engaged by the local government.
- 2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
 - 3) The selection panel must comprise –
 - (a) council members (the number of which must be determined by the local government); and
 - (b) at least 1 independent person.

POLICY IMPLICATIONS

STD.1 CEO Standards for CEO Recruitment, Performance and Termination.

FINANCIAL IMPLICATIONS

2020/2021 – Council has amended the Current Budget to provide for the commencement of the Recruitment Process with the payment of the 1st Progress Payment to the Recruitment Consultant. Final

Costs in 2020/2021 incurred will be dependent upon the timing of the Statutory and Discretionary Advertising which is scheduled to be undertaken in June 2021.

2021/2022 – A provision of \$18,400 has been provided in the 2021/2022 Draft Budget for the balance of the projected Recruitment Costs.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

CONSULTATION

Senior Consultant Emily Bulloch - Beilby Downing Teal.

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

Financial - Risk Matrix Rating is assessed as Low

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Greater Risk can be mitigated with compliance with the Local Government Act and Regulations and for Council to undertake a thorough and transparent Recruitment and Selection Process.

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination outlines recommended practice for local governments when recruiting and selecting a Chief Executive Officer.

The minimum standard is considered to have been met if:

- The council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
- The council has approved, by absolute majority, the Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position. The JDF is made available to all applicants.
- The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the local government.
- The local government attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year). The local government must advertise a vacancy for the position of CEO in the manner prescribed.
- The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.

- f) The local government has verified the recommended applicant's work history, qualifications, referees and claims made in their job application.
- g) The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.
- h) The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
- i) The council has endorsed by absolute majority the final appointment.
- j) The council has approved the employment contract by absolute majority.
- k) The local government re-advertises the CEO position and undertakes a recruitment and selection process after each instance where a person has occupied the position for ten (10) consecutive years.

In keeping with these standards, the *Local Government Act 1995* and associated Regulations, Council is required to make three decisions by absolute majority. These decisions are:

- a) Approve the Job Description Form (JDF) which is to include qualifications, selection criteria and responsibilities of the position.
- b) The final appointment.
- c) The employment contract.

The *Local Government (Administration) Regulations 1996* also requires the inclusion of at least one independent person on the selection panel.

Shire of Quairading – CEO Recruitment Schedule		
Recruitment Steps	Responsibilities	Timeline
<p>Documentation</p> <p>Preparation of:</p> <ul style="list-style-type: none"> • Job Description • Development of the Selection Criteria • Development of the Assessment Methods in relation to the Selection Criteria • Draft Advert • Candidate Information Package 	<p>Senior Consultant with Selection Panel input and approval (Job Description and Selection Criteria).</p> <p>Senior Consultant with Shire President input and approval (Assessment Methods, Draft Advert and Candidate Information Package).</p>	<p>Job Description and Selection Criteria – by 27 May 2021</p> <p>Remaining documentation – by Monday 31 May 2021.</p>
<p>Advertise</p> <p>Finalise advert. Advertising and Executive Search commences in:</p> <ul style="list-style-type: none"> - The West Australian, - Australian Local Government Job Directory, - LG Assist, - Seek, - LinkedIn, - Beilby Downing Teal website, - Networking, - Any other local and social media sources as requested by Council 	<p>Senior Consultant</p>	<p>3 weeks</p> <p>Start advertising - Friday 4 June 2021.</p> <p>Advertise in The West Australian - Saturday 5 June 2021.</p> <p>Applications close - Monday 28 June 2021.</p>
<p>Optional</p> <p>CEO Survey to Council</p>	<p>Selection Panel and OPRA Psychology Group</p>	<p>Week of 17 May 2021</p>
<p>Longlist</p> <p>Preparation of candidate long list by Senior Consultant for Council review – list includes candidates identified (but not contacted) via Executive Search.</p>	<p>Senior Consultant and Shire President</p>	<p>Week of 31 May 2021</p>
<p>Shortlist</p> <p>Senior Consultant provides a summary of all candidates who have applied, with career background, qualifications and comment against the role requirements, with initial recommendations.</p> <p>This allows the Selection Panel to meet and review all applications and agree on a proposed initial shortlist of candidates for preliminary interview and/or testing.</p>	<p>Senior Consultant</p> <p>Selection Panel</p>	<p>Week of 5 July 2021</p> <p>Panel meeting with Senior Consultant over Zoom week of 5 July 2021. Allow up to 2 hours.</p>
<p>Optional – Additional Assessment Methods for Preliminary screening.</p> <p><i>If a further refining of the shortlist is required, Consultant to follow up with screening of candidates identified as of interest to Council via:</i></p> <ul style="list-style-type: none"> • One to one verbal discussion • Digital interview (via MyInterview digital platform) that can be reviewed by the BDT Consultant and / or council. • Additional psychometric profiling 	<p>Senior Consultant and Selection Panel</p>	<p>Completed during week of 12 July 2021</p>

<ul style="list-style-type: none"> • <i>Group assessment exercises.</i> 		
<p>Panel interviews with Selection Panel Consultant to draft interview questions for panel approval, coordinate interview times and arrange interviews between shortlisted candidates and the Panel.</p> <p>Psychometric testing is completed for those attending Panel interview. Psychological assessments will be independently interpreted and analysed by our Consultant Psychologist. An objective order of merit will be provided against the competencies for the role. The comparative results and report can be presented on the day of interviews.</p>	<p>Selection Panel and Senior Consultant</p> <p>OPRA Psychology Group</p>	<p>Week of 19 July 2021</p> <p>Allow up to one day</p>
<p>Due Diligence checks Checks completed on preferred candidate/s (Reference checks, background checks, qualification / ID, integrity, police clearance, optional pre-employment medical checks)</p> <p>Consultant to present due diligence checks and references for Panel review.</p> <p>Final Screening on preferred candidates and review with client</p>	<p>Senior Consultant</p>	<p>Completed within 2 weeks of interviews</p>
<p>Second round and final Panel Interview (if required by Council)</p>	<p>Selection Panel and Senior Consultant</p>	<p>Allow half a day</p>
<p>Endorsement of Recommended Candidate Panel to recommend candidate and authorise Panel Chair to enter negotiations on remuneration and terms of engagement. Senior Consultant to present final Selection Report for approval.</p>	<p>Selection Panel and Senior Consultant</p>	<p>Early August</p>
<p>Contract Negotiation / Offer Senior Consultant provides general contract information and market advice and assist discussions between the client and the successful candidate. <i>It is recommended the Shire obtain independent legal advice on contract documentation.</i> Finalise Contract and agree start date.</p>	<p>Panel Chair and Senior Consultant</p>	<p>Allow 1 – 2 weeks</p>
<p>Finalise process Consultant to send formal notifications to candidate with opportunity for feedback.</p> <p>Optional - Development of First Year KPI's</p> <p><i>Prior to candidate commencement, OPRA Consultant Psychologist can provide advice on how best to maximise the performance and cultural fit of the successful candidate by providing an in-depth interpretation of their psychometric assessment.</i></p>	<p>Senior Consultant</p> <p>Senior Consultant and Panel Chair</p> <p>OPRA Psychology Group</p>	

GOV.11 CEO RECRUITMENT AND SELECTION ADVISORY PANEL

Document Status	New Terms of Reference
Statutory Environment	<p>Local Government Act (1995)</p> <p>Local Government (Administration) Regulations 1996 as Amended</p> <p>STD.1 CEO Standards for recruitment, Performance and Termination</p>

Record of ToR Review					
<i>Version</i>	<i>Author</i>	<i>Council Adoption</i>	<i>Resolution</i>	<i>Reason for Review</i>	<i>Review Date</i>
01	CEO Graeme Fardon				

FUNCTION

The CEO Recruitment and Selection Advisory Panel is to be an Advisory Panel to Council for the duration of the CEO recruitment and selection process.

