

Ordinary Council Meeting

Notice of Meeting | 29th October 2020

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday 29th October 2020 commencing at 2.00 pm.

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

Public are able to attend this meeting.

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

Alternatively, Questions may be asked in Person.

MEETING AGENDA ATTACHED

Allen Cooper

ALLEN COOPER
ACTING CHIEF EXECUTIVE OFFICER

Date: 23rd October 2020

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 Deputy 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 Sergeant Lindsay Collett to join us for Afternoon Tea.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

Mr A Cooper	Acting 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

Cr Wayne Davies for the 29th October 2020 Ordinary Council Meeting.

ITEM 3 PUBLIC QUESTION TIME

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

ITEM 6 DECLARATIONS OF INTEREST

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

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

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – 24th September 2020

Recommendation

MOVED Cr _____ SECONDED Cr _____

That the Minutes of the Ordinary Meeting of Council held on the 24th September 2020 be confirmed as a true and accurate. (Attached).

CARRIED ___/___

7.2 Business Arising

SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 24th September 2020 commencing at 2.02 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.02 pm.

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

Cr Davies welcomed Councillors and Staff to the meeting.

Cr Davies advised that Health Service Manager Mrs Diana Ellison will be joining the Council Meeting at 2pm for urgent health issues and can attend the 29th October Council Meeting for a longer session to allow for more detailed discussions.

Quairading Police OIC Sgt Lindsay Collett unable to attend the Council Meeting today due to ill health but has indicated that he will be able to attend the next Council 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 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

Observers/Visitor

Mrs Diana Ellison	Health Service Manager, Quairading Health Service (2.02 pm – 2.20pm)
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Apologies

Mrs A Strauss	Executive Officer
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Leave of Absence Previously Granted

Cr McGuinness - Period Monday 21st September 2020 to Friday 9th October 2020 (inclusive).

ITEM 3 PUBLIC QUESTION TIME

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

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Mrs Diana Ellison, Health Service Manager at the Quairading Hospital provided a summary of the Federal Government's Aged Care Funding which is based on an Australia wide formula.

Quairading has approved Funding for 10 beds which must be allocated upon need between High Care at Cuneata Wing and Low Care at Parker House noting that often there are unfilled and unfunded beds at Parker House.

Mrs Ellison advised that additional funding had been received following the closure of the Cunderdin Hospital Aged Care beds.

The Chairperson thanked Mrs Ellison for her Presentation and advised that Council would discuss later in the meeting on Council lobbying Federal Government representatives on Quairading receiving further Aged Care Funding, given that there is a waiting list for Aged Care beds in Quairading.

2.20 pm

Ms Ellison left the Meeting.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Application for Leave of Absence – Shire President Cr Davies

An Application for Leave of Absence has been received from Cr Davies for the Ordinary Council Meeting on the 29th October 2020.

RECOMMENDATION

RESOLUTION: 34-20/21

MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite

That Cr Davies be granted Leave of Absence from Council for the 29th October 2020 Ordinary Council Meeting.

CARRIED 7/0

ITEM 6 DECLARATIONS OF INTEREST

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

- Cr Jo Haythornthwaite - Impartiality Interest with Item 9.3 (4) ICT Strategic Plan and ICT Disaster Recovery Plan
- C John Haythornthwaite - Impartiality Interest with Item 9.3 (4) ICT Strategic Plan Progress ICT Disaster Recovery Plan.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – 27th August 2020

RESOLUTION: 35-20/21

MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite

That the Minutes of the Ordinary Meeting of Council held on the 27th August 2020 be confirmed as a true and accurate.

CARRIED 7/0

7.2 Business Arising

Nil.

7.3 Confirmation of Minutes – 8th September 2020

RESOLUTION: 36-20/21

MOVED Cr Hippisley SECONDED Cr Cowcill

That the Minutes of the Special Meeting of Council held on the 8th September 2020 be confirmed as a true and accurate.

CARRIED 7/0

7.4 Business Arising

Nil.

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

8.1 Proposed Shires of Cunderdin, Quairading and Tammin Joint Local Planning Strategy

Meeting Date	24 th September 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer/ Consultant	Natasha Jurmann of Glenwarra Development Services, Town Planning Consultant
Attachments	(i) Table of Submissions (ii) Table of Changes (iii) Proposed Shires of Cunderdin, Quairading and Tammin Joint Local Planning Strategy (iv) Maps
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 37-20/21

MOVED Cr Stacey SECONDED Cr Jo Haythornthwaite

That Council adopt the Shires of Cunderdin, Quairading and Tammin Joint Local Planning Strategy incorporating the proposed modifications listed in the Table of Changes attachment.

CARRIED 6/1

IN BRIEF

- Councils are required to have a Local Planning Strategy
- A Joint Council Local Planning Strategy (LPS) was prepared by the Consultant for the Shires of Cunderdin, Quairading and Tammin.
- Collaborative approach taken due to common land use and planning issues.
- All 3 Councils had the same Planning Consultant engaged and it was considered the best use of technical resources.
- Council in October 2018 resolved to adopt the Shires of Quairading, Cunderdin and Tammin Draft Regional Local Planning Strategy in accordance with Part 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- The Strategy was advertised for a period of three (3) months within to the Shires of Cunderdin, Quairading and Tammin and all relevant government departments and agencies were written to inviting Submissions.
- Feedback was received from several Government departments, in particular the Department of Water, Environment and Reserves. 5 Submissions in total were received.
- No submissions were received from the residents of the Quairading District.

- The submissions and modifications sought have been detailed in the attached "Schedule of Submissions"
- The modifications are deemed as minor and has not resulted in any significant changes to the areas relating to the Shire of Quairading.
- The proposed changes are detailed in the attached "Table of Changes".

MATTER FOR CONSIDERATION

Adoption of the Joint Local Planning Strategy for the Shires of Cunderdin, Quairading and Tammin with the proposed Changes.

BACKGROUND

The Joint Local Planning Strategy (LPS) prepared for the Shires of Cunderdin, Quairading and Tammin provides the vision and framework for long-term planning and development in the Region over the next 10 – 15 years. The Strategy will create an interface between regional and local planning, ensuring the best possible outcomes for the three Shires.

At the Ordinary Council Meetings held in October 2018 the Shires resolved to adopt the Joint Local Planning Strategy for Advertising, which was completed at the end of January 2020 in conjunction with the New Proposed Shire of Quairading Local Planning Scheme No. 3.

RESOLUTION: 70-18/19

RESOLUTION: SP10-18/19

That the Strategic Planning Committee recommend to Council that: -

Council Adopt the Shires of Quairading, Cunderdin and Tammin Draft Regional Local Planning Strategy in accordance with Part 3 of the Planning and Development (Local Planning Schemes) Regulations 2015.

The preparation and review of the Joint LPS was slowed due to submissions from the Meckering Community and document having significant redrafting for the Sections relating to Meckering and also the Shire of Tammin.

There are no significant changes to the Quairading section of the Strategy.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Planning and Development (Town Planning Schemes) Regulations 2015

11. Requirement for local planning strategy for local planning scheme
 - (1) A local government must prepare a local planning strategy in accordance with this Part for each local planning scheme that is approved for land within the district of the local government.
 - (2) A local planning strategy must –
 - (a) set out the long-term planning directions for the local government; and
 - (b) apply any State or regional planning policy that is relevant to the strategy; and
 - (c) provide the rationale for any zoning or classification of land under the local planning scheme.
 - (3) A local planning strategy may be prepared concurrently with the local planning scheme to which it relates.

Council does not currently have a Planning Strategy, and upon Adoption will satisfy the requirements of the Planning and Development Regulations (Local Planning Schemes) 2015.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Town Planning expenses to finalise the Strategy are borne by the 3 Councils and shared. Council has provided for the Consultancy expenses to complete the new Town Planning Scheme and the Joint Council Local Planning Strategy in the 2020/221 Adopted Budget.

Future Town Planning tasks will be fully undertaken by Council's new Consultant Mr Joe Douglas of Exurban.

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

The strategy was advertised for a period of three (3) months, which is longer than the 6 weeks required by the Planning and Development Regulations 2015. The Public Comment Period was run concurrently with the advertising of the Draft Town Planning Scheme. No submissions were received from the residents of the Quairading District.

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

Financial - Risk Matrix Rating is assessed as Low. Town Planning expenses to finalise the Strategy are borne by the 3 Councils and shared. Council has provided for the Consultancy expenses to complete the new Town Planning Scheme and the Joint Council Local Planning Strategy in the 2020/221 Adopted Budget. Future Town Planning tasks will be fully undertaken by Council's new Consultant Mr Joe Douglas of Exurban.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Risk Mitigated by the preparation and Adoption of the Strategy. Legislative requirement under the Planning Regulations 2015.

Operation – Risk Matrix Rating is assessed as Low. Adoption and management of the Strategy will be within Council's current Structure and budgeted External Resources.

Natural Environment – Risk Matrix Rating is assessed as Low. Planning Strategy will assist with future Planning and Conservation of the natural Environment including Nature & Conservation Reserves.

COMMENT

The proposed Joint Local Planning Strategy has undergone a number of changes as a result of the feedback from the residents of Meckering and a few comments from the various government departments.

For the Shire of Quairading this has mostly resulted in wording changes, with minimal impacts to the overall document. The only non-wording change that impacts Quairading is a change to the mapping, where some of the Department of Water, Conservation and Attractions reserves had been omitted.

Table of Changes Proposed Joint Local Planning Strategy

Change	Properties affected	Shire Affected	Description	Reason
Replace Municipal Heritage Inventory with Local Heritage Survey	Wording change only, no properties affected.	CQT	All references to a Municipal Heritage Inventory should follow the current heritage Act 2018 wording of Local Heritage Survey.	Submission by Karen Jackson at the Department of Heritage
Adjust Action 17.3.1	UCL and Freehold lots currently listed as Environmental Conservation Zone	CQT	Adjust Action 17.3.1 Adjust UCL and Freehold lots to Environmental Conservation Zone as they cannot be reserves.	Submission by Mike Fitzgerald at the Department of Biodiversity, Conservation and Attractions
Clarify Action 19.1.2	UCL and Freehold lots in the townsites of Doodenanning, Balkuling, Dangin, Badjaling, Yoting and Pantapin.	Q	Clarify Action 19.1.2 to state "Reclassify all unallocated Crown land lots and unmanaged Crown Reserves in the townsites of Doodenanning, Balkuling, Dangin, Badjaling, Yoting and Pantapin Environmental Conservation Reserve or Environmental Conservation Zone to preclude development which should be focused within the Quairading townsite.	Submission by Mike Fitzgerald at the Department of Biodiversity, Conservation and Attractions
Correct Map 1	Lots listed as Environmental Conservation Reserve	Q	Correct Map 1 to include all environmental reserves in the Shire of Quairading.	Submission by Mike Fitzgerald at the Department of Biodiversity, Conservation and Attractions
Correct Map 4	UCL and Freehold lots currently listed as Environmental Conservation Zone	Q	Adjust all UCL and Freehold lots on Map 4(Quairading) to be Environmental conservation Zone instead of Environmental reserve.	Submission by Mike Fitzgerald at the Department of Biodiversity, Conservation and Attractions
Correct Map 9	UCL and Freehold lots currently listed as Environmental Conservation Zone	Q	Add all the Environmental Conservation reserves in the Shire of Quairading to Map 9	Submission by Mike Fitzgerald at the Department of Biodiversity,

				Conservation and Attractions
Correct Map 6	No affect only for council records	CQT	Correct Map 6 to show the additional undeveloped deposits as per GeoView.	Submission by Warren Ormsby at the Minerals and Petroleum Resources Directorate
Replace the terms Broadacre or Broad Hectare with Broad acre	Wording change only, no properties affected.	CQT	Modify the strategy for consistency to say Broad Acre- rather than "Broadacre" or "Broad Hectare"	Submission by Greg Doncon at the Department of Primary Industries and Regional Development
Replace Department of Water with the Department of Water and Environmental Regulation	Wording change only, no properties affected.	CQT	Change the Department of Water to Department of Water and Environmental Regulation.	Submission by Greg Doncon at the Department of Primary Industries and Regional Development
Correct "Strategy area al" to "Regional"	Wording error. No properties affected.	CQT	a global replace of the word 'Region' with 'Strategy area' has occurred resulting in a number of sentences containing the word 'Regional' and become 'Strategy area al' or 'Regions' becoming 'Strategy areas'. A check of the whole document is required to replace "Strategy area al" to "Regional".	Submission by Greg Doncon at the Department of Primary Industries and Regional Development
Correct ha to m2	Wording error. No properties affected.	CQT	Correct error on pg 65 from 325,804ha to 325,804m2	Submission by Greg Doncon at the Department of Primary Industries and Regional Development
Correct DPAW to DBCA	Acronym error, No properties affected.	CQT	Correct error on pg 85 from DPAW to DBCA	Submission by Greg Doncon at the Department of Primary Industries and Regional Development
Add action 4.3.4	Meckering Townsite	C	Add action 4.3.4 to pg 17 "Rezone lots 41, 420, 500, 405, 406, 53 and 54 Dempster Street and Lots 35, 419, 150, 47, and 404 Throssell St Meckering, from 'Mixed business' to 'Rural Townsite' to reflect the	Submission by the residents in the Meckering Townsite.

			current and future use of the properties.	
Amend action 10.1.2	Meckering Townsite	C	Amend action 4.3.4 to pg 20 "Rezone lots 41, 420, 500, 405, 406, 53 and 54 Dempster Street and Lots 35, 419, 150, 47, and 404 Throssell St Meckering, from 'Mixed business' to 'Rural Townsite' to reflect the current and future use of the properties.	Submission by the residents in the Meckering Townsite.
Amend action 10.3.1	Meckering Townsite	C	Amend action 10.3.1 pg 21 "Rezone Lots 3,100 and 372 Dempster Street, Lots7, 8, 9, 10, 11, 12, 200, 394, 400 and 600 Johnston Street and Lots 100, 101 and 200 Clifton Street from 'Rural' To ' Rural Townsite' to provide a more appropriate zoning and reflect current uses."	Submission by the residents in the Meckering Townsite.

8.2 Proposed Shire of Quairading Local Planning Scheme No.3

Meeting Date	24 th September 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer/Consultant	Natasha Jurmann of Glenwarra Development Services, Town Planning Consultant
Attachments	(i) Table of Submissions (ii) Table of Changes (iii) Proposed Shire of Quairading Local Planning Scheme No.3 (iv) 11 Maps
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 38-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley

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

CARRIED 7/0

IN BRIEF

- The current Shire of Quairading Town Planning Scheme No. 2 (TPS2) was gazetted in 1993.
- The new Planning and Development Regulations 2015 requires that Councils review their Town Planning Schemes once every 5 years
- New Draft Planning Scheme Prepared for Council's consideration in October 2018
- Council adopted the Draft Town Planning Scheme for advertising in October 2018
- The Scheme was advertised for a period of three (3) months to the Shire of Quairading as well as notification letters being sent to affected property owners and relevant government departments.
- Public Submission Period closed 31st January 2020
- 8 Submission were received and are included as Attachment "Schedule of Submissions"
- Feedback was received from the departments in particular the Department of Water, Environment and Reserves
- No submissions were received from property owners within the Shire of Quairading district.
- Minor Wording Changes and Mapping corrections resulting from the Submission and Review Period are proposed and detailed in the Attachment "Table of Changes Proposed"

MATTER FOR CONSIDERATION

The adoption of the Proposed Shire of Quairading Local Planning Scheme No.3 including the Minor Changes detailed in the "Table of Changes Proposed" attachment.

BACKGROUND

The current Town Planning Scheme No.2 was gazetted on the 31st August 1993.

The current Scheme uses terminology and zones that have since been replaced in the new Planning and Development Regulations 2015. In addition to this, there were not enough uses listed in the Scheme, meaning that some Development Applications were having to be referred to Council for "a use not listed".

The new Planning and Development Regulations 2015 requires Councils to review their Town Planning Schemes once every 5 years. The Review Report was submitted to the Western Australian Planning Commission within 6 months of the due date.

The Town Planning Scheme Review Report found that: -

- 8 amendments to TPS2 have been approved since 1993 with 2 of these amendments being for the purposes of updating the scheme to the current Model Scheme Text or similar;
- An attempt to amend TPS2 following the introduction of the deemed provisions proved too difficult due to the age of the Scheme.
- The Townsite Expansion Strategy was developed as an interim document and has not been reviewed since its adoption;
- There is no Strategy for the whole District with the exception of the Quairading townsite;
- The use of 'a use not listed' is not best planning practice when used frequently to determine permissibility and appropriateness of development.
- A whole of Shire Local Planning Strategy and new Local Planning Scheme is required to guide and promote development in the Shire to achieve the aims and objectives of the Shire's Strategic Community Plan.

The WAPC approved of the Review Report and supported the preparation of a Draft Town Planning Scheme No.3

Council at its Meeting on the 25th October 2018 resolved as follows: -

RESOLUTION: 71-18/19

RESOLUTION: SP11-18/19

That the Strategic Planning Committee recommend to Council that: -

Council advertise the Draft Quairading Local Planning Scheme No.3 in accordance with clause 21 of the Planning and Development (Local Planning Schemes) Regulations 2015.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Section 72. Local government may prepare or adopt scheme

Section 74. Repealing scheme

The current Shire of Quairading Town Planning Scheme No. 2 will be superseded by the new Shire of Quairading Local Planning Scheme No.3 upon Adoption.

Planning and Development (Town Planning Schemes) Regulations 2015

Reg 65. Review of local planning scheme

A local government must carry out a review of each local planning scheme prepared by the local government –

- (1)
 - (a) in the 5th year after the scheme is published in the *Gazette* under section 87(3) of the Act; and
 - (b) in the 5th year after the completion of each review carried out under this Division.
- (2) Subregulation (1) applies to a local planning scheme that was published in the *Gazette* more than 5 years before the commencement of this regulation as if it were published in the *Gazette* on the day that is 3 years before the day on which this regulation comes into operation.
- (3) The review must consider whether the local planning scheme is up-to-date and complies with these regulations.
- (4) The review may be undertaken in conjunction with the preparation of a consolidation of a scheme under Part 5 Division 5 of the Act.

66. Report of review

- (1) The local government must, no later than 6 months after the requirement to carry out the review of a local planning scheme arises under regulation 65, or such longer period as the Commission allows –
- (a) prepare a report of the review; and
 - (b) approve the report by resolution; and
 - (c) provide the approved report to the Commission.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

The cost to prepare the Draft Planning Scheme and to manage the Public Consultation process to finalise the Draft Town Planning Scheme to Adoption has been provided for in prior year Budgets and the 2020/2021 Budget. Council has made a Budget Allowance of \$10,000 in 2020/2021 to finalise the Town Planning Scheme and the Joint Councils Local Planning Strategy.

Planning expenses to finalise the Planning Strategy are being borne by the 3 Councils and shared.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

COMMUNITY CONSULTATION

The scheme was advertised for a period of three (3) months as required by the Planning and Development Regulations (Local Planning Schemes) 2015. This resulted in 8 Submissions as attached on the "Schedule of Submissions".

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

Financial - Risk Matrix Rating is assessed as Low. Town Planning expenses to finalise the Town Planning Scheme are provided for in Council's 2020/2021 Budget.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Risk Mitigated by the preparation and adoption of Town Planning Scheme No. 3. The Planning and Development Act requires Council to review current Town Planning Scheme. New Town Planning Scheme is in the approved Format and Wording supported by WAPC. The new Scheme will guide and promote development in the Shire to achieve the aims and objectives of the Shire's Strategic Community Plan.

Operation – Risk Matrix Rating is assessed as Low. Adoption and management of the Strategy will be within Council's current Structure and External Contracted Resources.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The proposed Shire of Quairading Local Planning Scheme No.3 has been under development and review since 2018 and in conjunction with the proposed Shires of Cunderdin, Quairading and Tammin Joint Local Planning Strategy.

WAPC advised that the Draft Town Planning Scheme could not be progressed until the Local Planning Strategy for the 3 Councils had been reviewed and subsequently presented for Adoption (Council Item 8.1)

The Scheme Report to Council was delayed due to extensive changes to the relevant Sections of the Planning Strategy for the Shires of Cunderdin and Tammin.