DELEGATED AUTHORITY

The Panel has no delegated power and as such the CEO Recruitment and Selection Advisory Panel meetings will not be open to the public.

All decisions of the Panel are Recommendations to Council, and are not to be actioned until authorised by Council.

OBJECTIVES

- The CEO Recruitment and Selection Advisory Panel is to coordinate the recruitment process in an appropriately confidential manner, including working with the appointed independent recruitment consultant to attract and select appropriate candidates;
- The CEO Recruitment and Selection Advisory Panel, with the assistance of the independent recruitment consultant, is to coordinate the advertising, search for candidates, short listing, development of interview process, conducting interviews, screening, assessing, conducting second round interviews, conducting referee checks, writing reports and contract preparation; and
- The CEO Recruitment and Selection Advisory Panel is to report back to Council throughout the process and provide Council with sufficient advice to permit a determining decision to be made at an Ordinary Meeting of Council regarding the final selection, appointment and contracting of the CEO.

MEMBERSHIP

Panel Members (Voting)

Shire President

Deputy Shire President

2x Elected Members

1x Independent Person

Support (Non- voting)

HR Recruitment Consultant

Executive Support: Chief Executive Officer & Executive Officer

The CEO and EO provide Secretariat Services to the Advisory Panel and the Recruitment Consultant.

QUORUM REQUIREMENTS

The Quorum for the Advisory Panel is 3 Members.

In the case of equality of voting, the presiding member is to exercise a casting vote.

PRESIDING MEMBER

The Presiding Member is to be the Shire President. Should the Shire President not be available for a meeting, the Selection Panel are to elect another current Councillor present as the Acting Presiding Member.

MEETING SCHEDULE

As required.

DISCLOSURE OF INTEREST

Should a Panel Member be aware of any close relationship with any of the Candidates, the Panel Member is to advise the Presiding Member in writing of the Nature of the Interest and for the Panel Member to excuse themselves from the Panel and the Recruitment process.

CONFIDENTIALITY STATEMENT

During the recruitment process, Panel Members may have access to confidential information, including, but not limited to, personal information, education history, and employment history of applicants.

This information and all discussions must remain confidential both during the recruitment and after the completion of the recruitment process.

Panel Members may discuss this information only with other Members of the Panel, as well as with the Recruitment Consultant.

Members must not permit any unauthorized person to access documents in their possession that contain applicant or search and screen information.

Panel Members are to complete and sign the Declaration of Confidentiality and Interest Form.



POSITION DESCRIPTION

CHIEF EXECUTIVE OFFICER

Location	Shire Administration Centre, Quairading
Department	Office of the CEO
Level	Band 4 Salaries and Allowances Tribunal
Reports to	Shire President and Council
Revision	1
Date	27 th April 2021

Approval of Position Description

<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>
Cr Wayne Davies	Shire President	Vacancy	27/04/2021	

1. ORGANISATIONAL RELATIONSHIPS

1.1 Responsible to: -

The President and Council of the Shire of Quairading.

1.2 Supervision of: -

All staff through delegation to relevant Executive Managers and Professional staff.

1.3 Internal and External Liaison: -

Internal

Shire President and Councillors

Council Committees

Executive Managers

All Other Staff

External

Community, Ratepayers, Public

Business Community

Sporting Groups & Community Groups

Federal & State Governments Departments and Agencies

Local Governments

WA Local Government Association and Central Country Zone

Media.

2. EXTENT OF AUTHORITY

- All authority vested in a Chief Executive Officer under the Western Australian Local Government Act and associated Regulations and Local-Laws and all other relevant Acts of State and Federal Parliaments.
- Delegations conferred on the CEO by Council.

3. POSITION OBJECTIVES

OBJECTIVES OF THIS POSITION

- To implement the strategic goals and objectives of Council.
- To ensure that Council receives professional and timely advice and support on all matters relating to the operation of the Shire of Quairading and achievement of its goals.
- To ensure that the organisation maintains full Compliance with all relevant legislation.
- To provide overall leadership and direction for the administration of the Shire of Quairading and to provide the primary link through communications and consultation between Council and Staff.
- To ensure the organisation maintains a positive relationship and image with the Quairading Community and the broader Community.
- Ensure that delegations are exercised within statutory requirements, Council's Policies and strategic objectives.

CHIEF EXECUTIVE OFFICER

- Strategically lead the organisation in providing a high level of service to the Community and Elected Members.
- Develop and maintain a corporate approach within the Executive Management Team towards achieving the sound strategic financial management of the local government.
- Development and implementation of strategic documents, including informing strategies for the Corporate Business Plan and the Long Term Financial Plan.

4. KEY DUTIES / RESPONSIBILITIES

- Responsible for the day to day operation of the local government.
- Provide Council with professional and timely information and advice on relevant statutory and legal requirements.
- In consultation with Council, promote and implement strategic and service delivery plans for the Shire.
- Ensure reports and recommendations submitted to Council are well written and based on sound judgment and include appropriate recommendations and options.
- Administer the legal, statutory and election process of the Council's operations and be the chief adviser to Council on these matters to ensure Council is operating within the statutes and all legal requirements are met.
- On behalf of Council, make effective representation of the issues, views, policies and needs of Council, as required.
- Co-ordinate, in conjunction with the Executive Management Team, the fiscal and operational management of the Shire to reflect Council's aims and objectives.
- Oversee the preparation of the Annual Budget and monitor the performance to Budget throughout the Year
- Oversee the Preparation of the Annual Financial Statement and liaise with the Office of the Auditor General.
- Manage the preparation, review and enforcement of Council's statutes, policies and local laws including review of Council policies and Delegations of Authority.
- Manage the Human Resources function to ensure the supervision and management of all Staff are in accordance with the corporate business objectives.
- Promote a staff training program that will improve staff skills across the organisation to assist staff in focusing on service delivery to the Community.
- Ensure the development and maintenance of sound communications and good relationships between the Shire, Government agencies and the Community at large.

5. COMPETENCY REQUIREMENTS

Note - all requirements are essential unless otherwise stated.

LEADERSHIP

- Proven leadership experience at the Chief Executive Officer/General Manager/Senior Professional level.
- High level Strategic Planning skills and knowledge of corporate management.
- Delegation skills to ensure the achievement of outcomes, accountability of management, staff and the development of employees' abilities.
- Demonstrated capacity to administer contemporary human resource management.
- Proven leadership experience with the Planning and Delivery of Major Capital Projects.
- Excellent interpersonal and communication skills focusing on maintaining good relationships with all stakeholders.

POLICY IMPLEMENTATION

- Comprehensive knowledge of public policy issues as they impact on Local Government.
- Demonstrated knowledge of local government Local Laws and Policy Procedures.

GOVERNANCE AND COMPLIANCE

- Demonstrated strong working relationship with Councils/Board of Management.
- Demonstrated capacity to administer the provisions of the Local Government Act (1995) and associated Legislation relevant to the Local Government sector.
- Proven provision of professional, comprehensive and timely advice to support Council in making informed decisions on behalf of constituents.
- Proven sound knowledge of statutory, legal and contractual obligations of local government.

FINANCIAL MANAGEMENT

- Extensive experience in the area of financial management.
- Demonstrated experience in overseeing the development and implementation of Financial Plans, Asset Management Plans and Annual Budgets.
- Demonstrated experience in ensuring the effective and efficient application of relevant accounting standards and legislative requirements with regard to accounting activities and reporting.

COMMUNITY DEVELOPMENT

- Demonstrated experience in encouraging, promoting and facilitating tourism and economic development and fostering investment opportunities.
- Demonstrated experience in engaging with community members, organisations and stakeholders.
- Demonstrated history of building and maintaining positive strategic relationships with the community.
- Appreciation of the culture and heritage of the Shire and how it integrates with planning and policy.
- Demonstrated experience in engagement and service delivery in indigenous communities (Desirable).

STRATEGIC THINKING

- Ability to identify, explore and seize opportunities that are aligned to Council's Strategic Plan
- Demonstrated experience in developing and maintaining strategic relationships and partnerships with key government and non-government agencies, businesses, organisations and the community.
- Ability to articulate the community's vision and interests in a committed and influential manner.
- Well-developed problem solving skills.
- Demonstrated understanding of issues facing Regional and Rural Communities.

GENERAL MANAGEMENT

- Excellent interpersonal and communication skills focussing on maintaining good political astuteness, networking relationships with all stakeholders.
- A developed understanding of outside works in local government, including road construction and maintenance, parks and gardens and waste management. (Desirable)
- Proven Time Management Skills.

QUALIFICATIONS

- Tertiary qualifications in relevant Management, Business and/or Public Sector Administration discipline or experience that is accepted as comparable.

Note: Employment is subject to relevant National Police Certificate, validation of qualifications, medical assessment and reference checks.

6. WORKING CONDITIONS/OHS CONSIDERATIONS

Occupational Safety and Health - comply with the Shire's OSH Policy and other Shire OSH policies and procedures. Ensure that the Shire's OSH Management Systems are implemented and maintained.

Ensure by adopting a pro-active approach and in accordance with *Local Government Act 1995* s5.40 and s5.41 employees are provided with safe and healthy working conditions in accordance with the *Occupational Safety and Health Act 1984*.

7. OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Examination and current National Police Clearance Certificate will be required by the successful applicant. (Pre-Employment Medical Examination at Shire's Cost).

It is advised that no formal offer can be made until your satisfactory completion of this employment condition.

8. COMMENTS

All employees are required to sign a declaration that they have read Council's Code of Conduct for Employees prior to the commencement of work or any reviews. This signed document will be placed on each employee's Personnel file as evidence of the fact that they have read and understood the requirements of the position and Council.

9. REMUNERATION DETAILS / TOTAL REWARD PACKAGE AND BENEFITS

Employment Contract

This position is offered under a performance based employment contract, up to five (5) years. An attractive Total Reward Package to be negotiated in accordance with the of up to \$128,226 - \$200,192 is offered and is set in accordance with the Salaries and Allowances Tribunal Band 4.

Cash Salary Component

Gross Cash Range negotiable between \$150K and \$165K

Superannuation: 10% Superannuation Guarantee

Benefits and Allowances

A fully maintained motor vehicle for business and private use within the State of Western Australia.

Current Vehicle – Mazda CX9 AWD SUV

Shire owned modern 4 bedroom brick & tile house at a subsidised Rental

Utilities Allowance

Membership of Professional Body

Clothing Allowance of \$600 per Year.

Professional development opportunities

4 Weeks Annual Leave (Annual Leave Loading incorporated into the Negotiated Base Salary)

Relocation Expenses (up to \$5000 incl. GST)

Council will negotiate reasonable relocation expenses with the successful applicant up to a Value of \$5,000.

Key Performance Indicators (KPIs)

In accordance with the relevant provisions of the *Local Government Act 1995*, the draft contract of employment contains an indicative list of key results areas for the Chief Executive Officer.

Council will require its new CEO to participate in a workshop with Elected Members within the first month of employment with the Shire of Quairading, in order to review strategic directions and finalise the CEO's performance criteria.

The first annual appraisal will occur before the completion of twelve month's employment, and annually thereafter, again in accordance with the Act.

10.3 Department of Transport – new Draft Agreements for the Provision of Licensing Services and Non-Road Law Functions

Meeting Date	27 th May 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	The below attachments under separate cover: - (i) Draft Agreement for the provision of Licensing Services (ii) Draft Agreement for the Provision of Non-Road Law Functions (iii) Schedule of Rates 1 st July 2020 (iv) Summary of key Changes in the new Agreements
Owner/Applicant	CEO, Department of Transport
Disclosure of Interest	CEO - Nil

OFFICER RECOMMENDATION

<p>MOVED _____ SECONDED _____</p> <p>1. That Council support in-principle the proposed Draft Agreements with the Department of Transport for the Provision of Licensing Services and Non-Road Law Functions for the 5 Year Term expiring 30th June 2026.</p> <p>2. That the Shire President and the CEO be authorised to Sign and Witness the Affixing of the Council Seal to the Final Licensing Agency Agreements, once prepared by the Department of Transport.</p> <p style="text-align: right;">____/____</p>

VOTING REQUIREMENTS –Simple Majority

IN BRIEF

- Current Licensing Agreements have been extended to 30th June 2021 to enable the Department of Transport (DOT) to finalise a review of the existing Agreement documents and Commission Rates paid to Agents.
- Road Transactions relate to Motor Vehicle Registrations and Drivers Licences.
- Non Road Transactions include Boat Registration renewals, Off Road Vehicle Registrations and Proof of Age Card transactions.
- Council Staff attended to 2032 In-Person licensing transactions in 2019/2020 and 1523 transaction have taken place this Financial Year to date.
- Decreasing In-Person transactions due to COVID Restrictions and also trend towards online transactions which is promoted by DOT.
- Many Customers attending the Administration Centre for Licensing also conduct other Council business on the same visit.
- Licensing Services still deemed as an essential government service to the Community.
- Commissions for each transaction have increased in the average range of 13-16% per transaction.
- Council's consideration for the proposed Agreements be submitted to the Department of Transport by COB 31st May 2021.

MATTER FOR CONSIDERATION

The proposed Draft Agreements with the Department of Transport for the Provision of Licensing Services and Non-Road Law Function.

BACKGROUND

Council at its February 2018 Ordinary Council Meeting resolved as follows: -

RESOLUTION: 135-17/18

That the Strategic Planning Committee recommends to Council: -

1. *That Council support the Entering into the following Agreements with the Department of Transport for a Period of Three (3) Years expiring 31st December 2020: -*
 - *Agreement for the Provision of Licensing Services in the Shire of Quairading*
 - *Agreement for the Provision of Non Road Law Functions in the Shire of Quairading*
2. *That the Shire President and the CEO be authorised to Sign and Witness the Affixing of the Council Seal to the Agreement.*

The Department of Transport(DoT) CEO offered to extend the Agreement for a further term of six (6) months, commencing 1st January 2021 and expiring COB 30th June 2021 to allow adequate time for the Department of Transport to finalise a review of the existing Agreement document and Commission Rates paid to Agents.

Draft versions of the two Agreement documents are provided for Council's consideration. The proposed term of the Agreement is five (5) years commencing from 1st July 2021.

The Department has reviewed the Schedule of Rates for commissions that will be paid for transactions under the new Agreement. The terms of the Agreement have also been updated to better reflect the current requirements.

Included, is a copy of the Schedule of Rates as at 1st July 2020 for comparison and a document summarising the key changes in the new Agreements.

STATUTORY ENVIRONMENT

Road Traffic (Administration) Act 2008 – Motor Vehicle and Drivers Licenses

Road Traffic Act 1974

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

Budgeted Expenditure of Administration Allocated for providing the Licensing Service (GL 3922) is \$55,690 in the 20/21 Financial Year. Other Traffic Control Expenses (GL3912) is budgeted at \$3000 for this Financial Year.