As such there have been no significant changes to the Draft Town Planning Scheme No.3 since Council adopted it for Statutory Advertising and Submission Period in October 2018.

Table of Changes Proposed Shire of Quairading Town Planning Scheme No. 3 Page 19 of 142

Change	Properties affected	Description	Reason
Schedule A, Section 61, Part (n) to include “unless the development is located in a place that is, (i) entered in the register of Heritage Places under the Heritage Act 2018”.	All heritage properties within the Shire of Quairading	Wording change only	Request by the Heritage Director at the Department of Planning Lands and Heritage
Schedule A, Section 61, part (q) to include “unless the development is located in a place that is, (iii) entered in the Register of Heritage Places under the Heritage Act 2018”.	All heritage properties within the Shire of Quairading	Wording change only	Request by the Heritage Director at the Department of Planning Lands and Heritage
Mapping Corrections	Reserves within the Shire of Quairading.	Part 2 – Reserves - Section 14.2- reserves need to be added to the maps Part 3- Zones and land use Environmental conservation Reserve should not be used on UCL or free hold lots. Perhaps an environmental conservation zone should be considered for these lots.	Request by Department of Biodiversity, Conservation and attractions
Add SPP 2.4 and SPP 2.5 to section 29 of the Scheme.	Clarity/wording changes only	SPP2.4 Basic Raw Materials and SPP 2.5 Rural Planning already applies to the shire it is suggested that it is added to the scheme for clarity	Request by the Department of Mines, Industry Regulation and Safety
Wording changes	Changes to bring the scheme in line with the State Planning Policies	<ul style="list-style-type: none"> Schedule 3 – Additional Site and Development Requirement – Section 14 - Extractive industries 	Request by the Department of Mines, Industry Regulation and

Safety

- 1(a) the use of the term “...adversely...” could be misinterpreted. We recommend using text from the draft SPP2.4 - Basic Raw Materials, 5(f) “...avoids, minimises and mitigates detrimental impacts...”
- 2(b) the use of a specified distance of “...within 1,000 metres...” is overly restrictive depending on the type of BRM and ES that is proposed. This type of prescriptive and generalised approach has not been adopted in the new draft SPP2.4. We believe that 2(b) could be combined with 2(c): Revised “2(c) identifies appropriate buffer distances required for extraction that are needed to buffer the impact to adjacent operations and measures taken to avoid, minimise and mitigate detrimental impacts to sensitive land uses;”

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – August 2020

Meeting Date	24 th September 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	(i) August 2020 Payment List (ii) Transport Takings (iii) Credit Card Statement
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 39-20/21

MOVED Cr Stacey SECONDED Cr Cowcill

That Council note the following:

1. That Schedule of Accounts for August covering Municipal Vouchers 23742 to 23747, EFT 8194 to EFT 8308 and Superannuation Direct Debit totalling \$369,475.88 be received and
2. That Police Licensing payments for the month of August 2020 totalling \$46,147.20 be received (Attachment ii); and
3. That fund transfers to Corporate Credit Card for August 2020 balance totalling \$631.73 be received (Attachment iii); and
4. That Net Payroll payments for the month August 2020 totalling \$135,086.38; and
5. That the Lease payment for the month of August 2020 on the CESM Vehicle totalling \$1,140.08.

CARRIED 7/0

IN BRIEF

Payments are per attached schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the accounts paid during August 2020.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

Comment

Nil.

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

Meeting Date	24 th September 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	(i) Financial Statements for August
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 40-20/21

MOVED Cr Jo Haythornthwaite **SECONDED** Cr Hippisley

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

CARRIED 7/0

IN BRIEF

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

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements.

BACKGROUND

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

STATUTORY ENVIRONMENT

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

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

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

YTD Budget Figures are still being adjusted and will refined throughout the year.

9.3 Audit and Risk Committee Meeting Minutes – 8th September 2020

Meeting Date	24 th September 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Audit & Risk Committee Meeting Minutes
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

Elected Member Declarations of Impartiality Interest

Declarations as made in Item 6 of the Meeting.

OFFICER'S RECOMMENDATION

RESOLUTION: 41-20/21

MOVED Cr Stacey SECONDED Cr Hippisley

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

CARRIED 7/0

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

1) 2019/2020 Annual Audit Exit Meeting with the Auditor

RESOLUTION: 42-20/21

MOVED Cr Hippisley SECONDED Cr Cowcill

RECOMMENDATION: AR2-20/21

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

Council conduct a telephonic meeting with Council's Auditor Mr Greg Godwin of Moore Australia (formerly known as Moore Stephens) for the 2019/2020 Annual Audit Exit Meeting with the Auditor.

CARRIED 7/0

2) Grant Funding Status Report

RESOLUTION: 43-20/21

MOVED Cr Hippisley SECONDED Cr Stacey

RECOMMENDATION: AR3-20/21

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

Council notes the Grants Status Reports dated September 2020.

CARRIED 7/0

3) Report on Excess Annual Leave and Long Service Leave

RESOLUTION: 44-20/21

MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite

RECOMMENDATION: AR4-20/21

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

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

CARRIED 7/0

4) ICT Strategic Plan and ICT Disaster Recovery Plan

The Chairperson advised the Meeting that there was a Foreshadowed Motion from Cr Hippisley which would be dealt with following AR5-20/21.

Cr Davies invited Cr Hippisley to read out aloud his Foreshadowed Motion:-

1. That Council engage in further research and consultation with WALGA and others shires before adopting an ICT Strategic Plan;
2. That Council adopts the ICT Disaster Recovery Plan;
3. That Council refrains from adjusting the ICT budget until the ICT Strategic Plan has been further researched, finalized and adopted.

RESOLUTION: 45-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Cowcill

RECOMMENDATION: AR5-20/21

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

1. Council adopt the ICT Strategic Plan 2020 - 2023
2. Council adopt the ICT Disaster Recovery Plan
3. Council allocate a budget of \$41,200 to Computer Maintenance and \$30,500 to Computers Capital Works both from the 2020/2021 Budget Surplus. *

MOTION LOST 3/4

*Absolute Majority will be needed for Council adoption of the Budget Amendment
 *Simple Majority required for the Adoption of Strategic Plan and Disaster Recovery Plan

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

FOR: Cr Jo Haythornthwaite, Cr Cowcill and Cr Stacey

AGAINST: Cr Smith, Cr John Haythornthwaite, Cr Davies and Cr Hippisley.

Foreshadowed Motion - ICT Strategic Plan and ICT Disaster Recovery Plan

RESOLUTION: 46-20/21

MOVED Cr Hippisley SECONDED Cr John Haythornthwaite

1. That Council engage in further research and consultation with WALGA and others shires before adopting an ICT Strategic Plan;
2. That Council adopts the ICT Disaster Recovery Plan;
3. That Council refrains from adjusting the ICT budget until the ICT Strategic Plan has been further researched, finalized and adopted.

MOTION LOST 3/4

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

FOR: Cr Hippisley, Cr John Haythornthwaite and Cr Smith

AGAINST: Cr Davies, Cr Cowcill, Cr Jo Haythornthwaite and Cr Stacey.

IN BRIEF

Minutes of the 8th September 2020 Meeting of the Audit and Risk Committee include four (4) Recommendations to Council.

MATTER FOR CONSIDERATION

Committee Recommendations to Council.

BACKGROUND

The Audit and Risk Committee Meeting was held on the 8th September 2020 from which there are four (4) Recommendations for Council's consideration, namely: -

RECOMMENDATION: AR2-20/21

RECOMMENDATION: AR3-20/21

RECOMMENDATION: AR4-20/21

RECOMMENDATION: AR5-20/21

STATUTORY ENVIRONMENT

Local Government Act 1995

AR2-20/21 Section 7.12A - Council is required to meet with the Auditor at least once in every Year

AR5-20/21 Section 5.56 Planning for the Future

Local Government (Audit) Regulations 1996

AR2-20/21 - Applies.

Local Government (Administration) Regulation 1996

AR5-20/21 – Reg 19DA Applies relating to 4 Year Corporate Plans

“(b) govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and (c)

develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.”

POLICY IMPLICATION

Councils ORG.2 Leave Management Policy.

FINANCIAL IMPLICATIONS

AR2-20/21

Auditor Fees associated with the Meeting with the Auditor are provided for in Council's Adopted Budget.

AR3-20/21

All Grants due to be received in the 2020/2021 are included in Council's Adopted Budget and are due to be expended in the 12-month Period.

AR4-20/21

Annual and Long Service Leave Liability as at the 31st August 2020 is calculated at \$230,012

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

The Annual Leave and Long Service Leave Reserve Fund Cash Balance as at the 31st August 2020 is \$205,901.

AR5-20/21

Strategic Plan provides for identified Software and Hardware Upgrades over the 4 Year Term of the Strategy. These have been prioritised in order of Risk Rating by the Consultant.

In order to lessen the impact on the current financial position and to undertake the works within current staffing, Management has proposed an alternative budget based on the timing and priorities recommended within the Plan. This will also form an agile approach to ICT upgrades and improvements which should provide better results in a fast changing IT environment.

The Current Budget for IT is currently \$70,000. The proposed Budget for 2020/21 year is \$141,700. Therefore, if the Strategy is supported it is recommended that an additional \$71,700, from the current Budget Surplus of \$122,026 be utilized to fund this year's ICT requirements.

The ICT Strategy provides a Framework for Council and management to utilise over the next 4 years. The timing of the implementation of specific components of the Strategy will be subject to the progress on the High Priority Areas identified in the Strategy in the early years and Budgetary provisions in the later years.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

N/A

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

Financial – Risk Matrix Rating considered Low. AR4-20/21 - Risk relating to Staff Leave Liability mitigated through the application and compliance with Council's Leave Policy and Management Procedures

AR5-20/21 - The Plans will have a financial impact on the Budget, as the works identified will increase the current budget significantly. However, the works being done over the next 4 years should decrease the financial risk of large non-budgeted expenditure from IT disaster or Cyber-attacks.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating considered Low. AR5-20/21 - Cyber-attacks on government have been becoming more common and wider spread. This has caused reputational damage due to concern of the disclosure of public information and loss of productivity due to IT down time. The Plans have recommended ways of reducing damage from attacks, therefore decreasing the chance of loss of information and mitigate reputational risk.

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

Natural Environment – Risk Matrix Rating considered Low.

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 Shire Administration Office and Works Depot Reception Closure Between Christmas & New Year

Meeting Date	24 th September 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Nil
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 47-20/21

MOVED Cr Cowcill **SECONDED Cr Jo Haythornthwaite**

1. That Council approve the closure of the Shire Administration Office from 5.00pm Wednesday 23rd December 2020 to 9.00 am on Monday 4th January 2021.
2. That Council approve the closure of the Works Depot Reception from 5.00 pm on Friday 18th December 2020 to 8.00 am on Monday 4th January 2021.
3. The Office closures and Emergency contact details be publicised in the community through Council's communication mediums.
4. Council advise the Department of Transport of the closure period for the Licensing Agency in accordance with the Licensing Agency Agreement.

CARRIED 7/0

IN BRIEF

- Council in recent years has approved the closure of the Shire Administration Office and Works Depot Reception for the period between Christmas and New Year Public Holidays. This has enabled staff to have an extended break utilising Accrued Annual Leave or Rostered Days Off entitlements.
- Executive and Senior Staff will be available and able to respond to Emergencies / Telephone Calls.
- Management will prepare a Roster of Council Staff on Leave and those Staff available to respond to call Outs / Emergencies.
- Emergency Management Staff (CESM) will be on "Standby" due to the Bushfire Season
- Council's Works Depot staff will cease work on Friday 18th December 2020 however a number of staff will be available as 'skeleton crew' during the period of leave, and will return to work on various dates throughout January 2021. It is proposed that the Works Depot Reception close at 5.00pm on Friday 18th December 2020 and reopen to the Public on Monday 4th January 2021.
- Given that Christmas Day falls on a Friday this year, it is recommended that the Administration Centre be operational on Monday 21st, Tuesday 22nd and Wednesday 23rd December 2020.

- The Town/Parks and Gardens team will not be taking leave (excluding Public Holidays) to maintain Town facilities, parks and gardens.
- Appropriate community advertising will be undertaken should Council agree to the Shire Administration Office and Works Depot Reception Closure dates.
- There has been no record of concerns to the Administration that the 2019/20 Closure caused any major inconvenience to the community nor any adverse publicity.
- Council to consider the closure proposal each year on its merits.

MATTER FOR CONSIDERATION

Council to consider the Closure Period for the Shire Administration Office and Works Depot Reception for the period between Christmas and New Year 2020/2021.

BACKGROUND

The Works Depot has traditionally been closed for the same period with a 'skeleton crew' available for watering, public convenience maintenance, etc.

The majority of the Works Depot crew will have commenced taking their annual leave entitlements as at the COB on Friday 18th December 2020, and will return to work on various dates in January depending upon their period of leave taken.

The Works Depot staff will advise who is remaining in the District for an 'Emergency Call Out' roster.

Given that Christmas Day falls on a Friday this year, it is recommended that the Administration Centre be operational on Monday 21st, Tuesday 22nd and Wednesday 23rd December 2020.

It is anticipated that there will be Staff members available to provide a full suite of Customer Services, including Department of Transport transactions.

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil, as Staff will be utilising Annual Leave or Rostered Days Entitlements.

Department of Transport require Notification of the Days of the Closure for Licencing Agency purposes.

Transport Customers are able to renew Standard Transport licences on the internet and also via BPAY at any time.

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

Closure will be fully publicised in Council and Community Publications and the Website.

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

Financial - Risk Matrix Rating is assessed as Low. Council Staff will be utilising Annual Leave or Rostered Days Off entitlements.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Risk is mitigated through extensive publicity in the Community well in advance of the Closure.

Operation – Risk Matrix Rating is assessed as Low. Council's base services such as the maintenance of Public Facilities and Parks / Gardens, Caravan Park are continued through the Christmas / New Year period. Further, Council's Waste and Recycling Facility will be operating on the Normal Days / Hours.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Subject to Council determination, the proposed Shire Administration Office and Works Depot Reception closure is as follows: -

Office and Works Depot Reception Closure

Friday 18th December 2020 5.00pm – Depot Reception Closes

Monday 21st December 2020 – Admin Centre Open

Tuesday 22nd December 2020 – Admin Centre Open

Wednesday 23rd December 2020 – Admin Centre Open

Thursday, 24th December 2020 Christmas Eve - Closed

Friday, 25th December 2020 Christmas Day – Public Holiday

Monday, 28th December 2020 Boxing Day – Public Holiday

Tuesday, 29th December 2020 - Closed

Wednesday, 30th December 2020 - Closed

Thursday 31st December New Year's Eve - Closed

Friday, 1st January 2021 New Year's Day – Public Holiday

Monday 4th January 2021

- Works Depot re-opens at 8.00am
- Administration Centre re-opens at 9.00am

10.2 Bush Fire Advisory Committee Meeting Minutes – 9th September 2020

Meeting Date	24 th September 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CESM Simon Bell
Attachments	Minutes of the BFAC Meeting
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER'S RECOMMENDATION

RESOLUTION: 48-20/21

MOVED Cr Hippisley SECONDED Cr Smith

That Council receive the Minutes of the Bush Fire Advisory Committee for its Meeting of 9th September 2020.

CARRIED 7/0

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

1) Appointment of Chief Bush Fire Control Officer

RESOLUTION: 49-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley

RECOMMENDATION: BFAC4- 20/21

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

Mr Nigel Gelmi be appointed as Chief Bush Fire Control Officer until September 2021.

CARRIED 7/0

2) Appointment of Deputy Chief Bush Fire Control Officers

RESOLUTION: 50-20/21

MOVED Cr Hippisley SECONDED Cr Smith

RECOMMENDATION: BFAC5- 20/21

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

Mr John Smart be appointed as Deputy Chief Bush Fire Control Officer until September 2021.

CARRIED 7/0

Council Discussion

The Meeting noted that Mr Ben Wilson had been nominated by the BFAC Meeting and was contacted following that Meeting and had declined the Nomination for Deputy Chief Bush Fire Control Officer but would like to remain as a Fire Control Officer. Mr Smart to be the sole Deputy Bush Fire Control Officer given that there were no further nominations coming forward from the BFAC Meeting.

3) Appointment of Fire Control Officers

RESOLUTION: 51-20/21

MOVED Cr Hippisley SECONDED Cr Stacey

RECOMMENDATION: BFAC6- 20/21

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

The following persons, subject to their acceptance be elected as Fire Control Officers for the Shire of Quairading for the next 12 Months: -

Mr N Gelmi, Mr J Smart, Mr P Groves, Mr M Whyte, Mr G Fardon, Mr S Hadlow, Mr N Fraser, Mr C Anderson, Mr L Johnson, Mr B Wilson, Mr P Hudson, Mr A Duncan, Mr G Hughes, Mr M Davies and Mr S Bell.

CARRIED 7/0

4) Appointment of Fire Weather Advisors

RESOLUTION: 52-20/21

MOVED Cr Hippisley SECONDED Cr Smith

RECOMMENDATION: BFAC7- 20/21

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

The following persons be appointed as Fire Weather Advisors for the forthcoming year: -

Town	Mr G Fardon
North West Area	Mr J Smart
South West Area	Mr G Richards
South East Area	Mr G Hughes, assisted by Mr P Groves
North East Area	Mr B Wilson
Advisor	Mr S Bell

CARRIED 7/0

IN BRIEF

Minutes of the 9th September 2020 meeting of the Bush Fire Advisory Committee include four (4) recommendations to Council for which the background of each recommendation is contained in the Minutes.

MATTER FOR CONSIDERATION

4 Recommendations from the Pre-Season Bush Fire Advisory Committee Meeting.

BACKGROUND

The Bush Fire Advisory Committee Meeting was held on the 9th September 2020 from which there was four (4) recommendations for Council's Consideration, namely: -

- RECOMMENDATION: BFAC4- 20/21
- RECOMMENDATION: BFAC5- 20/21
- RECOMMENDATION: BFAC6- 20/21
- RECOMMENDATION: BFAC7- 20/21

STATUTORY ENVIRONMENT

Local Government Act 1995 Part 5, Division 2

Bush Fires Act 1954 Part 4 s38 Local government may appoint bush fire control officer

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
- (2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

N/A.

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.

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.

10.3 Medical Executive Committee Minutes – 17th September 2020

Meeting Date	24 th September 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) MEC Minutes
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 53-20/21

MOVED Cr Hippisley SECONDED Cr Stacey

That Council received the Minutes of the Medical Executive Committee for its Meeting of the 17th September 2020.

CARRIED 7/0

That Council consider the Committee's following Recommendation: -

1) Medical Executive Committee Terms of Reference

RESOLUTION: 54-20/21

MOVED Cr Cowcill SECONDED Cr Smith

RECOMMENDATION: MEC3-20/21

That the Medical Executive Committee Recommend to Council that: -

Council adopt the revised Medical Executive Committee Terms of Reference (Dated 17th September 2020).

CARRIED 7/0

IN BRIEF

Minutes of the 17th September 2020 meeting of the Medical Executive Committee (MEC) include one (1) recommendation to Council for which the background of each recommendation is contained in the Minutes.

MATTER FOR CONSIDERATION

Committee Recommendation to Council.

BACKGROUND

The Medical Executive Committee Meeting was held on the 17th September 2020 from which there was one (1) recommendation for Council's consideration, namely: -

- RECOMMENDATION: MEC3-20/21

STATUTORY ENVIRONMENT

Local Government Act 1995

Medical Executive Committee is a Committee established by Council under the Local Government Act.

POLICY IMPLICATIONS

Major Review of Medical Executive Committee's Terms of Reference – to properly reflect the Objectives, Purpose and Operation of the Committee.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES
S2	Healthy community
S2.1	Advocate on behalf of the community for improved access to health
S2.2	Promote public health

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. No additional Cost or Risk to Council.

Health – Risk Matrix Rating is assessed as Low. Sound operation of the MEC will add in the mitigation of Health Risk for Council and the Community.

Reputation – Risk Matrix Rating is assessed as Low. Risk mitigated through sound governance of the Medical Executive Committee and its oversight of the Medical Practice Agreement.

Operation – Risk Matrix Rating is assessed as Low. Operation of the MEC is within Council's existing Structure and budgeted resources.

Natural Environment – Risk Matrix Rating is assessed as Low.

2.29 pm

Council adjourned for Afternoon Tea.

3.55 pm

Council Meeting resumed.

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

12.1 RFT 1-20/21 Provision of Traffic Management Services for the 2020/2021 Year

Meeting Date	24 th September 2020
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: 55-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Stacey

That Council award the RFT (Request for Tender) for the Provision of Traffic Management Services for the 2020/2021 Works Program to Advanced Traffic Management for the Tendered price of \$217,983 excluding GST.

CARRIED 5/2

IN BRIEF

- Tenders have been sought through an RFT process for Traffic Management Services for Council's 2020/2021 road program.
- Tender Submissions received have been assessed by an Evaluation Committee comprising the Shire of Quairading's EMWS and Rod Munns from R Munns Engineering Consulting Services, based on the Criteria outlined in the RFT.

MATTER FOR CONSIDERATION

To consider the Tender submissions received for the provision of Traffic Management Services, relating to the Shire of Quairading's 2020/2021 Works Program.

BACKGROUND

Council's 2020-21 budget includes an allocation for the procurement of services for Traffic Management for its road construction program. As the cost of services were estimated to exceed \$250,000 a Request for Tender (RFT) was undertaken.

A specification was drawn up and the RFT was advertised in the West Australian on the Saturday 29th August 2020, the Shire of Quairading Website and Notice Board.

The closing date of the RFT was Monday 14th October 2020 at 4.00pm.

The Tender opening was conducted at 4.30 pm on Monday 14th October 2020 and three (3) Tender submissions (all conforming Tenders) were received from three (3) companies which are listed below:

- 1: Rural Traffic Services
- 2: Advanced Traffic Management
- 3: Earthmac P/L

The Scope of Works contained in the specification called for the submission of prices for the supply of Traffic Management Services for various roads included in the 2020/2021 construction program 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 | 25% |

The Shire has adopted a best value for money approach to the evaluation of this tender. This means that, although price is considered, the Tender submission containing the lowest price will not necessarily be accepted, nor will the Tender submission ranked the highest on the qualitative criteria. The extent to which a submission demonstrates greater satisfaction of each of these will result in a greater score. All three (3) suppliers 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 and eventual recommendation of the preferred tenderer.

One (1) of the three (3) companies has submitted a Tender submission below Council's Budget allocation for Traffic Management.

Council have extensively utilised both Rural Traffic Services and Advanced Traffic Management in the recent past. These two (2) companies have depots based close by in Corrigin and Northam respectively.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions & General) 1996 Reg. 11

POLICY IMPLICATIONS

The Shire of Quairading Purchasing Policy requires that for prices over \$250,000 Council is to procure services via public tender or by WALGA Preferred Suppliers Program.

FINANCIAL IMPLICATIONS

The procurement of Traffic Management Contractors to assist with the 2020/2021 construction program has been allocated in the 2020/2021 Budget. The Shire's budget provision for Traffic Management Services this financial year is \$234,400 ex GST and the recommended Tender submission is \$217,983 ex GST.

The pricing is within budget and will assist the Shire achieve a projected advanced Asset Sustainability Ratio standard. In addition, it will help improve the current Asset Consumption Ratio.

The Roads program will support an improvement in the Operating Ratio in future years, as the improvements reduce the maintenance costs of the road.

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

Nil.

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

Financial – Risk Rating assessed as Low – Recommended RFT Submission within 2020/2021 Budget.

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 programmed.

Natural Environment – Risk Rating is assessed as Low.

12.2 RFT 2-20/21 Provision of Wetmixing & Stabilisation Services for the 2020/2021 Year

Meeting Date	24 th September 2020
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: 56-20/21

MOVED Cr Cowcill SECONDED Cr Jo Haythornthwaite

That Council award the RFT (Request for Tender) for the Provision of Wetmixing and Stabilisation Services for the 2020/2021 Works Program to Western Stabilisers for the Tendered price of \$371,194.64 excluding GST.

CARRIED 7/0

IN BRIEF

- Tenders have been sought through an RFT process for Wetmixing & Stabilisation Services for Council's 2020/2021 road program.
- Tender Submissions received have been assessed by an Evaluation Committee comprising the Shire of Quairading's EMWS and Rod Munns from R Munns Engineering Consulting Services, based on the Criteria outlined in the RFT.

MATTER FOR CONSIDERATION

For Council to consider the Tender submissions received for the Supply of Wetmixing & Stabilisation Services relating to the Shire of Quairading's 2020/2021 works program.

BACKGROUND

Council's 2020-21 budget includes an allocation for the procurement of services for Wetmixing & Stabilisation for its road construction program. As the cost of services will exceed \$250,000, a Request for Tender (RFT) was undertaken.

A specification was drawn up and the RFT was advertised in the West Australian on Saturday the 29th August 2020, the Shire of Quairading Website and Passion Sheet.

The closing date of the RFT was Monday 14th October 2020 at 4.00pm.

The Tender opening was conducted at 4.30 pm on Monday 14th October 2020 and nine (9) Tender submissions (including six conforming and three alternative Tender submissions) were received from six (6) companies, which are listed below:

- 1) Downer (1 Tender)
- 2) Stabilised Pavements of Australia (3 Tenders – 2 are Alternative Tenders)
- 3) Western Stabilisers (2 Tenders – 1 is an Alternative Tender)

- 4) Stabilco (1 Tender)
- 5) WCP Civil (1 Tender)
- 6) West Coast Stabilisers (1 Tender)

Only five (5) of the nine (9) Tender submissions were processed through to the qualitative/price evaluation phase on the basis that all compliance criteria had been met for these five (5) Tender submissions. The three (3) x Alternative Tender submissions and the Tender submission received from WCP Civil were considered Non-compliant.

The Scope of Works contained in the specification called for the submission of prices for the supply of Wetmixing & Stabilisation Services for various roads included in the 2020/2021 construction program 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 | 25% |

The Shire has adopted a best value for money approach to the evaluation of this tender. This means that, although price is considered, the Tender submission containing the lowest price will not necessarily be accepted, nor will the Tender submission ranked the highest on the qualitative criteria. The extent to which a submission demonstrates greater satisfaction of each of these will result in a greater score. All five (5) 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.

None of the five (5) compliant Tender submissions have a Tender price below Council's Budget allocation for Wetmixing and Stabilisation Services.

Council has utilised Western Stabilisers to provide Wetmixing and Stabilisation Services in the past.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions & General) 1996 Reg. 11

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The procurement of Wetmixing & Stabilisation Contractors to assist with the 2020/2021 construction program has been allocated in the 2020/2021 Budget. The Shire's budget provision for Wetmixing & Stabilisation Services this financial year is \$324,693.28 ex GST and the recommended Tender submission is \$371,194.64 ex GST. The additional Cost for wetmixing and stabilisation over the Budget provision will be funded from the Total Works Construction Budget.

The Roads program will support an improvement in the Operating Ratio in future years, as the improvements reduce the maintenance costs of the road.

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

Nil.

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 programmed.

Natural Environment – Risk Rating is assessed as Low.

12.3 RFQ Bituminous Surfacing Application Works for 2020/2021 Year

Meeting Date	24 th September 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMWS Allan Rourke
Attachments	i) Rates and Costings – Under separate cover ii) Price Evaluation – Under separate cover iii) Evaluation Scorecard – Under separate cover
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 57-20/21

MOVED Cr Stacey SECONDED Cr Cowcill

That Council award the RFQ (Request for Quotation) for Bituminous Surfacing Application Works for the 2020/21 Works Program to Downer EDI Works Pty Ltd Western Australia Pty Ltd for the quoted price of \$451,030.53 excluding GST.

CARRIED 7/0

IN BRIEF

- Quotes have been sought through WALGA e-Quotes for Bitumen Services for Council's 2020/2021 road program in accordance with the Local Government Act and Council's Purchasing Policy.
- Quotations received have been assessed by Executive Manager of Works & Services (EMWS) on the Criteria outlined in the RFQ.

MATTER FOR CONSIDERATION

For Council to consider the quotes received for Bituminous Surfacing Application Works, in respect for the Shire of Quairading's 2020/2021 Roadworks programme.

BACKGROUND

Council's 2020-21 budget includes an allocation for the procurement of services for road sealing for its Road Construction program. As the cost of services will exceed \$250,000 a Request for Quotation (RFQ) process was undertaken through the WALGA Preferred Supplier eQuotes in accordance with Council's Purchasing Policy.

A specification was drawn up and the RFQ was advertised on the WALGA Preferred Supplier eQuotes portal on the 21st August 2020. The closing date of the RFQ was on 4th September 2020 at 4.00pm.

Below are the five suppliers invited to quote:

All five companies are experienced and are pre-qualified to be on the WALGA Preferred Supplier Panel.

1. Bitutek Pty Ltd
2. Boral Asphalt
3. Downer EDI Works PTY Ltd

4. Colas Western Australia Pty Ltd.
5. Fulton Hogan

The scope of works contained in the specification called for the submission of prices for two coat primer seal and single coat seal applications for various roads included in the 2020/21 roads construction program with Quotes received being subject to the following criteria in the valuation of the submissions.

- a) Submitted rates (pricing), bitumen price and resource wet hire hourly cost rates – 25%
- b) Inclusion with the RFQ submission and Price Schedule, an attachment providing a clear concise formula for calculating the change to these quoted rates due to the variation of the bitumen supply price at the time of the actual works as compared to the bitumen supply rate at RFQ closing time – 25%
- c) Demonstrated experience in completing similar projects – 25%
- d) Current commitment scheduled status – 25%

The Shire has adopted a best value for money approach to this quotation evaluation. This means that, although price is considered, the RFQ containing the lowest price will not necessarily be accepted, nor will the RFQ ranked the highest on the qualitative criteria. The extent to which a submission demonstrates greater satisfaction of each of these will result in a greater score. All four suppliers have addressed the criteria are suitably qualified to perform the works stated in the scope.

Four companies have submitted quotations below Council's Budget allocation for the supply of bitumen services.

Colas Western Australia Pty Ltd declined to quote, as they are fully committed on other work within the State.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions & General) 1996 Reg. 11.

POLICY IMPLICATIONS

Shire of Quairading Purchasing Policy requires that for Estimated Purchases over \$250,000, Council is to call public tenders. The Local Government (Functions & General) Regulation allows for the tender process to be waived in lieu by seeking quotations from suppliers on WALGA's 'preferred supplier list'.

FINANCIAL IMPLICATIONS

The procurement of bitumen service contractors to assist the 2021/2021 construction program has been allocated in the 2020/2021 Budget. The Shire's provision with the funding is \$717,526 ex GST and the recommended Quote is \$451,030 ex GST.

The quote recommended is within 2020/21 Capital budget. The Roads Program will support an improvement in the Operating Ratio in future years, as the improvements reduce the maintenance costs of the road.

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

Nil

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

Financial - Risk Matrix Rating is assessed as Low. The quote for the works is within budget. The volatility with world oil pricing provides a risk to the Shire of Quairading which could have a small financial implication in the overall costs at the time of programming the works to be carried out.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low - Procurement follows Local Government Act and in accordance with Council's Policy.

Operation – Risk Matrix Rating is assessed as Low- Allows for Capital Works to be undertaken as programmed within Council's Budget and planned Operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Of the four submissions received, all are major Contractors of sealing and bitumen supplies in Western Australia and all companies are known to the EMWS.

Therefore, the Officer recommends Downer EDI Works PTY Ltd as the successful Contractor.

ITEM 13 URGENT COUNCILLORS' BUSINESS

RESOLUTION: 58-20/21

MOVED Cr Hippisley SECONDED Cr Stacey

That Council accept Urgent Councillors' Business.

CARRIED 7/0

13.1 Aged Care Funding

RESOLUTION: 59-20/21

MOVED Cr John Haythornthwaite SECONDED Cr Hippisley

That Council lobby the Federal Government through the Federal Minister and the Local Federal Member for an increase in Aged Care Funding Allocation for the Quairading District.

CARRIED 7/0

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 29th October 2020, 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 4.11 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 24th September 2020 were confirmed on 29th October 2020 as recorded on Resolution No. _____

Confirmed..... 29/10/20

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

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

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

OFFICER RECOMMENDATION

MOVED Cr _____ SECONDED Cr _____

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

CARRIED ___/___

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

RESOLUTION: 38-20/21

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

STATUTORY ENVIRONMENT

Local Government Act 1995 –

9.49A. Execution of documents

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

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

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Nil.

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – September 2020

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

OFFICER RECOMMENDATION

MOVED Cr _____ SECONDED Cr _____

That Council note the following:

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

CARRIED ___/___

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

Payments are per attached schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the accounts paid during September 2020.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

Comment

Nil.

List of Accounts - September 2020

Chq/EFT	Date	Name	Description	Amount	Funded
67	10/09/2020	PAYCLEAR SERVICES	SUPERANNUATION CONTRIBUTIONS	7,338.06	
EFT8309	03/09/2020	QUAIRADING FARMERS CO-OP	JULY 2020 PURCHASES	926.05	
EFT8310	03/09/2020	TOLL IPEC PTY LTD	FREIGHT CHARGES Q4818 HITACHI AND Q4159 SAFERIGHT	34.98	
EFT8311	03/09/2020	WA TREASURY CORPORATION	LOAN 119: CAPITAL AND INTEREST PAYMENT	8,096.35	
EFT8312	03/09/2020	QUAIRADING AGRI SERVICES	AUGUST PURCHASES	2,110.60	
EFT8313	03/09/2020	AWARD SECURITY	50 GYM CARDS, PROGRAMMING AND POSTAGE	568.70	
EFT8314	03/09/2020	QUAIRADING COMMUNITY RESOURCE CENTRE	BUILDING MANAGEMENT FEE 2020 / 2021	5,002.18	
EFT8315	03/09/2020	SURGICAL HOUSE	BLOOD TEST STRIPS, GLOVES, MULTISTIX	333.38	
EFT8316	03/09/2020	MICHAEL VAN ELDEN	REIMBURSEMENT: CHAIR HIRE BOND	145.00	FULLY
EFT8317	03/09/2020	CANNING BRIDGE AUTO LODGE	SINGLE PERSON APARTMENT - ELEVATED WORK PLATFORM TRAINING X1 NIGHT	140.00	
EFT8318	03/09/2020	SUNNY INDUSTRIAL BRUSHWARE	3 X TENNANT 355/385 40CM SIDE BROOM -15 O/DIAMETER FILL- .045 POLLY REFILL"	406.23	
EFT8319	03/09/2020	DIGGING DOCKER	REMOVAL AND REPLACEMENT OF PAVING ON SHADE SAIL POLES	1,850.00	
EFT8320	03/09/2020	CHATFIELDS	FINAL PAYMENT FOR TREES	555.90	
EFT8321	03/09/2020	AVON CONCRETE	MODIFICATION TO POLE FOOTINGS ON POOL SHADE SAILS	4,790.00	
EFT8322	03/09/2020	LG ASSIST	WORKS TEAM LEADER-GRADER OPERATOR ADVERT	330.00	
EFT8323	03/09/2020	JULIE FAIRHEAD	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT8324	03/09/2020	JODIE YARDLEY	REIMBURSEMENT: CLEANING SUPPLIES	138.78	
EFT8325	03/09/2020	QC ULTIMATE CLEAN	CARPET CLEANING AND TRAVEL	352.00	
EFT8326	03/09/2020	PHILLIP PENDREIGH	REIMBURSEMENT: FOOD WHILE TRAINING	147.17	
EFT8327	03/09/2020	CWB ELECTRICAL & A/C	REPLACE GEL BATTERIES FOR SOLAR LIGHTS AT COMMUNITY RESOURCE BUILDING AND PURCHASE OF BATTERIES	4,170.89	
EFT8328	03/09/2020	T & J UPSTON	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT8329	03/09/2020	PETA REEVE	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT8330	03/09/2020	GAIL CRAWFORD	REIMBURSEMENT: COTTAGE BOND	200.00	FULLY
EFT8331	10/09/2020	QUAIRADING TYRE & BATTERY SUPPLIES	CALL OUT FOR REPAIRS TO LOADER TYRE (INCL CALL OUT FEE AND PARTS)	242.35	
EFT8332	10/09/2020	QUAIRADING FARMERS CO-OP	AUGUST 2020 PURCHASES	608.19	
EFT8333	10/09/2020	QUAIRADING AGRI SERVICES	\$200 TOWARDS RATES INCENTIVE PRIZE FOR 20/21	200.00	
EFT8334	10/09/2020	QUAIRADING CLUB INC.	COUNCIL REFRESHMENTS	132.00	
EFT8335	10/09/2020	AWARD SECURITY	SERVICING OF ALARM SYSTEMS AND GYM SWIPE CARD MACHINE/ SERVICING ALARM SYSTEMS	1,936.66	
EFT8336	10/09/2020	PERFECT COMPUTER SOLUTIONS PTY LTD	MEDICAL CENTRE: IT MAINTENANCE & SUPPORT: 01/07/20 - 31/12/20	42.50	
EFT8337	10/09/2020	CLINICARE PHARMACY QUAIRADING	3X HEP B VACCINATIONS - STAFF	104.85	
EFT8338	10/09/2020	SAGE CONSULTING ENGINEERS PTY LTD	CONSULTANCY SERVICES FOR THE DESIGN AND INSTALLATION OF HOCKEY LIGHTING	5,296.50	FULLY
EFT8339	10/09/2020	BENT NAIL BUILDING & MAINTENANCE	CONSULTATION - DEFECT INSPECTION, MEETING AND REPORT ON CABINS	2,474.12	
EFT8340	10/09/2020	G J JONES PLUMBING	SUPPLY AND INSTALL REPLACEMENT FOR BROKEN PAN AT TOAPIN WEIR TOILET	897.61	
EFT8341	10/09/2020	THERAPEUTIC GUIDELINES LIMITED	ETG COMPLETE RENEWAL - 1 USER	283.00	