Council receives Commission Income of \$20,000 per Year to offset some of the Administrative Costs. Commission is based on the type / level of In-Person transaction being undertaken. More complex transactions do attract a higher Commission, however do take considerably more time for Council Staff to process.

The Provision of the Licensing Service Agency by Council reflects a Shortfall / Cost of \$38,690 in 2020/2021, with the Shortfall borne by Council's General Revenue and this Shortfall incorporated into Council's Budget and ongoing Operational Forecasting.

This extent of the Shortfall has been historically proven and has been accepted by Council as a cost of maintaining the Licensing Service physically within the District.

There is a Risk that Commission income could further reduce over the life of the Agreement, if more people conduct their Licensing transactions online in lieu of "In Person" at the Shire Administration Centre.

On the reverse side, Administration Staff will be spending less time attending to Licensing transactions.

There is increasing difficulty of having an adequate number of Council Staff trained in Licensing, which requires their completion of a 5 Day Course in Perth. Currently 3 Staff are trained and accredited for Licensing Services, however the TSO is only utilised for Cover for Staff Leave and Lunchbreaks.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1.1	Continual improvement in IPR, transparency and accountability
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

No Community consultation was undertaken in relation to the preparation of this report.

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

Financial - Risk Matrix Rating is assessed as Low. Council budgets each year for

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. It is considered a Risk that if the Agreement was not entered into by Council, that many in the Community would have a significant reduction in the access to Licensing Services and that it would necessitate persons wishing to undertake "In Person" transactions to travel to neighbouring Towns to that Licensing Agency. Risk of those persons also shopping or undertaking other business while they are attending to their licensing business in another Town.

Operation – Risk Matrix Rating is assessed as Low. Licensing Agency work is incorporated into the current Organisational Structure and Operational budget. There is increasing difficulty to have adequate staff trained up and proficient in the Licensing system to provide cover for frontline staff when they are on Leave and RDO's. Council Staff are required to undertake 5 days of training in Perth before being approved and granted access by DOT.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

CEO considers that Licensing still remains a beneficial Government Service for the Community to access in Quairading.

10.4 Council Member, Committee Member and Candidate Code of Conduct Complaint Form

Meeting Date	27 th May 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Previously Adopted – Complaint About Alleged Breach Form (February 2021, 123-20/21) (ii) Complaint About Alleged Behaviour Breach Form
Owner/Applicant	Shire of Quairading
Disclosure of Interest	CEO - Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council adopt the form set out at Attachment (ii) as the Shire's Model Code of Conduct Complaint About Alleged Behaviour Breach form under Regulation 11 of the *Local Government (Model Code of Conduct) Regulations 2021* to REPLACE the complaint form previously adopted by Council (123-20/21).

____/____

VOTING REQUIREMENTS - Simple Majority

IN BRIEF

- In accordance with the new legislation, Council adopted a Complaint About Alleged Behaviour Breach Form at the February 2021 OCM.
- This Report Form was based on the initial Guidelines provided by the Department of Local Government, Sport & Cultural Industries.
- WALGA has recently produced and circulated a template for the Complaint Form.
- Considered advantageous to adopt a new Complaint Report Form based on the WALGA template.

MATTER FOR CONSIDERATION

Council to consider adopting a new Council Members, Committee Members and Candidate Code of Conduct Complaint About alleged Behaviour Breach Form that aligns with the WALGA template form.

BACKGROUND

Council at its Meeting on the 25th February 2021 authorised the Chief Executive Officer to be the Shire's Complaints Officer and adopted a complaint form for the lodgement of complaints under Division 3 of the Model Code as set out in Attachment (i).

RESOLUTION: 123-20/21, That Council:

1. Authorise the Chief Executive Officer to be the Shire's Complaints Officer in accordance with cl. 11(3) of the *Local Government (Model Code of Conduct) Regulations 2021*.
2. Delegates the power of appointment of additional complaints officer(s) to the Chief Executive Officer in accordance with the *Local Government (Model Code of Conduct) Regulations 2021*.
3. Approves the attached Complaint About Alleged Breach Form in accordance with cl. 11(2)(a) of the *Local Government (Model Code of Conduct) Regulations 2021*.

Subsequent to Council's adoption of the complaint form, the Western Australian Local Government Association (WALGA) has developed guidelines and a template Behavioural Complaint Form for use by the local government sector.

After the CEO's and Executive Officer's review of the WALGA template form, it is recommended that Council adopt a new Complaints Form that aligns with the WALGA template form as set out in Attachment (ii).

STATUTORY ENVIRONMENT

Local Government (Model Code of Conduct) Regulations 2021

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made –
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

POLICY IMPLICATIONS

STD.1 Code of Conduct for Elected Members, Committee Members and Candidates.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Legislative requirement and WALGA Template is considered an improvement on the Complaint Report Form previously adopted by Council.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The WALGA template form is considered to be a best practice model and will facilitate the effective presentation of information necessary to assess a complaint by including the specific breaches that could relate to the complaint and identifying whether the person being complained about is a Council Member, committee member or candidate.

The notes section has been updated to provide information to the complainant relating to the Council adopted complaints procedure.

COMPLAINT ABOUT ALLEGED BREACH FORM

Code of Conduct for Council Members, Committee Members and Candidates



Schedule 1, Division 3 of the Local Government (Model Code of Conduct) Regulations 2021

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the code of conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

The signed complaint form is to be forwarded to the Chief Executive Officer via email, ceo@quairading.wa.gov.au or PO Box 38 Quairading WA 6383 and marked "Confidential".

NOTE: A complaint about an alleged breach must be made –

- (a) in writing on the form approved by the local government
- (b) to the authorised person (CEO)
- (c) within one month after the occurrence of the alleged breach.

Full Name of person who is making the complaint	
Name: _____	
<u>Given Name(s)</u>	<u>Family Name</u>

Contact details of person making the complaint	
Address	
Email	
Contact number	

Name of the local government (city, town, shire) concerned
Shire of Quairading

Name of council member, committee member, candidate alleged to have committed the breach

State the full details of the alleged breach. Attach any supporting evidence to your complaint form	
Date of alleged breach	
_____ / _____ / 20_____	

SIGNED	
Complainant's signature	
Date of signing	_____ / _____ / 20_____

RECEIVED BY AUTHORISED OFFICER	
Authorised Officer's Name	
Authorised Officer's Signature	
Date received	_____ / _____ / 20_____

COMPLAINT ABOUT ALLEGED BEHAVIOUR BREACH FORM



Code of Conduct for Council Members, Committee Members and Candidates

Schedule 1, Division 3 of the Local Government (Model Code of Conduct) Regulations 2021

Please read the notes at the end of the complaint form for details of the Shire of Quairading's process for receiving and determining a Behaviour Complaint and the associated confidentiality requirements.

To make a valid Behaviour Complaint:	
<input type="checkbox"/>	The allegation must relate to a breach of the behaviour standards in <u>Division 3</u> of the Shire of Quairading's Code of Conduct for Council Members, Committee Members and Candidates.
<input type="checkbox"/>	Complete all sections of the Behaviour Complaint Form attached, including any additional information that will support assessment of the complaint. <i>The Behaviour Complaints Officer may contact you to clarify or ask for more information.</i>
<input type="checkbox"/>	The completed Behaviour Complaint Form MUST be lodged with the Shire of Quairading Behaviour Complaints Officer <u>within one (1) month of the alleged behaviour breach.</u>

Name of Person Making the Complaint			
Complainant Name <i>Given Name/s and Family Name</i>			
Contact Details of the person making the Complaint			
Residential Address			
Postal Address			
Phone	Day-time		Mobile
Email			
Name of the Local Government concerned	Shire of Quairading		
Name of Council Member, Committee Member, Candidate alleged to have committed the breach			
Select the position that the person was fulfilling at the time the person committed the alleged behaviour breach:	Council Member of the Shire of Quairading	<input type="checkbox"/>	
	Member of a Committee of the Shire of Quairading	<input type="checkbox"/>	
	Candidate for election at the Shire of Quairading	<input type="checkbox"/>	
Date that the alleged behaviour breach occurred			
Location where the alleged behaviour breach occurred			

Which of the behaviours prescribed in Division 3 of the Shire of Quairading’s Code of Conduct do you allege this person has breached?	
Clause 8. Personal integrity	
(1) A council member, committee member or candidate –	
(a) must ensure that their use of social media and other forms of communication complies with this code; and	<input type="checkbox"/>
(b) must only publish material that is factually correct	<input type="checkbox"/>
(2) A council member or committee member –	
(a) must not be impaired by alcohol or drugs in the performance of their official duties; and	<input type="checkbox"/>
(b) must comply with all policies, procedures and resolutions of the local government.	<input type="checkbox"/>
Clause 9. Relationship with others	
A council member, committee member or candidate –	
(a) must not bully or harass another person in any way; and	<input type="checkbox"/>
(b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and	<input type="checkbox"/>
(c) must not use offensive or derogatory language when referring to another person; and	<input type="checkbox"/>
(d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and	<input type="checkbox"/>
(e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.	<input type="checkbox"/>
Clause 10. Council or committee meetings	
When attending a council or committee meeting, a council member, committee member or candidate –	
(a) must not act in an abusive or threatening manner towards another person; and	<input type="checkbox"/>
(b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and	<input type="checkbox"/>
(c) must not repeatedly disrupt the meeting; and	<input type="checkbox"/>
(d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and	<input type="checkbox"/>
(e) must comply with any direction given by the person presiding at the meeting; and	<input type="checkbox"/>
(f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.	<input type="checkbox"/>

State the full details of the alleged breach.

List any additional information you have provided as part of this complaint:

Please ensure all information relevant to the alleged breach has been attached. This information will be the basis on which the complaint is considered.

Have you made any efforts to resolve the complaint with the Respondent?

Please note, you MUST complete this section

YES	<input type="checkbox"/>	<i>If yes, please describe the efforts that you have made.</i>
NO	<input type="checkbox"/>	<i>If no, please include a brief statement explaining why you have not made any efforts to resolve the issue with the person complained about.</i>

The Complainant and the Respondent will be offered the opportunity to participate in an Alternative Dispute Resolution process, that if agreed to by BOTH parties, will be undertaken before the complaint is dealt with.

The objective is to support both parties to reach a mutually satisfactory outcome that resolves the issues and restores the relationship between them. An outcome may be that as the Complainant, you will have absolute discretion to withdraw or continue with this Complaint.

Please contact the Behaviour Complaints Officer if you would like more information.

Would you agree to participate in an Alternative Dispute Resolution process?	YES	<input type="checkbox"/>
	NO	<input type="checkbox"/>

Comments:

Desired outcome of the Complaint
Please explain what you would like to happen as a result of lodging this complaint, including the opportunity to participate in Alternative Dispute Resolution.

SIGNED	
Complainant's signature	
Date of signing	_____ / _____ / _____

RECEIVED BY AUTHORISED OFFICER	
Authorised Officer's Name	
Authorised Officer's Signature	
Date received	_____ / _____ / _____
Forward to	<p>ceo@quairading.wa.gov.au</p> <p>Shire of Quairading PO Box 38 QUAIRADNG WA 6383</p> <p>ATT: CONFIDENTIAL - Chief Executive Officer</p>

Rules of Conduct Complaint

A **Rules of Conduct Complaint** refers to a breach of the Rules of Conduct outlined in Division 4 of the Shire of Quairading's Code of Conduct for Council Members and Candidates, including Council Members when acting as a Committee Member. This type of complaint is determined by the Local Government Standards Panel, administered through the Department of Local Government, Sport and Cultural Industries. Further information about Rules of Conduct Complaints may be obtained from:

- Department of Local Government, Sport and Cultural Industries: (08) 6552 7300 or www.dlgsc.wa.gov.au;

Need Advice?

If you require advice in making a Behaviour Complaint or a Rule of Conduct Complaint, please contact the Shire of Quairading's Behaviour Complaints Officer (the CEO) on (08) 9645 2400 or by email ceo@quairading.wa.gov.au

10.5 Template Noongar Heritage Agreement for Local Government Aboriginal and the Cultural Heritage Bill (Draft) 2020

Meeting Date	27 th May 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Land Equity Legal Presentation (ii) Map of South West Settlement Agreements (iii) Noongar Heritage Agreement for Local Government Key Terms Flow Chart
Owner/Applicant	Executive Officer Central Country Zone
Disclosure of Interest	CEO - Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council support Items 1, 2 and 3 only of the Central Country Zone Motion being: -

That the Central Country Zone:

- Notes the suggestion from guest speaker Marcus Holmes, Principal of lawyers Land Equity Legal, that local governments defer consideration of entry into a Local Government version of the Noongar Heritage Agreement until Noongar Regional Corporations have been established, the Federal joint committee on the Juukan Gorge inquiry has released its final report, and the State's proposed Aboriginal Cultural Heritage Bill has been enacted;
- Recommends to its members that they ensure interim compliance with the Aboriginal Heritage Act 1972 and any applicable Aboriginal heritage risk management policies and procedures through the Department of Planning, Lands and Heritage and Department of Premier and Cabinet;
- Seeks ongoing consultation with the State Government, WALGA and SWALSC about the management of, resourcing and implications for local government of the Noongar Native Title Settlement

____/____

VOTING REQUIREMENTS –Simple Majority

IN BRIEF

- Council to consider the Item and provide Direction to Council's Central Zone Voting Delegates.
- Aboriginal Cultural Heritage and future Land Management are undergoing major transformation due to the progress of the proposed new Aboriginal Cultural Heritage Bill and the Noongar Native Title Settlement over much of the Southwest Land Division.
- Quairading District is solely in the proposed Ballardong Corporation Area.
- Council already needs to comply with the provisions of Government Legislation and Policy in regard to future Works & Projects on land that may have Aboriginal cultural significance.
- Proposed Aboriginal Cultural Heritage Bill has not been passed by Parliament.

- The establishment of the 6 Noongar Corporations under the Noongar Native Title Agreement is an estimated 18 months away.
- Relevant legal counsel can be obtained on a fee for service basis at any time in the future, if the need arises.

MATTER FOR CONSIDERATION

Foreshadowed Motion to the next Meeting of the Central Country Zone.