EFT8342	10/09/2020	AVON CIVIL ENGINEERING	STRUCTURAL ASSESSMENT OF CEILING PANELS AND GRID SYSTEM - TOWN HALL	770.00	FULLY
EFT8343	10/09/2020	PRIME MEDIA GROUP LTD	TOURIST PROMOTION: 838 X 15 SECOND COMMERCIALS (GWN7) AUGUST 2020	3,300.00	
EFT8344	10/09/2020	QUICK CORPORATE	STATIONERY	1,012.22	
EFT8345	10/09/2020	AG IMPLEMENTS QUAIRADING	1 20LT DRUM GL-5 GEAR OIL	154.63	
EFT8346	10/09/2020	QC ULTIMATE CLEAN	MEDICAL PRACTICE - VINYL, TILE & CARPET CLEANING	1,409.65	
EFT8347	10/09/2020	SOUTHERN CROSS AUSTERO PTY LTD	AROUND THE TOWNS 2020/2021 RADIO ADVERTISING - AUGUST	88.00	
EFT8348	10/09/2020	IMPRINT PLASTIC	DESK SIGN - MEDICAL PRACTICE	44.00	
EFT8349	10/09/2020	QUAIRADING BOOK POST (2020)	MONTHLY FEE FOR PROVISION OF LIBRARY SERVICES SEPTEMBER	2,382.75	
EFT8350	10/09/2020	JULIE & GARY LEDWITH	REFUND FOR 1 NIGHT IN CABIN - CANCELLATION	125.00	FULLY
EFT8351	10/09/2020	DIANA AUCKLAND	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT8352	10/09/2020	BOC LIMITED	CONTAINER RENTAL OXYGEN INDUST G SIZE, DISSOLVED , ARGOSHIELD UNIVERSAL G SIZE AND OXYGEN MEDICAL C SIZE	50.07	
EFT8353	10/09/2020	PLUMBERJ'S MOBILE PLUMBING	REPAIR LEAKING SINK TAP, REPAIR LEAKING WATER PIPE AND CONNECT NEW TAP AND REPAIR LEAKING TOILET CISTERN AND ADJUST GAS STOVE	850.30	
EFT8354	11/09/2020	CANCELLED DUE TO SYSTEM ERROR			
EFT8355	11/09/2020	CANCELLED DUE TO SYSTEM ERROR			
EFT8356	11/09/2020	CANCELLED DUE TO SYSTEM ERROR			
EFT8357	11/09/2020	CANCELLED DUE TO SYSTEM ERROR			
EFT8358	11/09/2020	CANCELLED DUE TO SYSTEM ERROR			
EFT8359	11/09/2020	CANCELLED DUE TO SYSTEM ERROR			
EFT8360	11/09/2020	CANCELLED DUE TO SYSTEM ERROR			
EFT8361	11/09/2020	CANCELLED DUE TO SYSTEM ERROR			
EFT8362	11/09/2020	CANCELLED DUE TO SYSTEM ERROR			
EFT8363	11/09/2020	CANCELLED DUE TO SYSTEM ERROR			
EFT8364	11/09/2020	CANCELLED DUE TO SYSTEM ERROR			
EFT8365	11/09/2020	CANCELLED DUE TO SYSTEM ERROR			
EFT8366	11/09/2020	CANCELLED DUE TO SYSTEM ERROR			
EFT8367	11/09/2020	CANCELLED DUE TO SYSTEM ERROR			
EFT8368	17/09/2020	QUAIRADING TYRE & BATTERY SUPPLIES	REPAIR, STRIP AND FIT TYRE	202.90	
EFT8369	17/09/2020	AVON WASTE	RUBBISH AND RECYCLING SERVICES AUGUST 2020	10,919.96	
EFT8370	17/09/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES 20/07/20- 24/07/20	687.89	
EFT8371	17/09/2020	QUAIRADING COMMUNITY RESOURCE CENTRE	PRINTING BUDGET NOTES FOR RATES PACKAGES AND RATES NOTICES, MONTHLY SERVICES	2,462.80	
EFT8372	17/09/2020	ST JOHN AMBULANCE AUSTRALIA - BELMONT	WORK VEHICLE SPECIFIC FIRST AID KIT & FREIGHT	206.80	
EFT8373	17/09/2020	DIGGING DOCKER	INSTALL VEHICLE STOPPER AT THE DR'S SURGERY	250.00	
EFT8374	17/09/2020	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2020/21 ESL QUARTER 1 IN ACCORDANCE WITH DEPARTMENT OF FIRE AND EMERGENCY SERVICES WA ACT	20,648.99	FULLY
EFT8375	17/09/2020	MARKETFORCE	WEST AUSTRALIAN - VACANCY WORKS TEAM LEADER-GRADER OPERATOR 22/08/2020	882.23	
EFT8376	17/09/2020	MOORE AUSTRALIA AUDIT (WA)	BUDGET AND FINANCIAL REPORTING MANUAL AND TEMPLATES	1,595.00	
EFT8377	17/09/2020	FOCUS NETWORKS	50% DEPOSIT - COMPLETE BUSINESS IMPACT ANALYSIS, IT DR PLAN AND RTO/MTO	2,805.00	
EFT8378	17/09/2020	AVON VALLEY ISUZU UTE	45000KM SERVICE REG. Q551	708.59	
EFT8379	17/09/2020	CWB ELECTRICAL & A/C	REPLACE SECURITY LIGHT TIMER AT ADMIN OFFICE AND REPLACE FAULTY LANDING LIGHT AT AIRFIELD	598.53	
EFT8380	17/09/2020	QUAIRADING BOOK POST (2020)	ADMIN: POSTAGE AND STATIONERY: AUGUST	791.80	
EFT8381	17/09/2020	LV & PR MCGEADY	REIMBURSEMENT: CABIN BOND	200.00	FULLY

EFT8382	17/09/2020	SCHOOL OF SPECIAL EDUCATIONAL NEEDS - DIABILITY	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT8383	17/09/2020	SHRED X PTY LTD	A4 BOX PAPER SHRED	297.78	
EFT8384	17/09/2020	ITALO GIUFFRE	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT8385	24/09/2020	QUAIRADING TYRE & BATTERY SUPPLIES	TYRE REPAIR ON P3446	36.29	
EFT8386	24/09/2020	LANDGATE	RURAL UV INTERIM VALUATION SHARED	211.52	
EFT8387	24/09/2020	PERFECT COMPUTER SOLUTIONS PTY LTD	INSTALL CRC PRINTERS & REINSTALL NUANCE PDF ON EMCS PC	297.50	
EFT8388	24/09/2020	GRAEME ASHLEY FARDON	PHONE CASE AND CARE PLAN	64.00	
EFT8389	24/09/2020	BORAL CONSTRUCTION MATERIALS GROUP LTD	1 PALLET 50 BAGS X 20KG COLDMIX	1,100.00	
EFT8390	24/09/2020	STRUCTERRE CONSULTING ENGINEERS	GEOTECH SURVEY FOR HOCKEY LIGHT @ OVAL	4,598.00	FULLY
EFT8391	24/09/2020	MICHELLE WILSON	REIMBURSEMENT: KITCHEN KETTLE	20.00	
EFT8392	24/09/2020	HILLS FIRE EQUIPMENT SERVICE - ELLENFIELD NOMINEES	REPLACE THE FIRE EXTINGUISHER AT LOUDEN STREET (NEW BETTY'S OP SHOP) 1X 4.5KG DCP EXTINGUISHER	88.00	
EFT8393	24/09/2020	LGIS	19/20 MOTOR VEHICLE PREMIUM ADJUSTMENT	1,388.72	
EFT8394	24/09/2020	OFFICEWORKS	SUMSUNG GALAXY A51 125GB BLACK X2	1,199.95	
EFT8395	24/09/2020	EXURBAN RURAL & REGIONAL PLANNING	TOWN PLANNING SERVICES FOR AUGUST 2020	2,146.74	
EFT8396	24/09/2020	NUTRIEN AG SOLUTIONS	4X ROUND UP ULTRAMAXX 20L	1,514.04	
EFT8397	24/09/2020	PHILLIP CRIBB	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT8398	24/09/2020	WARP TRAINING AUSTRALIA PTY LTD	PROVIDE FIRST AID TRAINING 15/09 & 16/09	2,500.00	
EFT8399	24/09/2020	JOHN MCVEIGH	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT8400	24/09/2020	ANDREW BLAKE WILD	PRE-EMPLOYMENT MEDICAL REIMBURSEMENT	150.00	
EFT8401	24/09/2020	HELEN MCNEE	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT8402	24/09/2020	PLUMBERJ'S MOBILE PLUMBING	REPAIR BROKEN PIPE AT CHILDCARE CENTRE	154.00	
23748	17/09/2020	TELSTRA	TELEPHONE CHARGES 20/08/2020 TO 19/09/2020	1,335.61	
23749	17/09/2020	CANCELLED DUE TO SYSTEM ERROR			
23750	17/09/2020	CANCELLED DUE TO SYSTEM ERROR			
23751	17/09/2020	SYNERGY	POWER USAGE 03/07/2020- 27/08/2020	7,903.90	
23752	24/09/2020	SYNERGY	POWER USAGE 11/07/2020- 02/09/2020	156.31	
				129,963.52	

TRANSPORT TAKINGS FOR THE MONTH ENDING		
SEPTEMBER 2020		Attachment 9.1.2
DATE	DESCRIPTION	AMOUNT \$
28/08/2020	TRANSPORT TAKINGS	2,563.95
31/08/2020	TRANSPORT TAKINGS	2,063.35
2/09/2020	TRANSPORT TAKINGS	824.30
3/09/2020	TRANSPORT TAKINGS	1,350.70
4/09/2020	TRANSPORT TAKINGS	898.85
7/09/2020	TRANSPORT TAKINGS	791.45
8/09/2020	TRANSPORT TAKINGS	310.00
9/09/2020	TRANSPORT TAKINGS	1,166.30
10/09/2020	TRANSPORT TAKINGS	961.15
14/09/2020	TRANSPORT TAKINGS	2,244.75
15/09/2020	TRANSPORT TAKINGS	1,897.35
16/09/2020	TRANSPORT TAKINGS	2,342.95
17/09/2020	TRANSPORT TAKINGS	472.85
18/09/2020	TRANSPORT TAKINGS	1,284.50
21/09/2020	TRANSPORT TAKINGS	1,362.75
22/09/2020	TRANSPORT TAKINGS	1,938.50
23/09/2020	TRANSPORT TAKINGS	1,638.60
24/09/2020	TRANSPORT TAKINGS	2,866.90
25/09/2020	TRANSPORT TAKINGS	3,415.75
		30,394.95
29/09/2020	TRANSPORT TAKINGS	211.90
30/09/2020	TRANSPORT TAKINGS	628.35
	AMOUNTS YET TO BE DRAWN	840.25

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

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

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

BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
06 SEP	Purchases ZOOM.AUD 8887999666 US	0742 23.78	Computer Maint
	INC FX FEE AUD \$0.69		
07 SEP	DIRECT MARKETING CONTINUITY BLOOMYS NURSERY AND FL NORTHAM FLORISTS	AUS 0522 100.00	Floral Wreath
11 SEP	AU* SEEK 35027061 MELBOURNE	AU 5052 220.00	Town Maint. Ad.
	ADVERTISING SERVICES		
23 SEP	SHIRE QUAIRADING QUAIRADING	AUS P0 28.60	Licensing
	GOVERNMENT SERVICES NOT ELSE		
24 SEP	SHIRE QUAIRADING QUAIRADING	AUS P190 28.60	Licensing
	GOVERNMENT SERVICES NOT ELSE		
24 SEP	TERRY TRUCK RENTALS WELSHPOOL	AU 3162 303.86 -	Bond Returned
	AUTOMOBILE RENTAL & LEASING		
25 SEP	QUEST INNALOO INNALOO	AUS 0792 939.80	Staff Training
	HOTELS, MOTELS, RESORTS - LO		
	Sub Total:	1,036.92	
	Miscellaneous Transactions		
28 SEP	TRANSFER CLOSING BALANCE TO BILLING ACCT	1,036.92 -	
	Sub Total:	1,036.92 -	
	Grand Total:	0.00	

S001045 / M000277 / 273 / CN1VPCP1



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

Cardholder Signature _____ Date _____

Transactions examined and approved.

Manager/Supervisor Signature _____ Date 20/10/2020

[Handwritten signature]
[Handwritten signature]

20/10/2020

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



S001046 / M000277 / 273 / CN1VPCP1

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

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

OFFICER RECOMMENDATION

MOVED Cr _____ SECONDED Cr _____

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

CARRIED ___/___

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

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

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements

BACKGROUND

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

STATUTORY ENVIRONMENT

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

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

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

SHIRE OF QUAIRADING

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 September 2020

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

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

KEY INFORMATION

Items of Significance

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

	% Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance (Under)/Over
Capital Expenditure					
Land & Buildings					
Caretaker Cottage	0.00%	227,560	3,340	-	(3,340)
Town Hall Building Upgrades	1.26%	177,770	15,000	2,240	(12,760)
Industrial Lots Phase 1	0.18%	200,000	4,500	351	(4,149)
Plant & Equipment					
Grader	0.00%	380,000	-	-	-
Infrastructure - Roads					
Heal Street Parking	0.00%	170,000	1,500	-	(1,500)
AKV Road Upgrade	0.00%	139,500	1,500	-	(1,500)
Goldfields Road Reconstruction	0.04%	444,870	18,650	200	(18,450)
Old Beverley East Road	0.05%	373,742	-	200	200
Quairading-Cunderdin WSN	0.00%	1,325,852	-	-	-
Badjaling Nth Road Resheeting	0.00%	204,120	-	-	-
Pannell Road Resheeting	0.00%	131,150	-	-	-
Other Infrastructure					
Oval Floodlights	87.91%	123,150	123,150	108,257	(14,893)
Community Park	0.00%	620,000	-	-	-
Operational					
Medical Practice Expense	27.27%	206,737	51,684	56,378	4,694
Roads Maintenance	42.19%	615,908	153,976	259,835	105,859

% Compares current ytd actuals to annual budget

Financial Position	* Note	Prior Year 1 October 2019	Current Year 30 September 2020
Adjusted Net Current Assets	154%	\$ 3,136,720	\$ 4,842,174
Cash and Equivalent - Unrestricted	162%	\$ 2,903,179	\$ 4,689,494
Cash and Equivalent - Restricted	90%	\$ 3,448,278	\$ 3,098,350
Receivables - Rates	97%	\$ 664,806	\$ 643,874
Receivables - Other	157%	\$ 107,068	\$ 168,298
Payables	119%	\$ 460,136	\$ 546,680

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

INFORMATION

PREPARATION TIMING AND REVIEW

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

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

CRITICAL ACCOUNTING ESTIMATES

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

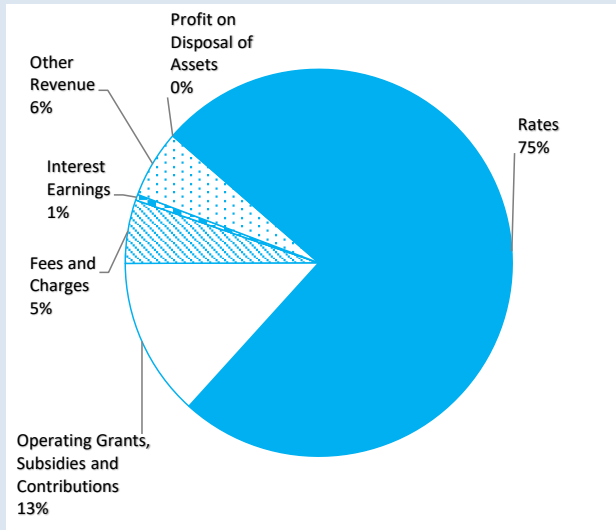
ROUNDING OFF FIGURES

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

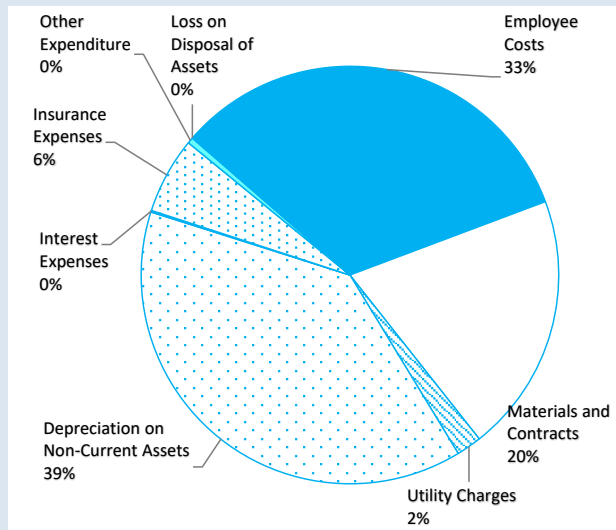
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

SUMMARY GRAPHS

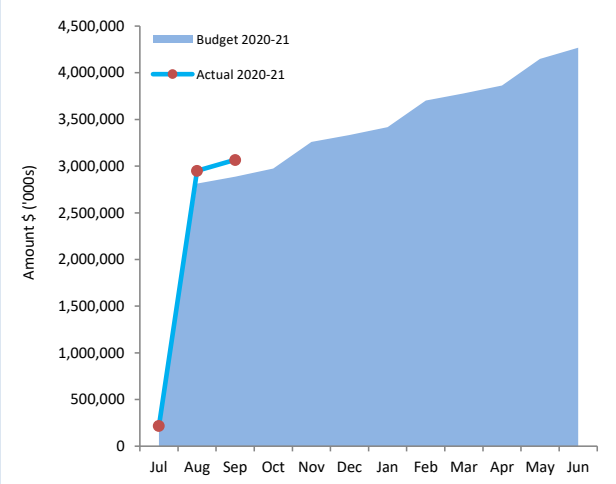
OPERATING REVENUE



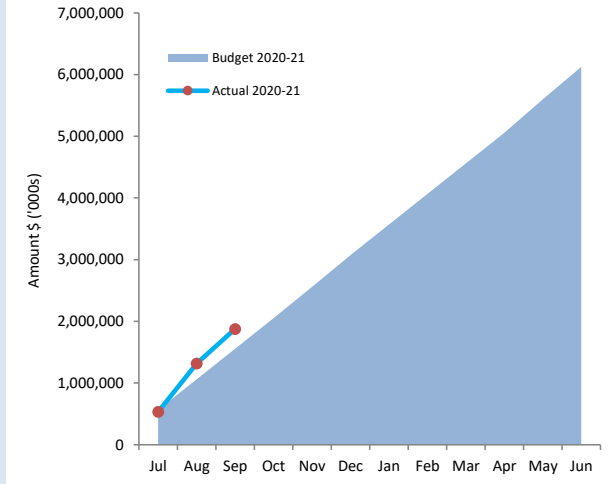
OPERATING EXPENSES



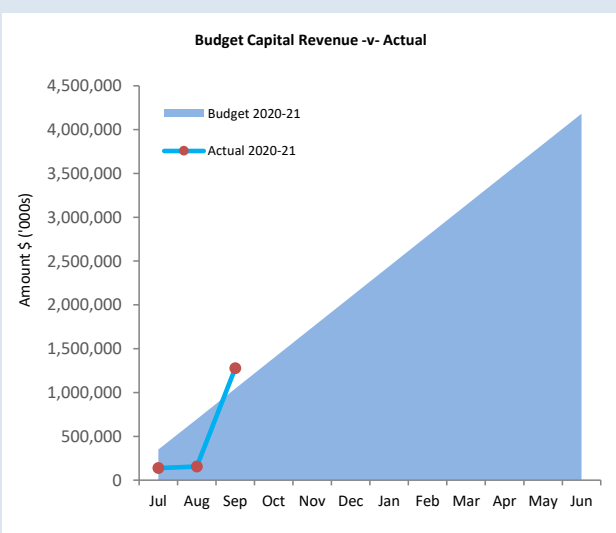
Budget Operating Revenues -v- Actual



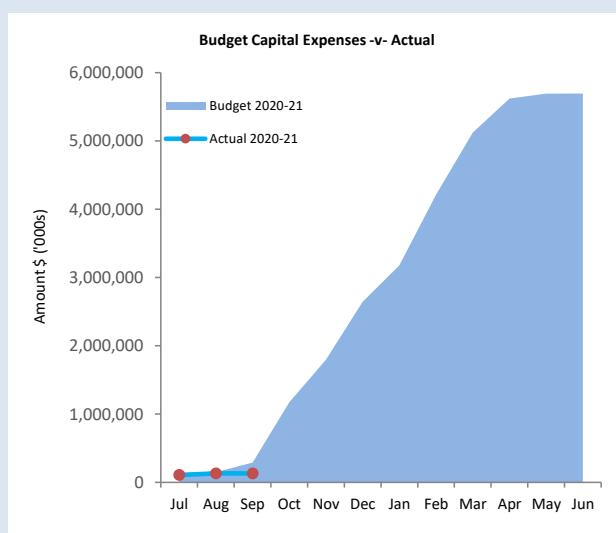
Budget Operating Expenses -v-YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