BACKGROUND

At the Central Country Zone Meeting held on the 23rd April 2021, the recommendation shown below was considered by meeting delegates, following a presentation by Marcus Holmes from Land Equity Legal on the Template Noongar Heritage Agreement for Local Government and the Aboriginal and the Cultural Heritage Bill (Draft) 2020:

That the Central Country Zone:

1. Notes the suggestion from guest speaker Marcus Holmes, Principal of lawyers Land Equity Legal, that local governments defer consideration of entry into a Local Government version of the Noongar Heritage Agreement until Noongar Regional Corporations have been established, the Federal joint committee on the Juukan Gorge inquiry has released its final report, and the State's proposed Aboriginal Cultural Heritage Bill has been enacted;
2. Recommends to its members that they ensure interim compliance with the Aboriginal Heritage Act 1972 and any applicable Aboriginal heritage risk management policies and procedures through the Department of Planning, Lands and Heritage and Department of Premier and Cabinet;
3. Seeks ongoing consultation with the State Government, WALGA and SWALSC about the management of, resourcing and implications for local government of the Noongar Native Title Settlement; and
4. Endorses the offer of legal advice and assistance to the Zone and/or its members from Land Equity Legal regarding local government management of Aboriginal heritage and the Noongar Native Title Settlement, and instructs the Executive Officer to confer with Mr Marcus Holmes regarding terms of any engagement of Land Equity Legal's services by the Zone and/or members and to then update the Zone by email as to such terms so that the Zone and/or its members (singly or collectively) can decide if they wish to take up a retainer.

Following consideration of the above recommendation the meeting resolved as follows:

RESOLUTION: *Moved: Cr Mulrone* *Seconded: Cr Russell*

That the Zone defer any decision on the recommendations relating to the Template Noongar Heritage Agreement for Local Government Aboriginal and the Cultural Heritage Bill (Draft) 2020 until the Zone meeting scheduled to be held Friday 25 June 2021 at which time the Executive Officer will have prepared a report for the Zone's consideration.

CARRIED

The South West Native Title Settlement (Settlement) is the most comprehensive Native Title agreement negotiated in Australian history. It involves around 30,000 Noongar people and covers approximately 200,000 square kilometres of the South-West region. Whilst the effects of the Settlement, the enactment of new Aboriginal Heritage legislation and any recommendations arising from the Juukan Gorge inquiry won't be apparent for some time, Councils need to be aware of the issues and the potential each of these factors may have on both themselves and their communities.

The Zone Executive Officer, BHW Consulting has requested that Member Councils list the matter for consideration at their May 2021 Ordinary Council Meeting, for comments to be included in the next Zone Agenda for the meeting scheduled for Friday 25th June 2021 in Quairading.

All comments to be submitted to the Zone Executive Officer by COB Friday 28th May 2021.

Information on the Settlement can be found by following the link shown below:

<https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/south-west-native-title-settlement>

Attachments (i), (ii), (iii) are the documents used by Marcus Holmes in his Presentation to the Zone Meeting.

The Solicitor Mr Marcus Holmes of Land Equity Legal has extensive experience with Native Title law and also Land Use Agreements. Mr Holmes has recommended that Councils not enter into the "Noongar Heritage Agreement for Local Government" at this time.

STATUTORY ENVIRONMENT

Aboriginal Heritage Act 1972

Aboriginal Heritage Regulations 1974

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Nil at this time. Previous legal services to the Zone to prepare and negotiate (unsuccessfully) an Indigenous Land Use Agreement was funded by a Federal Grant. Supporting Items 1, 2 & 3 of the Motion do not result in any additional costs being incurred by the Zone or Member Councils as the Councils, Zone and WALGA all have a Watching Brief on these emerging issues.

The Zone may wish to consider budgeting for Legal Retention on this Matter in their future Budgets.

Council already needs to comply with the provisions of the Aboriginal Heritage Act & Regulations as part of normal Operational and Capital Budgets. Legal advice would need to be sought if circumstances warrant it.

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

COMMUNITY CONSULTATION

No Community consultation was undertaken in relation to the preparation of this report.

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

Financial - Risk Matrix Rating is assessed as Low. No financial exposure at this time.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Watching brief recommended to ensure that Council and Management are aware of the emerging issues of the Bill in State Parliament and the establishment of the Noongar Corporations.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Nil

*The Template Noongar Heritage
Agreement for Local Government
and the Aboriginal Cultural
Heritage Bill 2020 (Draft)*

Presentation to the Central Country Zone

WALGA

Pingelly

23 April 2021

Marcus Holmes

Overview*

1. Marcus Holmes Background and recap on work with, and past presentations to, the Zone
2. Recap on the features of the Noongar Native Title Settlement and its implications for Local Government
3. Aboriginal heritage law and the post-Juukan Gorge era
4. The Template Noongar Heritage Agreement for Local Government
5. The Aboriginal Cultural Heritage Bill-Overview and Comments
6. Some Options for the Zone and its members
7. Q&A

*Disclaimer: this presentation is not Legal Advice to the Zone nor its member Councils

The South West Native Title Settlement and Implications

- What is it?
- What are its key features and effects?
- What are the implications and roles for Local Governments in the Agreement Area?:
 - Land use and land grants;
 - Heritage management;
 - Planning;
 - Relationship with the local Noongar community-
Economic/Community Development

Aboriginal heritage law and the post-Juukan Gorge era

- Summary of current Aboriginal heritage law obligations for Local Government in WA
- The Juukan Gorge Inquiry and Committee Brief
- The interim Recommendations
- The future for Aboriginal heritage management?

The Template Noongar Heritage

Agreement

- Background
- State and SWALSC recommendations to Local Government about heritage management
- The template agreement-comments and options

The ACH Bill-overview and comments

- Overview of the Bill
- Comments on the Bill
- Next steps for the Bill and draft regulations and guidelines
- Factoring in the Aboriginal Heritage Act, the Bill and a template agreement-an interim risk management approach?

Some options

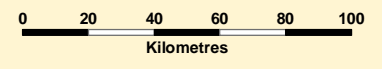
- What are Zone members already doing in this space?
- What are some options for the Zone(s) and member councils for heritage management plus engagement in the Settlement?
- Where is the State going with this? Engage closely with the State and assess implications/costs/risks.
- Q&A

SOUTH WEST SETTLEMENT AGREEMENTS

WITH REGIONAL DEVELOPMENT COMMISSION AND LOCAL GOVERNMENT BOUNDARIES

LEGEND

- Ballardong People Agreement Area
- Gnaala Karla Booja Agreement Area
- South West Boorah #2 Agreement Area
- Wagyl Kaip Agreement Area
- Whadjuk People Agreement Area
- Yued Agreement Area
- LGA Boundary
- Regional Development Commission Boundaries
- Goldfields
- Great Southern
- Mid West
- Peel
- Perth
- South West
- Wheatbelt
- Town



Latitude and Longitude based on Geocentric Datum of Australia 1994

DATA SOURCES

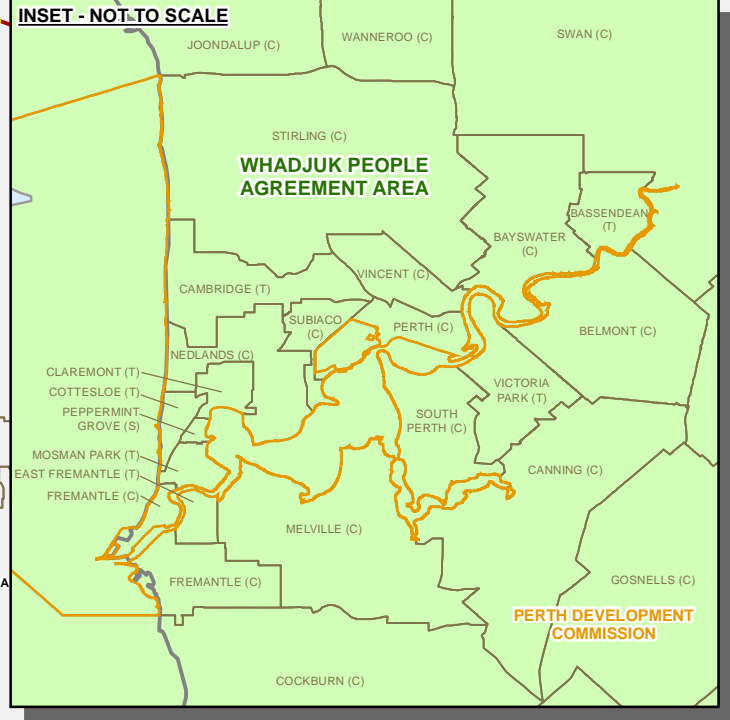
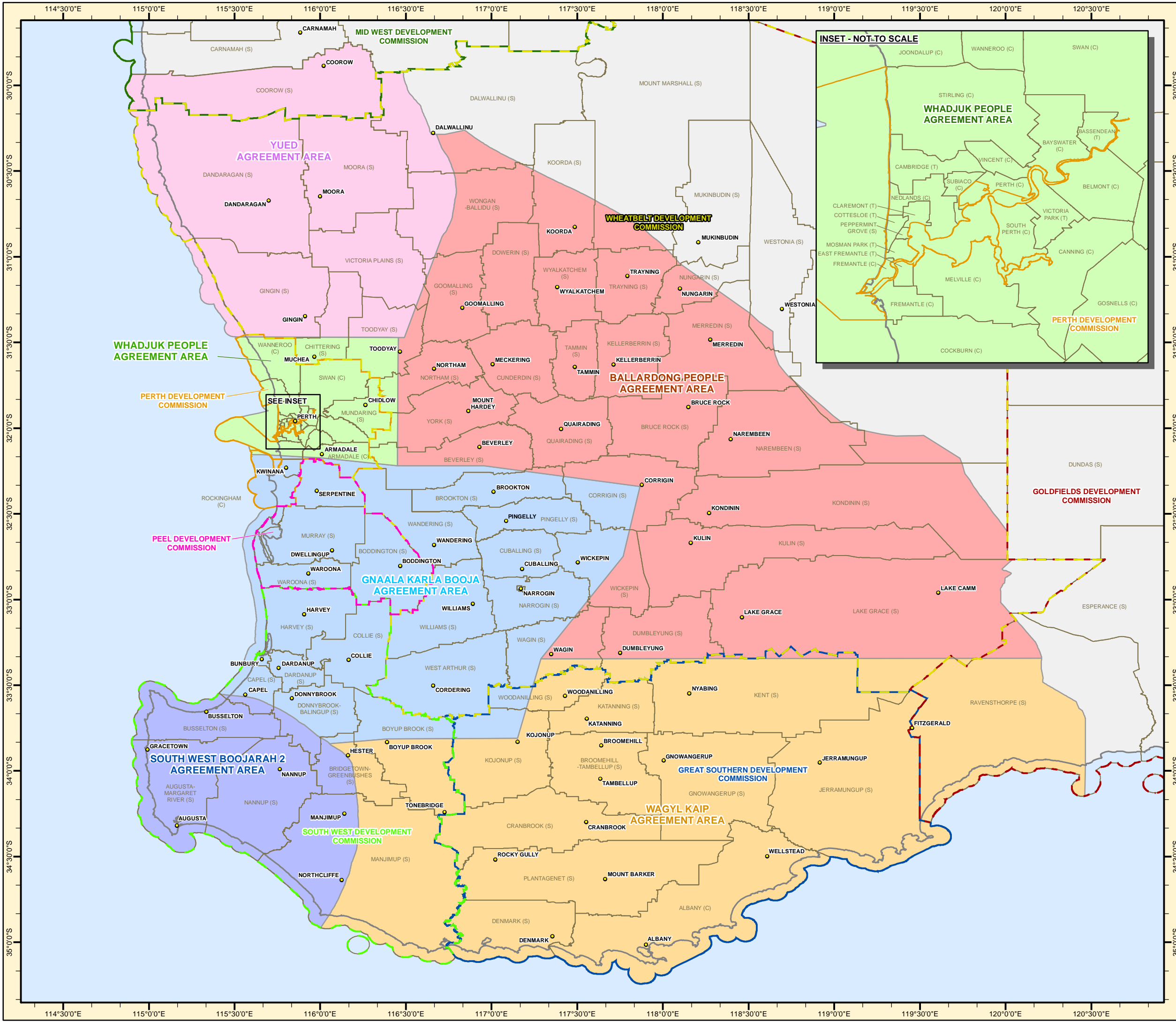
Cadastral and Tenure information sourced from Landgate Spatial Cadastral Database (SCDB).
 Administrative boundaries are sourced from the Landgate Administrative Boundaries Dataset.
 Topographical data sourced from the PSMA Dataset.
 Road names sourced from Landgate Road Centreline Dataset.
 Coastlines and shorelines are interpreted from aerial photography or recorded from ground surveys.
 Local Authorities terminate at Low Water Mark (LWM) unless otherwise specified.
 Pastoral Leases terminate 40 metres above High Water Mark (HWM) unless otherwise specified.
 Islands shown are Unallocated Crown Land (UCL) unless otherwise specified.
 Regional Development Commission Boundaries information sourced from Department of Regional Development and digitised from the SCDB as at 1 May 2015.



DISCLAIMER
 For informational purposes only. This map is a pictorial representation of data extracted from Landgate Datasets and is intended to be an overview of general geospatial information.
 Waterlines shown on this map do not necessarily depict an exact cadastral boundary.
 Native title application boundaries interpolated from descriptions held by the National Native Title Tribunal (NNTT) and Federal Court.
 Reference should be made to the NNTT for confirmation of this boundary for any legal purposes.
 In the event of any discrepancy between the written application boundary description and the areas depicted on this map the written description shall take preference as the maps and/or enlargements are indicative only.

GRAPHIC SERVICES
 PRODUCED: 08/02/2017

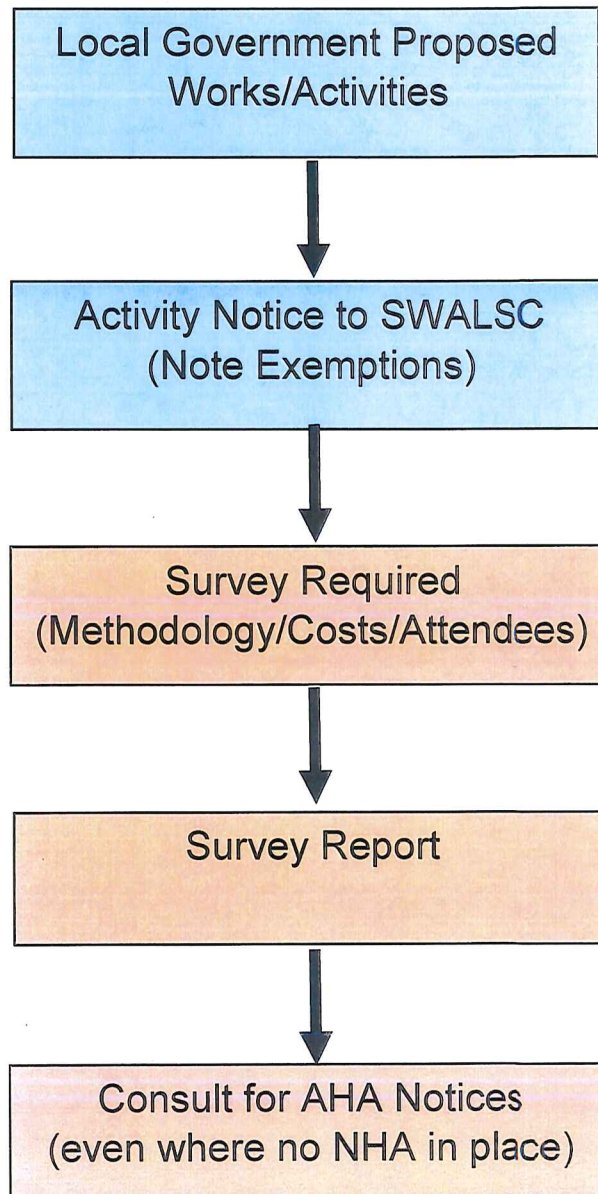
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Noongar Heritage Agreement for Local Government