STATUTORY REPORTING PROGRAMS

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

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

STATUTORY REPORTING PROGRAMS

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	1(b)	1,836,054	1,836,054	1,836,054	0	0%	
Revenue from operating activities							
Governance		3,300	825	16,929	16,104	1952%	▲
General Purpose Funding - Rates	5	2,311,004	2,302,412	2,310,510	8,098	0%	
General Purpose Funding - Other		897,614	227,928	231,645	3,717	2%	
Law, Order and Public Safety		218,797	54,699	77,577	22,878	42%	▲
Health		10,879	2,720	5,443	2,723	100%	
Education and Welfare		61,708	15,426	44,038	28,612	185%	▲
Housing		106,108	26,526	27,227	701	3%	
Community Amenities		174,554	43,640	46,927	3,287	8%	
Recreation and Culture		28,346	7,085	3,473	(3,612)	(51%)	
Transport		202,471	142,540	141,161	(1,379)	(1%)	
Economic Services		207,170	51,792	128,686	76,894	148%	▲
Other Property and Services		46,272	11,565	33,931	22,366	193%	▲
		4,268,223	2,887,158	3,067,547	180,389	6%	
Expenditure from operating activities							
Governance		(753,037)	(183,463)	(164,830)	18,633	10%	▲
General Purpose Funding		(82,738)	(16,360)	(19,000)	(2,640)	(16%)	
Law, Order and Public Safety		(382,689)	(95,672)	(92,482)	3,190	3%	
Health		(315,980)	(78,995)	(82,343)	(3,348)	(4%)	
Education and Welfare		(222,620)	(56,656)	(56,279)	377	1%	
Housing		(162,773)	(40,694)	(32,846)	7,848	19%	
Community Amenities		(522,815)	(130,704)	(117,642)	13,062	10%	
Recreation and Culture		(920,540)	(246,701)	(221,226)	25,475	10%	▲
Transport		(2,034,818)	(505,328)	(822,647)	(317,319)	(63%)	▼
Economic Services		(693,177)	(173,806)	(145,440)	28,366	16%	▲
Other Property and Services		(34,117)	(29,296)	(122,472)	(93,176)	(318%)	▼
		(6,125,304)	(1,557,675)	(1,877,207)	(319,532)	(21%)	▼
Operating activities excluded from budget							
Add Back Depreciation		1,982,450	165,204	723,854	558,650	338%	▲
Adjust (Profit)/Loss on Asset Disposal	6	(19,889)	(1,657)	0	1,657	(100%)	
Adjust Provisions and Accruals		(65,901)	(5,492)	440	5,932	(108%)	
Amount attributable to operating activities		39,579	1,487,538	1,914,634	427,096	(29%)	
Investing Activities							
Non-operating Grants, Subsidies and Contributions		3,916,049	979,012	1,278,973	299,960	31%	▲
Proceeds from Disposal of Assets	6	265,500	66,375	0	(66,375)	(100%)	▼
Capital Acquisitions	7	(5,705,540)	(291,430)	(163,014)	128,416	44%	▲
Amount attributable to investing activities		(1,523,991)	753,957	1,115,958	362,001	(48%)	
Financing Activities							
Proceeds from New Debentures		0	0	0	0		
Principal lease payments		(5,069)	(1,267)	(2,016)			
Self-Supporting Loan Principal		37,393	9,348	8,661	(687)	(7%)	
Transfer from Reserves	9	711,777	177,944	0	(177,944)	(100%)	▼
Repayment of Debentures	8	(98,717)	(24,679)	(24,498)	181	1%	
Transfer to Reserves	9	(875,000)	(218,750)	(6,619)	212,131	97%	▲
Amount attributable to financing activities		(229,616)	(57,404)	(24,472)	33,681	57%	
Closing Funding Surplus(Deficit)	1(b)	122,026	4,020,145	4,842,174	822,778	(20%)	

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. 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 SEPTEMBER 2020

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

BY NATURE OR TYPE

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1(b)	1,836,054	1,836,054	1,836,054	0	0%	
Revenue from operating activities							
Rates	5	2,311,004	2,302,412	2,310,510	8,098	0%	
Operating Grants, Subsidies and Contributions		1,094,526	376,786	406,078	29,292	8%	
Fees and Charges		441,089	111,547	162,937	51,390	46%	▲
Interest Earnings		49,400	15,245	14,802	(443)	(3%)	
Other Revenue		327,273	81,168	173,220	92,052	113%	▲
Profit on Disposal of Assets	6	44,931	0	0	0		
		4,268,223	2,887,158	3,067,547	180,389	6%	
Expenditure from operating activities							
Employee Costs		(2,249,742)	(562,434)	(617,457)	(55,023)	(10%)	
Materials and Contracts		(1,365,423)	(359,004)	(377,104)	(18,100)	(5%)	
Utility Charges		(229,080)	(57,270)	(36,666)	20,604	36%	▲
Depreciation on Non-Current Assets		(1,982,450)	(493,602)	(723,854)	(230,252)	(47%)	▼
Interest Expenses		(20,191)	(1,058)	(2,348)	(1,290)	(122%)	
Insurance Expenses		(178,523)	(44,631)	(111,036)	(66,405)	(149%)	▼
Other Expenditure		(74,853)	(35,927)	(8,742)	27,185	76%	▲
Loss on Disposal of Assets	6	(25,042)	(3,750)	0	3,750	100%	
		(6,125,304)	(1,557,675)	(1,877,207)	(319,532)	21%	
Operating activities excluded from budget							
Add back Depreciation		1,982,450	165,204	723,854	558,650	338%	▲
Adjust (Profit)/Loss on Asset Disposal	6	(19,889)	(1,657)	0	1,657	(100%)	
Adjust Provisions and Accruals		(65,901)	(5,492)	440	5,932	(108%)	
Amount attributable to operating activities		39,579	1,487,538	1,914,634	427,096	29%	
Investing activities							
Non-operating grants, subsidies and contributions		3,916,049	979,012	1,278,973	299,960	31%	▲
Proceeds from Disposal of Assets	6	265,500	66,375	0	(66,375)	(100%)	▼
Capital acquisitions	7	(5,705,540)	(291,430)	(163,014)	128,416	44%	▲
Amount attributable to investing activities		(1,523,991)	753,957	1,115,958	362,001	48%	
Financing Activities							
Proceeds from New Debentures		0	0	0	0		
Principal lease payments		(5,069)	(1,267)	(2,016)			
Self-Supporting Loan Principal		37,393	9,348	8,661	(687)	(7%)	
Transfer from Reserves	9	711,777	177,944	0	(177,944)	(100%)	▼
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Transfer to Reserves	9	(875,000)	(218,750)	(6,619)	212,131	97%	▲
Amount attributable to financing activities		(229,616)	(57,404)	(24,472)	33,681	(57%)	
Closing Funding Surplus (Deficit)	1(b)	122,026	4,020,145	4,842,174	822,778	20%	

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 SEPTEMBER 2020**

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

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

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

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

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

PROVISIONS

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

INVENTORIES

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

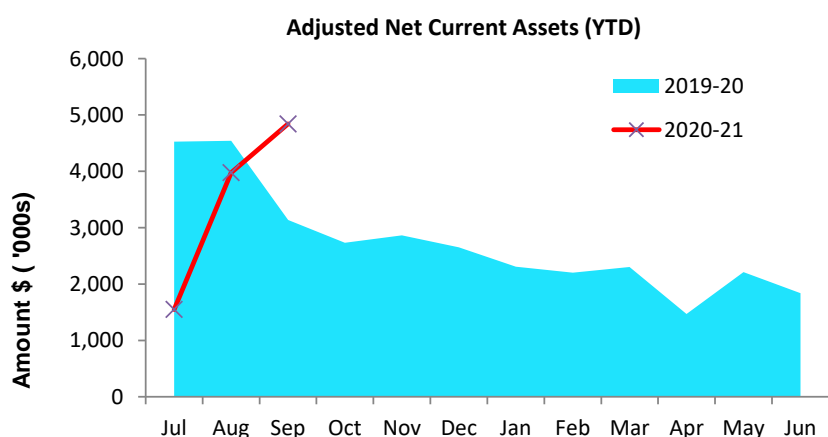
	Ref Note	Last Years Closing 30 June 2020	This Time Last Year 01 Oct 2019	Year to Date Actual 30 Sep 2020
Adjusted Net Current Assets		\$	\$	\$
Current Assets				
Cash Unrestricted	3	1,991,081	2,903,179	4,689,494
Cash Restricted	3	3,116,427	3,448,278	3,098,350
Receivables - Rates	4	231,667	664,806	643,874
Receivables - Other	4	36,657	107,068	168,298
Expected Credit Loss Allowance	4	(18,933)		(12,262)
Financial Assets		37,393		
Prepaid Expenses				3,226
Interest / ATO Receivable		29,678	25,010	23,216
Inventories		4,275	9,425	8,450
		5,428,245	7,157,766	8,622,646
Less: Current Liabilities				
Payables		(355,211)	(460,136)	(546,680)
Provisions - employee		(315,964)	(315,963)	(341,613)
Long term borrowings		(98,717)	(81,311)	(82,455)
		(769,892)	(857,410)	(970,748)
Unadjusted Net Current Assets		4,658,353	6,300,356	7,651,898
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(3,089,381)	(3,448,278)	(3,098,350)
Less: Loans receivable		(37,393)		0
Add: Lease Liabilities		27		
Add: Provisions - employee		205,731	203,331	206,171
Add: Long term borrowings		98,717	81,311	82,455
Adjusted Net Current Assets		1,836,054	3,136,720	4,842,174

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)

\$4.84 M

Last Year YTD

Surplus(Deficit)

\$3.14 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**NOTE 2
EXPLANATION OF MATERIAL VARIANCES**

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

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Governance	16,104	1952%	▲	Timing	SEAVROC Reimbursement
Law, Order and Public Safety	22,878	42%	▲	Timing	Timing of DFES Grants
Education and Welfare	28,612	185%	▲	Timing	Childcare Grants Received - Will need to be mostly refunded to REED
Economic Services	76,894	148%	▲	Timing	Skeleton Weed Reimbursement Timing
Other Property and Services	22,366	193%	▲	Permanent	Miscellaneous Materials and Private Works
Expenditure from operating activities					
Governance	18,633	10%	▲	Timing	Administration Allocated
Recreation and Culture	25,475	10%	▲	Permanent	Timing of Swimming Pool Expenses
Transport	(317,319)	(63%)	▼	Permanent	Depreciation and Timing of Road Maintenance
Economic Services	28,366	16%	▲	Timing	Timing of Skeleton Weed and Caravan Park Charges
Other Property and Services	(93,176)	(318%)	▼	Timing	Payout of Leave, Plants Costs
Investing Activities					
Non-operating Grants, Subsidies and Contributions	299,960	31%	▲	Timing	Timing of Grants
Proceeds from Disposal of Assets	(66,375)	(100%)	▼	Timing	Timing of Disposal of Assets

KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

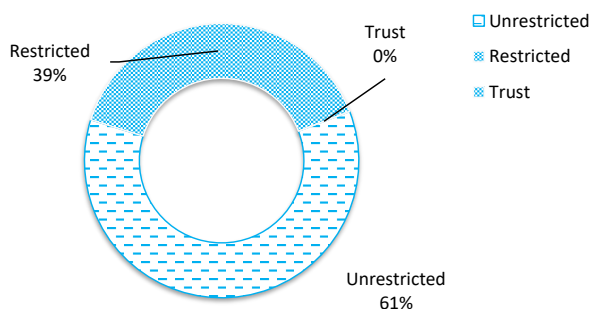
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	650			650			
At Call Deposits							
Municipal Fund	3,423,372			3,423,372	Westpac		
Medical Centre	142			142	Westpac		
Child Care Centre	20,352			20,352	Westpac		
Municipal On Call	720,000			720,000	Westpac	0.05%	
Reserve Fund On Call		54,530		54,530	Westpac	0.05%	
Trust Fund			0	0	Westpac		
Term Deposits							
Municipal Investment - Term Deposit	307,176			307,176	Westpac	0.54%	05-Dec-20
Municipal Investment - Term Deposit	303,714			303,714	Westpac	0.55%	03-Dec-20
Reserve Investment - Term Deposit		486,184		486,184	Westpac	0.85%	03-Dec-20
Reserve Investment - Term Deposit		979,279		979,279	Westpac	0.70%	12-Oct-20
Reserve Investment - Term Deposit		619,121		619,121	Westpac	0.60%	22-Nov-20
Reserve Investment - Term Deposit		959,237		959,237	Westpac	0.54%	23-Dec-20
Total	4,775,406	3,098,350	0	7,873,756			

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

\$7.87 M

Unrestricted

\$4.78 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates Receivable	30 June 2019	30 Sep 20
	\$	\$
Opening Arrears Previou Year	237,459	231,667
Levied this year	2,489,560	2,488,499
<u>Less</u> Collections to date	(2,495,352)	(2,076,291)
Equals Current Outstanding	231,667	643,874
Net Rates Collectable	231,667	643,874
% Collected	100.23%	83.44%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	74,534	104,988	21	2,934	182,477
Percentage	41%	58%	0%	2%	
Balance per Trial Balance					
Sundry debtors					118,411
Loss Allowance					(12,262)
GST receivable					23,216
Pensioner Rebates					53,112
Total Receivables General Outstanding					182,478

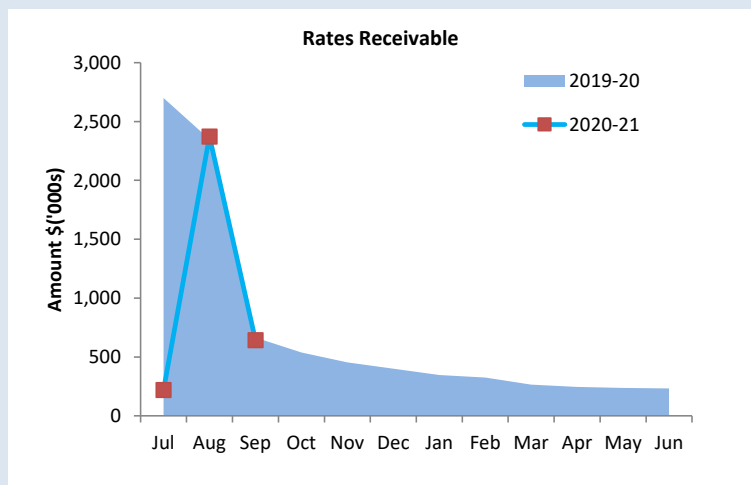
Amounts shown above include GST (where applicable)

KEY INFORMATION

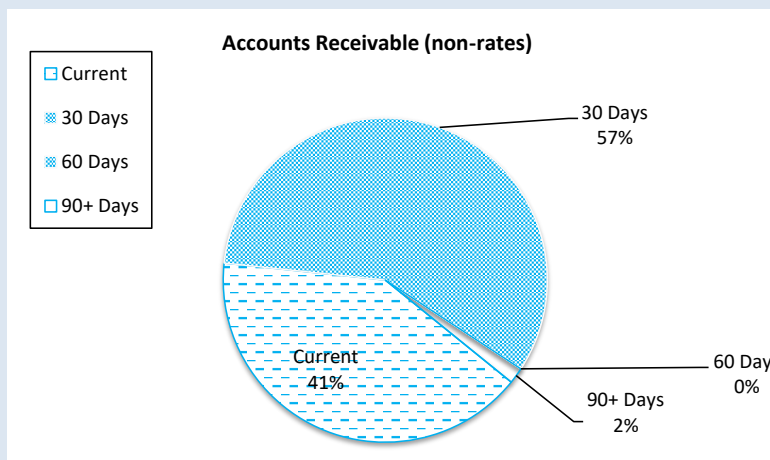
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

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



Collected	Rates Due
83%	\$643,874



Debtors Due
\$182,478
Over 30 Days
59%
Over 90 Days
2%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

General Rate Revenue	Amended Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
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	(529)		1,818,300
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	(529)	0	2,299,020
Write Offs							(700)				(666)
Amount from General Rates							2,298,848	2,299,549			2,298,354
Ex-Gratia Rates							12,156	12,156			12,156
Total General Rates							2,311,004	2,311,705			2,310,510

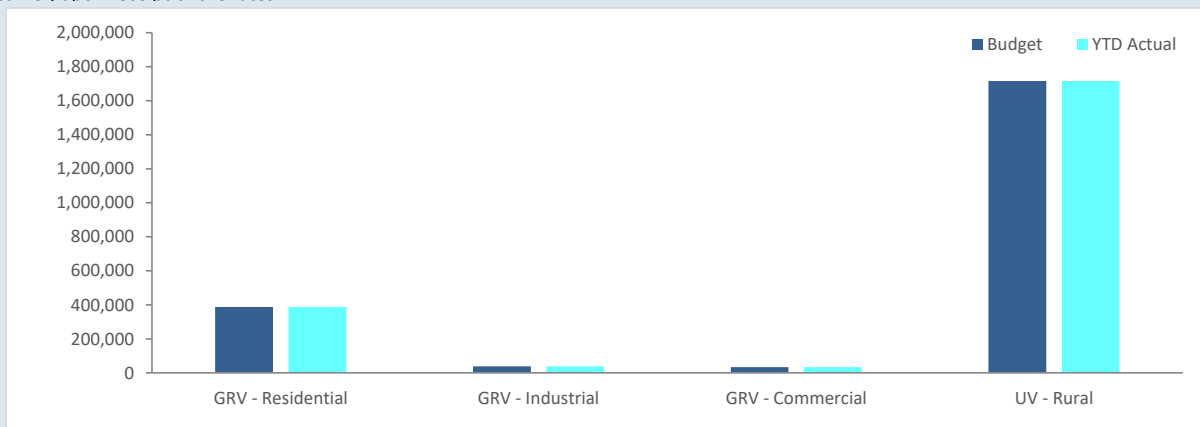
SIGNIFICANT ACCOUNTING POLICIES

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

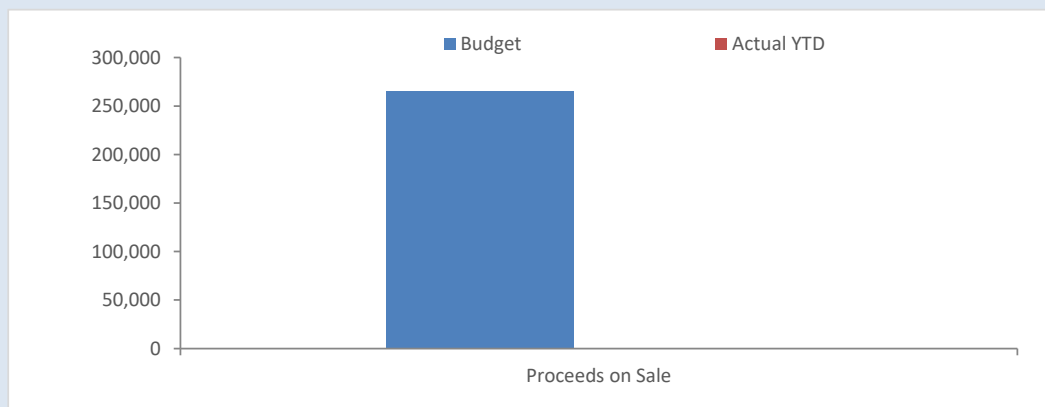


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS**

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

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$265,500	\$0	0%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

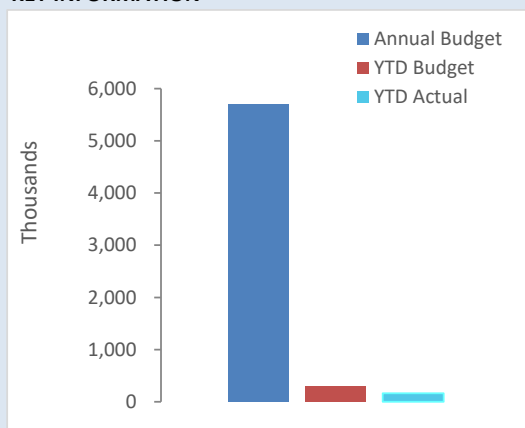
Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land	200,000	4,500	351	(4,149)
Buildings	693,319	43,290	20,117	(23,173)
Plant & Equipment	581,000	50,000	0	(50,000)
Furniture & Equipment	27,310	0	2,745	2,745
Infrastructure - Roads	3,071,701	21,650	400	(21,250)
Infrastructure - Footpaths	90,000	0	0	0
Infrastructure - Other	1,042,210	171,990	139,402	(32,588)
Capital Expenditure Totals	5,705,540	291,430	163,014	(128,416)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	3,916,049	979,012	1,278,973	299,960
Borrowings	0	150,000	0	(150,000)
Other (Disposals & C/Fwd)	265,500	66,375	0	(66,375)
Cash Backed Reserves				
Plant Reserve	0	0	0	0
Swimming Pool Reserve	0	0	0	0
Building Reserve	350,500	100,000	0	(100,000)
Health Reserve	200,000	0	0	0
Road Infrastructure Reserve	0	0	0	0
Contribution - operations	973,491	(1,003,957)	(1,115,958)	(112,001)
Capital Funding Total	5,705,540	291,430	163,014	(128,416)

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
	\$5.71 M	\$0.16 M	3%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$3.92 M	\$1.28 M	33%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion		Amended			Variance (Under)/Over	
		Account Number	Annual Budget	YTD Budget		YTD Actual
	Capital Expenditure					
	Land					
0%	Industrial Lots Phase 1	2601	200,000	4,500	351	(4,149)
0%	Total		200,000	4,500	351	(4,149)
	Buildings					
0%	Caravan Park Units	9596	106,300	840	-	(840)
0%	Caretaker Cottage	9597	227,560	3,340	-	(3,340)
0%	Youth Centre Upgrades	9576	78,780	5,840	-	(5,840)
1%	Town Hall Building Upgrades	9531	177,770	15,000	2,240	(12,760)
0%	Arthur Kelly Roofing	9537	78,520	-	217	217
97%	Caravan Park Cabins Safety Works	9546	18,270	18,270	17,660	(610)
0%	Caravan Park Cabins Cabins Rentention Payment		6,119	-	-	-
3%	Total		693,319	43,290	20,117	(23,173)
	Plant & Equipment					
0%	CEO Vehicle	9000	50,000	50,000	-	(50,000)
0%	EMWS Vehicle	9702	45,000	-	-	-
0%	Grader	9007	380,000	-	-	-
0%	Second Hand Loader	9703	35,000	-	-	-
0%	Cherry Picker	9755	60,000	-	-	-
0%	Slasher	9756	11,000	-	-	-
0%	Total		581,000	50,000	-	(50,000)
	Furniture & Equipment					
10%	Fire Brigade IT and other Equipment	9760	27,310	-	2,745	2,745
0%	Total		27,310	-	2,745	2,745
	Infrastructure - Roads					
0%	Heal Street Parking	C196	170,000	1,500	-	(1,500)
0%	The Groves Access	C190	38,406	-	-	-
0%	AKV Road Upgrade	C195	139,500	1,500	-	(1,500)
0%	Balkuling North Road Resealing	C194	83,711	-	-	-
0%	Goldfields Road Reconstruction	C167	444,870	18,650	200	(18,450)
0%	Goldfields Road Reseal	1C167	78,750	-	-	-
0%	Mount Stirling Road Reseal	T012	27,900	-	-	-
0%	Old Beverley East Road	C006	373,742	-	200	200
0%	Quairading-Cunderdin WSNF Stg 2 Design	WSFN3	25,000	-	-	-
0%	Quairading-Cunderdin WSNF	WSFN2	1,325,852	-	-	-
0%	Stacey Bus Road Resheeting	C191	28,700	-	-	-
0%	Badjaling Nth Road Resheeting	C192	204,120	-	-	-
0%	Pannell Road Resheeting	C193	131,150	-	-	-
0%	Total		3,071,701	21,650	400	(21,250)
	Infrastructure - Footpaths					
0%	McLennan Street	F002	90,000	-	-	-
0%	Total		90,000	-	-	-
	Infrastructure - Other					
12%	Hockey Oval Lighting	9839	77,520	17,480	8,995	(8,485)
0%	Swimming Pool Solar System	9840	42,520	3,360	-	(3,360)
88%	Oval Floodlights	9837	123,150	123,150	108,257	(14,893)
0%	Community Park	9838	620,000	-	-	-
0%	Shire Hall - Lighting Upgrade	9531	23,000	-	-	-
32%	Boundary Signage	9598	10,500	-	3,392	3,392
0%	Generator - Parker House	9590	10,000	10,000	-	(10,000)
104%	Shade Sail Pool	9553	18,000	18,000	18,757	757
0%	Sub Meters	9554	10,000	-	-	-
0%	Hall Car Park Design	9829	10,000	-	-	-
0%	Pool Blankets	9841	12,500	-	-	-
0%	Airstrip	9820	85,020	-	-	-
13%	Total		1,042,210	171,990	139,402	(32,588)
3%	Total		5,705,540	291,430	163,014	(128,416)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Information on Borrowings Particulars	2019/20	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport									
Loan 118 - Depot Building	388,767				46,896	388,767	341,871		15,292
Economic Services									
Loan 119 - Park Cottages	143,014			7,038	14,128	135,976	128,886	1,058	2,178
	531,781	0	0	7,038	61,024	524,743	470,757	1,058	17,470
Self supporting loans									
Recreation and Culture									
Loan 115 - Bowling Club	44,177			17,460	36,046	26,717	8,131	1,290	2,324
Loan 117 - Golf Club	4,899				1,647	4,899	3,252		257
	49,076	0	0	17,460	37,693	31,616	11,383	1,290	2,581
Total	580,857	0	0	24,498	98,717	556,359	482,140	2,348	20,051

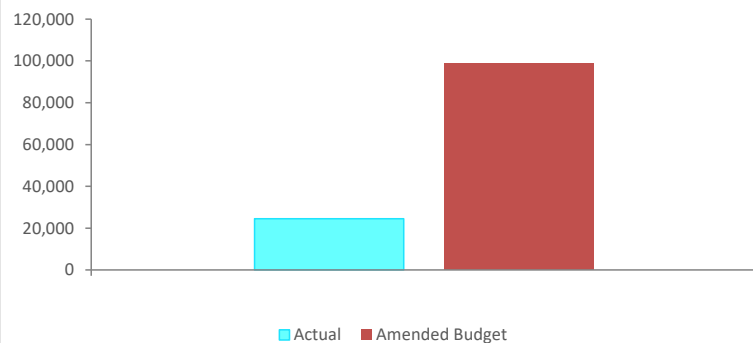
SIGNIFICANT ACCOUNTING POLICIES

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.

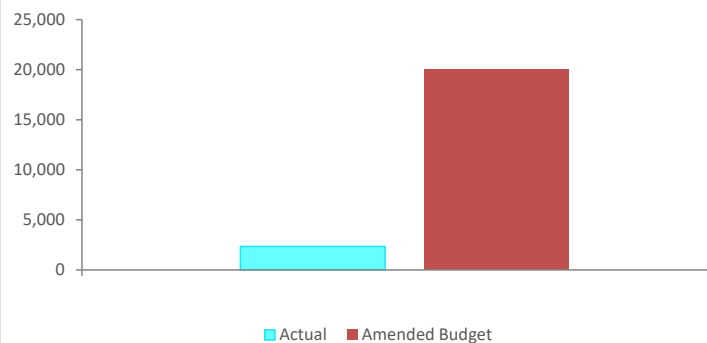
KEY INFORMATION

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

\$24,498

Interest Expense

\$2,348

Loans Outstanding

\$.56 M

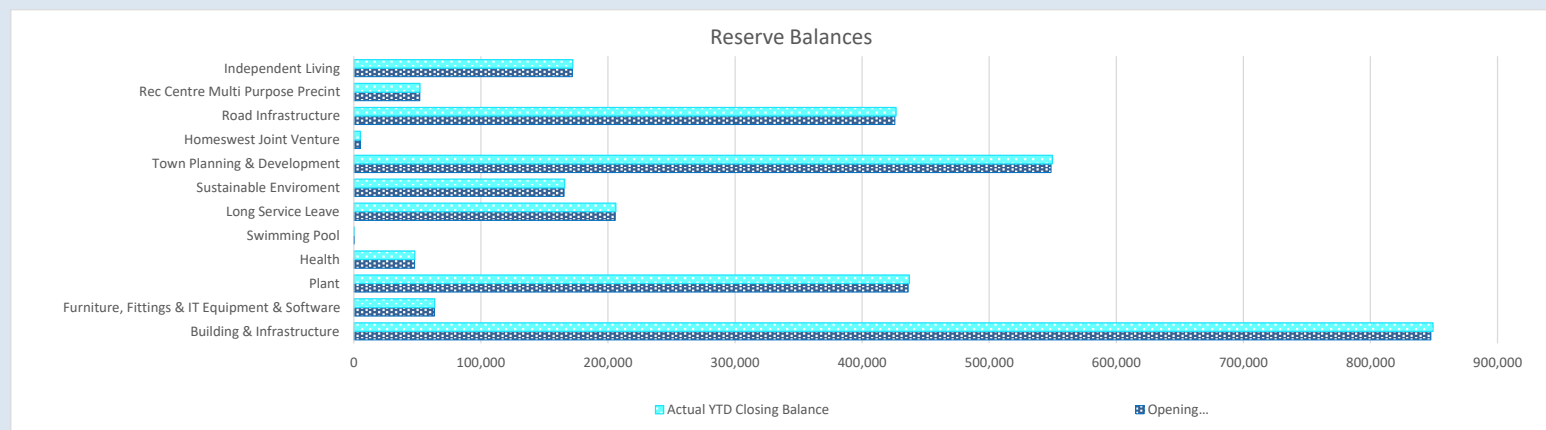
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**OPERATING ACTIVITIES
NOTE 9
RESERVES**

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Building & Infrastructure	847,541	6,894	1,815	100,000		(350,500)		603,935	849,356
Furniture, Fittings & IT Equipment & Software	63,451	516	136	50,000				113,967	63,587
Plant	436,314	3,501	934	350,000				789,815	437,248
Health	47,871	389	102					48,260	47,973
Swimming Pool	262	2	1					264	263
Long Service Leave	205,731	1,672	440			(40,527)		166,876	206,171
Sustainable Environment	165,520	1,345	354					166,865	165,874
Town Planning & Development	548,624	4,406	1,175			(200,000)		353,030	549,799
Homeswest Joint Venture	5,238	43	11					5,281	5,249
Road Infrastructure	425,771	3,448	911			(120,750)		308,469	426,682
Rec Centre Multi Purpose Precint	51,986	423	112					52,409	52,098
Building Renewal	121,416	977	260	175,000				297,393	121,676
Independent Living	172,006	1,384	368	175,000				348,390	172,374
	3,091,731	25,000	6,619	850,000	0	(711,777)	0	3,254,954	3,098,350

KEY INFORMATION



Interest Earned
\$6,619

Reserves Bal
\$3.1 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

NOTE 10
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	Amended			Variance (Under)/Over
	Annual Budget	YTD Budget	YTD Actual	
Operating grants, subsidies and contributions				
Federal Assistance Grants	842,014	210,504	213,687	3,183
MRWA Direct Road Grant	137,540	137,540	137,540	0
NRM Grant	17,020	4,255		(4,255)
Adverse Event Plan (Community Drought)	15,000	3,750		(3,750)
Fire Prevention Grants	47,480	11,870	37,395	25,525
Staff Contributions to Vehicle	17,472	4,368	3,666	(702)
Medical Practice Grants and Contributions	10,000	2,500	5,443	2,943
Youth Centre Grants	8,000	2,000	8,348	6,348
Operating grants, subsidies and contributions Total	1,094,526	376,787	406,079	29,292
Non-operating grants, subsidies and contributions				
Roads to Recovery/ MRWA Regional Road Group	700,336	175,084	137,524	-37,560
WA Freight Network	1,241,949	310,487	489,253	178,766
Community Roads and Infrastructure	393,970	98,493	180,158	81,666
Community Drought Funding	981,500	245,375	454,545	209,170
DFES Capital Grant	27,310	6,828		-6,828
Community Park Grants and Contributions	525,000	131,250		-131,250
Shire Lighting Upgrade Contribution	7,500	1,875		-1,875
Regional Airports Development Scheme	38,484	9,621	17,493	7,872
Non-operating grants, subsidies and contributions Total	3,916,049	979,012	1,278,973	299,960
Grand Total	5,010,575	1,355,799	1,685,051	329,253

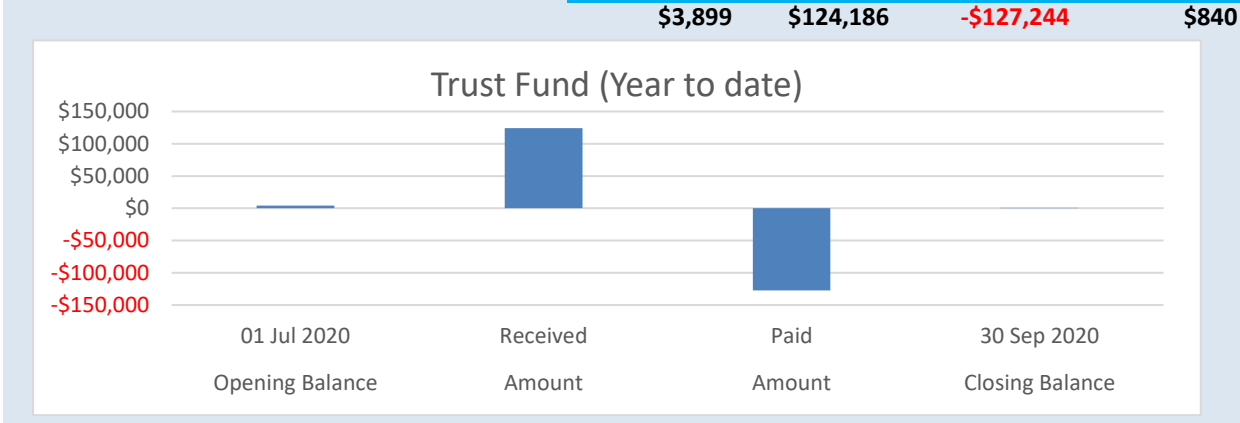
KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**NOTE 11
TRUST FUND**

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

Description	Opening Balance 01 Jul 2020	Amount Received	Amount Paid	Closing Balance 30 Sep 2020
Department of Transport	\$3,899	\$124,186	-\$127,244	\$840
	\$3,899	\$124,186	-\$127,244	\$840



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**NOTE 12
BUDGET AMENDMENTS**

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

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

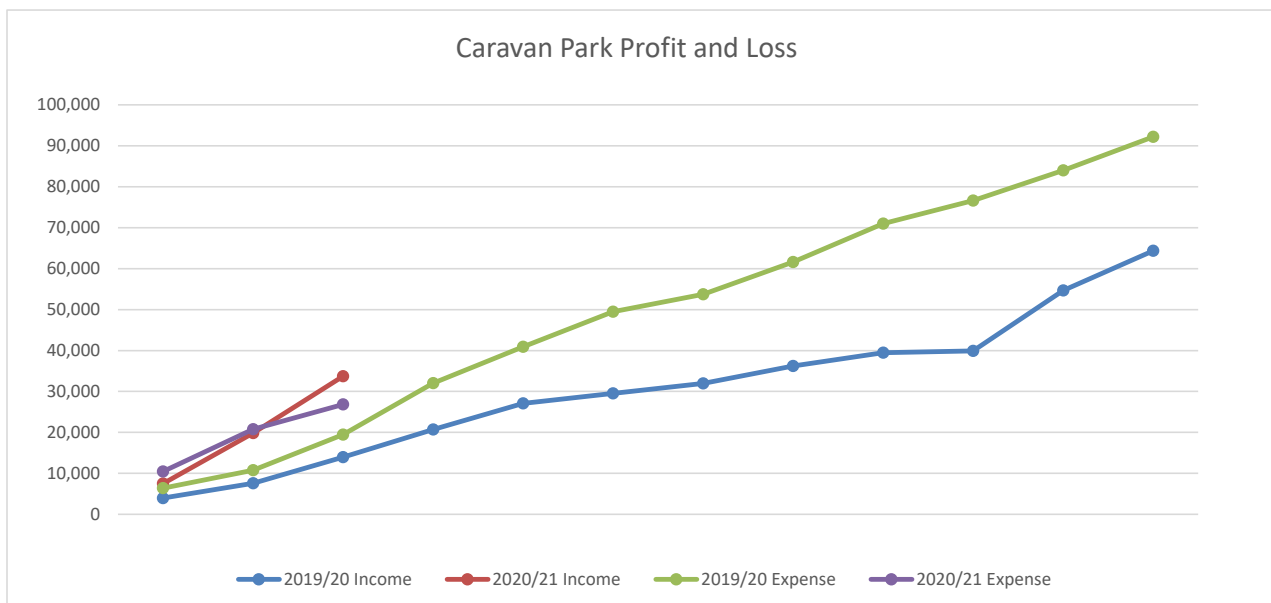
KEY INFORMATION

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**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**NOTE 13
CARAVAN PARK**

Caravan Park Profit and Loss	YTD Bookings/ Stays	YTD Actual	Current Budget	VAR %
INCOME				
Caravan Park Charges	248	\$15,349	\$36,000	43%
Cottage Charges	15	\$2,950	\$3,000	98%
Cabins Charges	56	\$15,414	\$42,000	37%
TOTAL INCOME	319	\$33,713	\$81,000	42%
EXPENDITURE		YTD Actual	Current Budget	VAR %
Caravan Park				
Wages inc O/H		\$11,905	\$63,668	19%
Materials & Insurance		\$1,917	\$7,691	25%
Utilities		\$1,677	\$13,000	13%
Caravan Park Total		\$15,498	\$84,359	18%
Cottage				
Wages inc O/H		\$2,325	\$2,964	78%
Materials & Insurance		\$908	\$2,507	36%
Utilities		\$158	\$1,500	11%
Cottage Total		\$3,391	\$6,971	49%
Cabins				
Wages inc O/H		\$6,558	\$45,314	14%
Materials & Insurance		\$900	\$9,000	10%
Utilities		\$474	\$7,032	7%
Cabins Total		\$7,931	\$61,346	13%
TOTAL EXPENDITURE		\$ 26,820	\$ 152,676	18%
Income		\$ 33,713	\$ 81,000	42%
Expenses		\$ 26,820	\$ 152,676	18%
		\$ 6,893	-\$ 71,676	-10%



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**NOTE 14
RATIO'S**

	2021	This Time	2019	2018	2017	Target Range
	YTD	Last Year				
Current Ratio	7.23	9.03	6.00	0.93	1.29	≥1.00
Debt Service Cover Ratio	16.14	120.04	19.61	16.98	41.90	≥ 15.0
Operating Surplus Ratio	0.45	0.51	0.01	(0.24)	(0.43)	≥0.15
Own Source Revenue Coverage Ratio	1.42	1.61	0.77	0.69	0.46	≥0.90

The above ratios are calculated as follows:

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

9.3 Purchase of Hospital Auxiliary Community Car

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

OFFICER RECOMMENDATION

MOVED Cr _____ SECONDED Cr _____

That Council: -

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

CARRIED BY ABSOLUTE MAJORITY ___/___

VOTING REQUIREMENTS - Absolute Majority

IN BRIEF

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

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

** Absolute majority required.*

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

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

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

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

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

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

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

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

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

9.4 Winter Season Waiving of Fees and Charges for Sports Clubs

Meeting Date	29 th October 2020
Responsible Officer	A/CEO Allen Cooper
Reporting Officer	EMCS Nathan Gilfellow
Attachments	(i) Quairading Ladies Hockey Club email (ii) Quairading Football Club letter (iii) Quairading Belles – Netball Club letter
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVED Cr _____ **SECONDED Cr _____**

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

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

CARRIED ___/___

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

The winter community sporting clubs impacted by this recommendation are:

Quairading Ladies Hockey Club

Quairading Football Club

Belles – Netball Club

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

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

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

Phase two easing of restrictions

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

Phase three easing of restrictions

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

Phase four easing of restrictions

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

STATUTORY ENVIRONMENT

Local Government Act 1995

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

(1) Subject to subsection (2) and any other written law, a local government may –

(a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or

(b) waive or grant concessions in relation to any amount of money; or

(c) write off any amount of money,
which is owed to the local government.

**Absolute majority required.*

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

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

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

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

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 – 2027

Social Objective: Active, healthy, safe and inclusive community

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

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

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

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

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

Health – Risk Matrix Rating is assessed as Low

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

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low

COMMENT

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

Nathan Gilfellow

From: Hannah Carlton <h.carlton@live.com.au>
Sent: Tuesday, 20 October 2020 4:18 PM
To: Nathan Gilfellow; Michelle Wilson
Subject: Fw: Invoice
Attachments: QDG HOCKEY (1) (1).pdf

Hi Nathan,

So sorry for missing your call yesterday and thank you for reaching out to Carol!

Following my e-mail below is it possible to please request that our fee's paid for the 2020 season be rolled over for the 2021 season?