Key Terms Flow Chart

Marcus Holmes
Land Equity Legal
April 2021



10.6 Quairading Rainmakers - "El Toro" Plinth and Location

Meeting Date	27 th May 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Quairading Rainmakers Correspondence
Owner/Applicant	Tarnya Fraser - Quairading Rainmakers Committee
Disclosure of Interest	CEO - Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council: -

1. Support the Quairading Rainmakers Inc. Proposal to relocate the "El Toro" Public Art to the Old Water Fountain site in the front of the Town Hall subject to approval by Main Roads WA.
2. Acknowledge that Quairading Rainmakers Inc. will be funding and arranging the construction of the limestone base by a Registered Builder, with the final design and structural details to the satisfaction of the CEO and Management.
3. Support the request for Council to arrange and fund the removal of the brickwork base of the old Water fountain in the 2021/2022 Budget.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- "El Toro" has been in a Trial location in the front of the Hall since 2nd November 2018.
- Quairading Rainmakers have written to Council with the proposed final location for "El Toro".
- Community consultation has occurred to ascertain preferred location.
- Proposal is the relocate "El Toro" to the site of the "Old Water Fountain" which is more central to the Hall Façade.
- Preferred location is an estimated 5 metres Northwards from its Trial location.
- Quairading Rainmakers seeking Council assistance to remove the old brick work / planter box (Estimated Cost of \$1000 for a local Contractor).
- Quairading Rainmakers have committed to provide the materials and funding for the Building Contractor to construct the Plinth.
- Main Roads WA have previously approved the trial location for "El Toro" and approval will be sought for the minor variation to the permanent location.

MATTER FOR CONSIDERATION

Permanent Location of "El Toro" Public Art and removal of the Old Water Fountain base.

BACKGROUND

Council at its Ordinary Council Meeting held on 29th November 2018, resolved as follows: -

RESOLUTION: 99-18/19

(ORIGINAL MOTION) MOVED Cr Brown SECONDED Cr Stacey

That Council: -

1. *Receive the Quairading Rainmaker Inc. Submission; and*
2. *Support the funding commitment request of \$10,000 for the procurement of the Public Street Art, and that the funding be from identified savings in the March 2019 Budget Review Process.*

AMENDMENT

MOVED Cr Smith SECONDED Cr McGuinness

Point 2 be amended as follows: -

1. *Support the funding commitment request to a maximum of \$10,000 including the cost of the plinth and lighting.*
2. *That the amount be included in the 2019 / 20 Draft Budget deliberations and Budget*
3. *That the Rainmakers put their ongoing commitment to maintenance of the artwork in writing to the Shire*
4. *That the \$10,000.00 payment be subject to the successful grant application for the balance of the money required for the purchase.*

AMENDMENT LOST 3/4

ORIGINAL MOTION WAS PUT

CARRIED 4/3

The "El Toro" Art Piece was on display at the 2018 Quairading Agricultural Show and was on Loan from the Artist and placed on "temporary display" in front of the Quairading Town Hall since 2nd November 2018.

Council received approval from Main Roads for the placement of "El Toro" for the trial location and confirmation will be sought for approval of the new proposed location.

Both the current and proposed location for the Piece are on Lot 189 Jennaberring Road, which is owned Freehold by Council.

The Art Piece has subsequently been purchased by Community Donations and a Contribution of \$10,000 from Council. It is understood the full \$10,000 was used towards the purchase of the Art Piece.

Additional costs for the Plinth and any lighting were to be responsibility of Quairading Rainmaker's Inc.

Building advice has been received from Registered Builder Adam May on the difficulty of utilising the disused base of the Water Fountain, which in recent years has defaulted to a planter box.

Mr May's advice to the Group is that given the original brickwork was not designed or constructed to hold the Art Piece, it is recommended that the base be removed and a limestone plinth (with engineered footings) be constructed.

Rainmaker's request is seeking Council Approval of the final location of "El Toro" and also seeking financial & logistical assistance towards the removal of the existing brickwork.

STATUTORY ENVIRONMENT

Local Government Act 1995

Main Roads Act 1930

Main Roads (Control of Advertisements) Regulations 1996

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Request is seeking Council assistance to the value of \$1000 to remove the existing base of the old water fountain. This can be funded from the Parks & Gardens Maintenance Cost Allocation.

Ongoing maintenance of the Art piece (6 monthly treatment) has previously been committed and undertaken by Quairading Rainmakers Inc.

Rainmaker's Inc. will be gifting the Art Piece to Council to hold on behalf of the Community. Art Piece & Plinth to be incorporated into Council's Infrastructure Assets.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Quairading Rainmakers invited all interested community members to a meeting on the 24th February, 2021 to discuss and agree on El Toro's final location and permanent plinth.

A number of Community Members and the CEO were in attendance with the strong consensus to relocate El Toro to a central position in the front of the Hall and if possible, utilise the Old Water Fountain Site.

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

Financial - Risk Matrix Rating is assessed as Low. Minimal exposure as Council's contribution can be incorporated into Council's existing or forthcoming budget in Parks & Gardens Maintenance.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Council has been supportive through a cash contribution for the purchase of "El Toro" and have supported the trial location at the front of the Hall on Council owned land. Reputational risk would escalate if Council don't support either the proposed location and the request for minimal assistance with the Project.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The Administration has often observed many visitors to Town accessing the Main Street / Shopping Precinct and taking photos of "El Toro" in the front of the repainted Town Hall.

Proposed location supported by Council's Management Team.

Quairading Rainmakers Inc.
PO Box 108
Quairading WA 6383

Shire of Quairading
PO Box 38
Quairading WA 6383

11/05/2021

Dear Mr Fardon,

Re: El Toro Sculpture Plinth + Location

Quairading Rainmakers invited all interested community members to a meeting on the 24th February, 2021 to discuss and agree on El Toros final location and permanent plinth.

The meeting agreed that his current location in front of the hall would make for a good home (particularly since the hall's new paint colour makes him stand out more). The meeting agreed that he should be more forward on the Town Hall corner, and the perfect area on the corner was where an existing water fountain structure sits.

We have made inquiries with Adam May to see if he could reinforce the existing round water fountain feature and turn it into El Toro's plinth base. Adam has pointed out that the difference in shapes (i.e. El Toros frame is rectangular and the fountains based is round) and the fact much of the fountain was not built with structural materials in the first place makes this job difficult and therefore costly.

He has recommended the fountain be decommissioned and removed completely and then a limestone plinth be built in the same area for El Toro.

We submit this update to council, in the hope that you might consent to the removal of the existing fountain structure. We believe this fountain has been out of use for some time and hope you might factor in the cost of removing it as part of your 2021/22 budget. We have made enquiries with Digging Docker as to the cost of removing the structure and Stephen indicated it would cost approx. \$1,000 + GST.

Kind regards



Tarnya Fraser
Rainmakers Committee
0428 881 048

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

No matters for consideration.

ITEM 13 URGENT COUNCILLORS' BUSINESS

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

No matters for consideration.

ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 24th June 2021, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 16 CLOSURE

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