Thanks so much,

Hannah Richards
Treasurer
Quairading Hockey Club

From: Hannah Carlton <h.carlton@live.com.au>
Sent: Wednesday, 12 August 2020 4:55 PM
To: Cashier <Cashier@quairading.wa.gov.au>
Subject: Re: Invoice

Hi Shire of Q,

I just wanted to query whether reimbursements are being offered on ground rental fee's, as well as early reimbursements of bond's, following the cancellation of the winter sports season this year?

Thank you,
Hannah Richards
Treasurer
Quairading Hockey Club



QUAIRADING FOOTBALL CLUB

P.O. Box 37

Quairading WA 6383

Mr Allen Cooper
Acting Chief Executive Officer
Shire of Quairading
PO Box 38
Quairading WA 6383

Dear Allen,

Due to COVID-19 the Avon Football Association did not go ahead with the 2020 season. As a result, the Quairading Football Club had greatly reduced use of the changeroom and oval facilities through the normal football season. On behalf of the club I would like to request that this fee be rolled over and not charged in 2021, either fully or in part.

The Community Building which is used for home games was obviously not used at all this season. The club would like to request the payment made for this facility be rolled over and not charged for 2021.

Advise of an outcome to our request would be greatly appreciated before the end of 2020 to aid our financial and secretarial management and ease the burden on our volunteers in the off season.

Many thanks.

Yours sincerely,

Braden Hayes
Secretary



Quairading Netball Club

COORDINATOR, QUAIRADING BELLES

M: 0437 978 644

E: quairadingbelles@gmail.com

PO Box 165, Quairading WA 6383

Nathan Gilfellon

EXECUTIVE MANAGER OF CORPORATE SERVICES

T: 9645 2400

M: 0428 451 001

E: emcs@quairading.wa.gov.au

PO Box 38, 10 Jennaberring Road,
Quairading WA 6383

Dear Nathan,

14/10/2020

Due to the impacted 2020 winter sport season, the Quairading Belles preference for the Annual Ground Rental (paid in February this year) would be to carry it over to the 2021 season rather than receive a refund.

Cheers,

Tamara Stacey

Quairading Netball Club

Quairading Belles Coordinator

0437 978 644

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 Strategic Planning Committee Minutes – 13th August 2020

Meeting Date	29 th October 2020
Responsible Officer	A/CEO Allen Cooper
Reporting Officer	A/CEO Allen Cooper
Attachments	Minutes of Meeting
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

MOVED Cr _____ SECONDED Cr _____

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

CARRIED ___/___

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

1) Project Management Status Report

MOVED Cr _____ SECONDED Cr _____

RECOMMENDATION: SP5-20/21

That the Strategic Planning Committee recommend to Council: -

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

CARRIED ___/___

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

MOVED Cr _____ SECONDED Cr _____

RECOMMENDATION: SP6-20/21

That the Strategic Planning Committee recommend to Council: -

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

CARRIED ___/___

3) Strategic Community Plan Review Report

MOVED Cr _____ SECONDED Cr _____

RECOMMENDATION: SP7-20/21

That the Strategic Planning Committee recommend to Council: -

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

CARRIED ___/___

4.a) ICT Disaster Recovery Plan

MOVED Cr _____ SECONDED Cr _____

RECOMMENDATION: SP8-20/21

That the Strategic Planning Committee recommend to Council that: -

Council adopt the ICT Disaster Recovery Plan.

CARRIED ___/___

4.b) ICT Strategic Plan 2020 – 2023

MOVED Cr _____ SECONDED Cr _____

RECOMMENDATION: SP9-20/21

That the Strategic Planning Committee recommend to Council that: -

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

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

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

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

CARRIED ___/___

4.c) ICT Budget Allocation ***MOVED Cr _____ SECONDED Cr _____***RECOMMENDATION: SP10-20/21*

That the Strategic Planning Committee recommend to Council that: -

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

CARRIED ___/___**5) Community Grants Program (2020/21) – Round 2****MOVED Cr _____ SECONDED Cr _____***RECOMMENDATION: SP11-20/21*

That the Strategic Planning Committee recommend to Council: -

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

CARRIED ___/___**6) Asset Management Plan Progress Report****MOVED Cr _____ SECONDED Cr _____***RECOMMENDATION: SP12-20/21*

That the Strategic Planning Committee recommend to Council: -

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

CARRIED ___/___**7) Risk Management Quarterly Report****MOVED Cr _____ SECONDED Cr _____***RECOMMENDATION: SP13-20/21*

That the Strategic Planning Committee recommend to Council: -

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

CARRIED ___/___**VOTING REQUIREMENTS** – Simple Majority

*Absolute Majority will be needed for Council adoption.

IN BRIEF

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Not required as an operational matter.

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

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

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

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

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

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

SHIRE OF QUAIRADING

The Minutes of the Strategic Planning Committee Meeting held on Tuesday 13th October 2020 commencing at 5.00 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson opened the Meeting at 5.00 pm.

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

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

Apologies

Cr BR Cowcill

Leave of Absence Previously Granted

Nil

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Shire President Cr Wayne Davies informed the meeting that at the AGM of the Western Australian Local Government Association (WALGA) on the 25th September, 2020, former Shire President Mr Brian Caporn was presented with a Long and Loyal Service Award and Cr Peter Smith was presented with a scholarship to undertake the Diploma of Local Government (Elected Member).

ITEM 4 DECLARATIONS OF INTEREST

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

- Cr Jo Haythornthwaite - Impartiality Interest with Item 9.4 ICT Strategic Plan and ICT Disaster Recovery Plan
- Cr John Haythornthwaite - Impartiality Interest with Item 9.4 ICT Strategic Plan Progress ICT Disaster Recovery Plan.

ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

5.1 Confirmation of Minutes – 11th August 2020

RECOMMENDATION: SP4-20/21**MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite**

That the Minutes of the Strategic Planning Committee Meeting held on the 11th August 2020 be confirmed as a true and accurate record.

CARRIED 7/0

5.2 Business Arising

Nil

ITEM 6 REFERRED STRATEGIC PROPOSALS

6.1 Referred Strategic Proposals/Matters Report October 2020

#	MATTER	SCP	CBP	LTFP	20/21 BUDGET
1	Building Strategy	G1, B2.1, B2.2	Y	Y	Y – On track for inclusion within Asset Management Plan to be completed by 31 st December 2020.
2	Progressing the potential bituminising of the airstrip	B2.2	Y	N	N Matter remains with SJA Quairading
3	Community Trail/Walk	S1.1, S1.2, NE2.2, S2.2, S4.5, B2.2, G3.2	Y	Y	N
4	Business Attraction Strategy	ED1.1, ED2.1	Y	Y	N/A – Completed and Adopted by Council in March 2020 To be reviewed prior to March 2022
5	Energy Efficient Street Lighting	NE1.1	Y	Y	N
6	Pink Lake Layby Concept (Western side of the Lake)	NE2, NE2.1, NE2.2	N	N	N – Construction Concept submitted back to Main Roads Previous Cost Estimates provided to Council 19/03/2020 - Main Roads supports the proposal to develop and our preference would be option 1, the off road Option. Given the vertical geometry of York Merredin Road (M041) at this location, the design will need to ensure that safe sightlines are available from the two proposed accesses from M041. This will also be considered a Shire asset, for the purposes of construction and on-going maintenance. Main Roads does not have a source of funding that would be suitable for this. The Shire may have ability to source some type of Tourism funding. Potential Project

#	MATTER	SCP	CBP	LTFP	20/21 BUDGET
7	Tourism Strategy	ED1.1, ED2, ED2.1,	Y	Y	Y Tourism Development Strategy 2020-2022 – Adopted by Council Feb 2020.
8	Waste Strategy Plan	NE1.1, NE1.2	Y	Y	N – The Waste and Recycling Strategy was placed on hold until June 2021 (3 Years) RESOLUTION: 191-17/18
9	Silo Art	ED2	N	N	N CBH have provided In Principle Support for Silo Art. Shire contact has been made with the Silo Mural Artists. No Funding identified for Planning or Implementation.
10	Streetscape / Signage Improvement request Quairading Clinicare Pharmacy	S2.2, G3.2	N	N	N – For Budget Review Discussion – November 2020

ITEM 7 STRATEGIC COMMUNITY PLAN PRIORTIES

7.1 Ageing in Place

Aged Accommodation Strategy - 2020/21

Step	Activity	Timeframe
Step 1	Preliminary discussion with Murray Slavin, Architect	15 th October 2020
Step 2	Reconvene working group – review of "where we're at"	20 th October 2020
Step 3	Workshop with Slavin Architect – Aged accommodation options: <ul style="list-style-type: none"> • Existing facilities at Arthur Kelly; • Vacant accommodation in town; • Upgrading of existing homes; • Noongar accommodation: and • Suburban Rd concept – layout etc. 	November 2020
Step 4	Report & preliminary concept for Suburban Rd (Lot 501)	January 2021
Step 5	Workshop – review of preliminary concept	February 2021
Step 6	Workshop – review and endorsement of final design for Suburban Rd	March 2021
Step 7	Final design for Suburban Rd precinct (shovel ready) <ul style="list-style-type: none"> • Architectural drawings inc utilities • Probable costings for program • Modelling of Life costings.; and • Program schedule - Phasing 	April 2021
Step 8	Presentation to Council	22 April 2021

Note: Mr Richard Bleakley advised that the date for step one had been changed to the 20th October, 2020, prior to the workshop on the same day.

ITEM 8 PROJECTS

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

8.1 Project Management Status Report

Meeting Date	13 th October 2020
Responsible Officer	A/CEO Allen Cooper
Reporting Officer	A/CEO Allen Cooper
Attachments	(i) Project Status Report
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RECOMMENDATION: SP5-20/21

MOVED Cr Davies SECONDED Cr Stacey

That the Strategic Planning Committee recommend to Council: -

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

CARRIED 7/0

IN BRIEF

- A Project Management Tracking System has been developed in house in order to track the progress of Council projects.
- Update Council on all projects being undertaken.
- Ensure adequate resources are allocated to meet timeframes and funding bodies acquittal requirements.

MATTER FOR CONSIDERATION

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

BACKGROUND

A Project Management Tracking Program has been developed in house in June/July 2020 and records all Council Projects, Timeframes, Tasks and progress to date.

The Project Status Report has a few key objectives, including:

- Assist in making communication across the organisation easier
- Keeping Team members in-the-know as the project moves forward to meet time frames
- Delivering the right information, to the right stakeholders, at the right time
- Enhancing organisational support for everyone involved

Project monitoring, tracking and reporting is a highly-collaborative process. The Project Tracker keeps each team member focused on the status of their individual tasks, while also keeping the Executive Team and Council up to date on the overall project status and project timeline.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

CONSULTATION

Staff are required to input and update the tracker to maintain focus and to meet deadlines. Ensures communication between departments to meet timeframes.

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

Financial - Risk Matrix Rating is assessed as Low

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low.

ITEM 9 GOVERNANCE

9.1 Long-Term Financial Plan and Corporate Business Plan Progress Report

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

Meeting Date	13 th October 2020
Responsible Officer	A/CEO Allen Cooper
Reporting Officer	A/CEO Allen Cooper
Attachments	(i) Corporate Business Plan (ii) Strategic Community Plan
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: SP6-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Stacey

That the Strategic Planning Committee recommend to Council: -

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

CARRIED 6/1

IN BRIEF

That Council note the Long Term Financial Plan and the Corporate Business Plan are due for review.

MATTER FOR CONSIDERATION

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

BACKGROUND

Council is required to prepare a Long Term Financial Plan and Business Corporate Plan in accordance with the Local Government Act.

The Long-Term Financial Plan (LTFP) and Corporate Business Plan (CBP) are a 4-year service, financial and project delivery program for the Shire. It is aligned to the strategic direction and priorities set within the 10-year Strategic Community Plan.

Both the CBP (2017 – 2021) and the LTFP are in need of a four yearly review.

Projects contained in both plans, if approved in the budget process, are contained in items 6.1 Referred Strategic Proposals/Matters Report October 2020 and 8.1 Project Management Tracker Summary Report.

STATUTORY ENVIRONMENT

The *Local Government Act 1995* provides a framework for the operations of local governments in Western Australia. Section 1.3 (2) states:

This Act is intended to result in:

- a) Better decision making by local governments;
- b) Greater community participation in the decisions and affairs of local governments;
- c) Greater accountability of local governments to their communities; and
- d) More efficient and effective government.

A Plan for the future under Sect 5.56 of the *Local Government Act (1995)* consists of a Strategic Community Plan (SCP) and a Corporate Business Plan (CBP).

The regulatory requirements for the Corporate Business Plan stipulate that it:

- Is for a minimum of 4 years.
- Identifies and prioritises the principal strategies and activities the Council will undertake in response to the aspirations and objectives stated in the Strategic Community Plan.
- States the services, operations and projects that a local government will deliver over the period of the plan, the method for delivering these and the associated cost.
- References resourcing considerations such as asset management plans, finances and workforce plans.
- Is adopted by Council by an absolute majority.
- Is reviewed annually, as it is the main 'driver' for the Annual Budget.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

The Corporate Business Plan interacts with informing plans such as the Long Term Financial Plan as part of the Integrated Planning and Reporting Framework. Whilst the Corporate Business Plan is one of the main drivers for the annual budget it remains reliant on Council's adoption of the Long Term Financial Plan and an annual budget.

Council has allocated funds in the 2020/2021 budget for a major review of the Corporate Business Plan - \$10,000 and a minor review of the Long Term Financial Plan - \$2,500.

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.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

9.2 Strategic Community Plan Review Report

Report on the Major Review of the Shire's Strategic Community Plan Project (October 2020)

Implementation of the Strategic Community Plan Review scheduled for February to April 2021 (Report to the Feb 2021 SPC Meeting)

Meeting Date	13 th October 2020
Responsible Officer	A/CEO Allen Cooper
Reporting Officer	IPR&SPO Richard Bleakley
Attachments	(i) Extract from Integrated Planning and Reporting Framework and Guidelines – October 2016
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: SP7-20/21

MOVED Cr Stacey SECONDED Cr Davies

That the Strategic Planning Committee recommend to Council: -

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

CARRIED 7/0

IN BRIEF

- This Report outlines the process and timeframe for major review of Strategic Community Plan.
- The Framework for the review is based on the Department of Local Government and Communities pro-forma Strategic Review Process and Timeline.

MATTER FOR CONSIDERATION

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

BACKGROUND

The Strategic Community Plan outlines community long term (10+ years) vision, values, aspirations and priorities, with reference to other local government plans, information and resourcing capabilities.

The current Strategic Community Plan 2017-2027 was prepared based on a community visioning exercise conducted in early 2017, and was adopted by Council on the 26th October 2017.

A full review is required every four years with a desktop review every two years.

The Strategic Community Plan:

- Establishes the community's vision for the Shire's future, including aspirations and service expectations.
- Drives the development of Shire's area/place/regional plans, resourcing and other informing strategies, for example workforce, asset management and services.

The integration of asset, service and financial plans means the Shire's resource capabilities are matched to the community's needs.

The major review process will commence in November 2020 with the recruitment of a Consultant to facilitate the review. This will be in conjunction with the Community Survey based on the benchmark survey conducted in 2017. Extensive community engagement will commence in February 2021, culminating in the endorsement by Council of the Shire's Community Plan Vision, Community Aspirations and Strategic Objectives (2021-2031) in June 2021.

Step	Activity	Timeframe
Step 1	Terms of reference and recruitment of Consultant	November 2020
Step 2	Familiarise consultant with existing SCP and Desktop Review conducted in 2019	December 2020
Step 3	Community Survey	November 2020
Step 4	IPR Refresher and Process Design	December 2020
Step 5	Preparation for engagement	December 2020 / January 2021
Step 6	Community Engagement (sub-sets) <ul style="list-style-type: none"> • Youth – 30 under 30 • Noongar • Aged • Business 	February 2021
Step 7	Strategic Community Plan/Corporate Business Plan Revisions – first cut; draft four-year budget – corporate challenge	March 2021
Step 8	Draft Strategic Community Plan/Corporate Business Plan – second cut; draft four-year budget – Council challenge	April 2021
Step 9	Public Consultation and Finish LTFP	May 2021
Step 10	Adoption by Council	June 2021

STATUTORY ENVIRONMENT

The *Local Government Act (1995)* Sect 5.56 requires each local government 'to plan for the future of the district', by developing plans in accordance with the regulations.

A Plan for the future under Sect 5.56 of the *Local Government Act (1995)* consists of a Strategic Community Plan (SCP) and a Corporate Business Plan (CBP). The regulatory requirements for the Strategic Community Plan are:

- Is for a minimum of 10 years.
- States community vision, aspirations and objectives.
- Was developed or modified through engagement with the community and this is documented.
- Has regard to current and future resource capacity, demographic trends and strategic performance measurement.
- Is adopted or modifications to it are adopted, by an absolute majority of Council
- Notice has been given to the public when the plan is adopted (or modified).

- A strategic review of the plan has been scheduled for 2 years from when it is adopted.
- A full review of the plan has been scheduled for 4 years from when the plan is adopted.

POLICY IMPLICATIONS

CS.4 Community Engagement Policy.

FINANCIAL IMPLICATIONS

Review will require financial resourcing.

\$20,000 has been allocated in the 2020/21 Budget for the Review of both the Strategic Community Plan and the Corporate Business Plan.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability
G3	Community Engagement
G3.1	Provide appealing opportunities for the community to participate in decisions that affect them
G3.2	Collaborate with the community to achieve desired outcomes

CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low. Sufficient resources have been allocated to the 2020/21 budget to ensure that the review can be delivered.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Review of the current Strategic Community Plan and Corporate Business Plan including Community engagement and the revision of both plans will ensure that the Council vision and direction aligns with the expectations of the Community.

Operation – Risk Matrix Rating is assessed as Low. Following the pro-forma guidelines of the Department of Local Government and Communities provides a framework for the delivery of the review of both the Strategic Community Plan and the Corporate Business Plan.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The Integrated Planning process, comprising Strategic Community and Corporate Business planning is one of the most important activities that Councillors undertake in their role.

It requires a clear vision, well-informed decisions regarding strategic priorities and clear measurements of objectives and outcomes.

If the processes are sufficiently resourced, robust and integrated, it will lead to Council achieving the community outcomes it desires.

9.3 Organisational Culture and Capacity Building

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

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

The Acting CEO Mr Allen Cooper updated the meeting on the progress of the Plan.

9.4 ICT Strategic Plan and ICT Disaster Recovery Plan

Meeting Date	13 th September 2020
Responsible Officer	A/CEO Allen Cooper
Reporting Officer	A/CEO Allen Cooper
Attachments	(i) ICT Strategic Plan (Under separate cover) (ii) ICT Disaster Recovery Plan (Under separate cover)
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION -

RECOMMENDATION: SP8-20/21

MOVED Cr Davies SECONDED Cr Stacey

That the Strategic Planning Committee recommend to Council that: -
Council adopt the ICT Disaster Recovery Plan.

CARRIED 7/0

OFFICER RECOMMENDATION

**That the Strategic Planning Committee recommend to Council that: -
Council adopt the ICT Strategic Plan 2020 – 2023.**

VOTING REQUIREMENTS – Simple Majority

Reason for Variation from Officer's Recommendation

Additional information was presented.

RECOMMENDATION: SP9-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Stacey

That the Strategic Planning Committee recommend to Council that: -
Council adopt the ICT Strategic Plan 2020 – 2023 with the following amendments: -
Appendix E Summary of Estimates page 69 and 70 being replaced with the following tables:

Continues on next page

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

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

CARRIED 5/2

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

FOR: Cr Jo Haythornthwaite, Cr T Stacey, Cr W Davies, Cr John Haythornthwaite, Cr B McGuinness

AGAINST: Cr J Hippisley, Cr P Smith

OFFICER RECOMMENDATION

That the Strategic Planning Committee recommend to Council that: -

Council allocate a budget of \$41,200 to Computer Maintenance and \$30,500 to Computers Capital Works both from Budget Surplus.

VOTING REQUIREMENTS – Absolute Majority

Reason for Variation from Officer's Recommendation

To reflect the change in the proposed 2020/2021 expenditure

RECOMMENDATION: SP10-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Stacey

That the Strategic Planning Committee recommend to Council that: -

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

CARRIED BY ABSOLUTE MAJORITY 5/2

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

FOR: Cr Jo Haythornthwaite, Cr T Stacey, Cr W Davies, Cr John Haythornthwaite, Cr B McGuinness

AGAINST: Cr J Hippisley, Cr P Smith

IN BRIEF

- This item was considered at item 9.3 of the Ordinary Council Meeting of the 24th September 2020 with no clear outcome direction from Council.
- The Shire engaged Focus Networks in May 2020 to assist in developing an ICT Strategic Plan and ICT Disaster Recovery Plan.
- The ICT Strategic Plan is a resource that the Shire can use to plan for, manage and review their Information, Communication and Technology assets over a 4-year period.
- The ICT Disaster Recovery Plan is a resource to coordinate the actions of the Shire during an ICT disaster.
- The key themes, being explored within the Strategic Plan have been taken from the Gartner IT Reports and are used to underpin the Goals of the Plan. Each area is shown with the current state, best practice and future recommendation.

MATTER FOR CONSIDERATION

The adoption of the ICT Strategic Plan and ICT Disaster Recovery Plan and the allocation of Budget to support items identified within the Strategic Plan.

BACKGROUND

This item was presented to the Audit and Risk Committee on the 8th September 2020 with the following recommendation to Council:

RECOMMENDATION: AR5-20/21

MOVED Cr McGuinness SECONDED Cr Stacey

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

- 1. Council adopt the ICT Strategic Plan 2020 - 2023*
- 2. Council adopt the ICT Disaster Recovery Plan*
- 3. Council allocate a budget of \$41,200 to Computer Maintenance and \$30,500 to Computers Capital Works both from the 2020/2021 Budget Surplus.*

CARRIED ON THE CASTING VOTE OF THE CHAIRPERSON 5/4

This was then presented to the Ordinary Council Meeting with the following outcome:

RESOLUTION: 45-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Cowcill

RECOMMENDATION: AR5-20/21

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

- 1. Council adopt the ICT Strategic Plan 2020 - 2023*
- 2. Council adopt the ICT Disaster Recovery Plan*
- 3. Council allocate a budget of \$41,200 to Computer Maintenance and \$30,500 to Computers Capital Works both from the 2020/2021 Budget Surplus. **

MOTION LOST 3/4

**Absolute Majority will be needed for Council adoption of the Budget Amendment
Simple Majority required for the Adoption of Strategic Plan and Disaster Recovery Plan

Then:

Foreshadowed Motion - ICT Strategic Plan and ICT Disaster Recovery Plan

RESOLUTION: 46-20/21

MOVED Cr Hippisley SECONDED Cr John Haythornthwaite

- 1. That Council engage in further research and consultation with WALGA and others shires before adopting an ICT Strategic Plan;*
- 2. That Council adopts the ICT Disaster Recovery Plan;*
- 3. That Council refrains from adjusting the ICT budget until the ICT Strategic Plan has been further researched, finalized and adopted.*

MOTION LOST 3/4

As this gave no clear direction to staff it has been returned to the Strategic Planning Committee for a recommendation to Council.

Previous Background

IT and associated activities was identified in Council's Risk Management and Governance Framework in 2017 as a significant risk item.

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

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

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

Actions over the years have endeavoured to improve and reduce the risk to Councils Information and Communication Technology, however no formal plans have been produced until now.

The ICT Strategic Plan is a strategic resource that underpins the key functions and decision making processes of a local government and the ICT Disaster Recovery Plan is a critical operations document.

ICT Strategic Plan

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

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

This document will be the action plan for guiding Council's strategic direction in ICT over the next 4 years for the effective management of information and communications technology and to ensure that the Shire's ICT systems are controlled and maintained in line with corporate objectives and emerging trends. This document establishes a baseline which identifies the minimum requirements for the effective provision of information and communications technologies, as well as information management services, and solutions to effectively support the Shire's operations. Understanding the complexity of information and communications technology management within local government is the first step in applying the necessary measures to ensure that the baseline ICT standards are being met. This document also aims to provide true value to the community by enhancing and supporting all the services Council delivers.

ICT Disaster Recovery Plan

The ICT Disaster Recovery Plan is an important document containing process and procedures to recover and protect a business' IT infrastructure in the event of an incident.

The Shire's Auditors and the State Records Office (SRO) have both raised that the Shire does not currently have a ICT Disaster Recovery Plan. The SRO have indicated that a copy of an ICT Disaster Recovery Plan will need to be presented to the SRO by December 2020.

Without formally defined processes, it is difficult for the Shire to evaluate the risks and ensure that organisation can quickly respond to, and recover from disruptive ICT events. Implementing complementary standards for ICT Disaster Recovery and Business Continuity will help the Shire to ensure holistic risk management outcomes.

A business impact analysis (BIA) was conducted by Focus Networks in conjunction with Executive Management and is viewed as the cornerstone of informed ICT disaster recovery decision-making.

A BIA provides the basis for aligning ICT disaster recovery plans (and broader business continuity management) to business priorities.

A BIA is a systematic process to determine and evaluate the potential effects of an interruption to critical/core business functions as a result of an incident. The BIA identifies business functions, the critical systems supporting them, and their dependencies.

Without a process to understand these, the Shire is unable to make informed decisions about ICT disaster recovery strategies.

It has been listed that a review of the ICT Disaster Plan should be undertaken annually to maintain contact and staffing lists.

Business continuity management and disaster recovery is a process of continuous improvement, and Council is strongly encouraged to ensure that the necessary skills and capabilities are in place to guarantee ongoing risk management for the organisation.

Continuous improvement requires not only resolving individual issues, but maintaining the health, effectiveness and relevance of the Shire's ICT disaster recovery capability to support business continuity capabilities.

STATUTORY ENVIRONMENT

Local Government Act S5.56

Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government Act (Administration Regulations 1996)

Division 3 – Planning for the future

19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to –
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.

- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013. (
- 2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to – (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and (b) govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government’s strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications. *Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

The Current Budget for IT is currently \$70,000. The proposed Budget for 2020/21 year (detailed below) is \$141,700. Therefore, it is recommended that an additional \$71,700, from the current Budget Surplus of \$122,026 be utilized to fund this year’s ICT requirements.

In the 2020/21 budget, a Reserve Fund (budgeted to end the year with \$113,964 in funds) was modified to include all IT Hardware and Software purchases. It has not been recommended to use Reserve Funds due to the current budget surplus and to allow the funds to be used for future purchases identified in the ICT Strategic Plan. This will allow the funds to be used in the future to afford major Software upgrades without impacting normal Council operations.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

CONSULTATION

Consultation for the ICT Disaster Recovery Plan was undertaken with Shire Staff and current IT providers.

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

Financial - Risk Matrix Rating is assessed as Low. The Plans will have a financial impact on the Budget, as the works identified will increase the current budget significantly. However, the works being done over the next 4 years should decrease the financial risk of large non-budgeted expenditure from IT disaster or Cyber-attacks.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Cyber-attacks on government have been becoming more common and wider spread. This has caused reputational damage due to concern of the disclosure of public information. The Plans have recommended ways of reducing damage from attacks, therefore decreasing the chance of loss of information and mitigate reputational risk.

Operation – Risk Matrix Rating is assessed as Medium. The ICT Strategy is created to provide direction in a rapidly changing business environment. The first wave of the Covid-19 pandemic has shown the need for workplaces to be flexible in the way that they function with many businesses during this time being completely digital. The current Shire of Quairading IT environment is not currently setup to be digital, therefore any future situations such as the one just experienced, may significantly impact whether the Council is able to operate.

The Plans have also been created with consideration of future trends, such as Cloud based technology or work from home. The Plans will allow the Shire to react faster to changes from changing trends.

The ICT Disaster Recovery Plan is an operational plan that can be activated during an IT Disaster. This will give Management direction on continuing operations during this time, which should decrease the risk that Council is unable to operate for a long length of time.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The ICT Strategic Plan has been allocated over a period of 4 years. The priorities and timing of costs have been allocated over the 4 years by Focus Networks. The costs in each year across the 4 years is an increase over the current and previous IT Budgets. This is in order to position the Shire strongly in a quickly changing ICT environment.

In order to lessen the impact on the current financial position and to undertake the works within current staffing, Management has proposed an alternative budget based on the timing and priorities recommended within the Plan. This will also form an agile approach to ICT upgrades and improvements which should provide better results in a fast changing IT environment. The current and proposed budget has been listed below in table 1.1 and 1.2.

Table 1.1 - **Current Budget**

Description	Amount
IT Vision (SynergySoft)	\$25,000
IT Support	\$29,812
Other Licences	\$5,000
Minor IT Purchases	\$5,000
Council Connect (Website Hosting)	\$5,188
Total	\$70,000

Table 1.2 - **Proposed Budget**

Description	Amount
IT Vision (SynergySoft)	\$25,000
IT Support	\$24,000
Minor IT Purchases	\$2,000
Council Connect (Website Hosting)	\$5,188
Altus Bank Reconciliation Module (Setup) ¹	\$8,000
New Computers/ Laptops ²	\$35,732
Website Development ³	\$5,000
Adobe Professional (SaaS)	\$1,250
Office 365 (SaaS)	\$4,000
5.1 Backups ⁴	\$8,800
5.7 Internet Gateway ⁵	\$2,620
5.8 ISP Links ⁶	\$7,200
5.2 Domain ⁷	\$12,910
Total	\$141,700

1. Includes the Purchase and Setup of the IT Vision Bank Reconciliation Module. The annual cost can be absorbed in the current SynergySoft budget.
2. As per Appendix A for the 2020/21 year for Councillors and Staff and will be part of the Capital budget. \$5,232 will be for the Transition of Administration Staff to "Office 365".
3. Website Development is a provision for the implementation of bookings and payment capabilities for the Caravan Park.
4. \$5,640 is for backup of current data offsite. \$3,160 is for backup of cloud based emails. A transition to cloud based Office 365 is set to following a successful transition to Office 365 for other Microsoft Applications. Medical Practice migration will be postponed until investigation into a connection utilising the Administration Office Server has been undertaken.
5. \$2,620 has been included to improve the Internet Gateway at the Administration Office. Improvements at the Medical Practice have been postponed until investigation into a connection to using the Administration Office has been undertaken.
6. \$800 per month x 9 months for NBN Satellite. 4G costs already in budget.
7. As per item 5.2. Medical Practice will be postponed until successful implementation of the Administration Office.

9.5 Community Grants Program (2020/21) – Round 2

Meeting Date	13 th September 2020
Responsible Officer	A/CEO Allen Cooper
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	GPO – current member of Quairading Playgroup and Quairading Rainmakers Inc. CEO – Nil

OFFICER RECOMMENDATION

RECOMMENDATION: SP11-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Davies

That the Strategic Planning Committee recommend to Council: -

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

CARRIED 7/0

IN BRIEF

- The Community Grant Process was reviewed, updated and endorsed by the Council in December 2019.
- Four applications were received for Round 2 to the value of \$5400.
- 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.

Club	Grant	Amount Requested (ex GST)	Project	Recommended
Quairading Bowling Club	2	\$2000.00	Landscaping (laying gravel) to existing area adjacent to BBQ area.	Yes
Quairading Playgroup	2	\$400.00	Upgrade of Playgroup toys including bikes, scooters, dolls/prams and baby toys.	Yes
Quairading Rainmakers	2	\$2,500.00	To run 'A Reinmakers Christmas' A free Community Christmas Party on the 4 th of December 2020.	Yes
The Milky Way Hotel	2	\$500.00	Supply of paint to upgrade the façade of the old bank where the hotel is situated, to bring up to standard of surrounding businesses and homes.	No
TOTAL REQUESTED		\$5400.00		

MATTER FOR CONSIDERATION

Evaluation of Community Grant Applications received by Grants and Projects Officer on 30th September 2020.

BACKGROUND

At the December 2019 Council Meeting the Council adopted a revised Community Grants Policy and supporting documentation.

Round 2 of the Community Grant Program was opened on 4th August 2020 with Policy and Grant Application forms forwarded via E-mail to all Sporting and Recreation Clubs.

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 30th September 2020.

One category of Grant Funding was promoted:

- Grant 2 – Minor Projects \$500 to \$2500.

A total of four applications were received to the value \$5400.

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

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY IMPLICATIONS

Community Grant Policy

FINANCIAL IMPLICATIONS

2020/21 Financial year allocation \$31,150 account 3212, available \$9,590.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

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

ITEM	OUTCOMES AND STRATEGIES
S1.2	Promote increased participation in the social and cultural life of the community

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Following the closure of the 19/20 Community Grants Program, the Grants Officer conducted an online survey with grants recipients to provide feedback on the process. Feedback was incorporated into the review of the Grants Policy and Guidelines.

Policy and Grant Application forms were forwarded via Mail Chimp to all Sporting and Recreation Clubs.

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

- Four grant applications were received and assessed.
- Assistance was provided to a number of clubs to ensure the applications were completed correctly.
- Three out of four grant applications met the selection criteria outlined in the Grant Guidelines.
- With Coronavirus in the background since the start of the year, this seems to have subdued the enthusiasm of clubs to engage with the Community Grant Program. The number applications are significantly down on 2019/20.
- We are receiving a number of requests from non-sporting/recreation bodies for funding. There may be an opportunity to run an additional funding stream for individuals/businesses for projects that value-add to the community i.e. Shop front improvements, town landscaping etc.

ITEM 10 ASSET MANAGEMENT PLAN

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

10.1 Asset Management Plan Progress Report

Meeting Date	13 th October 2020
Responsible Officer	A/CEO Allen Cooper
Reporting Officer	A/CEO Allen Cooper
Attachments	(i) Asset Management Plan Progress Report
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: SP12-20/21

MOVED Cr Hippisley SECONDED Cr Davies

That the Strategic Planning Committee recommend to Council: -

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

CARRIED 7/0

IN BRIEF

- Asset Management Planning assists Council to improve Council's asset management maintenance, enhancement and the delivery of services from infrastructure, furniture and equipment, land and buildings.
- Asset management practices play a crucial role in ensuring that such investment decisions are well-informed, evidence-based and, most importantly, directly aligned to the current and future service needs of the community.

MATTER FOR CONSIDERATION

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

BACKGROUND

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

Infrastructure assets such as roads, drains, bridges, furniture and equipment and buildings present particular challenges. Their condition and longevity can vary significantly based on local environments. Financing needs can be large, requiring planning in expenditure for renewing and replacing such assets. The demand for new and improved services adds to the planning and financing complexity.

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

Asset Management Condition Assessments – Buildings

Asset management condition assessments are undertaken on a regular basis, however each year in the lead up to the annual budget preparation certain buildings will receive a detailed condition inspection. These buildings are those noted as being poorer condition, high use, or reaching the end of their useful lives.

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

Roads and Associated Infrastructure

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

Community and user group requests

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

The Asset Management Plans combine multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset in the most cost effective manner to provide specified levels of service. They are long term plans (10 years) that address the asset activities and programs required for each service area, with related financial projections being a critical component.

These projections are crucial to informing and setting the Long Term Financial Strategy. They are 'living' plans, to be updated frequently over their lifespan.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Medium. Rated medium as failure of assets could be a financial burden and disruptive to the organisation.

Health – Risk Matrix Rating is assessed as Low.

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

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

Natural Environment – Risk Matrix Rating is assessed as Low.

ITEM 11 RISK MANAGEMENT

11.1 Risk Management Quarterly Report

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

Meeting Date	13 th October 2020
Responsible Officer	A/CEO Allen Cooper
Reporting Officer	A/CEO Allen Cooper
Attachments	(i) ORG.3 Risk Management Policy (ii) Risk Management Governance Framework (Under separate cover) (iii) Risk Dashboard Report (Under separate cover)
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: SP13-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Stacey

That the Strategic Planning Committee recommend to Council: -

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

CARRIED 7/0

IN BRIEF

- Council has requested that the Chief Executive Officer conduct a review of its Risk Management and report progress on issues identified as High Risk.
- Council reviewed its Risk Management Policy in 2018.
- The Risk Management Governance Framework was reviewed by Local Government Insurance Services in 2017.
- There is a need to review and update Risk Dashboard Report.

MATTER FOR CONSIDERATION

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

BACKGROUND

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

The Risk Management Governance Framework requires that:

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

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

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

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

The items identified as "high risk" in the Framework Review in September 2017 were:

- Document Management Process
- Environment Management
- External Theft and Fraud (including Cyber)
- Misconduct
- IT or Communication systems and infrastructure – inconclusive not completed at that time

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

- Financial
- Health
- Reputation
- Operation
- Natural environment

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

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

LEVEL	DESCRIPTION
Project Risks	Project Level Risks are associated with developing or delivering projects or discrete activities. Project risks should be managed each stage of the project by the person who has responsibility for that project.

Risk Appetite

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 2.7 – Role of Council

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

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

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

POLICY IMPLICATIONS

ORG.3 Risk Management Policy

Shire of Quairading – Risk Management Governance Framework.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

CONSULTATION

Not required at this time

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

Financial - Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

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

ITEM 12 EMERGING ISSUES

Cr Davies

Cr Davies advised the meeting that he had been approached by members of the community of a need for a skatepark. Mr Richard Bleakley stated that it was not included in the current plan for the Kwirradling Koort Park as it was not raised during the community consultation sessions.

Cr Davies request that the information on the Quairading Airstrip on the Shire website be checked for accuracy as it was raised as being incorrect by a member of the public.

Cr McGuinness

Cr McGuinness spoke on the Federal and State budgets and the funds and grants that will be available.

ITEM 13 NEXT MEETING DATE

The next Strategic Planning Committee Meeting is scheduled to take place in February 2021, date to be confirmed, commencing at 5.00 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 14 CLOSURE

There being no further business, the Chairman closed the Meeting at 7.02 pm.

I certify the Minutes of the Strategic Planning Committee Meeting held on 13th October 2020 were confirmed on _____ 2021 as recorded.

Confirmed....._/02/2021

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

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

OFFICER RECOMMENDATION

MOVED Cr _____ SECONDED Cr _____

That Council:

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

CARRIED BY ABSOLUTE MAJORITY ___/___

VOTING REQUIREMENTS – Absolute Majority

IN BRIEF

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

MATTER FOR CONSIDERATION

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

BACKGROUND

At its Ordinary Council Meeting held 27th August 2020 Council resolved as follows: -

RESOLUTION: 29 -20/21

1. *Council receive the Valuation Reports on 81 and 83 Heal Street and Proposed Lots 1-5, 1 & 15 Winmar Road, Quairading*
2. *Council support the Sworn Valuations provided by Acumentis Pty Ltd*

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

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

3.58. Disposing of property

- (1) In this section –

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

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

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

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

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

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

and

- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include –
 - (a) the names of all other parties concerned; and

- (b) the consideration to be received by the local government for the disposition; and
- (c) the market value of the disposition –
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

(5) This section does not apply to –

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

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

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Economic Objective: Growing economy and employment opportunities

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

COMMUNITY CONSULTATION

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

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

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

Health – Risk Matrix Rating is assessed as Low

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

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

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

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



PUBLIC NOTICE

INTENTION TO DISPOSE OF LOCAL GOVERNMENT PROPERTY

Notice is hereby given in accordance with section 3.58 of the Local Government Act 1995, that the Shire of Quairading proposes to dispose of the following property and buildings to "Farmarama Pty Ltd" for the total sum of \$240,000 (exc GST).

81 Heal St Quairading being Lot 29 on deposited plan 223072 Volume 2127 Folio 255

83 Heal St Quairading being Lot 80 on deposited plan 412325 Volume 2969 Folio 190

The market value of the land and buildings was assessed on the 6th August 2020 as follows:-

81 Heal St - \$130,000 (exc GST)

83 Heal St - \$110,000 (exc GST)

The Shire is now inviting submissions on the proposed disposal.

Written submissions addressed to Allen Cooper, Acting Chief Executive Officer, Shire of Quairading, PO Box 38, Quairading WA 6383 must be received no later than 4pm Monday, 19th October 2020.

ALLEN COOPER
Acting Chief Executive Officer

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 26th November 2020, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 16 CLOSURE

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